TO: Life’s Animal Shelter staff and volunteers

**Life’s Animal Shelter**

FROM: Kelly Sung, Director of Services

DATE: October 25, 2020

SUBJECT: Weekly Expenses

Thank you for the time you have spent volunteering at Life’s Animal Shelter. Our staff and volunteers have contributed countless hours making this shelter a safe environment for animals and providing adoption services for families in our community. You have been a part of hundreds of animal rescues and adoptions over the past year. Families throughout our region are enjoying their new pets thanks to your dedication and work at Life’s Animal Shelter.

I’m providing you with our expenses update for the last week. Our operating funds come through donations and pet adoption fees. Thank you for your help in keeping our expenses at a moderate level. Because of you, we can offer reasonable adoption fees to animal lovers in our community.

Again, thank you for all your hard work. Because of you, Life’s Animal Shelter valuably serves our community by providing shelter and adoption services.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Life’s Animal Shelter Weekly Expenses | | | | | | | |
| Expenses | **Mon** | **Tue** | **Wed** | **Thurs** | **Fri** | **Sat/Sun** | Totals |
| Food | 340.45 | 344.05 | 350.51 | 340.01 | 341.48 | 359.75 | $2,076.25 |
| Medicine | 525.33 | 529.31 | 535.25 | 524.59 | 527.99 | 543.39 | $3,185.86 |
| Wages | 675.21 | 580.91 | 575.88 | 579.55 | 680.81 | 750.05 | $3,842.41 |
| Heat | 25.75 | 26.01 | 28.05 | 25.03 | 25.99 | 62.30 | $ 193.13 |
| Equipment | 199.03 | 209.25 | 198.90 | 229.05 | 245.09 | 351.98 | $1,433.30 |
| Electricity | 19.45 | 20.09 | 21.75 | 19.02 | 19.99 | 48.56 | $ 148.86 |
| Totals | $1,785.22 | $1,709.62 | $1,710.34 | $1,717.25 | $1,841.35 | $2,116.03 | $10,879.81 |
| Averages | **$ 297.54** | **$ 284.94** | **$ 285.06** | **$ 286.21** | **$ 306.89** | **$ 352.67** | $1,813.30 |

A group of people walking on a beach

Description automatically generated