

# Management Report

Christmas Charities Year Round Services, Inc.  
For the period ended December 31, 2021



Prepared by  
**Precision Bookkeeping LLC**

Prepared on  
**March 14, 2022**

# Table of Contents

---

Balance Sheet.....3

Profit & Loss - Month .....5

Profit & Loss Budget vs. Actuals.....7

Payroll Summary by Employee .....10

A/R Aging Summary .....11

A/P Aging Summary .....12

# Balance Sheet

As of December 31, 2021

	<b>Total</b>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Bank Accounts</b>	
Bank Independent Checking - 4037	72,897.09
Bank Independent Savings - 4045	93,528.55
Bank Independent Restricted Funds - 4053	10.41
Restricted - Clothing Program	1,000.00
Restricted - Iron Mountain	1,250.32
Restricted - Operation Believe	3,585.00
Restricted - Star Spangled Santa	2,500.00
Restricted - United Way Youth	600.00
Restricted - Waste Not	76.32
<b>Total Bank Independent Restricted Funds - 4053</b>	<b>9,022.05</b>
RFCU Money Market	60,150.97
<b>Total Bank Accounts</b>	<b>235,598.66</b>
<b>Total Current Assets</b>	<b>235,598.66</b>
<b>Fixed Assets</b>	
Accumulated Depreciation	-23,226.57
Equipment	21,327.96
Vehicles	0.00
2014 Ford F150	25,324.08
<b>Total Vehicles</b>	<b>25,324.08</b>
<b>Total Fixed Assets</b>	<b>23,425.47</b>
<b>Other Assets</b>	
Security Deposit	4,500.00
Utility Deposits	2,300.00
<b>Total Other Assets</b>	<b>6,800.00</b>
<b>TOTAL ASSETS</b>	<b>\$265,824.13</b>

## LIABILITIES AND EQUITY

### Liabilities

#### Current Liabilities

##### Credit Cards

Bank Independent - 5351	3,072.74
-------------------------	----------

<b>Total Credit Cards</b>	<b>3,072.74</b>
---------------------------	-----------------

##### Other Current Liabilities

Accrued Payroll	2,014.61
-----------------	----------

Accrued Vacation	4,248.78
------------------	----------

Payroll Liabilities	0.00
---------------------	------

AL Unemployment Tax	66.14
---------------------	-------

AL Withholding	496.45
----------------	--------

Cancer/Health Aflac	3.00
---------------------	------

Federal Taxes (941/944)	3,004.17
-------------------------	----------

	<b>Total</b>
United Way_Pledge	135.00
<b>Total Payroll Liabilities</b>	<b>3,704.76</b>
<b>Total Other Current Liabilities</b>	<b>9,968.15</b>
<b>Total Current Liabilities</b>	<b>13,040.89</b>
<b>Total Liabilities</b>	<b>13,040.89</b>
<b>Equity</b>	
Retained Earnings	212,139.56
Temp Restricted Net Assets	
Clothing Program (TRNA)	1,000.00
Iron Mountain (TRNA)	1,250.32
Operation Believe (TRNA)	3,585.00
Star Spangled Santa (TRNA)	2,500.00
United Way (TRNA)	600.00
Waste Not (TRNA)	76.32
<b>Total Temp Restricted Net Assets</b>	<b>9,011.64</b>
Unrestricted Net Assets	-9,011.64
Net Revenue	40,643.68
<b>Total Equity</b>	<b>252,783.24</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$265,824.13</b>

# Profit & Loss - Month

December 2021

	Total
<b>REVENUE</b>	
Contributions Income	
Donations - Unrestricted	18,405.57
<b>Total Contributions Income</b>	<b>18,405.57</b>
Miscellaneous Income	
Rag Sales	1,089.40
<b>Total Miscellaneous Income</b>	<b>1,089.40</b>
Rental Income	1,200.00
Restricted Funds	
Grant Income	27,600.00
<b>Total Restricted Funds</b>	<b>27,600.00</b>
Santa Fun Run Income	3,247.60
Special Events	
Online / Letter Campaign	
Operation Believe	1,350.67
<b>Total Online / Letter Campaign</b>	<b>1,350.67</b>
<b>Total Special Events</b>	<b>1,350.67</b>
United Way Madison Co	
UW Allocation	2,054.79
UW Designated	497.71
<b>Total United Way Madison Co</b>	<b>2,552.50</b>
<b>Total Revenue</b>	<b>55,445.74</b>
<b>GROSS PROFIT</b>	<b>55,445.74</b>
<b>EXPENDITURES</b>	
Dues and Subscriptions	16.19
Event Expenses	14.15
Operation Believe	1,333.37
Santa Fun Run Expense	386.10
<b>Total Event Expenses</b>	<b>1,733.62</b>
Insurance	263.00
Liability Insurance	44.75
Vehicle Insurance	236.68
Workman's Comp Insurance	224.84
<b>Total Insurance</b>	<b>769.27</b>
Miscellaneous	
Advertising / Marketing	272.00
<b>Total Miscellaneous</b>	<b>272.00</b>
Occupancy	
Building Rent	4,250.00
Building Repairs & Maintenance	53.00
Computer Access/Services	276.82
Utilities	404.14

	<b>Total</b>
<b>Total Occupancy</b>	<b>4,983.96</b>
Payroll Expenses	
Employee Benefits	
Life Insurance	9.62
<b>Total Employee Benefits</b>	<b>9.62</b>
Taxes	811.26
Wages	10,368.32
<b>Total Payroll Expenses</b>	<b>11,189.20</b>
Professional Fees	
Accounting	300.00
QuickBooks (Intuit) Payroll Ser	116.63
<b>Total Professional Fees</b>	<b>416.63</b>
Supplies	
Office Supplies	237.48
Supplies - Fundraising	1,233.00
<b>Total Supplies</b>	<b>1,470.48</b>
Telephone Expense	188.02
Transportation/Travel	
Fuel	74.72
<b>Total Transportation/Travel</b>	<b>74.72</b>
Warehouse Operations	100.00
<b>Total Expenditures</b>	<b>21,214.09</b>
<b>NET OPERATING REVENUE</b>	<b>34,231.65</b>
<b>OTHER REVENUE</b>	
Interest Income	17.13
<b>Total Other Revenue</b>	<b>17.13</b>
<b>NET OTHER REVENUE</b>	<b>17.13</b>
<b>NET REVENUE</b>	<b>\$34,248.78</b>

# Profit & Loss Budget vs. Actuals

January - December 2021

	Actual	Budget	over Budget	Total % of Budget
<b>REVENUE</b>				
Contributions Income				
Board Member Contributions		7,000.00	-7,000.00	
Donations - Unrestricted	75,200.43	60,000.00	15,200.43	125.33 %
<b>Total Contributions Income</b>	<b>75,200.43</b>	<b>67,000.00</b>	<b>8,200.43</b>	<b>112.24 %</b>
Miscellaneous Income				
Rag Sales	15,691.92	21,000.00	-5,308.08	74.72 %
<b>Total Miscellaneous Income</b>	<b>15,691.92</b>	<b>21,000.00</b>	<b>-5,308.08</b>	<b>74.72 %</b>
Reimbursed Expenses				
Waste Not	19,874.82	22,000.00	-2,125.18	90.34 %
<b>Total Reimbursed Expenses</b>	<b>19,874.82</b>	<b>22,000.00</b>	<b>-2,125.18</b>	<b>90.34 %</b>
Rental Income	7,800.00	7,200.00	600.00	108.33 %
Restricted Funds	3,425.00		3,425.00	
Grant Income	42,600.00	12,000.00	30,600.00	355.00 %
<b>Total Restricted Funds</b>	<b>46,025.00</b>	<b>12,000.00</b>	<b>34,025.00</b>	<b>383.54 %</b>
Santa Fun Run Income	3,932.60		3,932.60	
Special Events	1,000.00		1,000.00	
Monthly Events		2,400.00	-2,400.00	
Online / Letter Campaign				
Operation Believe	6,030.67		6,030.67	
<b>Total Online / Letter Campaign</b>	<b>6,030.67</b>		<b>6,030.67</b>	
<b>Total Special Events</b>	<b>7,030.67</b>	<b>2,400.00</b>	<b>4,630.67</b>	<b>292.94 %</b>
T-Shirts	10.00		10.00	
United Way Madison Co				
UW Allocation	22,828.74	25,000.00	-2,171.26	91.31 %
UW Designated	6,630.12	6,514.65	115.47	101.77 %
<b>Total United Way Madison Co</b>	<b>29,458.86</b>	<b>31,514.65</b>	<b>-2,055.79</b>	<b>93.48 %</b>
<b>Total Revenue</b>	<b>205,024.30</b>	<b>163,114.65</b>	<b>41,909.65</b>	<b>125.69 %</b>
<b>GROSS PROFIT</b>	<b>205,024.30</b>	<b>163,114.65</b>	<b>41,909.65</b>	<b>125.69 %</b>
<b>EXPENDITURES</b>				
Conferences / Meetings	184.86	200.00	-15.14	92.43 %
Dues and Subscriptions	3,298.97	3,074.16	224.81	107.31 %
Equipment Repairs & Maintenance				
Computer Repairs/Software	245.00	300.00	-55.00	81.67 %
Equipment Repairs	829.98	300.00	529.98	276.66 %
<b>Total Equipment Repairs &amp; Maintenance</b>	<b>1,074.98</b>	<b>600.00</b>	<b>474.98</b>	<b>179.16 %</b>
Event Expenses	305.43		305.43	
Operation Believe	3,346.00		3,346.00	
Santa Fun Run Expense	386.10		386.10	
Special Events Expense				
Entertainment Expenses		1,000.00	-1,000.00	

				Total
	Actual	Budget	over Budget	% of Budget
<b>Total Special Events Expense</b>		<b>1,000.00</b>	<b>-1,000.00</b>	
Star Spangled Santa	1,670.99		1,670.99	
<b>Total Event Expenses</b>	<b>5,708.52</b>	<b>1,000.00</b>	<b>4,708.52</b>	<b>570.85 %</b>
Insurance	263.00		263.00	
Crime Policy		251.00	-251.00	
D&O Insurance	1,648.00	1,491.00	157.00	110.53 %
Liability Insurance	1,241.68	542.04	699.64	229.08 %
Vehicle Insurance	2,627.39	2,568.12	59.27	102.31 %
Workman's Comp Insurance	2,494.43	2,827.00	-332.57	88.24 %
<b>Total Insurance</b>	<b>8,274.50</b>	<b>7,679.16</b>	<b>595.34</b>	<b>107.75 %</b>
Miscellaneous				
Advertising / Marketing	3,586.45	2,700.00	886.45	132.83 %
Bank Service Charges	-1.86	45.00	-46.86	-4.13 %
Hiring Expenses		189.50	-189.50	
Licenses and Permits	25.00		25.00	
<b>Total Miscellaneous</b>	<b>3,609.59</b>	<b>2,934.50</b>	<b>675.09</b>	<b>123.01 %</b>
Occupancy				
Building Rent	51,000.00	51,000.00	0.00	100.00 %
Building Repairs & Maintenance	807.23	1,136.00	-328.77	71.06 %
Computer Access/Services	3,716.56	3,343.20	373.36	111.17 %
Utilities	7,802.94	7,500.00	302.94	104.04 %
<b>Total Occupancy</b>	<b>63,326.73</b>	<b>62,979.20</b>	<b>347.53</b>	<b>100.55 %</b>
Payroll Expenses				
Employee Benefits				
Life Insurance	154.07	168.00	-13.93	91.71 %
<b>Total Employee Benefits</b>	<b>154.07</b>	<b>168.00</b>	<b>-13.93</b>	<b>91.71 %</b>
Taxes	8,338.72	9,913.76	-1,575.04	84.11 %
Wages	103,025.39	115,160.24	-12,134.85	89.46 %
<b>Total Payroll Expenses</b>	<b>111,518.18</b>	<b>125,242.00</b>	<b>-13,723.82</b>	<b>89.04 %</b>
Postage and Delivery	702.55	860.00	-157.45	81.69 %
Professional Fees				
Accounting	7,645.00	7,600.00	45.00	100.59 %
Consultant Fees	110.00		110.00	
QuickBooks (Intuit) Payroll Ser	1,371.45	1,380.00	-8.55	99.38 %
<b>Total Professional Fees</b>	<b>9,126.45</b>	<b>8,980.00</b>	<b>146.45</b>	<b>101.63 %</b>
Specific Assistance to Clients				
Mobile Closet Support	399.86		399.86	
<b>Total Specific Assistance to Clients</b>	<b>399.86</b>		<b>399.86</b>	
Supplies				
Office Supplies	2,083.40	600.00	1,483.40	347.23 %
Supplies - Fundraising	1,233.00		1,233.00	
Supplies - Rag Sales	560.25	413.10	147.15	135.62 %
Supplies - Waste Not	37.46		37.46	



				Total
	Actual	Budget	over Budget	% of Budget
<b>Total Supplies</b>	<b>3,914.11</b>	<b>1,013.10</b>	<b>2,901.01</b>	<b>386.35 %</b>
Telephone Expense	2,247.96	2,232.00	15.96	100.72 %
Transportation/Travel				
Fuel	479.53	600.00	-120.47	79.92 %
Repairs/Maintenance	1,288.10	300.00	988.10	429.37 %
Vehicle License Fee	53.44	150.00	-96.56	35.63 %
<b>Total Transportation/Travel</b>	<b>1,821.07</b>	<b>1,050.00</b>	<b>771.07</b>	<b>173.44 %</b>
Warehouse Operations	114.34		114.34	
<b>Total Expenditures</b>	<b>215,322.67</b>	<b>217,844.12</b>	<b>-2,521.45</b>	<b>98.84 %</b>
<b>NET OPERATING REVENUE</b>	<b>-10,298.37</b>	<b>-54,729.47</b>	<b>44,431.10</b>	<b>18.82 %</b>
<b>OTHER REVENUE</b>				
Interest Income	242.95	1,200.00	-957.05	20.25 %
PPP Loan Forgiven	50,699.10		50,699.10	
<b>Total Other Revenue</b>	<b>50,942.05</b>	<b>1,200.00</b>	<b>49,742.05</b>	<b>4,245.17 %</b>
<b>NET OTHER REVENUE</b>	<b>50,942.05</b>	<b>1,200.00</b>	<b>49,742.05</b>	<b>4,245.17 %</b>
<b>NET REVENUE</b>	<b>\$40,643.68</b>	<b>\$ -53,529.47</b>	<b>\$94,173.15</b>	<b>-75.93 %</b>

Christmas Charities Year Round Services, Inc.

## Payroll summary by employee report

From Jan 01, 2021 to Dec 31, 2021 for all employees from all locations

Payroll	Total				Gould, Hilary A		
<b>Hours</b>	<b>7069h</b>	<b>2072h</b>	<b>147h</b>	<b>240h</b>	<b>2080h</b>	<b>450h</b>	<b>2080h</b>
Regular	4538h	1818h	147h	240h	-	450h	1883h
Vac	227h	150h	-	-	-	-	77h
Sal	2008h	-	-	-	2008h	-	-
Sick	48h	16h	-	-	-	-	32h
Holiday	248h	88h	-	-	72h	-	88h
<b>Gross</b>	<b>\$103,058.61</b>	<b>\$29,229.49</b>	<b>\$1,470.00</b>	<b>\$2,509.49</b>	<b>\$46,000.15</b>	<b>\$4,500.00</b>	<b>\$19,349.48</b>
Regular	\$51,239.75	\$25,452.00	\$1,470.00	\$2,400.00	-	\$4,500.00	\$17,417.75
Vac	\$2,812.25	\$2,100.00	-	-	-	-	\$712.25
Birthday	\$112.00	\$112.00	-	-	-	-	-
Bonus	\$300.00	\$100.00	-	\$100.00	-	-	\$100.00
Sal	\$44,407.87	-	-	-	\$44,407.87	-	-
Sick	\$520.00	\$224.00	-	-	-	-	\$296.00
Holiday	\$3,638.28	\$1,232.00	-	-	\$1,592.28	-	\$814.00
EETax	\$28.46	\$9.49	-	\$9.49	-	-	\$9.48
<b>Adjusted gross</b>	<b>\$103,058.61</b>	<b>\$29,229.49</b>	<b>\$1,470.00</b>	<b>\$2,509.49</b>	<b>\$46,000.15</b>	<b>\$4,500.00</b>	<b>\$19,349.48</b>
<b>Other pay</b>	-	-	-	-	-	-	-
<b>Employee taxes &amp; deductions</b>	<b>-\$22,163.66</b>	<b>-\$5,629.89</b>	<b>-\$150.12</b>	<b>-\$257.65</b>	<b>-\$12,348.52</b>	<b>-\$428.41</b>	<b>-\$3,349.07</b>
<b>Employee taxes</b>	<b>-\$21,487.66</b>	<b>-\$5,473.89</b>	<b>-\$150.12</b>	<b>-\$257.65</b>	<b>-\$11,828.52</b>	<b>-\$428.41</b>	<b>-\$3,349.07</b>
FIT	-\$9,383.71	-\$1,789.32	\$0.00	\$0.00	-\$6,415.15	\$0.00	-\$1,179.24
SS	-\$6,389.64	-\$1,812.23	-\$91.14	-\$155.59	-\$2,852.01	-\$279.00	-\$1,199.67
Med	-\$1,494.36	-\$423.83	-\$21.32	-\$36.39	-\$667.00	-\$65.25	-\$280.57
AL PIT	-\$4,219.95	-\$1,448.51	-\$37.66	-\$65.67	-\$1,894.36	-\$84.16	-\$689.59
<b>Aftertax deductions</b>	<b>-\$676.00</b>	<b>-\$156.00</b>	-	-	<b>-\$520.00</b>	-	-
UW Pledge	-\$520.00	-	-	-	-\$520.00	-	-
Cancer/Health AFLAC	-\$156.00	-\$156.00	-	-	-	-	-
<b>Net pay</b>	<b>\$80,894.95</b>	<b>\$23,599.60</b>	<b>\$1,319.88</b>	<b>\$2,251.84</b>	<b>\$33,651.63</b>	<b>\$4,071.59</b>	<b>\$16,000.41</b>
<b>Employer taxes &amp; contributions</b>	<b>\$8,338.72</b>	<b>\$2,348.06</b>	<b>\$133.04</b>	<b>\$227.12</b>	<b>\$3,631.01</b>	<b>\$407.25</b>	<b>\$1,592.24</b>
<b>Employer taxes</b>	<b>\$8,338.72</b>	<b>\$2,348.06</b>	<b>\$133.04</b>	<b>\$227.12</b>	<b>\$3,631.01</b>	<b>\$407.25</b>	<b>\$1,592.24</b>
SS	\$6,389.64	\$1,812.23	\$91.14	\$155.59	\$2,852.01	\$279.00	\$1,199.67
Med	\$1,494.36	\$423.83	\$21.32	\$36.39	\$667.00	\$65.25	\$280.57
AL SUI	\$435.23	\$107.20	\$19.70	\$33.63	\$107.20	\$60.30	\$107.20
AL Emp Sec	\$19.49	\$4.80	\$0.88	\$1.51	\$4.80	\$2.70	\$4.80
<b>Total payroll cost</b>	<b>\$111,397.33</b>	<b>\$31,577.55</b>	<b>\$1,603.04</b>	<b>\$2,736.61</b>	<b>\$49,631.16</b>	<b>\$4,907.25</b>	<b>\$20,941.72</b>

# A/R Aging Summary

As of December 31, 2021

---

This report contains no data for your specified date range.

# A/P Aging Summary

As of December 31, 2021

	Current	1 - 30	31 - 60	61 - 90	91 and over	Total
<b>TOTAL</b>						<b>\$0.00</b>