



3. Education

Overview

The Education function consists of the operation of activities and the sale of items intended to provide knowledge associated with collecting and preserving the heritage of the Cambridge Glass Company. The function also provides resources for other interests in the world of collecting. The principal sale activity is reference publications. Publications are produced by the organization or purchased for resale. Publishing not performed internally is outsourced to publishers and earns royalties. An inventory of books is maintained at the museum. Publications and research are directed by a volunteer who also serves as the organization's archivist.

Education	12/31/07	More (Less)	
		12/31/06	Cash
A. Publications			
1) Sales	8,218.10	8,079.47	139
2) Cost of sales	(3,830.64)	(5,278.33)	1,448
3) Royalties	795.00	2,066.25	(1,271)
	<u>5,182.46</u>	<u>4,867.39</u>	<u>315</u>
B. Miscellaneous	116.00	211.42	(95)
C. Research materials	(2,809.00)	(128.32)	(2,681)
D. Activities	(375.10)	(394.76)	20
	<u>2,114.36</u>	<u>4,555.73</u>	<u>(2,441)</u>

2007 Results

Sales of publications were \$8,218 and required \$3,830 for the cost of publications purchased for resale. Rosepoint books were the top seller with sales of \$2,552. Sales increased to \$1,358 for *Cambridge Colors – 2nd Edition*, which was a 2006 book release. Royalties on the Colors book waned to \$795 from \$2,066 in 2006. Additionally, \$2,570 was spent for the production of a booklet called the *ABC's of Glassmaking*. This booklet is used for children's tours to the museum. All other book sales remained steady.

3. Education**All Funds**

A. Publications	Actual			2007 Budget			
	12/31/07	12/31/06	More (Less)	Budget	More (Less)	12/31/07	
1) Sales							
a. Catalog reprints							
1903 - Bennett	70.00	72.00	(2)				
Nearcut	374.75	167.50	207				
1927 - Smith	107.45	206.95	(100)				
1930-34	154.00	156.95	(3)				
1940	125.00	350.00	(225)				
1949-53	301.20	253.35	48				
1956-58	110.05	151.47	(41)				
	15.1%	1,242.45	1,358.22	(116)	1,000	242	1,242
b. Color books							
NCC color book 2	1,358.32	1,083.39	275	650	708	1,358	
Welker color	33.75	111.10	(77)	100	(66)	34	
	16.9%	1,392.07	1,194.49	198	750		1,392
c. Etching books							
Etchings book 1	392.12	337.70	54				
Etchings book 2 (non-cataloged)	271.82	526.27	(254)				
Etchings booklets	540.01	532.91	7				
	14.6%	1,203.95	1,396.88	(193)	1,000	204	1,204
d. Specific lines							
Caprice	6.0%	494.75	1,019.38	(525)	1,000	(505)	495
Rosepoint	31.1%	2,552.63	1,015.08	1,538	2,000	553	2,553
		3,047.38	2,034.46	1,013	3,000		3,047
e. Rock Crystal							
Rock Crystal Engravings	231.51	215.77	16				
Rock Crystal Listings	79.75	117.47	(38)				
	3.8%	311.26	333.24	(22)	250	61	311
f. Decorates							
Cambridge Decorates	146.47	240.63	(94)				
Charlton Decorates	59.90	119.80	(60)				
	2.5%	206.37	360.43	(154)	300	(94)	206
g. Types							
Stemware - Nye	219.48	219.45	0				
Candlesticks	109.74	319.45	(210)				
Animals	0.00	149.70	(150)				
	4.0%	329.22	688.60	(359)	600	(271)	329
h. Florence books	2.7%	219.10	469.15	(250)	400	(181)	219
i. Other book sales							
Reflections	15.00	27.50	(13)				
Miscellaneous	87.90	0.00	88				
Museum tour guide brochures	17.00	66.00	(49)				
	1.5%	119.90	93.50	26	100	20	120
j. Price guides							
Rosepoint	99.00	69.50	30				
Caprice	33.00	49.50	(17)				
Other	14.40	31.50	(17)				
	1.8%	146.40	150.50	(4)	150	(4)	146
	100.0%	8,218.10	8,079.47	139	7,550	668	8,218

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National Cambridge Collectors, Inc.

3. Education (continued)

All Funds

A. Publications (continued)	Actual			2007 Budget		
	12/31/07	12/31/06	More (Less)	Budget	More (Less)	12/31/07
1) Sales (from previous page)	8,218.10	8,079.47	139	7,550	668	8,218
2) Cost of book sales						
NCC color book 2 production	0.00	(546.78)	547			
Catalog reprints	(60.00)	(855.00)	795			
Colorbooks	(578.50)	(1,209.33)	631			
Etchings books	(1,995.80)	(1,678.27)	(318)			
Rock Crystal Engravings	(399.00)	0.00	(399)			
Types	(197.61)	(427.62)	230			
Florence	(125.73)	(41.91)	(84)			
Other publications	(32.00)	(233.59)	202			
Value guides	(442.00)	(285.83)	(156)			
	(3,830.64)	(5,278.33)	1,448	(3,500)	(331)	(3,831)
3) Royalties	795.00	2,066.25	(1,271)	1,000	(205)	795
Total Publications	5,182.46	4,867.39	315	5,050	132	5,182
B. Miscellaneous						
Crystal Lady, binders, pamphlets, etc.	116.00	211.42	(95)			
Inventory purchases	0.00	0.00	0			
	116.00	211.42	(95)	75	41	116
C. Research						
Research materials	(238.92)	0.00	(239)	(500)	261	(239)
Educational resources	(2,570.08)	(128.32)	(2,442)	(750)	(1,820)	(2,570)
	(2,809.00)	(128.32)	(2,681)	(1,250)	(1,559)	(2,809)
D. Activities						
Sponsored events	(375.10)	(394.76)	20	(400)	25	(375)
Workers reunion	0.00	0.00	0	0	0	0
	(375.10)	(394.76)	20	(400)	25	(375)
Total	2,114.36	4,555.73	(2,441)	3,475	(1,361)	2,114



4. Museum

Overview

In support of the mission of education and preservation, NCC maintains a 5,000 square foot museum building in downtown Cambridge, Ohio. The Museum was opened on April 3, 2002. The display area is made up of 1250 lineal feet of 16" shelving, where the main collection is displayed in lighted, glass and oak display cases. The history of glassmaking is represented using mannequins in 1100 square feet of exhibits with a mock furnace, tools, molds, and other items involved in the manufacturing process of fine handmade glassware. The museum also has a gift shop specializing in the sale of authentic Cambridge Glass Company products. Museum operations are managed by volunteers organized along the lines of general operations, facilities, collections, and gift shop. Generally, two employees attend the museum during seasonal hours of operation as well as volunteers.

The collection of original Cambridge glass is both owned and on loan. Loaned glass is returned as owned glass is purchased or received through gifts-in-kind. All items, both loaned and owned, are insured.

In addition to the main museum building, NCC has a support facility located on the east side of Cambridge. The support facility holds the NCC owned collection of original Cambridge Glass Company molds and glassmaking tools.

The financial aspects for public operations of the museum consist of admissions and a paid staff who manage the museum during hours of operation. The main costs for the all-electric museum building are utilities, maintenance costs, and insurance. Ongoing costs for contents of the building include acquisitions for the collections of original Cambridge glass and Cambridge Glass Company factory equipment as well as associated display equipment. Costs associated with financing for the museum and collections are included in the museum function. As an offset to costs, NCC leases certain portions of the museum parking facilities to a downtown business.

Museum (Continued)

2007 Results

The Museum function consumed \$76,797 of cash. However, \$51,400 of this amount was used for the payment of debt.

	12/31/07	12/31/06	More (Less) Cash
A. Public operations			
1) Admissions	3,485.50	3,748.00	(263)
2) Staffing	(10,137.57)	(8,850.65)	(1,287)
	(6,652.07)	(5,102.65)	(1,549)
B. Building			
1) Utilities	(6,402.42)	(5,716.82)	(686)
2) Maintenance & Improvements	(3,032.73)	(7,221.95)	4,189
	(9,435.15)	(12,938.77)	3,504
C. Contents	(1,636.99)	(54,101.57)	52,465
D. Parking income	3,172.50	3,982.50	(810)
E. Storage building	(2,836.66)	(508.26)	(2,328)
F. Insurance	(3,646.00)	(3,500.00)	(146)
G. Financing			
1) Interest	(4,363.05)	(2,589.46)	(1,774)
2) Principal	(51,400.00)	(7,600.00)	(43,800)
3) Financing costs	0.00	(285.50)	286
	(55,591.05)	(10,474.96)	(45,116)
4) Draws	0.00	50,000.00	(50,000)
	(55,763.05)	39,525.04	(95,288)
	(76,797.42)	(32,643.71)	(44,154)

The 2007 cost to open the building to the public (Public operations) was \$6,652. The cost of Public operations includes staffing costs for three seasonal employees. However, this amount is offset by the net cash received on museum shop sales reflected elsewhere in this report.

The museum building had no large maintenance expenditures in 2007. In the prior year, a roof top heating and air conditioning unit was replaced for \$3,500 and the outdoor lighting was re-conditioned at a cost of \$1,702. Restricted funds include a \$4,800 gift reserved for future replacements in the HVAC system.

The storage building roof was refurbished for \$1,700. The remaining \$877 of storage building maintenance was for electrical upgrades and removal of an interior storage room.

Museum (Continued)

Museum acquisition expenditures for the Cambridge glass collection were down significantly from 2006. Additionally, the museum collection received a significant number of additions through gifts-in-kind from donors.

The largest museum transaction in 2006 was for the purchase of original Cambridge Glass Company molds held by the Summit Art Glass company for \$50,000. This amount was included in the Contents line item. The purchase was funded by a draw on the line of credit loan. There were no similar acquisitions in 2007.

Parking income received was \$3,172. This is the correct annual amount but less than 2006 due to the timing of the receipt of payments. There were four payments in 2007 and five payments in 2006.

There was virtually no change in the 2007 property and liability insurance cost of \$3,646 compared to \$3,500 in 2006.

The amount of debt owed was reduced dramatically in 2007. The balance of debt outstanding was \$75,000 on January 1, 2007. This amount was reduced to \$25,000 at December 31, 2007. The reduction was achieved with payments from operations.

In June of 2007, a single payment of \$26,400 was made for principal repayment on the Peoples Bank loan. The Peoples Bank loan was fully paid as of that date.

In 2006, a \$50,000 draw was taken in December on a newly acquired line of credit loan agreement with National City Bank. The proceeds of the draw were used to fund the acquisition of molds. A \$25,000 payment on the line was made in September of 2007.

Total interest paid for both loans in 2007 (\$4,363) increased from 2006 (\$2,589) due to the balance outstanding on the line of credit. This increase was offset by liquidation of the Peoples loan and reduction of the amount outstanding line of credit.

National Cambridge Collectors, Inc.

4. Museum

All Funds

A. Public operations	Actual			2007 Budget		
	12/31/07	12/31/06	More (Less)	Budget	More (Less)	12/31/07
1) Admissions	3,485.50	3,748.00	(263)	4,000	(515)	3,486
2) Staffing						
Wages	(8,668.50)	(7,861.00)	(808)	(8,500)	(169)	(8,669)
Payroll taxes:						
Withholdings	1,666.04	1,580.63	85			
Payments	(3,135.11)	(2,570.28)	(565)			
	<u>(1,469.07)</u>	<u>(989.65)</u>	<u>(479)</u>	<u>(1,095)</u>	<u>(374)</u>	<u>(1,469)</u>
Staffing	(10,137.57)	(8,850.65)	(1,287)	(9,595)		(10,138)
	(6,652.07)	(5,102.65)	(1,549)	(5,595)	(1,057)	(6,652)
B. Building						
1) Utilities						
Electric	(5,237.90)	(4,474.20)	(764)	(4,800)	(438)	(5,238)
Telephone	(626.58)	(608.62)	(18)	(600)	(27)	(627)
Security	(422.00)	(391.40)	(31)	(400)	(22)	(422)
Water	(115.94)	(242.60)	127	(250)	134	(116)
	<u>(6,402.42)</u>	<u>(5,716.82)</u>	<u>(686)</u>	<u>(6,050)</u>		<u>(6,402)</u>
2) Maintenance and Improvements						
Repairs and maintenance	(2,323.08)	(6,811.21)	4,488	(1,500)	(823)	(2,323)
Supplies	(709.65)	(410.74)	(299)	(450)	(260)	(710)
	<u>(3,032.73)</u>	<u>(7,221.95)</u>	<u>4,189</u>	<u>(1,950)</u>		<u>(3,033)</u>
	(9,435.15)	(12,938.77)	3,504	(8,000)	(1,435)	(9,435)
C. Contents						
Glass purchases	(762.00)	(3,450.00)	2,688	(1,500)	738	(762)
Factory business records	0.00	0.00	0	0	0	0
Factory equipment	0.00	(50,615.23)	50,615	0	0	0
Display materials	(874.99)	(36.34)	(839)	0	(875)	(875)
Furniture and equipment	0.00	0.00	0	0	0	0
	<u>(1,636.99)</u>	<u>(54,101.57)</u>	<u>52,465</u>	<u>(1,500)</u>	<u>(137)</u>	<u>(1,637)</u>

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National Cambridge Collectors, Inc.

4. Museum (continued)

All Funds

	Actual			2007 Budget		
	12/31/07	12/31/06	More (Less)	Budget	More (Less)	12/31/07
D. Parking space rentals	3,172.50	3,982.50	(810)	3,983	(810)	3,173
E. Storage building						
Electric	(251.65)	(236.29)	(15)	(245)	(7)	(252)
Supplies	(7.66)	(18.24)	11	0	(8)	(8)
Repairs and improvements	(2,577.35)	(253.73)	(2,324)	(1,950)	(627)	(2,577)
	(2,836.66)	(508.26)	(2,328)	(2,195)	(642)	(2,837)
F. Insurance	(3,646.00)	(3,500.00)	(146)	(3,500)	(146)	(3,646)
G. Financing						
1) Interest						
Peoples	(958.37)	(2,075.14)	1,117	(1,305)	347	(958)
National City	(3,404.68)	(514.32)	(2,890)	(3,839)	434	(3,405)
	(4,363.05)	(2,589.46)	(1,774)	(5,144)		(4,363)
2) Principal						
Peoples	(26,400.00)	(7,600.00)	(18,800)	(26,400)	0	(26,400)
National City	(25,000.00)	0.00	(25,000)	0	(25,000)	(25,000)
	(51,400.00)	(7,600.00)	(43,800)	(26,400)		(51,400)
3) Financing costs	0.00	(285.50)	286	0	0	0
4) Loan draws	0.00	50,000.00	(50,000)	0	0	0
	(55,763.05)	39,525.04	(95,288)	(31,544)	(24,219)	(55,763)
Total	(76,797.42)	(32,643.71)	(44,154)	(48,352)	(28,446)	(76,797)



5. Administration

Overview

The Administration function has responsibility for the overall management of the organization. Day-to-day administrative functions are based out of an office in the Museum. A paid part-time employee executes the office management tasks. These tasks include mail, bookkeeping, payroll, and receipt and disbursement of funds. Financial reporting, compliance reporting, and asset management are performed by the Treasurer/volunteer.

Also in this function are the overhead operations for the Development function. This includes shipping for sales, collection and remittance of sales tax, as well as the costs associated with internet commerce. Museum employees and the office manager perform the sales shipping operation.

Administration income predominantly comes from the management of cash and investments. Investment income is functionalized to the Administration function since it is attributable to the management of assets. All assets and associated income are treated as unrestricted with the exception of the Endowment fund. The Endowment fund has ownership in assets and the income from those assets.

2007 Results

	12/31/07	12/31/06	More (Less) Cash
A. Staffing	(4,025.68)	(2,340.82)	(1,685)
B. Office	(2,574.78)	(4,344.40)	1,770
C. Operations support	(958.84)	(649.69)	(309)
D. Organization	(900.00)	(1,400.00)	500
E. Unclassified	(306.11)	(59.51)	(247)
	(8,765.41)	(8,794.42)	29
F. Income	5,291.06	1,837.35	3,454
	(3,474.35)	(6,957.07)	3,483

Administration functions, excluding income, consumed \$8,765. This amount is less than the comparable 2006 amount by \$29. Included in the net change was a \$1,474 increase in staffing costs for the employee office manager. The office manager position worked 375 hours in 2007. This is a 62% increase from 231.5 hours worked in 2006 and is due to an increase in responsibilities.

Administration (continued)

The most significant decrease is attributable to reductions in office machine expense. Another reduction was the discontinuance of the payment (\$500) to an outside accounting professional for preparation of the IRS Form 990. This function is now being performed by the Treasurer/volunteer.

Investment income of \$5,291 increased over the 2006 amount of \$1,837 with the majority attributable to the restructuring of the banking and investment accounts.

National Cambridge Collectors, Inc.

5. Administration

All Funds

	Actual			2007 Budget		
	12/31/07	12/31/06	More (Less)	Budget	More (Less)	12/31/07
A. Staffing						
Wages	(3,492.00)	(2,083.50)	(1,409)	(2,600)	(892)	(3,492)
Payroll taxes:						
Withholdings	570.90	312.16	259			
Payments	(1,104.58)	(569.48)	(535)			
	(533.68)	(257.32)	(276)	(335)	(199)	(534)
	(4,025.68)	(2,340.82)	(1,685)	(2,935)	(1,091)	(4,026)
B. Office						
Telephone						
Verizon	(711.56)	(632.33)	(79)	(635)	(77)	(712)
Other	0.00	(263.09)	263	0	0	0
Supplies	(123.90)	(529.38)	405	(500)	376	(124)
Postage	(417.80)	(516.21)	98	(500)	82	(418)
Licenses, fees, and dues	(134.00)	(200.00)	66	(250)	116	(134)
Office Machines						
Supplies	(195.98)	(572.60)	377	(450)	254	(196)
Software	(215.56)	(389.11)	174	(300)	84	(216)
Hardware	0.00	(310.41)	310	(300)	300	0
Repairs and maintenance	0.00	(425.31)	425	(300)	300	0
DSL	(513.00)	(490.96)	(22)	(490)	(23)	(513)
Bank charges	(262.98)	(15.00)	(248)	0	(263)	(263)
	(2,574.78)	(4,344.40)	1,770	(3,725)	1,150	(2,575)
C. Operations						
Shipping for sales						
Collected	996.63	1,430.63	(434)	0	997	997
Paid	(796.55)	(1,418.24)	622	0	(797)	(797)
Sales tax						
Collected	920.18	968.64	(48)	0	920	920
Paid	(1,403.73)	(806.90)	(597)	0	(1,404)	(1,404)
Internet commerce						
Paypal	(108.41)	(202.49)	94	(200)	92	(108)
Ebay	(466.68)	(596.49)	130	(550)	83	(467)
Website	(167.28)	(56.31)	(111)	(57)	(110)	(167)
Cash over/short	67.00	31.47	36	0	67	67
	(958.84)	(649.69)	(309)	(807)	(152)	(959)
D. Organization						
Insurance - D&O	(900.00)	(900.00)	0	(900)	0	(900)
Professional fees	0.00	(500.00)	500	0	0	0
	(900.00)	(1,400.00)	500	(900)	0	(900)
E. Unclassified	(306.11)	(59.51)	(247)	0	(306)	(306)
Expenses	(8,765)	(8,794)	29	(8,367)	(398)	(8,765)
F. Income						
Other	339.30	5.57	334	200	139	339
Unrestricted investment	2,439.67	467.61	1,972	2,800	(360)	2,440
Endowment investment	2,512.09	1,364.17	1,148	2,785	(273)	2,512
	5,291.06	1,837.35	3,454	5,785	(494)	5,291
Total	(3,474.35)	(6,957.07)	3,483	(2,582)	(892)	(3,474)