



November 6th, 2023

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 first quarter of FY23-24. Per our earlier conversations, these metrics include 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. Having transitioned to a new shelter management software system at the beginning of this fiscal year, the data is much cleaner, more consistent, and easier to interpret than similar reports you have seen in the past.

Some key takeaways from the data for this first quarter:

- 60% of animals from a known jurisdiction originated within the limits of the City of Cheyenne.
- 17.5% 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, strays were brought in in equal numbers by animal control and the public. For cats, animal control has done a good job honoring the Shelter's advice to leave free-roaming cats alone unless they are in immediate distress; therefore, the vast majority of stray cats are brought to the Shelter by members of the public.
- For the County, dogs are brought in approximately equal numbers as strays and surrenders. Strays are brought in 50% more frequently by the public than by animal control. The public brings in stray cats at a rate of three times the public surrenders.
- Animal control accounts for 100% of the intakes assigned to our Safe Harbor programs, which 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.
- 17.9% 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.
- The vast majority of animals surrendered to the Shelter are surrendered for economic hardship. Owner housing and financial restrictions and owner's health are the top 2 surrender reasons.

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

Notes from the budget and financial statements:

- The Shelter currently has cash reserves amounting to about four months of operating expenses.

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- 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.
- Fundraising revenue was down in the first quarter as we had to cancel a major event due to lack of sponsor support and participation. We will attempt to host this event again in the Spring. . Most of the Shelter's annual fundraising revenue comes in Q2-Q3 in conjunction with our year end direct mail campaign and Fur Ball.
- 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. Currently, our budget for clinical services is trending high, and we anticipate this will continue to be the case moving forward. 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. 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 September 30, 2023

	Total		
	As of Sep 30, 2023	As of Sep 30, 2022 (PY)	Change
<b>ASSETS</b>			
<b>Current Assets</b>			
Bank Accounts	837,563.26	958,299.31	(120,736.05)
1037-00 FIB CD	50,000.00		50,000.00
1038-00 MTFCU CD	102,611.68		102,611.68
<b>Total Bank Accounts</b>	<b>\$ 990,174.94</b>	<b>\$ 958,299.31</b>	<b>\$ 31,875.63</b>
Accounts Receivable	96,672.48	675.00	95,997.48
<b>Total Other Current Assets</b>	<b>5,356.65</b>	<b>2,804.05</b>	<b>2,552.60</b>
<b>Total Current Assets</b>	<b>\$ 1,092,204.07</b>	<b>\$ 961,778.36</b>	<b>\$ 130,425.71</b>
<b>Fixed Assets</b>	<b>2,131,281.61</b>	<b>2,225,269.57</b>	<b>(93,987.96)</b>
<b>TOTAL ASSETS</b>	<b>\$ 3,223,485.68</b>	<b>\$ 3,187,047.93</b>	<b>\$ 36,437.75</b>
<b>LIABILITIES AND EQUITY</b>			
<b>Liabilities</b>			
<b>Current Liabilities</b>			
Accounts Payable		28,284.59	(28,284.59)
Credit Cards	3,929.45	2,347.57	1,581.88
Other Current Liabilities	44,633.17	340.57	44,292.60
<b>Total Current Liabilities</b>	<b>\$ 48,562.62</b>	<b>\$ 30,972.73</b>	<b>\$ 17,589.89</b>
<b>Long-Term Liabilities</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Liabilities</b>	<b>\$ 48,562.62</b>	<b>\$ 30,972.73</b>	<b>\$ 17,589.89</b>
<b>Equity</b>	<b>3,174,923.06</b>	<b>3,156,075.20</b>	<b>18,847.86</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$ 3,223,485.68</b>	<b>\$ 3,187,047.93</b>	<b>\$ 36,437.75</b>

# Cheyenne Animal Shelter Services

## Statement of Activity

July - September, 2023

	TOTAL
Revenue	
4000 Revenue	
4000-01 CONTRACTS - CITY Active	129,999.99
4005-01 CONTRACTS - COUNTY	68,001.00
4012-01 CONTRIBUTIONS FROM FOUNDATION	124,500.00
4015-01 DONATIONS	57,046.93
4016-01 DONATIONS - BOXES	538.24
4017-30 DONATIONS - VET CLINIC	670.95
4018-01 DONATIONS - ADOPTION SPONSORS	310.36
4019-02 DONATIONS - DIRECT MAIL	22,121.00
4020-01 RECLAIMS SHELTER	1,989.30
4021-01 BOARDING INCOME SHELTER	1,795.00
4022-01 TAGS/MICROCHIPS - SHEL	1,330.00
4023-30 VET CLINIC REVENUE	12,709.84
4025-01 ADOPTIONS	37,756.06
4028-01 CREMATION INCOME	65.00
4029-01 MISCELLANEOUS INCOME	29.23
4029-60 MISCELLANEOUS INCOME - VOLUNTEE	145.00
4033-04 CRITTER CAMP - EDUCATION	875.00
4034-02 DOG JOG	1,741.00
4038-01 IN KIND DONATIONS	14,024.67
4039-02 OTHER FUNDRAISERS	3,829.16
4042-01 PET SUPPLY SALES - GIFT SHOP	9,527.99
4044-02 DONATIONS - WYOGIVES	34,881.79
4055-01 MISCELLANEOUS INCOME (B)	7,868.76
4057-02 GOLF TOURNAMENT INCOME	6,098.73
<b>Total 4000 Revenue</b>	<b>537,855.00</b>
<b>Total Revenue</b>	<b>\$537,855.00</b>
Cost of Goods Sold	<b>\$3,803.69</b>
<b>GROSS PROFIT</b>	<b>\$534,051.31</b>
Expenditures	
5000 Payroll Expenses	434,403.18
6110 Vehicles Expenses	6,893.21
6130 Facility Costs	63,807.18
6205 Vet Clinic Expenses	35,917.83
6300-00 Fundraising	29,047.75
6400-00 Operating Expenses	7,024.10
6500 General & Administrative	27,851.00
7000 IN-KIND Expenses	14,024.67
<b>Total Expenditures</b>	<b>\$618,968.92</b>
<b>NET OPERATING REVENUE</b>	<b>\$ -84,917.61</b>
Other Revenue	<b>\$562.41</b>
<b>NET OTHER REVENUE</b>	<b>\$562.41</b>

# Cheyenne Animal Shelter Services

## Statement of Activity

July - September, 2023

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	TOTAL
NET REVENUE	<b>\$ -84,355.20</b>

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# Cheyenne Animal Shelter Services

Budget vs. Actuals: FY23-24

July - September, 2023

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
<b>Revenue</b>				
4000 Revenue				
4000-01 CONTRACTS - CITY Active	129,999.99	129,999.99	0.00	100.00 %
4005-01 CONTRACTS - COUNTY	68,001.00	69,999.99	-1,998.99	97.14 %
4011-03 BIG FIX INCOME		2,750.01	-2,750.01	
4012-01 CONTRIBUTIONS FROM FOUNDATION	124,500.00	138,500.01	-14,000.01	89.89 %
4015-01 DONATIONS	57,046.93	92,874.99	-35,828.06	61.42 %
4016-01 DONATIONS - BOXES	538.24	1,250.01	-711.77	43.06 %
4017-01 DONATIONS - RESTRICTED		249.99	-249.99	
4017-30 DONATIONS - VET CLINIC	670.95	1,749.99	-1,079.04	38.34 %
4018-01 DONATIONS -ADOPTION SPONSORS	310.36	2,250.00	-1,939.64	13.79 %
4019-02 DONATIONS - DIRECT MAIL	22,121.00	44,825.01	-22,704.01	49.35 %
4020-01 RECLAIMS SHELTER	1,989.30	3,500.01	-1,510.71	56.84 %
4021-01 BOARDING INCOME SHELTER	1,795.00	2,837.49	-1,042.49	63.26 %
4022-01 TAGS/MICROCHIPS - SHEL	1,330.00	2,000.01	-670.01	66.50 %
4023-30 VET CLINIC REVENUE	12,709.84	5,000.01	7,709.83	254.20 %
4025-01 ADOPTIONS	37,756.06	45,500.01	-7,743.95	82.98 %
4028-01 CREMATION INCOME	65.00	375.00	-310.00	17.33 %
4029-01 MISCELLANEOUS INCOME	29.23		29.23	
4029-60 MISCELLANEOUS INCOME - VOLUNTEE	145.00	375.00	-230.00	38.67 %
4033-04 CRITTER CAMP - EDUCATION	875.00	1,875.00	-1,000.00	46.67 %
4034-02 DOG JOG	1,741.00	7,500.00	-5,759.00	23.21 %
4038-01 IN KIND DONATIONS	14,024.67	27,500.01	-13,475.34	51.00 %
4039-02 OTHER FUNDRAISERS	3,829.16	29,325.00	-25,495.84	13.06 %
4040-02 FNDRSR - FUR BALL 2023		46,197.51	-46,197.51	
4042-01 PET SUPPLY SALES - GIFT SHOP	9,527.99	6,249.99	3,278.00	152.45 %
4044-02 DONATIONS - WYOGIVES	34,881.79	8,750.01	26,131.78	398.65 %
4047-02 FNDRSR - INKIND FUR BALL 2023		24,548.01	-24,548.01	
4055-01 MISCELLANEOUS INCOME (B)	7,868.76		7,868.76	
4056-30 FERAL CAT INCOME - VET		5,625.00	-5,625.00	
4057-02 GOLF TOURNAMENT INCOME	6,098.73	3,000.00	3,098.73	203.29 %
<b>Total 4000 Revenue</b>	<b>537,855.00</b>	<b>704,608.05</b>	<b>-166,753.05</b>	<b>76.33 %</b>
<b>Total Revenue</b>	<b>\$537,855.00</b>	<b>\$704,608.05</b>	<b>\$ -166,753.05</b>	<b>76.33 %</b>
Cost of Goods Sold	<b>\$3,803.69</b>	<b>\$3,375.00</b>	<b>\$428.69</b>	<b>112.70 %</b>
<b>GROSS PROFIT</b>	<b>\$534,051.31</b>	<b>\$701,233.05</b>	<b>\$ -167,181.74</b>	<b>76.16 %</b>
<b>Expenditures</b>				
5000 Payroll Expenses	434,403.18	500,393.73	-65,990.55	86.81 %
6110 Vehicles Expenses	6,893.21	3,589.50	3,303.71	192.04 %
6130 Facility Costs	63,807.18	81,491.04	-17,683.86	78.30 %
6205 Vet Clinic Expenses	35,917.83	28,625.01	7,292.82	125.48 %
6300-00 Fundraising	29,047.75	73,243.98	-44,196.23	39.66 %
6400-00 Operating Expenses	7,024.10	11,107.47	-4,083.37	63.24 %
6500 General & Administrative	27,851.00	26,046.57	1,804.43	106.93 %

# Cheyenne Animal Shelter Services

Budget vs. Actuals: FY23-24

July - September, 2023

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
7000 IN-KIND Expenses	14,024.67	52,047.99	-38,023.32	26.95 %
8000-00 Education/Program		549.99	-549.99	
<b>Total Expenditures</b>	<b>\$618,968.92</b>	<b>\$777,095.28</b>	<b>\$ -158,126.36</b>	<b>79.65 %</b>
NET OPERATING REVENUE	\$ -84,917.61	\$ -75,862.23	\$ -9,055.38	111.94 %
Other Revenue	\$562.41	\$0.00	\$562.41	0.00%
NET OTHER REVENUE	\$562.41	\$0.00	\$562.41	0.00%
NET REVENUE	\$ -84,355.20	\$ -75,862.23	\$ -8,492.97	111.20 %

# Cheyenne Animal Shelter Services

FY 23-24 Budget

	TOTAL
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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 2023	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 2023	98,192.00
4056-30 FERAL CAT INCOME - VET	22,500.00
4057-02 GOLF TOURNAMENT INCOME	12,000.00
<b>Total 4000 Revenue</b>	<b>2,818,432.00</b>
<b>Total Revenue</b>	<b>\$2,818,432.00</b>
Cost of Goods Sold	<b>\$13,500.00</b>
<b>GROSS PROFIT</b>	<b>\$2,804,932.00</b>
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
<b>Total Expenditures</b>	<b>\$3,108,381.00</b>



# Cheyenne Animal Shelter Services

FY 23-24 Budget

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