TREASURER'S REPORT TO THE GNC for February 2018  
  
From Hillary Kane, Treasurer   
  
The monthly Treasurer’s Report to the GNC is a record of financial activity that uses cash-basis accounting in which revenue is recognized when the money is received and expenses are recognized when money is spent. In addition, the Treasurer's Report to the GNC lists any Accounts Payable that were due during the month but not paid.

**SUMMARY**

Income is steady and roughly in keeping with lowered expectations reflected in the recently passed 2018 budget.

Expenses this month are significantly higher, primarily due to the annual NationBuilder fee coming due (~$8300). Note, by paying up front, we save about one third, or close to $4000. Aside from that one time large payment, expenses are falling, in line with the 2018 budget.

Reductions in staffing do not take effect until March, and then it will only be modest gains as three of five staff will be leaving with varying amounts of severance, totalling $15,917. Note, most of this will be paid over the course of 1-3 months.

**INCOME**

February 2018

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | February  Budget | February  Actual | +/- | % budget | # donations | Average  donation |
| Sustainers | $13,333 | $12,260 | -$1,073 | 91.95% | 933 | $13.14 |
| One-time $1-$99 | $3,333 | $2,557 | -$776 | 76.72% | 122 | $20.96 |
| One-time $100-$500 | $2,500 | $2,778 | $278 | 111.12% | 19 | $146.21 |
| Over $501 | $1,667 | $0 | -$1,666 | 0.00% | 0 | 0 |
| **Fundraising** | **$20,833** | **$17,595** | **-$3,237** | **84.46%** | **1074** | **$16.38** |
|  |  |  |  |  |  |  |
| Merchandise | $843 | $624 | -$219 | 73.99% | 25 | $24.96 |
| ANM | $1,250 | $0 | -$1,250 | 0.00% | 0 | 0 |
| Planned Giving | $0 |  |  |  | 0 | 0 |
| **Other Income** | **$2,093** | **$624** | **-$1,469** | **29.81%** | **25** | $24.96 |
|  |  |  |  |  |  |  |
| **All income** | **$22,927** | **$18,219** | **-$4,706** | **79.47%** | **1099** | **$16.58** |

Year-to-date

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Total  Budget | YTD  Budget | YTD  Actual | +/- | % YTD  budget | % Total  Budget | # donors | Average  donation |
| $160,000 | $26,666 | $23,881 | -$2,785 | 89.56% | 14.93% | 1838 | $12.99 |
| $40,000 | $6,666 | $7,221 | $555 | 108.33% | 18.05% | 347 | $20.81 |
| $30,000 | $5,000 | $5,728 | $728 | 114.56% | 19.09% | 42 | $136.38 |
| $20,000 | $3,332 | $0 | -$3,332 | 0.00% | 0.00% | 0 | 0 |
| **$250,000** | **$41,664** | **$36,830** | **-$4,834** | **88.40%** | **14.73%** | **2227** | **$16.54** |
|  |  |  |  |  |  |  |  |
| $10,120 | $1,686 | $1,578 | -$108 | 93.58% | 15.59% | 54 | $29.22 |
| $15,000 | $2,500 | $0 | -$2,500 | 0.00% | 0.00% | 0 | 0 |
|  |  |  |  |  |  |  |  |
| **$25,120** | **$4,186** | **$1,578** | **-$2,608** | **37.69%** | **6.28%** | **54** | $29.22 |
|  |  |  |  |  |  |  |  |
| **$275,120** | **$45,850** | **$38,408** | **-$7,442** | **83.77%** | **13.96%** | **2,281** | **$16.84** |

**FEBRUARY**

**EXPENDITURES = $31,281.84**

Staff: $11,863.32

Payroll Taxes & Fees: $4,404.33

Healthcare administration: $1,178.00

Fundraising: $270.84

Chargebacks: $60.00

Internet services/technology: $9,080.66

Transaction fees: $982.21

Rent: $1850.00

Phone: $54.34

Postage: $267.75Youth Caucus: $16.17

Black Caucus: $149.90

Annual National Meeting: $538.46

Refunds: $548.86

Misc.: $17.00

**ASSETS AT THE END OF THE MONTH** = **$124,814.23**

Bank balances = $116,589.07

Checking = $18,907.72  
Reserve Funds (Caucuses, ANM, IT, IC) + $78K in operational reserves = $97,681.35

Paypal = $682.28

Staff Gift Cards (petty cash on hand): $6667.88

Office security deposit = $875.00

Inventory of merchandise = unknown at this time

**DEBITS AT THE END OF THE MONTH: $1553.56**

The following expenses have been approved via 2017 budget.

Travel reimbursement (Diversity Committee) $440.56 - awaiting receipts

Kendra Markle (final payment for elections database): $1093.00 - awaiting delivery of final product

**RESERVE FUNDS**

Fiscal policy requires that we keep three months’ worth of core operating expenses on hand in “reserves.” Currently, this is roughly equivalent to $60,000. In 2017, the Steering Committee also voted to put a one-time payment from the Jill Stein campaign, in exchange for meeting space at the 2016 Presidential Nominating Convention, in reserve. Thus, we need $78,378.87 in general operating reserves.

Funds donated directly to caucuses and committees are also held in reserves.

Annual National Meeting registrations are also held in reserves during the registration period, to ensure that funds are available by the time bills come due for the actual meeting.

Total Operating Reserve (General): $78,378.87  
Total Restricted Funds (Caucus & Committee): $25,536.71  
ANM Revenue: $0

Total Reserve Funds Required @ 2/28/18: $103,915.58