

DuPage County Historical Museum Foundation Meeting
Agenda -Tuesday September 8, 2020 10:30 a.m.
102 E. Wesley Street, Wheaton, IL

PUBLIC NOTICE

- I. Call To Order
- II. Consent Items
 - A. Approval of Minutes from March 11, 2020
 - B. Approval of Payables and Acceptance of Finance Reports for February, March, April, May, June, July 2020
- III. Staff Reports
 - A. Museum Staff Reports
 - B. Development Report
- IV. Subcommittee & Events Reports
 - A. Mad Fore Plaid Mini Golf
 - B. Casino Night
 - Virtual Poker Tournament Concept
 - C. Oktoberfest
 - D. Communication & Membership
 - E. Board Recruitment
 - Board Status Report
 - Possible New County Appointee-Philip Buchanan
- V. Unfinished Business
 - None
- VI. New Business
 - A. 2019 Comprehensive Annual Report (Audit) Lauterbach & Amen
- VII. Wheaton Park Board / DuPage County Partnership
 - A. General Building and Utilities -(Podkowa)
 - Chiller replacement/boiler fix
- VIII. Date and Time of Foundation Board Future Meeting
 - October 14, 2020 4:00 p.m.
- IX. Adjournment

Persons with disabilities requiring reasonable accommodation to participate in this meeting should contact the park district's ADA Compliance Officer, Michael Benard, at the park district's Administrative Office, 102 E. Wesley Street, Wheaton, IL Monday through Friday from 8:30 am until 4:30 pm at least 48 hours prior to the meeting. Requests for a qualified ASL interpreter require five (5) working days advance notice. Telephone number 630.945-7726; fax number 630.665.5880; email dsiciliano@wheatonparks.org



DuPage County Historical Museum Foundation
Meeting Minutes
March 11, 2020

I. Call to Order- 4:00 By Mike Benard

Directors Present:

Samantha Bauman

Mike Benard

Emily Doyle

Bob Jacobsen

Marty Keller

Troy Rodman

Directors Absent:

Melody Coleman

Don Puchalski

David Thiel

Staff Present

Michelle Podkova, Museum Manager

Carey Moreland, M & D Coordinator

Dan Novak, Special Facilities Supt

Donna Siciliano, Executive Assistant

Staff Absent

None

Park Board Liason

John Vires

II. Consent Items

Approval of Minutes from February 12, 2020

Approval of Payables and Acceptance of Finance Reports for January 2020

Marty Keller moved to approve the consent items as presented. Seconded by Emily Doyle. No discussion. Motion carried by voice vote.



III. Staff Reports

a. Museum Staff Report

Michelle stated that staff is preparing for Casino Night with a deep cleaning of the museum. We are also developing new protocol for cleaning due to the Coronavirus. Staff has two school events where an education trunk will be brought to the schools. There will be 67 kids from Longfellow School that will come to the museum for a scavenger hunt. Michelle stated we applied for a \$4,500 grant from the Illinois State Historical Records Advisory Board (ISHRAB) for archival digitization. If received, this money will help to hire seasonal staff to help with this project. Michelle stated she is assisting County with a HVAC replacement and upgrade project that includes heating cabinets that will help with the temperature on our lower level.

b. Development Report

Carey stated that the date has been set for Mad Fore Plaid. It will be on Friday February 5, 2021. Casino Night ticket sales are down a little bit. We have 104 tickets sold. Staff is looking for 14-16 more people to buy tickets. Carey will send an updated guest list, so the board will know who is already coming. Mike didn't think it was bad that the list was a little lower. He thought the event was a little too crowded last year. Bob stated that he will donate a threesome of golf for the auction and that the minimum bid be \$1,500.

IV. Subcommittee & Events Reports

A. Casino Night

See development report.

B. Oktoberfest

No discussion.

C. Communication & Membership

No discussion.

D. Board Recruitment

No discussion.



V. Unfinished Business

Donor Giving Circle

Carey shared with the board the new levels of benefits and a sample letter. We will calculate the donation levels quarterly. Silent auction and physical donations will not count towards the levels. Carey will make an itemized list of donations and mail it out in April. All the board members present were agreeable to the document as presented.

VI. New business

A. Annual Review of Finance Policies

Mike stated that there were two minor changes from last year.

Bob Jacobsen moved to approve the finance policies as presented. Seconded by Emily Doyle. No discussion. Motion carried by voice vote.

B. Appointment of Treasurer

Mike stated that this position will be the signature authority on some financial documents for the foundation.

Mike Benard moved to appoint Bob Jacobsen as Treasurer. Seconded by Troy Rodman. No discussion. Motion carried by voice vote.

VII. Wheaton Park Board/DuPage County Partnership

A. General Building and Utilities

Mike stated that our request for \$25,000 more with a 3% increase every year has been advanced to the full county board. Mike will update everyone when he hears back from the county.

VIII. Next Board Meeting: April 8, 2020

IX. Adjournment

Bob Jacobsen moved to adjourn the meeting at 4:35 p.m. Seconded by Marty Keller. Motion carried by voice vote.

DUPAGE COUNTY HISTORICAL MUSEUM FOUNDATION

Financial Overview

February, 2020

Table of Contents for Monthly Financials

Page #s	Statement Description
<u>1</u>	Cover Page
<u>2</u>	Table of Contents
<u>3</u>	DCHM Foundation Balance Sheet
<u>4</u> - <u>5</u>	DCHM Foundation Income Statements
6	DCHM Foundation Checks Approval Lists

DCHM Fund
Balance Sheet

February, 2020

Description	Current Balance	Prior Month Balance	Prior Year Balance
Assets			
10-Cash & Cash Equivalents	98,778	90,292	79,831
11-Investments	0	0	0
12-Receivables	19,696	20,472	14,725
13-Interfund Receivables	0	0	0
14-Inventory	0	0	0
16-Prepaid/Deposits/Escrows	1,138	1,138	0
Total Assets	119,611	111,902	94,556
Liabilities			
20-ST Payables	0	0	0
21-Payroll Payables	0	0	0
22-Accruals	0	0	0
23-Interfund Payables	0	0	0
24-Unearned Revenues	29	25	25
25-Deposits/Uncashed/Stale Dated	0	0	0
Total Liabilities	29	25	25
30-Fund Balance	(119,641)	(111,927)	(94,581)
Liabilities and Fund Balance	(119,611)	(111,902)	(94,556)

DCHM Foundation Income Statement

February, 2020

	Full Year Budget	Sum of CY Month	Sum of LY Month	Month Variance	% Month Variance	Sum of Curr YTD	Sum of LY YTD	YTD Variance	% YTD Variance
H00-Administrative									
4-Revenues									
42-Charges for Services	\$2,000								
45-Product Sales	\$0								
46-Grants & Donations	\$17,465	\$315	\$251	\$64	25.37%	\$355	\$293	\$62	21.05%
47-Misc. Income	\$50	\$0	\$0	\$0	0.00%	\$0	\$0	\$0	0.00%
48-Interest Income	\$0								
4-Revenues Total	\$19,515	\$315	\$251	\$64	25.37%	\$355	\$293	\$62	21.05%
5-Expenses									
52-Contractual Services	(\$30,322)	(\$2,153)	(\$2,045)	(\$108)	-5.28%	(\$4,250)	(\$4,031)	(\$220)	-5.45%
53-Supplies	(\$1,750)	\$0	\$0	\$0	0.00%	\$0	\$0	\$0	0.00%
54-Other Charges	(\$11,850)	(\$2,818)	\$0	(\$2,818)	0.00%	(\$2,818)	\$0	(\$2,818)	0.00%
5-Expenses Total	(\$43,922)	(\$4,971)	(\$2,045)	(\$2,926)	-143.08%	(\$7,068)	(\$4,031)	(\$3,038)	-75.36%
H00-Administrative Total	(\$24,407)	(\$4,656)	(\$1,794)	(\$2,862)	-159.55%	(\$6,713)	(\$3,737)	(\$2,976)	-79.64%
H10-Octoberfest									
4-Revenues									
42-Charges for Services	\$17,000	\$0	\$1,500	(\$1,500)	-100.00%	\$1,500	\$1,750	(\$250)	-14.29%
45-Product Sales	\$13,000	\$0	\$0	\$0	0.00%	\$0	\$0	\$0	0.00%
46-Grants & Donations	\$2,500	\$0	\$0	\$0	0.00%	\$0	\$0	\$0	0.00%
4-Revenues Total	\$32,500	\$0	\$1,500	(\$1,500)	-100.00%	\$1,500	\$1,750	(\$250)	-14.29%
5-Expenses									
52-Contractual Services	(\$10,000)	\$0	\$0	\$0	0.00%	\$0	\$0	\$0	0.00%
53-Supplies	(\$10,000)	\$0	\$0	\$0	0.00%	\$0	\$0	\$0	0.00%
54-Other Charges	(\$1,700)	\$0	\$0	\$0	0.00%	\$0	\$0	\$0	0.00%
5-Expenses Total	(\$21,700)	\$0	\$0	\$0	0.00%	\$0	\$0	\$0	0.00%
H10-Octoberfest Total	\$10,800	\$0	\$1,500	(\$1,500)	-100.00%	\$1,500	\$1,750	(\$250)	-14.29%
H11-Casino Night									
4-Revenues									
42-Charges for Services	\$17,500	\$1,000	\$7,660	(\$6,660)	-86.95%	\$6,000	\$7,660	(\$1,660)	-21.67%
45-Product Sales	\$0								
46-Grants & Donations	\$7,000	\$0	\$0	\$0	0.00%	\$0	\$0	\$0	0.00%
4-Revenues Total	\$24,500	\$1,000	\$7,660	(\$6,660)	-86.95%	\$6,000	\$7,660	(\$1,660)	-21.67%
5-Expenses									
52-Contractual Services	(\$8,290)	(\$717)	(\$860)	\$143	16.65%	(\$1,117)	(\$1,187)	\$70	5.86%
53-Supplies	(\$1,228)	(\$225)	\$0	(\$225)	0.00%	(\$225)	(\$162)	(\$63)	-38.73%
54-Other Charges	(\$1,948)	\$0	\$0	\$0	0.00%	\$0	\$0	\$0	0.00%
5-Expenses Total	(\$11,466)	(\$942)	(\$860)	(\$82)	-9.53%	(\$1,342)	(\$1,349)	\$7	0.50%
H11-Casino Night Total	\$13,034	\$58	\$6,800	(\$6,742)	-99.15%	\$4,658	\$6,311	(\$1,653)	-26.20%
H12-Memberships									
4-Revenues									
46-Grants & Donations	\$745	\$4	\$108	(\$105)	-96.84%	\$54	\$138	(\$84)	-61.06%
4-Revenues Total	\$745	\$4	\$108	(\$105)	-96.84%	\$54	\$138	(\$84)	-61.06%
5-Expenses									
52-Contractual Services	\$0								
53-Supplies	(\$450)	\$0	\$0	\$0	0.00%	\$0	\$0	\$0	0.00%
54-Other Charges	(\$50)	\$0	\$0	\$0	0.00%	\$0	\$0	\$0	0.00%
5-Expenses Total	(\$500)	\$0	\$0	\$0	0.00%	\$0	\$0	\$0	0.00%
H12-Memberships Total	\$245	\$4	\$108	(\$105)	-96.84%	\$54	\$138	(\$84)	-61.06%
H13-New Programs									
4-Revenues									
42-Charges for Services	\$13,150	\$8,787	\$0	\$8,787	0.00%	\$12,697	\$0	\$12,697	0.00%
46-Grants & Donations	\$3,250	\$3,931	\$0	\$3,931	0.00%	\$3,931	\$0	\$3,931	0.00%
4-Revenues Total	\$16,400	\$12,718	\$0	\$12,718	0.00%	\$16,628	\$0	\$16,628	0.00%
5-Expenses									
52-Contractual Services	(\$2,125)	\$0	\$0	\$0	0.00%	(\$3,333)	\$0	(\$3,333)	0.00%
53-Supplies	(\$4,800)	(\$485)	\$0	(\$485)	0.00%	(\$485)	\$0	(\$485)	0.00%

DCHM Foundation Income Statement

February, 2020

	Full Year Budget	Sum of CY Month	Sum of LY Month	Month Variance	% Month Variance	Sum of Curr YTD	Sum of LY YTD	YTD Variance	% YTD Variance
54-Other Charges	(\$5,369)								
5-Expenses Total	(\$12,294)	(\$485)	\$0	(\$485)	0.00%	(\$3,818)	\$0	(\$3,818)	0.00%
H13-New Programs Total	\$4,106	\$12,233	\$0	\$12,233	0.00%	\$12,810	\$0	\$12,810	0.00%
H14-Annual Appeal/Donations									
4-Revenues									
46-Grants & Donations	\$4,500	\$75	\$275	(\$200)	-72.73%	\$100	\$350	(\$250)	-71.43%
4-Revenues Total	\$4,500	\$75	\$275	(\$200)	-72.73%	\$100	\$350	(\$250)	-71.43%
5-Expenses									
52-Contractual Services	(\$480)	\$0	\$0	\$0	0.00%	\$0	\$0	\$0	0.00%
53-Supplies	(\$200)	\$0	\$0	\$0	0.00%	\$0	\$0	\$0	0.00%
54-Other Charges	\$0								
5-Expenses Total	(\$680)	\$0	\$0	\$0	0.00%	\$0	\$0	\$0	0.00%
H14-Annual Appeal/Donations	\$3,820	\$75	\$275	(\$200)	-72.73%	\$100	\$350	(\$250)	-71.43%
H15-Night at the Museum									
4-Revenues									
42-Charges for Services	\$1,200	\$0	\$0	\$0	0.00%	\$0	\$250	(\$250)	-100.00%
46-Grants & Donations	\$0								
4-Revenues Total	\$1,200	\$0	\$0	\$0	0.00%	\$0	\$250	(\$250)	-100.00%
5-Expenses									
52-Contractual Services	\$0								
53-Supplies	(\$625)	\$0	(\$384)	\$384	100.13%	\$0	(\$384)	\$384	100.13%
54-Other Charges	(\$148)	\$0	\$0	\$0	0.00%	\$0	\$0	\$0	0.00%
5-Expenses Total	(\$773)	\$0	(\$384)	\$384	100.13%	\$0	(\$384)	\$384	100.13%
H15-Night at the Museum Total	\$428	\$0	(\$384)	\$384	100.13%	\$0	(\$134)	\$134	100.37%
Grand Total	\$8,026	\$7,713	\$6,505	\$1,209	18.58%	\$12,408	\$4,677	\$7,731	165.29%

Board Report for checks printed between February 1, 2020 and February 29, 2020

Vendor # and Name	Description	Full Account #	Amount Paid
00386 Hagg Press Inc	Casino Night Save The Date Post	92-000-H11-52-5235-0000	\$ 580.00
	Casino Night Save The Date Postcards Total		\$ 580.00
00386 Hagg Press Inc Total			\$ 580.00
01045 Wheaton Park District	01/20 Merchant CC Processing F	92-000-H11-52-5239-0000	\$ 37.20
	01/20 Merchant CC Processing Fees Total		\$ 37.20
01045 Wheaton Park District Total			\$ 37.20
04121 UMB Bank N.A.	Casino Night 2020 Liquor License	92-000-H11-52-5210-0000	\$ 100.00
	Casino Night 2020 Liquor License Payment Total		\$ 100.00
	Casino Night Decorations and M	92-000-H11-53-5302-0000	\$ 39.99
	Casino Night Decorations and Marketing Ticket Rolls Total		\$ 39.99
	Conservation Supplies	92-000-H00-54-5411-0000	\$ 318.11
	Conservation Supplies Total		\$ 318.11
	Dick's Sales Tax Receivable	92-000-H00-12-1226-0000	\$ (15.75)
	Dick's Sales Tax Receivable Total		\$ (15.75)
	Elvis Cardboard Cutout	92-000-H11-53-5302-0000	\$ 39.95
	Elvis Cardboard Cutout Total		\$ 39.95
	Gift Cards for Best Dressed Winn	92-000-H13-53-5302-0000	\$ 123.80
	Gift Cards for Best Dressed Winners at Mad Fore Plaid. Total		\$ 123.80
	Mad Fore Plaid Foam Noodles ar	92-000-H13-53-5302-0000	\$ 43.68
	Mad Fore Plaid Foam Noodles and Duct Tape Total		\$ 43.68
	Mad Fore Plaid Golf Ball Holes	92-000-H13-53-5302-0000	\$ 139.50
	Mad Fore Plaid Golf Ball Holes Total		\$ 139.50
	Mad Fore Plaid Soda and Water	92-000-H13-53-5302-0000	\$ 77.96
	Mad Fore Plaid Soda and Water for Bar Total		\$ 77.96
	Mad Fore Plaid Volunteer Pizza	92-000-H13-53-5302-0000	\$ 89.43
	Mad Fore Plaid Volunteer Pizza Total		\$ 89.43
	Silent Auction Frames	92-000-H11-53-5302-0000	\$ 10.38
		92-000-H13-53-5302-0000	\$ 10.37
	Silent Auction Frames Total		\$ 20.75
	Two Part Silent Auction Sheets	92-000-H11-53-5302-0000	\$ 18.32
	Two Part Silent Auction Sheets Total		\$ 18.32
04121 UMB Bank N.A. Total			\$ 995.74
04287 Global Payments Inc	01/20 Merchant CC Processing F	92-000-H00-52-5239-0000	\$ 40.51
	01/20 Merchant CC Processing Fees Total		\$ 40.51
04287 Global Payments Inc Total			\$ 40.51
06088 CyberSource Corporation	01/20 Authorize.Net Gateway Fe	92-000-H00-52-5239-0000	\$ 15.30
	01/20 Authorize.Net Gateway Fees Total		\$ 15.30
06088 CyberSource Corporation Total			\$ 15.30
06335 Bon Appetit Management	Mad Fore Plaid Catering	92-000-H13-52-5210-0000	\$ 2,632.19
	Mad Fore Plaid Catering Total		\$ 2,632.19
06335 Bon Appetit Management Total			\$ 2,632.19
06743 MiniPutt Poker, Inc.	Poker Green	92-000-H11-53-5302-0000	\$ 116.55
	Poker Green Total		\$ 116.55
06743 MiniPutt Poker, Inc. Total			\$ 116.55
Grand Total			\$ 4,417.49

DUPAGE COUNTY HISTORICAL MUSEUM FOUNDATION

Financial Overview

March, 2020

Table of Contents for Monthly Financials

Page #s	Statement Description
<u>1</u>	Cover Page
<u>2</u>	Table of Contents
<u>3</u>	DCHM Foundation Balance Sheet
<u>4</u> - <u>5</u>	DCHM Foundation Income Statements
6	DCHM Foundation Checks Approval Lists

DCHM Fund
Balance Sheet

March, 2020

Description	Current Balance	Prior Month Balance	Prior Year Balance
Assets			
10-Cash & Cash Equivalents	113,723	98,778	87,306
11-Investments	0	0	0
12-Receivables	3,506	19,696	15,719
13-Interfund Receivables	0	0	0
14-Inventory	0	0	0
16-Prepaid/Deposits/Escrows	1,138	1,138	0
Total Assets	118,367	119,611	103,024
Liabilities			
20-ST Payables	0	0	0
21-Payroll Payables	0	0	0
22-Accruals	0	0	0
23-Interfund Payables	0	0	0
24-Unearned Revenues	33	29	27
25-Deposits/Uncashed/Stale Dated	0	0	0
Total Liabilities	33	29	27
30-Fund Balance	(118,400)	(119,641)	(103,051)
Liabilities and Fund Balance	(118,367)	(119,611)	(103,024)

DCHM Foundation Income Statement

March, 2020

	Full Year Budget	Sum of CY Month	Sum of LY Month	Month Variance	% Month Variance	Sum of Curr YTD	Sum of LY YTD	YTD Variance	% YTD Variance
H00-Administrative									
4-Revenues									
42-Charges for Services	\$2,000								
45-Product Sales	\$0								
46-Grants & Donations	\$17,465	\$65	\$167	(\$102)	-61.08%	\$420	\$460	(\$40)	-8.77%
47-Misc. Income	\$50	\$50	\$42	\$8	18.98%	\$50	\$42	\$8	18.98%
48-Interest Income	\$0								
4-Revenues Total	\$19,515	\$115	\$209	(\$94)	-44.99%	\$470	\$502	(\$32)	-6.44%
5-Expenses									
52-Contractual Services	(\$30,322)	(\$2,187)	(\$2,076)	(\$112)	-5.38%	(\$6,438)	(\$6,106)	(\$331)	-5.42%
53-Supplies	(\$1,750)	(\$300)	(\$59)	(\$241)	-408.03%	(\$300)	(\$59)	(\$241)	-408.03%
54-Other Charges	(\$11,850)	(\$315)	(\$450)	\$135	30.00%	(\$3,133)	(\$450)	(\$2,683)	-596.25%
5-Expenses Total	(\$43,922)	(\$2,802)	(\$2,585)	(\$217)	-8.41%	(\$9,871)	(\$6,616)	(\$3,255)	-49.20%
H00-Administrative Total	(\$24,407)	(\$2,687)	(\$2,376)	(\$311)	-13.11%	(\$9,401)	(\$6,113)	(\$3,287)	-53.78%
H10-Octoberfest									
4-Revenues									
42-Charges for Services	\$17,000	\$0	\$0	\$0	0.00%	\$1,500	\$1,750	(\$250)	-14.29%
45-Product Sales	\$13,000	\$0	\$0	\$0	0.00%	\$0	\$0	\$0	0.00%
46-Grants & Donations	\$2,500	\$0	\$0	\$0	0.00%	\$0	\$0	\$0	0.00%
4-Revenues Total	\$32,500	\$0	\$0	\$0	0.00%	\$1,500	\$1,750	(\$250)	-14.29%
5-Expenses									
52-Contractual Services	(\$10,000)	\$0	\$0	\$0	0.00%	\$0	\$0	\$0	0.00%
53-Supplies	(\$10,000)	\$0	\$0	\$0	0.00%	\$0	\$0	\$0	0.00%
54-Other Charges	(\$1,700)	\$0	\$0	\$0	0.00%	\$0	\$0	\$0	0.00%
5-Expenses Total	(\$21,700)	\$0	\$0	\$0	0.00%	\$0	\$0	\$0	0.00%
H10-Octoberfest Total	\$10,800	\$0	\$0	\$0	0.00%	\$1,500	\$1,750	(\$250)	-14.29%
H11-Casino Night									
4-Revenues									
42-Charges for Services	\$17,500	\$0	\$8,222	(\$8,222)	-99.99%	\$6,000	\$15,882	(\$9,882)	-62.22%
45-Product Sales	\$0								
46-Grants & Donations	\$7,000	\$1,781	\$6,647	(\$4,866)	-73.21%	\$1,781	\$6,647	(\$4,866)	-73.21%
4-Revenues Total	\$24,500	\$1,781	\$14,869	(\$13,088)	-88.02%	\$7,781	\$22,529	(\$14,748)	-65.46%
5-Expenses									
52-Contractual Services	(\$8,290)	(\$322)	(\$3,737)	\$3,415	91.37%	(\$1,439)	(\$4,923)	\$3,484	70.77%
53-Supplies	(\$1,228)	(\$727)	(\$167)	(\$559)	-334.81%	(\$952)	(\$330)	(\$622)	-188.45%
54-Other Charges	(\$1,948)	(\$25)	(\$479)	\$454	94.82%	(\$25)	(\$479)	\$454	94.82%
5-Expenses Total	(\$11,466)	(\$1,074)	(\$4,383)	\$3,310	75.51%	(\$2,416)	(\$5,732)	\$3,316	57.86%
H11-Casino Night Total	\$13,034	\$707	\$10,485	(\$9,778)	-93.26%	\$5,365	\$16,796	(\$11,431)	-68.06%
H12-Memberships									
4-Revenues									
46-Grants & Donations	\$745	\$172	\$160	\$12	7.41%	\$226	\$299	(\$72)	-24.21%
4-Revenues Total	\$745	\$172	\$160	\$12	7.41%	\$226	\$299	(\$72)	-24.21%
5-Expenses									
52-Contractual Services	\$0								
53-Supplies	(\$450)	(\$238)	\$0	(\$238)	0.00%	(\$238)	\$0	(\$238)	0.00%
54-Other Charges	(\$50)	\$0	\$0	\$0	0.00%	\$0	\$0	\$0	0.00%
5-Expenses Total	(\$500)	(\$238)	\$0	(\$238)	0.00%	(\$238)	\$0	(\$238)	0.00%
H12-Memberships Total	\$245	(\$65)	\$160	(\$226)	-141.18%	(\$12)	\$299	(\$310)	-103.73%
H13-New Programs									
4-Revenues									
42-Charges for Services	\$13,150	\$0	\$0	\$0	0.00%	\$12,697	\$0	\$12,697	0.00%
46-Grants & Donations	\$3,250	\$0	\$0	\$0	0.00%	\$3,931	\$0	\$3,931	0.00%
4-Revenues Total	\$16,400	\$0	\$0	\$0	0.00%	\$16,628	\$0	\$16,628	0.00%
5-Expenses									
52-Contractual Services	(\$2,125)	\$0	\$0	\$0	0.00%	(\$3,333)	\$0	(\$3,333)	0.00%
53-Supplies	(\$4,800)	\$0	\$0	\$0	0.00%	(\$485)	\$0	(\$485)	0.00%

DCHM Foundation Income Statement

March, 2020

	Full Year Budget	Sum of CY Month	Sum of LY Month	Month Variance	% Month Variance	Sum of Curr YTD	Sum of LY YTD	YTD Variance	% YTD Variance
54-Other Charges	(\$5,369)								
5-Expenses Total	(\$12,294)	\$0	\$0	\$0	0.00%	(\$3,818)	\$0	(\$3,818)	0.00%
H13-New Programs Total	\$4,106	\$0	\$0	\$0	0.00%	\$12,810	\$0	\$12,810	0.00%
H14-Annual Appeal/Donations									
4-Revenues									
46-Grants & Donations	\$4,500	\$1,200	\$200	\$1,000	500.00%	\$1,300	\$550	\$750	136.36%
4-Revenues Total	\$4,500	\$1,200	\$200	\$1,000	500.00%	\$1,300	\$550	\$750	136.36%
5-Expenses									
52-Contractual Services	(\$480)	\$0	\$0	\$0	0.00%	\$0	\$0	\$0	0.00%
53-Supplies	(\$200)	\$0	\$0	\$0	0.00%	\$0	\$0	\$0	0.00%
54-Other Charges	\$0								
5-Expenses Total	(\$680)	\$0	\$0	\$0	0.00%	\$0	\$0	\$0	0.00%
H14-Annual Appeal/Donations 1	\$3,820	\$1,200	\$200	\$1,000	500.00%	\$1,300	\$550	\$750	136.36%
H15-Night at the Museum									
4-Revenues									
42-Charges for Services	\$1,200	\$0	\$0	\$0	0.00%	\$0	\$250	(\$250)	-100.00%
46-Grants & Donations	\$0								
4-Revenues Total	\$1,200	\$0	\$0	\$0	0.00%	\$0	\$250	(\$250)	-100.00%
5-Expenses									
52-Contractual Services	\$0								
53-Supplies	(\$625)	(\$395)	\$0	(\$395)	0.00%	(\$395)	(\$384)	(\$11)	-2.74%
54-Other Charges	(\$148)	\$0	\$0	\$0	0.00%	\$0	\$0	\$0	0.00%
5-Expenses Total	(\$773)	(\$395)	\$0	(\$395)	0.00%	(\$395)	(\$384)	(\$11)	-2.74%
H15-Night at the Museum Total	\$428	(\$395)	\$0	(\$395)	0.00%	(\$395)	(\$134)	(\$261)	-194.41%
Grand Total	\$8,026	(\$1,240)	\$8,470	(\$9,710)	-114.64%	\$11,167	\$13,147	(\$1,980)	-15.06%

Board Report for checks printed between March 1, 2020 and March 31, 2020

Vendor # and Name	Description	Full Account #	Amount Paid
04121 UMB Bank N.A.	Casino Night 2020 Charity Chips	92-000-H11-53-5302-0000	\$ 196.65
	Casino Night 2020 Charity Chips Total		\$ 196.65
	Casino Night Boosted Post	92-000-H11-54-5426-0000	\$ 25.00
	Casino Night Boosted Post Total		\$ 25.00
	Casino Night Postcard Postage	92-000-H11-53-5304-0000	\$ 239.00
	Casino Night Postcard Postage Total		\$ 239.00
	Elvis Impersonator - Casino Night 2020	92-000-H11-52-5210-0000	\$ 322.00
	Elvis Impersonator - Casino Night 2020 Total		\$ 322.00
	Ivy Appetizers - Casino Night 2020 Meeting	92-000-H11-53-5302-0000	\$ 41.56
	Ivy Appetizers - Casino Night 2020 Meeting Total		\$ 41.56
	Licensing Fee for An American Tail Fievel Goes West	92-000-H15-53-5302-0000	\$ 395.00
	Licensing Fee for An American Tail Fievel Goes West Total		\$ 395.00
	Museum Membership Giveaway 2020 - Magnifying Glasses	92-000-H00-53-5302-0000	\$ 300.00
		92-000-H12-53-5302-0000	\$ 237.75
	Museum Membership Giveaway 2020 - Magnifying Glasses Total		\$ 537.75
	Postage for Casino Night Postcard.	92-000-H11-53-5304-0000	\$ 224.42
	Postage for Casino Night Postcard. Total		\$ 224.42
	Quarterly Kindful Charge - WPD Foundations	92-000-H00-54-5425-0000	\$ 315.00
	Quarterly Kindful Charge - WPD Foundations Total		\$ 315.00
	Raffle License for Casino Night	92-000-H11-53-5302-0000	\$ 25.00
	Raffle License for Casino Night Total		\$ 25.00
04121 UMB Bank N.A. Total			\$ 2,321.38
04287 Global Payments Inc	02/20 Merchant CC Processing Fees	92-000-H00-52-5239-0000	\$ 75.07
	02/20 Merchant CC Processing Fees Total		\$ 75.07
04287 Global Payments Inc Total			\$ 75.07
04567 Casino Party Professionals Inc	Casino Night Services	92-000-H11-52-5210-0000	\$ -
	Casino Night Services Total		\$ -
04567 Casino Party Professionals Inc Total			\$ -
05250 Sandra Simpson for Petty Cash	2020 Casino Night Petty Cash	92-000-H00-10-1011-0000	\$ 800.00
	2020 Casino Night Petty Cash Total		\$ 800.00
05250 Sandra Simpson for Petty Cash Total			\$ 800.00
06088 CyberSource Corporation	02/20 Authorize.Net Gateway Fees	92-000-H00-52-5239-0000	\$ 15.00
	02/20 Authorize.Net Gateway Fees Total		\$ 15.00
06088 CyberSource Corporation Total			\$ 15.00
06119 Be Right Back LLC	Casino Night Valet	92-000-H11-52-5210-0000	\$ -
	Casino Night Valet Total		\$ -
06119 Be Right Back LLC Total			\$ -
06335 Bon Appetit Management	Casino Night Catering	92-000-H11-52-5210-0000	\$ -
	Casino Night Catering Total		\$ -
06335 Bon Appetit Management Total			\$ -
Grand Total			\$ 3,211.45

DUPAGE COUNTY HISTORICAL MUSEUM FOUNDATION

Financial Overview

April, 2020

Table of Contents for Monthly Financials

Page #s	Statement Description
<u>1</u>	Cover Page
<u>2</u>	Table of Contents
<u>3</u>	DCHM Foundation Balance Sheet
<u>4</u> - <u>5</u>	DCHM Foundation Income Statements
6	DCHM Foundation Checks Approval Lists

DCHM Fund
Balance Sheet

April, 2020

Description	Current Balance	Prior Month Balance	Prior Year Balance
Assets			
10-Cash & Cash Equivalents	114,676	113,723	97,577
11-Investments	0	0	0
12-Receivables	500	3,506	10,012
13-Interfund Receivables	0	0	0
14-Inventory	0	0	0
16-Prepaid/Deposits/Escrows	1,138	1,138	0
Total Assets	116,313	118,367	107,589
Liabilities			
20-ST Payables	0	0	0
21-Payroll Payables	0	0	0
22-Accruals	0	0	0
23-Interfund Payables	0	0	0
24-Unearned Revenues	37	33	28
25-Deposits/Uncashed/Stale Dated	0	0	0
Total Liabilities	37	33	28
30-Fund Balance	(116,351)	(118,400)	(107,617)
Liabilities and Fund Balance	(116,313)	(118,367)	(107,589)

DCHM Foundation Income Statement

April, 2020

	Full Year Budget	Sum of CY Month	Sum of LY Month	Month Variance	% Month Variance	Sum of Curr YTD	Sum of LY YTD	YTD Variance	% YTD Variance
H00-Administrative									
4-Revenues									
42-Charges for Services	\$2,000								
45-Product Sales	\$0								
46-Grants & Donations	\$17,465	\$65	\$67	(\$2)	-2.99%	\$485	\$527	(\$42)	-8.03%
47-Misc. Income	\$50	\$0	\$0	\$0	0.00%	\$50	\$42	\$8	18.98%
48-Interest Income	\$0								
4-Revenues Total	\$19,515	\$65	\$67	(\$2)	-2.99%	\$535	\$569	(\$34)	-6.04%
5-Expenses									
52-Contractual Services	(\$30,322)	(\$2,160)	(\$2,044)	(\$116)	-5.69%	(\$8,598)	(\$8,150)	(\$448)	-5.49%
53-Supplies	(\$1,750)	\$0	\$0	\$0	0.00%	(\$300)	(\$59)	(\$241)	-408.03%
54-Other Charges	(\$11,850)	\$0	(\$500)	\$500	100.00%	(\$3,133)	(\$950)	(\$2,183)	-229.80%
5-Expenses Total	(\$43,922)	(\$2,160)	(\$2,544)	\$384	15.08%	(\$12,031)	(\$9,159)	(\$2,871)	-31.35%
H00-Administrative Total	(\$24,407)	(\$2,095)	(\$2,477)	\$382	15.41%	(\$11,496)	(\$8,590)	(\$2,906)	-33.83%
H10-Octoberfest									
4-Revenues									
42-Charges for Services	\$17,000	\$0	\$10,000	(\$10,000)	-100.00%	\$1,500	\$11,750	(\$10,250)	-87.23%
45-Product Sales	\$13,000	\$0	\$0	\$0	0.00%	\$0	\$0	\$0	0.00%
46-Grants & Donations	\$2,500	\$0	\$0	\$0	0.00%	\$0	\$0	\$0	0.00%
4-Revenues Total	\$32,500	\$0	\$10,000	(\$10,000)	-100.00%	\$1,500	\$11,750	(\$10,250)	-87.23%
5-Expenses									
52-Contractual Services	(\$10,000)	\$0	(\$1,250)	\$1,250	100.00%	\$0	(\$1,250)	\$1,250	100.00%
53-Supplies	(\$10,000)	\$0	\$0	\$0	0.00%	\$0	\$0	\$0	0.00%
54-Other Charges	(\$1,700)	\$0	\$0	\$0	0.00%	\$0	\$0	\$0	0.00%
5-Expenses Total	(\$21,700)	\$0	(\$1,250)	\$1,250	100.00%	\$0	(\$1,250)	\$1,250	100.00%
H10-Octoberfest Total	\$10,800	\$0	\$8,750	(\$8,750)	-100.00%	\$1,500	\$10,500	(\$9,000)	-85.71%
H11-Casino Night									
4-Revenues									
42-Charges for Services	\$17,500	\$0	\$0	\$0	0.00%	\$6,000	\$15,882	(\$9,882)	-62.22%
45-Product Sales	\$0								
46-Grants & Donations	\$7,000	\$0	\$120	(\$120)	-100.00%	\$1,781	\$6,767	(\$4,986)	-73.68%
4-Revenues Total	\$24,500	\$0	\$120	(\$120)	-100.00%	\$7,781	\$22,649	(\$14,868)	-65.64%
5-Expenses									
52-Contractual Services	(\$8,290)	\$230	(\$437)	\$666	152.47%	(\$1,210)	(\$5,360)	\$4,150	77.43%
53-Supplies	(\$1,228)	(\$163)	(\$902)	\$739	81.90%	(\$1,115)	(\$1,232)	\$117	9.48%
54-Other Charges	(\$1,948)	(\$53)	(\$585)	\$532	91.02%	(\$78)	(\$1,064)	\$987	92.73%
5-Expenses Total	(\$11,466)	\$14	(\$1,924)	\$1,937	100.70%	(\$2,402)	(\$7,656)	\$5,254	68.62%
H11-Casino Night Total	\$13,034	\$14	(\$1,804)	\$1,817	100.75%	\$5,379	\$14,992	(\$9,614)	-64.13%
H12-Memberships									
4-Revenues									
46-Grants & Donations	\$745	\$32	\$85	(\$53)	-62.93%	\$258	\$384	(\$126)	-32.78%
4-Revenues Total	\$745	\$32	\$85	(\$53)	-62.93%	\$258	\$384	(\$126)	-32.78%
5-Expenses									
52-Contractual Services	\$0								
53-Supplies	(\$450)	\$0	\$0	\$0	0.00%	(\$238)	\$0	(\$238)	0.00%
54-Other Charges	(\$50)	\$0	\$0	\$0	0.00%	\$0	\$0	\$0	0.00%
5-Expenses Total	(\$500)	\$0	\$0	\$0	0.00%	(\$238)	\$0	(\$238)	0.00%
H12-Memberships Total	\$245	\$32	\$85	(\$53)	-62.93%	\$20	\$384	(\$364)	-94.70%
H13-New Programs									
4-Revenues									
42-Charges for Services	\$13,150	\$0	\$0	\$0	0.00%	\$12,697	\$0	\$12,697	0.00%
46-Grants & Donations	\$3,250	\$0	\$0	\$0	0.00%	\$3,931	\$0	\$3,931	0.00%
4-Revenues Total	\$16,400	\$0	\$0	\$0	0.00%	\$16,628	\$0	\$16,628	0.00%
5-Expenses									
52-Contractual Services	(\$2,125)	\$0	\$0	\$0	0.00%	(\$3,333)	\$0	(\$3,333)	0.00%
53-Supplies	(\$4,800)	\$0	\$0	\$0	0.00%	(\$485)	\$0	(\$485)	0.00%

DCHM Foundation Income Statement

April, 2020

	Full Year Budget	Sum of CY Month	Sum of LY Month	Month Variance	% Month Variance	Sum of Curr YTD	Sum of LY YTD	YTD Variance	% YTD Variance
54-Other Charges	(\$5,369)								
5-Expenses Total	(\$12,294)	\$0	\$0	\$0	0.00%	(\$3,818)	\$0	(\$3,818)	0.00%
H13-New Programs Total	\$4,106	\$0	\$0	\$0	0.00%	\$12,810	\$0	\$12,810	0.00%
H14-Annual Appeal/Donations									
4-Revenues									
46-Grants & Donations	\$4,500	\$0	\$0	\$0	0.00%	\$1,300	\$550	\$750	136.36%
4-Revenues Total	\$4,500	\$0	\$0	\$0	0.00%	\$1,300	\$550	\$750	136.36%
5-Expenses									
52-Contractual Services	(\$480)	\$0	\$0	\$0	0.00%	\$0	\$0	\$0	0.00%
53-Supplies	(\$200)	\$0	\$0	\$0	0.00%	\$0	\$0	\$0	0.00%
54-Other Charges	\$0								
5-Expenses Total	(\$680)	\$0	\$0	\$0	0.00%	\$0	\$0	\$0	0.00%
H14-Annual Appeal/Donations	\$3,820	\$0	\$0	\$0	0.00%	\$1,300	\$550	\$750	136.36%
H15-Night at the Museum									
4-Revenues									
42-Charges for Services	\$1,200	\$0	\$12	(\$12)	-100.00%	\$0	\$262	(\$262)	-100.00%
46-Grants & Donations	\$0								
4-Revenues Total	\$1,200	\$0	\$12	(\$12)	-100.00%	\$0	\$262	(\$262)	-100.00%
5-Expenses									
52-Contractual Services	\$0								
53-Supplies	(\$625)	\$0	\$0	\$0	0.00%	(\$395)	(\$384)	(\$11)	-2.74%
54-Other Charges	(\$148)	\$0	\$0	\$0	0.00%	\$0	\$0	\$0	0.00%
5-Expenses Total	(\$773)	\$0	\$0	\$0	0.00%	(\$395)	(\$384)	(\$11)	-2.74%
H15-Night at the Museum Total	\$428	\$0	\$12	(\$12)	-100.00%	(\$395)	(\$122)	(\$273)	-223.37%
Grand Total	\$8,026	(\$2,049)	\$4,567	(\$6,616)	-144.87%	\$9,118	\$17,714	(\$8,596)	-48.53%

Board Report for checks printed between April 1, 2020 and April 30, 2020

Vendor # and Name	Description	Full Account #	Amount Paid
00032 Alpha Graphics	Casino Night Poster	92-000-H11-54-5426-0000	\$ 35.00
	Casino Night Poster Total		\$ 35.00
00032 Alpha Graphics Total			\$ 35.00
01045 Wheaton Park District	03/20 CC Merchant Processing Fees	92-000-H00-52-5239-0000	\$ 3.64
	03/20 CC Merchant Processing Fees Total		\$ 3.64
01045 Wheaton Park District Total			\$ 3.64
04121 UMB Bank N.A.	Candy for Goodie Bags.	92-000-H11-53-5302-0000	\$ 20.58
	Candy for Goodie Bags. Total		\$ 20.58
	Casino Night Bar Supplies	92-000-H11-53-5302-0000	\$ 34.44
	Casino Night Bar Supplies Total		\$ 34.44
	Casino Night Facebook Boost	92-000-H11-54-5426-0000	\$ 17.55
	Casino Night Facebook Boost Total		\$ 17.55
	Facebook Post Boost - Casino Night and Fun Run	92-000-H11-52-5210-0000	\$ 20.36
	Facebook Post Boost - Casino Night and Fun Run Total		\$ 20.36
	Goodie bags	92-000-H11-53-5302-0000	\$ 65.48
	Goodie bags Total		\$ 65.48
	Raffle Supplies	92-000-H11-53-5302-0000	\$ 11.99
	Raffle Supplies Total		\$ 11.99
	Supplies for Casino Night	92-000-H11-53-5302-0000	\$ 30.96
	Supplies for Casino Night Total		\$ 30.96
04121 UMB Bank N.A. Total			\$ 201.36
04287 Global Payments Inc	03/20 CC Merchant Processing Fees	92-000-H00-52-5239-0000	\$ 43.72
	03/20 CC Merchant Processing Fees Total		\$ 43.72
04287 Global Payments Inc Total			\$ 43.72
06088 CyberSource Corporation	03/20 Authorize Net Gateway Fees	92-000-H00-52-5239-0000	\$ 15.45
	03/20 Authorize Net Gateway Fees Total		\$ 15.45
06088 CyberSource Corporation Total			\$ 15.45
Grand Total			\$ 299.17

DUPAGE COUNTY HISTORICAL MUSEUM FOUNDATION

Financial Overview

May, 2020

Table of Contents for Monthly Financials

Page #s	Statement Description
<u>1</u>	Cover Page
<u>2</u>	Table of Contents
<u>3</u>	DCHM Foundation Balance Sheet
<u>4</u> - <u>5</u>	DCHM Foundation Income Statements
6	DCHM Foundation Checks Approval Lists

DCHM Fund
Balance Sheet

May, 2020

Description	Current Balance	Prior Month Balance	Prior Year Balance
Assets			
10-Cash & Cash Equivalents	113,119	114,676	97,510
11-Investments	0	0	0
12-Receivables	500	500	9,207
13-Interfund Receivables	0	0	0
14-Inventory	0	0	0
16-Prepaid/Deposits/Escrows	1,138	1,138	0
Total Assets	114,756	116,313	106,717
Liabilities			
20-ST Payables	0	0	0
21-Payroll Payables	0	0	0
22-Accruals	0	0	0
23-Interfund Payables	0	0	0
24-Unearned Revenues	40	37	(17)
25-Deposits/Uncashed/Stale Dated	0	0	0
Total Liabilities	40	37	(17)
30-Fund Balance	(114,796)	(116,351)	(106,699)
Liabilities and Fund Balance	(114,756)	(116,313)	(106,717)

DCHM Foundation Income Statement

May, 2020

	Full Year Budget	Sum of CY Month	Sum of LY Month	Month Variance	% Month Variance	Sum of Curr YTD	Sum of LY YTD	YTD Variance	% YTD Variance
H00-Administrative									
4-Revenues									
42-Charges for Services	\$2,000								
45-Product Sales	\$0								
46-Grants & Donations	\$17,465	\$430	\$368	\$62	16.85%	\$915	\$895	\$20	2.20%
47-Misc. Income	\$50	\$0	\$0	\$0	0.00%	\$50	\$42	\$8	18.98%
48-Interest Income	\$0								
4-Revenues Total	\$19,515	\$430	\$368	\$62	16.85%	\$965	\$937	\$28	2.95%
5-Expenses									
52-Contractual Services	(\$30,322)	(\$2,155)	(\$2,044)	(\$112)	-5.46%	(\$10,753)	(\$10,194)	(\$559)	-5.49%
53-Supplies	(\$1,750)	\$0	(\$390)	\$390	99.87%	(\$300)	(\$449)	\$149	33.13%
54-Other Charges	(\$11,850)	\$0	\$0	\$0	0.00%	(\$3,133)	(\$950)	(\$2,183)	-229.80%
5-Expenses Total	(\$43,922)	(\$2,155)	(\$2,433)	\$278	11.42%	(\$14,186)	(\$11,593)	(\$2,594)	-22.37%
H00-Administrative Total	(\$24,407)	(\$1,725)	(\$2,065)	\$340	16.46%	(\$13,221)	(\$10,655)	(\$2,566)	-24.08%
H10-Octoberfest									
4-Revenues									
42-Charges for Services	\$17,000	\$0	\$1,000	(\$1,000)	-100.00%	\$1,500	\$12,750	(\$11,250)	-88.24%
45-Product Sales	\$13,000	\$0	\$0	\$0	0.00%	\$0	\$0	\$0	0.00%
46-Grants & Donations	\$2,500	\$0	\$0	\$0	0.00%	\$0	\$0	\$0	0.00%
4-Revenues Total	\$32,500	\$0	\$1,000	(\$1,000)	-100.00%	\$1,500	\$12,750	(\$11,250)	-88.24%
5-Expenses									
52-Contractual Services	(\$10,000)	\$0	\$0	\$0	0.00%	\$0	(\$1,250)	\$1,250	100.00%
53-Supplies	(\$10,000)	\$0	(\$32)	\$32	99.88%	\$0	(\$32)	\$32	99.88%
54-Other Charges	(\$1,700)	\$0	(\$50)	\$50	100.00%	\$0	(\$50)	\$50	100.00%
5-Expenses Total	(\$21,700)	\$0	(\$82)	\$82	99.95%	\$0	(\$1,332)	\$1,332	100.00%
H10-Octoberfest Total	\$10,800	\$0	\$918	(\$918)	-100.00%	\$1,500	\$11,418	(\$9,918)	-86.86%
H11-Casino Night									
4-Revenues									
42-Charges for Services	\$17,500	\$0	\$0	\$0	0.00%	\$6,000	\$15,882	(\$9,882)	-62.22%
45-Product Sales	\$0								
46-Grants & Donations	\$7,000	\$0	\$0	\$0	0.00%	\$1,781	\$6,767	(\$4,986)	-73.68%
4-Revenues Total	\$24,500	\$0	\$0	\$0	0.00%	\$7,781	\$22,649	(\$14,868)	-65.64%
5-Expenses									
52-Contractual Services	(\$8,290)	\$0	\$0	\$0	0.00%	(\$1,210)	(\$5,360)	\$4,150	77.43%
53-Supplies	(\$1,228)	\$0	\$0	\$0	0.00%	(\$1,115)	(\$1,232)	\$117	9.48%
54-Other Charges	(\$1,948)	\$0	\$0	\$0	0.00%	(\$78)	(\$1,064)	\$987	92.73%
5-Expenses Total	(\$11,466)	\$0	\$0	\$0	0.00%	(\$2,402)	(\$7,656)	\$5,254	68.62%
H11-Casino Night Total	\$13,034	\$0	\$0	\$0	0.00%	\$5,379	\$14,992	(\$9,614)	-64.13%
H12-Memberships									
4-Revenues									
46-Grants & Donations	\$745	\$171	\$182	(\$12)	-6.32%	\$429	\$566	(\$137)	-24.27%
4-Revenues Total	\$745	\$171	\$182	(\$12)	-6.32%	\$429	\$566	(\$137)	-24.27%
5-Expenses									
52-Contractual Services	\$0								
53-Supplies	(\$450)	\$0	\$0	\$0	0.00%	(\$238)	\$0	(\$238)	0.00%
54-Other Charges	(\$50)	\$0	(\$50)	\$50	100.00%	\$0	(\$50)	\$50	100.00%
5-Expenses Total	(\$500)	\$0	(\$50)	\$50	100.00%	(\$238)	(\$50)	(\$188)	-375.50%
H12-Memberships Total	\$245	\$171	\$132	\$39	29.17%	\$191	\$516	(\$325)	-63.01%
H13-New Programs									
4-Revenues									
42-Charges for Services	\$13,150	\$0	\$0	\$0	0.00%	\$12,697	\$0	\$12,697	0.00%
46-Grants & Donations	\$3,250	\$0	\$0	\$0	0.00%	\$3,931	\$0	\$3,931	0.00%
4-Revenues Total	\$16,400	\$0	\$0	\$0	0.00%	\$16,628	\$0	\$16,628	0.00%
5-Expenses									
52-Contractual Services	(\$2,125)	\$0	\$0	\$0	0.00%	(\$3,333)	\$0	(\$3,333)	0.00%

DCHM Foundation Income Statement

May, 2020

	Full Year Budget	Sum of CY Month	Sum of LY Month	Month Variance	% Month Variance	Sum of Curr YTD	Sum of LY YTD	YTD Variance	% YTD Variance
53-Supplies	(\$4,800)	\$0	\$0	\$0	0.00%	(\$485)	\$0	(\$485)	0.00%
54-Other Charges	(\$5,369)								
5-Expenses Total	(\$12,294)	\$0	\$0	\$0	0.00%	(\$3,818)	\$0	(\$3,818)	0.00%
H13-New Programs Total	\$4,106	\$0	\$0	\$0	0.00%	\$12,810	\$0	\$12,810	0.00%
H14-Annual Appeal/Donations									
4-Revenues									
46-Grants & Donations	\$4,500	\$0	\$0	\$0	0.00%	\$1,300	\$550	\$750	136.36%
4-Revenues Total	\$4,500	\$0	\$0	\$0	0.00%	\$1,300	\$550	\$750	136.36%
5-Expenses									
52-Contractual Services	(\$480)	\$0	\$0	\$0	0.00%	\$0	\$0	\$0	0.00%
53-Supplies	(\$200)	\$0	\$0	\$0	0.00%	\$0	\$0	\$0	0.00%
54-Other Charges	\$0								
5-Expenses Total	(\$680)	\$0	\$0	\$0	0.00%	\$0	\$0	\$0	0.00%
H14-Annual Appeal/Donations	\$3,820	\$0	\$0	\$0	0.00%	\$1,300	\$550	\$750	136.36%
H15-Night at the Museum									
4-Revenues									
42-Charges for Services	\$1,200	\$0	\$408	(\$408)	-100.00%	\$0	\$670	(\$670)	-100.00%
46-Grants & Donations	\$0								
4-Revenues Total	\$1,200	\$0	\$408	(\$408)	-100.00%	\$0	\$670	(\$670)	-100.00%
5-Expenses									
52-Contractual Services	\$0								
53-Supplies	(\$625)	\$0	(\$261)	\$261	99.88%	(\$395)	(\$645)	\$250	38.79%
54-Other Charges	(\$148)	\$0	(\$50)	\$50	100.00%	\$0	(\$50)	\$50	100.00%
5-Expenses Total	(\$773)	\$0	(\$311)	\$311	99.90%	(\$395)	(\$695)	\$300	43.19%
H15-Night at the Museum Total	\$428	\$0	\$97	(\$97)	-100.32%	(\$395)	(\$25)	(\$370)	-1479.28%
Grand Total	\$8,026	(\$1,555)	(\$918)	(\$637)	-69.39%	\$7,563	\$16,796	(\$9,233)	-54.97%

Board Report for checks printed between May 1, 2020 and May 31, 2020

Vendor # and Name	Description	Full Account #	Amount Paid
04287 Global Payments Inc	04/20 CC Merchant Processing Fees	92-000-H00-52-5239-0000	\$ 43.10
	04/20 CC Merchant Processing Fees Total		\$ 43.10
04287 Global Payments Inc Total			\$ 43.10
06088 CyberSource Corporation	04/20 Authorize.Net Gateway Fees	92-000-H00-52-5239-0000	\$ 15.00
	04/20 Authorize.Net Gateway Fees Total		\$ 15.00
06088 CyberSource Corporation Total			\$ 15.00
Grand Total			\$ 58.10

DUPAGE COUNTY HISTORICAL MUSEUM FOUNDATION

Financial Overview

June, 2020

Table of Contents for Monthly Financials

Page #s	Statement Description
<u>1</u>	Cover Page
<u>2</u>	Table of Contents
<u>3</u>	DCHM Foundation Balance Sheet
<u>4</u> - <u>5</u>	DCHM Foundation Income Statements
6	DCHM Foundation Checks Approval Lists

DCHM Fund
Balance Sheet

June, 2020

Description	Current Balance	Prior Month Balance	Prior Year Balance
Assets			
10-Cash & Cash Equivalents	107,508	113,119	97,070
11-Investments	0	0	0
12-Receivables	1,040	500	3,500
13-Interfund Receivables	0	0	0
14-Inventory	0	0	0
16-Prepaid/Deposits/Escrows	1,138	1,138	0
Total Assets	109,685	114,756	100,570
Liabilities			
20-ST Payables	0	0	0
21-Payroll Payables	0	0	0
22-Accruals	0	0	0
23-Interfund Payables	0	0	0
24-Unearned Revenues	40	40	(12)
25-Deposits/Uncashed/Stale Dated	0	0	0
Total Liabilities	40	40	(12)
30-Fund Balance	(109,725)	(114,796)	(100,559)
Liabilities and Fund Balance	(109,685)	(114,756)	(100,570)

DCHM Foundation Income Statement

June, 2020

	Full Year Budget	Sum of CY Month	Sum of LY Month	Month Variance	% Month Variance	Sum of Curr YTD	Sum of LY YTD	YTD Variance	% YTD Variance
H00-Administrative									
4-Revenues									
42-Charges for Services	\$2,000								
45-Product Sales	\$0								
46-Grants & Donations	\$17,465	\$70	\$546	(\$476)	-87.18%	\$985	\$1,441	(\$456)	-31.67%
47-Misc. Income	\$50	\$0	\$0	\$0	0.00%	\$50	\$42	\$8	18.98%
48-Interest Income	\$0								
4-Revenues Total	\$19,515	\$70	\$546	(\$476)	-87.18%	\$1,035	\$1,483	(\$448)	-30.23%
5-Expenses									
52-Contractual Services	(\$30,322)	(\$4,925)	(\$5,145)	\$220	4.28%	(\$15,678)	(\$15,338)	(\$339)	-2.21%
53-Supplies	(\$1,750)	(\$186)	(\$74)	(\$112)	-150.88%	(\$486)	(\$523)	\$37	7.10%
54-Other Charges	(\$11,850)	(\$315)	(\$2,515)	\$2,200	87.48%	(\$3,448)	(\$3,465)	\$17	0.49%
5-Expenses Total	(\$43,922)	(\$5,425)	(\$7,734)	\$2,308	29.85%	(\$19,611)	(\$19,326)	(\$285)	-1.48%
H00-Administrative Total	(\$24,407)	(\$5,355)	(\$7,188)	\$1,832	25.49%	(\$18,576)	(\$17,843)	(\$734)	-4.11%
H10-Octoberfest									
4-Revenues									
42-Charges for Services	\$17,000	\$0	\$2,500	(\$2,500)	-100.00%	\$1,500	\$15,250	(\$13,750)	-90.16%
45-Product Sales	\$13,000	\$0	\$0	\$0	0.00%	\$0	\$0	\$0	0.00%
46-Grants & Donations	\$2,500	\$0	\$0	\$0	0.00%	\$0	\$0	\$0	0.00%
4-Revenues Total	\$32,500	\$0	\$2,500	(\$2,500)	-100.00%	\$1,500	\$15,250	(\$13,750)	-90.16%
5-Expenses									
52-Contractual Services	(\$10,000)	\$0	(\$550)	\$550	100.00%	\$0	(\$1,800)	\$1,800	100.00%
53-Supplies	(\$10,000)	\$0	\$0	\$0	0.00%	\$0	(\$32)	\$32	99.88%
54-Other Charges	(\$1,700)	(\$52)	\$0	(\$52)	0.00%	(\$52)	(\$50)	(\$2)	-3.00%
5-Expenses Total	(\$21,700)	(\$52)	(\$550)	\$499	90.64%	(\$52)	(\$1,882)	\$1,830	97.26%
H10-Octoberfest Total	\$10,800	(\$52)	\$1,950	(\$2,002)	-102.64%	\$1,449	\$13,368	(\$11,920)	-89.16%
H11-Casino Night									
4-Revenues									
42-Charges for Services	\$17,500	\$0	\$0	\$0	0.00%	\$6,000	\$15,882	(\$9,882)	-62.22%
45-Product Sales	\$0								
46-Grants & Donations	\$7,000	\$0	\$0	\$0	0.00%	\$1,781	\$6,767	(\$4,986)	-73.68%
4-Revenues Total	\$24,500	\$0	\$0	\$0	0.00%	\$7,781	\$22,649	(\$14,868)	-65.64%
5-Expenses									
52-Contractual Services	(\$8,290)	(\$150)	\$0	(\$150)	0.00%	(\$1,360)	(\$5,360)	\$4,000	74.63%
53-Supplies	(\$1,228)	\$0	(\$910)	\$910	99.98%	(\$1,115)	(\$2,142)	\$1,027	47.93%
54-Other Charges	(\$1,948)	\$0	\$0	\$0	0.00%	(\$78)	(\$1,064)	\$987	92.73%
5-Expenses Total	(\$11,466)	(\$150)	(\$910)	\$760	83.49%	(\$2,552)	(\$8,566)	\$6,014	70.20%
H11-Casino Night Total	\$13,034	(\$150)	(\$910)	\$760	83.49%	\$5,229	\$14,083	(\$8,854)	-62.87%
H12-Memberships									
4-Revenues									
46-Grants & Donations	\$745	\$37	\$6	\$32	528.17%	\$466	\$572	(\$106)	-18.48%
4-Revenues Total	\$745	\$37	\$6	\$32	528.17%	\$466	\$572	(\$106)	-18.48%
5-Expenses									
52-Contractual Services	\$0								
53-Supplies	(\$450)	\$0	\$0	\$0	0.00%	(\$238)	\$0	(\$238)	0.00%
54-Other Charges	(\$50)	(\$52)	\$0	(\$52)	0.00%	(\$52)	(\$50)	(\$2)	-3.00%
5-Expenses Total	(\$500)	(\$52)	\$0	(\$52)	0.00%	(\$289)	(\$50)	(\$239)	-478.50%
H12-Memberships Total	\$245	(\$14)	\$6	(\$20)	-330.17%	\$177	\$522	(\$345)	-66.08%
H13-New Programs									
4-Revenues									
42-Charges for Services	\$13,150	\$500	\$0	\$500	0.00%	\$13,197	\$0	\$13,197	0.00%
46-Grants & Donations	\$3,250	\$0	\$0	\$0	0.00%	\$3,931	\$0	\$3,931	0.00%
4-Revenues Total	\$16,400	\$500	\$0	\$500	0.00%	\$17,128	\$0	\$17,128	0.00%
5-Expenses									
52-Contractual Services	(\$2,125)	\$0	\$0	\$0	0.00%	(\$3,333)	\$0	(\$3,333)	0.00%
53-Supplies	(\$4,800)	\$0	\$0	\$0	0.00%	(\$485)	\$0	(\$485)	0.00%

DCHM Foundation Income Statement

June, 2020

	Full Year Budget	Sum of CY Month	Sum of LY Month	Month Variance	% Month Variance	Sum of Curr YTD	Sum of LY YTD	YTD Variance	% YTD Variance
54-Other Charges	(\$5,369)								
5-Expenses Total	(\$12,294)	\$0	\$0	\$0	0.00%	(\$3,818)	\$0	(\$3,818)	0.00%
H13-New Programs Total	\$4,106	\$500	\$0	\$500	0.00%	\$13,310	\$0	\$13,310	0.00%
H14-Annual Appeal/Donations									
4-Revenues									
46-Grants & Donations	\$4,500	\$0	\$0	\$0	0.00%	\$1,300	\$550	\$750	136.36%
4-Revenues Total	\$4,500	\$0	\$0	\$0	0.00%	\$1,300	\$550	\$750	136.36%
5-Expenses									
52-Contractual Services	(\$480)	\$0	\$0	\$0	0.00%	\$0	\$0	\$0	0.00%
53-Supplies	(\$200)	\$0	\$0	\$0	0.00%	\$0	\$0	\$0	0.00%
54-Other Charges	\$0								
5-Expenses Total	(\$680)	\$0	\$0	\$0	0.00%	\$0	\$0	\$0	0.00%
H14-Annual Appeal/Donations 1	\$3,820	\$0	\$0	\$0	0.00%	\$1,300	\$550	\$750	136.36%
H15-Night at the Museum									
4-Revenues									
42-Charges for Services	\$1,200	\$0	\$0	\$0	0.00%	\$0	\$670	(\$670)	-100.00%
46-Grants & Donations	\$0								
4-Revenues Total	\$1,200	\$0	\$0	\$0	0.00%	\$0	\$670	(\$670)	-100.00%
5-Expenses									
52-Contractual Services	\$0								
53-Supplies	(\$625)	\$0	\$0	\$0	0.00%	(\$395)	(\$645)	\$250	38.79%
54-Other Charges	(\$148)	\$0	\$0	\$0	0.00%	\$0	(\$50)	\$50	100.00%
5-Expenses Total	(\$773)	\$0	\$0	\$0	0.00%	(\$395)	(\$695)	\$300	43.19%
H15-Night at the Museum Total	\$428	\$0	\$0	\$0	0.00%	(\$395)	(\$25)	(\$370)	-1479.28%
Grand Total	\$8,026	(\$5,071)	(\$6,142)	\$1,071	17.44%	\$2,492	\$10,655	(\$8,162)	-76.60%

Board Report for checks printed between June 1, 2020 and June 30, 2020

Vendor # and Name	Description	Full Account #	Amount Paid
02784 Lauterbach & Amen LLP	Audit Services for 2019 Audit	92-000-H00-52-5203-0000	\$ 2,575.00
	Audit Services for 2019 Audit Total		\$ 2,575.00
02784 Lauterbach & Amen LLP Total			\$ 2,575.00
04121 UMB Bank N.A.	Kindful Quarterly Donor Database Charge	92-000-H00-54-5425-0000	\$ 315.00
	Kindful Quarterly Donor Database Charge Total		\$ 315.00
04121 UMB Bank N.A. Total			\$ 315.00
04287 Global Payments Inc	05/20 Merchant CC Processing Fees	92-000-H00-52-5239-0000	\$ 43.10
	05/20 Merchant CC Processing Fees Total		\$ 43.10
04287 Global Payments Inc Total			\$ 43.10
06088 CyberSource Corporation	05/20 Authorize.Net Gateway Fees	92-000-H00-52-5239-0000	\$ 15.00
	05/20 Authorize.Net Gateway Fees Total		\$ 15.00
06088 CyberSource Corporation Total			\$ 15.00
06119 Be Right Back LLC	Valet Service	92-000-H11-52-5210-0000	\$ 150.00
	Valet Service Total		\$ 150.00
06119 Be Right Back LLC Total			\$ 150.00
06379 Campaign Monitor Pty Ltd	Email Platform	92-000-H10-54-5426-0000	\$ 51.50
		92-000-H12-54-5426-0000	\$ 51.50
	Email Platform Total		\$ 103.00
06379 Campaign Monitor Pty Ltd Total			\$ 103.00
Grand Total			\$ 3,201.10

DUPAGE COUNTY HISTORICAL MUSEUM FOUNDATION

Financial Overview

July, 2020

Table of Contents for Monthly Financials

Page #s	Statement Description
<u>1</u>	Cover Page
<u>2</u>	Table of Contents
<u>3</u>	DCHM Foundation Balance Sheet
<u>4</u> - <u>5</u>	DCHM Foundation Income Statements
6	DCHM Foundation Checks Approval Lists

DCHM Fund
Balance Sheet

July, 2020

Description	Current Balance	Prior Month Balance	Prior Year Balance
Assets			
10-Cash & Cash Equivalents	105,257	107,508	96,469
11-Investments	0	0	0
12-Receivables	500	1,040	3,500
13-Interfund Receivables	0	0	0
14-Inventory	0	0	0
16-Prepaid/Deposits/Escrows	1,138	1,138	0
Total Assets	106,894	109,685	99,969
Liabilities			
20-ST Payables	0	0	0
21-Payroll Payables	0	0	0
22-Accruals	0	0	0
23-Interfund Payables	0	0	0
24-Unearned Revenues	40	40	(6)
25-Deposits/Uncashed/Stale Dated	0	0	0
Total Liabilities	40	40	(6)
30-Fund Balance	(106,934)	(109,725)	(99,963)
Liabilities and Fund Balance	(106,894)	(109,685)	(99,969)

DCHM Foundation Income Statement

July, 2020

	Full Year Budget	Sum of CY Month	Sum of LY Month	Month Variance	% Month Variance	Sum of Curr YTD	Sum of LY YTD	YTD Variance	% YTD Variance
H00-Administrative									
4-Revenues									
42-Charges for Services	\$2,000								
45-Product Sales	\$0								
46-Grants & Donations	\$17,465	\$310	\$92	\$218	236.96%	\$1,295	\$1,533	(\$238)	-15.55%
47-Misc. Income	\$50	\$0	\$0	\$0	0.00%	\$50	\$42	\$8	18.98%
48-Interest Income	\$0								
4-Revenues Total	\$19,515	\$310	\$92	\$218	236.96%	\$1,345	\$1,575	(\$230)	-14.63%
5-Expenses									
52-Contractual Services	(\$30,322)	(\$3,101)	(\$1,594)	(\$1,507)	-94.57%	(\$18,779)	(\$16,932)	(\$1,847)	-10.91%
53-Supplies	(\$1,750)	\$0	\$0	\$0	0.00%	(\$486)	(\$523)	\$37	7.10%
54-Other Charges	(\$11,850)	\$0	(\$150)	\$150	100.00%	(\$3,448)	(\$3,615)	\$167	4.62%
5-Expenses Total	(\$43,922)	(\$3,101)	(\$1,744)	(\$1,357)	-77.84%	(\$22,713)	(\$21,070)	(\$1,643)	-7.80%
H00-Administrative Total	(\$24,407)	(\$2,791)	(\$1,652)	(\$1,139)	-68.98%	(\$21,367)	(\$19,494)	(\$1,873)	-9.61%
H10-Octoberfest									
4-Revenues									
42-Charges for Services	\$17,000	\$0	\$1,000	(\$1,000)	-100.00%	\$1,500	\$16,250	(\$14,750)	-90.77%
45-Product Sales	\$13,000	\$0	\$0	\$0	0.00%	\$0	\$0	\$0	0.00%
46-Grants & Donations	\$2,500	\$0	\$0	\$0	0.00%	\$0	\$0	\$0	0.00%
4-Revenues Total	\$32,500	\$0	\$1,000	(\$1,000)	-100.00%	\$1,500	\$16,250	(\$14,750)	-90.77%
5-Expenses									
52-Contractual Services	(\$10,000)	\$0	\$0	\$0	0.00%	\$0	(\$1,800)	\$1,800	100.00%
53-Supplies	(\$10,000)	\$0	\$0	\$0	0.00%	\$0	(\$32)	\$32	99.88%
54-Other Charges	(\$1,700)	\$0	\$0	\$0	0.00%	(\$52)	(\$50)	(\$2)	-3.00%
5-Expenses Total	(\$21,700)	\$0	\$0	\$0	0.00%	(\$52)	(\$1,882)	\$1,830	97.26%
H10-Octoberfest Total	\$10,800	\$0	\$1,000	(\$1,000)	-100.00%	\$1,449	\$14,368	(\$12,920)	-89.92%
H11-Casino Night									
4-Revenues									
42-Charges for Services	\$17,500	\$0	\$0	\$0	0.00%	\$6,000	\$15,882	(\$9,882)	-62.22%
45-Product Sales	\$0								
46-Grants & Donations	\$7,000	\$0	\$0	\$0	0.00%	\$1,781	\$6,767	(\$4,986)	-73.68%
4-Revenues Total	\$24,500	\$0	\$0	\$0	0.00%	\$7,781	\$22,649	(\$14,868)	-65.64%
5-Expenses									
52-Contractual Services	(\$8,290)	\$0	\$0	\$0	0.00%	(\$1,360)	(\$5,360)	\$4,000	74.63%
53-Supplies	(\$1,228)	\$0	\$0	\$0	0.00%	(\$1,115)	(\$2,142)	\$1,027	47.93%
54-Other Charges	(\$1,948)	\$0	\$0	\$0	0.00%	(\$78)	(\$1,064)	\$987	92.73%
5-Expenses Total	(\$11,466)	\$0	\$0	\$0	0.00%	(\$2,552)	(\$8,566)	\$6,014	70.20%
H11-Casino Night Total	\$13,034	\$0	\$0	\$0	0.00%	\$5,229	\$14,083	(\$8,854)	-62.87%
H12-Memberships									
4-Revenues									
46-Grants & Donations	\$745	\$0	\$6	(\$6)	-97.17%	\$466	\$578	(\$112)	-19.30%
4-Revenues Total	\$745	\$0	\$6	(\$6)	-97.17%	\$466	\$578	(\$112)	-19.30%
5-Expenses									
52-Contractual Services	\$0								
53-Supplies	(\$450)	\$0	\$0	\$0	0.00%	(\$238)	\$0	(\$238)	0.00%
54-Other Charges	(\$50)	\$0	\$0	\$0	0.00%	(\$52)	(\$50)	(\$2)	-3.00%
5-Expenses Total	(\$500)	\$0	\$0	\$0	0.00%	(\$289)	(\$50)	(\$239)	-478.50%
H12-Memberships Total	\$245	\$0	\$6	(\$6)	-97.17%	\$177	\$528	(\$351)	-66.44%
H13-New Programs									
4-Revenues									
42-Charges for Services	\$13,150	\$0	\$0	\$0	0.00%	\$13,197	\$0	\$13,197	0.00%
46-Grants & Donations	\$3,250	\$0	\$0	\$0	0.00%	\$3,931	\$0	\$3,931	0.00%
4-Revenues Total	\$16,400	\$0	\$0	\$0	0.00%	\$17,128	\$0	\$17,128	0.00%
5-Expenses									
52-Contractual Services	(\$2,125)	\$0	\$0	\$0	0.00%	(\$3,333)	\$0	(\$3,333)	0.00%
53-Supplies	(\$4,800)	\$0	\$0	\$0	0.00%	(\$485)	\$0	(\$485)	0.00%

DCHM Foundation Income Statement

July, 2020

	Full Year Budget	Sum of CY Month	Sum of LY Month	Month Variance	% Month Variance	Sum of Curr YTD	Sum of LY YTD	YTD Variance	% YTD Variance
54-Other Charges	(\$5,369)								
5-Expenses Total	(\$12,294)	\$0	\$0	\$0	0.00%	(\$3,818)	\$0	(\$3,818)	0.00%
H13-New Programs Total	\$4,106	\$0	\$0	\$0	0.00%	\$13,310	\$0	\$13,310	0.00%
H14-Annual Appeal/Donations									
4-Revenues									
46-Grants & Donations	\$4,500	\$0	\$50	(\$50)	-100.00%	\$1,300	\$600	\$700	116.67%
4-Revenues Total	\$4,500	\$0	\$50	(\$50)	-100.00%	\$1,300	\$600	\$700	116.67%
5-Expenses									
52-Contractual Services	(\$480)	\$0	\$0	\$0	0.00%	\$0	\$0	\$0	0.00%
53-Supplies	(\$200)	\$0	\$0	\$0	0.00%	\$0	\$0	\$0	0.00%
54-Other Charges	\$0								
5-Expenses Total	(\$680)	\$0	\$0	\$0	0.00%	\$0	\$0	\$0	0.00%
H14-Annual Appeal/Donations	\$3,820	\$0	\$50	(\$50)	-100.00%	\$1,300	\$600	\$700	116.67%
H15-Night at the Museum									
4-Revenues									
42-Charges for Services	\$1,200	\$0	\$0	\$0	0.00%	\$0	\$670	(\$670)	-100.00%
46-Grants & Donations	\$0								
4-Revenues Total	\$1,200	\$0	\$0	\$0	0.00%	\$0	\$670	(\$670)	-100.00%
5-Expenses									
52-Contractual Services	\$0								
53-Supplies	(\$625)	\$0	\$0	\$0	0.00%	(\$395)	(\$645)	\$250	38.79%
54-Other Charges	(\$148)	\$0	\$0	\$0	0.00%	\$0	(\$50)	\$50	100.00%
5-Expenses Total	(\$773)	\$0	\$0	\$0	0.00%	(\$395)	(\$695)	\$300	43.19%
H15-Night at the Museum Total	\$428	\$0	\$0	\$0	0.00%	(\$395)	(\$25)	(\$370)	-1479.28%
Grand Total	\$8,026	(\$2,791)	(\$596)	(\$2,195)	-368.34%	(\$299)	\$10,059	(\$10,357)	-102.97%

Board Report for checks printed between July 1, 2020 and July 31, 2020

Vendor # and Name	Description	Full Account #	Amount Paid
04287 Global Payments Inc	06/20 Merchant CC Processing Fees	92-000-H00-52-5239-0000	\$ 43.17
	06/20 Merchant CC Processing Fees Total		\$ 43.17
04287 Global Payments Inc Total			\$ 43.17
06088 CyberSource Corporation	06/20 Authorize.Net Gateway Fees	92-000-H00-52-5239-0000	\$ 15.30
	06/20 Authorize.Net Gateway Fees Total		\$ 15.30
06088 CyberSource Corporation Total			\$ 15.30
Grand Total			\$ 58.47

TO: Mike Benard, Executive Director
FROM: Andy Bendy, Director of Special Facilities
RE: June 2020 Board Report

Historical Museum- Michelle Podkowa, Manager & Educator; Zach Bishop, Curator

Collections and Exhibits

- Museum Curator revised the exhibit schedule to adjust for COVID-19 closure.
- Curator continues working on exhibit labels for *Ballots of Power*, *Trinkets and Treasures*, and *Healing DuPage* all opening in Summer/Fall of 2020.
- *Healing DuPage* exhibit was revised to include newest pandemic information.
- Curator reviewed and added to the records of all the temperature data while the Museum was closed.
- Curator assessed items donated before closure and followed up with donors to let them know about the closure and the plan moving forward with their pending donations.
- New temporary collection procedures were enacted to keep patrons, staff and artifacts safe during the COVID-19 outbreak.
- Plans are being created for Voices of DuPage to include the COVID-19 experience through oral histories and artifact collection. Partnerships have been discussed with Wheaton Public Library and College of DuPage.
- Curator caught up on all research requests that came in over quarantine.
- Curator sold over \$500 in photograph reproductions in June.

Education, Outreach, and Events

- Staff worked with Marketing and Special Facilities to offer 5 videos on the Park District's Virtual Recreation Center for free.
- Programming was planned for July and August with Phase 4 guidelines.
- Museum Manager refunded birthday parties planned during the COVID-19 quarantine.
- Staff is planning the process for virtual field trips as well as the programming for Fall 2020.

Marketing

- Marketing created an eblast to advertise reopening and upcoming programming.
- The Foundation sent out an eblast to members to keep them informed.
- A banner was created with the temporary hours of the Museum.

Administration, Rentals, Building, Training and Safety

- Museum Manager has been coordinating Chiller and Boiler shut offs with the HVAC Chiller replacement project County is completing. Project is expected to be completed in early August.
- Staff prepared for reopening with creating a reopening plan, schedule, and new procedures. Deep cleaning of the Museum occurred as well as eliminating touchpoints for guest's safety.
- Museum Manager reevaluated the cleaning schedule for reopening and added individual checklists for private spaces as well.

Foundation

- Clean up from Casino Night continues.

TO: Mike Benard, Executive Director
FROM: Andy Bendy, Director of Special Facilities
RE: July 2020 Board Report

Historical Museum- Michelle Podkova, Manager & Educator; Zach Bishop, Curator
Collections and Exhibits

- Curator continues to complete resident research requests and reproduction orders.
- Installation of the *Ballots of Power* exhibit has begun, and labels are being finalized.
- Work continues on *DuPage Healing* labels and installation is expected to begin mid-August.
- Installation was complete on the traveling exhibit from the National Archives titled *Rightfully Hers*. This exhibit is on loan from the Wheaton Chapter of the League of Women Voters.
- Curator continues to coordinate Voices of DuPage new themes (COVID-19 and the 2020 Black Lives Matter movement). The Museum is partnering with College of DuPage on the digital archives as well as working with the Wheaton Public Library and a local National Honors Society to spread the word and transcribe the oral histories.

Education, Outreach, and Events

- The Museum led 3 patrons on an architectural walking tour in July.
- Staff checked in with all partnered organizations on Fall offerings. Most are planning in-person events unless the COVID-19 outbreak worsens, and then virtual options will be available.
- The Museum would like to welcome the Wheaton Public Library as another partner on Votes for Women event on October 17. The Museum partnered with the League of Women Voters for two events and the exhibit in celebration of the 100th anniversary of woman suffrage.

Marketing

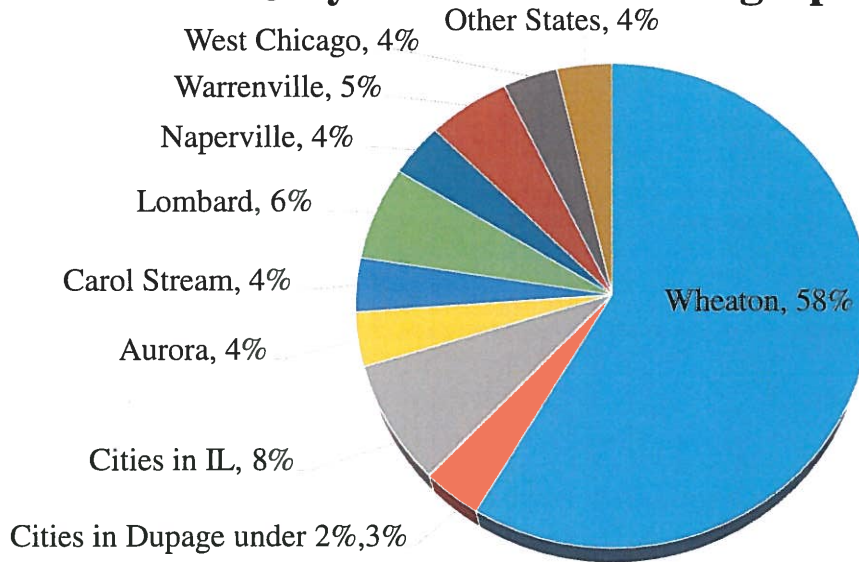
- Curator interviewed with the *Daily Herald* for an article on the Ballots of Power.
- Curator was featured in an article for the *Naperville Sun* discussing the *Rightfully Hers* traveling exhibit and the upcoming *Ballots of Power* exhibit.
- An eblast for reopening was finalized and sent the first week of July.
- An updated banner for the outside of the building was designed and created.
- An eblast for August programming and exhibit openings went out.
- A logo for the *Ballots of Power* was designed.

Administration, Rentals, Building, Training and Safety

- Museum staff mourns the loss of Bill Stroner, a volunteer for over 55 years who was vital in bringing the model train exhibit to the Museum. Bill will be deeply missed by past and current staff, volunteers and DPSME members.
- The Museum reopened on July 7. Hours are modified due to limited staff and extra cleaning responsibilities. Tuesday through Friday, 10:30-4. Saturdays 12-4. Sundays/Mondays closed.
- Staff contacted volunteers to check in.
- DPSME began working on cleaning and repairing the layout. They expect to install a touchless button for the train in early August.
- The Manager set up COVID screenings, cleaning schedules, and vendor logs for DPSME volunteers and any other volunteers who may feel comfortable coming back this fall.
- Staff continues to hone the rigorous cleaning schedule to meet and exceed state guidelines. Staff and Parks Staff clean the entire Museum daily and touch points multiple times a day.
- Store merchandise was purchased from two vendors for the *Ballots of Power* exhibit. A special flyer is being created to advertise the shop items for the League of Women Voters.

Museum Manager coordinated a purchase with the original manufacturer in London rather than going through a third-party vendor to save over 40%.

July 2020 Visitor Demographics



Other Cities in DuPage under 2% include: Downers Grove, Glen Ellyn, Itasca, Winfield

Other Cities in Illinois include: Chicago, Geneva, Gurnee, Palatine, Schaumburg

Other States include: Arizona, Texas

Other Countries: N/A

Total Visitors for July 2020: 111 (compared to 381 in July 2019)

Total Visitors¹ for 2020: 903 (compared to 3,441 in 2019)²

Shop Sales July 2020: \$24.99 (compared to \$59.20 in July 2019)

Annual Shop Sales 2020: \$307.57 (compared to \$706.98 in 2019)

Donations in July: \$157.35 (compared to \$349.65 in July 2019)

¹ The COVID-19 outbreak shut down the Museum from March 16 through July 6, 2020. After reopening, COVID-19 drastically reduced the number of visitors due to the ongoing crisis. All visitor counts, shop sales and donations are expected to be drastically lower for as much as 18 months based on the length of time it takes to create a vaccine or treatment as well as how long the economy would take to rebound.

² Construction on Wesley Street began in September 2018 and continued through the early part of November, this did deter some visitors. In 2019, construction continued, beginning in March. In July 2019, the front entrance to the Museum was inaccessible into August. This resulted in a dramatic decline in visitors. In general, construction in downtown Wheaton has affected many patrons from even visiting the area at all. We expect this to continue as Main Street is completed in 2020.

Total Donations: \$1,341.41 (compared to \$2,575.28 in 2019)



2020-2025 Exhibit Calendar

First Floor: Main Changing Gallery

September 21, 2019- July 28, 2020- *Home Grown: Agriculture and Life in DuPage County*
September 12, 2020-May 8, 2021 - *Healing DuPage: From Folk to Modern Medicine*
July 17, 2021 – April 16, 2022- *Together We Win: DuPage in World War II*
June 11, 2022 – March 25, 2023 – *Stories of DuPage: Reading Between the Lines*
May 13, 2023 – March 16, 2024 – *Fair Housing in DuPage County*
May 11, 2024 – March 15, 2025 – *High School History and Culture*

First Floor: Textile Gallery

September 21, 2019 – July 28, 2020 - *Home Grown: Agriculture and Life in DuPage County*
August 15, 2020 - April 10, 2021 - *Ballots of Power: A Century of Women's Suffrage*
May 22, 2021 – January 16, 2022 – *Of Mustaches and Men*
April 16, 2022 – February 11, 2023 - *Raging Flames: The Fires that Shaped DuPage*
June 10, 2023 – April 6, 2024 – *Open to the Public*
June 15, 2024 – April 12, 2025 – *1960s and 70s Fashion and Pop Culture*

Lower Level: Inside History Gallery

September 7, 2019- July 28, 2020 – *Making the Grade: Education in the 19th Century*
November 7, 2020 - June 26, 2021 - *Trinkets and Treasures*
September 4, 2021 - April 9, 2022 - *Agreeable Friends: Animals in History*
July 9, 2022 – April 22, 2023 – *Grandma's Kitchen*
July 15, 2023 – April 2024 – *First Responders*
July 20, 2024 – April 2025 – *Childhood*

Second Floor: Auditorium

November 2020-2021 – *Christmas Trees throughout History*
January 16, 2021 - November 13, 2021 – *Wheaton Park District Centennial Exhibit*
November 2021-2022- *Christmas Trees throughout History*
February 2022 – December 2022 – *Dunton Hall Art Gallery: Politicians*
November 2022 – January 2023- *Christmas Trees throughout History*
February 2023 – December 2023 - *Dunton Hall Art Gallery: Then and Now*
November 2023 - January 2024 - *Christmas Trees throughout History*
February 2024-December 2024 – *Encounters with U.S. Presidents*
November 2024 – January 2025 – *Christmas Trees throughout History*
February 2025-December 2025 – *Dunton Hall Art Gallery: DuPage Soldiers*

DCHM Mission Statement: The DuPage County Historical Museum is operated as a facility of Wheaton Park District, owned by the County of DuPage by resolution of the County Board pursuant to state statute. Its principal purposes are to educate the general public through the collection, preservation, interpretation, and exhibition of materials which document the history of DuPage County and its relationship to Illinois and the nation, and to provide local history services for historical organizations and for scholarly endeavors.

DuPage County Historical Museum Foundation – Development Report for September 2020 Board Meeting
Submitted by Carey Moreland 9/1/2020

Fundraising Events:

Casino Night

- The 2020 event was cancelled due to COVID-19 concerns. Some sponsor and ticket revenue was kept as a donation. Net event proceeds totaled \$5,229 of the originally budgeted \$11,466.
- With current gather restriction limits, staff is recommending that we plan to hold an in-person event in the fall of 2021.

Night at the Museum Children's Party

- The 2020 event was cancelled due to the COVID-19 closure and the status of a spring 2021 event is unknown.

October Fest

- The 2020 event has been cancelled due to festival restrictions in the state's reopening plan.
- Gilbert's Craft Sausages is onboard for a 2021 event either the last weekend in September or the first weekend in October, if allowed based on guidelines.

Mad Fore Plaid Mini Golf Tournament

- We are waiting on one outstanding sponsor payment before we can cut a check to the Wheaton Public Library in the amount of \$6,905, exceeding budgeted net revenue estimate of \$4,106.
- The 2021 event has been cancelled due to Restore IL Phase 4 gathering restrictions. A possible 2022 event will be discussed next summer.

Additional Development Activities:

Membership

- Total active members: 34
 - Explorers Club: 17 families
 - Basic: 9 members
 - Gold: 1 member
 - Premium: 3 members
 - Platinum: 4 member

Newsletter

A shortened Fall newsletter will be produced and emailed to all supporters. To save on postage costs, it will be mailed to donors and members who were active within the past 12 months.

Annual Appeal

- Annual appeal will be mailed in early November 2020 and will focus on the financial impact of the closure and cancellation of special events and lost revenue.
- The Giving Circle program was scheduled to start in the summer, but with the closure did not be launched. The program explanation and sample letter is attached for review and discussion on a new launch date.

Virtual Fundraising Ideas

Virtual Poker Tournament

- This would use the same gaming company as Casino Night to host a virtual poker tournament.
- The state of Illinois does not offer online Charitable Gaming Licenses, so this would be an unlicensed event. This is a legal option but would mean the following:
 - No gaming license with the state and no income tax return would be needed
 - The entrance fee and chip fees would be a suggested donation. This is an option that is workable within our event software.
 - Cash prizes cannot be awarded. Winners could however receive gift certificates.
- A typical virtual poker tournament lasts approx. four hours. The estimated cost of a four hour tournament is \$700.
- The gaming company has offered to host a demonstration for staff and board members at no cost.
- The set-up time needed would allow for a November or December event.

Online 50/50 Queen of Hearts Raffle

- Weekly raffle tickets would be sold online and a winning ticket drawn each week. Ticket buyers would select a virtual envelope at the time of purchase. If the envelope selected by the person with the week's winning ticket contains the Queen of Hearts, they win the Jackpot. If it contains another playing card, they win the weekly prize, which is typically 20% of the Jackpot.
- Raffle tickets are good for one week.
- The raffle ends when the Queen of Hearts is in the winners selected envelope, so a raffle could last up to 52 weeks. The odds of winning the Jackpot get better each week as the number of available cards/envelopes get fewer.
- This could be done in conjunction with the Cosley and Play for All Foundations.
- The estimated set-up time is approximately three to four weeks.
- The company has offered to host a demo for Foundations that are interested in participating.
- Costs include a 7% licensing fee to the host company and a 3.5% + \$.10 per transaction processing fee.

DCHM Foundation Giving Circle Levels & Benefits

	Bronze	Silver	Gold	Platinum	Diamond
Total Annual Support ⁺	\$250+	\$500+	\$1,000+	\$2,500+	\$5,000+
Rental Discount		10%	25%	25%	50%
Birthday & Camp Discount	25%	25%	25%	50%	50%
Complimentary Research [*]		1 hours	2 hours	4 hours	8 hours
Recognition on Museum Signage			Included	Included	Included
Complimentary Casino Night Tickets ⁺				2 Tickets	4 Tickets
Private Brown Bag Lunch ^{**}			Up to 6 people	Up to 12 people	Up to 24 people
Private Curator Experience ^{***}				Up to 6 people	Up to 12 people
Speakers Bureau Presentation ^{****}					Up to 30 people

***Complimentary Research:** Museum staff will professionally research your topic of interest related to DuPage County history and provide a written summary and resource list. Typical research requests require two to three weeks from the date of request.

****Private Brown Bag Lunch Benefit:** Donor to select from a list of Brown Bag Lunch topics. Staff to facilitate discussion at Museum on mutually agreed upon date. Donor and guests to provide lunch. *Exclusive Giving Circle benefit.*

*****Private Curator Experience:** Donor and guests to receive a private guided Museum tour, including an exclusive display or rarely-seen artifacts and an in-depth discussion of current exhibits. Includes boxed lunch (Approx. \$8 per person to be paid from Foundation budget). *Exclusive Giving Circle benefit.*

****** *Speakers Bureau Presentation:** Museum staff to provide an off-site presentation at donor's place of work, home, school or meeting location. Donor to select from list of topics. Presentation to be given on mutually agreed upon date.

+Casino Night Tickets: If Casino Night sponsorship is included as part of the \$5,000+ donation, Casino Night event sponsor benefits override Giving Circle benefits

⁺Donor levels and benefits are calculated and mailed to donors on a quarterly basis.

DCHM Membership Levels & Benefits—Proposed

	Basic	Premium	Platinum	Explorers Club
Members Covered	One Adult	Two Adults & Children	Two Adults & Children	One Child per Membership
Annual Fee	\$49	\$99	\$179	\$20 First Child, \$10 each additional child
Free or Discounted Admission to 300+ Historical Museums & Historical Sites	Included	Included	Included	Included
Museum Newsletter Subscription	Included	Included	Included	Included
Free or Discounted Admission to Select Museum Events	Included	Included	Included	Included
Membership Gift		Included	Included	Included
Museum Gift Shop Discount	10%	10%	10%	10%
Birthday & Camp Discounts (Excludes LEGO camps)		10%	10%	10%
Casino Night Member Pricing		5% Off Individual & Group Tickets	10% Off Individual & Group Tickets	
Mad Fore Plaid Member Pricing		5% Off Individual & Group Tickets	10% Off Individual & Group Tickets	
Extended Train Saturday Hours (March, June, September & December)				Included
Santa Express Pre-Sale Access				Included
Free Admission to the Night at the Museum Children's Party				Included

SAMPLE LETTER – GOLD LEVEL

FIRST NAME LAST NAME

ADDRESS BLOCK

DATE

Dear FIRST NAME,

Thank you for your support of the DuPage County Historical Museum Foundation and its work to collect, preserve and exhibit DuPage County history.

We are excited to announce a new Friends of the DuPage County Historical Museum program with exclusive donor benefits for our top supporters, like you. **Based on your previous 12-month giving history of \$1,000, you now are part of the Friends of the DuPage County Historical Museum at the Gold Level.**

As a Gold Level donor, you are entitled to the following donor benefits:

- 25% discount on Museum rentals
- 25% discount on Museum birthday party & camps for your children and grandchildren (LEGO® camps not included)
- 2 hours of complimentary research services
- Name recognition on Museum lobby signage (if requested)
- Private Brown Bag Lunch for up to 6 people
- 5% off Mad Fore Plaid Mini Golf tickets (February 2021)
- 5% off Casino Night tickets (March 2021)

Your Friends of the DuPage County Historical Museum level is calculated quarterly and is based on total financial support based on membership, special event tickets and sponsorships, exhibit sponsorships, and online, annual appeal and newsletter donations.

Enclosed please find complete details of the Friends of the DuPage County Historical Museum program, including all member levels and benefits, as well as donation envelope to help further support the Museum's good work. A tax-deductible donation can also be made online at dupagemuseum.org. Your donation will be counted toward your Platinum Level (\$2,500+ in annual support) donation benefits.

To redeem your benefits please contact the Museum front desk staff at 630.510.4941 or email dupagemuseum@wheatonparks.org.

Thank you for your continued support of the DuPage County Historical Museum Foundation.

Sincerely,

Carey Moreland

Marketing & Development Coordinator

630.510.4961 | cmoreland@wheatonparks.org

PS – Did you know our newest exhibit *Healing DuPage: From to Modern Medicine* opens on April 10? Plan your next visit to the Museum by visiting dupagemuseum.org

SAMPLE LETTER – <\$250 donor

FIRST NAME LAST NAME

ADDRESS BLOCK

DATE

Dear FIRST NAME,

Thank you for your support of the DuPage County Historical Museum Foundation and its work to collect, preserve and exhibit DuPage County history.

We are excited to announce a new Friends of the DuPage County Historical Museum program with exclusive donor benefits for our top supporters, like you. **Based on your previous 12-month giving history of \$200, you just \$50 away from being a part of the Friends of the DuPage County Historical Museum at the Bronze Level.**

As a Bronze Level member, your support helps to keep DuPage County history alive for future generations and you are entitled to the following donor benefits:

- 25% discount on Museum birthday party & camps (LEGO® camps not included)
- Name recognition on Museum lobby signage (if requested)

Enclosed please find details of the Friends of the DuPage County Historical Museum program, including all member levels and benefits, as well as donation envelope to help further support the Museum's good work. A tax-deductible donation can also be made online at dupagemuseum.org.

Your Friends of the DuPage County Historical Museum level is calculated quarterly and is based on total financial support based on membership, special event tickets and sponsorships, exhibit sponsorships, and online, annual appeal and newsletter donations.

To redeem your benefits please contact the Museum front desk staff at 630.510.4941 or email dupagemuseum@wheatonparks.org.

Thank you for your continued support of the DuPage County Historical Museum Foundation.

Sincerely,

Carey Moreland
Marketing & Development Coordinator
630.510.4961 | cmoreland@wheatonparks.org

PS – Did you know our newest exhibit Healing DuPage: From to Modern Medicine opens on April 10? Plan your next visit to the Museum by visiting dupagemuseum.org

DuPage Museum Foundation Board Status Report September 2020

Prepared by M. Benard, Secretary
630-945-7726 mbenard@wheatonparks.org

Pursuant to the Intergovernmental Agreement between the County of DuPage and the Wheaton Park District which was executed in June and July of 2008:

Advisory and Fundraising Board (previously “Association,” currently “Foundation”) County and Park District acknowledge the Board established by County Resolution GE-0002-04 in March 2004

- Advisory and Fundraising are primary missions – no authority over staff and operations
- County and Park District each appoint fifty percent of trustees
- Per the bylaws (as referenced in the IGA) membership is no less than 3 and no more than 13
- Park District Executive Director, shall at all times be a member of the Board
- Foundation Board may appoint/elect one additional trustee (Bylaws Amended July 9, 2014)
- Four year terms
- Annual Meeting and officer election in January

BOARD MEMBERS

Michael Benard, WPD Executive Director | *Permanent Board Secretary & Voting Member per IGA*

John Vires, Wheaton Park District Park Board Member | *WPD Board Liaison, nonvoting member*

Park District Appointments

	Name	Company/Field	Residence	Initial Appointment	Term Expires
1	David Thiel <i>President</i>	Transnational Bankcard	Wheaton	February 15, 2017	February 2021
2	Marty Keller <i>Vice President</i>	Milton Township CERT	Wheaton	February, 15, 2017	February 2021
3	Troy Rodman	Coldwell Banker	Wheaton	February 15, 2017	February 2021
4	Samantha Bauman	Berkshire Hathaway Home Services Bon Appetit	Wheaton	November 15, 2017	November 2021
5	Emily Doyle	Community Brands	Aurora	October 16, 2019	October 2023

County Appointments

	Name	Company/Field	Residence	Initial Appointment	Term Expires
1	Bob Jacobsen <i>Treasurer</i>	Packaging Business Owner Historian	Wheaton	April 13, 2004	April 2024
2	Don Puchalski	County Board Member	Addison	April, 13, 2010	April 2022
3	Melody Coleman	DuPage County Historical Society	Naperville	February 26, 2019	February 2023
4	Philip Buchanan	Exhibit design	Naperville	Anticipated September 2020	September 2024
5	Vacant				
6	Vacant				

Foundation Board Appointment

1. Vacant

PHILIP BUCHANAN

Naperville, IL.
Cell: (815) 814.5713
timberlakeprod@gmail.com
www.linkedin.com/in/philipbuchanan/1920

PROFESSIONAL PROFILE

Manager with over ten years of success in the exhibit industry leading operational functions and supervising small and large scale projects, from inception to successful completion.

Core competencies include Budget Management, Purchasing and Vendor Management, fabrication and Installation

PROFESSIONAL EXPERIENCE

3D EXHIBITS

Chicago, Illinois

2016 – 3/2020

Estimator

- Trade Shows, Marketing Environments, Retail and Corporate Interiors
- Successful transition to new CRM system...
 - o Increased productivity
 - o Reduced administration costs
 - o Streamlined processes
- Program Includes Design, Estimating, Project Management, Production and Accounting
- Project range \$100k- \$2,000,000

CEP, INC.

Chicago, Illinois

2014 - 2015

Estimator

- Trade Shows
 - o Existing Client- Booth Refurbishment
 - o New Client- Takeover Program- Booth Refurbishment and new properties

CREATIVE SOLUTIONS GROUP

Clawson, Michigan

2013 - 2014

Estimator/ Project Manager - Managing projects from Design Development, Estimating, Production and Installation

- Trade Shows and Marketing Environments
- OEM clients
 - Bosch, Chrysler, SECO, Borg Warner
- Key Projects
 - o SECO Tools IMTS
 - o Bosch - Tool Armature Display
 - o University of Michigan- Ann Arbor
 - Partnership between University, OEM (client) and CSG.

DERSE, INC.

Waukegan, Illinois

2008 - 2012

Production Supervisor

- Managed 25-person staff
- Directed the production and service of award-winning projects ranging in scope from \$50K to \$4M.
- Key Projects:
 - o Frank Lloyd Wright Library and Legacy Gallery
 - o AbbVie
 - o Takeda
 - o Wells Fargo Mortgage.

SCENIC VIEW, INC.

Chicago, Illinois

1996 – 2007

Project Manager

- Lead award winning Projects ranging in scope from \$50k to \$5M.
- Supervised Production and Installation of Furniture, Fixtures and Equipment
- Key Projects:
 - o The Abraham Lincoln Presidential Library and Museum Springfield, Illinois
 - BRC Imagination Arts/ HOK Architects - *The Ghosts of the Library Theatre, and Union Theatre*
 - o Battle Station 21 Simulator U.S. Navy Recruit Training Center Great Lakes, Illinois
 - o Simon/ Mills Property Group
 - Discover Mills
 - Colorado Mills
 - Potomac Mills

EDUCATION**BA** University of Northern Iowa Cedar Falls, Iowa**COMPUTER SKILLS AND TRAINING**

Microsoft Office, MS Project 3D AutoCAD

PROFESSIONAL AWARDS

- | | |
|------|---|
| 2006 | Themed Entertainment Association Award for Outstanding Achievement for a Museum
Abraham Lincoln Presidential Museum, Springfield, Illinois |
| 2007 | Themed Entertainment Association Award for Outstanding Achievement for Theme
Training Battle Stations 21, Great Lakes Naval Station, Chicago, Illinois |
| 2010 | Exhibitor Magazine Silver Award Green Exhibits BUILT NY Exhibit |
| 2012 | Exhibitor Magazine Sizzle Award Integrated Program Wells Fargo Mortgage 2011
Realtors Conference & Expo |

PROFESSIONAL AFFILIATIONS

International Association of Exhibitions and Events
Themed Entertainment Association
United States Green Building Council
United States Institute of Technical Theatre

VOLUNTEER

Historic Preservation Commission Commissioner 2011- 2014

DUPAGE COUNTY HISTORICAL
MUSEUM FOUNDATION, INC.

WHEATON, ILLINOIS

MANAGEMENT LETTER

FOR THE FISCAL YEAR ENDED
DECEMBER 31, 2019



May 22, 2020

Board of Directors
DuPage County Historical Museum Foundation, Inc.
Wheaton, Illinois

In planning and performing our audit of the financial statements of the DuPage County Historical Museum Foundation, Inc., Illinois, (the Foundation) for the year ended December 31, 2019, we considered its internal control structure in order to determine our auditing procedures for the purpose of expressing our opinion on the financial statements and not to provide assurance on the internal control structure.

We do not intend to imply that our audit failed to disclose commendable aspects of your system and structure. For your consideration we herein submit our comments and suggestions which are designed to assist in effecting improvements in internal controls and procedures. Those less significant matters, if any, which arose during the course of the audit, were reviewed with management as the audit field work progressed.

The accompanying comments and recommendations are intended solely for the information and use of the Board of Directors, management, and others within the DuPage County Historical Museum Foundation, Inc., Illinois.

We will review the status of these comments during our next audit engagement. We have already discussed many of these comments and suggestions with various Foundation personnel. We would be pleased to discuss our comments and suggestions in further detail with you at your convenience, to perform any additional study of these matters, or to review the procedures necessary to bring about desirable changes.

We commend the finance department for the well-prepared audit package and we appreciate the courtesy and assistance given to us by the entire Foundation staff.

Lauterbach & Amen, LLP

LAUTERBACH & AMEN, LLP

PRIOR RECOMMENDATION

1. OPERATING RESERVE POLICY

Comment

Previously, we noted that the Foundation does not have a formal operating reserve policy. An operating reserve policy establishes how liquid resources should be managed to ensure cash and investments are available to meet cash needs for general expenditures within one year of the date of the statement of financial position.

It is essential to maintain adequate levels of an operating reserve policy since potential donors, grantors, creditors and other not-for-profit constituents want to know that the organizations they are evaluating have sufficient resources to meet financial obligations as they come due. Operating reserve levels are also crucial consideration in long-term financial planning.

Recommendation

We recommended the Foundation create and adopt an operating reserve policy. The Foundation should address how to meet cash needs for general expenditures within one year of the date of the statement of financial position and how any excess cash is to be invested.

Status

This comment has been implemented and will not be repeated in the future.

DUPAGE COUNTY HISTORICAL MUSEUM
FOUNDATION, INC.
WHEATON, ILLINOIS

ANNUAL FINANCIAL REPORT

FOR THE FISCAL YEAR ENDED
DECEMBER 31, 2019

DUPAGE COUNTY HISTORICAL MUSEUM FOUNDATION, INC.

TABLE OF CONTENTS

	PAGE
<u>FINANCIAL SECTION</u>	
INDEPENDENT AUDITORS' REPORT	<u>1</u>
FINANCIAL STATEMENTS	
Statement of Financial Position	<u>4</u>
Statement of Activities	
For the Fiscal Year Ended December 31, 2019	<u>5</u>
For the Fiscal Year Ended December 31, 2018	<u>6</u>
Statement of Cash Flows	<u>7</u>
Notes to Financial Statements	<u>8</u>
SUPPLEMENTAL SCHEDULES	
Schedule of Revenue and Support - Budget and Actual	<u>15</u>
Schedule of Expenses - Budget and Actual	<u>16</u>

INDEPENDENT AUDITORS' REPORT

This section includes the opinion of the Foundation's independent auditing firm.



INDEPENDENT AUDITORS' REPORT

May 22, 2020

Board of Directors
DuPage County Historical Museum Foundation, Inc.
Wheaton, Illinois

We have audited the accompanying financial statements of the DuPage County Historical Museum Foundation, Inc. Illinois (a nonprofit organization), which comprise the statement of financial position as of December 31, 2019 and 2018, and the related statements of activities cash flows, and functional expenses for the year ended, and the related notes to the financial statements.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the DuPage County Historical Museum Foundation, Inc.'s preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the DuPage County Historical Museum Foundation, Inc.'s internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Opinions

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the DuPage County Historical Museum Foundation, Inc., as of December 31, 2019 and 2018, and the changes in its net assets and its cash flow for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Other Matters

Other Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the DuPage County Historical Museum Foundation, Inc.'s (a nonprofit organization) financial statements. The supplemental schedules are presented for purposes of additional analysis and are not a required part of the financial statements.

The supplemental schedules are the responsibility of management and were derived from and relate directly to the underlying accounting and other records used to prepare the financial statements. Such information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the supplemental schedules are fairly stated, in all material respects, in relation to the basic financial statements as a whole.

Lauterbach & Amen, LLP
LAUTERBACH & AMEN, LLP

FINANCIAL STATEMENTS

DUPAGE COUNTY HISTORICAL MUSEUM FOUNDATION, INC.

**Statement of Financial Position
December 31, 2019 and 2018**

	2019	2018
ASSETS		
Cash and cash equivalents	\$ 92,398	\$ 67,086
Receivables - net of allowance		
Accounts	14,642	25,097
Other	—	21
Prepays	1,138	200
TOTAL ASSETS	\$ 108,178	\$ 92,404
LIABILITIES		
Accounts payable	\$ 326	\$ 1,546
Other payable	619	954
TOTAL LIABILITIES	945	2,500
NET ASSETS		
With donor restrictions	—	2,500
Without donor restrictions	107,233	87,404
TOTAL NET ASSETS	107,233	89,904
TOTAL LIABILITIES AND NET ASSETS	\$ 108,178	\$ 92,404

The notes to the financial statements are an integral part of this statement.

DUPAGE COUNTY HISTORICAL MUSEUM FOUNDATION, INC.

Statement of Activities For the Fiscal Year Ended December 31, 2019

	Totals	Without Donor Restrictions	With Donor Restrictions
Revenue and support			
Fund raising events			
Casino night	\$ 25,649	\$ 25,649	\$ —
Octoberfest	26,895	26,895	—
Other even revenue	670	670	—
Total fund raising events	53,214	53,214	—
Fund raising event costs			
Casino night	11,791	11,791	—
Octoberfest	12,575	12,575	—
Total fund raising event costs	24,366	24,366	—
Total net fund raising event revenue	28,848	28,848	—
Memberships	1,289	1,289	—
Contributions	18,609	18,609	—
Annual appeal	3,850	3,850	—
Grants	2,500	2,500	—
Other revenue	49	49	—
Net assets released from restrictions	—	2,500	(2,500)
TOTAL REVENUE AND SUPPORT	55,145	57,645	(2,500)
Expenses			
Management and general			
Administrative	7,981	7,981	—
Bank and credit card fees	757	757	—
Memberships	588	588	—
Total management and general	9,326	9,326	—
Development			
Salary reimbursement	25,813	25,813	—
Contribution to Wheaton Park District	2,677	2,677	—
Total development	28,490	28,490	—
TOTAL EXPENSES	37,816	37,816	—
CHANGES IN NET ASSETS	17,329	19,829	(2,500)
NET ASSETS - BEGINNING	89,904	87,404	2,500
NET ASSETS - ENDING	\$ 107,233	\$ 107,233	\$ —

The notes to the financial statements are an integral part of this statement.

DUPAGE COUNTY HISTORICAL MUSEUM FOUNDATION, INC.

Statement of Activities For the Fiscal Year Ended December 31, 2018

	Totals	Without Donor Restrictions	With Donor Restrictions
Revenue and support			
Fund raising events			
Casino night	\$ 33,327	\$ 33,327	\$ —
Octoberfest	26,480	26,480	—
Other even revenue	1,200	1,200	—
Total fund raising events	61,007	61,007	—
Fund raising event costs			
Casino night	10,233	10,233	—
Octoberfest	14,166	14,166	—
Total fund raising event costs	24,399	24,399	—
Total net fund raising event revenue	36,608	36,608	—
Memberships	544	544	—
Contributions	30,862	28,362	2,500
Annual appeal	2,621	2,621	—
Grants	2,500	2,500	—
Other revenue	56	56	—
Net assets released from restrictions	—	4,756	(4,756)
TOTAL REVENUE AND SUPPORT	73,191	75,447	(2,256)
Expenses			
Management and general			
Administrative	11,055	11,055	—
Bank and credit card fees	600	600	—
Memberships	130	130	—
Total management and general	11,785	11,785	—
Development			
Salary reimbursement	25,000	25,000	—
Contribution to Wheaton Park District	4,755	4,755	—
Total development	29,755	29,755	—
TOTAL EXPENSES	41,540	41,540	—
CHANGES IN NET ASSETS	31,651	33,907	(2,256)
NET ASSETS - BEGINNING	58,253	53,497	4,756
NET ASSETS - ENDING	\$ 89,904	\$ 87,404	\$ 2,500

The notes to the financial statements are an integral part of this statement.

DUPAGE COUNTY HISTORICAL MUSEUM FOUNDATION, INC.

Statement of Cash Flows
For the Fiscal Years Ended December 31, 2019 and 2018

	2019	2018
CASH FROM OPERATING ACTIVITIES		
Change in net assets	\$ 17,329	\$ 31,651
Adjustments to reconcile change in net assets to net cash from operating activities:		
Accounts receivable	10,477	(5,509)
Prepays	(938)	(200)
Accounts payable	(1,220)	(20,197)
Other payable	(336)	—
NET CHANGE IN CASH AND CASH EQUIVALENTS	25,312	5,745
CASH AND CASH EQUIVALENTS - BEGINNING	67,086	61,341
CASH AND CASH EQUIVALENTS - ENDING	\$ 92,398	\$ 67,086

The notes to the financial statements are an integral part of this statement.

DUPAGE COUNTY HISTORICAL MUSEUM FOUNDATION, INC.

Notes to the Financial Statements

December 31, 2019

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Foundation Purpose

The DuPage County Historical Museum Foundation, Inc. (Foundation), incorporated under the Not-for-profit Corporation Act of the State of Illinois, is engaged in fund-raising activities solely to benefit the DuPage County Historical Museum (Museum). The Museum is an educational institution operated as a facility of the Wheaton Park District, owned by the County of DuPage by resolution of the Country Board pursuant to state statute. The Museum's principal purposes are to educate the general public through the collection, preservation, interpretation, and exhibition of materials which document the history of DuPage County and its relationship to Illinois and the nation, and to provide local history services for historical organizations and for scholarly endeavors. The Foundation's primary function is to raise funds to support the Museum's mission.

Basis of Accounting

The financial statements are prepared using the accrual basis of accounting in which revenue is recognized when earned and expenses are recognized when incurred.

Net Assets

The Foundation's financial statements have been prepared in accordance with accounting principles generally accepted in the United States of America. Net assets of Foundation and changes therein are classified and reported as follows:

Net assets without donor restrictions - Net assets that are not subject to donor-imposed restrictions and may be expended for any purpose in performing the primary objectives of the organization. These net assets may be used at the discretion of the Foundation's management and the board of directors.

Net assets with donor restrictions - Net assets subject to stipulations imposed by donors and grantors. Some donor restrictions are temporary in nature; those restrictions will be met by actions of the Foundation or by the passage of time. Other donor restrictions are perpetual in nature, where by the donor has stipulated the funds be maintained in perpetuity.

Donor restricted contributions are reported as increases in net assets with donor restrictions. When a restriction expires, net assets are reclassified from net assets with donor restrictions to net assets without donor restrictions in the Statement of Activities.

DUPAGE COUNTY HISTORICAL MUSEUM FOUNDATION, INC.

Notes to the Financial Statements

December 31, 2019

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - Continued

Use of Estimates

The preparation of financial statements in accordance with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reported period. Actual results could differ from those estimates.

Cash and Cash Equivalents

For the purpose of the Statement of Financial Position, cash and cash equivalents are considered to be cash on hand, demand deposits, and cash with fiscal agent. For the purpose of the Statement of Cash Flows, cash and cash equivalents are considered to be cash on hand, demand deposits, cash with fiscal agent, and all highly liquid investments with an original maturity of three months or less.

Receivables

In the Statement of Financial Position, receivables are stated at the amount billed. The Foundation does not charge late fees on amounts past due. An allowance for uncollectible accounts has not been established since management believes all accounts are substantially collectible. Management's periodic evaluation of the collectability of receivables is based on past experience, known and inherent risks in the receivables, adverse situations that may affect the Foundation's ability to be repaid, and current economic conditions. Receivables deemed uncollectible are charged to expense.

Prepays/Inventories

Certain payments to vendors reflect costs applicable to future accounting periods and are recorded as prepaids in both the government-wide and fund financial statements. Prepaids/inventories are valued at cost, which approximates market, using the first-in/first-out (FIFO) method.

Contributions

All contributions are considered to be available for unrestricted use, unless specifically restricted by the donor. Amounts received that are designated for future periods, or restricted by the donor for specific purposes, are reported as with donor restrictions support that increase in the net asset classes. However, if a restriction is fulfilled in the same time period in which the contribution is received, the Foundation reports the support as without donor restrictions.

Gifts of property and equipment are reported as unrestricted support, unless explicit donor stipulations specify how the donated asset must be used. Gifts of long-lived assets with explicit restrictions that specify how the assets are to be used, and gifts of cash or other assets that must be used to acquire long-lived assets, are reported as restricted support. Absent explicit donor stipulations about how these long-lived assets must be maintained, the Foundation reports expiration of donor restrictions when the donated or acquired long-lived assets are placed in service.

DUPAGE COUNTY HISTORICAL MUSEUM FOUNDATION, INC.

Notes to the Financial Statements

December 31, 2019

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - Continued

Income Taxes

The Foundation is exempt from income tax under IRC section 501(c)(3), and similarly, is exempt from State of Illinois taxes under the Illinois Tax Act Section 205(a), though it is subject to tax on income unrelated to its exempt purpose, unless that income is otherwise excluded by the Code. The Foundation has processes presently in place to ensure the maintenance of its tax-exempt status; to identify and report unrelated income; to determine its filing and tax obligations in jurisdictions for which it has nexus; and to identify and evaluate other matters that may be considered tax positions. The Foundation has determined that there are no material uncertain tax positions that require recognition or disclosure in the financial statements. There was no unrelated business income for the year ended December 31, 2019.

The Foundation's Forms 990, *Return of Organization Exempt from Income Tax*, are subject to examination by the IRS, generally, for three years after they were filed. Annual filings with the State of Illinois are, similarly, subject to examination.

Budgetary Information

The budget is prepared on the same basis and uses the same accounting principles as are used to prepare the financial statements. The budget is authorized by the board of directors, which is reviewed monthly against actual revenue and expenses by the board. The board discussed with staff the provisions for generating revenue, assuring long-term solvency, and maintaining services. Their recommendations are presented to the board of directors for discussion and decision making. No supplemental appropriations were made during the year.

NOTE 2 - DETAIL NOTES ON ALL FUNDS

Cash and Cash Equivalents

At December 31, 2019, cash and cash equivalents included \$92,398 held in commercial banks of which the entire balance was insured by the Federal Deposit Insurance Corporation.

Net Assets

Net Assets with donor restrictions as of December 31, 2019 and December 31, 2018 was comprised of the following:

	2019	2018
Home Grown Exhibit	\$ —	\$ 2,500

DUPAGE COUNTY HISTORICAL MUSEUM FOUNDATION, INC.

**Notes to the Financial Statements
December 31, 2019**

NOTE 2 - DETAIL NOTES ON ALL FUNDS - Continued

Net Assets - Continued

The source of net assets released from donor restrictions by incurring expenses satisfying the restriction, or by the occurrence of events specified by the donor, was as follows for the years ended December 31, 2019 and December 31, 2018:

	2019	2018
LED green lights	\$ —	\$ 2,256
Home Grown Exhibit	2,500	2,500
	<u>\$ 2,500</u>	<u>\$ 4,756</u>

Availability and Liquidity

The following represents Foundation's financial assets at December 31, 2019:

Financial assets at year end:	
Cash and cash equivalents	\$ 92,398
Accounts receivable	14,642
Total financial assets	<u>107,040</u>
Less amounts not available to be used within one year:	
Net assets with donor restrictions	<u>—</u>
Financial assets available to meet general expenditures over the next twelve months	<u>107,040</u>

The following represents Foundation's financial assets at December 31, 2018:

Financial assets at year end:	
Cash and cash equivalents	\$ 67,086
Accounts receivable	25,118
Total financial assets	<u>92,204</u>
Less amounts not available to be used within one year:	
Net assets with donor restrictions	<u>2,500</u>
Financial assets available to meet general expenditures over the next twelve months	<u>89,704</u>

DUPAGE COUNTY HISTORICAL MUSEUM FOUNDATION, INC.

**Notes to the Financial Statements
December 31, 2019**

NOTE 2 - DETAIL NOTES ON ALL FUNDS - Continued

Contributed Goods/Services

The Foundation recognized contribution revenue and related expenses for certain goods and services received at fair value. For the years ended December 31, 2019 and December 31, 2018, those included the following:

	2019	2018
Equipment, supplies, and other services for fundraising events	\$ 3,238	3,769

In addition, volunteers donated a number of hours, estimated at a value of approximately \$1,436 and \$675 for the years ended December 31, 2019 and December 31, 2018, respectively, in the Foundation's fundraising efforts, which is not reflected in the accompanying financial statements.

DuPage Foundation Account

The DuPage Foundation Account (DF), formerly the DuPage Community Foundation, established a designated account, the Agency Fund, on behalf of the Foundation in September 2007. The purpose of this account is to strengthen the future of the Foundation and enhance its purpose. The account is considered a designated fund of DF and not an asset of the Foundation.

Donations made to DF and designated by the DF's Board of Directors for future use by the Foundation are deposited into the Agency Fund. The Board of Directors of the Foundation can designate the use of monies in the Agency Fund, and can withdraw funds beginning approximately one year after the Agency Fund's balance meets or exceeds \$25,000. The Agency Fund had a balance of \$33,497 at December 31, 2019 (\$28,470 at December 31, 2018). The Foundation received \$1,300 from the Agency Fund during 2019 and \$1,200 during 2018.

Upon achieving the required balance of \$25,000, annual disbursements must meet the following requirements, which were all met upon 2018 disbursement:

- Income must support distribution
- Maximum distribution of 5% of the fund balance
- Minimum distribution of \$500

DUPAGE COUNTY HISTORICAL MUSEUM FOUNDATION, INC.

**Notes to the Financial Statements
December 31, 2019**

NOTE 2 - DETAIL NOTES ON ALL FUNDS - Continued

DuPage Foundation Account - Continued

The Foundation maintains an investment pool for all its funds which consists primarily of marketable equity securities, mutual funds, United States government and agency securities and corporate debt securities. No specific securities are designated for a specific fund. Realized gains/losses, unrealized gains/losses, and dividend and interest income net of fees are divided monthly on a prorated basis across all funds of the Foundation.

NOTE 3 - SUBSEQUENT EVENT

Subsequent to the date of the financial statements and prior to the audit opinion date, the World Health Organization declared the COVID-19 virus a public health emergency. As of the date of this report, the extent of the impact of COVID-19 on the Foundation's operations and financial position cannot be determined.

SUPPLEMENTAL SCHEDULES

DUPAGE COUNTY HISTORICAL MUSEUM FOUNDATION, INC.

**Schedule of Revenue and Support - Budget and Actual
For the Fiscal Year Ended December 31, 2019**

	Budget	Actual	Variance Over (Under)
Revenue and support			
Fund raising events revenues			
Casino night	\$ 23,471	\$ 25,649	\$ 2,178
Octoberfest	16,750	26,895	10,145
Other event revenue	1,200	670	(530)
Total fund raising events revenues	41,421	53,214	11,793
Fund raising event costs			
Casino night	7,108	11,791	4,683
Octoberfest	11,750	12,575	825
Total fund raising event costs	18,858	24,366	5,508
Total net fund raising event revenue	22,563	28,848	6,285
Memberships	745	1,289	544
Contributions	13,965	18,609	4,644
Annual appeal	4,238	3,850	(388)
Sponsorship	3,300	—	(3,300)
Grants	3,500	2,500	(1,000)
Other revenue	50	49	(1)
TOTAL REVENUE AND SUPPORT	\$ 48,361	\$ 55,145	\$ 6,784

DUPAGE COUNTY HISTORICAL MUSEUM FOUNDATION, INC.

Schedule of Expenses - Budget and Actual
For the Fiscal Year Ended December 31, 2019

	Budget	Actual	Variance Over (Under)
Expenses			
Management and general			
Administrative	\$ 8,216	\$ 7,981	\$ (235)
Bank and credit card fees	885	757	(128)
Memberships	215	588	373
Total management and general	9,316	9,326	10
Development			
Salary reimbursement	25,750	25,813	63
Contribution to Wheaton Park District	7,750	2,677	(5,073)
Total development	33,500	28,490	(5,010)
TOTAL EXPENSES	\$ 42,816	\$ 37,816	\$ (5,000)