

Humane Society of Portage County

January 2014 Board Information Package

Next Board Meeting January 15, 2014

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

5:00 PM optional pre-meeting Educational Classes – Ron Blaha

5:30 PM Board Meeting

This package contains the following information

- Board Agenda
- Minutes from December meeting
- Executive Director Report
 - Training plan for new Humane Officer
- Operations Committee Report
 - Board Member Committee Assignments
- Finance Committee Report (no meeting)
 - Financial Statements (Final November Statements)
- Fund Raising Committee Report (no meeting)
- Education Committee Report (no meeting)
- Information Technology Status Report
- Volunteer time report
- Volunteer Newsletter- January 2014
- DonorPerfect report
- Significant Contributions to HSPC
- Animal Control Report
- Animal Activity Report



Board of Directors Meeting Agenda

January 15, 2014 5:30 pm

5:30 p.m.	Call to Order of Board Meeting	L. Redfield	
5:33 p.m.	Approval of Minutes – December 18, 2013	L. Redfield	
5:36 p.m.	Board Seating and Resignations	L. Redfield	
5:40 p.m.	Executive committee action items	L. Redfield	
5:45 p.m.	Committee Reports		
	a. Operations Committee		
	i. Executive Director's Report	R. Blaha	
	ii. Operations Issues	B. Jarman	
	iii. Discuss 2014 committee structure – are changes needed?		
	b. Finance Committee	B. Schenk	(No Meeting)
	c. Fundraising Committee	L. Kunst	(No Meeting)
	d. Education Committee	J. Redfield	(No Meeting)
	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

December 18, 2013

1. Call to Order

L. Redfield

Meeting was called to order at 5:12 pm

2. Roll Call

L. Redfield

Present: Linda Redfield, Brett Jarman, Bruce Schenk, Ann Barrett, Lyne Kawleski Jared Redfield, Dennis Schenk, Kelly Higgins, Ken Higgins, Sheila Kessler, Tom Kelble, Lisa Kunst, Laura McPartland

Absent: Eugene Mancl

3. Approval of Minutes

Motion: to approve minutes from the November board meeting (Kawleski, Jarman) motion carried.

4. Board Seating and Resignations

L. Redfield

a. No new members

5. Committee Reports

a. Finance Committee

B. Schenk

- i. Bruce presented the proposed 2014 budget using the same trends as last year for numbers. This year we have a projected surplus from the dividends of our investments without which we would have a deficit.

b. Fundraising Committee

L. Kawleski, A. Barrett

- i. This meeting was dedicated to discussing the fundraising plan for 2014 and other income possibilities.
- ii. Plan to implement a new membership drive and corporate campaign with matching donations. Considering different levels members; friend, benefactor and sponsor with a variety of benefits. Brett noted we have a database of 7,000 people to start with who have donated or shown interest in HSPC.
- iii. Events were discussed with the need to consider the number of volunteers available to coordinate them. Plan is to expand Fur Ball, Walk for Wags and the Golf Outing and add the Canine Mayoral Caninedates campaign. Will explore the idea of a HSPC Gala with a wine related fundraiser for 2015.
- iv. Will contact the Association of Fundraising Professionals, Alpha Dog Marketing and get involved in big community events.
- v. Other fundraising/income ideas included a calendar, a coupon book, more campaigns on Facebook, PSAs, grants from Foundations, rummage sales, promotions at Petco, advertising in local papers and websites and continue the Fill the Van events.

- vi. Motion: to start the hiring procedure for a veterinarian for the shelter (B. Schenck, Kawleski) motion carried. A sub committee was formed to determine details.
- vii. Volunteers for 2014 Events include:
 - February – Membership Drive – Sheila
 - March - PAWS Campaign – Kelli
 - April - Canine Mayoral Caninedates Fundraiser – Laura
 - May - Rummage Sale – Staff
 - June - Walk for Wags – Ann & Lisa
 - July – Golf Outing – Eugene & Bruce
 - July – Summer Appeal Campaign – Staff
 - October 18 – Fur Ball – Lyne & Kelli
 - November – Holiday Appeal Campaign – Staff
 - December – Open House – Staff

6. New Business

L. Redfield

- a. January board meeting date changed to the 15th.

7. Old Business

L. Redfield

- a. Motion: to adopt the employee pay raise calculation for 2013 as a tool for Ron to use and review every year (Redfield, Kawleski) motion carried.

8. Adjournment – meeting adjourned at 7:55 pm

L. Redfield

Minutes submitted by Ann Barrett, Director

Staff – Lance Mandeville has been hired as a Humane Officer; Brady Napiwocki hired for Animal Care; Olivia Migas will be a weekend Adoption Counselor replacing Joan Simon who will be working strictly with dog training matters and helping with animal behavioral issues. Anne Vogt has resigned from the Animal Care staff.

Office/Animal Care Manager Report (from Jaime Jones)

Animal Population as of 11/7/13: Cats: 163 / Dogs: 17 (one day snapshot)

Animal Population as of 12/31/13: Cats 118 / Dogs 17 / Bunnies (1 mom & 4 babies):

Note: With the start of this report, we will record our animal population at the end of each month so we can eventually have a trend line and snapshot of the average number of animals we care for on a daily basis at our shelter.

- Assisted Bruce Shenk in the compilation of 2014 Budget
- Compiled all the requested information to Ligman & Willie to do a preliminary review of the books to ensure a smooth process at Year end.
- Enrolled in Fred Pryor Continuing education that offers unlimited classes, webinars etc. for 12 months.
 - The webinars are available to all employees through Jaime's Log in
 - Attended "The Essentials of HR Law on 12/6/2013
 - Completed "Active Listening", "Assertive Verbal Skills 6 course seminar", "Analyzing Poor Performers"
 - Signed up for Day Long course "Criticism & Discipline skills for Managers and Supervisors
 - Had Emily Carlson go through watch 60 Minutes of Excel Secrets
 - Working on having Connie go through the Assertive Verbal Skills Course –Completed 1/2/2013
- Currently working on research and development of a more efficient way to process Dog Licenses at the Shelter for 2014.
 - This idea will hopefully enable each municipality to have a real time access to records of dogs that are licensed for their municipality at the shelter.
 - Hopes are that it will also streamline the communication between the municipalities and the shelter.
 - Update with Stephanie Stokes with regards to Dog License - just need to verify with Municipalities that they are o.k. with idea.
- Assist implementation of Santa Paws Fundraiser
- Research and Development of Employee Discount Guidelines and taxability issues (currently in the review process).
- 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

Medical Staff Progress Report (from Khryse Flugaur)

- Hand washing guidelines
- Hand sanitizer guidelines
- 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. It appears that kitten season will not end this calendar year. We are still seeing a large number of kittens which is normally tapered off by this time every year.
- A new informational sheet has been developed regarding how to properly scan every animal for a microchip when admitted to our facility. **See Exhibit 1.** I have also developed a power point presentation on how to correctly implant a microchip for employees that are interested in learning the procedure. Microchip implantation does not have to be performed by medical staff.
- We are nearing the completion of heartworm treatment on Dixie. She will be our first completed in-house treatment. The financial resources were donated and because medical staff is available in-house the cost of treatment was very feasible. Dixie’s final heartworm test following treatment will be January.
- There has been an increase in upper respiratory illness within our stray cat room. Due to this spread I am implementing a procedure for handling of felines within this room. **See Exhibit 2.**
- Due to the holidays falling on surgery days and a DVM out on medical leave our surgery numbers are decreased for the month. We are falling behind with the intake of animals and being able to provide spay/neuter services. See **Exhibit 3** for a monthly surgery totals. This has not been trended or reported before.

Humane Officers Progress Report (from Ron Blaha)

- We now have access to the county’s pet licensing program so that we can look up to determine if owners have obtained dog licenses.
- HO’s – developed a Dog Barking FAQ sheet
- HO’s – 2 abatement orders issued. One involved a puppy mill and the other involved a cat issue
- New hire Lance has been provided with a training schedule to follow during his apprenticeship. See attached.
- Emily has reviewed all 2012 and 2013 reports to ensure all of the recorded municipalities were accurate.
- Emily is reviewing daily log sheets to ensure accuracy and the reports are complete.
- Having Emily at the front desk during the week has worked out extremely well with her being able to address many of the callers concerns as many of the calls relate to animal control issues.

Adoption Coordinator Progress Report (from Amanda Tucker)

- Olivia Migas has joined the Adoption Team as an adoption counselor. Olivia most recently worked on our kennel staff team, is going to school, is employed at Wild West Campground and Coral and Heartland Stables. With her customer service skills and animal handling experience Olivia will be a nice addition to the adoption team.
- Efforts to better match dogs with dog walkers are being made to ensure the safety of our animals, volunteers and the public. In the past dogs have been labeled red, yellow or green to let volunteers know the level of difficulty to walk the dog. Volunteers are now going to be asked to complete a set number of hours and a course on dog handling to advance from green to yellow or red dogs. The first class was held on Wednesday, January 8th from 7 p.m. to 9 p.m. and was very successful. Carole and her team of volunteers put together a very informative presentation about how to handle fearful, jumping or mouthing behaviors in the shelter dogs. Dogs that are “red” dogs have been fitted with a red buckle collar and volunteers that have completed the “Red Dog Training” have red name tags. This is to help staff and other volunteers identify which dogs are red dogs and what volunteers are able to walk red dogs. All dogs have a card on their sign out sheet to help identify what color the dog is.
- Amanda and Joan have been working together on keeping behavior logs for dogs in training. This log will help track progress with a dogs training, see where a dog needs to continue work and will also help place the dog in its forever home.
- The foster manual is almost complete. Both medical and adoption have made changes to the draft. Amanda is now in the process of organizing the information to be presented to foster families.
- In addition to the foster manual Amanda is working on assembling a behavior assessment protocol. This will help guide staff on what to do with dogs and cats that may have behavior issues. Our goal with this manual is to protect not just our pets, staff and volunteers, but the general public.
- The shelter has “featured pets” available for adoption. The time the pet is featured will vary. Some of the pets have sponsored adoption fees, have been here for a long period of time or may have a special need. People seem to enjoy viewing the pets posted on the board across from the adoption office.
- Long time resident Breaker (dog) was adopted in November! Breaker came to the shelter in April and finally went to his forever home. I was in contact with his new owner and he said Breaker is doing great.
- In November 66 cats, 13 dogs, 2 Guinea Pigs, 2 Rabbits and 1 Chinchilla were adopted!
- In December 49 cats and 11 dogs were adopted. Adoptions have slowed down over the past month, but hopefully with the holidays behind us things will pick up again.

Executive Director (from Ron Blaha)Education

- Held several meetings with Janet Blaha and Shary Walkush to develop lesson plans for educational sessions with elementary school classes and children's organizations. Lesson plans include grades Pre/K through 5th grade.
- PowerPoint presentations have been developed to complement the lesson plans and help to provide an educational package that will be available for presenters.
- Educational sessions have been developed for staff members relating to customer service and receptionist service.
- 12/16/13: Education presentation to Boy Scout troop at HSPC.
- 12/20/13: Education presentation to McDill 2nd and 3rd graders at HSPC
- Joan gave a presentation to Almond Bancroft students
- Joan gave a presentation to Bannach students

Grants

- Submitted a grant Stevens Point Area Retired Teacher's Association (SPARTA)

Fundraising/Events/Donations

- 11/03/13: Volunteer Recognition event at Smiley's
- 11/09/13: Beyond Ordinary fundraising event at their open house.
- 11/16/13: Fill the Van at Copp's Foods
- 12/12/13: Attended Kwik Trip's Grand Opening event and received \$1,000 check
- 12/12/13: Picked up donations from Delta Dental
- 11/21/13: Winter Appeal Letter sent out
- 11/21/13: Rogers Cinema had a HSPC donation event that tied into the Hunger Games premiere.
- 12/14/13: HSPC Open House with Santa
- Received donations from the Sentry Cares Club
- HSPC is in the top 5 of Sentry's \$10K for a Cause; from luncheon we weren't number 1 however the Sentry Foundation announced each of the other four finalists would receive \$2,500 each.
- Buffalo Wild Wings 2 days of 5% give back was \$50
- November: Casey, a massage therapist at UWSP has committed to give 5% of her proceeds during the month of November to our Humane Society. \$100 was received from her commitment..

Activities

- 11/03/13: Volunteer Recognition Party at Smiley's
- 12/23/13: Provided Chief Deputy Dan Kontos with suggestive comments about his updated 4.9 Portage County Animal Control Ordinance
- 12/31/13: Went on radio with Joan Simon to talk about our HSPC and dog training
- Applied for the Portage County Business Council Small Business of the Year Award but the Pineries Bank was selected.
- Building/Grounds/Equipment
- Ron's Refrigeration upgraded our air flow system with new and state of the art computer system to control our air flow which can now be done with a computer.
- IT – employee survey and adoption/HO surveys are now available online

Humane Society of Portage

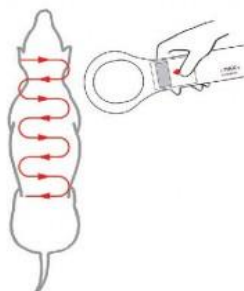
Meetings

- 11/01/13: Education Committee Meeting
- 11/12/13: Attended a Town of Lanark meeting to discuss complaints by citizens about a puppy mill.
- 11/13/13: Board of Directors Meeting
- 11/14/13: Attended a Wisconsin Federated “Meet ‘n Greet Meeting at Dane County Humane Society Presentation was given about a Pit Bull program used at a Michigan Humane Society and reviewed issues that involve our humane societies.
- 11/18/13: Met with Janet and Shary to establish lesson plans for educational sessions
- 11/26/13: Animal Control Contract Meeting
- 12/07/13: Education Committee Meeting

Exhibit 1

How to scan EVERY new admission for a microchip

Scanning Pets for Microchips

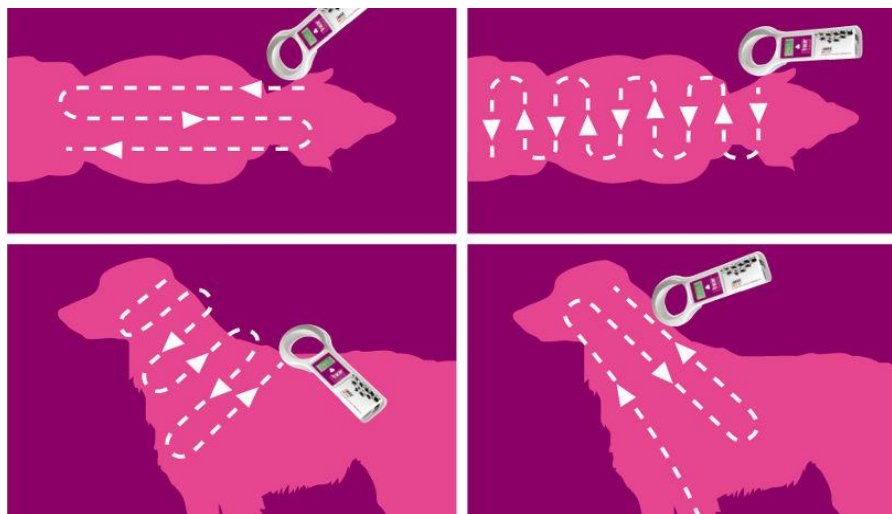


- Hold the scanner close to, or touching the animal
- Scan slowly and repeatedly over the entire body to ensure whether or not a microchip is present
- Wave the scanner back and forth lightly while scanning, because microchips can be in various orientations within the animal
- Scan first in a horizontal, then a vertical "S" pattern down the animal's body, as shown in the diagram
- Consider scanning each animal more than once to ensure any present microchip can be localized by the scanner

Effective scanning isn't easy! Take your time, be patient!

Scanning live animals to verify whether or not they have a microchip can be difficult; animals move, hop, flap, step, jump, wiggle and wag! Even when they are being held or restrained, they are not truly still. Sometimes just the expansion of their chests when they breathe can make it difficult. Take your time. Be thorough. Scan each animal at least twice to be safe.

For more information about microchip implantation and scanning, please visit the World Small Animal Veterinary Association's website at www.wsava.org.



Scan slowly – A fast pass over the animal may miss the microchip. Proper scanning should take 10 to 20 seconds depending on the size of the animal.

Scan directionally – Start by working across the animal's shoulders "east and west," making multiple passes, back and forth. Then work "north and south" from the pet's head to its tail, again making several slow passes.

Scan sides and below – Sometimes, but not often, microchips may migrate to other areas of the body

Change arm angle – Sometimes the way you hold the microchip scanner affects whether the microchip registers on the scanner. Turn your arm 90 degrees and scan the same areas again.

Change operator – Have a second person scan if a chip was not found the first time. Studies have shown that a different operator may find a chip missed on the first attempt.

...YOU are the difference between an animal being returned home or the alternative...

ATTENTION ALL STAFF

12/31/13

Due to high infectious disease transmission rates in our staff only areas the following changes will be implemented immediately.

1. Staff **MUST** change gloves between handling every feline. The use of hand sanitizer between glove changes is requested also. Please see postings regarding proper use of hand sanitizer. If your hands are visibly soiled then you must wash them!
2. Every feline in STRAY AND ISOLATION **MUST** be held in a carrier while their cage is being cleaned. **No exceptions.**
3. The carrier **MUST** be cleaned between holding each feline with an approved product such as Rocal, wiped clean with paper towel and then allowed to dry.
4. The order of cleaning should be as follows in STRAY AND ISOLATION:
 - a. Healthy juvenile felines
 - b. Healthy adult felines
 - c. Sick juvenile felines
 - d. Sick adult felines
5. It is recommended that gowns be worn and changed frequently when dealing with sick animals. If you pick up a sick feline and cuddle it you **WILL** transmit the virus/disease/parasite to another feline, canine or possibly yourself or family.

2013 Surgery (spay/neuter/dental/other) completed by species

Month	Canine	Feline	Rabbits
January	13	63	4
February	17	53	
March	23	51	
April	15	37	
May	10	55	
June	17	29	
July	13	70	
August	8	41	1
September	16	61	5
October	13	65	
November	7	48	1
December	10	34	
2013 Total	162	607	11

Surgical patient total for 2013: 780

TRAINING SCHEDULE FOR LANCE MANDEVILLE

(December 19, 2013)

Animal Care – Trainers: Jaime/Connie / Review Protocols Medical – Khryse/Megan Adoption – Amanda Front Desk - Trainers: Emily/Jaime (JJ)/Jamie (JD) - Review Protocols - Review Access, Thorough Fare, & J.Maul Programs Humane Officer – Trainers: Ron/Emily/Deann/Renae–Review Everything!!				December 19 8 am – 12 pm Animal Care 12:30 – 4:30 Front Desk <u>Safety</u> Hazcom Training	20 8 am – 12 pm Animal Care 12:30 – 4:30 Front Desk Computer Access	21 1 hr. with Brett
22	23 8 am – 12 pm Animal Care 12:30 – 4:30 Front Desk	24 8 am – 12 pm Animal Care	25 OFF	26 8 am – 12 pm Animal Care 12:30 – 4:30 Front Desk	27 8 am – 12 pm Animal Care 12:30 – 4:30 Adoption	28 10:30 – 3:30 Front Desk with Jamie (JD)
Read Chapter 173 Animals; Humane Officers / Test on Friday						
29	30 8 am – 12 pm Animal Care 1:00 – 5:30 Front Desk	31 8 am – 12 pm Animal Care 1:00 – 5:30 Front Desk	January 1 8 am – 12 pm Animal Care	2 8:00 – 4:30 Animal Control Shadow	3 8:00 – 4:30 Animal Control Shadow	4 <u>Adoption</u> Adoption Process Surrenders Fostering (12/27/13)
Read Chapter 95: Animal Health / Test on Friday						
5 <u>Medical Training</u> Cat Sexing Cat Coloring Microchip Scanning EBI Restraining Animals Animal Comfort Vaccinations Medical Issues Zoonotic Diseases	6 8:00 – 4:30 Medical	7 8:00 – 4:30 Medical	8 8:00 – 4:30 Animal Control Shadow	9 8:00 – 4:30 Animal Control Shadow	10 8:00 – 4:30 Animal Control Shadow	11 <u>Animal Control</u> Inspections Restraint Usage Live Traps Read all tabs Customer Service
Read Chapter 174: Dogs / Test on Friday						

TRAINING SCHEDULE FOR LANCE MANDEVILLE

(December 19, 2013)

12	13 8:00 – 4:30 Animal Control Shadow	14 8:00 – 4:30 Animal Control Shadow	15 8:00 – 4:30 Animal Control Shadow	16 8:00 – 4:30 Animal Control Shadow	17 8:00 – 4:30 Animal Control Shadow	18 <u>Animal Control</u> Clarifications: Reviewing any unsure areas
Read Chapter 951: Crimes Against Animals / Test on Friday						
19	20	21	22	23	24	25
BEGIN THREE HUMANE OFFICER ROTATION Back-up Help: Deann Migas						
Read Portage County Ordinances						
26	27	28	29	30	31	February 1
2	3	4	5	6	7	8



Operations Committee Report – January 9th 2014

Present: Brett Jarman (Chair), Lyne Kawleski , Shelia Kessler, Dennis Schenk,

Absent: Ann Barrett, Bruce Schenk, Ron Blaha

Meeting Topics included:

- City of Wausau has asked us to consider being their primary shelter for cats. We could expect 50 cats each calendar quarter. Our current building, with our current animal population and plans we have to increase services will not allow us to add an additional 50 cats per quarter
- Succession planning for all management positions was discussed
- One of our humane officers recently served court papers. Lyne provided a historical perspective and Shelia provided some generic background details. No specific details were discussed. The material we received was forwarded to our attorney and insurance company.
- Shelia provided additional details about risks and problems with the transfer of puppies from out of state shelters. HSPC does not do this. Dog transfers from shelters in our area are acceptable.

The details of acquiring a Shelter Veterinarian were discussed. A draft job description from Khryse was reviewed and a few changes were made. We will want Dr Tom's input before we post an advertisement

*The Humane Society of Portage County is accepting resumes for the position of staff veterinarian to join our multi-tiered medical staff. This is a full time position with occasional weekend hours. Qualified candidates will have or be eligible for a Wisconsin license to practice veterinary medicine and have or be eligible for a DEA controlled substance license. The ideal candidate will be passionate about Shelter Medicine and have the ability to work in a fast-paced environment while maintaining effective disease control/prevention and treatment. Staff veterinarian will provide comprehensive medical care for our shelter animals including routine wellness examinations and management of emergency medical situations. Surgical skills must include high quality, high volume spay and neuter services for feline, canine and rabbit patients. Soft tissue, orthopedic and dental procedures are also standard practice within our surgical facilities. In 2013 HSPC medical staff oversaw the medical intake/admission of over 1400 patients and surgical interventions of 780 patients. Interested candidates should email their cover letter and resume to **{insert contact details}**.*

- We established some ground rules for the first year. We expect changes will occur after a Shelter Vet is hired but we believe a plan that provides direction is required so we are all working towards a common goal.
 - Complete and approve job description
 - Publish job opportunity to solicit potential candidates
 - Interview candidates and make an offer
 - Shelter vet starts – first six months is a transition period.
 - Possible delays for relocation or start date
 - Learn what we are currently doing and what the tools are at our facility
 - Participate in plans for expanded services
 - Participate in development of requirements for expanded services
 - Participate in implementing changes that are prerequisites to providing expanded services

- Second six month period begin to offer limited services to non-shelter animals
 - All shelter animals and services they require come first
 - Offer vaccines / rabies to eligible low income pet owners
 - Offer spay neuter services to eligible low income pet owners (this may also be a Trap Neuter Release program)
 - All appointments must be prescheduled
 - NO emergency services
 - NO Diagnostic services
 - NO walk in appointments
- We discussed how to verify low income status. Lyne and Brett will work with CAP services to provide the criteria.

Here are a few links that have interesting information about Shelter Vets. The operations committee members had the opportunity to review these web sites prior to the meeting

<http://www.sheltervet.org/opportunities/> is a listing of open jobs for Shelter Vets

<http://www.sheltervet.org/> is a site dedicated to Shelter Vets

<http://www.sheltermedicine.com/node/46> Hiring a Shelter Veterinarian interview questions – has an interesting comment about making sure that adequate vet assistants are available. (Good for us with 3 CVT's on staff)

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

HUMANE SOCIETY OF PORTAGE COUNTY INC

Balance Sheet

As of December 31, 2013

	Dec 31, 13
ASSETS	
Current Assets	
Checking/Savings	
1005 · Petty cash	100.00
1032 · Associated Bank checking	27,934.56
1034 · US Bank checking	7,566.58
1042 · Associated Bank money market	64,655.78
1043 · Pay Pal account	2,086.53
1047 · Stevens Point Post Office	383.82
Total Checking/Savings	102,727.27
Accounts Receivable	
11000 · Accounts Receivable	63,600.53
Total Accounts Receivable	63,600.53
Other Current Assets	
1045 · Capital Expenditure Fund	95,431.99
1046 · Schlieper Fund	180,194.49
1048 · Community Foundation Endowment	97,096.18
Total Other Current Assets	372,722.66
Total Current Assets	539,050.46
Fixed Assets	
1500 · Land	109,061.00
1502 · Land improvements	114,058.70
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	1,327,011.91
TOTAL ASSETS	1,866,062.37
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 · *Accounts Payable	40.00
Total Accounts Payable	40.00
Credit Cards	
2011 · Associated Bank-Visa	276.16
2014 · Kwik Trip Card	369.11
Total Credit Cards	645.27
Other Current Liabilities	
2000 · Accounts payable	350.00
2010 · Unearned contract income	61,995.21
2015 · Specific use Funds	7,500.00
2030 · Dog licenses payable	212.00
2040 · Wisconsin sales tax payable	205.53
Total Other Current Liabilities	70,262.74
Total Current Liabilities	70,948.01
Total Liabilities	70,948.01

2:51 PM

01/11/14

Accrual Basis

HUMANE SOCIETY OF PORTAGE COUNTY INC

Balance Sheet

As of December 31, 2013

	<u>Dec 31, 13</u>
Equity	
3000 · Opening Balance Equity	-1,352.00
3040 · Retained earnings	1,802,748.16
3050 · Prior period adjustment	-13,237.80
32000 · Unrestricted Net Assets	-41,641.97
Net Income	48,597.97
Total Equity	<u>1,795,114.36</u>
TOTAL LIABILITIES & EQUITY	<u><u>1,866,062.37</u></u>

November 2013 Financial Review

	Nov 13	Jan - Nov 13	Jan - Nov 12	2012 Year End	Final YE Projection 2013	Proposed 2014 Budget
Ordinary Income/Expense						
Income						
4000 · Dog adoption income	1,955.00	22,995.00	29,620.66	30,490.66	24,000.00	30,000.00
4010 · Cat adoption income	2,725.00	22,490.00	18,402.28	19,753.07	23,000.00	23,000.00
4020 · Other adoption income	0.00	0.00	175.00	195.00	0.00	0.00
4030 · Surrender income	370.00	2,965.00	5,945.00	6,125.00	3,000.00	3,500.00
4040 · Dog redemption income	318.35	5,086.71	5,693.20	6,139.20	5,500.00	6,000.00
4050 · Cat redemption income	110.00	630.00	777.21	777.21	700.00	700.00
4060 · Other redemption income	0.00	0.00	20.00	20.00	0.00	0.00
4080 · Quarantine income	250.00	1,825.00	938.33	1,213.33	2,000.00	1,200.00
4090 · Crematorium income	0.00	0.00	374.00	374.00	0.00	0.00
4085 · Dog Training Income	225.00	1,690.00	0.00	0.00	1,700.00	2,600.00
4116 · Rabies fee income	50.00	1,522.00	2,342.00	2,412.00	1,600.00	1,500.00
4120 · Miscellaneous shelter income	0.00	0.00	547.62	547.62	0.00	0.00
4130 · Boarding fee income	425.00	3,358.44	3,622.18	4,017.18	3,500.00	3,000.00
4135 · Vaccination fee income	0.00	115.00	1,106.00	1,126.00	115.00	1,500.00
4210 · County contract income	20,271.69	222,988.59	218,823.00	238,716.00	243,000.00	247,900.00
4210 · Spay/Neuter Clinic income			6,435.00	6,435.00	0.00	0.00
4310 · Merchandise Sales	69.41	1,407.32	0.00	0.00	1,600.00	1,600.00
Total Income	26,769.45	287,073.06	294,821.48	318,341.27	309,715.00	322,500.00
Expense						
50000 · SHELTER EXPENSES						
5000 · Shelter payroll expense	34,098.27	274,883.26	257,286.90	282,368.55	300,000.00	330,000.00
5001 · UWSP work study	0.00	0.00	1,062.89	1,062.89	0.00	0.00
5005 · Shelter payroll tax expense	2,608.51	20,410.20	19,932.71	21,571.08	22,000.00	24,000.00
5010 · Shelter unemployment expense	797.15	10,559.77	10,447.17	11,076.06	11,500.00	12,000.00
5012 · Medical Reimbursement	0.00	2,020.00	3,000.00	3,000.00	3,000.00	3,000.00
5015 · Shelter supply expense	2,502.54	18,669.53	13,778.54	14,633.99	20,500.00	20,500.00
5017 · Shelter supply expense-Food	0.00	0.00	255.97	527.42	0.00	0.00
5020 · Shelter equipment expense	0.00	363.00	1,263.78	1,263.78	500.00	1,200.00
5021 · Animal control equipment	0.00	178.25	715.33	715.33	200.00	700.00
5025 · Shelter equip repair and mainte	0.00	222.00	3,316.06	3,446.33	300.00	3,000.00
5028 · Animal Control Expense	0.00	0.00	0.00	14.36	0.00	0.00
5035 · Shelter vet expense	1,898.53	11,817.03	19,875.40	21,877.65	14,000.00	15,000.00
5037 · Medical supply expense	2,205.81	22,256.09	17,405.29	15,834.00	25,000.00	24,000.00
5040 · Shelter Equipment Depreciation	0.00	0.00	12,661.33	13,812.36	0.00	0.00
5050 · Shelter uniform expense	0.00	44.94	839.64	839.64	100.00	1,000.00
5052 · Humane Officer uniform expense	327.00	757.77	428.00	437.99	800.00	1,000.00
5055 · Shelter conference expense	0.00	0.00	0.00	0.00	0.00	0.00
5060 · Shelter conference travel	121.00	2,548.61	0.00	0.00	2,600.00	2,500.00
5065 · Shelter staff training	501.85	1,254.85	535.00	734.00	1,300.00	1,000.00
5067 · Shelter Humane Officer training	0.00	1,950.00	1,194.12	2,194.12	2,000.00	1,200.00
5096 · Rabies tag expense	0.00	83.53	0.00	0.00	100.00	100.00
5097 · Microchip expense	0.00	10,765.39	3,375.00	4,293.75	11,000.00	11,000.00
5099 · Miscellaneous shelter expense	0.00	711.15	3,299.19	3,551.18	1,000.00	2,000.00
5018 · Merchandise-COGS	0.00	2,913.13	0.00	0.00	3,500.00	3,000.00
Total 50000 · SHELTER EXPENSES	45,060.66	382,408.50	370,672.32	403,254.48	419,400.00	456,200.00
52000 · SPAY/NEUTER EXPENSES						
5200 · Spay/neuter payroll	0.00	0.00	5,449.60	5,449.60	0.00	0.00
5215 · Spay/neuter supplies	18.48	1,356.60	101.56	101.56	1,500.00	1,500.00

November 2013 Financial Review

	Nov 13	Jan - Nov 13	Jan - Nov 12	2012 Year End	Final YE Projection 2013	Proposed 2014 Budget
5235 · Spay/neuter vet expense	4,114.87	26,577.55	21,145.50	22,505.50	28,000.00	28,000.00
5236 · Spay/neuter assistant expense	0.00	412.75	2,554.68	2,554.68	0.00	0.00
5237 · Spay/neuter medical supplies			1,398.95	1,152.06	0.00	0.00
5240 · Spay/neuter equipment depreciation			1,700.88	1,855.50	0.00	0.00
Total 52000 · SPAY/NEUTER EXPENSES	4,133.35	28,346.90	32,351.17	33,618.90	29,500.00	29,500.00
55000 · VEHICLE EXPENSES						
5500 · Vehicle depreciation	0.00	0.00	1,304.45	1,423.04	0.00	0.00
5510 · Vehicle maintenance & repair e	5.50	2,281.25	603.85	644.49	2,500.00	3,000.00
5520 · Vehicle insurance expense	387.20	3,074.60	1,710.64	1,936.57	3,500.00	4,700.00
5530 · Vehicle gas	227.02	7,437.18	6,506.67	6,653.32	8,000.00	7,000.00
5535 · Mileage reimbursement	0.00	730.39	294.60	294.60	800.00	1,000.00
5540 · Vehicle License Expense	0.00	0.00	159.00	159.00	0.00	0.00
5550 · Cellular phone expense	147.37	1,483.99	1,586.20	1,586.20	1,700.00	1,800.00
Total 55000 · VEHICLE EXPENSES	767.09	15,007.41	12,165.41	12,697.22	16,500.00	17,500.00
65000 · EDUCATION EXPENSES						
6530 · Education supply expense	28.56	28.56			200.00	200.00
6560 · Education newsletter expense	0.00	0.00	458.06	458.06	0.00	0.00
6610 · Video expense	180.00	945.00	1,215.00	1,624.00	1,200.00	1,200.00
Total 65000 · EDUCATION EXPENSES	208.56	973.56	1,673.06	2,082.06	1,200.00	1,200.00
70000 · ADMINISTRATIVE EXPENSES						
7000 · Office supply expense	857.27	3,315.52	890.98	1,204.47	3,500.00	3,500.00
7001 · Humane Officer supplies	0.00	99.50	113.25	191.30	150.00	150.00
70100 · Office equipment depreciation	0.00	0.00	1,265.77	1,380.84	0.00	0.00
7020 · Office equipment repair & maint	0.00	1,185.50	1,949.90	1,955.90	1,200.00	1,200.00
7030 · Advertising Expense	0.00	98.00	0.00		100.00	100.00
7050 · Dues and membership expense	0.00	425.00	475.00	525.00	500.00	500.00
7060 · Subscriptions expense	251.00	251.00	337.68	390.13	250.00	250.00
7070 · License and application fees	455.00	685.50	264.00	324.00	700.00	700.00
7080 · Accounting - in house	69.49	4,762.62	12,935.00	13,410.00	5,000.00	3,500.00
7090 · Accounting - audit	0.00	0.00	0.00	0.00	0.00	0.00
7080 · Payroll Processing fees	0.00	0.00	41.13	41.13	0.00	0.00
7110 · Postage expense	221.40	2,366.27	727.25	931.55	2,500.00	3,000.00
7120 · Telephone expense	568.29	2,597.97	1,971.76	1,986.75	3,000.00	3,000.00
7125 · Internet expense	110.00	973.80	838.24	1,318.45	1,000.00	700.00
7140 · Outside services	2,000.00	7,442.47	5,278.91	5,278.91	9,500.00	20,000.00
7150 · Bank charges	289.51	1,906.21	2,316.45	2,455.35	2,500.00	2,500.00
7160 · Insurance - workers compensatio	6,564.00	7,763.00	5,434.47	6,011.00	8,000.00	8,000.00
7165 · Insurance directors & officers	75.29	523.27	1,380.95	1,551.70	600.00	900.00
Total 70000 · ADMINISTRATIVE EXPENSES	11,461.25	34,395.63	36,220.74	38,956.48	38,500.00	48,000.00
75000 · HOUSING EXPENSES						
7500 · Building repair & maint expense	615.59	10,807.53	4,538.10	4,538.10	19,500.00	5,000.00
7505 · Security monitoring expense	0.00	546.83	1,007.31	1,065.81	600.00	600.00
7510 · Heat and electricity expense	1,663.89	23,289.48	22,424.60	24,931.60	26,000.00	26,000.00
7515 · Trash removal	216.05	2,348.20	2,118.70	2,330.70	2,500.00	2,500.00
7517 · Snowplowing	0.00	1,200.00	410.00	410.00	1,200.00	1,200.00
7520 · Water and sewer expense	0.00	6,035.20	5,161.60	5,161.60	6,000.00	7,000.00
7525 · Building depreciation	0.00	0.00	29,531.65	32,216.34	0.00	0.00
7530 · Building Improvement depreciation	0.00	0.00	0.00	355.86	0.00	0.00

November 2013 Financial Review

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7535 · Land Improvement Depreciation	0.00	0.00	5,797.17	6,324.18	0.00	0.00
7540 · Insurance property & casualty	75.29	960.29	2,146.27	2,337.68	1,000.00	1,000.00
Total 75000 · HOUSING EXPENSES	2,570.82	45,187.53	73,135.40	79,671.87	56,800.00	43,300.00
Total Expense	64,201.73	506,319.53	526,218.10	570,281.01	561,900.00	595,700.00
Net Ordinary Income	-37,432.28	-219,246.47	-231,396.62	-251,939.74	-252,185.00	-273,200.00
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	140.00	825.00	850.00	140.00	0.00
8520 · Gifts and donations income	4,078.65	96,244.88	50,643.88	65,297.79	100,000.00	65,000.00
8530 · Honorarium income	260.00	1,500.00	1,709.04	1,970.04	1,500.00	2,000.00
8900 · Interest income	5.61	41.07	49.69	6,586.22	20,000.00	5,000.00
8901 · Dividend income	0.00	0.00	0.00	3,465.84	19,000.00	5,000.00
9000 · Neuter sponsor income	255.00	2,860.00	9,091.10	9,541.10	3,200.00	3,500.00
9001 · Memorial income	2,372.85	11,283.85	11,150.05	11,580.05	12,000.00	12,000.00
9002 · Can donation income	452.15	5,902.68	6,063.43	6,311.08	6,500.00	6,500.00
9003 · Paws income	0.00	1,035.00	3,014.95	3,014.95	1,100.00	2,000.00
9004 · Spay/neuter clinic income	0.00	241.61	0.00	0.00	300.00	0.00
9005 · Kevin Ford golf outing income	0.00	11,935.20	0.00	0.00	11,900.00	14,000.00
9006 · Microchip clinic income	10.00	390.00	520.00	600.00	400.00	500.00
9013 · Fur ball income	255.00	24,458.42	27,485.70	27,615.70	24,400.00	25,000.00
9017 · Girls night out income	0.00	0.00	2,590.00	2,590.00	0.00	0.00
9023 · Walk for Wags income	0.00	11,545.11	10,931.00	10,931.00	11,600.00	12,000.00
9032 · Aluminum can recycling income	565.60	4,286.15	3,568.00	3,568.00	4,800.00	4,500.00
9300 · In-house fundraising income	0.00	900.00	4,600.25	4,588.80	1,000.00	1,000.00
9400 · Miscellaneous fund raising inco	3,280.74	20,592.05	3,704.57	4,554.23	22,000.00	6,000.00
9410 · Appeal income	3,226.00	31,787.80	3,565.00	30,366.10	55,000.00	80,000.00
9415 · Christmas Ornament Income	0.00	0.00	0.00	50.00	0.00	0.00
9425 · Project Share Income	0.00	0.00	747.86	747.86	0.00	0.00
9450 · Miscellaneous other income	74.00	1,561.41	2,147.92	2,199.90	2,000.00	1,600.00
Total 85000 · FUNDRAISING INCOME	14,835.60	226,705.23	142,407.44	196,428.66	296,840.00	245,600.00
9499 · Sales tax discount	10.10	128.63	110.00	120.00	150.00	150.00
Total Sales Tax Discount	10.10	128.63	110.00	120.00	150.00	150.00
Total Other Income	14,845.70	226,833.86	142,517.44	196,548.66	296,990.00	245,750.00
Other Expense						
8902 · Unrealized gain/loss on investments	0.00	0.00	0.00	-30,555.29	0.00	0.00
8909 · Investment fees expense	0.00	0.00	0.00	5,627.94	5,000.00	5,000.00
8915 · Gain/loss on asset disposal	0.00	0.00	-500.00	-500.00		0.00
8920 · Capital gain/loss on investment	-4,228.59	-4,228.59	0.00	-8,556.51	0.00	0.00
	-4,228.59	-4,228.59	-500.00	-33,983.86	5,000.00	5,000.00
9500 · FUNDRAISING EXPENSES						
· In House Fundraising expense	0.00	0.00	1,292.17	1,292.17	0.00	0.00

November 2013 Financial Review

	Nov 13	Jan - Nov 13	Jan - Nov 12	2012 Year End	Final YE Projection 2013	Proposed 2014 Budget
9501 · Memorial expense	0.00	19.83	0.00	0.00	0.00	0.00
9503 · Paws campaign expense	0.00	0.00	66.48	66.48	0.00	100.00
9513 · Fur ball expense	559.80	1,745.31	6,881.59	6,971.59	1,800.00	2,000.00
9517 · Girls night out expense	0.00	0.00	1,247.50	1,247.50	0.00	0.00
9523 · Walk for the Wags expense	0.00	3,750.50	2,782.71	2,782.71	3,800.00	3,800.00
9535 · Kevin Ford golf outing expense	0.00	4,282.34	0.00	0.00	4,300.00	4,500.00
9895 · Project share expense	0.00	0.00	799.36	799.36	0.00	0.00
9900 · Miscellaneous fund raising expe	12.63	714.89	0.00		800.00	1,200.00
9910 · Appeal expense	3,524.18	13,547.07	43.88	4,043.88	17,000.00	20,000.00
Total 9500 · FUNDRAISING EXPENSES	4,096.61	24,059.94	13,113.69	17,203.69	27,700.00	31,600.00
9970 · Bad debt expense	0.00	-23.00	0.00		0.00	0.00
9980 · Interest expense	0.00	12.64	0.00		0.00	0.00
9990 · NSF checks	0.00	119.65	2,804.49	2,817.47	300.00	300.00
9995 · Miscellaneous other expense	0.00	-28.58	0.00		0.00	0.00
Total Other Expense	0.00	80.71	2,804.49	2,817.47	300.00	300.00
Net Other Income	14,977.68	233,520.80	127,099.26	210,511.36	263,990.00	208,850.00
Net Income	-22,454.60	14,274.33	-104,297.36	-41,428.38	11,805.00	-64,350.00
Net Income Less In Kind Donations		-12,324.67				



Humane Society of Portage County

IT Status Report – January 15, 2014

Active Projects:

- **Animal Shelter Manager Software (now known as Shelter Track)**
 - More than a year ago I began an investigation into a request from the adoption team to improve the functions and features of our shelter software. Our current system is a collection of access databases with custom screens. This system was developed by UWSP students. The system has been serving us for many years but it does not audit the data as it is entered. We have had problems using the data to create meaningful reports and on some occasions we have provided incorrect data to our partners.
 - My early selections focused on lower costs solutions that had more capability than our current system. Most of these systems did not have anything to help humane officers. Other lower cost solutions required us to use a certain microchip or to sell pet insurance.
 - In early December I reviewed the contracts from our pool of contenders and evaluation the level of customer service I was getting from the sales teams. In most cases the contracts were stacked against us and the sales teams showed low or no interest in us.
 - A new contender was suggested by Ron based on an advertisement he had seen. The system called Shelter Track from RescueConnection Software was promoting a system that is currently being tested by one other shelter. They were offering a permanent 40% discount and the first month free if we selected them. Attached to the January board package is a document that describes the functions of this system.
 - Their contract was very simple and fairly protected both sides. Darcy & Brett Jarman will fund the \$300 monthly cost for this package for the first year while we are in an implementation phase.
 - We are starting with the dog license, lost and found, controlled substances and humane officer portions of the package. Additional phases will be added later this year.
- **Web Based Survey Software (SoGoSurvey.com)**
 - We have developed and issued an employee survey that should be completed by the end of January.
 - We have an adoption team survey in review status
 - We have a humane officer survey under development

Completed in November & December 2013

- DonorPerfect is now the system of record for all mailings. Business data, fur ball donations and volunteers have been added to our database. All remaining transactions from the old system have been imported into DonorPerfect
- The new version of our web site is in production. Numerous updates have been applied since the website went live.



SHELTERTRACK

features list

Confidential - DO NOT DUPLICATE



RESCUE CONNECTION
SHELTER MANAGEMENT SOFTWARE

www.rescueconnection.com

Incline Village, Nevada

(800) 745-0305

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General

- ❖ Daily data backups with 30-day retention
- ❖ 4-times-daily exports to Petfinder and rescuegroups.org (Adopt-A-Pet, eBay Pets, and many more), plus ability to add Petfinder and RescueGroups.org breeds as a batch or selectively
- ❖ On-screen help (can be turned on or off at will) with your own custom help text
- ❖ Help Document Library provides detailed tutorials for all main areas of the system (intake, inventory, controlled substances, licensing and renewals, and so on)
- ❖ Import animals, intakes, people/companies and employees/volunteers (with addresses, phones, e-mails, and associated animals), licenses and chips, spay/neuter dates, vaccinations, and euthanasia
- ❖ Title case (SAMPLE NAME) and sentence case (Sample Name) options for animal names, person/company names, addresses, shelter names and addresses, states and provinces, animal display categories and breeds, case types, countries, license and permit types, counties, jurisdictions, and areas/beats
- ❖ Shelter, clinic, and adoption center hours can be set for individual days, multiple consecutive days, and/or on a recurring schedule; clinic scheduling can be limited to days and times that the shelter and clinic are open and/or when a veterinarian (or veterinary staff) is scheduled to work
- ❖ User-definable checklists (milestone-based to-do lists) ensure that all tasks are completed when new records are added: animals, people/companies, adoptions, redemptions, quarantines, in-shelter moves/transfers, calls/dispatch, cases, enforcements, licenses/chips, and shelter forms.
- ❖ One-click batch edit, deactivation, and deletion of defaults and setups (the items, such as intake types, states/provinces, and animal breeds, that appear in dropdown lists)
- ❖ Automated task/reminder/notification entry and addition to Shelter Calendar for time-sensitive items like vet visits, follow-ups, vaccinations due, and pending cases
- ❖ One-click navigation: Jump to related records from any screen (e.g., in the license screen, use the supplied links to jump to the animal, person/company to whom the license was issued, and/or receipt details)
- ❖ Set up your own directories and manage images and files using the *Image and File Management* program
- ❖ Output a huge selection of report data in graphical form (bar/column or pie charts) and permanently save the results as an image file
- ❖ Download almost anything from almost anywhere - up to 65,500 records at a time

Animals

- ❖ "At a glance" area shows a summary of all important details pertaining to the animal: current status, open intake, availability, approvals, current location, and more; users can update status, report lost or found (or remove from lost/found list), print forms, and e-mail a description of the animal to anyone
- ❖ Kennel management system shows capacity, space available, and a complete history of occupants
- ❖ Automated status change when stray/holding period is up
- ❖ E-mail a description of any animal to anyone (your public Web site visitors can do this too!)
- ❖ One-click links let you report any animal as lost or found, merge two animal records, and/or print documents and forms
- ❖ Complete chronological status history and lost/found history
- ❖ Set up donation collection and/or monthly sponsorship for any animal (with your own description or a system-maintained veterinary cost total) and collect donations on your public Web site; monitor totals and percentages of target donation amounts in *Donation Manager* (see *Financial*, page 10)
- ❖ Ability to restrict available species and breeds to those accepted by Petfinder
- ❖ Stray/holding period includes ability to include or exclude closed days, weekends, and holidays, and can be auto-calculated by ShelterTrack or entered as a fixed date or number of days for any individual intake
- ❖ Specify the number of approvals required for euthanasia and marking animals adoptable
- ❖ Set options for animals on hold (can or cannot be quarantined, euthanized, moved/transferred, and/or placed into foster care)
- ❖ Automated Asilomar/Maddie's Fund reporting
- ❖ Kennel management with buildings, rooms, and rows, plus dimensions and current occupants
- ❖ Unlimited custom kennel card forms, behavioral evaluations, vaccination certificates, and other animal-related documents and forms that can be used for any purpose
- ❖ Public lost and found entry (with photo) with ability to instantly find matches from current shelter inventory; set individual lost and found listings to be public or private and to expire after a certain time
- ❖ Success Stories
- ❖ *Cremation/Remains-Handling* tracks all details of public and private cremations, remains-handling and return, and animal disposal; includes automatic receipt or invoice generation
- ❖ Animal Match lets the public tell you what they're looking for (species, breed, and so on), with ability to instantly find matches from current shelter inventory
- ❖ "Super search" screen locates the animals in your ShelterTrack system using hundreds of criteria; any search can be saved; and results can be downloaded with the user's choice of data
- ❖ Perform batch operations on selected search results: Place supervisor hold, change status, remove approvals, vaccinate, schedule for euthanasia, and many more
- ❖ Searchable custom fields with your choice of data types, controls, and labels
- ❖ Easy to navigate, customizable tabbed interface with your choice of title, order, and programs
- ❖ Animal Journal automatically records all events and provides a detailed chronological history
- ❖ Complete location and guardianship history
- ❖ User-defined ID numbers with automatic incrementing and assignment
- ❖ Unlimited custom intake forms collect just the information you want
- ❖ Owner/guardian contact attempts for strays
- ❖ Automated receipt creation and document-print on intake

Animals *(continued)*

- ❖ Intake batches group animals (i.e., litters) into a set so that you only have to enter intake information once; you can even add animals to intake batches after the fact
- ❖ Temporary adoption locations show animals who are housed at off-site or temporary locations without checking them out of their current lodging kennels; this information, with a user-defined description, can be shown on your public Web site so prospective pet parents know where they can see an animal
- ❖ *Adoption Center* includes everything to assist in placing animals with new pet parents: current adoptables, animals becoming available, adoption requirements and approvals, pending and recent adoptions, temporary adoption locations, adoption statistics, Animal Match with instant find, and recent adoption applications received
- ❖ Automatic addition of user-defined, species-specific vaccinations, vet services, and scheduling items on intake or outcome
- ❖ Ability to add new license as part of outcome processing
- ❖ Automatic age calculation (also automatically updates Petfinder and RescueGroups.org listings)
- ❖ Complete foster-home tracking, including the types and species of animals each foster wants to handle
- ❖ Approvals: Tracking and enforcement for adoption and euthanasia
- ❖ In-shelter and off-site moves and transfers with scheduling
- ❖ *Current Inventory* reports provide at-a-glance numbers for animals in inventory, adoptables, last sent to Petfinder, approved for adoption or euthanasia, featured pets, on hold, in quarantine, in foster homes, at off-site or temporary adoption locations, with pending outcomes, and becoming available
- ❖ *Intake Report Designer* gives you hundreds of options for designing and outputting intake statistics, counts, and details
- ❖ *Intake and Outcome Statistics Report* shows totals by intake type and outcome type, by day, week, month, and year
- ❖ *Length of Stay Report* shows average length of stay based on multiple criteria including animal location and status

Medical

- ❖ *Medical Center* includes everything needed to handle appointments, scheduling, staff, vaccinations, medications, and vet visits and services
- ❖ Complete vaccination scheduling and tracking including revaccinations and boosters
- ❖ Exam templates give you the ability to automatically fill in data for new vet visits
- ❖ Hourly scheduler view shows clinic and shelter hours, staff working, and all appointments for any day of any year
- ❖ Appointment conflict/restriction check shows hours of operation, vets scheduled to work, and preexisting appointments
- ❖ Optional auto-update animal weight and spay/neuter date from vet visit
- ❖ Searchable custom fields with your choice of data types, controls, and labels

Licensing

- ❖ "Super search" locates the licenses in your system using hundreds of criteria with batch operations for all or selected results (place hold, print documents, and more)
- ❖ Download search results to your computer
- ❖ User-configurable license fees and calculations (many criteria including animal age, breeds, geographical area, and user-defined)
- ❖ "Test fee calculation" program lets you see how your fee schedules are working
- ❖ License-fee proration based on term and end date (auto-calculated, fixed date, or tied to the rabies vaccination end date)
- ❖ User-defined grace period for late renewal payments
- ❖ Rabies vaccination and spay/neuter requirements with compliance-checking
- ❖ Complete inventory system including ordering, receiving, and distribution to multiple locations
- ❖ On-line license and renewal purchases with calculated rates, optional or required rabies and spay/neuter proof (with proof file upload), and instant payment
- ❖ Temporary holding area for licenses (and related data, like rabies vaccination proof) purchased by the public so your staff can review and verify
- ❖ Real-time payment status and tracking through PayPal
- ❖ Searchable custom fields with your choice of data types, controls, and labels
- ❖ Ability to add new licenses or chips with outcomes
- ❖ User-defined ID numbers with automatic incrementing and assignment
- ❖ Multiple renewal processing options, including pre-merging text for instant sending at renewal time, ad-hoc and batch mail and e-mail renewal notifications or past-due notices, and batch-merge-and-send using a Microsoft Access desktop application
- ❖ Downloadable renewal lists
- ❖ Problem-checking programs identify potential trouble spots: invalid renewal document text, person who has died, invalid or non-current contact information, notifications already sent
- ❖ Microsoft Access desktop application merges existing or renewal license data that can be used for any purpose
- ❖ User-designable merge document forms with formatting

System Users and Security

- ❖ Unlimited users and access classes
- ❖ Apply permissions at macro or micro levels, as a group or by individual program item
- ❖ Configurable menus and tabs for each user further refine permissions structures
- ❖ Allow or prevent any user from downloading data and editing their own menus and tabs
- ❖ Reassignable user accounts allow for role-based access to programs and screens
- ❖ Disable any user account temporarily or permanently
- ❖ Enforce a single active session per user account to prevent multiple employees from using the same login
- ❖ Set approval capability by user (ability to discount receipts, place holds, approve adoptions or euthanasia, close or void cases and enforcements, and so on)
- ❖ Supervisor Hold locks any record and ensures it can't be edited or deleted; holds can be removed manually or set to automatically expire after a user-defined period of time
- ❖ Complete user audit history: who added, last edited, and deleted every record in your system
- ❖ Downloadable user audit history
- ❖ **User-specific options:**
 - Customizable look and feel (colors, search fields, menu width, and more)
 - Unlimited Favorites (bookmarks) provide one-click access to any screen
 - "Save as my default" links prepopulate your selections for the shelter calendar, type and current date/time in intakes, and many more throughout ShelterTrack
 - Set calendars to begin on any weekday
 - Unlimited customizable report forms and header text
 - Home page includes user's choice of content: Current animal inventory, adoptables, fosters, and animals at off-site locations; animals becoming available; lost and found; statistics; intakes and outcomes; vaccinations, scheduling items, and tasks/reminders/notifications due; active checklists; euthanasias scheduled; who's working; inventory to be ordered; active calls
 - Automated tracking of work hours with one-click clock-in and clock-out
 - At-a-glance timesheet history: All hours logged (current day, last 7 days, month to date, last 30 days, year to date), current work schedule, and recent timesheets
 - One-click timesheet creation using standard or custom timesheet forms
 - Customizable tabs (title, order, and content) for animals and people/companies

Staff and Volunteers

- ❖ Hours, scheduling, timesheets, pay periods, and reviews for any or all volunteers and employees
- ❖ One-click clock-in and clock-out menu links can be turned on or off for any employee or volunteer
- ❖ Convert any person or company to an employee
- ❖ User-definable timesheet cycles
- ❖ *Supervisor View* includes searchable employees and volunteers list (with supervisors, shelters, hire and termination dates, recent hours worked, and employee information), pay periods and timesheets, reviews and evaluations, staff scheduling, and *Staff Hours* reporting
- ❖ Pay periods can be closed and reopened individually or in batch mode
- ❖ Batch-create missing timesheets
- ❖ Print all timesheets and view individual timesheet hours
- ❖ Send any employee work schedule to Microsoft Outlook
- ❖ Unlimited custom timesheets and review/evaluation forms
- ❖ Batch e-mail staff, volunteers, or both, with or without attachments

People and Companies

- ❖ "Super search" locates the people and companies in your system using hundreds of criteria; any search can be saved; and results can be downloaded with the user's choice of data
- ❖ Download search results or contact information and perform batch operations on selected search results (place hold, add to distribution list, and many more)
- ❖ Customizable wizard system for new person/company data-entry by type, with optional, required, and "don't show" items
- ❖ User-defined ID numbers with automatic incrementing and assignment
- ❖ Ability to hide warnings (Do Not Adopt, Questionable, Use Caution, etc.) for certain users, like front-desk employees, so that members of the public can't see sensitive data
- ❖ Searchable custom fields with your choice of data types, controls, and labels
- ❖ Optional address validation to minimize data-entry errors and duplicates, with maintenance area that includes duplicate consolidation, new-address verification, and troubleshooting measures (addresses without city or postal code, addresses that are not in the validation table, "orphan" addresses with no person/company, and so on)
- ❖ Address History link shows the entire history at a particular address, regardless of current or past residents, and includes map and directions
- ❖ Easy to navigate, customizable tabbed interface with your choice of title, order, and programs
- ❖ Journal automatically records all events for each person or company and provides a detailed chronological history
- ❖ Distribution Lists with your choice of list members plus correspondence history, new mail and e-mail merges, and list download (with or without current addresses, phones, and e-mails)
- ❖ Membership programs include on-line purchase and renewal with transaction tracking and update
- ❖ Correspondence History tracks all phone calls, e-mails, and letters sent to anyone at any time; items can be resent anytime

Shelters and Facilities

- ❖ Unlimited shelters and facilities
- ❖ Easy-to-use tabbed interface for each facility includes all shelter-specific information: logo and details, contact information, staff, animals, kennels, cases, enforcements, calls, and statistics
- ❖ Customizable staff directory for your public Web site
- ❖ *Kennels* view shows current occupants and allows filtering by capacity

Shelter Calendar

- ❖ *Current Due and Overdue Items*: Shows what is or was due or scheduled on any day: scheduling and checklist items; staff reviews; vaccinations, medications, vet appointments or services, and euthanasia; quarantine interim checks and scheduled releases; adoption, redemption, and permit requirement checks; moves and transfers; expiring license rabies or spay/neuter exemptions; phone call log follow-ups; and user-defined events.
 - Limit the records returned to items specific to you, your employees, or everyone
 - Add new items, including vet appointments, on the fly
 - Print any list in color or black and white
 - Batch-update for groups of records (e.g., mark vaccinations as administered, cancel appointments, change dates and times, and so on)
 - Send any item to Microsoft Outlook
- ❖ *Events* view includes unlimited public or private events of any type: One-time (e.g., adoption event), recurring (e.g., weekly staff meeting), multiple consecutive days, and moderated events or classes
 - Choose to whom you want events shown: the public, all staff, selected roles or users, or everyone at a specific shelter
 - Leaders and co-leaders can require registration, limit participants, batch e-mail all registrants, and mark attendance
 - Send any event to Microsoft Outlook
- ❖ *Staff Scheduling* shows all employees and volunteers, with work categories, scheduled to work on a single day, for the next 7 or 30 days, or for the current month
 - New schedules can be added for any employee or volunteer, with individual or recurring days
 - Print the list in color or black and white
 - Send any work schedule to Microsoft Outlook
- ❖ *Statistics* view lists critical numeric totals for any day of any year: Intake, adoptions, redemptions, euthanasia, transfers, on-site and home quarantines, pending cases, calls, and enforcements, and many more
- ❖ *Set Holidays* and *Set Closed Days* views show all days marked as holidays or days the shelter is closed; these days can be counted (or not) in availability-date calculations for intakes, and existing availability dates can be recalculated when a change is made

Financial

- ❖ "Super search" locates the receipts in your system using hundreds of criteria, results can be downloaded, and batch operations (place hold, print, delete) can be performed on results
- ❖ Real-time payment status and tracking through PayPal for all on-line transactions
- ❖ PayPal test mode lets you try out your on-line payment system before going live
- ❖ Unlimited custom receipt forms include your choice of data, custom colors, logo, and styles
- ❖ User-defined ID numbers with automatic incrementing and assignment
- ❖ Auto-creation of receipts from intake, outcome, license purchase/renewal, membership, and more
- ❖ *Donations Manager* gives you everything you need to manage donations: most recent donations, top donors, forms and correspondence (donation acknowledgments), sponsored animals with totals and percentages of goal, recent correspondence, donations received via PayPal, and statistics
- ❖ Donation acknowledgments can be created and sent for individual or cumulative donations
- ❖ Fee item sets allow batch-adding of multiple disparate items (adoption fees, inventory items, donations, and so on) to a receipt as a group
- ❖ Ability to include or exclude zero-value and/or goods donations from the General Ledger
- ❖ Discounts applied at the line-item or receipt level, with or without supervisor approval
- ❖ Multiple G/L splits per fee item
- ❖ Automatic calculation of discounts (\$ or %) and sales tax
- ❖ General Ledger transaction export/download
- ❖ Invoicing system to track payables and receivables
- ❖ *Unpaid Items* report shows outstanding unpaid items (vaccinations and vet visits, licenses issued, items included in open receipts, and so on) and lets you remove them from the unpaid items list or add them to new receipts
- ❖ Vouchers, coupons, and gift certificates allow redemption at shelter or via a third party (like a local veterinarian) to offer discounts and/or subsidize expenses like spay/neuter
- ❖ Unpaid items are also shown when a new (or existing) receipt is issued to the subject person or company and can be auto-added to the receipt
- ❖ *Daily Cash* and *Cash Receipts* reports summarize and break down (with detail) all transactions based on the criteria you select

Inventory

- ❖ Unlimited vendors, inventory locations, resellers and inventory items
- ❖ Order placement, receiving, multi-location distribution, and invoicing
- ❖ Auto-incremented (or manually entered) SKUs and unit/lot/part/control/serial numbers
- ❖ Inventory ordering auto-adds payable invoices at your request
- ❖ Automatic logging of all drug usage, with additional detail for controlled substances
- ❖ Restock reporting lets you know when you're getting low on any inventory item
- ❖ Shelter stock and shrinkage tracking (loss, theft, etc.)
- ❖ Trap rentals and loans

Legal (Cases, Enforcements, and Calls)

- ❖ "Super search" locates the cases, enforcements, and calls in your system using hundreds of criteria, with batch operations for all or selected results (place hold, print documents, change status or priority, and many more)
- ❖ Searchable custom fields with your choice of data types, controls, and labels
- ❖ User-defined ID numbers with automatic incrementing and assignment
- ❖ Troubleshooter locates unresolved and problem records, such as violations with unknown violators
- ❖ Easy-to-navigate tabbed interface for cases includes details, event history, associated animals and people/companies, violations and enforcements, dispatch, quarantined animals, case statements, and associated photographs and files
- ❖ E-mail call summaries to officers in the field
- ❖ Time-tracking and statistical reporting for calls (dispatch) let you find out your average response times for any event (call taken to officer dispatched, call opened to call closed, etc.)

Documents and Forms

- ❖ Unlimited public or private shelter forms to collect data (with your choice of data types, controls, and labels)
- ❖ Unlimited forms that merge data from your database with text and design elements to create documents that can be printed from any area, including receipts, adoptions, animal details, and more
- ❖ Ability to add any shelter form to your public Web site
- ❖ Auto-notification to an unlimited number of e-mail addresses when new shelter forms are received

Public Web Site

- ❖ Completely customizable, unlimited public Web pages with your choice of live database content
- ❖ Fine-grained control over the display of any Web page and the individual items within it (animal lists, search boxes, featured pets, and more)
- ❖ Professionally designed templates that can be applied to your whole site for an instant upgrade to look and feel
- ❖ Unlimited custom HTML pages and stylesheets, plus unlimited documents and files (Word, Excel, PDF, etc.) that can be included as Web pages in your public site
- ❖ Ability to deactivate the unused pages in your site
- ❖ Public user accounts that allow your Web site visitors to view history, make donations and purchases online, and add or update animals (including reporting an animal lost or found), contacts, and contact information
- ❖ On-line animal sponsorship, donations, and purchases with real-time payment status and tracking
- ❖ Web site statistics and visitor/hit tracking
- ❖ Unlimited fixed- or variable-rate donation amounts and types
- ❖ Automatic e-mailing to your choice of recipients whenever a new shelter form is submitted



Volunteer Statistics

More than 100 inactive volunteers were removed from the system in December. Inactive volunteers were volunteers that had completed the orientation program and then returned to perform volunteer service, applicants that had not completed the orientation class within 90 days of applying and volunteers with less than 2 hours of service that had not volunteered for more than 60 days.

426 volunteers in the system

89 are in applicant status

337 active and trained

102 adults performed some service to HSPC in December – 1,007 hours

29 youth performed some service to HSPC in October – 63 hours

25 performed more than 10 hours in December



All Service By Assignment

Humane Society of Portage County

Assignment	Dec 2013 Hours	Total Hours
A Dorsey	289:36	289:36
Administrative Assistant	17:44	17:44
Adoptions Counselor	0:00	0:00
Building Maintenance	0:00	0:00
Cat Cage Crew	0:00	0:00
Cat Socialization	207:53	207:53
Coin Can Agent	0:00	0:00
Community Service	91:00	91:00
Dog Kennel Crew	7:20	7:20
Dog Walker (Red Badge required for Red Dogs)	205:02	205:02
Education / Presenter	0:00	0:00
Evening Animal Care	0:00	0:00
Fill The Van - Jay-Mar	0:00	0:00
Fill The Van - Petco	0:00	0:00
Fill The Van - Trigs	0:00	0:00
Fur Ball at the Holiday Inn	0:00	0:00
Fur Ball preparation tasks	0:00	0:00
Housekeeping	1:37	1:37

Assignment	Dec 2013 Hours	Total Hours
IT Technician	167:33	167:33
Medical Assistant	0:00	0:00
Photographer	17:53	17:53
Reception / Greeter	0:00	0:00
Videographer	0:00	0:00
Youth Assistant	65:30	65:30
Grand total	1,071:08	1,071:08



Monthly Service By Type

December 2013

Type	Dec 2013 Hours	Dec 2013 Volunteer Count	Total Hours	Total Volunteer Count
Adult	1,007:23	102	1,007:23	102
Minor	63:45	29	63:45	29
(None)	0:00	0	0:00	0
Grand total	1,071:08	131	1,071:08	131



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HSPC - January 2014

		Total Hours	Total Volunteer Count
		7,271:07	263
		430:38	62
		4:00	1
		7,705:45	326

Humane Society of Portage County Volunteer News!

Inside this issue are a few short articles

- Calendar
- Help us keep our animals safe and healthy
- Thank you for Volunteering!
- Santa Paws was a success!
- Changes to Volunteer System implemented
- Adoption Successes
- Volunteer Statistics
- Volunteer Profiles
- Adoption Successes
- Carole's Corner
- New Volunteer Opportunities

Calendar

Wednesday **January 22** 7PM to 9PM –
Red Dog Training Class

Help us keep our animals safe and healthy!

Many of our cats have minor medical problems or upper respiratory infections (URI). If they were people it would be called a cold. These cats need to remain quiet and a bit isolated from the healthy cats. Cats with fluorescent green cards on their cages **should not** be exercised by volunteers. Please allow them to rest and get better.



Thank You for Volunteering!

Volunteers are the lifeblood of HSPC. There will never be enough staff, never enough dollars to hire more staff, and always more needs than paid human resources. That is where volunteers come in and make the difference between success and failure and, for the animals, life and death. HSPC takes a team approach to sheltering. There is no "I" in team, whether you are an employee, volunteer, or board member, each is a member of the team and deserves respect and consideration. We're all in this

together. All volunteers must participate in Volunteer Orientation and Animal Handling Training prior to assignment. All staff members get intensive training in their respective areas and the board members have a training session each month. We love our volunteers! We love our staff and we love the board members! Our animals count on all three groups to be successful and to help them find their forever home.

Humane Society of Portage County Volunteer News!



Santa Paws

Santa Paws - our holiday season public event was a success! The day started with an unexpected snow fall but blossomed into a fun filled day with many visitors. Treats for humans and animals were plentiful and everyone had a good time. Special thanks go to Rheanna Lynn Photography and to our Santa Claus (Rick Koehler).

Changes to our volunteer system are being implemented

Approximately 100 volunteer records were removed in November. Only four folks needed to be reinstated. **Please remember to sign in when you visit.** We have several volunteers who take a winter vacation or are college students that are away from the shelter. If you have a regular history of volunteering, we will not remove you. The majority of the volunteers that have been removed had zero to 1 hour of service.



Adoption Successes for December

The following animals have been adopted to their forever homes:

Cats Abby, Adelle, Aggie, Asher, Aster, Ava, Bebe, Breezey, Cheddar, Cheetoh, Chickory, Clover, Crystal, Cyprus, Fiasco, Fire, Frank, Itsy, Jana, Kazaam, Kyle, Lancelot, Lucy, Manny, Mimsi, Mindy, Momma Stella, Oats,

Olivia, Orion, Oscar, Palmer, Peter, Phoenix, Pringles, Rae, Ramsey, Rueben, Sanders, Scrappy, Slim, Squash, Stuffin', Sy, Sybil, Sylvester, Tortuga, Tristan, Waylon,

Dogs Clarice, Diesel, Doug, Georgia, Odie, Percy, Pikachu, Sassy, Simon, Theodore & Torie.

Humane Society of Portage County Volunteer News!



Volunteer Statistics

In December 102 adults volunteered 1,007 hours and 29 youth volunteered 63 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.

Volunteer Profiles

Donna Smith –Donna, one of our Lead Volunteers, began volunteering at HSPC in April 2009 and. Frequently found working with our cats and kittens, Donna helps with many different tasks at the shelter. When not at the shelter, Donna enjoys gardening, reading and hiking. Donna is a member of the Master Gardeners and the Wild Ones wild plant rescue group.



Humane Society Portage County
Volunteer

Jessica

Jessica Watkins
HSPC-773290

Carole's Corner

Hello fellow dog walking volunteers!

With our first Advanced Dog Handling or "Red Dog Class" underway you will notice some red badges in the mix. Effective Thursday, January 9th, if you have not completed this class **DO NOT** walk red dogs. "Red dogs" can only be walked by volunteers who have completed advanced dog handling training. These

volunteers can be identified by their red name badge.

If you are interested in becoming part of the "Red Dog Team" we will be holding another

Humane Society of Portage County Volunteer News!

class on Wednesday, January 22nd from 7:00-9:00 pm. In order to become "Red Dog Certified" you must have 15 hours of dog walking service, but all are encouraged to come to the class.

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



New Volunteer Opportunities

Shary Walkush and Janet Blaha (HSPC volunteers and retired teachers) have been helping us to develop training programs and lesson plans that we can have available for teachers/students and children's organizations who request educational classes. PowerPoint presentations that provide visual overviews of various animal awareness topics have been developed by HSPC staff. Presently, the following lesson plans and presentations are available.

Classroom Lesson Plans

Pre-K/Kindergarten: Pet Care
Grade 1: Good Training = Good Pets
Grade 2: Keep Your Pets Safe
Grade 3: Basic Pet Care/Responsibilities
Grade 4: Approaching Dogs Safely
Grade 5: Dog Safety and You

PowerPoint Presentations

Pet Care for Children
Animal Care in the Shelter
Dog Safety and You
Approaching Dogs Safely
Explaining Animal Control to Children
Humane Officers and Animal Care
Overview of the Humane Society of Portage County

We have several teachers and staff members who are available to be presenters. We would like to have a larger pool of presenters available so that we can offer a well organized educational program and structure for our community members.

If you are interested in being a presenter, to help educate our children about animal awareness topics, please R.S.V.P. Ron Blaha at executive.director@hspcwi.org



DonorPerfect Statistics

DonorPerfect is software that helps HSPC record information about our donors and patrons. It has been active since the end of August.

- All Individual monetary donations has been extracted from our old system and loaded.
- All Business and organization monetary donations has been extracted from our old system and loaded.
- All Fur Ball contributions have been loaded (cash and non-cash gifts)
- All Volunteers have been added to DonorPerfect (current as of Mid November)
- Any person that purchased a Fur Ball raffle ticket, Fur Ball silent auction item or a sticker set for basket raffles have been added to Donor Perfect
- All people who make in-kind donations and sign our gift registry have been loaded into Donor Perfect.
- All mailing lists have been consolidated into Donor Perfect
- All people who have adopted a pet from HSPC in the past 5 years have been loaded into Donor Perfect
- Donor Perfect has been the system of record for all donations since August 2013.

There are 6,289 constituent records in our Donor Perfect database.

The following repots from DonorPerfect will provide additional details.

Calendar — Multi-Year Trend Analysis

1/11/2014

Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov
2009	Gifts: 33 \$3,305.00 \$100.15	Gifts: 45 \$2,673.42 \$59.41	Gifts: 41 \$4,012.29 \$97.86	Gifts: 47 \$4,120.55 \$87.67	Gifts: 47 \$10,418.13 \$221.66	Gifts: 51 \$4,895.16 \$95.98	Gifts: 41 \$4,801.59 \$117.11	Gifts: 44 \$4,342.20 \$98.69	Gifts: 52 \$13,620.64 \$261.94	Gifts: 59 \$5,615.64 \$95.18	Gifts: 41 \$13,369.31 \$326.08
2010	Gifts: 111 \$16,790.77 \$151.27	Gifts: 81 \$6,906.10 \$85.26	Gifts: 52 \$3,595.36 \$69.14	Gifts: 37 \$4,086.13 \$110.44	Gifts: 41 \$3,546.20 \$86.49	Gifts: 52 \$21,216.05 \$408.00	Gifts: 47 \$3,597.40 \$76.54	Gifts: 69 \$6,831.80 \$99.01	Gifts: 107 \$18,977.40 \$177.36	Gifts: 52 \$4,288.77 \$82.48	Gifts: 126 \$8,987.26 \$71.33
2011	Gifts: 95 \$17,292.84 \$182.03	Gifts: 63 \$5,276.25 \$83.75	Gifts: 45 \$11,517.62 \$255.95	Gifts: 51 \$14,401.69 \$282.39	Gifts: 52 \$4,057.00 \$78.02	Gifts: 43 \$7,893.05 \$183.56	Gifts: 44 \$3,883.57 \$88.26	Gifts: 71 \$6,898.86 \$97.17	Gifts: 51 \$13,668.14 \$268.00	Gifts: 64 \$7,528.19 \$117.63	Gifts: 243 \$15,703.21 \$64.62
2012	Gifts: 72 \$7,136.74 \$99.12	Gifts: 44 \$3,302.80 \$75.06	Gifts: 39 \$2,432.30 \$62.37	Gifts: 46 \$12,273.64 \$266.82	Gifts: 34 \$4,582.25 \$134.77	Gifts: 108 \$14,502.75 \$134.28	Gifts: 62 \$4,951.61 \$79.86	Gifts: 62 \$9,341.35 \$150.67	Gifts: 52 \$15,169.00 \$291.71	Gifts: 84 \$14,584.48 \$173.62	Gifts: 49 \$3,719.67 \$75.91
2013	Gifts: 185 \$13,863.91 \$74.94	Gifts: 49 \$2,855.04 \$58.27	Gifts: 62 \$5,200.92 \$83.89	Gifts: 64 \$8,312.40 \$129.88	Gifts: 58 \$12,833.50 \$221.27	Gifts: 180 \$12,393.37 \$68.85	Gifts: 86 \$17,597.78 \$204.63	Gifts: 54 \$12,741.90 \$235.96	Gifts: 283 \$33,889.20 \$119.75	Gifts: 137 \$10,396.59 \$75.89	Gifts: 291 \$13,745.21 \$47.23
2014	Gifts: 24 \$1,987.34 \$82.81										

Summary	
Total Donors	3,205
Total Gifts	6,225
Total Amount	\$677,669.73
Avg Amount	\$108.86

Calendar Year Income Analysis with Gift Splits By GL_CODE for period ending 12/31/2013

Code	Description	Splits	December Gifts	December Amount	NUMBER OF GIFTS			AMOUNT			AVERAGE GIFT		
					YTD	Last Year	%Change	YTD	Last Year	%Change	YTD	Last Year	%Change
		\$25.00-49.99	0	<u>\$0.00</u>	1	0	--.-%	<u>\$47.00</u>	<u>\$0.00</u>	--.-%	\$47.00	\$0.00	100.00%
		Total:	0	<u>\$0.00</u>	1	0	--.-%	<u>\$47.00</u>	<u>\$0.00</u>	--.-%	\$47.00	\$0.00	100.00%
9410	Appeal Income												
		\$1.00-9.99	7	<u>\$29.00</u>	17	0	--.-%	<u>\$75.00</u>	<u>\$0.00</u>	--.-%	\$4.41	\$0.00	100.00%
		\$10.00-24.99	33	<u>\$550.00</u>	87	0	--.-%	<u>\$1,290.00</u>	<u>\$0.00</u>	--.-%	\$14.83	\$0.00	100.00%
		\$25.00-49.99	101	<u>\$2,605.00</u>	287	89	222.47%	<u>\$7,414.41</u>	<u>\$2,395.00</u>	209.58%	\$25.83	\$26.91	-4.00%
		\$50.00-99.99	68	<u>\$3,522.00</u>	195	69	182.61%	<u>\$9,932.00</u>	<u>\$3,605.00</u>	175.51%	\$50.93	\$52.25	-2.51%
		\$100.00-199.99	66	<u>\$6,825.00</u>	155	52	198.08%	<u>\$15,950.00</u>	<u>\$5,435.00</u>	193.47%	\$102.90	\$104.52	-1.55%
		\$200.00-499.99	13	<u>\$3,200.00</u>	33	10	230.00%	<u>\$8,255.00</u>	<u>\$2,610.00</u>	216.28%	\$250.15	\$261.00	-4.16%
		\$500.00-999.99	2	<u>\$1,000.00</u>	4	3	33.33%	<u>\$2,000.00</u>	<u>\$1,500.00</u>	33.33%	\$500.00	\$500.00	0.00%
		\$1,000.00-9999.99	3	<u>\$5,000.00</u>	7	1	600.00%	<u>\$9,500.00</u>	<u>\$1,500.00</u>	533.33%	\$1,357.14	\$1,500.00	-9.52%
		\$10,000.00+	1	<u>\$10,000.00</u>	1	0	--.-%	<u>\$10,000.00</u>	<u>\$0.00</u>	--.-%	\$10,000.00	\$0.00	100.00%
		Total:	294	<u>\$32,731.00</u>	786	224	250.89%	<u>\$64,416.41</u>	<u>\$17,045.00</u>	277.92%	\$81.95	\$76.09	7.70%
4085	Dog Training Income												
		\$50.00-99.99	0	<u>\$0.00</u>	4	0	--.-%	<u>\$300.00</u>	<u>\$0.00</u>	--.-%	\$75.00	\$0.00	100.00%
		\$100.00-199.99	0	<u>\$0.00</u>	1	0	--.-%	<u>\$120.00</u>	<u>\$0.00</u>	--.-%	\$120.00	\$0.00	100.00%
		Total:	0	<u>\$0.00</u>	5	0	--.-%	<u>\$420.00</u>	<u>\$0.00</u>	--.-%	\$84.00	\$0.00	100.00%
9013	Fur Ball Income												
		\$10.00-24.99	0	<u>\$0.00</u>	1	0	--.-%	<u>\$20.00</u>	<u>\$0.00</u>	--.-%	\$20.00	\$0.00	100.00%
		\$25.00-49.99	0	<u>\$0.00</u>	3	16	-81.25%	<u>\$85.00</u>	<u>\$521.00</u>	-83.69%	\$28.33	\$32.56	-12.99%
		\$50.00-99.99	0	<u>\$0.00</u>	3	15	-80.00%	<u>\$180.00</u>	<u>\$985.00</u>	-81.73%	\$60.00	\$65.67	-8.63%
		\$100.00-199.99	0	<u>\$0.00</u>	6	14	-57.14%	<u>\$655.00</u>	<u>\$1,705.00</u>	-61.58%	\$109.17	\$121.79	-10.36%
		\$200.00-499.99	0	<u>\$0.00</u>	2	11	-81.82%	<u>\$475.00</u>	<u>\$2,699.00</u>	-82.40%	\$237.50	\$245.36	-3.20%
		\$500.00-999.99	0	<u>\$0.00</u>	1	0	--.-%	<u>\$650.00</u>	<u>\$0.00</u>	--.-%	\$650.00	\$0.00	100.00%
		\$1,000.00-9999.99	0	<u>\$0.00</u>	1	1	0.00%	<u>\$1,000.00</u>	<u>\$1,800.00</u>	-44.44%	\$1,000.00	\$1,800.00	-44.44%
		Total:	0	<u>\$0.00</u>	17	57	-70.18%	<u>\$3,065.00</u>	<u>\$7,710.00</u>	-60.25%	\$180.29	\$135.26	33.29%
8520	Gifts and Donations Income												
		\$1.00-9.99	2	<u>\$12.00</u>	3	0	--.-%	<u>\$17.00</u>	<u>\$0.00</u>	--.-%	\$5.67	\$0.00	100.00%
		\$10.00-24.99	7	<u>\$120.00</u>	115	136	-15.44%	<u>\$1,934.36</u>	<u>\$2,509.32</u>	-22.91%	\$16.82	\$18.45	-8.84%
		\$25.00-49.99	21	<u>\$650.00</u>	153	114	34.21%	<u>\$4,480.47</u>	<u>\$3,358.24</u>	33.42%	\$29.28	\$29.46	-0.59%
		\$50.00-99.99	15	<u>\$810.00</u>	109	113	-3.54%	<u>\$6,039.72</u>	<u>\$6,360.45</u>	-5.04%	\$55.41	\$56.29	-1.56%
		\$100.00-199.99	21	<u>\$2,227.84</u>	97	75	29.33%	<u>\$10,606.62</u>	<u>\$8,299.32</u>	27.80%	\$109.35	\$110.66	-1.18%
		\$200.00-499.99	12	<u>\$3,000.00</u>	43	37	16.22%	<u>\$11,683.07</u>	<u>\$9,672.92</u>	20.78%	\$271.70	\$261.43	3.93%
		\$500.00-999.99	0	<u>\$0.00</u>	14	8	75.00%	<u>\$7,211.50</u>	<u>\$4,872.00</u>	48.02%	\$515.11	\$609.00	-15.42%
		\$1,000.00-9999.99	2	<u>\$6,000.00</u>	9	11	-18.18%	<u>\$31,131.00</u>	<u>\$27,800.00</u>	11.98%	\$3,459.00	\$2,527.27	36.87%
		\$10,000.00+	0	<u>\$0.00</u>	1	1	0.00%	<u>\$10,000.00</u>	<u>\$10,000.00</u>	0.00%	\$10,000.00	\$10,000.00	0.00%
		Total:	80	<u>\$12,819.84</u>	544	495	9.90%	<u>\$83,103.74</u>	<u>\$72,872.25</u>	14.04%	\$152.76	\$147.22	3.77%
9005	Golf Outing Income												
		\$25.00-49.99	0	<u>\$0.00</u>	1	0	--.-%	<u>\$40.00</u>	<u>\$0.00</u>	--.-%	\$40.00	\$0.00	100.00%
		\$50.00-99.99	0	<u>\$0.00</u>	6	0	--.-%	<u>\$480.00</u>	<u>\$0.00</u>	--.-%	\$80.00	\$0.00	100.00%
		\$100.00-199.99	0	<u>\$0.00</u>	8	0	--.-%	<u>\$860.00</u>	<u>\$0.00</u>	--.-%	\$107.50	\$0.00	100.00%
		\$200.00-499.99	0	<u>\$0.00</u>	14	0	--.-%	<u>\$3,450.00</u>	<u>\$0.00</u>	--.-%	\$246.43	\$0.00	100.00%
		\$500.00-999.99	0	<u>\$0.00</u>	2	0	--.-%	<u>\$1,140.00</u>	<u>\$0.00</u>	--.-%	\$570.00	\$0.00	100.00%
		\$1,000.00-9999.99	0	<u>\$0.00</u>	1	0	--.-%	<u>\$1,000.00</u>	<u>\$0.00</u>	--.-%	\$1,000.00	\$0.00	100.00%
		Total:	0	<u>\$0.00</u>	32	0	--.-%	<u>\$6,970.00</u>	<u>\$0.00</u>	--.-%	\$217.81	\$0.00	100.00%
8530	Honorarium Income												
		\$10.00-24.99	1	<u>\$20.00</u>	2	1	100.00%	<u>\$35.00</u>	<u>\$20.00</u>	75.00%	\$17.50	\$20.00	-12.50%
		\$25.00-49.99	4	<u>\$115.00</u>	5	6	-16.67%	<u>\$155.00</u>	<u>\$170.00</u>	-8.82%	\$31.00	\$28.33	9.41%
		\$50.00-99.99	2	<u>\$110.00</u>	4	5	-20.00%	<u>\$230.00</u>	<u>\$250.00</u>	-8.00%	\$57.50	\$50.00	15.00%
		\$100.00-199.99	3	<u>\$300.00</u>	3	4	-25.00%	<u>\$300.00</u>	<u>\$400.00</u>	-25.00%	\$100.00	\$100.00	0.00%
		\$200.00-											

		499.99	1	<u>\$200.00</u>	2	2	0.00%	<u>\$450.00</u>	<u>\$500.00</u>	-10.00%	\$225.00	\$250.00	-10.00%
		\$500.00-999.99	1	<u>\$500.00</u>	1	1	0.00%	<u>\$500.00</u>	<u>\$500.00</u>	0.00%	\$500.00	\$500.00	0.00%
		Total:	12	<u>\$1,245.00</u>	17	19	-10.53%	<u>\$1,670.00</u>	<u>\$1,840.00</u>	-9.24%	\$98.24	\$96.84	1.44%
8500	Membership Income												
		\$25.00-49.99	0	<u>\$0.00</u>	0	4	100.00%	<u>\$0.00</u>	<u>\$100.00</u>	100.00%	\$0.00	\$25.00	0%
		\$50.00-99.99	0	<u>\$0.00</u>	0	1	100.00%	<u>\$0.00</u>	<u>\$50.00</u>	100.00%	\$0.00	\$50.00	0%
		Total:	0	<u>\$0.00</u>	0	5	100.00%	<u>\$0.00</u>	<u>\$150.00</u>	100.00%	\$0.00	\$30.00	0%
9001	Memorial Income												
		\$1.00-9.99	0	<u>\$0.00</u>	1	0	--.-%	<u>\$2.85</u>	<u>\$0.00</u>	--.-%	\$2.85	\$0.00	100.00%
		\$10.00-24.99	2	<u>\$40.00</u>	22	9	144.44%	<u>\$435.00</u>	<u>\$180.00</u>	141.67%	\$19.77	\$20.00	-1.14%
		\$25.00-49.99	8	<u>\$205.00</u>	46	22	109.09%	<u>\$1,306.00</u>	<u>\$615.05</u>	112.34%	\$28.39	\$27.96	1.55%
		\$50.00-99.99	3	<u>\$190.00</u>	39	21	85.71%	<u>\$2,200.00</u>	<u>\$1,090.00</u>	101.83%	\$56.41	\$51.90	8.68%
		\$100.00-199.99	1	<u>\$100.00</u>	14	13	7.69%	<u>\$1,545.00</u>	<u>\$1,475.00</u>	4.75%	\$110.36	\$113.46	-2.74%
		\$200.00-499.99	0	<u>\$0.00</u>	5	6	-16.67%	<u>\$1,340.00</u>	<u>\$1,970.00</u>	-31.98%	\$268.00	\$328.33	-18.38%
		\$500.00-999.99	0	<u>\$0.00</u>	5	3	66.67%	<u>\$3,020.00</u>	<u>\$1,500.00</u>	101.33%	\$604.00	\$500.00	20.80%
		\$1,000.00-9999.99	1	<u>\$5,000.00</u>	2	2	0.00%	<u>\$6,000.00</u>	<u>\$3,000.00</u>	100.00%	\$3,000.00	\$1,500.00	100.00%
		Total:	15	<u>\$5,535.00</u>	134	76	76.32%	<u>\$15,848.85</u>	<u>\$9,830.05</u>	61.23%	\$118.28	\$129.34	-8.56%
9403	MISC - Commemorative Brick												
		\$100.00-199.99	3	<u>\$300.00</u>	5	0	--.-%	<u>\$500.00</u>	<u>\$0.00</u>	--.-%	\$100.00	\$0.00	100.00%
		Total:	3	<u>\$300.00</u>	5	0	--.-%	<u>\$500.00</u>	<u>\$0.00</u>	--.-%	\$100.00	\$0.00	100.00%
9404	Misc - Extra Gift from thank you												
		\$10.00-24.99	2	<u>\$40.00</u>	2	0	--.-%	<u>\$40.00</u>	<u>\$0.00</u>	--.-%	\$20.00	\$0.00	100.00%
		Total:	2	<u>\$40.00</u>	2	0	--.-%	<u>\$40.00</u>	<u>\$0.00</u>	--.-%	\$20.00	\$0.00	100.00%
9401	MISC - Fill the Van												
		\$10.00-24.99	0	<u>\$0.00</u>	4	0	--.-%	<u>\$62.00</u>	<u>\$0.00</u>	--.-%	\$15.50	\$0.00	100.00%
		\$25.00-49.99	0	<u>\$0.00</u>	1	0	--.-%	<u>\$25.00</u>	<u>\$0.00</u>	--.-%	\$25.00	\$0.00	100.00%
		\$50.00-99.99	0	<u>\$0.00</u>	1	0	--.-%	<u>\$50.00</u>	<u>\$0.00</u>	--.-%	\$50.00	\$0.00	100.00%
		\$100.00-199.99	0	<u>\$0.00</u>	2	0	--.-%	<u>\$200.00</u>	<u>\$0.00</u>	--.-%	\$100.00	\$0.00	100.00%
		\$500.00-999.99	0	<u>\$0.00</u>	1	0	--.-%	<u>\$890.74</u>	<u>\$0.00</u>	--.-%	\$890.74	\$0.00	100.00%
		Total:	0	<u>\$0.00</u>	9	0	--.-%	<u>\$1,227.74</u>	<u>\$0.00</u>	--.-%	\$136.42	\$0.00	100.00%
9402	MISC - Sentry Cares												
		\$10.00-24.99	0	<u>\$0.00</u>	2	0	--.-%	<u>\$40.00</u>	<u>\$0.00</u>	--.-%	\$20.00	\$0.00	100.00%
		\$25.00-49.99	0	<u>\$0.00</u>	4	0	--.-%	<u>\$100.00</u>	<u>\$0.00</u>	--.-%	\$25.00	\$0.00	100.00%
		\$50.00-99.99	0	<u>\$0.00</u>	6	0	--.-%	<u>\$300.00</u>	<u>\$0.00</u>	--.-%	\$50.00	\$0.00	100.00%
		\$100.00-199.99	0	<u>\$0.00</u>	6	0	--.-%	<u>\$600.00</u>	<u>\$0.00</u>	--.-%	\$100.00	\$0.00	100.00%
		\$200.00-499.99	0	<u>\$0.00</u>	4	0	--.-%	<u>\$1,150.00</u>	<u>\$0.00</u>	--.-%	\$287.50	\$0.00	100.00%
		Total:	0	<u>\$0.00</u>	22	0	--.-%	<u>\$2,190.00</u>	<u>\$0.00</u>	--.-%	\$99.55	\$0.00	100.00%
9400	Miscellaneous Income												
		\$10.00-24.99	1	<u>\$15.00</u>	1	7	-85.71%	<u>\$15.00</u>	<u>\$143.00</u>	-89.51%	\$15.00	\$20.43	-26.57%
		\$25.00-49.99	0	<u>\$0.00</u>	2	5	-60.00%	<u>\$75.00</u>	<u>\$125.00</u>	-40.00%	\$37.50	\$25.00	50.00%
		\$50.00-99.99	3	<u>\$160.00</u>	7	6	16.67%	<u>\$425.00</u>	<u>\$335.00</u>	26.87%	\$60.71	\$55.83	8.74%
		\$100.00-199.99	1	<u>\$100.00</u>	8	12	-33.33%	<u>\$825.00</u>	<u>\$1,200.00</u>	-31.25%	\$103.13	\$100.00	3.13%
		\$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	1	<u>\$1,000.00</u>	3	1	200.00%	<u>\$8,000.00</u>	<u>\$1,108.00</u>	622.02%	\$2,666.67	\$1,108.00	140.67%
		Total:	6	<u>\$1,275.00</u>	22	32	-31.25%	<u>\$9,740.00</u>	<u>\$3,111.00</u>	213.08%	\$442.73	\$97.22	355.39%
9003	PAWS Income												
		\$50.00-99.99	0	<u>\$0.00</u>	1	0	--.-%	<u>\$57.00</u>	<u>\$0.00</u>	--.-%	\$57.00	\$0.00	100.00%
		\$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>	1	1	0.00%	<u>\$57.00</u>	<u>\$500.00</u>	-88.60%	\$57.00	\$500.00	-88.60%
9004	Spay & Neuter Income												
		\$10.00-24.99	0	<u>\$0.00</u>	0	1	100.00%	<u>\$0.00</u>	<u>\$20.00</u>	100.00%	\$0.00	\$20.00	0%
		\$25.00-49.99	0	<u>\$0.00</u>	10	4	150.00%	<u>\$305.00</u>	<u>\$137.80</u>	121.34%	\$30.50	\$34.45	-11.47%
		\$50.00-99.99	1	<u>\$50.00</u>	18	14	28.57%	<u>\$1,000.00</u>	<u>\$750.00</u>	33.33%	\$55.56	\$53.57	3.70%
		\$100.00-199.99	2	<u>\$210.00</u>	13	5	160.00%	<u>\$1,385.00</u>	<u>\$510.00</u>	171.57%	\$106.54	\$102.00	4.45%

		\$200.00-499.99	0	\$0.00	0	7	-	\$0.00	\$1,708.00	-	\$0.00	\$244.00	0%
		\$500.00-999.99	0	\$0.00	0	1	-	\$0.00	\$600.00	-	\$0.00	\$600.00	0%
		Total:	3	\$260.00	41	32	28.13%	\$2,690.00	\$3,725.80	-27.80%	\$65.61	\$116.43	-43.65%
9020	Wags to Wishes												
		\$25.00-49.99	0	\$0.00	1	0	--,--%	\$30.00	\$0.00	--,--%	\$30.00	\$0.00	100.00%
		Total:	0	\$0.00	1	0	--,--%	\$30.00	\$0.00	--,--%	\$30.00	\$0.00	100.00%
9023	Walk for Wags												
		\$1.00-9.99	0	\$0.00	2	0	--,--%	\$10.00	\$0.00	--,--%	\$5.00	\$0.00	100.00%
		\$10.00-24.99	0	\$0.00	13	6	116.67%	\$185.00	\$90.00	105.56%	\$14.23	\$15.00	-5.13%
		\$25.00-49.99	0	\$0.00	50	34	47.06%	\$1,565.00	\$965.00	62.18%	\$31.30	\$28.38	10.28%
		\$50.00-99.99	0	\$0.00	24	16	50.00%	\$1,510.00	\$920.00	64.13%	\$62.92	\$57.50	9.42%
		\$100.00-199.99	0	\$0.00	6	3	100.00%	\$600.00	\$300.00	100.00%	\$100.00	\$100.00	0.00%
		\$200.00-499.99	0	\$0.00	7	4	75.00%	\$1,650.00	\$1,000.00	65.00%	\$235.71	\$250.00	-5.71%
		\$500.00-999.99	0	\$0.00	1	2	-50.00%	\$500.00	\$1,000.00	-50.00%	\$500.00	\$500.00	0.00%
		Total:	0	\$0.00	103	65	58.46%	\$6,020.00	\$4,275.00	40.82%	\$58.45	\$65.77	-11.13%
		GRAND TOTAL:	415	\$54,205.84	1742	1006	73.16%	\$198,035.74	\$121,059.10	63.59%	\$113.68	\$120.34	-5.53%

Gift Listing
11/1/2013 to 12/31/2013
Gifts \$100 or greater

Date	Source	Amount
11/18/2013	Appeal Income	\$200.00
11/18/2013	Appeal Income	\$100.00
11/30/2013	Appeal Income	\$100.00
11/30/2013	Appeal Income	\$100.00
11/30/2013	Appeal Income	\$100.00
11/30/2013	Appeal Income	\$150.00
11/30/2013	Appeal Income	\$100.00
11/30/2013	Appeal Income	\$100.00
11/30/2013	Appeal Income	\$100.00
11/30/2013	Appeal Income	\$100.00
11/30/2013	Appeal Income	\$100.00
11/30/2013	Appeal Income	\$100.00
11/5/2013	Appeal Income	\$200.00
11/5/2013	Appeal Income	\$250.00
12/10/2013	Appeal Income	\$100.00
12/10/2013	Appeal Income	\$500.00
12/10/2013	Appeal Income	\$100.00
12/12/2013	Appeal Income	\$100.00
12/12/2013	Appeal Income	\$100.00
12/12/2013	Appeal Income	\$100.00
12/12/2013	Appeal Income	\$100.00
12/13/2013	Appeal Income	\$100.00
12/13/2013	Appeal Income	\$100.00
12/13/2013	Appeal Income	\$100.00
12/14/2013	Appeal Income	\$100.00
12/14/2013	Appeal Income	\$100.00
12/14/2013	Appeal Income	\$150.00
12/14/2013	Appeal Income	\$100.00
12/16/2013	Appeal Income	\$100.00
12/16/2013	Appeal Income	\$100.00
12/16/2013	Appeal Income	\$200.00
12/17/2013	Appeal Income	\$300.00
12/17/2013	Appeal Income	\$100.00
12/17/2013	Appeal Income	\$100.00
12/17/2013	Appeal Income	\$500.00
12/18/2013	Appeal Income	\$200.00
12/18/2013	Appeal Income	\$175.00
12/20/2013	Appeal Income	\$100.00
12/21/2013	Appeal Income	\$200.00
12/21/2013	Appeal Income	\$100.00
12/21/2013	Appeal Income	\$100.00

12/21/2013	Appeal Income	\$2,500.00
12/21/2013	Appeal Income	\$150.00
12/21/2013	Appeal Income	\$100.00
12/21/2013	Appeal Income	\$400.00
12/21/2013	Appeal Income	\$100.00
12/21/2013	Appeal Income	\$100.00
12/21/2013	Appeal Income	\$100.00
12/22/2013	Appeal Income	\$100.00
12/26/2013	Appeal Income	\$100.00
12/26/2013	Appeal Income	\$100.00
12/26/2013	Appeal Income	\$100.00
12/26/2013	Appeal Income	\$100.00
12/26/2013	Appeal Income	\$100.00
12/26/2013	Appeal Income	\$1,000.00
12/26/2013	Appeal Income	\$250.00
12/26/2013	Appeal Income	\$100.00
12/27/2013	Appeal Income	\$100.00
12/28/2013	Appeal Income	\$100.00
12/28/2013	Appeal Income	\$1,500.00
12/28/2013	Appeal Income	\$100.00
12/29/2013	Appeal Income	\$200.00
12/30/2013	Appeal Income	\$100.00
12/30/2013	Appeal Income	\$200.00
12/31/2013	Appeal Income	\$250.00
12/31/2013	Appeal Income	\$100.00
12/31/2013	Appeal Income	\$100.00
12/5/2013	Appeal Income	\$100.00
12/5/2013	Appeal Income	\$250.00
12/5/2013	Appeal Income	\$100.00
12/5/2013	Appeal Income	\$100.00
12/5/2013	Appeal Income	\$100.00
12/5/2013	Appeal Income	\$100.00
12/5/2013	Appeal Income	\$100.00
12/5/2013	Appeal Income	\$100.00
12/5/2013	Appeal Income	\$100.00
12/5/2013	Appeal Income	\$250.00
12/5/2013	Appeal Income	\$100.00
12/5/2013	Appeal Income	\$300.00
12/5/2013	Appeal Income	\$100.00
12/5/2013	Appeal Income	\$200.00
12/5/2013	Appeal Income	\$100.00
12/5/2013	Appeal Income	\$100.00
12/5/2013	Appeal Income	\$100.00
12/5/2013	Appeal Income	\$100.00

12/5/2013	Appeal Income	\$100.00
12/5/2013	Appeal Income	\$100.00
12/6/2013	Appeal Income	\$150.00
12/6/2013	Appeal Income	\$100.00
12/6/2013	Appeal Income	\$100.00
12/6/2013	Appeal Income	\$100.00
12/7/2013	Appeal Income	\$100.00
12/7/2013	Appeal Income	\$100.00
12/7/2013	Appeal Income	\$100.00
12/7/2013	Appeal Income	\$100.00
12/9/2013	Appeal Income	\$100.00
12/9/2013	Appeal Income	\$100.00
12/9/2013	Appeal Income	\$100.00
12/9/2013	Appeal Income	\$10,000.00
11/30/2013	Fur Ball Income	\$100.00
11/18/2013	Gifts and Donations Income	\$150.00
11/18/2013	Gifts and Donations Income	\$125.00
11/18/2013	Gifts and Donations Income	\$250.00
11/18/2013	Gifts and Donations Income	\$100.00
11/19/2013	Gifts and Donations Income	\$500.00
11/29/2013	Gifts and Donations Income	\$100.00
11/30/2013	Gifts and Donations Income	\$121.39
11/30/2013	Gifts and Donations Income	\$325.00
11/30/2013	Gifts and Donations Income	\$1,280.00
11/4/2013	Gifts and Donations Income	\$125.00
12/10/2013	Gifts and Donations Income	\$100.00
12/14/2013	Gifts and Donations Income	\$100.00
12/16/2013	Gifts and Donations Income	\$300.00
12/16/2013	Gifts and Donations Income	\$250.00
12/17/2013	Gifts and Donations Income	\$300.00
12/17/2013	Gifts and Donations Income	\$200.00
12/18/2013	Gifts and Donations Income	\$100.00
12/20/2013	Gifts and Donations Income	\$127.26
12/21/2013	Gifts and Donations Income	\$100.00
12/21/2013	Gifts and Donations Income	\$140.00
12/21/2013	Gifts and Donations Income	\$5,000.00
12/21/2013	Gifts and Donations Income	\$100.00
12/21/2013	Gifts and Donations Income	\$100.00
12/26/2013	Gifts and Donations Income	\$100.00
12/26/2013	Gifts and Donations Income	\$100.00
12/26/2013	Gifts and Donations Income	\$100.00
12/26/2013	Gifts and Donations Income	\$100.00
12/26/2013	Gifts and Donations Income	\$100.00
12/26/2013	Gifts and Donations Income	\$100.00

12/26/2013	Gifts and Donations Income	\$300.00
12/26/2013	Gifts and Donations Income	\$200.00
12/28/2013	Gifts and Donations Income	\$300.00
12/29/2013	Gifts and Donations Income	\$200.00
12/29/2013	Gifts and Donations Income	\$100.00
12/30/2013	Gifts and Donations Income	\$250.00
12/30/2013	Gifts and Donations Income	\$300.00
12/30/2013	Gifts and Donations Income	\$1,000.00
12/31/2013	Gifts and Donations Income	\$150.00
12/31/2013	Gifts and Donations Income	\$200.00
12/31/2013	Gifts and Donations Income	\$200.00
12/5/2013	Gifts and Donations Income	\$100.00
12/5/2013	Gifts and Donations Income	\$110.58
12/5/2013	Gifts and Donations Income	\$100.00
12/6/2013	Gifts and Donations Income	\$100.00
12/9/2013	Gifts and Donations Income	\$100.00
11/18/2013	Honorarium Income	\$250.00
12/10/2013	Honorarium Income	\$100.00
12/17/2013	Honorarium Income	\$100.00
12/17/2013	Honorarium Income	\$100.00
12/27/2013	Honorarium Income	\$500.00
12/6/2013	Honorarium Income	\$200.00
11/18/2013	Memorial Income	\$100.00
11/18/2013	Memorial Income	\$100.00
11/30/2013	Memorial Income	\$250.00
11/30/2013	Memorial Income	\$100.00
11/5/2013	Memorial Income	\$800.00
11/5/2013	Memorial Income	\$290.00
12/18/2013	Memorial Income	\$5,000.00
12/27/2013	Memorial Income	\$100.00
11/30/2013	MISC - Commemorative Brick	\$100.00
11/30/2013	MISC - Commemorative Brick	\$100.00
12/10/2013	MISC - Commemorative Brick	\$100.00
12/14/2013	MISC - Commemorative Brick	\$100.00
12/30/2013	MISC - Commemorative Brick	\$100.00
11/18/2013	MISC - Fill the Van	\$890.74
11/18/2013	MISC - Sentry Cares	\$100.00
11/18/2013	MISC - Sentry Cares	\$400.00
11/18/2013	MISC - Sentry Cares	\$100.00
11/18/2013	MISC - Sentry Cares	\$100.00
11/18/2013	MISC - Sentry Cares	\$100.00
11/18/2013	MISC - Sentry Cares	\$100.00
11/18/2013	MISC - Sentry Cares	\$250.00
11/18/2013	MISC - Sentry Cares	\$250.00

11/18/2013	MISC - Sentry Cares	\$250.00
11/18/2013	MISC - Sentry Cares	\$100.00
12/12/2013	Miscellaneous Income	\$1,000.00
12/16/2013	Miscellaneous Income	\$100.00
11/5/2013	Spay & Neuter Income	\$100.00
12/21/2013	Spay & Neuter Income	\$100.00
12/21/2013	Spay & Neuter Income	\$110.00
Grand Total		\$54,669.97

Humane Society of Portage County Animal Control Report
01/01/2013-12/31/2013

Municipality	# Complaints	# Bites	# RAL	Barking Dog	Mistreat	Rescue	Stray (HO Pick Up)	Vicious Dog
Other	16	7	0	1	4	0	10	0
Stevens Point	261	42	64	25	31	1	223	1
T. Alban	7	4	1	1	2	0	1	0
T. Almond	16	1	2	3	10	0	4	0
T. Amherst	12	2	6	0	1	0	13	0
T. Belmont	6	1	1	0	2	0	5	0
T. Buena Vista	4	1	1	0	1	0	1	0
T. Carson	7	1	3	0	1	1	12	0
T. Dewey	3	0	1	0	0	0	15	0
T. Eau Pleine	19	0	2	0	5	0	21	0
T. Grant	28	6	7	2	5	0	18	2
T. Hull	56	9	14	4	9	0	78	0
T. Lanark	29	3	9	1	7	0	16	1
T. Lindwood	11	4	4	2	2	0	12	0
T. New Hope	8	0	0	1	0	0	9	0
T. Pine Grove	15	1	2	0	5	0	16	0
T. Plover	20	3	7	3	0	0	22	0
T. Sharon	9	0	2	0	4	0	11	1
T. Stockton	15	4	7	0	5	1	17	0
V. Almond	2	0	0	1	0	0	13	0
V. Amherst	4	0	3	0	0	0	4	0
V. Amherst Junction	8	1	3	0	0	0	4	1
V. Junction City	1	1	0	0	0	0	0	0
V. Nelsonville	0	0	0	0	0	0	0	0
V. Park Ridge	1	0	1	0	0	0	3	0
V. Rosholt	10	1	0	0	0	0	16	0
V. Whiting	7	0	3	3	1	1	9	0
T. Bevent	0	0	0	0	0	0	0	0
V. Plover	85	23	17	20	14	1	78	4
Total	660	115	160	67	109	5	631	10

DOG AND CAT REPORT DECEMBER 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 November and December 0 Canines had medical/health problems and 5 behavioral problems. 7 Felines had medical/health problems and 24 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	11	73	0	0	0	0	0	84
November '13	23	49	0	0	1	0	2	75
December '13	15	44	0	0	1	0	0	60
Total	285	705	0	3	5	1	7	1006
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	7	32	0	1	3	0	0	43
November '13	8	18	0	6	0	0	1	33
December '13	7	10	0	0	1	0	0	18
Total	93	290	0	21	17	1	1	423

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	67		9	4	21	0	0	0	1	102
November '13	66		0	7	13	0	0	0	2	88
December '13	49		6	4	17	0	3	0	1	80
Total	550		60	56	247	0	99	0	25	1037

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	15	0	0	19	5	0	0	0	0	39
November '13	13	0	0	23	5	0	1	0	0	42
December '13	11	0	0	6	0	0	2	0	0	19
Total	157	9	3	214	26	0	10	0	1	420