

CHESTNUT SQUARE

HISTORIC VILLAGE

June 30, 2017

Cindy Schneible
Executive Director
McKinney Community Development Corporation
5900 S. Lake Forest Drive, Ste. 110
McKinney, TX 75070

Dear Cindy:

Please find our application for a Cycle III Project Grant. The request is for \$65,000 for repairs to the "Two Bit" Taylor Inn and our campus wide sprinkler system.

We are asking for 100% of the funds – our bids total \$65,000, for two reasons. One, using an individual contractor and volunteer labor as appropriate, we feel the savings are in the 10-15% range rather than using a larger company. And secondly, to date we have spent \$14,600 of our own resources on structure maintenance & repair. Our annual budget in FY2017 is \$22,750 for this item – let me point out that in 2016 we spent \$17,722 and in 2015 only \$6,297 – we are increasing our in-house budget for these expenses as our overall income grows. For this reason we are asking that you consider the rise in our expenditures for structures in general as part of our contribution to this endeavor.

Thanks to you and your board for your continued support of Chestnut Square.

Sincerely,



Jaymie Pedigo,
Executive Director
The Heritage Guild of Collin County

Bringing Collin County History Alive!

P.O. Box 583 McKinney, TX 75069
972-562-8790
www.chestnutsquare.org

MCKINNEY COMMUNITY DEVELOPMENT CORPORATION
Grant Application
 Fiscal Year 2017

IMPORTANT:

- Please read the McKinney Community Development Corporation Grant Guidelines prior to completing this application.
- The Grant Guidelines and Application are available at www.mckinneycdc.org; by calling 972.547.7653 or by emailing cschneible@mckinneycdc.org
- **Please call to discuss your plans for submitting an application in advance of completing the form.** A completed application and all supporting documents are required to be submitted via email or on a thumb drive for consideration by the MCDC board. Please submit the application to:

McKinney Community Development Corporation
 5900 S. Lake Forest Blvd., Suite 110
 McKinney, TX 75070

- *If you are interested in preliminary Board of Directors review of your project proposal or idea, please complete and submit the **Letter of Inquiry** form, available at www.mckinneycdc.org, by calling 972.547.7653 or emailing cschneible@mckinneycdc.org.*

Applications must be completed in full, using this form, and received by MCDC, via email or on a thumb drive, by 5:00 p.m. on the date indicated in schedule below.

Please indicate the type of funding you are requesting:

XProject Grant

Projects that are eligible for funding in accordance with the Type B sales tax statute (refer to examples in Grant Guidelines) and that advance the mission of MCDC.



Promotional or Community Event Grant (maximum \$15,000)

Initiatives, activities or events that promote the City of McKinney for developing new or expanded business opportunities and/or tourism – and enhancing quality of life for McKinney residents.

Promotional and Community Event Grants:

Application Deadline	Presentation to MCDC Board	Board Vote and Award Notification
Cycle I: November 30, 2016	December 2016	January 2017
Cycle II: May 31, 2017	June 2017	July 2017

Project Grants:

Application Deadline	Presentation to MCDC Board	Board Vote and Award Notification
Cycle I: December 30, 2016	January 2017	February 2017
Cycle II: March 31, 2017	April 2017	May 2017
Cycle III: June 30, 2017	July 2017	August 2017

ORGANIZATION INFORMATION

Name: The Heritage Guild of Collin County

Federal Tax I.D.: 75-1602150

Incorporation Date: 1973

Mailing Address: P.O. Box 583

City McKinney

ST: TX

Zip: 75070

Phone: 972-562-8790

Fax: 972-562-8790

Email: director@chestnutsquare.org

Website: www.chestnutsquare.org

Check One:

X Nonprofit – 501(c) Attach a copy of IRS Determination Letter

Governmental entity

For profit corporation

Other

Professional affiliations and organizations to which your organization belongs: Go Texan (Tx Dept of Ag), Association of Living History, Center for Non-Profit Management, Texas Assoc of Museums, Collin County Historical Commission, McKinney Chamber of Commerce

REPRESENTATIVE COMPLETING APPLICATION:

Name: Jaymie Pedigo

Title: Executive Director

Mailing Address: PO Box 583

City: McKinney

ST: TX

Zip: 75069

Phone: 972-562-8790

Fax:

Email: director@chestnutsquare.org

CONTACT FOR COMMUNICATIONS BETWEEN MCDC AND ORGANIZATION:

Name: Jaymie Pedigo

Title: Executive Director

Mailing Address: PO Box 583

City: McKinney

ST: TX

Zip: 75069

Phone: 972-562-8790

Fax:

Email: director@chestnutsquare.org

FUNDING

Total amount requested: \$65,000

PROJECT/PROMOTION/COMMUNITY EVENT

Start Date: 08/2017

Completion Date: 04/2018

BOARD OF DIRECTORS *(may be included as an attachment)*

Stella Stevens, Chair

Greg Dawson, Vice Chair

Jennifer Cobb, Treasurer

Kathy Moore

Carol Ownby

Adam Pagano

Rick Glew

LEADERSHIP STAFF *(may be included as an attachment)*

Jaymie Pedigo, E.D.

Alice Yeager, Bookkeeping, Membership Manager

Leisha Phipps, Curation

LaDonna Doyle, Education Event Coordinator

Sherri Murphy, Volunteer & Community Relations Coordinator

Kim Ducote, Facilities Sales & Coordinator

Jim Doyle, Farmers Market Manager

Using the outline below, provide a written narrative no longer than 7 pages in length:

I. Applying Organization

Describe the mission, strategic goals and objectives, scope of services, day to day operations and number of paid staff and volunteers.

Disclose and summarize any significant, planned organizational changes and describe their potential impact on the Project/Promotion/Community Event for which funds are requested.

The Heritage Guild was organized 43 years ago and is home to Chestnut Square Historic Village. Chestnut Square has grown from two houses in 1973 to six houses, a general store, an historic chapel, a replica school house, and a Visitors Center. The nine historic buildings span the time period from 1854-1930, and encompass 2.5 acres on two city blocks. The mission of HGCCV, revised in 2013, is to celebrate community, preserve history, and inspire the future.

Chestnut Square Historic Village is open to the public six days a week, with guided tours of the homes provided on Thursdays and Saturdays at 11:00. Group tours may be scheduled Tuesday through Saturday by reservation. Trolley tours of McKinney's Historic District area are available the 2nd Saturday of each month, beginning and ending at Chestnut Square, showcasing the history and the architecture in the Historic District. Additionally, a 24/7 audio tour is an option.

Events such as the Historic McKinney Farmers Market, the Killis Melton Ice Cream Crank-Off, The Legends of McKinney Ghost Walk and the Holiday Tour of Homes bring people to McKinney to shop, eat and stay at local hotels and bed and breakfasts. The McKinney Farmers Market at Chestnut Square is consistently recognized as one of the top markets in the nation! The Heritage Guild of Collin County is the proud home of Doc & Clyde's Ice Cream Freezer Museum, part of McKinney's heritage, and accredited as the largest ice cream freezer exhibit in the world. Chestnut Square is a significant ingredient in the quality of life for our citizens and a tremendous draw for tourists.

Chestnut Square brings "history to life" through tours onsite, and programs and events offsite. Educational programs include tours for students of all ages, Prairie Adventure Camp, (the camp has drawn children from Oklahoma, Louisiana, Houston and Austin) and "Pumpkin Patch" in October. In October of 2016, we hosted over 1000 children ages 4-12.

Every Saturday morning April through November, Chestnut Square hosts the Historic McKinney Farmers Market. More than 50 vendors participate each week offering locally grown and raised produce, meat and eggs. The market is well-attended, often hosting 1,500 people. Customer surveys have shown that 40% of visitors continue to be there for the first time and 33% are from outside Collin County. We also operate a satellite Farmers Market, April-October, at Adriatica on Thursdays from 3:00 – 6:00 p.m.

Since 2008, when Clyde Geer donated his collection to create "Doc & Clyde's Ice Cream Freezer Museum", Chestnut Square has hosted the Killis Melton Ice Cream Crank-off. In addition to an ice cream competition, the free event offers a variety of family friendly attractions, games and entertainment. This year we will re-open the "Doc & Clyde's" exhibit in "Dixie's Store", the 1918 Brimer Anderson grocery on the property.

Another program on our roster - The Legends of McKinney Ghost Walk, features costumed storytellers share the history of "haunted" sites around downtown McKinney and Chestnut Square. A partnership with Main Street Magic, and TexPart Paranormal add special flair to the event.

We continue the legacy of the Holiday Tour of Homes, the very first fundraising venture for HGCC, drawing visitors from throughout North Texas to tour holiday decorations and architectural wonders of Chestnut Square and another 4-6 historic structures in McKinney. The Home Tour is not only a key fundraiser, but introduces hundreds of visitors from other parts of Collin County and North Texas to McKinney's downtown square, and McKinney's Historic District. The 43rd version of the tour, held December 2016, drew nearly 1800 attendees, many from out of the area, even out of state.

The Chapel at Chestnut Square can accommodate up to 200 guests for an historically charming wedding service. The grounds and the Bevel Reception House can host over 150 for wedding receptions. In 2015, rental sales reached \$258,900, but in 2016, for the first time in 6 years, event and program revenues equaled wedding sales, diversifying our revenue streams. We look to see an increase in sales again with the all weather improvements to the Pavilion.

The programs of the Heritage Guild of Collin County and the attractions of Chestnut Square host over 50,000 visitors annually, where “we bring history to life!”

Currently, the staff consists of an Executive Director; Bookkeeper & Membership Manager; Wedding and Events Sales Manager, part-time curator, a part-time education coordinator, part-time volunteer and social media manager, a contract Market Manager and Development Director. All programs are supported by volunteers, who contribute nearly 10,000 hours each year.

II. Project or Promotion/Community Event (whichever is applicable)

- Outline details of the Project/Promotion/Community Event for which funds are requested. Include information regarding scope, goals, objectives, target audience.

We are requesting funding for 2 projects – sprinkler system overhaul and repairs to the Taylor Inn.

The “Two Bit” Taylor inn, a saltbox style structure built in 1863, sits on the far north end of the property, behind the Dulaney Cottage and next to the Schoolhouse. The Taylor Inn needs a new roof, has significant exterior wood rot and peeling paint, and a variety of indoor repair needs.

The sprinkler system is aging and does not meet current codes for underground systems. We believe that the above ground heads currently used in flower beds are causing significant wood rot issues to our buildings. We would like underground lines for our flower gardens and low profile heads for our grassy areas.

- **For Promotional Grants/Community Events – describe how this initiative will promote the City of McKinney for the purpose of business development and/or tourism.**

Project Grants – please complete the section below:

- | | | |
|-----------------------------|--------------------------------|-------------------------------|
| • An expansion/improvement? | X <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| • A replacement/repair? | X <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| • A multi-phase project? | <input type="checkbox"/> Yes | X <input type="checkbox"/> No |
| • A new project? | X <input type="checkbox"/> Yes | <input type="checkbox"/> No |

Has a feasibility study or market analysis been completed for this proposed project? *If so, please attach a copy of the Executive Summary.*

Provide specific information to illustrate how this Project/Promotion/Event aligns with one or more of the goals and strategies adopted by McKinney City Council and McKinney Community Development:

- Eligible for MCDC consideration under Sections 501 to 505 of the Texas Local Government Code (refer to MCDC Grant Guidelines)
- Support cultural, sports, fitness, entertainment, community projects and events that attract resident and visitor participation and contribute to quality of life, business development and growth of McKinney

sales tax revenue

- Highlight and promote McKinney as a unique destination for residents and visitors alike
- Meet citizen needs for quality of life improvements, business development and sustainable economic growth for residents in the City of McKinney
- Demonstrate informed financial planning – addressing long-term costs, budget consequences and sustainability of projects for which funding is requested
- Educate the community about the impact local dining and shopping has on investment in quality of life improvements in McKinney

Indicate which goal(s) listed above will be supported by the proposed Project/Promotion/Event:

The Inn, as a component of Chestnut Square Historic Village, is a proven tourist attraction, highlighting McKinney as a unique destination, as well as a quality of life feature and sales tax revenue generator.

Has a request for funding, for this Project/Promotion/Community Event, been submitted to MCDC in the past?

Yes

X No

III. Financial

- Provide an overview of the organization's financial status including the impact of this grant request on organization mission and goals.

The safety and security of our guests is of paramount importance, as is our mission of historic preservation. The goal of this project is to continue offering the Inn as part of our tours, significant in its role as a boarding house for traveling salesmen, who received a bed, breakfast and had their clothes laundered for \$.50.

- Please attach your budget for the current year and audited financial statements for the preceding two years. If audited financials are not available, please indicate why.

**What is the estimated total cost for this Project/Promotion/Community Event?
(*Include a budget for the proposed Project/Promotion/Community Event.*)**

Taylor Inn

- Window/door repair
- Exterior siding repair/replacement and repaint
- Porch/porch roof repairs
- Gutters installed
- Interior/Exterior trim work repairs
 - Subtotal \$35,000
- New Roof - \$10,000 (composite shingle to replace more costly and difficult to maintain cedar shake roof)
- **Project Subtotal \$45,000**

Sprinkler repair

- Bid is for repairs to existing system, installation of drip lines in flower beds, new controls in 3 places, and extension of current system to front yards of Dulaney House and Dulaney Cottage. Estimate: \$20,000

- **Project Subtotal**
 - \$20,000

Project Total \$65,000

What percentage of Project/Promotion/Community Event funding will be provided by the Applicant? Savings using volunteer labor as appropriate and in-kind contributions. Estimate that these bids totaling \$65,000 represent a \$10,000 (15%) discount.

Are Matching Funds available? In the form of reduced labor costs. Yes No

Cash \$	Source	% of Total
In-Kind \$	Source	% of Total

Are other sources of funding available? *If so, please list source and amount.*

Have any other federal, state, or municipal entities or foundations been approached for funding? *If so, please list entity, date of request and amount requested.*

IV. Marketing and Outreach

Describe marketing plans and outreach strategies for your organization, for the Project/Promotion/Community Event for which you are requesting funding – and how they are designed to help you achieve current and future goals.

In March we launched a collaborative membership with the 2 other history museums in downtown, The Heard Craig Center and the Collin County History Museum. Each museum is hosting 4 free events for this level of membership – we have 40 Heritage Alliance members.

We continue to offer Chestnut Square as a gathering place for community and tourist events – in September we will host the opening night dinner of the Farm and Ranch Freedom Alliance (FARFA) conference on our grounds.

In the next few months we will begin the marketing efforts to sell the Dulaney House as a corporate event meeting space. We have hopes of \$15,000 - \$20,000 in first year revenues from this project.

V. Metrics to Evaluate Success

Outline the metrics that will be used to evaluate success of the proposed Project/Promotion/Community Event. If funding is awarded, a final report will be required summarizing success in achieving objectives outlined for the event.

It is difficult to quantify the success of a restoration/preservation project, outside the satisfaction of saving a significant piece of history. However, this structure is nearing the point where it may have to be removed from school tours. We have recently been in talks with a donor to fund school field trips for all Title 1 elementary campuses in McKinney ISD, and it would be devastating to exclude this home turned boarding house. (The early form of Air BNB!)

Acknowledgements

If funding is approved by the MCDC board of directors, Applicant will assure:

- The Project/Promotion/Community Event for which financial assistance is sought will be administered by or under the supervision of the applying organization;
- All funds awarded will be used exclusively for the purpose described in this application;
- MCDC will be recognized in all marketing, outreach, advertising and public relations as a funder of the Project/Promotion/Community Event. Specifics to be agreed upon by applicant and MCDC and included in an executed performance agreement;
- Organization’s officials who have signed the application are authorized by the organization to submit the application;
- Applicant will comply with the MCDC Grant Guidelines in executing the Project/Promotion/Community Event for which funds were received.
- A final report detailing the success of the Project/Promotion/Community Event, as measured against identified metrics, will be provided to MCDC no later than 30 days following the completion of the Project/Promotion/Community Event.
- Up to 80% of the approved grant may be provided, on a reimbursement basis, prior to conclusion of the Project/Promotion/Community Event with submission of invoices/receipts to MCDC. The final 20% may be paid following MCDC’s receipt of unpaid invoices/receipts; documentation of fulfillment of obligations to MCDC; and final report on the Project/Promotion/Community Event.
- The required performance agreement will contain a provision certifying that the applicant does not and will not knowingly employ an undocumented worker in accordance with Chapter 2264 of the Texas Government Code, as amended. Further, should the applicant be convicted of a violation under 8 U.S.C. § 1324a(f), the applicant will be required to repay the amount of the public subsidy provided under the agreement plus interest, at an agreed to interest rate, not later than the 120th day after the date the MCDC notifies the applicant of the violation.

We certify that all figures, facts and representations made in this application, including attachments, are true and correct to the best of our knowledge.

Chief Executive Officer

Representative Completing Application



Signature

Signature

Jaymie Pedigo
Printed Name
6/30/17

Same
Printed Name

Date

Date

INCOMPLETE APPLICATIONS, OR THOSE RECEIVED AFTER THE DEADLINE, WILL NOT BE CONSIDERED.

1863 Taylor Inn



Hole in roof/attic ceiling



Roof shingles



Taylor Inn Window



Ceiling damage from faulty roof



Peeling exterior paint

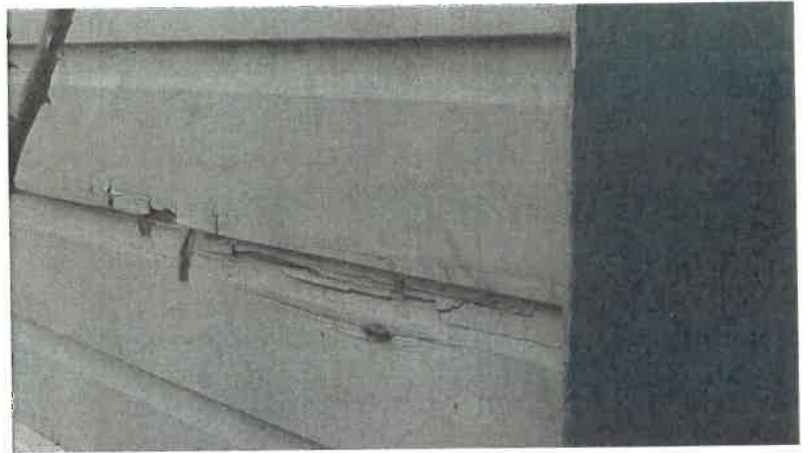


Ill fitting door

Sprinkler System Upgrades



Damage to Visitors Center caused by above ground sprinkler heads in flower beds



We currently have no sprinkler system to serve the Dulaney House and Dulaney Cottage front yards and flower beds.

The Heritage Guild of Collin County

Balance Sheet

As of March 31, 2017

05/08/17

Accrual Basis

	Mar 31, 17	Feb 28, 17	\$ Change	Mar 31, 16	\$ Change
ASSETS					
Current Assets					
Checking/Savings					
10000 · Petty Cash	150.00	350.00	(200.00)	250.00	(100.00)
10020 · Independent Bank - Operations	8,291.89	24,230.14	(15,938.25)	19,697.46	(11,405.57)
10030 · Independent Bank - Endowment	52,105.93	65,814.55	(13,708.62)	29,044.54	23,061.39
10060 · PayPal	5,267.49	1,313.69	3,953.80	(45.89)	5,313.38
Total Checking/Savings	65,815.31	91,708.38	(25,893.07)	48,946.11	16,869.20
Accounts Receivable					
11000 · Accounts Receivable	14,586.00	6,913.50	7,672.50	(7,843.00)	22,429.00
Total Accounts Receivable	14,586.00	6,913.50	7,672.50	(7,843.00)	22,429.00
Other Current Assets					
12000 · Undeposited Funds	1,910.00	2,205.00	(295.00)	10,018.00	(8,108.00)
Total Other Current Assets	1,910.00	2,205.00	(295.00)	10,018.00	(8,108.00)
Total Current Assets	82,311.31	100,826.88	(18,515.57)	51,121.11	31,190.20
Fixed Assets					
15000 · Buildings, Furniture and Equip	1,873,745.29	1,873,745.29	0.00	1,873,745.29	0.00
Total Fixed Assets	1,873,745.29	1,873,745.29	0.00	1,873,745.29	0.00
TOTAL ASSETS	1,956,056.60	1,974,572.17	(18,515.57)	1,924,866.40	31,190.20
LIABILITIES & EQUITY					
Liabilities					
Current Liabilities					
Accounts Payable					
20000 · Accounts Payable	156,578.26	208,518.50	(51,940.24)	11,646.19	144,932.07
Total Accounts Payable	156,578.26	208,518.50	(51,940.24)	11,646.19	144,932.07
Other Current Liabilities					
24400 · Deferred Revenue, Dulaney House	0.00	0.00	0.00	1,500.00	(1,500.00)
24450 · Wedding Damage Deposit	11,350.00	10,675.00	675.00	21,450.00	(10,100.00)
24500 · Deferred Income Billings	60,297.50	54,600.00	5,697.50	82,680.00	(22,382.50)
27000 · Notes Payable, IB Credit Line	0.00	0.00	0.00	5,254.74	(5,254.74)
Total Other Current Liabilities	71,647.50	65,275.00	6,372.50	110,884.74	(39,237.24)
Total Current Liabilities	228,225.76	273,793.50	(45,567.74)	122,530.93	105,694.83
Total Liabilities	228,225.76	273,793.50	(45,567.74)	122,530.93	105,694.83
Equity					
30000 · Unrestricted Fund Balance	1,892,627.43	1,892,627.43	0.00	1,829,235.54	63,391.89
Net Income	(164,796.59)	(191,848.76)	27,052.17	(26,900.07)	(137,896.52)
Total Equity	1,727,830.84	1,700,778.67	27,052.17	1,802,335.47	(74,504.63)
TOTAL LIABILITIES & EQUITY	1,956,056.60	1,974,572.17	(18,515.57)	1,924,866.40	31,190.20

The Heritage Guild of Collin County Profit & Loss Budget Overview

January through December 2017

	TOTAL
	Jan - Dec 17
Ordinary Income/Expense	
Income	
41000 · Direct Public Support	
41010 · Membership Dues	2,100.00
41020 · Donations, General Public	5,300.00
41030 · Corporate Contributions	27,000.00
41050 · Special Purpose Gifts	24,500.00
Total 41000 · Direct Public Support	58,900.00
42000 · Program Revenues	
42010 · Farmers' Market	55,000.00
42020 · Tour de Coop	7,500.00
42030 · Merchandise Sales	1,000.00
42040 · Education Programs	9,500.00
42050 · Ghostly Haunting	4,000.00
42070 · Prairie Camps	12,000.00
42080 · Public Village Tour	2,000.00
42085 · Pumpkin Patch & Farm Days	3,500.00
42090 · Tea & Tour	5,500.00
42100 · Trolley Tour	700.00
Total 42000 · Program Revenues	100,700.00
42500 · Event & Fundraising Revenues	
42520 · Farm to Table Dinner	30,000.00
42540 · Fashion Show	3,250.00
42550 · Ghost Walk	9,000.00
42560 · Holiday Home Tour	27,000.00
42570 · Ice Cream Crank Off	8,000.00
42580 · Murder Mystery	2,000.00
42699 · Other Event/Fund Raising Income	2,500.00
Total 42500 · Event & Fundraising Revenues	81,750.00
43000 · Facility Rentals	
43010 · Weddings	154,000.00
43020 · Rentals	4,000.00
Total 43000 · Facility Rentals	158,000.00
44000 · Other Operating Income	
44010 · Arcadia Book Royalties	50.00
Total 44000 · Other Operating Income	50.00
45000 · Investments	
45030 · Interest-Savings, Short-term CD	40.00
Total 45000 · Investments	40.00
Total Income	399,440.00
Gross Profit	399,440.00
Expense	
61100 · Wedding Expenses	
61110 · Wedding Costs	14,300.00

The Heritage Guild of Collin County Profit & Loss Budget Overview

January through December 2017

	TOTAL
	Jan - Dec 17
Total 61100 · Wedding Expenses	14,300.00
61200 · Programming Expenses	
61210 · Farmers' Market Costs	9,750.00
61220 · Coup de Tour Costs	5,000.00
61230 · Merchandise Costs	600.00
61240 · Educational Programs Costs	2,000.00
61250 · Ghostly Haunting Costs	2,000.00
61265 · Pumpkin Patch & Farm Days Costs	2,000.00
61270 · Tour & Tea Costs	2,950.00
61280 · Trolley Tour Costs	700.00
61290 · Prairie Camp Costs	1,500.00
Total 61200 · Programming Expenses	26,500.00
61400 · Events & Fundraising Expenses	
61420 · Farm to Table Dinner Costs	15,000.00
61440 · Fashion Show Costs	500.00
61450 · Ghost Walk Costs	2,500.00
61460 · Holiday Home Tour Costs	6,500.00
61470 · Ice Cream Crank Off Costs	5,000.00
61480 · Murder Mystery Costs	1,000.00
Total 61400 · Events & Fundraising Expenses	30,500.00
61600 · Business Expenses	
61610 · Advertising, PR & Marketing	17,800.00
61630 · Board Meeting Expenses	300.00
61640 · Business Registration Fees	115.00
61660 · Rentals (Administrative)	9,600.00
61670 · Volunteer Relations	1,000.00
61680 · Staff Relations	800.00
61699 · Other Business Expenses	1,950.00
Total 61600 · Business Expenses	31,565.00
61700 · Outside Services	
61710 · Accounting Fees	1,000.00
61740 · Outside Contract Services	1,000.00
Total 61700 · Outside Services	2,000.00
62000 · Facilities and Equipment	
62010 · Building and Equip Maintenance	
62011 · Yard	6,000.00
62012 · Structures & Equipment	22,750.00
62013 · Cleaning & Maintenance Supplies	3,600.00
Total 62010 · Building and Equip Maintenance	32,350.00
62050 · Property Insurance	17,500.00
62060 · Utilities	19,900.00
Total 62000 · Facilities and Equipment	69,750.00
63000 · Office Operations	
63020 · Postage, Mailing Service	600.00

The Heritage Guild of Collin County Profit & Loss Budget Overview

January through December 2017

	<u>TOTAL</u>
	<u>Jan - Dec 17</u>
63025 · Printing and Copying	7,500.00
63030 · Supplies	1,500.00
63035 · Telephone, Telecommunications	2,000.00
63040 · IT Expense	5,000.00
Total 63000 · Office Operations	16,800.00
64000 · Other Administrative Expenses	
64020 · Credit Card Fees	6,500.00
Total 64000 · Other Administrative Expenses	6,500.00
65000 · Payroll Expenses	
65010 · Salaries, Staff	101,400.00
65020 · Salaries, Contract Employees	23,940.00
65030 · Salaries, Wedding Coordinator	54,900.00
65040 · Payroll Taxes	12,000.00
65050 · Payroll Processing Costs	2,400.00
Total 65000 · Payroll Expenses	194,640.00
Total Expense	392,355.00
Net Ordinary Income	7,085.00
Net Income	7,085.00

The Heritage Guild of Collin County
Profit & Loss Budget vs. Actual
January through March 2017

	Jan - Mar 17	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
41000 · Direct Public Support				
41010 · Membership Dues	140.00	1,600.00	(1,460.00)	8.8%
41020 · Donations, General Public	364.06	500.00	(135.94)	72.8%
41030 · Corporate Contributions	17,500.00	15,000.00	2,500.00	116.7%
41050 · Special Purpose Gifts	12,340.00	19,000.00	(6,660.00)	64.9%
41060 · McKinney Heritage Membership	525.00	0.00	525.00	100.0%
Total 41000 · Direct Public Support	30,869.06	36,100.00	(5,230.94)	85.5%
42000 · Program Revenues				
42010 · Farmers' Market	20,781.82	16,000.00	4,781.82	129.9%
42020 · Tour de Coop	4,443.00	3,000.00	1,443.00	148.1%
42030 · Merchandise Sales	15.82	0.00	15.82	100.0%
42040 · Education Programs	1,830.00	1,500.00	330.00	122.0%
42050 · Ghostly Haunting	280.00	800.00	(520.00)	35.0%
42070 · Prairie Camps	200.00	500.00	(300.00)	40.0%
42080 · Public Village Tour	929.01	400.00	529.01	232.3%
42085 · Pumpkin Patch & Farm Days	0.00	0.00	0.00	0.0%
42090 · Tea & Tour	1,740.00	1,000.00	740.00	174.0%
42100 · Trolley Tour	573.95	0.00	573.95	100.0%
Total 42000 · Program Revenues	30,793.60	23,200.00	7,593.60	132.7%
42500 · Event & Fundraising Revenues				
42520 · Farm to Table Dinner	2,000.00	0.00	2,000.00	100.0%
42540 · Fashion Show	2,810.00	3,250.00	(440.00)	86.5%
42550 · Ghost Walk	0.00	0.00	0.00	0.0%
42560 · Holiday Home Tour	11.40	0.00	11.40	100.0%
42570 · Ice Cream Crank Off	0.00	0.00	0.00	0.0%
42580 · Murder Mystery	1,750.01	2,000.00	(249.99)	87.5%
42699 · Other Event/Fund Raising Income	2,230.00	0.00	2,230.00	100.0%
Total 42500 · Event & Fundraising Revenues	8,801.41	5,250.00	3,551.41	167.6%
43000 · Facility Rentals				
43010 · Weddings	36,435.00	34,000.00	2,435.00	107.2%
43020 · Rentals	75.00	0.00	75.00	100.0%
Total 43000 · Facility Rentals	36,510.00	34,000.00	2,510.00	107.4%
44000 · Other Operating Income				
44010 · Arcadia Book Royalties	0.00	12.50	(12.50)	0.0%
44020 · Background Check Fees	(83.10)	0.00	(83.10)	100.0%
44040 · Miscellaneous Revenue	0.00	0.00	0.00	0.0%
Total 44000 · Other Operating Income	(83.10)	12.50	(95.60)	(664.8)%
45000 · Investments				
45030 · Interest-Savings, Short-term CD	11.97	9.00	2.97	133.0%
Total 45000 · Investments	11.97	9.00	2.97	133.0%
Total Income	106,902.94	98,571.50	8,331.44	108.5%
Gross Profit	106,902.94	98,571.50	8,331.44	108.5%
Expense				
61100 · Wedding Expenses				
61110 · Wedding Costs	2,208.77	2,300.00	(91.23)	96.0%
61100 · Wedding Expenses - Other	812.50	0.00	812.50	100.0%
Total 61100 · Wedding Expenses	3,021.27	2,300.00	721.27	131.4%

The Heritage Guild of Collin County
Profit & Loss Budget vs. Actual
 January through March 2017

	Jan - Mar 17	Budget	\$ Over Budget	% of Budget
61200 · Programming Expenses				
61210 · Farmers' Market Costs	2,596.03	2,000.00	596.03	129.8%
61220 · Coup de Tour Costs	398.65	2,000.00	(1,601.35)	19.9%
61230 · Merchandise Costs	213.24	0.00	213.24	100.0%
61240 · Educational Programs Costs	481.58	750.00	(268.42)	64.2%
61250 · Ghostly Haunting Costs	0.00	0.00	0.00	0.0%
61265 · Pumpkin Patch & Farm Days Costs	0.00	0.00	0.00	0.0%
61270 · Tour & Tea Costs	581.63	350.00	231.63	166.2%
61280 · Trolley Tour Costs	0.00	0.00	0.00	0.0%
61290 · Prairie Camp Costs	0.00	0.00	0.00	0.0%
Total 61200 · Programming Expenses	4,271.13	5,100.00	(828.87)	83.7%
61400 · Events & Fundraising Expenses				
61420 · Farm to Table Dinner Costs	0.00	0.00	0.00	0.0%
61440 · Fashion Show Costs	1,474.17	500.00	974.17	294.8%
61450 · Ghost Walk Costs	145.00	0.00	145.00	100.0%
61460 · Holiday Home Tour Costs	583.32	0.00	583.32	100.0%
61470 · Ice Cream Crank Off Costs	145.00	0.00	145.00	100.0%
61480 · Murder Mystery Costs	1,125.84	1,000.00	125.84	112.6%
61400 · Events & Fundraising Expenses - Other	50.00	0.00	50.00	100.0%
Total 61400 · Events & Fundraising Expenses	3,523.33	1,500.00	2,023.33	234.9%
61600 · Business Expenses				
61610 · Advertising, PR & Marketing	5,274.54	6,000.00	(725.46)	87.9%
61630 · Board Meeting Expenses	0.00	75.00	(75.00)	0.0%
61640 · Business Registration Fees	0.00	0.00	0.00	0.0%
61660 · Rentals (Administrative)	2,736.00	2,400.00	336.00	114.0%
61670 · Volunteer Relations	0.00	300.00	(300.00)	0.0%
61680 · Staff Relations	31.00	50.00	(19.00)	62.0%
61699 · Other Business Expenses	0.00	450.00	(450.00)	0.0%
Total 61600 · Business Expenses	8,041.54	9,275.00	(1,233.46)	86.7%
61700 · Outside Services				
61710 · Accounting Fees	0.00	0.00	0.00	0.0%
61730 · Fundraising Expenses	250.00	0.00	250.00	100.0%
61740 · Outside Contract Services	0.00	100.00	(100.00)	0.0%
Total 61700 · Outside Services	250.00	100.00	150.00	250.0%
62000 · Facilities and Equipment				
62010 · Building and Equip Maintenance				
62011 · Yard	208.00	1,500.00	(1,292.00)	13.9%
62012 · Structures & Equipment	2,795.37	750.00	2,045.37	372.7%
62013 · Cleaning & Maintenance Supplies	955.65	700.00	255.65	136.5%
62010 · Building and Equip Maintenance - Other	142.14	0.00	142.14	100.0%
Total 62010 · Building and Equip Maintenance	4,101.16	2,950.00	1,151.16	139.0%
62020 · Curation	145.56	0.00	145.56	100.0%
62050 · Property Insurance	0.00	0.00	0.00	0.0%
62060 · Utilities	4,233.55	4,200.00	33.55	100.8%
Total 62000 · Facilities and Equipment	8,480.27	7,150.00	1,330.27	118.6%
63000 · Office Operations				
63010 · Books, Subscriptions, Reference	12.92	0.00	12.92	100.0%
63020 · Postage, Mailing Service	126.70	140.00	(13.30)	90.5%
63025 · Printing and Copying	(3,701.09)	1,650.00	(5,351.09)	(224.3)%
63030 · Supplies	472.01	250.00	222.01	188.8%
63035 · Telephone, Telecommunications	647.47	200.00	447.47	323.7%
63040 · IT Expense	3,059.94	3,250.00	(190.06)	94.2%
Total 63000 · Office Operations	617.95	5,490.00	(4,872.05)	11.3%

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Accrual Basis

The Heritage Guild of Collin County
Profit & Loss Budget vs. Actual
January through March 2017

	Jan - Mar 17	Budget	\$ Over Budget	% of Budget
64000 · Other Administrative Expenses				
64015 · Bank Service Charges	30.00	0.00	30.00	100.0%
64020 · Credit Card Fees	1,639.76	1,750.00	(110.24)	93.7%
64055 · Memberships & Dues	215.00	0.00	215.00	100.0%
64099 · Other Admin Expenses	(25.00)	0.00	(25.00)	100.0%
Total 64000 · Other Administrative Expenses	1,859.76	1,750.00	109.76	106.3%
65000 · Payroll Expenses				
65010 · Salaries, Staff	28,475.73	25,350.00	3,125.73	112.3%
65020 · Salaries, Contract Employees	8,452.50	5,985.00	2,467.50	141.2%
65030 · Salaries, Wedding Coordinator	13,439.00	13,725.00	(286.00)	97.9%
65040 · Payroll Taxes	3,206.58	3,000.00	206.58	106.9%
65050 · Payroll Processing Costs	805.76	600.00	205.76	134.3%
Total 65000 · Payroll Expenses	54,379.57	48,660.00	5,719.57	111.8%
67000 · Travel Expenses				
67010 · Conferences & Meetings	25.00	0.00	25.00	100.0%
Total 67000 · Travel Expenses	25.00	0.00	25.00	100.0%
Total Expense	84,469.82	81,325.00	3,144.82	103.9%
Net Ordinary Income	22,433.12	17,246.50	5,186.62	130.1%
Other Income/Expense				
Other Income				
70000 · Grants (Restricted), Net				
70010 · Restricted Grants Received	40,382.77			
70020 · Grant Expenses (Advert & Mktg)	(1,450.00)			
70030 · Grant Expenses (Structures)	(22,953.18)			
70040 · Grant Expenses (Delaney House)	(203,209.30)			
Total 70000 · Grants (Restricted), Net	(187,229.71)			
Total Other Income	(187,229.71)			
Net Other Income	(187,229.71)			
Net Income	(164,796.59)	17,246.50	(182,043.09)	(955.5)%

Internal Revenue Service

Department of the Treasury

District
Director

Heritage Guild of Collin County Texas
509 West Howell
McKinney, TX 75069

Person to Contact
EGMF Tax Examiner
Telephone Number

214-767-1766
Refer Reply to

RM:CSB:1200 DAL
Date NOV 20 1985

EN: 75-1602150

Gentlemen:

Our records show that Heritage Guild of Collin County Texas is exempt from Federal Income Tax under Section 501(c)(3) of the Internal Revenue Code. This exemption was granted September, 1979, and remains in full force and effect. Contributions to your organization are deductible in the manner and to the extent provided by Section 170 of the Code.

We have classified your organization as one that is not a private foundation within the meaning of Section 509(a) of the Internal Revenue Code because you are an organization as described in Section 170(b)(1)(A)(vi).

If we may be of further assistance, please contact the person whose name and telephone number are shown above.

Sincerely yours,



Tax Examiner

