

4-H Camp Kidwell

BALANCE SHEET

As of January 31, 2019

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
1122 Chemical Shoreline-Checking	1,150.84
1124 Chemical-savings	127,554.82
1125 Honor Credit Union - Checking Account	995.00
1126 mortgage reserve CD	0.00
1127 Honor Credit Union - Restricted Scholarships	28,944.28
1128 Honor Credit Union - Restricted Mortgage Reserve Account	35,240.14
Total Bank Accounts	\$193,885.08
Accounts Receivable	
1200 Accounts Receivable	972.50
Total Accounts Receivable	\$972.50
Other Current Assets	
1136 Misc Recievable	10,798.00
1141 Refundable Asset	429.00
1142 A/R Land Sale	0.00
1145 Prepaid Insurance	6,741.00
1146 Prepaid Expenses	0.00
1151 Due from Temporary Restr. Fund	0.00
1200.2 Pledges Receivable ¹	0.00
Payroll Corrections	0.00
Total Other Current Assets	\$17,968.00
Total Current Assets	\$212,825.58
Fixed Assets	
1170 Land-Original	6,000.00
1172 Land-Acquired	1,040,191.00
1173 Land Improvements	348,963.81
1174 Buildings	359,667.18
1174.2 Lodge Improvements	49,552.19
1174.3 Ropes Course	21,229.79
1174.4 Construction in Process	0.00
1174.5 Horses	6,250.00
1175 Furniture & Fixtures	40,490.32
1176 Equipment	60,410.42
1177 Program Equipment	4,295.00
1178 Accumulated Depreciation	-561,059.62
2170 Land	0.00
Total Fixed Assets	\$1,375,990.09
TOTAL ASSETS	\$1,588,815.67

	TOTAL
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable (A/P)	0.00
Total Accounts Payable	\$0.00
Other Current Liabilities	
1210 Payables	13,370.72
1220 Accrued Liabilities	0.00
1230 Federal Payroll Taxes	0.00
1240 State Payroll Taxes	0.00
1250 Current Portion L/T	12,305.15
1255 Accrued Interest	1,021.35
1270 Rental Deposits	2,500.00
2140 Due to Unrestricted Fund	0.00
Payroll Liabilities	
Federal Taxes (941/944)	335.19
IL Income Tax	3.68
MI Income Tax	54.72
MI Local Tax	2.70
MI Unemployment Tax	-302.75
T-shirt/Sweatshirt	58.00
WI Income Tax	3.06
Total Payroll Liabilities	154.60
Total Other Current Liabilities	\$29,351.82
Total Current Liabilities	\$29,351.82
Long-Term Liabilities	
1260 Long Term Debt	311,861.71
1265 Note payable- tractor	18,228.01
Total Long-Term Liabilities	\$330,089.72
Total Liabilities	\$359,441.54
Equity	
1300 Net Assets	-952,352.11
3000 Opening Bal Equity	2,188,426.93
Net Income	-6,700.69
Total Equity	\$1,229,374.13
TOTAL LIABILITIES AND EQUITY	\$1,588,815.67

4-H Camp Kidwell

PROFIT AND LOSS

January 2019

	TOTAL
Income	
1410.8 Festival of Trees	1,430.00
1410.81 Festival of Trees Tax	19.80
1411.2 Memorial Garden	250.00
1411.52 Interest Income	21.80
1416.3 Camp Store Income	67.00
1417 Winter Camp	780.50
1421.1 Facilities Rental	1,400.00
Total Income	\$3,969.10
GROSS PROFIT	\$3,969.10
Expenses	
1510.3 Food Booth Expense	3.00
1510.8 Festival Of Trees Expense	2,255.60
1512 Miscellaneous Expense	6.74
1516.14 Camp Store Expense	-2.66
1516.17 Online Registration Fee	32.00
1517 Winter Camp Expense	415.50
1521.3 Program Food Expense	159.14
1610 Wages-Director	1,268.67
1612 Wages-Office Staff	325.50
1613 Casual Labor	632.00
1614 Wages-Maintenance	210.00
1615 Advertising and Marketing	225.00
1619 Credit Card Fees	168.76
1621 Incentive Fees	125.00
1655 Capital Expenditures	480.92
1656.2 Maintenance & Repair	361.34
1660 Snow Removal	371.70
1661 Office Supplies	1,026.28
1665 Postage	108.47
1671 Utilities	390.00
1672 Phone & Internet	174.22
1673 Electric	1,055.66
1687 Taxes, Licenses & Other	738.92
6560 Payroll Expenses	
Taxes	138.03
Total 6560 Payroll Expenses	138.03
Total Expenses	\$10,669.79
NET OPERATING INCOME	\$ -6,700.69
NET INCOME	\$ -6,700.69

4-H Camp Kidwell

PROFIT AND LOSS

January 1 - February 20, 2019

	TOTAL
Income	
1400.3 General Contributions	50.00
1410.8 Festival of Trees	1,430.00
1410.81 Festival of Trees Tax	19.80
1411.2 Memorial Garden	250.00
1411.52 Interest Income	21.80
1416.3 Camp Store Income	67.00
1417 Winter Camp	8,370.50
1421.1 Facilities Rental	2,955.00
1421.2 Program/Ropes Income	300.00
1421.6 Rental/Program Deposit Income	600.00
Total Income	\$14,064.10
GROSS PROFIT	\$14,064.10
Expenses	
1510.3 Food Booth Expense	3.00
1510.8 Festival Of Trees Expense	3,972.85
1512 Miscellaneous Expense	6.74
1513 Horse Program Expence	244.53
1516.14 Camp Store Expense	94.07
1516.17 Online Registration Fee	32.00
1516.6 Nurses Station Supplies	72.56
1517 Winter Camp Expense	1,242.01
1521.2 Program Expense	298.99
1521.3 Program Food Expense	159.14
1521.4 Program Staff Wages	1,050.00
1610 Wages-Director	3,806.01
1612 Wages-Office Staff	745.50
1613 Casual Labor	632.00
1614 Wages-Maintenance	630.00
1615 Advertising and Marketing	533.06
1619 Credit Card Fees	215.21
1621 Incentive Fees	125.00
1655 Capital Expedentures	737.65
1656.2 Maintenance & Repair	424.93
1658 Travel and Meals-Staff	30.24
1660 Snow Removal	711.80
1661 Office Supplies	1,401.38
1665 Postage	108.47
1670 Legal & Professional	975.00
1671 Utilities	785.85
1672 Phone & Internet	174.22
1673 Electric	2,291.11
1687 Taxes, Licenses & Other	774.92
6560 Payroll Expenses	

	TOTAL
Taxes	476.74
Total 6560 Payroll Expenses	476.74
Total Expenses	\$22,754.98
NET OPERATING INCOME	\$ -8,690.88
NET INCOME	\$ -8,690.88

Allegan County 4-H Clubs
4-H Camp Kidwell
2019 Budget
 Approved @ 1/17/19 Board Meeting

2019 Budget		
Account	Income	Expense
Designated to Camperships	\$8,000.00	
Designated to Mortgage		
Designated to Personal Memorials		
General Contributions	\$10,000.00	
Golf Outing	\$13,000.00	\$250.00
Food Booth	\$25,000.00	\$12,000.00
Food Booth Council Share		\$750.00
Food Booth Maintenance & Repair		\$1,000.00
Festival of Trees	\$52,000.00	\$11,500.00
Festival of Trees Tax	\$1,000.00	
Community Breakfast		
Spring Flower Sale	\$1,750.00	\$1,000.00
Memorial Garden	\$250.00	\$250.00
Year-end Appeal	\$1,500.00	\$0.00
Interest Income/Expense	\$500.00	
Land Rent	\$5,200.00	
Miscellaneous Income Expense	\$250.00	\$250.00
Horse Program Income/expense		\$5,500.00
Residence Camp	\$85,000.00	
Day Camp	\$14,000.00	
Camper refund		\$500.00
Camp Store	\$12,000.00	\$9,500.00
Staff Wages		\$40,000.00
4-H Camper participation Fees		\$3,000.00
Camper Discounts		\$10,000.00
Registration Fees		\$2,750.00
Online CC Fees		
Food		\$17,000.00
Consumable Program Supplies		\$1,500.00
Nurse Station Supplies		\$500.00
Staff Training & Resources		\$4,750.00
Winter Camp	\$12,500.00	\$1,500.00
Winter Camp Staff Wages		\$2,500.00
Facilities Rental	\$64,000.00	
Programs/Ropes Income/Expense	\$55,000.00	
Rental/Program Deposit/Return	\$2,000.00	\$2,500.00
Program Food Expense		\$3,000.00
Program Staff Expense		\$11,500.00
Ropes Course Maintenance		\$2,500.00
Directors Wages		\$31,000.00
Program Director Wages		\$30,000.00
Office Staff Wages		\$8,500.00
Casual Labor Wages		\$7,500.00
Maintenance Wages		\$9,000.00
Advertising/Marketing		\$6,000.00

<u>Account</u>	<u>Income</u>	<u>Expense</u>
Credit Card Fees		\$5,500.00
Bank Fees/Expense		\$25.00
Incentive Fees		\$1,300.00
Dues and Memberships		\$1,750.00
Insurance-Bond		\$175.00
Insurance - General Liability		\$14,500.00
Insurance-Worker's Comp		\$3,500.00
Long Term Program Expense		
Kitchen Supplies Expense		\$750.00
Capital Expenditures - tractor		\$8,100.00
Repair & Maintenance - Equip/tools		\$2,000.00
Repair & Maintenance-Lodge		\$1,500.00
Maintenance & Repair		\$8,500.00
Repair & Maintenance-New House		\$500.00
Travel and Meals - Staff		\$2,000.00
Lawn Care		\$1,500.00
Snow Removal		\$1,250.00
Office Equipment		\$500.00
Office Supplies		\$8,250.00
Postage		\$500.00
Cleaning and Paper products		\$1,750.00
Legal and Professional		\$2,500.00
Utilities		\$7,100.00
Phone & Internet		\$2,350.00
Electric		\$9,750.00
Mortgage Pmt		\$28,514.00
Payroll Taxes		\$9,000.00
Licenses and Permits		\$2,250.00
Total	\$362,950.00	\$362,814.00
	Yearly Diff	\$136.00

Things to do for 2019	
Matching grant from Modernwoodmen	\$2500 year end match
Business Manage/Assistant Director - Committee working on this	TBA
Upgrade Summer Staff Layout - Committee working on this	TBA
Plates and Bowls for Kitchen - In kitchen supplies	\$550
Office change - In Maintance & repair-Lodge	\$1,500
Generator - In Maintance & repair - Tools	1500
Platform Tent	Res Funds from Savings

Wish List		
Electrical upgrades	\$1500-\$3000	Nolan Family
Water Adventure	4000-5000	Modern Woodman Match

**Camp Kidwell
Directors Report
February 2019**

Financial Info

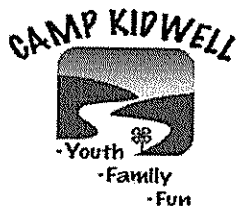
- See Attached Monthly Reports

Facilities Report

- **Facilities/Maintenance Committee** – I am looking forward to developing a maintenance and improvement program.

Directors Report

- **Camp Life Summer 2019** – Registration is open! We have two campers already registered and have had multiple calls, emails and social media posts.
- **CMH Relationship** - Laura and I are working with CMH to get a good solid program set up with them. We have a meeting with the head of the CMH Children's team on Thursday and will set up follow up meetings after that. We are looking to set up a plan to be sure we have the right kids attending camp and the appropriate staffing to support the kiddos who attend. I feel really positive about this and believe it will make a huge improvement.
- **Staff 2019** – Staff applications are open! We already have a hand full of applications. Next, I plan to start advertising and getting the word out! Areas that we will need help with are: 21+/18+ year old staff (we hope to have more 21+/18+ staff members and I anticipate it will be a challenge to recruit enough folks to fill ALL spots. Lifeguards (we have someone who can train them if they are a capable swimmer and very alert and conscious of things going on around them), Cook, Horseback riding staff.
- **Advertising and Marketing Idea** – Marketing packets will start in February/March. I will email this to everyone with the hopes that you will use the materials to share on your social media accounts and email. I will also have a few hard copy files available for everyone!
- **Rentals 2019** – Agreements for 2019 will be sent out next week.
- **Upcoming Events** - Please be thinking of sponsors and if you can help with setup, running and clean-up of these events!
 - **Summer Staff Application** – Now open
 - **Spring Clean-up** – April 20th
 - **Golf Outing** – May 18th
 - **2019 Respite**
 - March 15-17, April 12-14, May 10-12
 - **Summer Camp 2019 – June 16-August 16**
- **As time allows I hope to work on these and/or could use your help with**
 - **Contact information/system** – This year has gone and finding time to review/access and update our contact system has been hard. This is important though, and I don't want to let it fall to the wayside. I think a good organized system can and will really help us be more organized and proficient. Festival of Trees is coming and then the Holidays, but I would like to set a time to work on this.
 - **Fundraising and Engagement** – It was mentioned at one of our past meeting that the use of an online system for fundraising and Engagement may be a way to help work smarter, not harder. I am not sure if this is something we want to pursue, but I would like to investigate the possibilities and see if it would be realistic and workable for us. Would anyone be willing to work with me on researching Flipcause and any other possibilities that we can possible find?



Facilities Rental

Youth Retreats * Family Reunions * Church Outings * Weddings

39000 1st Ave * Bloomingdale, MI 49026 * 269-521-3559 * campkidwell@btc-bci.com * www.campkidwell.org

Our Facilities

We offer facility capable of hosting a wide variety of activities and programs. Featuring cabins, dining and meeting space, an outdoor pavilion, lake access, campfire circle, sports fields, games cabin, space for tent or RV camping and much, much more. We offer 86 total bed, up to 77 beds in heated cabins. Restrooms are centrally located and a short walk from most buildings are activity areas. Our waterfront features areas for swimming and fishing, a raft, a water trampoline, canoes, row boats and as well as life jackets. Our dining hall/meeting area seats to 115 guests and features a full service commercial kitchen. We offer a variety of other facility, services, activities and equipment, please ask and we will try to help you get what you need to make your event perfect!

Rental Packages

Lodge and Cabin Rental- Includes use of all residential cabins, kitchen, dining/meeting area, and bathhouse. Also included is access to the lakefront*, use of canoes, swimming area, sports fields, and nature trails. Additional activities/services such as food service, climbing tower, high ropes, kayaking, horseback riding, chair or tent rental and others are available at additional cost (see list below and be sure to ask what we have available).

<u>Period of Rental</u>	<u>Summer Cost</u>	<u>Winter Cost – (Nov.1 – April 30)</u>
Sunday 5pm - Sunday 3pm	\$2,400.00	\$2,800.00
Monday am - Friday noon	\$1,700.00	\$2000.00
Friday 5pm - Sunday 3pm	\$1,200.00	\$1,400.00
One Night overnight	\$725.00	\$825.00
Additional Night	\$600.00	\$700.00

Single Day Rental- Rent all of the camp facilities listed above from 8am to Midnight. Additional activities/services such as food service, climbing tower, high ropes, kayaking, horseback riding, chair or tent rental and others are available at additional cost (see list below and be sure to ask what we have available).

<u>Period of Rental</u>	<u>Summer Cost</u>	<u>Winter Cost – (Nov.1 – April 30)</u>
Single Day Rental w/kitchen	\$400.00	\$500.00
Single Day Rental w/out Kitchen	\$325.00	\$425.00

Single Cabin Rental- This includes only the rental of single cabin and the use of the restrooms from 5pm to 3pm. Rate is per person, per night and does NOT include the use of the lodge or kitchen. Additional activities/services such as food service, climbing tower, high ropes, kayaking, horseback riding, chair or tent rental and others are available at additional cost (see list below and be sure to ask what we have available).

<u>Period of Rental</u>	<u>Summer Cost</u>	<u>Winter Cost – (Nov.1 – April 30)</u>
Single Cabin Rental	\$21.00/person/night	\$23.00/person/night

Additional Activities and Services

Minimum number of participants may be required. Activities must be scheduled at least 1 month prior to your event.

- | | | | |
|--|-----------------|---|-----------|
| • Horseback riding | \$15/person | • Tent Rental – 20x40 | \$300 |
| • Climbing tower | \$10/person | • Table Rental – various sizes | \$5 each |
| • Zip line | \$15/person | • Chair Rental (175 chairs) | \$150 |
| • High ropes | \$15/person | • Drink Thermos | \$20 each |
| • Life guarding* | \$15/guard/hour | • Use of Walk-in Freezer | \$50 |
| • Kayak | \$10/day | • AV equipment | \$50-200 |
| • Archery | \$10/person | • Golf Cart Pass | \$25 |
| • Food service | \$6/meal | -Cart pass required to bring a cart on site | |
| -Fees vary based on the meal and service provided. | | • Camp Staff Assistance | \$15/hr |
| • Kitchen Facilities | \$100/day | | |

*Use of the lakefront requires a system of supervision. It is the guest's responsibility to have a system in place when using the Camp Kidwell waterfront. 4-H Camp Kidwell can provide life guarding service for the prices stated above.

**4-H Camp Kidwell
Job Description
Developed January 3, 2019**

Staff Position: Camp Director

Compensation: Salary commensurate with experience; includes onsite residence. Residence to be maintained by camp director.

Reports to: Allegan County 4-H Clubs Board of Directors

Position Purpose: To further the mission of 4-H Camp Kidwell through the development and management camp programming, human resource, and future planning, scheduling and use.

Qualifications:

- At least 21 years of age
- Either a Bachelor Degree in related fields such as(Education, Recreational Therapy or Parks and Recreation desired).
- Administrative experience preferred
- Experience with programming for special needs students and administering programs that reflect the Camp's population is desired.
- Must reside on site in housing provided by Allegan County 4-H Clubs.
- Must submit to a background check
- Must be willing to submit to random drug and alcohol checks
- Must have a current and valid Michigan Drivers License & Insurance

Desired/Preferred skills:

- Excellent Interpersonal skills
- Program planning experience
- Site management experience
- Proficient in computer skills and related word processing, data management computer software.
- Ability to multitask, self start and perform evaluation of camping staff
- Physical ability to move about the camp in all weather
- Ability to work irregular hours

- Ability to lift 50-70 lbs occasionally
- Demonstrate excellent time management skills
- Excellent organizational skills and the ability to multi-task

Essential Job Functions-To work with the Allegan County 4-H Camp Kidwell Board, the business manager and Asst. Director to:

- Design and ensure delivery of programs and activities appropriate to the camper population and ensure delivery in a safe and quality manner
- Remain current with information on developmental needs of youth
- Annually summarize feedback questionnaires from parents, students, and board directors.
- Stay current in CPR and all other trainings required by the board for camp certification and training of employees.
- Develop and maintain written procedures of State License Compliance and ACA accreditation including risk management and policy and procedure review and update.
- Maintain ropes course and necessary certification for the course.
- Oversee and manage summer and day camp registration and off season scheduling with Business manager
- To develop and implement fundraising opportunities with business manager and board.
-
- Maintain a high standard of quality programming for the camp
- Prepare and analyze enrollment trends
- Develop and implement recruitment and retention strategies
- Attend meetings for the Allegan County 4-H Clubs board and all camp activities unless arrangements have been made with the president prior to the meeting or activity.
- Implement human resource management practices to recruit and retain seasonal and year round staff.
- Hire, train supervise and evaluate seasonal/year round staff with board approval.
- Assist board with Training and evaluating year round staff

- Maintain a working positive relationship with MSUE, area CMH, DHS, Local School Districts and other local, state, regional and National Organizations related to the operation of 4-H Camp Kidwell.
- Develop, maintain, and enforce behavioral expectations for campers and counselors.

Manage Property development and maintenance needs to ensure stewardship of current resources and identify future needs of camp.

- Conduct annual assessment of property and maintenance needs
- Oversee the daily operation of the resident Day Camps including food service, programming, business, camper and staff supervision and health care.
- Secure sufficient coverage in health care staff and implementation of a health care plan.
- Work collaboratively with internal and external groups to ensure the enhancement of the camp operation.
- This job may include work in other areas of an organization, involvement in professional associations, or work related to the broader vision of camping.
- Any other duties assigned by the Allegan County 4-H Clubs Board.
- Knowledge of labor laws.

Reports to: Allegan County 4-H Board of Directors

4-H Camp Kidwell Job Description Proposed January 2019

Staff Position: Assistant Director 4-H Camp Kidwell

Compensation: Salaried based on experience

Reports to: Allegan County 4-H Clubs Board of Directors/& Camp Director on site.

Position Purpose: To further the mission of 4-H Camp Kidwell through assisting the Camp Director and Board in programming, management scheduling and strategic operations for Camp to be successful. March thru October 20-25 hrs. a week, Fulltime at camp 8 weeks during summer camp June-August.

Qualifications:

- Must have a valid Michigan Drivers License and Insurance
- Must be 21 years of age or older
- Preferred experience with camp programming
- Preferred experience with children in a camp setting and administering programs that reflect the camps population
- Must be willing to obtain and maintain CPR and CPI training
- Must submit to a background check
- Must be willing to submit to random drug and alcohol checks

Desired/Preferred skills:

- Excellent Interpersonal skills
- Proficient in computer skills and related word processing, data management computer software.
- Ability to multitask, self start
- Physical ability to move about the camp in all weather
- Ability to work irregular hours
- Ability to lift 50-70 lbs occasionally
- Demonstrate excellent time management skills
- Demonstrate Leadership qualities
- Demonstrate the ability to take direction from others and be a self-starter

Essential Job Functions:

- *To assist director and be responsible for safety and well being of camp the campers and counselors.
- Assist the director in overseeing the daily operation of the resident and day camps including food service, programs as well as camper and staff supervision
- To assist director to recruit and retain seasonal staff
- To assist Director with check in and check out of off-season facility rentals as needed.
- Assist Director in Ropes Course training and maintain Ropes Course Certification
- Assist Director with general maintenance and Camp condition.
- Must be willing to stay onsite during summer camp and occasionally in the off-season in housing provided by Board.
- Must be willing to get VSP screening, CPR trained and any other training required by camp.
- Any other duties as assigned by Board of Directors

Reports to:

- Allegan County 4-H Board of Directors
- On Site Supervisor is Camp Director
- Written monthly report to camp director on Asst. Director activities

**4-H Camp Kidwell
Job Description
Business Manager
Proposed January 3, 2019**

Staff Position: Business Manager

Compensation: This is a salaried position

Reports to Allegan County 4-H Clubs Board of Directors

Position Purpose: To further the mission of 4-H Camp Kidwell through the development, and management of financial planning, marketing and strategic operations.

Qualifications:

- Must be 21 years of age or older
- Must have a valid Michigan Drivers License and Insurance
- Preferred accounting and budgeting experience
- Preferred non profit marketing experience and knowledge
- Preferred Grant writing experience
- Fund Raising experience
- Proficient in computer skills, data management and internet computer software
- Must submit to a back ground check
- Must be willing to submit to random drug and alcohol checks

Essential Job Functions: To work with the Allegan County 4-H Camp Kidwell Board and it's Director to:

- Develop and monitor a budget for Camp Operations
- Develop and implement fund raising opportunities
- Oversee the financial management and fund development operations to allow for adequate annual funding and meet long term goals
- Attend meetings of the Allegan County 4-H Clubs Board and some camp activities and fundraisers
- Oversee and schedule on and off-season facility usage including contracts in coordination with the director.