



March 12th, 2024

Dear Mr. Mayor, members of the Cheyenne City Council and Laramie County Commissioners

Please find enclosed our summary report which reflects the services delivered for the second quarter of FY23-24. These reports were presented in person to council liaison, Dr. Michele Aldrich, on March 11th, 2024. Included are the number of animals brought to the Shelter, the means by which they were brought in, what jurisdiction they originated from, and what the outcomes were for those animals.

Some key takeaways from the data for this second quarter:

- 57% of animals from a known jurisdiction originated within the limits of the City of Cheyenne.
- 17% of animals with a known jurisdiction originated from outside the city limits but within unincorporated Laramie County.
- Within the City, the primary means by which animals arrived at the Shelter were as strays. For dogs, significantly more were brought in by the public than by ACO, which is different from the prior quarter. The majority of stray cats are brought to the Shelter by members of the public.
- Dogs from the county accounted for only 6.5% of total dog intakes for the quarter whereas cats from this jurisdiction account for about 24% of the total feline intake.
- Safe Harbor programs are not funded in any way by the contract. These programs are provided free of charge to members of our community who are experiencing specific hardships such as domestic violence, homelessness, and hospitalization. During Q2, the Shelter saw an increase in animals provided for by these programs, but only one of those animals was delivered to the shelter via ACO, which is different from Q1.
- 24% of intakes do not have an assigned jurisdiction. 100% of these are delivered to the Shelter by animal control. However, given the current transfer process, this information is lost. The transfer-in function of the database is not designed to be used this way and automatically excludes valuable information related to animal intakes and impoundment, including prior owner information, source jurisdiction, case notes, previous Shelter stays, and other pertinent information.

Also contained within this report are the Animal Shelter's annual budget and financial statements through the second quarter.

Notes from the budget and financial statements:

- The Shelter currently has cash reserves amounting to about four months of operating expenses.
- Overall, the Shelter is forecasting a net loss of over \$303,000.00. Of this amount, \$100,000 is reserved for facilities maintenance and upgrades. The rest is being reinvested in the organization's programs and services as we seek to expand these in response to community demand.
- As predicted, Q2 fundraising revenue was higher than Q1, bringing the Shelter to 90% of the target revenue goal for this time period. Revenue continues to lag behind the budget due to some

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overestimations in revenue for the year, including adoption fee revenue, Dog Jog revenue (this event has been rescheduled for later this Spring and are hoping to recoup some revenue there), and the fact that Fur Ball and Critter Camp have yet to happen.

- Payroll and benefits continue to be the Shelter's most significant expense. While senior, salaried positions are paying competitive wages (if not benefits), the rate of wage inflation for entry-level staff continues to be a struggle for the Shelter. Despite recent increases in these baseline rates of pay, recruitment, and retention remain problematic as the Shelter cannot keep up with other local employers. Position descriptions and pay ranges for all salaried employees are also attached to this report.
- Demand for clinical services and the cost to provide those services continues to rise. As predicted, the costs associated with our veterinary clinic continue to trend above budget. Material supplies utilized in the clinic, including routine supplies like vaccines and anesthesia, continue to increase in cost. Though the Shelter tries very hard to limit its public services due to budget and staffing resources, we are often faced with the choice to either treat an animal or accept it as a surrender and then treat it. The number of animals being brought to the Shelter for emergency services is increasing. This is due partially to costs and partially to access as emergency care services are hard to come by in this community. Other costs associated specifically with contract services that result in increased clinical expenses include necropsies, cruelty or neglect consults and evaluations, and rabies testing.

Should you have any questions now or in the future about these reports, please do not hesitate to reach out. We would welcome further dialogue. And, as always, we invite you at your convenience to visit the Shelter and see first-hand the execution of these services.

Britney Tennant, CEO

Brandon Lang, President

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Cheyenne Animal Shelter Services

Statement of Financial Position

As of December 31, 2023

	TOTAL		
	AS OF DEC 31, 2023	AS OF DEC 31, 2022 (PY)	CHANGE
ASSETS			
Current Assets			
Bank Accounts			
1000 Current Assets	958,138.07	953,772.70	4,365.37
1037-00 FIB CD	50,000.00	50,000.00	0.00
1038-00 MTFCU CD	102,611.68	100,000.00	2,611.68
ADP P/R Clearing	0.00	0.00	0.00
Total Bank Accounts	\$1,110,749.75	\$1,103,772.70	\$6,977.05
Accounts Receivable	\$36,552.33	\$1,175.00	\$35,377.33
Other Current Assets	\$3,715.79	\$47,749.05	\$ -44,033.26
Total Current Assets	\$1,151,017.87	\$1,152,696.75	\$ -1,678.88
Fixed Assets			
1500 Fixed Assets	2,131,635.15	2,199,136.66	-67,501.51
Total Fixed Assets	\$2,131,635.15	\$2,199,136.66	\$ -67,501.51
Other Assets	\$0.00	\$0.00	\$0.00
TOTAL ASSETS	\$3,282,653.02	\$3,351,833.41	\$ -69,180.39
LIABILITIES AND EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable	\$5,798.42	\$89,917.24	\$ -84,118.82
Credit Cards	\$3,122.29	\$2,806.47	\$315.82
Other Current Liabilities	\$2,012.30	\$501.68	\$1,510.62
Total Current Liabilities	\$10,933.01	\$93,225.39	\$ -82,292.38
Long-Term Liabilities			
2500 Long Term Liabilities	0.00	0.00	0.00
Total Long-Term Liabilities	\$0.00	\$0.00	\$0.00
Total Liabilities	\$10,933.01	\$93,225.39	\$ -82,292.38
Equity	\$3,271,720.01	\$3,258,608.02	\$13,111.99
TOTAL LIABILITIES AND EQUITY	\$3,282,653.02	\$3,351,833.41	\$ -69,180.39

Cheyenne Animal Shelter Services

Statement of Activity

July - December, 2023

	TOTAL
Revenue	
4000 Revenue	
4000-01 CONTRACTS - CITY Active	259,999.98
4005-01 CONTRACTS - COUNTY	139,333.65
4011-03 BIG FIX INCOME	27.19
4012-01 CONTRIBUTIONS FROM FOUNDATION	249,000.00
4015-01 DONATIONS	164,758.07
4016-01 DONATIONS - BOXES	1,116.00
4017-01 DONATIONS - RESTRICTED	324.74
4017-07 DONATIONS - RESTRICTED SI	56,300.00
4017-30 DONATIONS - VET CLINIC	1,680.97
4018-01 DONATIONS -ADOPTION SPONSORS	1,253.78
4019-02 DONATIONS - DIRECT MAIL	113,471.13
4020-01 RECLAIMS SHELTER	7,000.80
4021-01 BOARDING INCOME SHELTER	5,135.00
4022-01 TAGS/MICROCHIPS - SHEL	2,430.00
4023-30 VET CLINIC REVENUE	26,785.56
4025-01 ADOPTIONS	86,826.41
4028-01 CREMATION INCOME	130.00
4029-01 MISCELLANEOUS INCOME	29.23
4029-30 Miscellaneous Income - Clinic	150.00
4029-60 MISCELLANEOUS INCOME - VOLUNTEE	345.00
4033-04 CRITTER CAMP - EDUCATION	875.00
4034-02 DOG JOG	1,741.00
4038-01 IN KIND DONATIONS	27,700.59
4039-02 OTHER FUNDRAISERS	27,673.34
4039-07 BUSINESS PARTNERSHIPS - SI	3,000.00
4040-02 FNDRSR - FUR BALL	6,587.50
4042-01 PET SUPPLY SALES - GIFT SHOP	22,669.92
4044-02 DONATIONS - WYOGIVES	34,881.79
4055-01 MISCELLANEOUS INCOME (B)	5,677.59
4057-02 GOLF TOURNAMENT INCOME	6,098.73
4090-01 DOG PARK INCOME - RESTRICTED	313.00
4091-07 GRANTS - SI	20,000.00
Total 4000 Revenue	1,273,315.97
Total Revenue	\$1,273,315.97
Cost of Goods Sold	\$10,857.24
GROSS PROFIT	\$1,262,458.73
Expenditures	
5000 Payroll Expenses	846,733.97
6110 Vehicles Expenses	8,080.80
6130 Facility Costs	162,703.08

Cheyenne Animal Shelter Services

Statement of Activity

July - December, 2023

	TOTAL
6205 Vet Clinic Expenses	66,498.19
6300-00 Fundraising	67,409.71
6400-00 Operating Expenses	15,707.92
6500 General & Administrative	55,311.58
7000 IN-KIND Expenses	27,700.59
Total Expenditures	\$1,250,145.84
NET OPERATING REVENUE	\$12,312.89
Other Revenue	\$562.41
NET OTHER REVENUE	\$562.41
NET REVENUE	\$12,875.30

Cheyenne Animal Shelter Services

Budget vs. Actuals: FY_2023_2024 - FY24 P&L

July - December, 2023

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Revenue				
4000 Revenue				
4000-01 CONTRACTS - CITY Active	259,999.98	259,999.98	0.00	100.00 %
4005-01 CONTRACTS - COUNTY	139,333.65	139,999.98	-666.33	99.52 %
4011-03 BIG FIX INCOME	27.19	5,500.02	-5,472.83	0.49 %
4012-01 CONTRIBUTIONS FROM FOUNDATION	249,000.00	277,000.02	-28,000.02	89.89 %
4015-01 DONATIONS	164,758.07	185,749.98	-20,991.91	88.70 %
4016-01 DONATIONS - BOXES	1,116.00	2,500.02	-1,384.02	44.64 %
4017-01 DONATIONS - RESTRICTED	324.74	499.98	-175.24	64.95 %
4017-07 DONATIONS - RESTRICTED SI	56,300.00		56,300.00	
4017-30 DONATIONS - VET CLINIC	1,680.97	3,499.98	-1,819.01	48.03 %
4018-01 DONATIONS - ADOPTION SPONSORS	1,253.78	4,500.00	-3,246.22	27.86 %
4019-02 DONATIONS - DIRECT MAIL	113,471.13	89,650.02	23,821.11	126.57 %
4020-01 RECLAIMS SHELTER	7,000.80	7,000.02	0.78	100.01 %
4021-01 BOARDING INCOME SHELTER	5,135.00	5,674.98	-539.98	90.48 %
4022-01 TAGS/MICROCHIPS - SHEL	2,430.00	4,000.02	-1,570.02	60.75 %
4023-30 VET CLINIC REVENUE	26,785.56	10,000.02	16,785.54	267.86 %
4025-01 ADOPTIONS	86,826.41	91,000.02	-4,173.61	95.41 %
4028-01 CREMATION INCOME	130.00	750.00	-620.00	17.33 %
4029-01 MISCELLANEOUS INCOME	29.23		29.23	
4029-30 Miscellaneous Income - Clinic	150.00		150.00	
4029-60 MISCELLANEOUS INCOME - VOLUNTEE	345.00	750.00	-405.00	46.00 %
4033-04 CRITTER CAMP - EDUCATION	875.00	3,750.00	-2,875.00	23.33 %
4034-02 DOG JOG	1,741.00	15,000.00	-13,259.00	11.61 %
4038-01 IN KIND DONATIONS	27,700.59	55,000.02	-27,299.43	50.36 %
4039-02 OTHER FUNDRAISERS	27,673.34	58,650.00	-30,976.66	47.18 %
4039-07 BUSINESS PARTNERSHIPS - SI	3,000.00		3,000.00	
4040-02 FNDRSR - FUR BALL	6,587.50	92,395.02	-85,807.52	7.13 %
4042-01 PET SUPPLY SALES - GIFT SHOP	22,669.92	12,499.98	10,169.94	181.36 %
4044-02 DONATIONS - WYOGIVES	34,881.79	17,500.02	17,381.77	199.32 %
4047-02 FNDRSR - INKIND FUR BALL		49,096.02	-49,096.02	
4055-01 MISCELLANEOUS INCOME (B)	5,677.59		5,677.59	
4056-30 FERAL CAT INCOME - VET		11,250.00	-11,250.00	
4057-02 GOLF TOURNAMENT INCOME	6,098.73	6,000.00	98.73	101.65 %
4090-01 DOG PARK INCOME - RESTRICTED	313.00		313.00	
4091-07 GRANTS - SI	20,000.00		20,000.00	
Total 4000 Revenue	1,273,315.97	1,409,216.10	-135,900.13	90.36 %
Total Revenue	\$1,273,315.97	\$1,409,216.10	\$ -135,900.13	90.36 %
Cost of Goods Sold	\$10,857.24	\$6,750.00	\$4,107.24	160.85 %
GROSS PROFIT	\$1,262,458.73	\$1,402,466.10	\$ -140,007.37	90.02 %
Expenditures				
5000 Payroll Expenses	846,733.97	1,000,787.46	-154,053.49	84.61 %
6110 Vehicles Expenses	8,080.80	7,179.00	901.80	112.56 %

Cheyenne Animal Shelter Services

Budget vs. Actuals: FY_2023_2024 - FY24 P&L

July - December, 2023

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
6130 Facility Costs	162,703.08	162,982.08	-279.00	99.83 %
6205 Vet Clinic Expenses	66,498.19	57,250.02	9,248.17	116.15 %
6300-00 Fundraising	67,409.71	146,487.96	-79,078.25	46.02 %
6400-00 Operating Expenses	15,707.92	22,214.94	-6,507.02	70.71 %
6500 General & Administrative	55,311.58	52,093.14	3,218.44	106.18 %
7000 IN-KIND Expenses	27,700.59	104,095.98	-76,395.39	26.61 %
8000-00 Education/Program		1,099.98	-1,099.98	
Total Expenditures	\$1,250,145.84	\$1,554,190.56	\$ -304,044.72	80.44 %
NET OPERATING REVENUE	\$12,312.89	\$ -151,724.46	\$164,037.35	-8.12 %
Other Revenue	\$562.41	\$0.00	\$562.41	0.00%
NET OTHER REVENUE	\$562.41	\$0.00	\$562.41	0.00%
NET REVENUE	\$12,875.30	\$ -151,724.46	\$164,599.76	-8.49 %

Cheyenne Animal Shelter Services

Budget Overview: FY_2023_2024 - FY24 P&L

July 2023 - June 2024

	TOTAL
Revenue	
4000 Revenue	
4000-01 CONTRACTS - CITY Active	520,000.00
4005-01 CONTRACTS - COUNTY	280,000.00
4011-03 BIG FIX INCOME	11,000.00
4012-01 CONTRIBUTIONS FROM FOUNDATION	554,000.00
4015-01 DONATIONS	371,500.00
4016-01 DONATIONS - BOXES	5,000.00
4017-01 DONATIONS - RESTRICTED	1,000.00
4017-30 DONATIONS - VET CLINIC	7,000.00
4018-01 DONATIONS - ADOPTION SPONSORS	9,000.00
4019-02 DONATIONS - DIRECT MAIL	179,300.00
4020-01 RECLAIMS SHELTER	14,000.00
4021-01 BOARDING INCOME SHELTER	11,350.00
4022-01 TAGS/MICROCHIPS - SHEL	8,000.00
4023-30 VET CLINIC REVENUE	20,000.00
4025-01 ADOPTIONS	182,000.00
4028-01 CREMATION INCOME	1,500.00
4029-60 MISCELLANEOUS INCOME - VOLUNTEE	1,500.00
4033-04 CRITTER CAMP - EDUCATION	7,500.00
4034-02 DOG JOG	30,000.00
4038-01 IN KIND DONATIONS	110,000.00
4039-02 OTHER FUNDRAISERS	117,300.00
4040-02 FNDRSR - FUR BALL	184,790.00
4042-01 PET SUPPLY SALES - GIFT SHOP	25,000.00
4044-02 DONATIONS - WYOGIVES	35,000.00
4047-02 FNDRSR - INKIND FUR BALL	98,192.00
4056-30 FERAL CAT INCOME - VET	22,500.00
4057-02 GOLF TOURNAMENT INCOME	12,000.00
Total 4000 Revenue	2,818,432.00
Total Revenue	\$2,818,432.00
Cost of Goods Sold	\$13,500.00
GROSS PROFIT	\$2,804,932.00
Expenditures	
5000 Payroll Expenses	2,001,575.00
6110 Vehicles Expenses	14,358.00
6130 Facility Costs	325,964.00
6205 Vet Clinic Expenses	114,500.00
6300-00 Fundraising	292,976.00
6400-00 Operating Expenses	44,430.00
6500 General & Administrative	104,186.00
7000 IN-KIND Expenses	208,192.00
8000-00 Education/Program	2,200.00
Total Expenditures	\$3,108,381.00

Cheyenne Animal Shelter Services

Budget Overview: FY_2023_2024 - FY24 P&L

July 2023 - June 2024

	TOTAL
NET OPERATING REVENUE	\$ -303,449.00
NET REVENUE	\$ -303,449.00
