

**Annual Meeting Agenda**  
**Habitat for Humanity of Navarro County**  
**Tuesday, February 8, 2011**  
**6:30 PM**

1. Call to order/Opening Prayer
2. Minutes of 2010 Annual Meeting Vote
3. Treasurer's Report Vote
4. Nominating Committee Report Vote
5. Business Manager Report
6. Committee Reports
  - a. Family Selection
  - b. Family Support
  - c. Volunteer
  - d. Webmaster
  - e. Construction
7. President's Report
8. Recognition of Outgoing/Incoming Board Members
9. Adjourn

## Habitat for Humanity of Navarro County, Inc.

### Annual Meeting, February 9, 2010

1. The meeting was called to order at 6:45 by Dr. Bob Kingman and was opened in prayer by Fr. Ed Monk.
2. The minutes of the 2009 meeting were distributed.
3. The Treasurer's Report was given, showing the income for last calendar year was \$95,797.41 with total expenses of \$97,889.63. We will soon be collecting mortgage payments on 305 Gioia Circle.
4. The committee chairmen gave reports summarizing their actions in the past year.
  - a. Church Relations – Bruce Howard will be working toward house number 6 being an Apostle Build; a project where 12 churches partner together to fund and build a home. This home is expected to be built in 2011.
  - b. Development – Over the past year our funds were raised in three main areas; general donations, cookbook donations and grants.
  - c. Family Selection
  - d. Family Support
  - e. Construction – Dr. Lary Reed, the construction chairman, expressed the committee's thanks to the Board for its support. Construction of 305 Gioia Circle was completed in time for the Adkinson family to move in before Christmas, thanks to the hard work of our key volunteers and Daniel Lima, the project coordinator. The weather has caused some delays in the beginning of 300 Gioia Circle, the 5<sup>th</sup> home that we will be constructing.
  - f. Volunteer – Chairman Liz Kingman expressed her thanks to the many volunteers, both groups and individuals, who make it possible for Habitat to build homes.
  - g. Webmaster
5. Virginia Monk, the Administrative Secretary, did not have a report as all items were covered by committee chairs.
6. The outgoing Board Members were recognized, and thanked for their service to Habitat: Adam Walthall, Phyllis Brown, Pearline Jones, Larry Morrison and Francisca Ramos.
7. The newly elected Board Members were introduced: Fr. Ed Monk, John McClung, Bruce Robinson, Anna Updegrove, Dr. Kenneth Martin, Les Leskoven and Richard Tate. The new slate of officers were introduced: President, Fr. Ed Monk, Vice Presidents, Daniel Lima and Liz Kingman, Secretary, Debra Preston, Treasurer, Harry Hudson, and Past

President, Dr. Bob Kingman Fr. Monk thanked Dr. Kingman for his service as our first president, and then appointed Dr. Kingman as the new chairperson for Special Projects.

8. We have accomplished great things in the past year. The completion of 305 Gioia marks the achievement of building four homes in four years. We will begin our fifth home in the coming weeks, and are working toward the funding of our sixth home by local churches.

Habitat for Humanty of Navarro County, Inc.

**Balance Sheet**

As of December 31, 2010

	<u>Dec 31, 10</u>	<u>Dec 31, 09</u>	<u>\$ Change</u>	<u>% Change</u>
<b>ASSETS</b>				
Current Assets				
Checking/Savings				
1001 · CNBT Primary				
1001.1 · Unrestricted Operating	\$14,059.20	\$7,855.58	\$6,203.62	78.97%
1001.2 · Restricted Local Use Only	\$450.40	\$5,500.00	-\$5,049.60	(91.81%)
1001.5 · Restricted-Gioia Circle	\$13,605.03	\$9,856.18	\$3,748.85	38.04%
1001 · CNBT Primary - Other	\$0.00	-\$15.56	\$15.56	100.0%
Total 1001 · CNBT Primary	<u>\$28,114.63</u>	<u>\$23,196.20</u>	<u>\$4,918.43</u>	<u>21.2%</u>
1002 · CNBT-Receivables Acct	\$11,128.08	\$4,891.99	\$6,236.09	127.48%
1003 · CNBT Escrow	\$556.25	\$5,632.24	-\$5,075.99	(90.12%)
1006 · CNBT CD (6 mo)	\$30,265.05	\$30,000.00	\$265.05	0.88%
Total Checking/Savings	<u>\$70,064.01</u>	<u>\$63,720.43</u>	<u>\$6,343.58</u>	<u>9.96%</u>
Accounts Receivable				
1200 · Accounts Receivable	\$594.31	-\$81.46	\$675.77	(829.57%)
1210 · Acct receiv - Due from owner	\$181.43	\$0.00	\$181.43	100.0%
Total Accounts Receivable	<u>\$775.74</u>	<u>-\$81.46</u>	<u>\$857.20</u>	<u>(1,052.3%)</u>
Other Current Assets				
1499 · Undeposited Funds	\$404.16	\$0.00	\$404.16	100.0%
Total Other Current Assets	<u>\$404.16</u>	<u>\$0.00</u>	<u>\$404.16</u>	<u>100.0%</u>
Total Current Assets	<u>\$71,243.91</u>	<u>\$63,638.97</u>	<u>\$7,604.94</u>	<u>11.95%</u>
Fixed Assets				
1401 · Fixed Assets Worksite	\$14,882.48	\$14,882.48	\$0.00	0.0%
Total Fixed Assets	<u>\$14,882.48</u>	<u>\$14,882.48</u>	<u>\$0.00</u>	<u>0.0%</u>
Other Assets				
1301 · Sanchez Mortgage	\$41,387.51	\$43,785.02	-\$2,397.51	(5.48%)
1302 · Pierce Mortgage	\$43,958.14	\$46,458.22	-\$2,500.08	(5.38%)
1303 · Evans Mortgage	\$46,716.74	\$49,187.67	-\$2,470.93	(5.02%)
1304 · Adkinson Mortgage	\$48,722.52	\$0.00	\$48,722.52	100.0%
Total Other Assets	<u>\$180,784.91</u>	<u>\$139,430.91</u>	<u>\$41,354.00</u>	<u>29.66%</u>
<b>TOTAL ASSETS</b>	<u><u>\$266,911.30</u></u>	<u><u>\$217,952.36</u></u>	<u><u>\$48,958.94</u></u>	<u><u>22.46%</u></u>
<b>LIABILITIES &amp; EQUITY</b>				
Liabilities				
Current Liabilities				
Credit Cards				
3003 · Gilfillan Hardware	\$0.00	\$224.97	-\$224.97	(100.0%)

Habitat for Humanty of Navarro County, Inc.

**Balance Sheet**

As of December 31, 2010

	<u>Dec 31, 10</u>	<u>Dec 31, 09</u>	<u>\$ Change</u>	<u>% Change</u>
3004 · McKee	\$360.35	\$1,850.39	-\$1,490.04	(80.53%)
Total Credit Cards	\$360.35	\$2,075.36	-\$1,715.01	(82.64%)
Other Current Liabilities				
2100 · Payroll Liabilities	\$342.82	\$652.60	-\$309.78	(47.47%)
Total Other Current Liabilities	\$342.82	\$652.60	-\$309.78	(47.47%)
Total Current Liabilities	\$703.17	\$2,727.96	-\$2,024.79	(74.22%)
Total Liabilities	\$703.17	\$2,727.96	-\$2,024.79	(74.22%)
Equity				
1110 · Retained Earnings	-\$34,665.74	-\$10,380.62	-\$24,285.12	233.95%
3000 · Opening Bal Equity	\$291,428.64	\$250,074.64	\$41,354.00	16.54%
Net Income	\$9,445.23	-\$24,469.62	\$33,914.85	(138.6%)
Total Equity	\$266,208.13	\$215,224.40	\$50,983.73	23.69%
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><b>\$266,911.30</b></u>	<u><b>\$217,952.36</b></u>	<u><b>\$48,958.94</b></u>	<u><b>22.46%</b></u>

Habitat for Humanity of Navarro County, Inc.  
**Profit & Loss Budget vs. Actual**  
 January through December 2010

	<u>Jan - Dec 10</u>	<u>Budget</u>	<u>\$ Over Budget</u>
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
<b>4000 · Cash Contributions</b>			
4010 · Annual Appeal Income	\$12,040.00		
4030 · Contributions Churches	\$6,300.00	\$12,000.00	-\$5,700.00
4040 · Donations Individuals	\$8,472.49	\$7,000.00	\$1,472.49
4060 · Grants - Other	\$31,447.19	\$40,000.00	-\$8,552.81
4070 · Promotional/ Hat Donations	\$40.00	\$270.00	-\$230.00
4080 · Cookbook Ad Sales	\$0.00	\$0.00	\$0.00
4085 · Cookbook Donations	\$2,691.97	\$600.00	\$2,091.97
<b>Total 4000 · Cash Contributions</b>	<u>\$60,991.65</u>	<u>\$59,870.00</u>	<u>\$1,121.65</u>
4090 · Membership Dues	\$0.00	\$250.04	-\$250.04
<b>4200 · Sale to Homeowners</b>			
4210 · Mortgage Income	\$9,375.65	\$9,300.00	\$75.65
4220 · Escrow Income	\$0.00	\$1,080.00	-\$1,080.00
4230 · Rental Payments	\$627.00	\$400.00	\$227.00
4200 · Sale to Homeowners - Other	\$0.00	\$0.00	\$0.00
<b>Total 4200 · Sale to Homeowners</b>	<u>\$10,002.65</u>	<u>\$10,780.00</u>	<u>-\$777.35</u>
<b>4500 · Other Program Income</b>			
4515 · Late Fee Income	\$199.76	\$15.00	\$184.76
<b>Total 4500 · Other Program Income</b>	<u>\$199.76</u>	<u>\$15.00</u>	<u>\$184.76</u>
<b>4600 · Other Non-Program Income</b>			
4610 · Interest Income	\$13.38	\$42.00	-\$28.62
4620 · Misc. Non-Program Income	\$3,562.27	\$300.00	\$3,262.27
<b>Total 4600 · Other Non-Program Income</b>	<u>\$3,575.65</u>	<u>\$342.00</u>	<u>\$3,233.65</u>
<b>Total Income</b>	<u>\$74,769.71</u>	<u>\$71,257.04</u>	<u>\$3,512.67</u>
<b>Expense</b>			
<b>5000 · Program Services</b>			
<b>5100 · Construction Costs</b>			
5101 · Electricity Const. Site	\$781.11	\$0.00	\$781.11
5102 · Water Const. Site	\$352.42	\$0.00	\$352.42
5104 · Liability Insurance	\$2,640.50	\$0.00	\$2,640.50
5106 · Small Tools	\$343.13	\$0.00	\$343.13
5108 · Job Site Maintainance	\$1,489.01	\$0.00	\$1,489.01
5109 · Building Supplies	\$8,785.82	\$0.00	\$8,785.82
5110 · Infrastructure	\$3,754.56	\$0.00	\$3,754.56
5111 · Electrical	\$11.25	\$0.00	\$11.25
5112 · Plumbing	\$8,818.51	\$0.00	\$8,818.51
5113 · Concrete	\$6,774.00	\$0.00	\$6,774.00

**Habitat for Humanity of Navarro County, Inc.**  
**Profit & Loss Budget vs. Actual**  
 January through December 2010

	<u>Jan - Dec 10</u>	<u>Budget</u>	<u>\$ Over Budget</u>
5114 · Woodworking/Cabinetry	\$1,663.18	\$0.00	\$1,663.18
5115 · Paint & Drywall	\$2,029.19	\$0.00	\$2,029.19
5116 · Appliances & Fixtures	\$404.00	\$0.00	\$404.00
5117 · Flooring	\$0.00	\$0.00	\$0.00
5118 · HVAC	\$1,256.99	\$0.00	\$1,256.99
5119 · Insulation	\$2,488.00	\$0.00	\$2,488.00
5120 · Landscaping	\$756.49	\$0.00	\$756.49
5121 · Fencing	\$2,777.85		
5100 · Construction Costs - Other	\$0.00	\$57,500.02	-\$57,500.02
<b>Total 5100 · Construction Costs</b>	<b>\$45,126.01</b>	<b>\$57,500.02</b>	<b>-\$12,374.01</b>
5125 · Worksite Hospitality	\$269.62	\$180.00	\$89.62
5330 · Supplies			
5332 · Office Supplies	\$29.98	\$120.00	-\$90.02
5334 · Other Supplies	\$16.09		
<b>Total 5330 · Supplies</b>	<b>\$46.07</b>	<b>\$120.00</b>	<b>-\$73.93</b>
5360 · Occupancy Expense			
5366 · Property Taxes	\$0.00	\$0.00	\$0.00
<b>Total 5360 · Occupancy Expense</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Total 5000 · Program Services</b>	<b>\$45,441.70</b>	<b>\$57,800.02</b>	<b>-\$12,358.32</b>
5155 · Closing Costs	\$1,669.68	\$1,500.00	\$169.68
5400 · Home Expense Pass Throughs			
5410 · W. Call Ave Insurance	\$505.00	\$0.00	\$505.00
5415 · W. Call Ave Taxes	\$522.59	\$0.00	\$522.59
5420 · Columbia Ave Insurance	\$546.00	\$0.00	\$546.00
5425 · Columbia taxes	\$1,073.43	\$0.00	\$1,073.43
5430 · 301 Gioia Ins.	\$653.65	\$0.00	\$653.65
5435 · 301 Gioia taxes	\$0.00	\$0.00	\$0.00
<b>Total 5400 · Home Expense Pass Throughs</b>	<b>\$3,300.67</b>	<b>\$0.00</b>	<b>\$3,300.67</b>
6560 · Payroll Expenses	\$545.95	\$360.00	\$185.95
66900 · Reconciliation Discrepancies	\$8.85	\$0.00	\$8.85
7000 · Management and General			
7011 · Committee Expenses	\$0.00	\$120.00	-\$120.00
7100 · Insurances	\$340.00	\$1,200.00	-\$860.00
7260 · Salary, & Wages Other			
7262 · Contract Labor	\$750.00	\$1,500.00	-\$750.00
7266 · Business Manager	\$7,136.64	\$7,820.02	-\$683.38
7260 · Salary, & Wages Other - Other	\$0.00	\$0.00	\$0.00
<b>Total 7260 · Salary, &amp; Wages Other</b>	<b>\$7,886.64</b>	<b>\$9,320.02</b>	<b>-\$1,433.38</b>

Habitat for Humanity of Navarro County, Inc.  
**Profit & Loss Budget vs. Actual**  
 January through December 2010

	<u>Jan - Dec 10</u>	<u>Budget</u>	<u>\$ Over Budget</u>
7300 · Habitat Dues (St/Natl)	\$100.00	\$150.00	-\$50.00
7305 · Habitat Tithes	\$3,500.00		
7310 · Accounting Fees	\$2,427.27	\$1,500.00	\$927.27
7330 · Supplies			
7332 · Office Supplies	\$63.88	\$300.00	-\$236.12
7334 · Other Supplies	\$248.94		
7336 · Software	\$425.00	\$120.00	\$305.00
7338 · Copying/Printing	\$50.00	\$300.00	-\$250.00
Total 7330 · Supplies	\$787.82	\$720.00	\$67.82
7340 · Telephone and Fax	\$949.28	\$540.00	\$409.28
7350 · Postage and Shipping	\$101.41	\$120.00	-\$18.59
7370 · Builder's Warranty Costs			
7372 · Warranty Repairs for Homeowners	\$2,259.68		
7376 · Warranty Maint. for Homeowners	\$112.91		
Total 7370 · Builder's Warranty Costs	\$2,372.59		
7490 · Other Expenses			
7491 · Credit Check Fees	\$0.00	\$0.00	\$0.00
7492 · Taxes-Other	\$840.00		
7493 · Credit Card Service Fees	\$0.00	\$0.00	\$0.00
7494 · Expenses-Other	\$168.49	\$0.00	\$168.49
7495 · Office Equipment	\$0.00	\$120.00	-\$120.00
Total 7490 · Other Expenses	\$1,008.49	\$120.00	\$888.49
7500 · Dedication Expenses	\$0.00	\$300.00	-\$300.00
7600 · Undeveloped Properties Expense			
7605 · Hackberry Taxes	\$0.00	\$300.00	-\$300.00
Total 7600 · Undeveloped Properties Expense	\$0.00	\$300.00	-\$300.00
Total 7000 · Management and General	\$19,473.50	\$14,390.02	\$5,083.48
8000 · Fundraising/Marketing			
8100 · Volunteer Benefits	\$1,627.58	\$750.00	\$877.58
8200 · Advertising & Signage	\$0.00	\$300.00	-\$300.00
8330 · Supplies			
8332 · Office Supplies	\$482.99	\$30.00	\$452.99
8334 · Other Supplies	\$0.00	\$500.02	-\$500.02
Total 8330 · Supplies	\$482.99	\$530.02	-\$47.03
8340 · Telephone and Fax	\$0.00	\$0.00	\$0.00
8350 · Postage and Shipping	\$660.00	\$1,000.00	-\$340.00
8490 · Other Expenses			

Habitat for Humanity of Navarro County, Inc.  
**Profit & Loss Budget vs. Actual**  
 January through December 2010

	<u>Jan - Dec 10</u>	<u>Budget</u>	<u>\$ Over Budget</u>
8496 · Expenses-Other	\$50.00		
Total 8490 · Other Expenses	\$50.00		
Total 8000 · Fundraising/Marketing	\$2,820.57	\$2,580.02	\$240.55
Total Expense	\$73,260.92	\$76,630.06	-\$3,369.14
Net Ordinary Income	\$1,508.79	-\$5,373.02	\$6,881.81
Other Income/Expense			
Other Income			
7010 · Interest Income	\$265.05		
9000 · Escrows Held for Homeowners			
9002 · Escrow Payments Received	\$6,722.20	\$3,480.00	\$3,242.20
Total 9000 · Escrows Held for Homeowners	\$6,722.20	\$3,480.00	\$3,242.20
Total Other Income	\$6,987.25	\$3,480.00	\$3,507.25
Net Other Income	\$6,987.25	\$3,480.00	\$3,507.25
Net Income	\$8,496.04	-\$1,893.02	\$10,389.06

## Webmaster Report

Here some statistical volunteer information. Data for new volunteers exists also for prior years, however sign-in data exists only for the last year, as this is when I started really collecting sign-in data and entered it into the system. There is a significant number of (at that time) new volunteers listed in the database without sign-up date. This data stems most likely from the years 2006 and 2007.

### Registered New Volunteers by Year:

Undated: 301 volunteers and donors (note: those are the donors that were in your original spread sheet, after I took over no more donors were entered, they are now administrated by Virginia)

Year 2006 --- 142 new volunteers

Year 2007 --- 50 new volunteers

Year 2008 --- 137 new volunteers

Year 2009 --- 170 new volunteers

Year 2010 --- 167 new volunteers

### Sign-In Information for 2010 (no information exists for prior years):

I have a total of 508 sign-ins on record.

Considering that we did not start with this at the very beginning of 2010, that some volunteers probably did not sign in, or that information from a few sign-ins may have been lost, I would say it is safe to add between 30 and 50% to this figure and put the actual number of sign-ins at around 750 total for the year.

This means again, if we assume 4 hours of labor per volunteer and workday, we can extrapolate some 3,000 man-and-woman-hours on site.

The number of UNIQUE volunteers for 2010 is 253, that means 253 DIFFERENT volunteers/people were working on site in 2010. This number is probably pretty close, with maybe maximum 5-10% to be added, which would put the actual number somewhere around 275 unique volunteers.

### Number of Workdays per Year:

I have an about accurate record for this beginning only some time in 2008, from which point on we have the workdays listed on the website. Data for 2006 and 2007 comes from new volunteers being in the database for these years:

2006: 19 workdays

2007: 13 workdays

2008: 33 workdays

2009: 38 workdays

2010: 31 workdays

Workgroups (Information exists since 2008):

I have a total of 33 different work groups on record (2 of which are "Habitat Board" and "Habitat Regulars", so that leaves 31 "external" work groups).

For the year 2010 we had 20 different work groups (including "Board" and "Regulars") on site, so that leaves 18 "external" groups.

Top 10 regulars on site:

Karen Farmer	24
Daniel Lima	20
John McClung	16
Kevin Beatty	16
Liz Kingman	16
Bob Dewitt	15
Sue Reed	15
Sherri Mullin	13
John Updegrove	11
The Rev. Ed Monk	9

Workgroups to attract most new (first-time) Volunteers:

NC Honor Students	25
NC Phi Beta Kappa	17
St John's	14
Westminster Presbyterian	12
NC Nursing	12
First Baptist Church	12
Wal-Mart	11
Guardian	11

Workgroups to deliver the largest amount of manpower (workday sign-ins, this obviously includes the regulars that were present on those workdays):

NC Honor Students	53
Westminster Presbyterian	45
St. John's	44
First Baptist	35
NC Nursing	32
Guardian	32

I'm inclined to say that our young college people in town deserve a lot of credit for being very active in our Ministry.

Volunteer Schedule, Early 2011

January 1	No work day	No work day
January 8	Board work day	Board work day
January 15	Liz Kingman	'Regulars' work day
January 22	First United Methodist	First United Methodist
January 29	Liz Kingman	NC Honor Students
February 5	Cathy Branch Food Team	Phi Beta Kappa Honor Students Belinda Adams
February 12	Giddeons	Giddeons Sue & Lary Reed
February 19	Hospital Employees	Hospital Employees Susan Johnson
February 26	Breakfast Judi Wyatt Drinks? Lunch Heba shafik	NC Honor Students Larry Weaver
March 5	Kathy Campbell Jennee McHenry	Guardian (if cancels.. Jason White)
March 12	Spring Break	Spring Break
March 19	Spring Break	Spring Break
March 26		Believer's Bible Women (Gail Cummins) penciled in
April 2		
April 9		
April 16	Northside Baptist	Northside Baptist
April 23	Easter/No work day	
April 30		