

Acquired Brain Injury Network of Pennsylvania Statement of Activities

January - December 2013

	Total
Income	
990-Rev 990 Revenue	
99001 Contributions, gifts, grants, and similar amounts received	
99001a Gifts (In-Kind Goods & Services)	
99001a1 Moss Newsletter Distribution	2,160.00
99001a5 Website Hosting - MyHosting	179.40
99001a9 Administrative Services - Experience Works	2,349.00
Total 99001a Gifts (In-Kind Goods & Services)	\$ 4,688.40
99001b Grants	
99001b2 IBM On Demand Community Grant	3,000.00
99001b4 CoBI - Council on Brain Injury	500.00
99001b5 The Foundation of the Pennsylvania Medical Society	1,500.00
Total 99001b Grants	\$ 5,000.00
99001c Contributions	
99001c1 Regular	2,520.00
99001c2 Tribute	1,155.00
99001c9 2012 Annual Drive	275.00
99001ca 2013 Annual Drive	5,765.24
99001cg Canisters	31.55
99001ch Restricted	650.00
Total 99001c Contributions	\$ 10,396.79
Total 99001 Contributions, gifts, grants, and similar amounts received	\$ 20,085.19
99002 Program service revenue including government fees and contracts	
99002a Training fees	
99002a2 Comfortcare Senior Services	250.00
99002a3 County of Northampton	640.28
Total 99002a Training fees	\$ 970.28
99002b Socialization Events	
99002b1 6th Anniversary Luncheon Ticket Sales (2013)	1,310.00
Total 99002b Socialization Events	\$ 1,310.00
Total 99002 Program service revenue including government fees and contracts	\$ 2,280.28
99008 Other Income	
99008a Dividends Earned	15.58
99008d Amazon Services & AmazonSmile Foundation	106.16
99008f Newsletter Advertisements	11,064.00
99008j Payments, Adjustments & Others	0.00
99008o Bracelet Sales	18.86
99008p Notebook Sales	72.18
99008q 6th Annual Luncheon Income	
99008q2 Basket Raffle	142.00
99008q3 50/50	66.00
99008q4 Silent Auction	138.00
99008q5 Sponsors	1,000.00
99008q6 Scholarships	120.00

99008q9 Karl's CDs & Bks	50.00
Total 99008q 6th Annual Luncheon Income	<u>\$ 1,516.00</u>
Total 99008 Other Income	<u>\$ 12,792.78</u>
Total 990-Rev 990 Revenue	<u>\$ 35,158.25</u>
Total Income	<u>\$ 35,158.25</u>
Gross Profit	<u>\$ 35,158.25</u>
Expenses	
1E Expenses	
1E1 Administration	
1E11 Insurance	
1E111 DO, EO, GL	2,428.00
1E112 Carbonite	
1E1121 File Backup for HP300	59.99
Total 1E112 Carbonite	<u>\$ 59.99</u>
Total 1E11 Insurance	<u>\$ 2,487.99</u>
1E12 Office Facilities	
1E121 Eagleville	3,950.00
Total 1E12 Office Facilities	<u>\$ 3,950.00</u>
1E13 Staff	
1E131 Wages	9,520.00
1E132 Taxes-Employer	1,040.94
1E133 Payroll Processing	
1E1331 Quickbooks	486.00
Total 1E133 Payroll Processing	<u>\$ 486.00</u>
1E134 Insurance	
1E1341 Workers' Compensation	223.00
Total 1E134 Insurance	<u>\$ 223.00</u>
1E135 PA UC Fund - Unemployment Compensation	2.94
Total 1E13 Staff	<u>\$ 11,272.88</u>
1E15 General	
1E151 Supplies/Equipment	157.24
1E152 Postage	25.64
1E153 Printing	
1E1531 Paper	36.55
1E1532 Toner/Cartridge	334.55
Total 1E153 Printing	<u>\$ 371.10</u>
1E155 Administrative Services - In-kind Experience Works	2,349.00
Total 1E15 General	<u>\$ 2,902.98</u>
1E16 Subscriptions	
1E161 PANO	75.00
1E162 GNPC	250.00
1E163 SystemSuite	67.00
Total 1E16 Subscriptions	<u>\$ 392.00</u>
1E17 Finance	
1E171 Accounting	
1E1711 Quickbooks	287.49
Total 1E171 Accounting	<u>\$ 287.49</u>
1E173 IRS 990 EZ Fees	
1E1732 Mail Filing Postage	7.17

1E1733 Electronic Filing Charges	99.92
Total 1E173 IRS 990 EZ Fees	\$ 107.09
1E174 PayPal Expenses	16.64
Total 1E17 Finance	\$ 411.22
1E18 Strategic Planning	124.39
Total 1E1 Administration	\$ 21,541.46
1E2 Fundraising	
1E21 March Appeal	
1E211 Postage	122.16
1E212 Paper/Envelopes	25.00
Total 1E21 March Appeal	\$ 147.16
1E22 June Appeal	
1E221 Postage	112.48
1E222 Paper/Envelopes	536.37
1E223 Toner/Cartridges	115.89
Total 1E22 June Appeal	\$ 764.74
1E23 September Appeal	
1E231 Postage	119.97
Total 1E23 September Appeal	\$ 119.97
1E24 December Appeal	
1E241 Postage	206.58
Total 1E24 December Appeal	\$ 206.58
1E26 Fees	
1E261 State Renewal	
1E2611 Charitable Solicitation	125.00
Total 1E261 State Renewal	\$ 125.00
Total 1E26 Fees	\$ 125.00
1E27 December Appeals	
1E271 Postage Due - 2012 Appeal	3.24
Total 1E27 December Appeals	\$ 3.24
1E29 Other Postage	9.21
Total 1E2 Fundraising	\$ 1,375.90
1E3 Socialization	
1E32 Luncheon	
1E321 Venue	
1E3211 Crowne Plaza (2013)	1,088.80
1E3212 Crowne Plaza (2014)	500.00
Total 1E321 Venue	\$ 1,588.80
1E322 Decorations, Labels, Etc.	
1E3221 Philadelphia (2013)	97.11
Total 1E322 Decorations, Labels, Etc.	\$ 97.11
1E324 Honorees, Plaques, Etc.	
1E3241 Philadelphia (2013)	116.00
Total 1E324 Honorees, Plaques, Etc.	\$ 116.00
Total 1E32 Luncheon	\$ 1,801.91
Total 1E3 Socialization	\$ 1,801.91
1E4 Education	
1E41 Newsletter	
1E411 Print/Distribute	

1E4111 MossRehab (In-kind)	2,160.00
Total 1E411 Print/Distribute	\$ 2,160.00
1E412 ABIN-PA	
1E4121 Postage #613	1,304.93
1E4122 Bulk Permit #613 Annual Fee	200.00
1E4123 Return Postage #95019000	75.60
1E4124 Paper	432.20
1E4125 Toner T654	393.38
1E4126 Cartridges T654	664.95
Total 1E412 ABIN-PA	\$ 3,071.06
Total 1E41 Newsletter	\$ 5,231.06
1E43 Presentations	
1E431 Third-party Copying	83.49
Total 1E43 Presentations	\$ 83.49
Total 1E4 Education	\$ 5,314.55
1E5 Information/Advocacy	
1E51 InfoLine	
1E511 InfoLine Voice Mail (PeopleConnector 800-516-8052)	79.40
1E512 Incoming/Outgoing (Verizon 215-699-2139)	1,478.36
Total 1E51 InfoLine	\$ 1,557.76
1E52 Postage	3.43
Total 1E5 Information/Advocacy	\$ 1,561.19
1E6 Public Awareness	
1E61 Outreach	
1E611 Exhibit Fees	
1E6111 Info Tables	25.00
Total 1E611 Exhibit Fees	\$ 25.00
1E612 Brochures	
1E6121 Paper	282.82
1E6123 Cartridges T654	89.48
Total 1E612 Brochures	\$ 372.30
1E614 Business Cards	45.16
1E615 Eagleville-phone (Comcast 484-751-5244)	820.56
1E616 Postage	526.72
Total 1E61 Outreach	\$ 1,789.74
1E62 Website	
1E621 Domain (Name)	14.95
1E622 Hosting (MyHosting In-kind)	179.40
1E623 Hosting	1.56
Total 1E62 Website	\$ 195.91
1E64 Classified Ads	20.00
Total 1E6 Public Awareness	\$ 2,005.65
Total 1E Expenses	\$ 33,600.66
Total Expenses	\$ 33,600.66
Net Operating Income	\$ 1,557.59
Other Expenses	
990IX22 Depreciation Expense	
99IX22f Depreciation 2013	1,296.08
Total 990IX22 Depreciation Expense	\$ 1,296.08

Total Other Expenses	\$ 1,296.08
Net Other Income	\$ (1,296.08)
Net Income	\$ 261.51

Tuesday, Aug 30, 2016 11:35:36 AM PDT GMT-4 - Cash Basis

Acquired Brain Injury Network of Pennsylvania
Budget vs. Actuals: 2013 Budget
January - December 2013

	<u>Actual</u>	<u>Total Budget</u>	<u>over Budget</u>
Income			
990-Rev 990 Revenue			0.00
99001 Contributions, gifts, grants, and similar amounts received			0.00
99001a Gifts (In-Kind Goods & Services)			0.00
99001a1 Moss Newsletter Distribution	2,160.00	2,160.00	0.00
99001a4 Donated Materials		300.00	(300.00)
99001a5 Website Hosting - MyHosting	179.40	179.40	0.00
Total 99001a Gifts (In-Kind Goods & Services)	\$ 2,339.40	\$ 2,639.40	\$ (300.00)
99001b Grants			0.00
99001b2 IBM On Demand Community Grant	3,000.00	3,000.00	0.00
99001bz Other		5,000.00	(5,000.00)
Total 99001b Grants	\$ 3,000.00	\$ 8,000.00	\$ (5,000.00)
99001c Contributions			0.00
99001c1 Regular	2,520.00	3,000.00	(480.00)
99001c2 Tribute	1,155.00	225.00	930.00
99001ca 2013 Annual Drive	5,765.24	5,000.00	765.24
99001cg Canisters	31.55	150.00	(118.45)
99001ch Restricted	650.00	600.00	50.00
99001ci Major Gifts		5,000.00	(5,000.00)
Total 99001c Contributions	\$ 10,121.79	\$ 13,975.00	\$ (3,853.21)
Total 99001 Contributions, gifts, grants, and similar amounts received	\$ 15,461.19	\$ 24,614.40	\$ (9,153.21)
99002 Program service revenue including government fees and contracts			0.00
99002a Training fees	80.00	3,000.00	(2,920.00)
99002b Socialization Events			0.00
99002b1 6th Anniversary Luncheon Ticket Sales (2013)	1,310.00	1,000.00	310.00
Total 99002b Socialization Events	\$ 1,310.00	\$ 1,000.00	\$ 310.00
Total 99002 Program service revenue including government fees and contracts	\$ 1,390.00	\$ 4,000.00	\$ (2,610.00)
99008 Other Income			0.00
99008a Dividends Earned	15.58	10.00	5.58
99008b Staples Coupons		10.00	(10.00)
99008c Electronic Script Rebate		10.00	(10.00)
99008d Amazon Services & AmazonSmile Foundation	106.16	100.00	6.16
99008f Newsletter Advertisements	11,064.00	7,000.00	4,064.00
99008l Bon-Ton Sales Book Donation		250.00	(250.00)
99008o Bracelet Sales	18.86	200.00	(181.14)
99008p Notebook Sales	72.18	200.00	(127.82)
99008q 6th Annual Luncheon Income			0.00
99008q2 Basket Raffle	142.00	100.00	42.00
99008q3 50/50	66.00	100.00	(34.00)
99008q4 Silent Auction	138.00	100.00	38.00

99008q5 Sponsors	1,000.00	5,000.00	(4,000.00)
Total 99008q 6th Annual Luncheon Income	\$ 1,346.00	\$ 5,300.00	\$ (3,954.00)
Total 99008 Other Income	\$ 12,622.78	\$ 13,080.00	\$ (457.22)
Total 990-Rev 990 Revenue	\$ 29,473.97	\$ 41,694.40	\$ (12,220.43)
Total Income	\$ 29,473.97	\$ 41,694.40	\$ (12,220.43)
Gross Profit	\$ 29,473.97	\$ 41,694.40	\$ (12,220.43)
Expenses			
1E Expenses			0.00
1E1 Administration			0.00
1E11 Insurance			0.00
1E111 DO, EO, GL	2,428.00	2,600.00	(172.00)
1E112 Carbonite			0.00
1E1121 File Backup for HP300	59.99	60.00	(0.01)
1E1122 File Backup for Lenovo T530		60.00	(60.00)
Total 1E112 Carbonite	\$ 59.99	\$ 120.00	\$ (60.01)
Total 1E11 Insurance	\$ 2,487.99	\$ 2,720.00	\$ (232.01)
1E12 Office Facilities			0.00
1E121 Eagleville	3,950.00	3,600.00	350.00
Total 1E12 Office Facilities	\$ 3,950.00	\$ 3,600.00	\$ 350.00
1E13 Staff			0.00
1E131 Wages	9,520.00	10,669.00	(1,149.00)
1E132 Taxes-Employer	1,040.94	800.00	240.94
1E133 Payroll Processing			0.00
1E1331 Quickbooks	486.00	240.00	246.00
1E1332 ADP		38.00	(38.00)
Total 1E133 Payroll Processing	\$ 486.00	\$ 278.00	\$ 208.00
1E134 Insurance			0.00
1E1341 Workers' Compensation	223.00	231.00	(8.00)
Total 1E134 Insurance	\$ 223.00	\$ 231.00	\$ (8.00)
Total 1E13 Staff	\$ 11,269.94	\$ 11,978.00	\$ (708.06)
1E15 General			0.00
1E152 Postage	25.64	50.00	(24.36)
1E153 Printing			0.00
1E1531 Paper	36.55	100.00	(63.45)
1E1532 Toner/Cartridge	334.55	200.00	134.55
Total 1E153 Printing	\$ 371.10	\$ 300.00	\$ 71.10
Total 1E15 General	\$ 396.74	\$ 350.00	\$ 46.74
1E16 Subscriptions			0.00
1E161 PANO	75.00	90.00	(15.00)
1E162 GNPC	250.00	250.00	0.00
Total 1E16 Subscriptions	\$ 325.00	\$ 340.00	\$ (15.00)
1E17 Finance			0.00
1E171 Accounting			0.00
1E1711 Quickbooks	287.49	420.00	(132.51)
Total 1E171 Accounting	\$ 287.49	\$ 420.00	\$ (132.51)
1E172 Financial Review		3,000.00	(3,000.00)
Total 1E17 Finance	\$ 287.49	\$ 3,420.00	\$ (3,132.51)
Total 1E1 Administration	\$ 18,717.16	\$ 22,408.00	\$ (3,690.84)
1E2 Fundraising			0.00

1E21 March Appeal				0.00
1E211 Postage	122.16	125.00		(2.84)
1E212 Paper/Envelopes	25.00	125.00		(100.00)
1E213 Toner/Cartridges		50.00		(50.00)
Total 1E21 March Appeal	\$ 147.16	\$ 300.00	\$	(152.84)
1E22 June Appeal				0.00
1E221 Postage	112.48	125.00		(12.52)
1E222 Paper/Envelopes	536.37	125.00		411.37
1E223 Toner/Cartridges	115.89	50.00		65.89
Total 1E22 June Appeal	\$ 764.74	\$ 300.00	\$	464.74
1E23 September Appeal				0.00
1E231 Postage	119.97	125.00		(5.03)
1E232 Paper/Envelopes		125.00		(125.00)
1E233 Toner/Cartridges		50.00		(50.00)
Total 1E23 September Appeal	\$ 119.97	\$ 300.00	\$	(180.03)
1E24 December Appeal				0.00
1E241 Postage	206.58	125.00		81.58
1E242 Paper/Envelopes		125.00		(125.00)
1E243 Toner/Cartridges		50.00		(50.00)
Total 1E24 December Appeal	\$ 206.58	\$ 300.00	\$	(93.42)
1E25 Grantwriting				0.00
1E251 On-line Search				0.00
1E2511 PA Foundation On-line		150.00		(150.00)
Total 1E251 On-line Search	\$ -	\$ 150.00	\$	(150.00)
Total 1E25 Grantwriting	\$ -	\$ 150.00	\$	(150.00)
1E26 Fees				0.00
1E261 State Renewal				0.00
1E2611 Charitable Solicitation	125.00	15.00		110.00
Total 1E261 State Renewal	\$ 125.00	\$ 15.00	\$	110.00
Total 1E26 Fees	\$ 125.00	\$ 15.00	\$	110.00
Total 1E2 Fundraising	\$ 1,363.45	\$ 1,365.00	\$	(1.55)
1E3 Socialization				0.00
1E31 PeerConnect				0.00
1E311 Materials		50.00		(50.00)
1E312 Postage		50.00		(50.00)
Total 1E31 PeerConnect	\$ -	\$ 100.00	\$	(100.00)
1E32 Luncheon				0.00
1E321 Venue				0.00
1E3211 Crowne Plaza (2013)	1,088.80	1,225.00		(136.20)
Total 1E321 Venue	\$ 1,088.80	\$ 1,225.00	\$	(136.20)
1E323 Raffle/Silent Auction/Prizes				0.00
1E32311 In-kind (deleted)		300.00		(300.00)
Total 1E323 Raffle/Silent Auction/Prizes	\$ -	\$ 300.00	\$	(300.00)
Total 1E32 Luncheon	\$ 1,088.80	\$ 1,525.00	\$	(436.20)
Total 1E3 Socialization	\$ 1,088.80	\$ 1,625.00	\$	(536.20)
1E4 Education				0.00
1E41 Newsletter				0.00
1E411 Print/Distribute				0.00
1E4111 MossRehab (In-kind)	2,160.00	2,160.00		0.00

Total 1E411 Print/Distribute	\$ 2,160.00	\$ 2,160.00	\$ -
1E412 ABIN-PA			0.00
1E4121 Postage #613	1,304.93	1,570.00	(265.07)
1E4122 Bulk Permit #613 Annual Fee	200.00	200.00	0.00
1E4123 Return Postage #95019000	75.60	100.00	(24.40)
1E4124 Paper	432.20	550.00	(117.80)
1E4125 Toner T654	393.38	316.00	77.38
1E4126 Cartridges T654	664.95	550.00	114.95
Total 1E412 ABIN-PA	\$ 3,071.06	\$ 3,286.00	\$ (214.94)
Total 1E41 Newsletter	\$ 5,231.06	\$ 5,446.00	\$ (214.94)
1E42 Booklets			0.00
1E421 Building a New Life			0.00
1E4211 Printing		100.00	(100.00)
1E4212 Postage		50.00	(50.00)
Total 1E421 Building a New Life	\$ -	\$ 150.00	\$ (150.00)
1E422 Brain Injury Notebook			0.00
1E4221 Printing		150.00	(150.00)
1E4222 Binders		50.00	(50.00)
1E4223 Postage		50.00	(50.00)
Total 1E422 Brain Injury Notebook	\$ -	\$ 250.00	\$ (250.00)
Total 1E42 Booklets	\$ -	\$ 400.00	\$ (400.00)
Total 1E4 Education	\$ 5,231.06	\$ 5,846.00	\$ (614.94)
1E5 Information/Advocacy			0.00
1E51 InfoLine			0.00
1E511 InfoLine Voice Mail (PeopleConnector 800-516-8052)	79.40	88.00	(8.60)
1E512 Incoming/Outgoing (Verizon 215-699-2139)	1,478.36	240.00	1,238.36
1E512 Incoming/Outgoing (Verizon 215-699-2139) (deleted)		1,175.00	(1,175.00)
Total 1E51 InfoLine	\$ 1,557.76	\$ 1,503.00	\$ 54.76
Total 1E5 Information/Advocacy	\$ 1,557.76	\$ 1,503.00	\$ 54.76
1E6 Public Awareness			0.00
1E61 Outreach			0.00
1E611 Exhibit Fees			0.00
1E6111 Info Tables	25.00	50.00	(25.00)
Total 1E611 Exhibit Fees	\$ 25.00	\$ 50.00	\$ (25.00)
1E612 Brochures			0.00
1E6121 Paper	282.82	82.00	200.82
1E6122 Toner T654		53.00	(53.00)
1E6123 Cartridges T654	89.48	92.00	(2.52)
1E6124 Postage		250.00	(250.00)
Total 1E612 Brochures	\$ 372.30	\$ 477.00	\$ (104.70)
1E613 Training			0.00
1E6131 Materials		50.00	(50.00)
Total 1E613 Training	\$ -	\$ 50.00	\$ (50.00)
1E615 Eagleville-phone (Comcast 484-751-5244)	820.56	792.00	28.56
Total 1E61 Outreach	\$ 1,217.86	\$ 1,369.00	\$ (151.14)
1E62 Website			0.00
1E621 Domain (Name)	14.95	10.00	4.95
1E622 Hosting (MyHosting In-kind)	179.40	179.00	0.40
Total 1E62 Website	\$ 194.35	\$ 189.00	\$ 5.35

Total 1E6 Public Awareness	\$	1,412.21	\$	1,558.00	\$	(145.79)
Total 1E Expenses	\$	29,370.44	\$	34,305.00	\$	(4,934.56)
Total Expenses	\$	29,370.44	\$	34,305.00	\$	(4,934.56)
Net Operating Income	\$	103.53	\$	7,389.40	\$	(7,285.87)
Net Income	\$	103.53	\$	7,389.40	\$	(7,285.87)

Tuesday, Aug 30, 2016 11:32:50 AM PDT GMT-4 - Cash Basis

Acquired Brain Injury Network of Pennsylvania Statement of Financial Position - YTD

As of December 31, 2013

	Total
ASSETS	
Current Assets	
Bank Accounts	
40889 AmeriChoice Federal Credit Union	0.00
4088901 Savings Account	3,640.26
4088902 Savings Account for Grants & Awards	(0.16)
408892a Inglis Grant - 2009 - Completed	0.00
408892b IBM On Demand Community Donation	936.52
408892c Montgomery County Medical Society Foundation FD Grant - Completed	0.00
408892d CoBI - Council on Brain Injury	500.00
408892e The Foundation of the PA Medical Society	850.00
Total 4088902 Savings Account for Grants & Awards	\$ 2,286.36
4088903 St. Andrews ELC Grant	0.00
4088904 Mail Petty Cash Account	575.87
408894a Grants	61.88
Total 4088904 Mail Petty Cash Account	\$ 637.75
4088913 Checking Account	10,987.05
4088997 VISA Credit Card Payment	0.00
Total 40889 AmeriChoice Federal Credit Union	\$ 17,551.42
90000 Lansdale PO Bulk Mailing Account	267.35
90010 Lansdale PO Postage Due Account	31.34
Total Bank Accounts	\$ 17,850.11
Total Current Assets	\$ 17,850.11
Fixed Assets	
500 Office Equipment	
500a In-Kind	
500a1 Machinery & Equipment	
500a1a S1 1000 Folder Inserter by SEACAP USA, Inc.	
500a1a1 Original Cost	0.00
500a1a2 Accumulated Depreciation	0.00
Total 500a1a S1 1000 Folder Inserter by SEACAP USA, Inc.	\$ -
500a1b FoldMate Letter Folder by Premier	
500a1b1 Original Cost	148.99
500a1b2 Accumulated Depreciation	(148.99)
Total 500a1b FoldMate Letter Folder by Premier	\$ -
500a1c Dell Desktop PC with Monitor & Printer #1	
500a1c1 Original Cost	1,200.00
500a1c2 Accumulated Depreciation	(1,100.00)
Total 500a1c Dell Desktop PC with Monitor & Printer #1	\$ 100.00
500a1d Dell Desktop PC with Monitor & Printer #2	1,500.00
Total 500a1 Machinery & Equipment	\$ 1,600.00
Total 500a In-Kind	\$ 1,600.00
500b Purchased	
500b1 Machinery & Equipment	

500b1a Lexmark T654dn Printer	
500b1a1 Original Cost	1,159.20
500b1a2 Accumulated Depreciation	(1,043.28)
Total 500b1a Lexmark T654dn Printer	\$ 115.92
500b1b Lexmark T654 StapleSmart II Finisher	
500b1b1 Original Cost	249.00
500b1b2 Accumulated Depreciation	(249.00)
Total 500b1b Lexmark T654 StapleSmart II Finisher	\$ -
500b1c Lexmark T654 Envelope Feeder	
500b1c1 Original Cost	260.25
500b1c2 Accumulated Depreciation	(260.25)
Total 500b1c Lexmark T654 Envelope Feeder	\$ -
500b1d Pyle PWM-A3600 PA System	
500b1d1 Original Cost	183.27
500b1d2 Accumulated Depreciation	(183.27)
Total 500b1d Pyle PWM-A3600 PA System	\$ -
500b1e Lexmark T654 550 Sheet Drawer	
500b1e1 Original Cost	249.00
500b1e2 Accumulated Depreciation	(249.00)
Total 500b1e Lexmark T654 550 Sheet Drawer	\$ -
500b1f Lexmark 80+ GB Hard Disk	
500b1f1 Original Cost	507.74
500b1f2 Accumulated Depreciation	(507.74)
Total 500b1f Lexmark 80+ GB Hard Disk	\$ -
500b1g Lexmark T65X High Output Stacker	
500b1g1 Original Cost	358.99
500b1g2 Depreciation	(358.99)
Total 500b1g Lexmark T65X High Output Stacker	\$ -
500b1h Lexmark T65X 2000-Sheet Input Drawer	
500b1h1 Original Cost	440.68
500b1h2 Depreciation	(440.68)
Total 500b1h Lexmark T65X 2000-Sheet Input Drawer	\$ -
500b1i Lexmark Swivel Printer Cabinet (3052765)	
500b1i1 Original Cost	240.19
500b1i2 Depreciation	(240.19)
Total 500b1i Lexmark Swivel Printer Cabinet (3052765)	\$ -
500b1j Lexmark Spacer 5.1In for T65X X651 X652 X654 (30G0854)	
500b1j1 Original Cost	61.99
500b1j2 Depreciation	(61.99)
Total 500b1j Lexmark Spacer 5.1In for T65X X651 X652 X654 (30G0854)	\$ -
500b1k 1611 Ease-Of-Use Autofolder	
500b1k1 Original Cost	899.99
500b1k2 Depreciation	(900.00)
Total 500b1k 1611 Ease-Of-Use Autofolder	\$ (0.01)
Total 500b1 Machinery & Equipment	\$ 115.91
500b2 Telephone Equipment	
500b2a RCA 25424RE1 4-Line Telephone	
500b2a1 Original Cost	137.79
500b2a2 Accumulated Depreciation	(137.79)

Total 500b2a RCA 25424RE1 4-Line Telephone	\$ -
Total 500b2 Telephone Equipment	\$ -
Total 500b Purchased	\$ 115.91
Total 500 Office Equipment	\$ 1,715.91
Total Fixed Assets	\$ 1,715.91
TOTAL ASSETS	\$ 19,566.02
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	(115.40)
Total Accounts Payable	\$ (115.40)
Credit Cards	
10000 Credit Cards	
1000001 AmeriChoice VISA	252.25
1000002 Staples Business Credit Card	0.00
Total 10000 Credit Cards	\$ 252.25
Total Credit Cards	\$ 252.25
Other Current Liabilities	
Direct Deposit Payable	0.00
PA Sales tax payable	(0.82)
Payroll Liabilities	
Federal Taxes (941/944)	145.36
PA Income Tax	70.02
PA Local Tax	121.30
PA Unemployment Tax	(27.72)
Total Payroll Liabilities	\$ 308.96
Total Other Current Liabilities	\$ 308.14
Total Current Liabilities	\$ 444.99
Total Liabilities	\$ 444.99
Equity	
Opening Balance Equity	98.84
Unrestricted Net Assets	18,760.68
Net Income	261.51
Total Equity	\$ 19,121.03
TOTAL LIABILITIES AND EQUITY	\$ 19,566.02

Tuesday, Aug 30, 2016 11:37:37 AM PDT GMT-4 - Cash Basis

Acquired Brain Injury Network of Pennsylvania
Budget Overview: 2013 Budget
 January - December 2013

	Total
Income	
990-Rev 990 Revenue	
99001 Contributions, gifts, grants, and similar amounts received	
99001a Gifts (In-Kind Goods & Services)	
99001a1 Moss Newsletter Distribution	2,160.00
99001a4 Donated Materials	300.00
99001a5 Website Hosting - MyHosting	179.40
Total 99001a Gifts (In-Kind Goods & Services)	\$ 2,639.40
99001b Grants	
99001b2 IBM On Demand Community Grant	3,000.00
99001bz Other	5,000.00
Total 99001b Grants	\$ 8,000.00
99001c Contributions	
99001c1 Regular	3,000.00
99001c2 Tribute	225.00
99001ca 2013 Annual Drive	5,000.00
99001cg Cannisters	150.00
99001ch Restricted	600.00
99001ci Major Gifts	5,000.00
Total 99001c Contributions	\$ 13,975.00
Total 99001 Contributions, gifts, grants, and similar amounts received	\$ 24,614.40
99002 Program service revenue including government fees and contracts	
99002a Training fees	3,000.00
Total 99002 Program service revenue including government fees and contracts	\$ 3,000.00
99008 Other Income	
99008a Dividends Earned	10.00
99008b Staples Coupons	10.00
99008c Electronic Script Rebate	10.00
99008d Amazon Services	100.00
99008f Newsletter Advertisements	7,000.00
99008l Bon-Ton Sales Book Donation	250.00
99008o Bracelet Sales	200.00
99008p Notebook Sales	200.00
99008q Annual Luncheon Income	
99008q1 Ticket Sales	1,000.00
99008q2 Basket Raffle	100.00
99008q3 50/50	100.00
99008q4 Silent Auction	100.00
99008q5 Sponsors	5,000.00
Total 99008q Annual Luncheon Income	\$ 6,300.00
Total 99008 Other Income	\$ 14,080.00
Total 990-Rev 990 Revenue	\$ 41,694.40
Total Income	\$ 41,694.40
Gross Profit	\$ 41,694.40
Expenses	
1E Expenses	
1E1 Administration	

1E11 Insurance	
1E111 DO, EO, GL	2,600.00
1E112 Carbonite	
1E1121 File Backup for HP300	60.00
1E1122 File Backup for Lenovo T530	60.00
Total 1E112 Carbonite	<u>\$ 120.00</u>
Total 1E11 Insurance	<u>\$ 2,720.00</u>
1E12 Rent	
1E121 Eagleville Office	3,600.00
Total 1E12 Rent	<u>\$ 3,600.00</u>
1E13 Staff	
1E131 Wages	10,669.00
1E132 Taxes-Employer	800.00
1E133 Payroll Processing	
1E1331 Quickbooks	240.00
1E1332 Direct Deposit	38.00
Total 1E133 Payroll Processing	<u>\$ 278.00</u>
1E134 Insurance	
1E1341 Workers' Compensation	231.00
Total 1E134 Insurance	<u>\$ 231.00</u>
Total 1E13 Staff	<u>\$ 11,978.00</u>
1E14 Phone/Fax	
1E141 Eagleville-phone (Comcast 484-751-5244)	792.00
1E142 Eagleville-fax (Magic Jack 215-583-0239)	0.00
1E143 Lansdale-fax (Verizon 215.699.2139 & 215-699-5139)	240.00
Total 1E14 Phone/Fax	<u>\$ 1,032.00</u>
1E15 General	
1E152 Postage	50.00
1E153 Printing	
1E1531 Paper	100.00
1E1532 Toner/Cartridge	200.00
Total 1E153 Printing	<u>\$ 300.00</u>
1E154 Labor Law Poster	0.00
Total 1E15 General	<u>\$ 350.00</u>
1E16 Subscriptions	
1E161 PANO	90.00
1E162 GNPC	250.00
Total 1E16 Subscriptions	<u>\$ 340.00</u>
1E17 Finance	
1E171 Accounting	
1E1711 Quickbooks	420.00
Total 1E171 Accounting	<u>\$ 420.00</u>
1E172 Financial Review	3,000.00
Total 1E17 Finance	<u>\$ 3,420.00</u>
Total 1E1 Administration	<u>\$ 23,440.00</u>
1E2 Fundraising	
1E21 March Appeal	
1E211 Postage	125.00
1E212 Paper/Envelopes	125.00
1E213 Toner/Cartridges	50.00
Total 1E21 March Appeal	<u>\$ 300.00</u>
1E22 June Appeal	

1E221 Postage	125.00
1E222 Paper/Envelopes	125.00
1E223 Toner/Cartridges	50.00
Total 1E22 June Appeal	\$ 300.00
1E23 September Appeal	
1E231 Postage	125.00
1E232 Paper/Envelopes	125.00
1E233 Toner/Cartridges	50.00
Total 1E23 September Appeal	\$ 300.00
1E24 December Appeal	
1E241 Postage	125.00
1E242 Paper/Envelopes	125.00
1E243 Toner/Cartridges	50.00
Total 1E24 December Appeal	\$ 300.00
1E25 Grantwriting	
1E251 On-line Search	
1E2511 PA Foundation On-line	150.00
Total 1E251 On-line Search	\$ 150.00
Total 1E25 Grantwriting	\$ 150.00
1E26 Fees	
1E261 State Renewal	
1E2611 Charitable Solicitation	15.00
Total 1E261 State Renewal	\$ 15.00
Total 1E26 Fees	\$ 15.00
Total 1E2 Fundraising	\$ 1,365.00
1E3 Support	
1E31 PeerConnect	
1E311 Materials	50.00
1E312 Postage	50.00
Total 1E31 PeerConnect	\$ 100.00
1E32 Luncheon	
1E321 Venue	
1E3211 Crowne Plaza (2013)	1,225.00
Total 1E321 Venue	\$ 1,225.00
Total 1E32 Luncheon	\$ 1,225.00
1E33 Raffle/Prizes	
1E331 In-kind	300.00
Total 1E33 Raffle/Prizes	\$ 300.00
Total 1E3 Support	\$ 1,625.00
1E4 Education	
1E41 Newsletter	
1E411 Print/Distribute	
1E4111 MossRehab	2,160.00
Total 1E411 Print/Distribute	\$ 2,160.00
1E412 ABIN-PA	
1E4121 Postage #613	1,570.00
1E4122 Bulk Permit #613 Annual Fee	200.00
1E4123 Return Postage #95019000	100.00
1E4124 Paper	550.00
1E4125 Toner T654	316.00
1E4126 Cartridges T654	550.00
Total 1E412 ABIN-PA	\$ 3,286.00

Total 1E41 Newsletter	\$ 5,446.00
1E42 Booklets	
1E421 Building a New Life	
1E4211 Printing	100.00
1E4212 Postage	50.00
Total 1E421 Building a New Life	\$ 150.00
1E422 Brain Injury Notebook	
1E4221 Printing	150.00
1E4222 Binders	50.00
1E4223 Postage	50.00
Total 1E422 Brain Injury Notebook	\$ 250.00
Total 1E42 Booklets	\$ 400.00
Total 1E4 Education	\$ 5,846.00
1E5 Information/Advocacy	
1E51 InfoLine	
1E511 InfoLine Voice Mail (PeopleConnector 800-516-8052)	88.00
1E512 Incoming/Outgoing (Verizon 215-699-2139)	1,175.00
Total 1E51 InfoLine	\$ 1,263.00
Total 1E5 Information/Advocacy	\$ 1,263.00
1E6 Public Awareness	
1E61 Outreach	
1E611 Exhibit Fees	
1E6111 Info Tables	50.00
Total 1E611 Exhibit Fees	\$ 50.00
1E612 Brochures	
1E6121 Paper	82.00
1E6122 Toner T654	53.00
1E6123 Cartridges T654	92.00
1E6124 Postage	250.00
Total 1E612 Brochures	\$ 477.00
1E613 Training	
1E6131 Materials	50.00
Total 1E613 Training	\$ 50.00
Total 1E61 Outreach	\$ 577.00
1E62 Website	
1E621 Domain (Name)	10.00
1E622 Hosting (MyHosting In-kind)	179.00
Total 1E62 Website	\$ 189.00
Total 1E6 Public Awareness	\$ 766.00
Total 1E Expenses	\$ 34,305.00
Total Expenses	\$ 34,305.00
Net Operating Income	\$ 7,389.40
Net Income	\$ 7,389.40



ACQUIRED BRAIN INJURY NETWORK OF PA

800.516.8052 P: 215.699.2139 F: 215.699.5139 info@abin-pa.org www.abin-pa.org

2013-2015 STRATEGIC PLAN

Adopted by the Board on 3.10.2013

MISSION STATEMENT

ABIN-PA is dedicated to increasing public awareness about acquired brain injury and to providing support, education, information, advocacy and other services for individuals with acquired brain injury and their families.

OUR VISION

ABIN-PA is a non-profit organization advocating for services and programs for persons with acquired brain injury and their families. ABIN-PA gathers people together to work on solutions to the problems that face persons with acquired brain injury and their families. We educate the public, health care professionals and the community using the experiences of those who have lived with brain injury.

OUR VALUES

A. Recovery:

We value programs that recognize brain injury recovery as an ongoing, individualized process.

B. Holistic Approach:

We value the opportunity to consider all modalities, both conventional and alternative, in the pursuit of recovery.

C. Respect:

We value respect for all persons with brain injury, throughout the stages of their recovery.

D. Collaboration:

We value the bringing together of diverse resources in order to maximize the opportunities available to individuals and the community.

E. Integrity:

We are committed to being honest, accountable, and professional in our relationships and communications.

F. Education:

We value the opportunity to educate ourselves and the community.

G. Integration:

We value supporting people as they re-integrate back into their communities.

K. Community:

We value having a community of persons with acquired brain injury and their families because we can share our common experiences.

L. Accommodation:

We value assisted decision making and other accommodations for cognitive accessibility.

STRATEGIC DIRECTION

A. GOAL - Governance:

Objective #1 - Abide by corporate documents.

1. **Action Step** - review Corporate Bylaws annually and amend as needed.
2. **Action Step** - review and update Board Policies annually.

Objective #2 - Establish an ongoing Board Development Committee.

1. **Action Step** - set the mission & goals for the Board Development Committee.
2. **Action Step** - recruit the Committee Chair & Members.
3. **Action Step** - approve and monitor the annual Board Development Plan.
4. **Action Step** - attend to board diversity and training.
5. **Action Step** - increase size of Board using board position descriptions.
6. **Action Step** - assure at least one development professional on the board.
7. **Action Step** - set requirements for Board participation.

Objective #3 - Create a Fund Development Committee to develop and implement an annual fundraising plan with the full assistance & participation of the entire Board.

1. **Action Step** - set the mission & goals for the Fund Development Committee.
2. **Action Step** - recruit the Committee Chair (VP) & Members.
3. **Action Step** - approve and monitor the annual Fund Development Plan.

Objective #4 - Develop a marketing plan.

1. **Action Step** - set the mission and goals for a Promotion Committee.
2. **Action Step** - recruit the Committee Chair & Members.
3. **Action Step** - approve and monitor the annual Promotion Plan.

Objective #5 - Develop a committee for each population we serve.

1. **Action Step** - identify populations & prioritize.
2. **Action Step** - set the mission & goals for each active committee.

3. **Action Step** - recruit the Committee Chair & Members for each Committee.
4. **Action Step** - approve and monitor an annual plan for each Committee.

Objective #6 - Assure office & program space are adequate.

1. **Action Step** - review requirements annually & as needed.

B. GOAL - Maintain and Expand Existing Programs (per mission):

Objective #1 - Assure that the public is aware of brain injury.

1. **Action Step** - exhibit tables - seek no-cost opportunities
2. **Action Step** - County Education Coordinators - recruit, train, equip.
3. **Action Step** - outside staff - equip other organizations to recognize and accommodate brain injury through information, support and training.
4. **Action Step** - website - update weekly, install free counter feature
5. **Action Step** - brochures - add and update annually

Objective #2 - Provide support to individuals with brain injury & family members.

1. **Action Step** - PeerConnect - recruit coordinator, create database.
2. **Action Step** - annual luncheon, small luncheons around state.
3. **Action Step** - InfoLine - support by email and/or telephone.

Objective #3 - Provide education to individuals with brain injury & family members.

1. **Action Step** - newsletter - increase circulation, email delivery, ads.
2. **Action Step** - booklets - promote, update, add one per year.

Objective #4 - Provide information to those concerned about individuals with brain injury.

1. **Action Step** - maintain InfoLine - train volunteers, records, database.
2. **Action Step** - mail literature to individual callers.
3. **Action Step** - provide information during human or natural disasters through the American Red Cross, FEMA, police, and other first responders.
4. **Action Step** - provide information on holistic alternatives for recovery.
5. **Action Step** - provide information on the possibility of misdiagnosis.

Objective #5 - Provide advocacy for individuals with brain injury & family members.

1. **Action Step** - address any concern of the individual with brain injury.
2. **Action Step** - address family concerns that relate to brain injury.
3. **Action Step** - address systemic issues that affect those with brain injury.

C. GOAL - Identify Needs and Add New Programs:

Objective #1 - Assess need for statewide, regional +/- or county services.

1. **Action Step** - select the age, issue, and geographic area.
2. **Action Step** - create and market the survey, analyze the results.
3. **Action Step** - use 3 focus groups of 6-8 and analyze the results.

Objective #2 - Expand our services.

1. **Action Step** - determine need to be met & design program.

2. **Action Step** - determine space, staff, & funding requirements.
3. **Action Step** - secure funding & implement.

D. GOAL - Program Management:

Objective #1 - Expand paid staff and promote development.

1. **Action Step** - contact structured programs (SCSEP, etc.).
2. **Action Step** - select and train free temporary staff.
3. **Action Step** - hire a part-time Program Specialist.

Objective #2 - Expand volunteer staff and promote development.

1. **Action Step** - attract additional volunteers (Ameri-Corps, RSVP, non-credit interns, etc.).
2. **Action Step** - train volunteers for specific tasks, more global responsibilities.
3. **Action Step** - provide continual general training and promote free options.
4. **Action Step** - establish a volunteer recognition program.
5. **Action Step** - seek volunteers for fundraising.
6. **Action Step** - seek volunteers who are politically astute.
7. **Action Step** - seek volunteers for short projects - invite personally.
8. **Action Step** - be sensitive to burnout and inconsistent availability.

Objective #3 - Continually upgrade technology for administration (finance, fundraising, client records, donor records, etc.).

1. **Action Step** - John will train Megan in QuickBooks.
2. **Action Step** - completion of on-line store (John).
3. **Action Step** - data entry for client statistics (Anna Marie).
4. **Action Step** - PeerConnect Management software (John).
5. **Action Step** - Brain Injury Needs Registry (John).
6. **Action Step** - learn from other organizations.

Objective #4 - Continually measure quality, effectiveness, coverage.

1. **Action Step** - create and implement metrics/statistics procedures.
2. **Action Step** - routinely survey people who have called the InfoLine.
3. **Action Step** - periodically survey newsletter subscribers.
4. **Action Step** - use focus group conversations for direction & effectiveness.
5. **Action Step** - gather and share information on CEC activities across the state.

E. GOAL - ABIN-PA Image:

Objective #1 - Expand ABIN-PA's reputation as a recognized leader.

1. **Action Step** - participate in local, state, and national initiatives.
2. **Action Step** - provide public comment on official documents.
3. **Action Step** - look for local, state, and national collaborators.
4. **Action Step** - maintain independent funding sources to avoid outside control.
5. **Action Step** - define our "niche" publicly through a slogan.

6. **Action Step** - promote integrity of information due to not providing services.
7. **Action Step** - hire paid Executive Director.

Objective #2 - Increase the visibility of the organization.

1. **Action Step** - publicize accomplishments.
2. **Action Step** - identify opportunities for free advertising in all media.
3. **Action Step** - distribute promotional ware, brochures.
4. **Action Step** - public service announcements on hospital closed circuit TV's.
5. **Action Step** - be present as a group at community events for other causes.
6. **Action Step** - complete GuideStar registration.
7. **Action Step** - include people with prestige on the Board.
8. **Action Step** - ask rehab facilities to distribute our contact information.
9. **Action Step** - plan conference at Thomas Jefferson University (free venue).
10. **Action Step** - seek endorsement by other organizations.

Objective #3 - Develop a formal Speakers' Bureau.

1. **Action Step** - recruit volunteers.
2. **Action Step** - provide general training.
3. **Action Step** - provide practice with specific materials.
4. **Action Step** - publicize Speakers' Bureau.

Objective #4 - Create 'train the trainer' programs for various functions.

1. **Action Step** - InfoLine.
2. **Action Step** - Speakers' Bureau.
3. **Action Step** - advocacy.
4. **Action Step** - fundraising.

Objective #5 - Add more degreed professionals (MD, MSW) to the Advisory Panel.

Objective #6 - Use social media and other technology for internal and public messages.

1. **Action Step** - promote FaceBook in newsletter and on website.
2. **Action Step** - investigate use of Twitter.
3. **Action Step** - investigate use of webinars, video training on website, etc.

Objective #7 - Partner with businesses, non-profit and government agencies to foster education and public awareness.

1. **Action Step** - identify and recruit partners.
2. **Action Step** - design the approach jointly.
3. **Action Step** - implement and publicize.
4. **Action Step** - include safety awareness, acute brain injury recognition.
5. **Action Step** - consider preschools, schools, hospitals, township meetings.
6. **Action Step** - position ABIN-PA as the advocate for rehab facilities.

F. GOAL - Finance:

Objective #1 - Live within our means.

1. **Action Step** - monitor budget and restrict by bank balance.
2. **Action Step** - follow rules for expense reimbursement.
3. **Action Step** - avoid expense where possible.
4. **Action Step** - accumulate funds to replace volunteer staff as needed.

Objective #2 - Appreciate and maintain our supporters.

1. **Action Step** - send letters promptly - donor, in honor, in memory, grants.
2. **Action Step** - list donors in newsletter, archive on website.
3. **Action Step** - offer incentives, tiered benefits.
4. **Action Step** - publicize support in the media.

Objective #3 - Develop new supporters.

1. **Action Step** - expand newsletter subscriber list.
2. **Action Step** - apply for grants.
3. **Action Step** - collect and publish personal stories of recovery and share them with corporations and foundations to generate support for creative initiatives.
4. **Action Step** - maximize website donations.
5. **Action Step** - maximize independent funding to preserve Board control.
6. **Action Step** - seek federal, state, county, city, foundation, corporate & individual funding.

Objective #4 - Maximize the efficient and creative use of resources to increase the agency's capacity to provide services.

1. **Action Step** - continually conduct vendor cost comparisons.
2. **Action Step** - seek in-kind donations of goods & services.
3. **Action Step** - minimize direct costs.
4. **Action Step** - utilize an on-line store.

Objective #5 - Determine the market for income producing services.

1. **Action Step** - services to individuals with brain injury.
2. **Action Step** - services to families of an individual with brain injury.
3. **Action Step** - consulting services.
4. **Action Step** - staff training.
5. **Action Step** - partner with health insurance companies to handle the wellness/ education piece that is required by the healthcare law.