



2018 Annual Report

Directions

Please complete this form, answer the questions below in two pages or less, not including financials, and submit as one PDF with your invoice to RLassoff@bainbridgewa.gov by **January 18, 2019**. Be candid and specific in your answers. This information helps us understand and account for the impact of our funding on both your organization and the City of Bainbridge Island.

Organization Information

Organization Name: **Bainbridge Artisan Resource Network (BARN)** _____

Contact Person: **Denise Dumouchel** _____ Position/Title: **Executive Director** _____

Email Address: **denised@bainbridgebarn.org** _____

Mailing Address: **8890 Three Tree Lane NE** _____

Address Line 2: _____

City: **Bainbridge Island** _____ State: **WA** _____ Zip Code: **98110** _____

Phone (work or daytime): **206-842-4475, x201**

Award Information

Award Title: **Cultural Funding for BARN, operating costs** _____

Brief Description of Award Purpose: *"To support..."* **To support day-to-day costs of operations at BARN, in its first and second full years of operation in the new building on Three Tree Lane.**

Total Amount Awarded: **\$ 15,000, \$7500 in 2018 and \$7500 on 2019** _____

Have there been any changes to the scope of service since you received this award?

No

Authorized Signature: _____ Date: _____

Print Name: **Denise M Dumouchel, Executive Director** _____

2018 Annual Report Questions

Dates Covered by Report

From: January 1, 2018 To: December 31, 2018

1) Progress

- a) Describe the project or work your organization has completed with Cultural Funding to-date. How is it going? **We are still growing and learning how we can best serve the Bainbridge/Kitsap communities. We have expanded our tuition assistance fund to \$9000, so we can offer classes to a broader representation of the community. We have made a proposal to the state Workforce Board to become a career school and offer certificates that may lead to employment in fields such as construction, jewelry-making, glass arts, and printmaking. The highlight of our work lies in our service projects to the community, from helping the Astronomical Association of Bainbridge repair their telescope to knitting hats for premature babies in local hospitals. Other service projects include jewelry repair and donations to local shelters, building benches for new Bainbridge park trails, and making pies for the Bike for Pie event. Our volunteers still run all of the studios while the paid staff offers administrative support.**
- b) Briefly describe progress made during the first year of funding against each of the indicators of success and/or metrics you identified in your proposal. **We have exceeded our 2017 classes and class participants by more than double. Keeping in mind that we were only in the building for half of 2017, it is still an indicator that members and guest participants remain enthusiastic about our programs. Volunteer hours have diminished slightly on a monthly basis, because much of the work needed was completed by the beginning of 2018. However, we still log more than 500 volunteer hours per week, to keep BARN running and serving the community. What were the broader goals and objectives for your project or organization for 2018 and have they been achieved? If so, how? If not, why not? Are you on track to meet your goals for 2019? If not, are there any changes needed in evaluation or scope of work? Our goals for 2018 were met and we look forward to pursuing continued growth in 2019. We are on-track to continue growing the numbers of classes and the numbers of students filling those classes. We will be providing the space for Bainbridge High School Foods classes during construction of the new Career and Technical building. Our membership numbers are stabilizing, with a slightly larger number of new members signing-up each month than the number of members who decide not to renew their membership. We are beginning to expand our reach to draw both teachers and students from outside the Pacific Northwest. Relationships with other organizations on the Island are also solidifying, with Bloedel Reserve, Bainbridge Island Museum of Art, Healthy Youth Alliance, Arms Around Bainbridge, and the Arts and Humanities Board. According to several new resident-members, BARN is becoming a reason to move to Bainbridge Island!**

2) Financials and Financial Narrative For general operating support, provide an actual income and expense statement relative to the organizational budget for the first year of funding. Please explain any significant changes to your organization's financial position. *Please see attached 2018 profit and loss statement, as well as the 2018 Balance Sheet. Please note that we expected expenses to exceed income in this first full year of operation. We have a reserve that more than covers the small shortfall in 2018.*

Bainbridge Artisan Resource Network
Profit & Loss YTD Comparison
December 2018

	Dec 18	Jan - Dec 18
Ordinary Income/Expense		
Income		
Income		
Classes & Events		
Class Fees	22,433.00	322,622.42
Class Material Fees	5,177.61	65,648.88
Studio Time Revenue	100.00	2,208.27
Total Classes & Events	27,710.61	390,479.57
Membership		
Membership Dues-Paid	13,710.00	193,520.50
Total Membership	13,710.00	193,520.50
Rentals & Other		
Rentals Non Profits & Members		
Great Room	0.00	1,500.00
Kitchen & Great Room	0.00	2,250.00
Kitchen	187.50	2,301.60
Rentals Non Profits & Members - Other	0.00	1,710.00
Total Rentals Non Profits & Members	187.50	7,761.60
Rentals Commercial and Non-memb		
Great Room	0.00	225.00
Kitchen	0.00	220.00
Total Rentals Commercial and Non-memb	0.00	445.00
Producers	0.00	438.75
Small Classroom Non profits/Mem	75.00	1,362.00
Rentals (kiln-locker-loom)	404.30	1,215.56
Commercial Usage Fees-Equipment	358.00	753.50
Total Rentals & Other	1,024.80	11,976.41
Donations		
Restricted Donation	1,270.00	10,277.00
Unrestricted Donations	2,532.00	122,645.40
Gift In Kind Donations	0.00	1,532.00
Current Year Pledge Recognition	400,000.00	400,000.00
Total Donations	403,802.00	534,454.40
Interest Earned-Bank Accounts	175.17	2,509.62
Sales	65.00	4,872.00
Income - Other	0.00	0.00
Total Income	446,487.58	1,137,812.50
Services	688.00	688.00
Sponsorship	0.00	572.12
Total Income	447,175.58	1,139,072.62
Gross Profit	447,175.58	1,139,072.62
Expense		
Administrative		
Insurance	0.00	12,726.43
Underwriting	218.00	2,553.00
Acctng & Professional Fees	77.02	2,958.00
Bank Charges/Credit Card Fees	1,193.07	17,793.04
Dues & Subscriptions	275.71	8,499.86
Office Expenses	711.50	9,823.95
Staff Travel & Education	0.00	1,852.47
Total Administrative	2,475.30	56,206.75
Facilities		
Site work at NE corner w/BIFD	0.00	1,972.50
Maintenance Contracts	2,521.52	8,054.21
Custodial Services	0.00	9,000.00
Technology	0.00	610.74
Landscaping	0.00	3,932.90
Facilities Supplies	-824.21	12,041.49
Equiq. Purchase/Rental	0.00	3,696.23
Repair & Maintenance	11,295.28	25,751.50

Bainbridge Artisan Resource Network
Profit & Loss YTD Comparison
December 2018

	Dec 18	Jan - Dec 18
Total Facilities	12,992.59	65,059.57
Marketing & Events		
Barn-wide Events	0.00	1,955.42
Contract Graphics Designer	150.00	1,923.77
Contract Marketing Director	2,800.00	27,860.00
Volunteer, Member Appreciation	588.60	1,048.87
Marketing	1,830.78	30,377.91
Total Marketing & Events	5,369.38	63,165.97
Programs-Studios		
Class Materials Cost	5,813.51	61,975.62
Studio Equipment repair/maint	0.00	7,095.17
Community Svc. Projects	0.00	321.08
Miscellaneous Expenditure	659.40	1,281.28
Studio Supplies		
Book Studio	92.20	2,538.05
ETA Studio	8.89	133.87
Fiber Studio	17.53	1,259.65
Glass Studio	0.00	3,025.33
Jewelry Studio	216.06	4,520.59
Kitchen Studio	518.15	1,791.22
Media Studio	237.70	3,888.89
Metal Studio		
Machine Shop	99.41	3,673.70
Sheet metal	34.81	106.82
Welding	603.80	5,823.24
Total Metal Studio	738.02	9,603.76
Print Studio	164.85	3,250.59
Wood Studio	765.76	11,729.48
Writer Studio	0.00	562.02
Total Studio Supplies	2,759.16	42,303.45
Teacher Compensation	10,110.50	157,155.11
Travel	151.30	2,366.95
Total Programs-Studios	19,493.87	272,498.66
Payroll		
ED Insurance Stipend	802.63	8,056.51
Executive Director	5,549.66	57,148.34
Payroll Staff	10,750.26	120,068.32
Payroll Taxes	4,154.68	50,095.46
Total Payroll	21,257.23	235,368.63
Tax & Licence		
Licence	0.00	1,333.16
B&O Tax	0.00	6,977.71
Property Tax	0.00	38,179.36
Total Tax & Licence	0.00	46,490.23
Utilities Total		
Propane	281.53	1,829.18
Electric	3,462.55	34,899.44
Internet	154.95	1,859.40
Telephone	170.49	2,213.07
Waste Management	299.46	4,750.57
Water	543.72	4,950.75
Total Utilities Total	4,912.70	50,502.41
Total Expense	66,501.07	789,292.22
Net Ordinary Income	380,674.51	349,780.40
Other Income/Expense		
Other Expense		
Equipment Requests/Funded		
Book Studio	0.00	661.85
ETA Studio	1,905.95	6,166.94
Fiber Studio	738.05	4,439.30
Glass Studio	0.00	22,705.78
Jewelry Studio	0.00	8,278.31
Kitchen studio	5,159.38	10,523.29

Bainbridge Artisan Resource Network
Profit & Loss YTD Comparison
December 2018

	Dec 18	Jan - Dec 18
Media Studio	0.00	7,339.09
Metal Studio		
Machine Shop	1,477.25	30,683.76
Sheet Metal	0.00	397.29
Welding	1,040.18	3,202.34
Total Metal Studio	2,517.43	34,283.39
Print Studio	0.00	1,240.81
Wood Studio	1,687.24	28,080.95
Writers Studio	0.00	83.64
Total Equipment Requests/Funded	12,008.05	123,803.35
Total Other Expense	12,008.05	123,803.35
Net Other Income	-12,008.05	-123,803.35
Net Income	368,666.46	225,977.05

Bainbridge Artisan Resource Network

Balance Sheet

01/23/19

Accrual Basis

As of December 31, 2018

	<u>Dec 31, 18</u>
ASSETS	
Current Assets	
Checking/Savings	
Petty Cash	200.00
First Federal Bank	251,601.47
Kitsap Bank Checking -1811	127,270.89
Money Market-1819	88,720.73
Studio Checking	
ETA Studio Checking - 2415	168.16
Wood Studio Checking-1812	4,129.85
Print Studio Checking-1814	2,997.13
Media Studio Checking - 1817	3,901.20
Jewelry Studio Checking-1815	924.11
Glass Studio Checking-1813	6,861.95
Fiber Studio Checking-1816	2,316.83
Book Studio Checking-2411	1,309.81
Writers Studio Checking - 2412	399.49
Kitchen Studio Checking - 2413	1,583.60
Metal Studio Checking - 2414	4,930.59
Total Studio Checking	<u>29,522.72</u>
Total Checking/Savings	497,315.81
Accounts Receivable	
Accounts Receivable (A/R)	883.00
Pledges/donations Receivable	316,700.00
Total Accounts Receivable	<u>317,583.00</u>
Other Current Assets	
Inventory Asset	
Inventory - Metal	1,677.15
Inventory-Jewelry	1,552.27
Inventory-Wood Studio	6,447.84
Inventory - Clothing	3,170.58
Total Inventory Asset	<u>12,847.84</u>
Total Other Current Assets	<u>12,847.84</u>
Total Current Assets	827,746.65
Fixed Assets	
Building Fixed Assets	
Land	1,286,666.00
Building	6,887,316.14
Total Building Fixed Assets	<u>8,173,982.14</u>

Bainbridge Artisan Resource Network

Balance Sheet

01/23/19

Accrual Basis

As of December 31, 2018

	<u>Dec 31, 18</u>
Tools & Equipment FF&E	584,346.38
Total Fixed Assets	<u>8,758,328.52</u>
TOTAL ASSETS	<u>9,586,075.17</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable (A/P)	5,204.81
Total Accounts Payable	<u>5,204.81</u>
Credit Cards	
Chase Ink Credit Card	6,924.94
Total Credit Cards	<u>6,924.94</u>
Other Current Liabilities	
Damage Deposits	50.00
Unearned Class Fees	55,827.97
Unearned Gift Certificates	2,325.00
Total Other Current Liabilities	<u>58,202.97</u>
Total Current Liabilities	<u>70,332.72</u>
Total Liabilities	70,332.72
Equity	
Retained Earnings	9,267,015.40
Temporarily Restricted Net Asse	22,750.00
Net Income	225,977.05
Total Equity	<u>9,515,742.45</u>
TOTAL LIABILITIES & EQUITY	<u>9,586,075.17</u>