

Humane Society of Portage County

October 2013 Board Information Package

Next Board Meeting October 9, 2013

Location: Education Room, HSPC, 3200 Iber Lane, Plover

4:00 PM Fundraising Meeting

5:00 PM Optional Pre-meeting training – Adoption Practices

5:30 PM Board Meeting

This package contains the following information

- Board Agenda
- Minutes from September meeting
- Executive Director Report
- Operations Committee Report
 - HSPC Adoption Guidelines
 - Policy and procedures for observing and reporting problems with animals
 - Contract with authorized animal shelter or rescue organization
 - Board Member Committee Assignments
- Finance Committee Report
 - Financial Statements (Final August statements)
- Fund Raising Committee Report
- Education Committee Report
- Information Technology Status Report
- Volunteer time report
- Volunteer Newsletter
- DonorPerfect report
- Significant Contributions to HSPC
- Animal Control Report
- Animal Activity Report
- Adoption Presentation



Board of Directors Meeting Agenda

October 9, 2013 5:30 pm

5:30 p.m.	Call to Order of Board Meeting	L. Redfield
5:35 p.m.	Approval of Minutes – September 11, 2013	L. Redfield
5:40 p.m.	Board Seating and Resignations	L. Redfield
5:45 p.m.	Committee Reports	
	a. Operations Committee	
	i. Executive Director's Report	R. Blaha
	ii. Operations Issues	B. Jarman
	Approve HSPC Adoption Guidelines	
	Approve Policy and procedures for observing and reporting problems with animals	
	Approve Contract with authorized animal shelter or rescue organization	
	iii. Continued development of the 2013 committee structure	
	b. Finance Committee	B. Schenk
	c. Fundraising Committee	L. Kunst
	d. Education Committee	J. Redfield
	f. Governance Committee	A. Barrett
	g. Nominating Committee	L. Redfield
6:25 p.m.	Old Business	L. Redfield
6:30 p.m.	New Business	L. Redfield
6:40 p.m.	Adjourn	L. Redfield



**Humane Society of Portage County Board of Directors
Meeting Minutes
September 11th 2013**

1. Call to order – L. Redfield

Meeting was called to order at 5:35 pm

2. Roll Call – L. Redfield

Present: Jared Redfield, Tom Kelble, Brett Jarman, Linda Redfield, Lisa Kunst, Lynn Kawleski, Ann Barrett, Sheila Kessler, Eugene Mancl, Laura McPartland, Ron Blaha (Executive Director), Jamie Jones.
Absent: Lisa Higgins, Dennis Schenk, Bruce Schenk,

3. Approval of Minutes

Motion: to approve minutes from August 14th, 2013 meeting (B. Jarman/L. Kawleski) motion carried.

4. Board Seating and Resignation None

5. Committee Reports

a. Operations Committee -

i. Executive Director's report-Written Report previously provided

ii. Operations Issues

Brett Jarman provided overview of dog and cat adoptions and statistics. Discussed HR services on ad hoc basis and possible need for consultation on issues. Annual outing for staff, volunteers and board is scheduled at Smileys on November 3rd at 4:00 p.m.

b. Finance Committee – written report

c. Fundraising Committee -

- a. Lynn Kawleski provided update on Fur Ball and volunteer opportunities for event.
- b. Report on Golf outing and plans for next year. Suggestion that Eugene Mancl chair event in 2014.

d. Education Committee - did not meet- Jared reports that meetings will be the 1st Friday of the month at noon convening at the shelter.

e. Governance Committee – no report

f. Nominating Committee –no report

7. New Business

8. Old Business

Board adjourned into closed session at 5:55 p.m

Reconvened at 6:35

8. Adjournment - Motion to adjourn

Next meeting of the Board will be October 9th 2013 at 5:30 p.m.

Submitted

Sheila Kessler
Secretary, HSPC

Staff – Josh Franchuck has resigned as of 10/2/13.

Office/Animal Care Manager Report (from Jaime Jones)

- Created more protocols for the Office Manager Manual
- I now have a binder that has all the corresponding paperwork to tie out to most accounts on the balance sheet and instructions on how to balance them
- Working on the Final Touches to the Front Desk Manual
- Created a Manager On Duty Manual/Expectations list and presently in the review process
- Bruce and I called Visa and secured online access to the Credit card
 - This will allow more real time access to the activity for verification purposes
 - Also changed the closing date to the 4th of the month to expedite the monthly financial statement creation process.
- Created a “Future Projection” spreadsheet to use for financial analysis and a basis in which to get a better idea of end of year outcome which can be used to set 2014 Budget
- Typed up Monthly Employee meeting minutes which are on SharePoint for all to view.
- Employee Discount Guidelines and Taxability Issues being researched and developed.
- Developed a spreadsheet for day to day recording of Cleaning/Act 90 qualifying/and overall operations to be used for year end reviews.
- Ron created the I-9 Binder which was on my “Goals for 2013” list.
- Maintained schedule and changes utilizing Volunteers & Community service
- Bi-Weekly Payroll, Monthly Financials, Accounts Payable, Accounts Receivable
- Continue to keep the books up to date and on a real time basis to alleviate any shortages and have a better handle on cash flow.
- Ongoing management of Animal Care Staff/Reception
- Attended Financial Meeting and typed up notes which were forwarded to the Financial Committee for review and to add to the board package.
- Ongoing upkeep of off site back ups
- Monthly update of intake reports-By reception and office assistant Janice
- Scheduling of Monthly “All Employee” meetings
- Act as secretary for our Tuesday morning management meetings with notes typed up and available in Share Point Shared Documents

Medical Staff Progress Report (from Khryse Flugaur)

- URI educational handout has been created to give to new adopters regarding viral vs. bacterial. The vast majority of URI’s within the shelter are viral and do not need treatment (beyond supportive care) with antibiotics. It also discusses stress within a new environment (new home) can exasperate symptoms.
- We continue to have high intake numbers/census within our feline population. Kitten season is still in full bloom and with it comes infectious disease.
- September spay/neuter surgery numbers include: Dogs: 16 Cats: 61 Rabbits: 5
- We have been approved by Zoetis for Shelters Program. This will give us discounts on medical supplies (such as vaccines, antibiotics, anesthetic drugs) to be used within the shelter environment only.

- We have a heartworm positive canine we are currently treating. Her medical treatment costs have been donated by a board member. We are very thankful to have such generous supporters! Dixie is the first patient to be treated in house and we expect our cost to be significantly lower, while still providing a high level of care.
- We have implemented the use of a new Med Cart instead of using a basket you had to carry. The new cart has ample space for medications (all sorted and placed by category) and supplies necessary. It also alleviates the need for medications (including controlled substance pain medications) to be stored above cages where they were easily accessed by the public.
- We have further improved security measures by now locking both the surgery room door and the euthanasia room door.

Humane Officers Progress Report (from Ron Blaha)

- Purchased a “Polk City Directory” as a reference directory for the HO group.
- Worked with a State Legislative Analyst to verify state statute questions. From the information he provided the HO Statute Tests have been updated for Chapters 173 and 951.
- Ron Carlson has volunteered to help us with Humane Officer training. Ron will be meeting with our Humane Officers once a week to train them from his personal experiences as a law enforcement officer and will relate to each protocol section in our Animal Control manual.
- Deann and Renae attended Humane Officer Certification training in Madison. See Education

Adoption Coordinator Progress Report (from Amanda Tucker)

- Since August the adoption and medical team have been working together to fast track animals into their new homes. September has been a very successful month for fast tracking not just cats, but dogs as well. We have successfully managed to get volunteers on board with moving the more reserved or shy cats back to transition where it is quiet for them. We now reserve the playrooms and front circle for kittens and outgoing cats. The process used in the past to move animals has been based on length of stay. We now have been able to move more outgoing friendly cats out quicker which otherwise would be held in the back until a cage opened in the areas available to the public.
- The adoption protocols and guidelines are now in place. The next goal for the Adoption Coordinator is to work on the shelters animal behavior assessment protocols. The next protocols that will be worked on after the animal behavior assessment are the foster protocols.

What I hope to achieve with the animal behavior assessment protocols:

- A clear guideline on how to handle situations where an animal may fail certain areas of the test or has several gray areas during a test.
- Re-evaluating animals after a certain length of stay and recognizing quality of life.
- How to handle incidents with animals biting or acting out with staff or volunteers.
- Defining what is adoptable
- Protecting the public from being injured by an HSPC animal
- Protecting the shelter from possible liability issues
- The adoption team is still promoting adoption fee “specials” through the month of October in hopes to keep population numbers manageable. We will not be having black cat specials during the month of October. Many shelters will not even adopt black cats out during the month of October for fear of what people may do to them. The HSPC will still adopt them to people, just not promote people to adopt a black cat because of Halloween.

Executive Director (from Ron Blaha)Education

- 09/17/13: Joan Platt gave a presentation at the HSPC staff meeting.
- 09/17/13: Reviewed the “Wisconsin State Marketplace Letter” with the staff which relates to informing all employees that we do not offer health insurance.
- 09/23-27/13: Renae and Deann attended the Humane Officer Training in Madison (Sept. 23rd – 27th)
- 09/25/13: Gave a presentation to the UWSP Animal Behavior Club at UWSP.

Activities

- All of the Form I-9’s that relate to employees hired since May 2012 have been placed in a ring binder in alphabetical order and are separate from their personnel files and locked in a cabinet.
- Adoption Protocols and Guidelines are completed; the Adoption Manual is operational.
- A Policy and Procedures document and contract has been completed to be used for animal transfers to rescue organizations and animal shelters.

Fundraising/Events/Donations

- 09/06/13: Trig’s Fill-the-Van collected \$ 439.80 in cash and \$122.51 from the brat sale for a total of \$ 562.31.
- 9/27//13: Representatives from Sentry came to HSPC to present a ceremonial check on behalf of the Dale Schuh retirement event held at Belt’s Soft Serve. The amount of money for this event increased to \$15,600 with a \$1,000 check from their Chief Financial Officer and her availability to add a matching gift.
- Summer Appeal Letter: Over \$15,000 has been donated through the end of September.

Building/Grounds/Equipment

- 9/23/13: Feist Construction came to attach a door stop to the door in our east/west corridor.
- All outside lights have been checked by Adam from Simply Wiklins and the inoperable ones were fixed. (50 watt Metal Halide Lamp, 120 volt Photo Control and Exterior Lights service.

Meetings

- 09/09/13: Met with Ron Carlson to develop a responsibility and training program for the Humane Officers. 09/11/13: HSPC Board Meeting
- 09/18/13: Met with Colby (Eagle Scout Candidate) who is planning his project to help the HSPC add animal exercise equipment by the walking trail.
- 09/18/13: Initial Humane Society Contract Meeting with County Director Dreier and Chief Deputy Kontos. Jaime and Ron attended from the HSPC. One nice comment from Patty Dreier at the meeting: “You know, as I am thinking about it, we are getting a lot less calls lately concerning animal issues.”
- 09/25/13: Finance Committee meeting.
- 09/26/13: Operations Committee meeting. Adoption Guidelines and the Policy and Procedures for Animal Transfers were reviewed and with slight changes the documents were accepted for our system protocols.



Operations Committee Report – September 26, 2013

Present: Brett Jarman (Chair), Lyne Kawleski, Ann Barrett, Shelia Kessler ,Amanda Tucker , Ron Blaha

Absent: Bruce Schenk, Dennis Schenk

This meeting was to discuss:

- **HSPC Adoption Guidelines**
- **Policy and procedueres for observing and reporting problems with animals**
- **Contract with authorized animal shelter or rescue organization**

We reviewed and discussed the three documents. Amanda and Ron answered questions and explained how the documents were created and how their related protocols. The committee made several minor corrections to the forms and then approved all of the documents.

The full board will be asked to approve these documents at the October meeting.

HSPC Adoption Guidelines

Overview

To ensure the best possible match between adopter and pet, we ask that you read and understand the information below regarding our adoption policies and procedures. You will be asked to sign a legal contract when adopting your pet and you must pay an adoption fee (not tax deductible). If any condition of the Adoption Contract is violated, or if it is in the opinion of the HSPC that the environment is unsafe, we reserve the right to remove the animal from the home. The fees go directly to the HSPC to help pay for medical expenses, spaying/neutering and food. Our shelter relies heavily on donations to supplement the cost of services since the adoption fee covers only a portion of our animal care expenses.

One of the many advantages of an animal shelter is that it has a high volume of pets coming in. Over a period of time you will have the chance to see many different pets before making the decision on which one to adopt. If you don't see what you're interested in today, keep checking back!

If there is a pet you want but can't adopt right now, the best approach is to plan on coming back when you can adopt. If the pet you wanted is still here, great! If not, then it wasn't meant to be and there is usually one you will find that is a better match than the first one you thought you wanted.

Before You Adopt

Adopting a pet from a shelter is an important decision that should be given all the consideration that any serious decision deserves. It should be considered a long term commitment for you and a lifetime commitment for the pet. A few simple precautions and common sense will help ensure that your new pet will become a happy family member for years to come.

According to the National Council on Pet Population Study and Policy, the top reasons people abandon their pets in shelters are issues like landlords who object to pets or the unforeseen problems that come up when people casually take on animals without thinking about the long-term future. Many of the pets in shelters today could have been spared if their owners had gone through a careful decision making process before adopting them.

It is important that you consider the following:

- **Size** – If you rent, does your apartment or home have stated size limits? Have you considered what size of an animal best suits your available space and lifestyle? Also consider what position your insurance company takes regarding owning an animal?
- **Age** – Animals of different ages have very different requirements, make sure you know what these are (i.e. younger and older animals require extra care and attention).
- **Temperament** – Does the animal have a temperament that would be suitable for your family?
- **Compatibility** – Is the animal recommended for children and other pets?
- **Energy Level** – Does your schedule allow for providing the amount of exercise recommended?
- **Special needs** – Will this animal require special care?
- **Space** – Do you have the space to keep an animal in your home? Some pets need a big, open area to run in.
- **Costs** – The average pet owner pays \$150-\$350 for veterinary care a year, according to the American Animal Hospital Association's (AAHA) Pet Owner Survey. Are you willing to spend this much or more? Can you afford to provide medical care, pet food, a cage, kitty litter, and/or a collar and a leash?

HSPC Adoption Guidelines

- **Belongings** – Are you very protective of your furniture, rugs, and other possessions? How upset would you be if you came home to find your shoes chewed or sofa scratched?
- **Accommodations** – Do you own your home or have a lease that allows pets? Pets can live for anywhere from 4 to 20 years or more.
- **Time** – Do you have enough free time to exercise, play with, train, and give affection to a pet? To feed, groom, walk, and clean up after an animal?
- **Children** – Are you expecting a child to be the animal's primary caregiver? When your son says he's going to feed the kitty, groom her, and clean the litter box, no doubt he means it with all of his heart. But a child's attention is naturally fickle, and parents will probably end up performing most or all of the pet care. It's important that children learn responsibility in caring for a pet, but parents need to monitor and assist their children.

Adoption fee verses "free"

Accepting a "free" pet usually ends up costing you much more money than following through with an adoption at the shelter. Usually "free" pets need to be spayed or neutered, vaccinated with combo vaccines and rabies, and micro chipped registered. The cost of our adoptions includes all of these items. The cost to perform these items on your "free" pet at a veterinary hospital will far exceed the adoption cost.

HSPC Adoptions Include:

- FELV/FIV testing (Cats)
- Bordetella vaccination and Heartworm testing (Dogs)
- Distemper vaccination, rabies vaccination, deworming and microchip (Dogs & Cats)

Adoption Requirements

- You must be at least 21 years of age with a valid ID showing current address. Home ownership or rental will be verified. The landlord's name and telephone number will be needed. If the person has recently relocated and does not have a current ID, a bill or bank statement showing the name and current address will be accepted.
- Under the age of 21 will be considered if the adopter proves to be a responsible individual i.e.:
 - Employed
 - If in school, provide information where the animal would go if the student's status changes.
 - If living with parents or guardian, the adopter has permission to own an animal.
- Pit bull Adoption – Normally, a person 25 years or older may adopt a pit bull. Applicants under 25 can apply to adopt a pit bull but will be subject to a home inspection and may be asked to provide at least two professional references.
- For your companion dogs at home, HSPC will contact your vet and verify rabies vaccinations.
- HSPC will verify that current pets are spayed or neutered.
- We require that all adults and children of the household meet the adoptive animal at the shelter. This includes bringing any resident dogs to the shelter to meet an adoptive dog. The meeting between the dogs is by appointment only.

HSPC Adoption Guidelines

Refusal Considerations

Reasons for refusal include:

- The HSPC has reason to believe that the area where the animal is to be housed is not safe, secure or does not provide sufficient shelter or space, e.g. inadequate fencing or containment to reasonably prevent a dog from escaping a yard.
- The person is known to have a conviction for cruelty to animals or is the subject of an investigation.
- The person is not a legal resident of the United States.
- The person has a known history of surrendering animals for reasons not consistent with responsible ownership.
- The interaction between the prospective new owners and the prospective new animal, or an existing animal, raises significant concerns about the potential rehoming of the animal.
- The HSPC is aware that the person seeking to adopt an animal is not adequately meeting the needs of other animals they own.
- The animal would be used for research, fighting, security or other purposes where it will be used in a commercial or functional environment that may cause it injury, distress or death. All animals are to be adopted as companion animals.
- The HSPC has reason to suspect that the person's judgment is affected by drugs and/or alcohol.
- Written or verbal approval that pets may be kept on premises during tenancy has not been provided from agent or landlord.
- The adoption would breach the local government regulations in which the prospective new owners are residing.
- The adoption is a gift for a person who has not been involved in the decision.
- The person has the intention of selling the animal.
- The prospective home currently has unspayed or unneutered pets.
- An adopted dog will be left outside when no one is home.
- Individuals with a record of any type of violence or abuse towards animals or humans. HSPC uses public records to do background checks on all applicants over the age of 18.

The Adoption and Application Process

- An application form will need to be completed prior to consideration as a potential adopter and references may be required.
- A copy of the applicant's driver license will be made and attached to the application.
- Applications normally take 3 to 4 days to process.
- We are not able to "hold" or take deposits on pets for anyone. HSPC often has more than one application for a particular animal. Please keep in mind that our goal is to match you with a loving, lifelong pet, in a situation where all those affected — both human and animal — will be happy. If you do not receive your first choice pet, it's because another home was a better match for that particular pet's unique needs. Please choose another of the wonderful pets we have to offer!
- HSPC shelter staff will conduct a pre-adoption assessment of prospective new owners to determine the type of animal best suited to their lifestyle and residential circumstances and ensure a good match between the animal and owner is achieved. All members of the household (including existing pets) must be considered in the decision to adopt an animal and in the selection of that animal. From the adoption application an assessment is made relating to the following criteria:

HSPC Adoption Guidelines

- Expectations of the prospective owner and the reasons for wanting an animal.
- The long-term costs and commitment associated with animal ownership.
- Basic requirements for the care of the animal including diet, space, housing, environmental enrichment, exercise etc.
- Relevant laws relating to the keeping of animals, such as the construction of animal housing and restrictions on the numbers or types of animals that can be kept. It is the responsibility of the owners to be aware of and to comply with the laws of their area.
- The residential circumstances of the prospective new owner including conditions pertaining to rental agreements.
- Lifestyle of the owner/household (e.g. available time, age, activity level etc.), the attributes of a suitable animal and whether their needs will be able to be met.
- Compatibility and health status (vaccinations, age, etc.) of other animals in the household. The adoption of an animal must not be detrimental, or have a potential to be detrimental, to existing animals or the adopted animal. Where other animals are present in a household the owners must be able to meet the needs of their existing animals as well as any additional animals.
- Any special needs (including, but not limited to, health or behavioral needs) that relate to the individual animal, species or breed that need to be considered by the prospective new owner.
- The adoption team will call you if your application has been approved.
 - The applicant will have seven days to pick up the approved animal(s) from the date the adoption team notifies the application has been approved. If the approved applicant can't pick up the animal the adoption team will continue to take applications on the animal and will adopt the animal out to an approved applicant.
 - An applicant has two days to respond to the HSPC regarding pick up time for an approved application from the date the HSPC contacts the applicant. Failure to respond will result in the animal going back up for adoption.
 - With an approved application, an appointment will be set up to go over paperwork and to take the animal home.
 - Cats must leave the building in a carrier.
 - Please bring a leash to take your new dog home.

HSPC Animal Behavior Guidelines

- The HSPC aims to encourage responsible animal ownership and to ensure that the adoption of an animal from our shelter is a positive experience for the new owner and the adopted animal. To ensure that the owner will be able to meet the needs of the animal, and that the match between an animal and their new owner is appropriate.
- All adult dogs (and puppies 6 months or older) at HSPC undergo a detailed behavioral assessment prior to adoption to help ensure that the animal is appropriate for adoption, to determine the behavioral needs of the animal, and to better match animals to prospective owners. For other species, and for young puppies, behavior is assessed by observation and during handling, as appropriate for the species.
- We strongly recommend obedience training for all dogs and puppies.

HSPC Adoption Guidelines

- We suggest that kittens be adopted in pairs. If you're interested in adopting one kitten, you should have a young, playful, friendly cat, or have someone in the family at home most of the day.
- An animal that is observed to exhibit inappropriate behavior during the pre-adoption period will have its suitability for adoption more fully assessed by the appropriate shelter staff.
- Fearful pets that shy away from you when approached in their kennels, or those that try to run away from you when taken out of their kennel, will most likely exhibit the same behavior when in a new home environment. Don't consider adopting this type of pet unless you have time, patience and knowledge to work with this type of pet behavior.

HSPC Animal Health Guidelines

- It is recommended that you make an appointment with your vet within five working days of the adoption. A list of veterinarians will be provided who honor a free examination. You will receive a health record at the time of adoption so you can review and note the pet's vaccinations and health care treatment while under HSPC care.
- Animals at HSPC are vaccinated against common/serious infectious diseases as appropriate for the species and in accordance with required health practices including rabies and distemper vaccinations prior to the adoption taking place. Pets are also spayed/neutered prior to adoption, if age appropriate.
- A health check is undertaken by a Certified Veterinary Technician on all HSPC animals to determine whether the animal is fit and healthy, and veterinary treatment is implemented as appropriate.
- Occasionally, pets with obvious medical and/or physical problems are put up for adoption. These pets will have notes from our medical staff explaining the medical or physical condition and what is expected of a new owner to provide a proper setting for the pet. Do not consider adopting these types of pets if you know you cannot afford the extra time, money, and emotions it may require to maintain a healthy and happy home for this pet. An animal with an infectious disease or permanent disability may be adopted provided that:
 - Based on veterinary advice, the HSPC is fully satisfied that the condition will not cause the animal undue stress or discomfort or result in a poor quality of life.
 - Other animals in the community will not be placed at risk because of the animal's condition.
 - The condition and requirements for care, including associated costs, are fully disclosed to prospective owners.
 - The HSPC believes that the prospective owner is able to meet the needs, both current and future, of the animal.
 - Once adopted, HSPC legally can't give veterinary advice to owners. Adopters need to consult with their veterinarian. However, HSPC can give advice relating to sutures from spay and neuter procedures.
- We advise that all of our adopted cats and kittens be indoors only. Indoor cats live longer, are healthier, and avoid the outdoor dangers and predators. At times, we'll have cats that based on their history and behavior may be available for adoption as Indoor/Outdoor cats.

Policy and Procedures for Observing and Reporting Problems with Animals

Statement of Policy

The HSPC organization-

- recognizes that dangerous and vicious dogs have caused unacceptable injuries and losses;
- believes that the training and experience of its personnel give it a unique opportunity to ensure the proper placement of dogs while, at the same time, assist the community in eliminating such injuries and losses;
- recognizes that it has an important responsibility to use its best efforts not only to assure the suitable adoption of dogs, but also to help the community identify and deal with dangerous canines; and,
- has determined to carry out this responsibility by evaluating each dog according to its particular history and current condition, openly sharing information and opinions with potential adopters, adopting out each dog to a recipient that is able to care for that dog with its particular condition and disposition, and causing dangerous, vicious and otherwise unadoptable dogs to be humanely euthanized.

Procedures for observing and reporting problems with dogs

In accordance with the foregoing policy, this organization and its agents and employees shall strictly observe the following practices and procedures:

History of dog upon intake

In every case where a third party is surrendering a dog which may be adopted out, a thorough history of the dog must be taken, simultaneously reduced to writing, and then placed in the dog's file. That history should include the following areas of inquiry:

- Names and address of the owners of the dog
- The reasons why the owners are surrendering the dog
- The dog's date of birth
- The dog's license number or registration number; microchip number
- Dates and types of vaccinations; veterinary medical records; veterinarian name and clinic
- Sterilization record (spay/neutered)
- Diseases/Injuries; Behavioral problems exhibited by the dog
- Addresses of all places where dog has lived
- What training the dog has had
- The "bitch" and "sire" of the dog, if known
- Whether the "bitch" and/or "sire" were fought (i.e., were fighting dogs or used as a "bait" dog)
- Whether the dog itself was fought (i.e., a fighting dog)
- Whether the dog is a guard dog or protection dog
- Whether the dog has to be muzzled around people
- Whether the dog is friendly toward children and adults
- Whether the dog is friendly toward other dogs and other animals
- Whether the dog has ever started a fight with another dog or other animal
- Whether the dog has ever bitten a person; how many bites have occurred; are bite reports available
- Whether the dog has ever snapped at or nipped a person
- Whether the dog is the subject of a quarantine order at this time
- Whether there is any pending adjudication/administrative hearing pertaining to the dog or dog owner
- Whether the dog has ever been declared a dangerous or potentially dangerous dog, or a vicious or potentially vicious dog

Policy and Procedures for Observing and Reporting Problems with Animals

Verification of history of dog

- In every case where we learn a dog's license number, registration number, microchip number, or otherwise have sufficient information for animal control authorities to identify the dog, there shall be made an inquiry to animal control authorities for the purpose of verifying and supplementing that history. The fact that the inquiry was made or attempted, and the results of that inquiry, shall be simultaneously reduced to writing, and placed in the dog's file. The inquiry should cover each of the following issues:
 - Verification of the history of the dog as given by the dog's owners
 - Confirmation of dates and types of vaccinations from veterinarian
 - Whether the dog has ever bitten a person
 - Whether the dog is subject to a quarantine order
 - Whether there is a pending adjudication or administrative hearing pertaining to the dog or dog owner
 - Whether the dog has ever been declared a dangerous or potentially dangerous dog, or a vicious or potentially vicious dog
 - Whether it has been officially determined or ordered that the dog be euthanized

After completing the foregoing steps to the greatest extent possible, there shall be a preliminary classification of the dog according to the criteria below specified. This classification is temporary; reclassification is to be accomplished on an ongoing basis, as below described. The classification shall be reduced to writing, and placed in the dog's file. The criteria for classification are as follows:

Group A: Adoptable without restriction. The dog is suitable for adoption into the general community (i.e., families and persons who are not canine professionals).

Group B: Adoptable to restricted recipients. The dog is not suitable for adoption into the general community. If possible the dog will be placed with an organization or in a secure setting that specializes in the care of dogs that have the characteristics which make this dog not suitable for adoption into the general community.

Group C: Holding. The dog is to be held pending completion of further investigation, evaluation, veterinary treatment, training, behavioral modification, quarantine or legal proceeding. The dog cannot be adopted out or returned to the owner.

Group D: Not adoptable. The dog is not suitable for adoption as a result of one of the following criteria: it is terminal because of illness or injury, it has been fought, continues to show aggressive tendencies, it has a history of biting people, it is dangerous or potentially dangerous, it is vicious or potentially vicious, or it has been officially determined or ordered to be euthanized. The dog cannot be adopted out or returned to the owner.

Evaluation of disposition of dog

Each dog of Group A, Group B, or Group C shall be evaluated for disposition and potential dangerousness or viciousness. The method and procedures to be used for this evaluation are covered our "Assess-A-Pet" manual. Significant indications of dangerousness or viciousness, and the results of the evaluation, shall be explained in writing, and placed in the dog's file.

Observation and reporting of dangerousness

All significant indications of dangerousness or viciousness, including but not necessarily limited to all instances where a dog bites, snaps, nips or lunges at any person, shall be explained in writing at the earliest possible time, and placed in the dog's file.

Policy and Procedures for Observing and Reporting Problems with Animals

Ongoing classification of dog

Each dog of Group A, Group B, or Group C is subject to reclassification at any time as a result of the evaluation of the dog's disposition, or observations of dangerousness or viciousness. The current classification shall be explained in writing, and placed in the dog's file.

All dogs will be subject to a behavior evaluation by an assessment team. If a dog fails the behavior assessment, the dog will be re-tested by a second team not involved with the first test. If at any time the assessment team is at risk of being bit or attacked, the behavior assessment will be discontinued.

Note: With regards to cats: If complaints have been expressed about a cat or there is a history of biting and/or scratching when being handled a behavior assessment will be conducted by an experienced cat handler that does not have day-to-day contact with the cat. If necessary, a second test will be conducted by another experienced cat handler. The results from the behavior assessment(s) will determine if the cat is suitable for adoption.

Conditions that will automatically disqualify an animal for adoption include:

- Chronic debilitating or fatal progressive conditions, i.e., kidney failure, diabetes, cancer, heart conditions, or other unmanageable diseases
- Infectious diseases unmanageable within our shelter including FELV/FIV or Parvovirus

Appropriate showing of dog

Potential adopters from the general community will be shown only dogs of Group A.

A dog of Group B will be shown only to representatives of an organization that specializes in the care of dogs that have the characteristics which caused this dog to be classified into Group B.

Disclosures to potential adopters of dogs or transfers to an animal shelter/rescue organization

The potential adopters of a dog or representatives of an animal shelter/rescue organization shall be encouraged to review the complete file for the dog prior to making their decision as to whether to adopt the dog. Agents and employees of this organization shall not alter or knowingly conceal any portion of the file, or make any statement or representation about the dog that contradicts or cannot be reasonably inferred from information in the file. Any one violation of the prohibitions contained in the immediately preceding sentence shall constitute grounds for immediate termination of any agent or employee of this organization.

Copy of file to be given to adopter

When a person has decided to adopt a dog, it shall be recorded in the file the date that the person reviewed the dog's file. The file then shall be copied, and the copy given to that person. The person shall sign a receipt for the copy and a release of liability which will be placed in the original file. The original file shall be retained by our shelter.

Copy of file to be given to an animal shelter or rescue organization

When an animal shelter or rescue organization has decided to accept the transfer of a dog, it shall be recorded in the file the date that the designated and responsible person reviewed the dog's file. The file then shall be copied, and the copy given to that person. The person shall sign a receipt for the copy and a release of liability with both documents placed in the original file. The original file shall be retained by our shelter.



3200 Iber Lane ♦ Plover, Wisconsin 54467 ♦ 715-344-6012

CONTRACT WITH AUTHORIZED ANIMAL SHELTER OR RESCUE ORGANIZATION

Animal Name: _____ **Canine/Feline** **Sex:** M / F **A&D** _____

Breed(s): _____ **Color(s):** _____

Stray / Surrender / Other: _____

Temperament Test: **Date:** _____ **Performed By:** _____

Copies of Records/Documents in the Dog's File Provided to the Animal Shelter or Rescue Organization

- | | |
|---|---|
| ☐ HSPC Admission of Stray Animal(s) # of pgs: _____ | ☐ HSPC Admission Disposition # of pgs: _____ |
| ☐ HSPC Canine Surrender Profile # of pgs: _____ | ☐ HSPC Temperament Test # of pgs: _____ |
| ☐ HSPC Medical Records # of pgs: _____ | ☐ Veterinarian Medical Records # of pgs: _____ |
| ☐ HSPC Animal Complaint Report # of pgs: _____ | ☐ Written Receipt* total # of pgs: _____ |
| ☐ HSPC Policy & Procedures Explaining Aggressive Actions of the dog being transferred. # of pgs: _____ | |

***Note:** Signing this contract by the representative of the animal shelter or rescue organizations is a written receipt listing the number of pages given to the new owner from the accompanying documents checked off above. Also, attached to this contract is a duplicate set of copies that are given to the rescue representative.

The above documents provided to the representative of the animal shelter or rescue organization will include information about:

- The breed of the dog.
- Any recommendations about training, health care, and education provided by the owner.

Waiver Statement: “The new dog owner (the Representative of Animal Shelter or Rescue Organization) understands the risks of owning this dog and freely accepts them and waives any rights to make a claim against the Humane Society of Portage County (HSPC) or file a lawsuit against the HSPC in the event the dog bites or injures anybody, or succumbs to health problems that existed before or at the time of the transfer.”

Release of Liability:

The undersigned animal shelter or rescue organization becomes the owner of the animal named above and knowingly releases the Humane Society of Portage County of all liability with this transfer.

The undersigned animal shelter/rescue organization agrees with Humane Society of Portage County that it will not hold the Humane Society of Portage County or any of its directors, officers, or employees liable for any injuries, related medical, other costs or expenses incurred by the transferred animal.

The undersigned animal shelter/rescue organization acknowledges the inherent risks of working with animals or in the vicinity of animals, and the undersigned animal shelter accepts all risks and liabilities.

Animal Shelter: _____

Address: _____ **Telephone #:** _____

City/Municipality: _____ **State:** _____ **Zip:** _____

Signature: _____ **Date:** _____

HSPC Agent: _____ **Date:** _____

Board Members

Committees

Last Name	First Name	Title	Committees							total
			Executive	Operations	Fund Raising	Finance	Volunteer / HR	Facilities	Education	
Redfield	Linda	President	X			X			X	3
Jarman	Brett	Vice President	X	C	X		X	X		5
Kessler	Sheila	Secretary	X	X					X	3
Schenk	Bruce	Treasurer	X	X		C		X		4
Barrett	Ann	Director		X	X					3
Higgins	Kelly	Director			X					1
Higgins	Ken	Director			X			X		2
Kawleski	Lyne	Director		X	X		C			3
Kelble	Tom	Director			X				X	2
Kunst	Lisa	Director			C		X			2
Mancl	Eugene	Director						X		1
McPartland	Laura	Director			X					1
Redfield	Jared	Director			X				C	2
Schenk	Dennis	Director		X		X				2
13 board members	Total		4	6	9	3	3	4	4	

Committee

Meets

Operations	Last Thursday of month
Finance	Last Wednesday of the month
Fund Raising	Various Saturday Mornings & before board meeting
Volunteer / HR	Prosar to become adhoc committee
Facilities	no meetings yet - ready to start
Education	Various lunch meetings



Finance Committee Meeting

September 25th, 2013

Attendees: Bruce Schenk, Dennis Schenk, Jaime Jones, Ron Blaha

Bruce and Jaime created a monthly cost projection to give us a month to month idea of where we will end up at the end of the year. They took two formulas for a cost projection and analyzed each account for accuracy and sensibility at an earlier date. See the attached Financial Statement.

Money raising opportunities

1. Appeal Letter
 - a. Bruce stated we need to have the Christmas Appeal letter out before Thanksgiving
 - b. For 2014 we will do 4 letters and they will be due by the following dates
 - i. Christmas=November 20th
 - ii. Winter=February 20th
 - iii. Spring=May 20th
 - iv. Summer=August 20th
2. Membership
 - a. What would be the potential benefits of a member vs a donor
 - i. T-Shirt
 - ii. Car Emblem
 - iii. \$250 G.C. for Adoption
 - iv. The cost effectiveness of this needs to be evaluated

Financial Statement Review

1. Ron went over the financial statements with the Board. This went well
2. Ron is looking to hold a "State of the Shelter" Address at the November Board Meeting

Employee Raises

1. Employees have been asking about raises
2. Bruce suggested that we will allot raises based off the following scale and per budget limitations for 2014.
 - a. 3%-for a high performer
 - b. 2%-for a Medium performer
 - c. 1%-for a low performer
 - d. A review of wage vs wage scale will also be taken into consideration.

Misc

1. Bruce's daughter Angela is working on research to develop a strategic plan for non profits
2. Discussion on the Duct work
 - a. Concern as to why there was insulation put inside the duct work.
 - b. Ron has a quote as to how much this will cost to clean
 - c. Concern for the animals and employees health is a big concern
3. Survey for HO's was discussed as well
 - a. Make it short and 1 page
 - b. Give to everybody who had been visited by our Humane Officers
 - i. Jaime stated that this could be done by our volunteer office help
 - c. Ron to develop
4. Confidentiality Agreement
 - a. Our current one does not reference keeping employee information as well as case information confidential.
 - b. We want to be transparent for operations but when it comes to sensitive information such as case work and employee handling of cases this needs to be added into the confidentiality agreement.

HUMANE SOCIETY OF PORTAGE COUNTY INC
Balance Sheet
As of August 31, 2013

	<u>Aug 31, 13</u>
ASSETS	
Current Assets	
Checking/Savings	
1005 · Petty cash	100.00
1032 · Associated Bank checking	18,825.63
1034 · US Bank checking	4,465.55
1042 · Associated Bank money market	18,074.68
1043 · Pay Pal account	1,072.57
1047 · Stevens Point Post Office	4,448.09
Total Checking/Savings	46,986.52
Accounts Receivable	
11000 · Accounts Receivable	1,548.07
Total Accounts Receivable	1,548.07
Other Current Assets	
1045 · Capital Expenditure Fund	130,431.99
1046 · Schlieper Fund	180,194.49
1048 · Community Foundation Endowment	97,096.18
Total Other Current Assets	407,722.66
Total Current Assets	456,257.25
Fixed Assets	
1500 · Land	109,061.00
1502 · Land improvements	106,780.70
1503 · A/D - land improvements	-74,110.60
1512 · Building	1,256,437.17
1514 · A/D - building	-158,334.15
1520 · Building improvements	10,650.00
1530 · Shelter equipment	141,974.51
1531 · A/D - shelter equipment	-98,239.41
1540 · Office equipment	32,185.89
1541 · A/D - office equipment	-14,867.13
1545 · Spay/neuter equipment	16,923.34
1546 · A/D - spay/neuter equipment	-13,266.97
1550 · Vehicles	33,465.59
1551 · A/D - vehicles	-28,926.03
Total Fixed Assets	1,319,733.91
TOTAL ASSETS	<u><u>1,775,991.16</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 · *Accounts Payable	40.00
Total Accounts Payable	40.00
Credit Cards	
2011 · Associated Bank-Visa	1,642.32
2014 · Kwik Trip Card	634.92
Total Credit Cards	2,277.24
Other Current Liabilities	
2010 · Unearned contract income	20,271.66
2030 · Dog licenses payable	355.00
2040 · Wisconsin sales tax payable	372.86
Total Other Current Liabilities	20,999.52
Total Current Liabilities	23,316.76
Total Liabilities	23,316.76
Equity	
3000 · Opening Balance Equity	-1,352.00

5:12 PM

10/07/13

Accrual Basis

HUMANE SOCIETY OF PORTAGE COUNTY INC

Balance Sheet

As of August 31, 2013

	<u>Aug 31, 13</u>
3040 · Retained earnings	1,802,748.16
3050 · Prior period adjustment	-13,237.80
32000 · Unrestricted Net Assets	-41,641.97
Net Income	6,158.01
Total Equity	<u>1,752,674.40</u>
TOTAL LIABILITIES & EQUITY	<u><u>1,775,991.16</u></u>

HUMANE SOCIETY OF PORTAGE COUNTY INC

Profit & Loss Budget Performance

August 2013

	Aug 13	Budget	Jan - Aug 13	YTD Budget	Annual Budget
Ordinary Income/Expense					
Income					
4000 · Dog adoption income	2,225.00	2,666.67	15,910.00	21,333.36	32,000.00
4010 · Cat adoption income	3,550.00	1,766.67	13,925.00	14,133.36	21,200.00
4030 · Surrender income	140.00	508.33	2,370.00	4,066.64	6,100.00
4040 · Dog redemption income	640.00	541.67	3,828.36	4,333.36	6,500.00
4050 · Cat redemption income	120.00	66.67	390.00	533.36	800.00
4060 · Other redemption income	0.00		0.00	20.00	20.00
4080 · Quarantine income	125.00	83.33	1,200.00	666.64	1,000.00
4085 · Dog Training Income	425.00		1,410.00		
4116 · Rabies fee income	0.00	250.00	1,422.00	2,000.00	3,000.00
4120 · Miscellaneous shelter income	0.00	166.67	0.00	1,333.36	2,000.00
4130 · Boarding fee income	480.00	350.00	2,238.44	2,800.00	4,200.00
4135 · Vaccination fee income	25.00	166.67	90.00	1,333.36	2,000.00
4210 · County contract income	20,271.69	20,250.00	162,173.52	162,000.00	243,000.00
4300 · MERCHANDISE SALES					
4310 · Merchandise Sales	96.07		105.54		
Total 4300 · MERCHANDISE SALES	96.07		105.54		
Total Income	28,097.76	26,816.68	205,062.86	214,553.44	321,820.00
Expense					
50000 · SHELTER EXPENSES					
5000 · Shelter payroll expense	24,553.44	23,833.33	194,825.96	190,666.64	286,000.00
5001 · UWSP work study	0.00	83.33	0.00	666.64	1,000.00
5005 · Shelter payroll tax expense	1,878.51	2,000.00	14,281.12	16,000.00	24,000.00
5010 · Shelter unemployment expense	835.05	750.00	8,384.46	6,000.00	9,000.00
5012 · Medical Reimbursement	1,000.00		2,020.00	2,000.00	3,000.00
5015 · Shelter supply expense	2,093.17	1,041.67	11,279.24	8,333.36	12,500.00
5020 · Shelter equipment expense	0.00	100.00	363.00	800.00	1,200.00
5021 · Animal control equipment	0.00	58.33	178.25	466.64	700.00
5025 · Shelter equip repair and mainte	0.00	250.00	222.00	2,000.00	3,000.00
5035 · Shelter vet expense	2,172.90	1,750.00	8,660.08	14,000.00	21,000.00
5037 · Medical supply expense	4,068.86	1,416.67	15,508.51	11,333.36	17,000.00
5050 · Shelter uniform expense	14.98	33.33	44.94	266.64	400.00
5051 · Office uniform expense	0.00		42.96		
5052 · Humane Officer uniform expense	0.00	25.00	387.81	200.00	300.00
5060 · Shelter conference travel	0.00		123.69		
5065 · Shelter staff training	0.00	41.67	554.00	333.36	500.00
5067 · Shelter Humane Officer training	795.00	166.67	830.00	1,333.36	2,000.00
5096 · Rabies tag expense	0.00	33.33	83.53	266.64	400.00
5097 · Microchip expense	0.00	358.33	10,765.39	2,866.64	4,300.00
5099 · Miscellaneous shelter expense	0.00	291.67	711.15	2,333.36	3,500.00
Total 50000 · SHELTER EXPENSES	37,411.91	32,233.33	269,266.09	259,866.64	389,800.00
5018 · MERCHANDISE-COGS	1,113.00		2,913.13		
52000 · SPAY/NEUTER EXPENSES					
5215 · Spay/neuter supplies	0.00	16.67	1,162.12	133.36	200.00
5235 · Spay/neuter vet expense	2,097.80	1,833.33	18,178.12	14,666.64	22,000.00
5237 · Spay/neuter medical supplies	0.00	250.00	328.78	2,000.00	3,000.00
Total 52000 · SPAY/NEUTER EXPENSES	2,097.80	2,100.00	19,669.02	16,800.00	25,200.00
55000 · VEHICLE EXPENSES					
5510 · Vehicle maintenance & repair e	116.31	83.33	2,173.44	666.64	1,000.00
5520 · Vehicle insurance expense	387.20	175.00	1,913.00	1,400.00	2,100.00
5530 · Vehicle gas	681.67	500.00	5,900.04	4,000.00	6,000.00
5535 · Mileage reimbursement	0.00	16.67	730.39	133.36	200.00
5550 · Cellular phone expense	0.00	133.33	1,034.77	1,066.64	1,600.00
Total 55000 · VEHICLE EXPENSES	1,185.18	908.33	11,751.64	7,266.64	10,900.00
65000 · EDUCATION EXPENSES					
6560 · Education newsletter expense	0.00	50.00	0.00	400.00	600.00
6610 · Video expense	180.00	125.00	540.00	1,000.00	1,500.00
Total 65000 · EDUCATION EXPENSES	180.00	175.00	540.00	1,400.00	2,100.00
70000 · ADMINISTRATIVE EXPENSES					
7000 · Office supply expense	524.54	50.00	2,365.91	400.00	600.00
7001 · Humane Officer supplies	0.00	12.50	99.50	100.00	150.00
7020 · Office equipment repair & maint	0.00	58.33	863.30	466.64	700.00
7030 · Advertising expense	209.00		209.00		
7050 · Dues and membership expense	25.00	43.75	430.00	350.00	525.00
7060 · Subscriptions expense	0.00	32.50	0.00	260.00	390.00
7070 · License and application fees	0.00	27.08	74.00	216.64	325.00
7080 · Accounting - in house	70.99	291.67	4,542.15	2,333.36	3,500.00
7110 · Postage expense	101.44	83.33	1,951.31	666.64	1,000.00
7120 · Telephone expense	403.23	166.67	1,827.79	1,333.36	2,000.00
7125 · Internet expense	84.39	116.67	814.57	933.36	1,400.00
7140 · Outside services	1,500.00	166.67	2,442.47	1,333.36	2,000.00
7150 · Bank charges	170.52	208.33	1,118.46	1,666.64	2,500.00
7160 · Insurance - workers compensatio	0.00	500.00	1,199.00	4,000.00	6,000.00
7165 · Insurance directors & officers	75.29	133.33	297.40	1,066.64	1,600.00
Total 70000 · ADMINISTRATIVE EXPENSES	3,164.40	1,890.83	18,234.86	15,126.64	22,690.00
7090 · Accounting - audit	0.00	1,180.00	0.00	5,960.00	7,615.00
75000 · HOUSING EXPENSES					
7500 · Building repair & maint expense	0.00	291.67	7,012.58	2,333.36	3,500.00
7505 · Security monitoring expense	0.00	91.67	546.83	733.36	1,100.00

HUMANE SOCIETY OF PORTAGE COUNTY INC

Profit & Loss Budget Performance

August 2013

	Aug 13	Budget	Jan - Aug 13	YTD Budget	Annual Budget
7510 · Heat and electricity expense	2,158.86	2,145.83	17,743.08	17,166.64	25,750.00
7515 · Trash removal	216.05	166.67	1,700.05	1,333.36	2,000.00
7517 · Snowplowing	0.00	83.33	1,200.00	666.64	1,000.00
7520 · Water and sewer expense	0.00	416.67	4,274.40	3,333.36	5,000.00
7540 · Insurance property & casualty	75.29	208.33	734.42	1,666.64	2,500.00
Total 75000 · HOUSING EXPENSES	2,450.20	3,404.17	33,211.36	27,233.36	40,850.00
8000 · IN-KIND DONATIONS					
8010 · IN KIND DONATIONS	0.00		-40,534.00		
8015 · In-Kind Shelter Supplies	0.00		3,500.00		
8055 · In Kind-Conference Expense	0.00		4,935.00		
8060 · In Kind Donations-Office Supply	0.00		3,300.00		
8065 · In Kind Donations-Office R & M	0.00		1,000.00		
8080 · In Kind Donation-Building R & M	0.00		1,200.00		
Total 8000 · IN-KIND DONATIONS	0.00		-26,599.00		
Total Expense	47,602.49	41,891.66	328,987.10	333,653.28	499,155.00
Net Ordinary Income	-19,504.73	-15,074.98	-123,924.24	-119,099.84	-177,335.00
Other Income/Expense					
Other Income					
85000 · FUNDRAISING INCOME					
8500 · Membership income	0.00		90.00		
8520 · Gifts and donations income	4,759.75	5,166.67	73,141.80	41,333.36	62,000.00
8530 · Honorarium income	0.00	166.67	170.00	1,333.36	2,000.00
8900 · Interest income	4.63	583.33	32.48	4,666.64	7,000.00
8901 · Dividend income	0.00	166.67	0.00	1,333.36	2,000.00
9000 · Neuter sponsor income	100.00	458.33	2,205.00	3,666.64	5,500.00
9001 · Memorial income	355.00	1,041.67	7,615.00	8,333.36	12,500.00
9002 · Can donation income	700.62	625.00	4,316.63	5,000.00	7,500.00
9003 · Paws income	468.00		978.00	3,500.00	3,500.00
9004 · Spay/neuter clinic income	0.00	750.00	241.61	6,000.00	9,000.00
9005 · Kevin Ford golf outing income	100.00		11,685.20	9,000.00	9,000.00
9006 · Microchip clinic income	130.00	66.67	380.00	533.36	800.00
9013 · Fur ball income	25.00		3,327.00		30,000.00
9017 · Girls night out income	0.00		0.00		3,000.00
9023 · Walk for Wags income	0.00		11,545.11	11,000.00	11,000.00
9032 · Aluminum can recycling income	883.20	416.67	3,280.55	3,333.36	5,000.00
9300 · In-house fundraising income	0.00	416.67	900.00	3,333.36	5,000.00
9400 · Miscellaneous fund raising inco	9,865.80	416.67	10,749.00	3,333.36	5,000.00
9410 · Christmas appeal income	70.00		10,146.80		30,000.00
9415 · Christmas Ornament Income	0.00		0.00		50.00
9450 · Miscellaneous other income	0.00	208.33	1,220.31	1,666.64	2,500.00
Total 85000 · FUNDRAISING INCOME	17,462.00	10,483.35	142,024.49	107,366.80	212,350.00
9499 · Sales tax discount	18.33		98.40		
Total Other Income	17,480.33	10,483.35	142,122.89	107,366.80	212,350.00
Other Expense					
8909 · Investment fees expense	0.00	416.67	0.00	3,333.36	5,000.00
8920 · Capital gain/loss on investment	0.00	666.67	0.00	5,333.36	8,000.00
9500 · FUNDRAISING EXPENSES					
9501 · Memorial expense	0.00		19.83		
9503 · Paws campaign expense	0.00		0.00	65.00	65.00
9513 · Fur ball expense	0.00		0.00		5,000.00
9517 · Girls night out expense	0.00		0.00		1,200.00
9523 · Walk for the Wags expense	0.00		3,750.50	3,000.00	3,000.00
9535 · Kevin Ford golf outing expense	0.00		4,191.34	4,000.00	4,000.00
9900 · Miscellaneous fund raising expe	56.40	100.00	682.26	800.00	1,200.00
9910 · Christmas appeal expense	0.00		3,291.00		4,100.00
Total 9500 · FUNDRAISING EXPENSES	56.40	100.00	11,934.93	7,865.00	18,565.00
9970 · Bad debt expense	0.00		-23.00		
9980 · Interest expense	0.00		12.64		
9990 · NSF checks	0.00	8.33	119.65	66.64	100.00
9995 · Miscellaneous other expense	0.00		-3.58		
Total Other Expense	56.40	1,191.67	12,040.64	16,598.36	31,665.00
Net Other Income	17,423.93	9,291.68	130,082.25	90,768.44	180,685.00
Net Income	-2,080.80	-5,783.30	6,158.01	-28,331.40	3,350.00

Revised Cost Projection for August 2013

						Formula=2012 YE*2013 YTD/2012 YTD	Formula=2013 YTD/8*12	
	Aug 13	Jan - Aug 13	Jan - Aug 12	2012 Year End	Annual Budget	8/13 Revised Budget	8/13 Revised Budget	Final YE Budget based off Aug #'s
Ordinary Income/Expense								
Income								
4000 · Dog adoption income	2,225.00	15,910.00	24,490.66	30,490.66	32,000.00	19,807.81	23,865.00	23,000.00
4010 · Cat adoption income	3,550.00	13,925.00	13,665.10	19,753.07	21,200.00	20,128.76	20,887.50	20,000.00
4020 · Other adoption income	140.00	0.00	85.00	195.00	0.00	0.00	0.00	0.00
4030 · Surrender income	640.00	2,370.00	4,235.00	6,125.00	6,100.00	3,427.69	3,555.00	3,500.00
4040 · Dog redemption income	120.00	3,828.36	3,847.40	6,139.20	6,500.00	6,108.82	5,742.54	6,000.00
4050 · Cat redemption income	0.00	390.00	628.25	777.21	800.00	482.47	585.00	500.00
4060 · Other redemption income	125.00	0.00	20.00	20.00	20.00	0.00	0.00	0.00
4080 · Quarantine income	425.00	1,200.00	813.33	1,213.33	1,000.00	1,790.17	1,800.00	2,000.00
4090 · Crematorium income	0.00	0.00	374.00	374.00	0.00	0.00	0.00	0.00
4085 · Dog Training Income	0.00	1,410.00	0.00	0.00	0.00	0.00	2,115.00	2,500.00
4116 · Rabies fee income	480.00	1,422.00	2,209.00	2,412.00	3,000.00	1,552.68	2,133.00	1,500.00
4120 · Miscellaneous shelter income	25.00	0.00	528.42	547.62	2,000.00	0.00	0.00	0.00
4130 · Boarding fee income		2,238.44	3,056.66	4,017.18	4,200.00	2,941.84	3,357.66	3,000.00
4135 · Vaccination fee income		90.00	1,056.00	1,126.00	2,000.00	95.97	135.00	100.00
4210 · County contract income	20,271.69	162,173.52	159,144.00	238,716.00	243,000.00	243,260.28	243,260.28	243,000.00
4210 · Spay/Neuter Clinic income			5,490.00	6,435.00		0.00	0.00	0.00
4310 · Merchandise Sales	96.07	105.54	0.00	0.00		0.00	158.31	100.00
							0.00	
Total Income	28,097.76	205,062.86	219,642.82	318,341.27	321,820.00	299,596.48	307,594.29	305,200.00
Expense								
50000 · SHELTER EXPENSES								
5000 · Shelter payroll expense	24,553.44	194,825.96	180,194.83	282,368.55	286,000.00	305,295.79	292,238.94	300,000.00
5001 · UWSP work study	0.00	0.00	159.54	1,062.89	1,000.00	0.00	0.00	0.00
5005 · Shelter payroll tax expense	1,878.51	14,281.12	13,777.54	21,571.08	24,000.00	22,359.52	21,421.68	22,000.00
5010 · Shelter unemployment expense	835.05	8,384.46	7,852.03	11,076.06	9,000.00	11,827.10	12,576.69	12,000.00
5012 · Medical Reimbursement	1,000.00	2,020.00	0.00	3,000.00	3,000.00	0.00	3,030.00	3,000.00
5015 · Shelter supply expense	2,093.17	11,279.24	8,297.57	14,633.99	12,500.00	19,892.61	16,918.86	17,000.00
5017 · Shelter supply expense-Food	0.00	0.00	0.00	527.42		0.00	0.00	0.00
5020 · Shelter equipment expense	0.00	363.00	1,263.78	1,263.78	1,200.00	363.00	544.50	500.00
5021 · Animal control equipment	0.00	178.25	715.33	715.33	700.00	178.25	267.38	200.00
5025 · Shelter equip repair and mainte	0.00	222.00	2,098.80	3,446.33	3,000.00	364.53	333.00	2,000.00
5028 · Animal Control Expense	0.00	0.00	0.00	14.36		0.00	0.00	0.00
5035 · Shelter vet expense	2,172.90	8,660.08	5,085.11	21,877.65	21,000.00	37,258.23	12,990.12	13,000.00
5037 · Medical supply expense	4,068.86	15,508.51	17,503.71	15,834.00	17,000.00	14,029.13	23,262.77	23,000.00
5040 · Shelter Equipment Depreciation	14.98	0.00	9,208.24	13,812.36		0.00	0.00	0.00
5050 · Shelter uniform expense	0.00	44.94	888.99	839.64	400.00	42.45	67.41	400.00
5052 · Humane Officer uniform expense	0.00	430.77	428.00	437.99	300.00	440.82	646.16	500.00
5055 · Shelter conference expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5060 · Shelter conference travel	0.00	123.69	0.00	0.00	0.00	0.00	185.54	200.00
5065 · Shelter staff training	795.00	554.00	0.00	734.00	500.00	0.00	831.00	1,500.00
5067 · Shelter Humane Officer training	0.00	830.00	0.00	2,194.12	2,000.00	0.00	1,245.00	5,000.00
5096 · Rabies tag expense	0.00	83.53	0.00	0.00	400.00	0.00	125.30	100.00
5097 · Microchip expense	0.00	10,765.39	3,375.00	4,293.75	4,300.00	13,695.97	16,148.09	11,000.00
5099 · Miscellaneous shelter expense	0.00	711.15	3,777.91	3,551.18	3,500.00	668.47	1,066.73	1,000.00

Revised Cost Projection for August 2013

	Aug 13	Jan - Aug 13	Jan - Aug 12	2012 Year End	Annual Budget	8/13 Revised Budget	8/13 Revised Budget	Final YE Budget based off Aug #'s
5018 · Merchandise-COGS	1,113.00	2,913.13	0.00	0.00	0.00	0.00	4,369.70	3,500.00
Total 50000 · SHELTER EXPENSES	38,524.91	272,179.22	254,626.38	403,254.48	389,800.00	426,415.87	408,268.83	415,900.00
52000 · SPAY/NEUTER EXPENSES								
5200 · Spay/neuter payroll			5,449.60	5,449.60		0.00	0.00	0.00
5215 · Spay/neuter supplies	0.00	1,162.12	101.56	101.56	200.00	1,162.12	1,743.18	2,000.00
5235 · Spay/neuter vet expense	2,097.80	18,178.12	17,945.50	22,505.50	22,000.00	22,797.23	27,267.18	27,000.00
5236 · Spay/neuter assistant expense	0.00	0.00	2,554.68	2,554.68		0.00	0.00	0.00
5237 · Spay/neuter medical supplies	0.00	328.78	1,398.95	1,152.06	3,000.00	270.76	493.17	500.00
5240 · Spay/neuter equipment depreciation	0.00	0.00	1,237.00	1,855.50		0.00	0.00	0.00
Total 52000 · SPAY/NEUTER EXPENSES	2,097.80	19,669.02	28,687.29	33,618.90	25,200.00	24,230.11	29,503.53	29,500.00
55000 · VEHICLE EXPENSES								
5500 · Vehicle depreciation		0.00	948.69	1,423.04		0.00	0.00	0.00
5510 · Vehicle maintenance & repair e	116.31	2,173.44	395.66	644.49	1,000.00	3,540.31	3,260.16	3,200.00
5520 · Vehicle insurance expense	387.20	1,913.00	1,281.85	1,936.57	2,100.00	2,890.09	2,869.50	2,800.00
5530 · Vehicle gas	681.67	5,900.04	4,040.72	6,653.32	6,000.00	9,714.82	8,850.06	10,000.00
5535 · Mileage reimbursement	0.00	730.39	100.08	294.60	200.00	2,150.01	1,095.59	1,500.00
5540 · Vehicle License Expense		0.00	159.00	159.00		0.00	0.00	200.00
5550 · Cellular phone expense	0.00	1,034.77	1,122.43	1,586.20	1,600.00	1,462.32	1,552.16	1,700.00
Total 55000 · VEHICLE EXPENSES	1,185.18	11,751.64	8,048.43	12,697.22	10,900.00	19,757.55	17,627.46	19,400.00
65000 · EDUCATION EXPENSES								
6560 · Education newsletter expense	0.00	0.00	458.06	458.06	600.00	0.00	0.00	0.00
6610 · Video expense	180.00	540.00	1,035.00	1,624.00	1,500.00	847.30	810.00	1,200.00
Total 65000 · EDUCATION EXPENSES	180.00	540.00	1,493.06	2,082.06	2,100.00	847.30	810.00	1,200.00
70000 · ADMINISTRATIVE EXPENSES								
7000 · Office supply expense	524.54	2,365.91	394.16	1,204.47	600.00	7,229.72	3,548.87	3,500.00
7001 · Humane Officer supplies	0.00	99.50	0.00	191.30	150.00	0.00	149.25	150.00
70100 · Office equipment depreciation		0.00	920.56	1,380.84		0.00	0.00	0.00
7020 · Office equipment repair & maint	0.00	863.30	1,026.74	1,955.90	700.00	1,644.55	1,294.95	1,600.00
7030 · Advertising Expense	209.00	209.00	0.00			0.00	313.50	400.00
7050 · Dues and membership expense	25.00	430.00	475.00	525.00	525.00	475.26	645.00	500.00
7060 · Subscriptions expense	0.00	0.00	317.68	390.13	390.00	0.00	0.00	400.00
7070 · License and application fees	0.00	74.00	114.00	324.00	325.00	210.32	111.00	325.00
7080 · Accounting - in house	70.99	4,542.15	6,110.00	13,410.00	3,500.00	9,968.94	6,813.23	5,000.00
7090 · Accounting - audit	0.00	0.00	4,530.00		7,615.00	0.00	0.00	0.00
7080 · Payroll Processing fees	0.00	0.00	0.00	41.13		0.00	0.00	0.00
7110 · Postage expense	101.44	1,951.31	724.75	931.55	1,000.00	2,508.10	2,926.97	3,000.00
7120 · Telephone expense	403.23	1,827.79	1,479.44	1,986.75	2,000.00	2,454.55	2,741.69	2,500.00
7125 · Internet expense	84.39	814.57	478.22	1,318.45	1,400.00	2,245.77	1,221.86	1,500.00
7140 · Outside services	1,500.00	2,442.47	4,141.21	5,278.91	2,000.00	3,113.48	3,663.71	8,500.00
7150 · Bank charges	170.52	1,118.46	1,258.85	2,455.35	2,500.00	2,181.52	1,677.69	1,700.00
7160 · Insurance - workers compensatio	0.00	1,199.00	3,704.88	6,011.00	6,000.00	1,945.32	1,798.50	6,000.00
7165 · Insurance directors & officers	75.29	297.40	868.70	1,551.70	1,600.00	531.23	446.10	1,600.00
Total 70000 · ADMINISTRATIVE EXPENSES	3,164.40	18,234.86	26,544.19	38,956.48	30,305.00	34,508.76	27,352.29	36,675.00
75000 · HOUSING EXPENSES								

Revised Cost Projection for August 2013

	Aug 13	Jan - Aug 13	Jan - Aug 12	2012 Year End	Annual Budget	8/13 Revised Budget	8/13 Revised Budget	Final YE Budget based off Aug #'s
7500 · Building repair & maint expense	0.00	7,012.58	4,376.51	4,538.10	3,500.00	7,271.50	10,518.87	10,000.00
7505 · Security monitoring expense	0.00	546.83	1,007.31	1,065.81	1,100.00	578.59	820.25	1,100.00
7510 · Heat and electricity expense	2,158.86	17,743.08	17,152.27	24,931.60	25,750.00	25,790.37	26,614.62	26,000.00
7515 · Trash removal	216.05	1,700.05	1,506.40	2,330.70	2,000.00	2,630.32	2,550.08	2,500.00
7517 · Snowplowing	0.00	1,200.00	410.00	410.00	1,000.00	1,200.00	1,800.00	1,200.00
7520 · Water and sewer expense	0.00	4,274.40	3,736.80	5,161.60	5,000.00	5,904.18	6,411.60	6,000.00
7525 · Building depreciation	0.00	0.00	21,477.56	32,216.34		0.00	0.00	0.00
7530 · Building Improvement depreciation	0.00	0.00	0.00	355.86		0.00	0.00	0.00
7535 · Land Improvement Depreciation	0.00	0.00	4,216.12	6,324.18		0.00	0.00	0.00
7540 · Insurance property & casualty	75.29	734.42	1,572.03	2,337.68	2,500.00	1,092.12	1,101.63	2,300.00
Total 75000 · HOUSING EXPENSES	2,450.20	33,211.36	55,455.00	79,671.87	40,850.00	44,467.07	49,817.04	49,100.00
Total Expense	47,602.49	355,586.10	374,854.35	570,281.01	499,155.00	550,226.66	533,379.15	551,775.00
Net Ordinary Income	-19,504.73	-150,523.24	-155,211.53	-251,939.74	-177,335.00	-250,630.18	-225,784.86	-246,575.00
Other Income/Expense								
Other Income								
8000 · IN-KIND DONATIONS								
8010 · IN KIND DONATIONS	0.00	-40,534.00	0.00					
8015 · In-Kind Shelter Supplies	0.00	3,500.00	0.00					
8055 · In Kind Donations-Shelter Conference	0.00	4,935.00	0.00					
8060 · In Kind Donations-Office Supply	0.00	3,300.00	0.00					
8065 · In Kind Donations-Office R & M	0.00	1,000.00	0.00					
8080 · In Kind Donation-Building R & M	0.00	1,200.00	0.00					
Total 8000 · IN-KIND DONATIONS	0.00	-26,599.00	0.00					
85000 · FUNDRAISING INCOME								
8500 · Membership income	0.00	90.00	650.00	850.00		117.69	135.00	90.00
8520 · Gifts and donations income	4,759.75	73,141.80	33,113.55	65,297.79	62,000.00	144,230.92	109,712.70	110,000.00
8530 · Honorarium income	0.00	170.00	1,150.00	1,970.04	2,000.00	291.22	255.00	200.00
8900 · Interest income	4.63	32.48	40.56	6,586.22	7,000.00	5,274.17	48.72	7,000.00
8901 · Dividend income	0.00	0.00	0.00	3,465.84	2,000.00	0.00	0.00	1,500.00
9000 · Neuter sponsor income	100.00	2,205.00	8,633.10	9,541.10	5,500.00	2,436.91	3,307.50	3,200.00
9001 · Memorial income	355.00	7,615.00	10,220.05	11,580.05	12,500.00	8,628.34	11,422.50	10,000.00
9002 · Can donation income	700.62	4,316.63	4,343.04	6,311.08	7,500.00	6,272.70	6,474.95	6,500.00
9003 · Paws income	468.00	978.00	2,930.45	3,014.95	3,500.00	1,006.20	1,467.00	1,000.00
9004 · Spay/neuter clinic income	0.00	241.61	0.00	0.00	9,000.00	0.00	362.42	300.00
9005 · Kevin Ford golf outing income	100.00	11,685.20	0.00	0.00	9,000.00	0.00	17,527.80	11,700.00
9006 · Microchip clinic income	130.00	380.00	460.00	600.00	800.00	495.65	570.00	500.00
9013 · Fur ball income	25.00	3,327.00	1,770.00	27,615.70	30,000.00	51,908.15	4,990.50	30,000.00
9017 · Girls night out income	0.00	0.00	0.00	2,590.00	3,000.00	0.00	0.00	0.00
9023 · Walk for Wags income	0.00	11,545.11	10,931.00	10,931.00	11,000.00	11,545.11	17,317.67	11,600.00
9032 · Aluminum can recycling income	883.20	3,280.55	2,710.90	3,568.00	5,000.00	4,317.76	4,920.83	4,500.00
9300 · In-house fundraising income	0.00	900.00	4,358.19	4,588.80	5,000.00	947.62	1,350.00	1,000.00
9400 · Miscellaneous fund raising inco	9,865.80	10,749.00	3,208.60	4,554.23	5,000.00	15,256.94	16,123.50	17,000.00
9410 · Appeal income	70.00	10,146.80	3,565.00	30,366.10	30,000.00	86,428.82	15,220.20	44,000.00
9415 · Christmas Ornament Income	0.00	0.00	0.00	50.00	50.00	0.00	0.00	0.00
9425 · Project Share Income	0.00	0.00	747.86	747.86		0.00	0.00	0.00
9450 · Miscellaneous other income	0.00	1,220.31	429.66	2,199.90	2,500.00	6,248.10	1,830.47	2,500.00
Total 85000 · FUNDRAISING INCOME	17,462.00	142,024.49	89,261.96	196,428.66	212,350.00	345,406.33	213,036.74	262,590.00

Revised Cost Projection for August 2013

	Aug 13	Jan - Aug 13	Jan - Aug 12	2012 Year End	Annual Budget	8/13 Revised Budget	8/13 Revised Budget	Final YE Budget based off Aug #'s
9499 · Sales tax discount	18.33	98.40	80.00	120.00	0.00	147.60	147.60	120.00
Total Sales Tax Discount	18.33	98.40	80.00	120.00	0.00	147.60	147.60	120.00
Total Other Income	17,480.33	142,122.89	89,341.96	196,548.66	212,350.00	345,553.93	213,184.34	262,710.00
Other Expense								
8902 · Unrealized gain/loss on investments	0.00	0.00	0.00	-30,555.29		0.00	0.00	0.00
8909 · Investment fees expense	0.00	0.00	0.00	5,627.94	5,000.00	0.00	0.00	5,000.00
8915 · Gain/loss on asset disposal	0.00	0.00	0.00	-500.00		0.00	0.00	0.00
8920 · Capital gain/loss on investment	0.00	0.00	0.00	-8,556.51	8,000.00	0.00	0.00	0.00
	0.00	0.00	0.00	-33,983.86	13,000.00	0.00	0.00	5,000.00
9500 · FUNDRAISING EXPENSES								
· In House Fundraising expense		0.00	100.00	1,292.17		0.00	0.00	0.00
9501 · Memorial expense	0.00	19.83	66.48	0.00		0.00	29.75	0.00
9503 · Paws campaign expense	0.00	0.00	0.00	66.48	65.00	0.00	0.00	0.00
9513 · Fur ball expense	0.00	0.00	0.00	6,971.59	5,000.00	0.00	0.00	7,000.00
9517 · Girls night out expense	0.00	0.00	0.00	1,247.50	1,200.00	0.00	0.00	0.00
9523 · Walk for the Wags expense	0.00	3,750.50	2,782.71	2,782.71	3,000.00	3,750.50	5,625.75	3,800.00
9535 · Kevin Ford golf outing expense	0.00	4,191.34	0.00	0.00	4,000.00	0.00	6,287.01	4,200.00
9895 · Project share expense	0.00	0.00	799.36	799.36		0.00	0.00	0.00
9900 · Miscellaneous fund raising expe	56.40	682.26	0.00		1,200.00	0.00	1,023.39	1,200.00
9910 · Appeal expense	0.00	3,291.00	43.88	4,043.88	4,100.00	5,000.00	4,936.50	8,200.00
Total 9500 · FUNDRAISING EXPENSES	56.40	11,934.93	3,792.43	17,203.69	18,565.00	8,750.50	17,902.40	29,400.00
9970 · Bad debt expense	0.00	-23.00	0.00			0.00	-34.50	0.00
9980 · Interest expense	0.00	12.64	0.00			0.00	18.96	0.00
9990 · NSF checks	0.00	119.65	40.00	2,817.47	100.00	200.00	179.48	300.00
9995 · Miscellaneous other expense	0.00	-3.58	0.00			0.00	-5.37	0.00
Total Other Expense	0.00	105.71	40.00	2,817.47	100.00	200.00	158.57	300.00
Net Other Income	17,423.93	156,681.25	85,509.53	210,511.36	180,685.00	336,603.43	195,102.47	233,010.00
Net Income	-2,080.80	6,158.01	-69,702.00	-41,428.38	3,350.00	85,973.25	-30,682.39	-13,565.00
Net Income Less In Kind Donations		-20,440.99	-69,702.00					



Notes from the 9/14,9/17, 9/28 fundraising meetings

Volunteers and staff took posters and raffle tickets to target downtown establishments as well as area vets, Schierl Company locations, Trigs, Copps several other businesses to help promote the Fur Ball.

Brett Jarman coordinated getting the yard signs printed from Sign Pro.

Ron asking several places to sell raffle tickets.

Ann drafted a press release to go out this week to media outlets. Will also place ads in the Gazette and Journal.

Brett to send postcards to mailing list of approximately 4,000 addresses and an email to a list of approximately 400 volunteers for help with poster distribution, selling raffle tickets, asking for donations and help at the event itself.

Raffle tickets printed in-house

All posters have been printed

Website has been updated to show where raffle tickets are available

2013 Fur Ball Scheduled Task List

Completed	Days to go	Date	Event
Y	56	8/23/2013	Letter and specific ask designed and sent for approval
Y	54	8/25/2013	Letters to companies mailed
Y	49	8/30/2013	Fund Raising Committee Meeting
Y	47	9/1/2013	Ann send list of online companies to Brett
Y	47	9/1/2013	Ann send list of volunteers that did calling to Brett
Y	47	9/1/2013	send update request on poster
Y	46	9/2/2013	Verify raffle license. License number arrived on Sept 13.
Y	46	9/2/2013	Arrange for 30 to 50 yard signs. Signs not needed until October. 50 Sign are on Order
Y	45	9/3/2013	Send same letter to individual list
	44	9/4/2013	Details about volunteer jobs from Lyne
Y	44	9/4/2013	Make online request to compaines - requires list from Ann
Y	43	9/5/2013	Volunteer jobs into volgitics
Y	43	9/5/2013	build mailing list for post cards - will be done on Monday Sept 16. Completed Friday Sept 27. Quaulity of data and higher priority of work with fall appeal and donor perfect delayed this.
Y	41	9/7/2013	Email to volunteers requesting help
Y	40	9/8/2013	Print Postcards (delayed by other higher priority tasks - expect to be done by 9/17. Sample print process has been completed. UPS reviewed and approved. Printing will take place weekend of Sept 28. Mailing should occur Sept 30. Mailing completed October 3
Y	39	9/9/2013	Sponsor and Raffle items decided. Packers Tickets; YMCA annual familiy; \$500 @1800 Resturant Certificate; \$500 Brody Jewelry Certificate; \$500 Wellnes Spa Certificate
Y	39	9/9/2013	Send final request for updates to poster. Poster design is complete
Y	37	9/11/2013	Print posters Posters were picked up on 9/13
Y	37	9/11/2013	Print Raffle Tickets. Raffle tickets were printed and stapled on 9/13
Y	37	9/11/2013	4PM fund Raising Committee meeting
Y	37	9/11/2013	send post card to 4000 folks - HSPC mailing list - save the date. Estimating October 1. Completed October 3
Y	37	9/11/2013	5PM HSPC Board Meeting
Y	34	9/14/2013	Fund Raising Committee Meeting with volunteers invited; Only Lyne and Brett were in attendance. 4 volunteers attended meeting
Y	31	9/17/2013	Second Volunteer meeting
Y	31	9/17/2013	Distribute Raffle tickets numerous distribution locations last week in Septem,ber
Y	31	9/17/2013	Distribute posters work in earnest last week of September
In progress			call remaining folks on the list. Slow progress
In progress			pick up stuff Slow progress
Y	18	9/30/2013	Table commitments due - No paid requests
P	16	10/2/2013	Media / press releases go out (2 weeks + 2 days in advance) completed October 4.
P	16	10/2/2013	Begin advertising in news papers
P	16	10/2/2013	Begin Radio advertising on schedule
	7	10/11/2013	Basket items are due
	7	10/11/2013	signs go out
	0	10/18/2013	FUR BALL



Humane Society of Portage County

Education Committee Report – October 4, 2013

Met on Friday, Oct 4 at noon at the shelter. Present were: Sheila Kessler, Tom Kelble, Ron Blaha, Linda Redfield, Jared Redfield

Discussed classes. The enrollment was not good for the last session. Discussed the publicity. Need more Facebook exposure. Also we would like to print a generic poster regarding classes and request anyone interested to call the shelter. These would have a longer shelf life at vets, etc. Joan needs to let the front desk know exactly what should be said when people call in with questions regarding classes. Linda will contact the Gazette to see if they will run the free ad again.

Discussed Joan's absences and general concerns about her health. Will wait until the next meeting to determine if the last round of treatments has finally worked for her.



Humane Society of Portage County

IT Status Report – October 7, 2013

Active Projects:

- Donor Perfect – is our primary tool used to track donors and donations. It is a prerequisite to the use of Alpha Dog fund raising program.
 - DonorPerfect system has been acquired
 - DonorPerfect screen design has been completed and the system is available.
 - Initial test load of 4,500 prior year transactions has been completed.
 - Use with fall appeal will begin the week of September 9, 2013
 - All of the fall appeal donations have been entered into DonorPerfect. Additional historical data is will be loaded. This data will include donations from organizations and non cash donations. Donor Perfect will become our mailing list. Names and addresses from our manually maintained mailing list will be added to Donor Peerfect.
- Garrett Ryan has been recruited as a volunteer web designer to help improve the presentation of our web content. Proposed new look for web site is shown below. Garret reports that we have access to the new web site in September. Garrett has demonstrated the new web site and has volunteered to maintain the site for us. We have requested several small changes to allow us to better track the web site usage and a few changes to update the new site with recent changes to the existing site.



- Implement enhancements to the 2012 version of Fur Ball software and provide support for 2013 Fur Ball
 - Raffle tickets will print in-house
 - Save the date postcard will print in-house
 - Enhancements to the silent auction program will speed up the end of night process
 - Large monitors will be used at FurBall to display the countdown to closing of the Silent Auction and to provide HSPC shelter and FurBall information.
- Animal Shelter Manager Software
 - This selection of software continues to be investigated. Shelter Manager may be working on the development of some features to help Humane Officers. They are working to find us a customer that is closer than southern Illinois. A shelter north of Green Bay uses the software.
 - Animal Shelter Manager does not provide a robust solution for Humane Officer reports. While attending the HSUS conference in Nashville, time was spent using Pet Point software. Pet Point Software has a monthly cost of \$150 compared to Animal Shelter Manager's monthly cost of \$30. Animal Shelter Manager has utilities that allow the importing of our existing data. Pet Point hopes to offer this solution in the last quarter of 2013.
 - Additional investigations hint that PetPoint will actually cost us more than we had originally believed. PetPoint did not provide a favorable response to our request for additional information. Other PetPoint information was supplied by a previous PetPoint employee. PetPoint does not work with the microchips we currently use.
 - Pet Point has additional functions that support our HO department that do not exist in Animal Shelter Manager. I am doing additional investigations and believe that we will have lower risk and better support if we choose PetPoint.
 - Jaime Jones and Brett Jarman spent a day with the animal shelter in Oconto. The Oconto shelter has been using Animal Shelter Manager for more than a year. The presentation, ease of use and feature set match HSPC's requirements. Lots of notes were taken. Based on the success of the Oconto trip and the lower costs for Animal Shelter Manager work has begun on an implementation plan. Starting point may be the conversion of our lost and found processes.
 - Jaime and I spent the day with the Oconto Animal Shelter. Oconto uses Animal Shelter Manager. We saw a demonstration of most of the system features. Oconto staff were able to answer the questions we had and demonstrate how Animal Shelter Manager performed the tasks we were asking about.
 - We are going to proceed with the Animal Shelter Manager program. It will remain on hold behind the Donor Perfect and Fur Ball projects.

Completed in September 2013

- Additional support for cameras
- Powerpoint code developed to display a countdown timer for use at Fur Ball
- Web site updates included
 - Staff photos
 - Board Member Photos
 - FurBall details and a list of where raffle tickets can be purchased
 - Adoption pricing
- Mailing list data and DonorPerfect data were used to prepare and print the save the date postcards inviting people to attend FurBall
- Printed and prepped raffle tickets
- Telephone System migrated to Charter and internet speed increased



376 volunteers in the system

58 are in applicant status

318 active and trained

102 adults performed some service to HSPC in September – 1,015 hours

17 youth performed some service to HSPC in September – 43 hours

21 performed more than 10 hours in September (2 more were at the 8 to 9 hour mark)

1,058 volunteer hours were performed in September



All Service By Assignment

Humane Society of Portage County

Assignment	Jul 2013 Hours	Aug 2013 Hours	Sep 2013 Hours	Total Hours
A Dorsey	210:23	213:45	255:18	679:26
Administrative Assistant	8:25	28:29	22:58	59:52
Adoptions Counselor	0:00	0:00	0:00	0:00
Building Maintenance	9:09	0:36	2:22	12:07
Cat Cage Crew	0:00	28:23	0:00	28:23
Cat Socialization	169:09	267:56	221:03	658:08
Community Service	55:02	96:31	105:30	257:03
Dog Kennel Crew	8:05	23:11	0:00	31:16
Dog Walker	286:49	341:46	196:13	824:48
Evening Animal Care	0:00	0:00	0:00	0:00
Fill The Van - Jay-Mar	0:00	2:23	0:00	2:23
Fill The Van - Petco	0:00	0:00	0:00	0:00
Fill The Van - Trigs	0:00	0:00	0:00	0:00
Fur Ball at the Holiday Inn	0:00	0:00	0:00	0:00
Fur Ball preparation tasks	0:00	0:00	0:00	0:00
Housekeeping	10:07	0:56	2:30	13:33
IT Technician	192:10	166:13	205:24	563:47
Medical Assistant	0:00	4:19	0:00	4:19

Assignment	Jul 2013 Hours	Aug 2013 Hours	Sep 2013 Hours	Total Hours
Photographer	11:07	23:27	3:58	38:32
Reception / Greeter	0:00	0:00	0:00	0:00
Videographer	0:00	0:00	0:00	0:00
Youth Assistant	63:19	139:51	42:55	246:05
(None)	4:06	0:00	0:00	4:06
Grand total	1,027:51	1,337:46	1,058:11	3,423:48

Humane Society of Portage County Volunteer News!

Inside this issue are a few short articles

- Calendar
- Help us with Fur Ball
- Volunteer Appreciation Event
- Volunteer Statistics
- Suggestion Box
- Watch our Website
- Volunteer Profiles
- Adoption Successes
- Carole's Corner

Calendar

Friday October 11 at 10:30 AM Dog walkers help with Pets & Personalities on Parade show

Tuesday October 15 at 7PM – Short training session for Fur Ball helpers

Thursday October 17 at 5PM – Volunteer Orientation

Friday October 18 at 6 - 10PM – Fur Ball at the Holiday Inn

Sunday November 3 at 4PM – Volunteer Appreciation event at Smiley's in Plover



Help us with Fur Ball

Fur Ball is the Humane Society's annual fall event. In one night we raise a large portion of our annual budget. The event will be held at the Holiday Inn on Friday October 18th from 6PM to 10PM.

Volunteers are desperately needed to help with:

- * set up tasks the day of the event (8:00AM – 5:30PM)
 - transporting baskets and silent auction materials to the Holiday Inn
 - arranging items on tables for the silent auction
 - arranging baskets for the basket raffle
- * executing the event during the evening (5:30PM to 10:00PM)
 - selling raffle tickets
 - selling basket raffle tickets
 - selling silent auction numbers
 - providing information about the humane society at the information table
 - selling items with the HSPC logo
 - helping with the execution of the silent auction
 - running games for the kids
 - cleanup (10:00PM to 10:30PM)
 - taking photos at the Fur Ball.



Many of the tasks that you could help with are short and simple! Many hands helping will make the Fur Ball a success! **Please attend the Fur Ball volunteer training on Tuesday October 15 at 7PM**

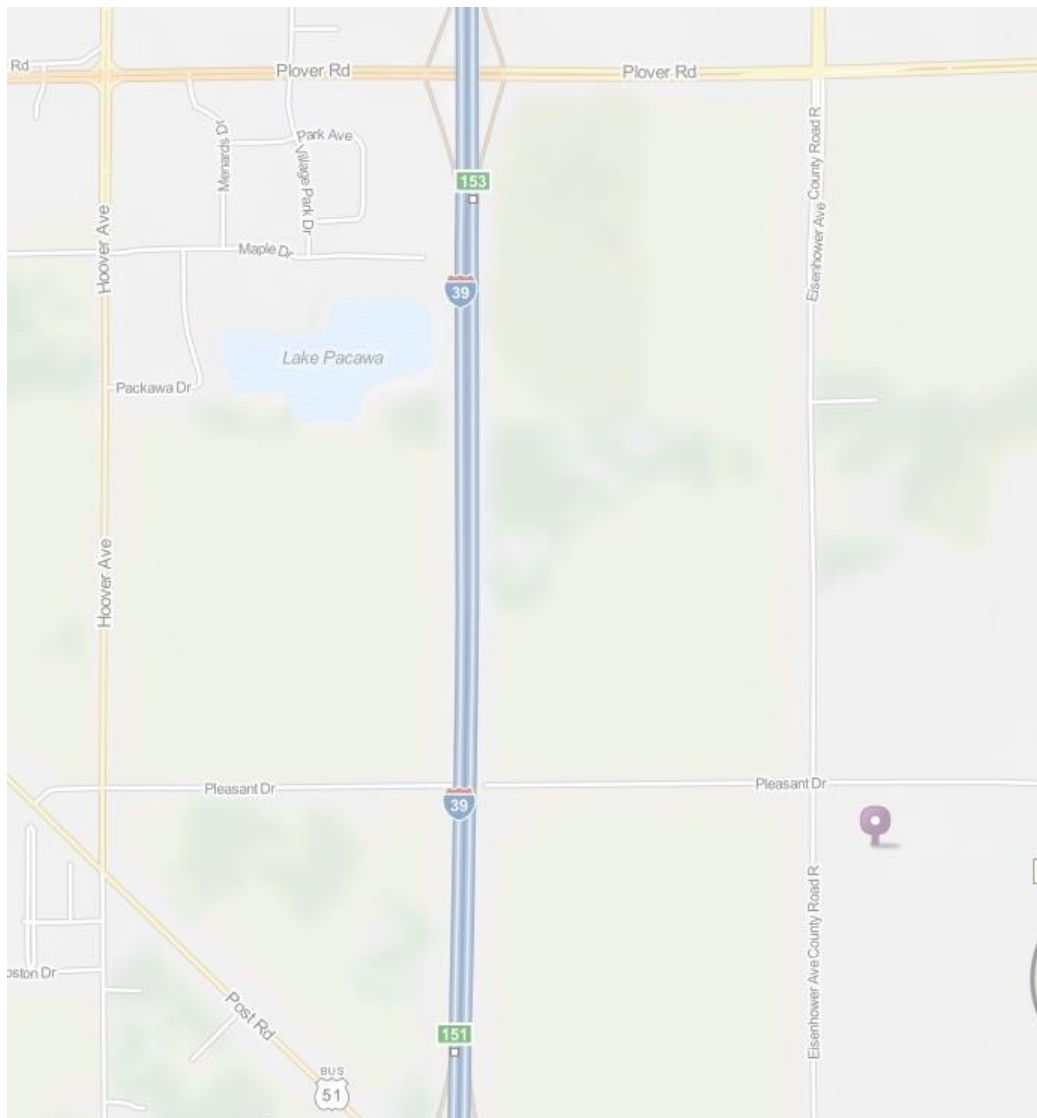
Humane Society of Portage County Volunteer News!



Volunteer Appreciation Event

You are invited!

All of our volunteers are invited to attend the HSPC Volunteer Appreciation event. Sunday November 3rd at Smiley's 5671 Pleasant Dr, Plover. Food will be provided. A cash bar opens at 4PM. A short presentation will be held at 5PM. HSPC staff and board members will be in attendance.



←Smiley's

Humane Society of Portage County Volunteer News!



Volunteer Statistics

In September 102 adults volunteered 1,015 hours and 17 youth volunteered 43 hours. We are extremely grateful for all of the help you provide. The animals that pass through our doors are even more grateful because the majority of the volunteered hours were dedicated to direct animal contact.

Suggestion Box

In an effort to encourage volunteers at HSPC to provide feedback, two "suggestion boxes" have been created to give volunteers an anonymous method of providing input. A digital suggestion box is now available. The web address is

<http://www.suggestionox.com/response/4QsYna>

The physical suggestion box is next to the Executive Director's office. As always, please feel free to email Carole or Brett directly at volunteer.coordinator@HSPCWI.org or find us when we are at the shelter if you have questions or concerns about your experience as a volunteer.



One of our suggestions related to Exterior Lighting

Now that it gets darker earlier most of the PM volunteers end up walking dogs at night. The exterior of the building has some light fixtures but nothing that is functional on the south side of the building around the kennels. Please ensure that the exterior lighting is repaired. This is both a security and safety issue.

We have been working with our electrician to improve our lighting and rewire circuits where appropriate. Our recent additions include a light in the back of the shelter and a light on the front of the garage. Additional changes will take place later this month.



Humane Society of Portage County Volunteer News!

Watch our website

Information about our events, staff members, board of director members, and frequently asked questions can be found on our website <http://www.HSPCWI.org>.

The website keeps growing and is scheduled to get a facelift later this year. The picture below is a preview of our new website. It should be online late October.

HUMANE SOCIETY OF PORTAGE COUNTY
Protecting Animals & Serving People Since 1969

Adoptable Pets | Donate | Lost & Found | How To Help | Events | Faqs | Contact

EVERY DOG DESERVES A SECOND CHANCE

DONT SHOP COME TO HSPC & ADOPT

Events

- JUN 23 Walk For Wags
- JUL 20 Kevin P. Ford Memorial Golf Outing
- SEP 6 Fill The Van - Copps

All Events

Donate to HSPC

Follow/Available Pets

f t y Petfinder.com

News/Information

FUNDRAISERS

Walk For Wags is a community event for animals to benefit the HSPC. Bring yourself and your dog and have a great time this weekend. Click to sign-up now.

OUR MISSION

Is to prevent cruelty, abuse, neglect and overpopulation of companion animals while seeking adoption of these animals into compatible homes, and teaching humane awareness and respect for all life, thus helping to build a better community.



Volunteer Profiles

Garrett Ryan – Garrett has been a volunteer since September 2012. In addition to helping walk dogs, Garrett has provided his services as a graphics designer. The future website and Fur Ball materials are samples of his creativity. Garrett and his wife Lindsey have a dog, cat, fish and four bunnies.

Humane Society of Portage County Volunteer News!

Kimberly Hackbarth – Kimberly became a volunteer about a week ago. Kimberly has been educating us about bunnies. Kimberly has been working with Teller one of our Giant Flemish rabbits. Some of the lessons we have learned are:

- Bunnies need cages that are large enough for them to stand on their back legs.
- Bunnies can be litter trained. They learn where to go by leaving (or relocating) their pellets to the litter tray. The litter tray cannot be changed until the bunny learns why it is there.
- Bunnies enjoy toys to toss around.
- Bunnies need an unlimited supply of food pellets and hay.



Adoption Successes for September

The following animals have been adopted to their forever homes:

Bunnies – Copperfield, Houdini and Siegfried.

Cats – AJ, Akane, Aloha, Ash, Austin, Birch, Bobo, Boo Boo, Boots, Boxer, Buster, Cabott, Calista, Carley, Carlton, Carmindy, Chloe, Claire, Cocoa, Corbin, Daisy, Dallas, Dash, Davidson, Denny, Dolly, Domino, Dually, Dwayne, Eli, Ernie, Falco, Fred, Frisky, Gabe, Ghirardelli, Gracie, Hans, Howdy, Jackie, Jana, Janelle, Jeeva, Jerry, Jigger, John, JR, Lulu, Markus, Marron, Matey, Melinda, Michael, Mitchell, Molly, Momma Gadie, Monique, Pamela, Panda, Pearl, Pedro, Questa, Quincie, Quinlynn, Ralph, Ruckus, Rupert, Sam, Severson, Sherbert, Smokey, Speria, Sue Ellen, Valentino, Wilma, Zeb and Zenatha.

Dogs - Allie, Berny, Capone, Charlie, Chipper, Cookie, Foxi, Gizmo, Gretta, Jake, Joey, Millie, Norma, Peanut, Penny, Timber, Tinker, Toffee and Wendy.

Carole's Corner

Hello fellow volunteers! We have updated a few things to make dog walking a bit easier! In addition to some notes about them outside their kennels, inside their kennels you will find a 4x6 piece of paper with a green, gold or red star. This star will help you determine which dog may be the best match for you to walk. Green being the easiest, gold being the middle of the road and red being a bit of a challenge.

One suggestion I have is: Choose to walk one or two dogs once a week. There is no obligation to stay and walk them all... its overwhelming! Start a team! If you have a group of 4 or 5 of you it gets the "job" done and is such a fun experience. We do this on Wednesday nights and I look forward to it every week.

As always if you have any questions or would like some extra training please give me a call! Carole Jeske Lead - Volunteer/Volunteer Coordinator 715-340-2194



DonorPerfect Statistics

DonorPerfect is software that helps HSPC record information about our donors and patrons. It has been active since the end of August. Individual monetary donations have been extracted from our old system and loaded. Business and organization data has not been loaded yet. Non cash gifts have not yet been loaded into DonorPerfect

The following repots from DonorPerfect will provide interesting trend data but until additional data is entered they should not be used for data points prior to September 2013.

**Calendar Year Income Analysis with Gift Splits By GL_CODE for period ending 09/30/2013
September 2013**

Code	Description	Splits	September Gifts	September Amount	NUMBER OF GIFTS			AMOUNT			AVERAGE GIFT		
					YTD	Last Year	%Change	YTD	Last Year	%Change	YTD	Last Year	%Change
9410	Appeal Income												
		\$1.00-9.99	2	\$10.00	2	0	--.-%	\$10.00	\$0.00	--.-%	\$5.00	\$0.00	100.00%
		\$10.00-24.99	31	\$390.00	31	0	--.-%	\$390.00	\$0.00	--.-%	\$12.58	\$0.00	100.00%
		\$25.00-49.99	90	\$2,295.00	136	13	946.15%	\$3,524.41	\$330.00	968.00%	\$25.91	\$25.38	2.09%
		\$50.00-99.99	57	\$2,850.00	100	15	566.67%	\$5,040.00	\$800.00	530.00%	\$50.40	\$53.33	-5.50%
		\$100.00-199.99	41	\$4,150.00	70	8	775.00%	\$7,150.00	\$800.00	793.75%	\$102.14	\$100.00	2.14%
		\$200.00-499.99	10	\$2,450.00	14	0	--.-%	\$3,505.00	\$0.00	--.-%	\$250.36	\$0.00	100.00%
		\$500.00-999.99	2	\$1,000.00	2	0	--.-%	\$1,000.00	\$0.00	--.-%	\$500.00	\$0.00	100.00%
		\$1,000.00-9999.99	2	\$2,000.00	4	1	300.00%	\$4,500.00	\$1,500.00	200.00%	\$1,125.00	\$1,500.00	-25.00%
		Total:	235	\$15,145.00	359	37	870.27%	\$25,119.41	\$3,430.00	632.34%	\$69.97	\$92.70	-24.52%
4085	Dog Training Income												
		\$50.00-99.99	0	\$0.00	4	0	--.-%	\$300.00	\$0.00	--.-%	\$75.00	\$0.00	100.00%
		\$100.00-199.99	0	\$0.00	1	0	--.-%	\$120.00	\$0.00	--.-%	\$120.00	\$0.00	100.00%
		Total:	0	\$0.00	5	0	--.-%	\$420.00	\$0.00	--.-%	\$84.00	\$0.00	100.00%
9013	Fur Ball Income												
		\$25.00-49.99	0	\$0.00	0	5	-100.00%	\$0.00	\$145.00	-100.00%	\$0.00	\$29.00	0%
		\$50.00-99.99	1	\$50.00	1	2	-50.00%	\$50.00	\$125.00	-60.00%	\$50.00	\$62.50	-20.00%
		\$100.00-199.99	0	\$0.00	0	2	-100.00%	\$0.00	\$200.00	-100.00%	\$0.00	\$100.00	0%
		\$200.00-499.99	0	\$0.00	0	3	-100.00%	\$0.00	\$750.00	-100.00%	\$0.00	\$250.00	0%
		Total:	1	\$50.00	1	12	-91.67%	\$50.00	\$1,220.00	-95.90%	\$50.00	\$101.67	-50.82%
8520	Gifts and Donations Income												
		\$10.00-24.99	0	\$0.00	26	50	-48.00%	\$524.37	\$1,013.92	-48.28%	\$20.17	\$20.28	-0.54%
		\$25.00-49.99	1	\$30.00	77	67	14.93%	\$2,202.67	\$1,979.29	11.29%	\$28.61	\$29.54	-3.17%
		\$50.00-99.99	1	\$50.00	57	55	3.64%	\$3,115.70	\$2,987.35	4.30%	\$54.66	\$54.32	0.64%
		\$100.00-199.99	0	\$0.00	43	26	65.38%	\$4,610.00	\$2,896.40	59.16%	\$107.21	\$111.40	-3.76%
		\$200.00-499.99	0	\$0.00	13	12	8.33%	\$3,912.00	\$2,602.52	50.32%	\$300.92	\$216.88	38.75%
		\$500.00-999.99	0	\$0.00	5	1	400.00%	\$2,600.00	\$500.00	420.00%	\$520.00	\$500.00	4.00%
		\$1,000.00-9999.99	1	\$6,000.00	3	2	50.00%	\$9,275.00	\$3,300.00	181.06%	\$3,091.67	\$1,650.00	87.37%
		\$10,000.00+	1	\$10,000.00	1	0	--.-%	\$10,000.00	\$0.00	--.-%	\$10,000.00	\$0.00	100.00%
		Total:	4	\$16,080.00	225	213	5.63%	\$36,239.74	\$15,279.48	137.18%	\$161.07	\$71.73	124.53%
9005	Golf Outing Income												
		\$25.00-49.99	0	\$0.00	1	0	--.-%	\$40.00	\$0.00	--.-%	\$40.00	\$0.00	100.00%
		\$50.00-99.99	0	\$0.00	6	0	--.-%	\$480.00	\$0.00	--.-%	\$80.00	\$0.00	100.00%
		\$100.00-199.99	0	\$0.00	3	0	--.-%	\$360.00	\$0.00	--.-%	\$120.00	\$0.00	100.00%
		\$200.00-499.99	0	\$0.00	8	0	--.-%	\$2,200.00	\$0.00	--.-%	\$275.00	\$0.00	100.00%
		\$500.00-999.99	0	\$0.00	1	0	--.-%	\$560.00	\$0.00	--.-%	\$560.00	\$0.00	100.00%
		Total:	0	\$0.00	19	0	--.-%	\$3,640.00	\$0.00	--.-%	\$191.58	\$0.00	100.00%
8530	Honorarium Income												
		\$10.00-24.99	0	\$0.00	0	1	-100.00%	\$0.00	\$20.00	-100.00%	\$0.00	\$20.00	0%
		\$25.00-49.99	0	\$0.00	1	3	-66.67%	\$40.00	\$75.00	-46.67%	\$40.00	\$25.00	60.00%
		\$50.00-99.99	0	\$0.00	2	2	0.00%	\$120.00	\$100.00	20.00%	\$60.00	\$50.00	20.00%
		\$100.00-199.99	0	\$0.00	0	2	-100.00%	\$0.00	\$200.00	-100.00%	\$0.00	\$100.00	0%
		\$200.00-499.99	0	\$0.00	0	1	-100.00%	\$0.00	\$300.00	-100.00%	\$0.00	\$300.00	0%
		\$500.00-999.99	0	\$0.00	0	1	-100.00%	\$0.00	\$500.00	-100.00%	\$0.00	\$500.00	0%
		Total:	0	\$0.00	3	10	-70.00%	\$160.00	\$1,195.00	-86.61%	\$53.33	\$119.50	-55.37%
8500	Membership Income												
		\$25.00-49.99	0	\$0.00	0	3	-100.00%	\$0.00	\$75.00	-100.00%	\$0.00	\$25.00	0%
		\$50.00-99.99	0	\$0.00	0	1	-100.00%	\$0.00	\$50.00	-100.00%	\$0.00	\$50.00	0%
		Total:	0	\$0.00	0	4	-100.00%	\$0.00	\$125.00	-100.00%	\$0.00	\$31.25	0%
9001	Memorial Income												
		\$10.00-24.99	0	\$0.00	8	8	0.00%	\$160.00	\$160.00	0.00%	\$20.00	\$20.00	0.00%
		\$25.00-49.99	2	\$76.00	24	14	71.43%	\$696.00	\$380.05	83.13%	\$29.00	\$27.15	6.83%
		\$50.00-99.99	0	\$0.00	22	14	57.14%	\$1,170.00	\$725.00	61.38%	\$53.18	\$51.79	2.70%
		\$100.00-199.99	2	\$245.00	5	8	-37.50%	\$545.00	\$975.00	-44.10%	\$109.00	\$121.88	-10.56%
		\$200.00-499.99	0	\$0.00	3	6	-50.00%	\$800.00	\$1,970.00	-59.39%	\$266.67	\$328.33	-18.78%
		\$500.00-999.99	0	\$0.00	4	3	33.33%	\$2,220.00	\$1,500.00	48.00%	\$555.00	\$500.00	11.00%
		\$1,000.00-9999.99	0	\$0.00	1	2	-50.00%	\$1,000.00	\$3,000.00	-66.67%	\$1,000.00	\$1,500.00	-33.33%
		Total:	4	\$321.00	67	55	21.82%	\$6,591.00	\$8,710.05	-24.33%	\$98.37	\$158.36	-37.88%
9400	Miscellaneous												

	Income												
		\$10.00-24.99	0	<u>\$0.00</u>	0	7	-100.00%	<u>\$0.00</u>	<u>\$143.00</u>	-100.00%	\$0.00	\$20.43	0%
		\$25.00-49.99	0	<u>\$0.00</u>	1	5	-80.00%	<u>\$30.00</u>	<u>\$125.00</u>	-76.00%	\$30.00	\$25.00	20.00%
		\$50.00-99.99	0	<u>\$0.00</u>	3	5	-40.00%	<u>\$175.00</u>	<u>\$285.00</u>	-38.60%	\$58.33	\$57.00	2.34%
		\$100.00-199.99	0	<u>\$0.00</u>	7	6	16.67%	<u>\$725.00</u>	<u>\$600.00</u>	20.83%	\$103.57	\$100.00	3.57%
		\$200.00-499.99	0	<u>\$0.00</u>	1	1	0.00%	<u>\$400.00</u>	<u>\$200.00</u>	100.00%	\$400.00	\$200.00	100.00%
		\$1,000.00-9999.99	0	<u>\$0.00</u>	1	1	0.00%	<u>\$6,000.00</u>	<u>\$1,108.00</u>	441.52%	\$6,000.00	\$1,108.00	441.52%
	Total:		0	<u>\$0.00</u>	13	25	-48.00%	<u>\$7,330.00</u>	<u>\$2,461.00</u>	197.85%	\$563.85	\$98.44	472.78%
9003	PAWS Income												
		\$500.00-999.99	0	<u>\$0.00</u>	0	1	-100.00%	<u>\$0.00</u>	<u>\$500.00</u>	-100.00%	\$0.00	\$500.00	0%
	Total:		0	<u>\$0.00</u>	0	1	-100.00%	<u>\$0.00</u>	<u>\$500.00</u>	-100.00%	\$0.00	\$500.00	0%
9004	Spay & Neuter Income												
		\$25.00-49.99	0	<u>\$0.00</u>	9	3	200.00%	<u>\$275.00</u>	<u>\$112.80</u>	143.79%	\$30.56	\$37.60	-18.74%
		\$50.00-99.99	0	<u>\$0.00</u>	15	9	66.67%	<u>\$850.00</u>	<u>\$500.00</u>	70.00%	\$56.67	\$55.56	2.00%
		\$100.00-199.99	0	<u>\$0.00</u>	10	3	233.33%	<u>\$1,075.00</u>	<u>\$310.00</u>	246.77%	\$107.50	\$103.33	4.03%
		\$200.00-499.99	0	<u>\$0.00</u>	0	2	-100.00%	<u>\$0.00</u>	<u>\$500.00</u>	-100.00%	\$0.00	\$250.00	0%
		\$500.00-999.99	0	<u>\$0.00</u>	0	1	-100.00%	<u>\$0.00</u>	<u>\$600.00</u>	-100.00%	\$0.00	\$600.00	0%
	Total:		0	<u>\$0.00</u>	34	18	88.89%	<u>\$2,200.00</u>	<u>\$2,022.80</u>	8.76%	\$64.71	\$112.38	-42.42%
9023	Walk for Wags												
		\$25.00-49.99	0	<u>\$0.00</u>	47	34	38.24%	<u>\$1,485.00</u>	<u>\$965.00</u>	53.89%	\$31.60	\$28.38	11.32%
		\$50.00-99.99	0	<u>\$0.00</u>	24	16	50.00%	<u>\$1,510.00</u>	<u>\$920.00</u>	64.13%	\$62.92	\$57.50	9.42%
		\$100.00-199.99	0	<u>\$0.00</u>	5	3	66.67%	<u>\$500.00</u>	<u>\$300.00</u>	66.67%	\$100.00	\$100.00	0.00%
		\$200.00-499.99	0	<u>\$0.00</u>	3	1	200.00%	<u>\$700.00</u>	<u>\$250.00</u>	180.00%	\$233.33	\$250.00	-6.67%
		\$500.00-999.99	0	<u>\$0.00</u>	1	0	--.-%	<u>\$500.00</u>	<u>\$0.00</u>	--.-%	\$500.00	\$0.00	100.00%
	Total:		0	<u>\$0.00</u>	80	54	48.15%	<u>\$4,695.00</u>	<u>\$2,435.00</u>	92.81%	\$58.69	\$45.09	30.15%
	GRAND TOTAL:		244	\$31,596.00	806	429	87.88%	\$86,445.15	\$37,378.33	131.27%	\$107.25	\$87.13	23.10%

**Gift Listing Gifts \$100 or more
09/01/2013 to 09/30/2013**

Date	Description	Amount
9/03/2013	Appeal Income	\$100.00
9/03/2013	Appeal Income	\$100.00
9/03/2013	Appeal Income	\$100.00
9/03/2013	Appeal Income	\$100.00
9/03/2013	Appeal Income	\$100.00
9/03/2013	Appeal Income	\$100.00
9/03/2013	Appeal Income	\$100.00
9/03/2013	Appeal Income	\$100.00
9/03/2013	Appeal Income	\$250.00
9/03/2013	Display Monitors	\$1,350.00
9/04/2013	Appeal Income	\$100.00
9/04/2013	Appeal Income	\$100.00
9/04/2013	Appeal Income	\$100.00
9/04/2013	Appeal Income	\$100.00
9/04/2013	Appeal Income	\$100.00
9/04/2013	Appeal Income	\$100.00
9/04/2013	Appeal Income	\$200.00
9/04/2013	Appeal Income	\$1,000.00
9/05/2013	Appeal Income	\$100.00
9/05/2013	Appeal Income	\$100.00
9/05/2013	Appeal Income	\$100.00
9/05/2013	Appeal Income	\$100.00
9/05/2013	Appeal Income	\$100.00
9/05/2013	Appeal Income	\$1,000.00
9/06/2013	Appeal Income	\$100.00
9/06/2013	Appeal Income	\$100.00
9/07/2013	Appeal Income	\$100.00
9/07/2013	Appeal Income	\$100.00
9/07/2013	Appeal Income	\$100.00
9/07/2013	Appeal Income	\$250.00
9/07/2013	Appeal Income	\$500.00
9/09/2013	Appeal Income	\$100.00
9/09/2013	Appeal Income	\$100.00
9/10/2013	Appeal Income	\$100.00
9/10/2013	Appeal Income	\$100.00
9/10/2013	Appeal Income	\$100.00
9/10/2013	Appeal Income	\$100.00
9/10/2013	Appeal Income	\$100.00
9/10/2013	Appeal Income	\$100.00

9/10/2013	Appeal Income	\$250.00
9/10/2013	Appeal Income	\$500.00
9/11/2013	Appeal Income	\$100.00
9/11/2013	Appeal Income	\$150.00
9/11/2013	Appeal Income	\$200.00
9/11/2013	Appeal Income	\$250.00
9/11/2013	Appeal Income	\$300.00
9/13/2013	Appeal Income	\$100.00
9/13/2013	Appeal Income	\$200.00
9/14/2013	Appeal Income	\$100.00
9/14/2013	Appeal Income	\$250.00
9/16/2013	Appeal Income	\$100.00
9/17/2013	Appeal Income	\$100.00
9/17/2013	Appeal Income	\$100.00
9/18/2013	Appeal Income	\$300.00
9/18/2013	Income	\$6,000.00
9/18/2013	Income	\$10,000.00
9/19/2013	Memorial Income	\$145.00
9/20/2013	Appeal Income	\$100.00
9/21/2013	Memorial Income	\$100.00
9/24/2013	Appeal Income	\$100.00

Humane Society of Portage County Animal Control Report

09/01/2013-09/30/2013

Municipality	# Complaints	# Bites	# RAL	Barking Dog	Neglect	Rescue	Stray (HO Pick Up)	Vicious Dog
Other								
Stevens Point		1	5	4	4		18	
T. Alban			1					
T. Almond							1	
T. Amherst							2	
T. Belmont								
T. Buena Vista								
T. Carson			2				1	
T. Dewey							2	
T. Eau Pleine					1		8	
T. Grant		1	1	1	1		2	
T. Hull	1		1				8	
T. Lanark			1					
T. Lindwood			2		1		1	
T. New Hope								
T. Pine Grove		1			1		2	
T. Plover							5	
T. Sharon							4	
T. Stockton		2	1				1	
V. Almond							3	
V. Amherst			1				1	
V. Amherst Junction								
V. Junction City								
V. Nelsonville								
V. Park Ridge							1	
V. Rosholt								
V. Whiting				1			2	
T. Bevent								
V. Plover		2	1	2	2		7	
Total	1	7	16	8	10	0	69	0
YTD Total	611	85	140	50	83	5	497	10

DOG AND CAT REPORT SEPTEMBER 2013 YTD

HSPC is an Adoption Guarantee facility. This means that all healthy animals are kept for adoption until a home is found or until circumstances would change. Some animals adopt quickly while others are with us for many months but we keep looking for a great home for each and every one of our "adoptables."

We take our commitment to our animals and community very seriously and try to do the best for the animals first while considering what is also best for the community. It happens periodically that an animal is no longer adoptable if there are serious health or behavioral concerns. In these situations euthanasia may be our only recourse if an animal has dangerous behavior or temperament that can't be corrected, a fatal or chronic disease, or is seriously injured.

During September 3 Canines had medical/health problems and 1 behavioral problem. 12 Felines had medical/health problems and 5 had behavioral/ferel problems.

CATS	INCOMING							Incoming Total
	Surrendered	Stray	Euthanasia	Impounded	Quarantined	Transfers	Abandoned	
January '13	33	16	0	0	0	0	0	49
February '13	15	15	0	0	0	0	0	30
March '13	15	28	0	0	1	0	0	44
April '13	70	35	0	0	0	0	2	107
May '13	36	67	0	1	0	0	1	105
June '13	11	89	0	2	0	1	0	103
July '13	21	109	0	0	0	0	1	131
August '13	16	100	0	0	2	0	1	119
September '13	19	80	0	0	0	0	0	99
October '13								0
November '13								0
December '13								0
Total	236	539	0	3	3	1	5	787
DOGS	INCOMING							Incoming Total
	Surrendered	Stray	Euthanasia	Impounded	Quarantined	Transferred	Abandoned	
January '13	4	11	0	2	2	0	0	19
February '13	2	18	0	2	2	0	0	24
March '13	8	21	0	1	1	0	0	31
April '13	14	30	0	0	1	0	0	45
May '13	11	24	0	0	2	0	0	37
June '13	6	25	0	4	0	1	0	36
July '13	7	36	0	0	2	0	0	45
August '13	10	35	0	5	2	0	0	52
September '13	9	30	0	0	1	0	0	40
October '13								0
November '13								0
December '13								0
Total	71	230	0	14	13	1	0	329

CATS	OUTGOING									Outgoing Total
	Adopted	Breed Rescue	Fostered	Reclaimed	Euthanized	Released	Transferred	Escaped	Died	
January '13	35		4	1	18	0	44	0	0	102
February '13	3		0	0	2	0	1	0	0	6
March '13	31		0	15	15	0	4	0	2	67
April '13	29		0	6	26	0	3	0	0	64
May '13	32		6	5	28	0	31	0	0	102
June '13	33		8	3	22	0	12	0	1	79
July '13	56		13	3	38	0	1	0	8	119
August '13	71		5	6	30	0	0	0	5	117
September '13	78		9	2	17	0	0	0	5	111
October '13										0
November '13										0
December '13										0
Total	368		45	41	196	0	96	0	21	767

DOGS	OUTGOING									Outgoing Total
	Adopted	Breed Rescue	Fostered	Reclaimed	Euthanized	Released	Transferred	Escaped	Died	
January '13	12	3	0	10	0	0	1	0	0	26
February '13	5	5	0	13	3	0	0	0	0	26
March '13	9	0	0	15	0	0	4	0	0	28
April '13	22	1	0	17	2	0	0	0	0	42
May '13	10	0	1	22	0	0	0	0	0	33
June '13	10	0	2	19	3	0	0	0	1	35
July '13	16	0	0	22	3	0	0	0	0	41
August '13	15	0	0	26	1	0	0	0	0	42
September '13	19	0	0	22	4	0	2	0	0	47
October '13										0
November '13										0
December '13										0
Total	118	9	3	166	16	0	7	0	1	320

OUR ADOPTION JOURNEY

"Second Hand Cat" Poem

Author unknown



Give us a chance who are not brand new
Who would love a home with someone like you
We may have been around a bit
Received many a blow and many a kick

Starved and neglected most of our days
Yet we are forgiving anyways
But now's our chance to start anew
A home with love that we never knew

So before a kitten you're tempted to pick
Give us a look, but not too quick
Look at the character in our face
And our bodies, still full of grace

Just think of us, day after day
Watching people look and walk away
But say the word 'yes' and we will know
Our bags are packed and we're ready to go



THE ABANDONED

"5"

Abandoned Dog

They dumped it on the lonely road,
Then like a streak they sped;
And as along the way I strode
I thought that it was dead:
And then I saw that yelping pup
Rise, race to catch them up.

You know how silly wee dogs are.
It thought they were in fun.
Trying to overtake their car
I saw it run and run:
But as they faster, faster went,
It stumbled, sore and spent.

I found it prone upon the way;
Of life was little token.
As limply in the dust it lay
I thought its heart was broken:
Then one dim eye it opened and
It sought to like my hand.

Of course I took it gently up
And brought it to my wife
Who loves all dogs, and now that pup
Shares in our happy life:
Yet how I curse the bastards who
Its good luck never knew!

Robert William



THE STRAYS

"769"

Prayer of a Stray (by Bev Davenport)

Dear God, please send me somebody who'll care! I'm tired of running, I'm sick with despair. My body is aching; it's so racked with pain. And Dear God I pray as I run in the rain. That someone will love me and give me a home. A warm cozy bed and a big juicy bone.



My last owner tied me all day in the yard. Sometimes with no water and God was that hard! So I chewed my leash God and I ran away... to rummage in garbage and live as a stray.

But now God I'm tired and hungry and cold. And I'm so afraid that I'll never grow old. They've chased me with sticks and hit me with stones... while I run the streets just looking for bones.

I'm not really bad God; please help if you can; for I have become just a "victim of man." I'm wormy Dear God and I'm ridden with fleas... All that I want is an owner to please!

If you find one for me God, I'll try to be good. I won't chew their shoes and I'll do as I should. I'll love them, protect them and try to obey... when they tell me to sit, to lie down or to stay.

I don't think I'll make it to long on my own; cause I'm getting so weak and I'm so all alone. Each night as I sleep in the bushes I cry, cause I'm so afraid God, that I'm going to die!

I've got so much love and devotion to give, that I should be given a new chance to live! So Dear God please, please answer my prayer, and send me somebody who really will care!



THE SURRENDERED

"307"



" Please don't leave me!"

Donna was an owner surrender. Her owner was dragging her in to hcac and she was hanging on to his boot and pant leg (like a child does to his parent). I took this picture because it broke my heart.

She couldn't say it any louder...

" Please don't leave me!"

*Love can be so simple... just a hug to tell you why
You mean so much to be here, and yet I'll leave to cry...
For you may not be here tomorrow, and this may be our last...
My future will be emptier.... because of someone's foolish past*



THE RESCUERS

I Have Done Something

I looked at all the caged animals in the shelter...the cast-offs of human society.

I saw in their eyes love and hope, fear and dread, sadness, and betrayal. And I was angry.

"God," I said, "this is terrible! Why don't you do something?"

God was silent for a moment, and then He spoke softly, "I have done something," he replied. "I created you."

-- Author Unknown

"Saving the life of one animal may not change the world, but the world will surely change for that one animal"

Animals are sent to earth to bring love.



OUR RESULTS

	<u>2012</u>		
<u>Outgoing</u>	<u>Dogs</u>	<u>Cats</u>	<u>Total</u>
• Adopted	243	553	796
• Reclaimed	243	060	303

	<u>2013 September YTD</u>		
<u>Outgoing</u>	<u>Dogs</u>	<u>Cats</u>	<u>Total</u>
• Adopted	118	368	486
• Reclaimed	166	041	207

They are not our whole life, but they make our lives whole.

HSPC ADOPTION PROCESS



OUR ADOPTION TEAM



AMANDA
ADOPTION COORDINATOR



DEB

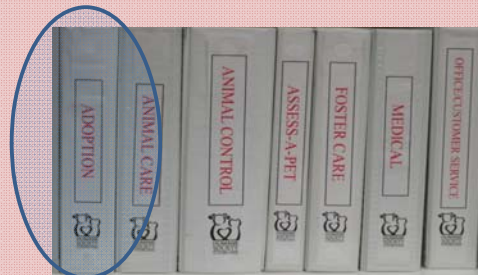


JOAN

ADOPTION COUNSELORS

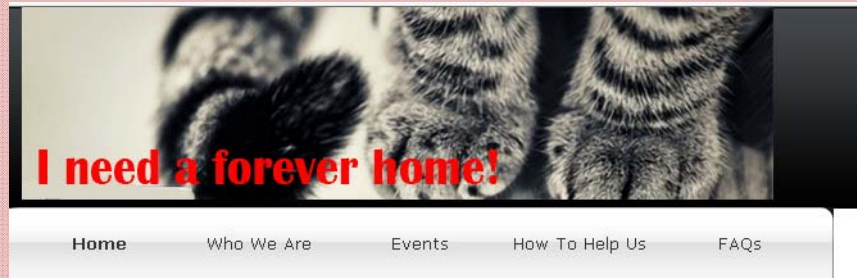
OUR ADOPTION MANUAL

- ❖ Adoption Protocols
- ❖ Adoption Guidelines
- ❖ Adoption Applications
- ❖ Adoption Contract
- ❖ Dog / Cat Profiles
- ❖ Dog Adoption Packet
- ❖ Cat Adoption Packet
- ❖ Surrender Protocol
- ❖ Surrender Guidelines
- ❖ Surrender Forms
- ❖ Act 90
 - ❖ Behavior and Social Plan
 - ❖ ATCP 16
- ❖ FAQ SHEETS
- ❖ Rescue Protocols
- ❖ Transfer Protocols
- ❖ Petco Store



OUR ADOPTION PROTOCOL

➤ HSPC Adoption Code



OUR ADOPTION GUIDELINES



OUR ADOPTION CONTRACT

- ↳ Changes to Contract
- ↳ Same Day Efforts



ASSESS-A-PET MANUAL

- ↳ Manual – using two assessment tools
- ↳ Separate Puppy Behavior Evaluation
- ↳ Separate Cat Behavior Evaluation



ANIMAL TRANSFER

- Policy and Procedures for Dealing with Transfers
 - Animal Shelter or Rescue Organization
- Transfer Contract



ACT 90

- What are we doing to comply?
- What is it?



OUR ADOPTION JOURNEY...

...NEVER
THE END



**“The greatness of a nation
and its moral progress
can be judged by the way
its animals are treated”**

- Mahatma Gandhi