



Circle Tail, Inc.  
Partners with paws for people with special needs

## 2013 Annual Report

### **Background**

Circle Tail, Inc. was established in February 1997 and received its advanced ruling from the IRS showing Federal 501 (c)(3) non-profit status in November 1997 (EIN: 31-1516490; DLN: 17053349711041).

*Circle Tail received its final determination as a non-profit public charity on January 11, 2002.*

Circle Tail is a multi-faceted organization that:

- Provides high quality service and hearing dogs to people with disabilities. These dogs and the training are provided at no charge.
- Provides in home service and hearing dogs to adults with disabilities as well as in home companion dogs to children with disabilities at a minimal charge.
- Operates a limited admission shelter, with responsible spay/neuter practices, for unwanted dogs/puppies.
- Strengthens and promotes the human-canine bond in the community by providing dog adoptions, obedience training classes, individual behavior management sessions, activity and educational programs and boarding and grooming services for the general public.

### **Administrative**

During the 2013 year, the Circle Tail Board of Directors was comprised of 11 members. The Board conducted 8 board meetings with an average 74% attendance at each meeting. Three vacant board positions remained at the end of 2013.

Circle Tail published monthly e-newsletters to approximately 4000 supporters to keep them current on events and happenings at Circle Tail. Circle Tail further reaches its supporters through social media including Facebook, Twitter and the Circle Tail blog.

Circle Tail underwent the 5 year re accreditation process for Assistance Dogs International. After submitting all necessary information to ADI in April, an onsite evaluation by an ADI assessor took place on November 14<sup>th</sup> and 15<sup>th</sup>. Circle Tail was approved for re accreditation in December. We therefore continue to be an accredited organization and active voting member of Assistance Dogs International (ADI).

Circle Tail also remains a member of the International Association of Assistance Dog Partners (IAADP). Circle Tail's Executive Director and dog trainer is a member of the International Association of Canine Professionals (IACP) and serves on the IACP Certification Committee.

Circle Tail continued its plans for a new Center for Service and Hearing Dogs to be located adjacent to the existing kennel. Funds were acquired this year to begin construction. The contract with the builder

was signed in November and permits have been secured. A capital campaign continues to secure funding for completion of the building.

### ***Facility Improvement***

The electrical system to the kennel was upgraded this year. A new main was installed and the two adoption buildings and tool shed were wired. This improved the adoption experience as the buildings had fans for the summer and heaters the winter and with adequate lighting, appointments could be scheduled later in the day.

### ***Service/Hearing Dog Program***

#### **PARTNER SUMMARY:**

Service:	2 dogs
In Home Service:	7 dogs
In Home Companion	1 dog
Facility	1 dog
Therapy Certified	1 dog
Search & Rescue	1 dog

- Two service dog teams, 7 in-home service dogs and 1 in-home companion dogs were partnered this year. In addition, 1 dog was placed in a retirement facility as a therapy dog, 1 adopted dog became therapy certified and 1 dog was adopted to become a detection dog.
- A total of 77 service/hearing dog teams and 61 in-home service/hearing/companions have been partnered since Circle Tail's inception.
- Three Assistance Dogs International Public Access Tests were completed by Circle Tail assistance dog teams.
- One American Kennel Club Canine Good Citizen Test was conducted. Two Circle Tail teams successfully completed the test.

### ***Shelter Dog Program***

- 240 dogs were taken into our program in 2013.
- 237 dogs were adopted.
- 4 dogs were returned, which reflects a 1.6% return rate.
- 14 dogs were added to our website as a community service under "courtesy posting" to assist them in finding new homes.
- 2 pups/dogs expired due to health reasons and 6 dogs were euthanized for health reasons or aggression toward people and dogs.
- 59% of dogs taken in came from shelters or other rescue groups; 23% were family released; 3% were strays; 13% were born at Circle Tail (all the pregnant dogs came from shelters) and 2% were breeder donated for the service/hearing dog program.
- As of 12/31/13 there were a total of 48 dogs being cared for by Circle Tail (30 shelter dog program, 14 service/hearing dog program, 4 residents).
- The adoption committee was comprised of 3 volunteers who helped match the dogs with their new adoptive families.

**DOG INTAKE**

Type	Intake	% of intake
Shelter/ Rescue Groups	142	59%
Family Release	57	23%
Family Release (previously adopted from CT 4+ mos. ago)	0	0%
Strays	6	3%
Born at Circle Tail	31	13%
Breeder	4	2%
<b>Total</b>	<b>240</b>	<b>100%</b>

**BREEDS ADOPTED**

Breed	Counts		Counts
Purebreds		Working Breed Mixes	
Lab	18	Lab Mix	86
GSD	14	GSD Mix	19
Golden	10	Aussie Mix	6
Border Collie	4	St Bernard Mix	6
BMD	2	Mastiff Mix	12
		Doodle Mix	5
		Golden Mix	8
		General Mixed Breed	47
Total	48	Total	189
		<b>Total</b>	<b>237</b>

***Inmate/Canine Educational Development and Training Program***

- The Inmate/Canine program was comprised of two Ohio Correctional Institutions including Dayton (DCI) and the Ohio Reformatory for Women (ORW). Both are women’s facilities. The DCI program now handles 13 dogs and the ORW program can handle up to 24 dogs. Both assistance and shelter dogs are housed, cared for and trained by the inmates at the correctional facilities.

***On site Surgical Suite***

- Circle Tail entered its third year of performing spay/neuter surgeries for our dogs on-site in our fully equipped surgery suite. The surgery suite is located in the back of the Training & Education Center. The surgeries are being performed by Ellen Dryer, DVM of Seven Hills Pet Clinic, and Janet Clem, DVM of Cincinnati Animal Medical Center, all on a volunteer basis. The veterinarians are assisted by Circle Tail volunteers. In 2013, 85 spays and 118 neuters were performed for a total of 201 surgeries. No infections were noted while the dogs were on site post surgery. Having the on-site surgery suite provides for a less stressful surgical experience for our dogs. The dogs are able to eat breakfast and play all day. In the late afternoon they are walked up to the surgery suite. They are prepared for surgery by people they know. Following recovery, the dogs are driven down the driveway to the kennel, or during the summer, most of them are able to walk back to their bedtime crate at the kennel.

## ***Grants and Fundraising***

- Nine grants were received in 2013 including:
  - The Scaife Family Foundation for general operating expenses.
  - Greater Cincinnati Foundation Burt Family Fund for general operating expenses.
  - The Gladys W. Knox Private Foundation Trust for the Service/Hearing Dog Kennel.
  - Helen Brach Foundation for general operating expenses.
  - Pedigree Foundation for general operating expenses.
  - Interact for Health for general operating expenses.
  - The Arthur L. & Elaine V. Johnson Foundation for the Service/Hearing Dog Kennel.
  - Dorothy B Francis Charitable Foundation for the Service/Hearing Dog Kennel.
  - Ridgeway Foundation for general operating expenses.

Circle Tail had a variety of fundraising events in 2013. This year was our Third Annual Dinner, Art & Wine for Canines event held at Receptions in Loveland. Two hundred and twenty people and 14 artists attended the event. The event MC was Amy Tobin of Amy's Table heard on Q102 and the Keynote Speaker was Amy Hoh, a Circle Tail recipient of service dog Cortez. In addition, Circle Tail held their Sixth Annual Golf Classic held at Legendary Run golf course. Other fundraisers included a David Gans concert at a local restaurant, Flying Pig Marathon charity partnership, Rusty Ball charity partnership, Chuy's dog wall photos and pet pictures with Santa Claus at PetPeople.

## ***Community Outreach Activities***

- Circle Tail volunteers participated in over 18 local pet or health related events and 33 off-site adoption days.
- Volunteers presented approximately 14 educational programs about assistance dogs to a variety of local rotary groups, support groups, churches, chambers of commerce, scout troops, retirement centers, schools and other organizations.
- Circle Tail opened the Training Center and play yard for the second year to the local Clover Canines 4-H club. Approximately 30 children and their dogs accompanied by the 4-H club leaders and some of the parents participated in the "sleep over" event. Games, food and fun were had by all the participants and Circle Tail received some much needed items off their wish list in return.
- Basic, Intermediate and remedial dog training classes continued to be offered to the community. Flyball classes continued this year. In addition, we provided numerous private lessons and 6 Pet First Aid/CPR classes.
- A Doggie Daycare Program continued on Wednesdays for the general public with an attendance ranging from 7-10 dogs each week.
- On Saturday of Memorial Day weekend, Circle Tail held its sixth annual memorial service, in the new Memorial Garden, for those companion animals that have passed. Those present shared happy memories of times with their pet and those who could not attend had their pet/assistance dog's name read aloud in remembrance.

## Volunteers

- A network of volunteers continued to support Circle Tail’s mission by participating in care, exercise and training of the dogs onsite at Circle Tail and by assisting at off- site adoption days, dog related festivals and educational programs to community groups. Volunteer orientation was held at least once a month and twice a month in the summer. Countless other people continued to donate their time, money, and expertise throughout the year.
- Three times a month, a group of volunteers took Circle Tail dogs for adoption or assistance dogs in training to the local pet store PetPeople. They provided the customers with information regarding responsible pet ownership, service/hearing dogs, as well as promoting Circle Tail’s services to the community.
- Two “work days” were held where community volunteers came to help beautify the Circle Tail grounds by weeding flower beds, spreading mulch and planting new flowers.
- We routinely had 12 foster families assist with housing and socializing our dogs this year. Dogs and puppies were placed with the foster families to help socialize them, teach house manners and reinforce obedience training, paving the way towards life as an assistance dog or well mannered family pet.
- Healing Touch for Animals (HTA) practitioners volunteered 3-4 times a month to help the Circle Tail dogs have a more balanced energy system. The HTA techniques helped the dogs focus on training and adjust more readily to the kennel environment.

## Board of Directors

<b>Name</b>	<b>Affiliation</b>	<b>Board Membership Information</b>
Marlys Staley	Executive Director Circle Tail, Inc.	<b>Executive Director</b> Non-voting
John Donovan	Senior Software Engineer	<b>Secretary</b>
Guy Guckenberger	Hamilton County Judge (Retired)	<b>Vice President</b>
Derek Hassenpflug	CFP®, ChFC®, Branch Manager, Financial Advisor	
Jennifer Kiblinger	Scientific Affairs Manager	<b>President</b>
Nathan Oswald	Accounting & Audit Senior	
Cathy Snider	Ph.D., Medicinal Chemistry (Retired)	
Jim Snyder (Jim)	Finance Manager	<b>Treasurer</b>
Mike Stella	Director of Sales	

## 2013 Financial Information

Profit Loss Summary	2013 Operating	2013 Capital	2013 Actual
<b>Income</b>			
Direct Public Grants	\$ 54,500	\$ 36,000	\$ 90,500
Donations and Gifts	66,604	500	67,104
Fundraiser	40,708	13,682	54,390
Merchandise Sales	4,925	-	4,925
Application Fees	38,836	-	38,836
Boarding Fees	25,081	-	25,081
Doggy Daycare	5,675	-	5,675
Grooming	4,508	-	4,508
Microchip Service	4,746	-	4,746
Training Fees	17,330	-	17,330
Interest and Dividends			
Unrecognized Gain/Loss on Investments			
<b>Total Income</b>	<b>\$ 262,912</b>	<b>\$ 50,182</b>	<b>\$ 313,094</b>
<b>Expense</b>			
Salary and Benefits Expense	123,204	-	123,204
Facilities and Equipment	16,617	-	16,617
Postage, Mailing Service	753	-	753
Printing and Copying	912	-	912
Supplies	11,682	-	11,682
Telephone, Internet	3,177	-	3,177
Utilities Expense	18,020	-	18,020
Veterinary Expense			
Vet Exp - Service	266	-	266
Vet Exp - Shelter	906	-	906
Surgery Expense - Equipment	222	-	222
Surgery Suite - Consumables	762	-	762
<b>Total Veterinary Expense</b>	<b>2,446</b>	<b>-</b>	<b>2,446</b>
HTA Reimbursement	-	-	-
Insurance Expense	7,096	-	7,096
Other Program Expenses	13,080	-	13,080
Dues and Subscriptions	709	-	709
Travel and Meetings	2,695	-	2,695
Miscellaneous Expenses	965	-	965
Sales Tax	250	-	250
Contract Services	6,248	-	6,248
<b>Total Fundraising Expense</b>	<b>12,793</b>	<b>-</b>	<b>12,793</b>
Capital Expense			
Depreciation and Amortization	21,629	-	21,629
Interest on Bldg. Loan	9,235	-	9,235
Loan Payable	-	-	-
Site Plan Expense	-	-	-
Kennel Construction Expense	-	-	-
Kennel Renovation Expense	-	-	-
<b>Total Capital Expense</b>	<b>30,864</b>	<b>-</b>	<b>30,864</b>
<b>Total Expense</b>	<b>251,512</b>	<b>-</b>	<b>251,512</b>
<b>Net Income</b>	<b>\$ 11,400</b>	<b>\$ 50,182</b>	<b>\$ 61,582</b>

**Circle Tail Inc.**  
**STATEMENT OF FUNCTIONAL EXPENSES**  
December 31, 2013  
(Unaudited)

EXPENSES	Management			Total
	Program	& General	Fundraising	
Salaries	110,883	6,776	5,544	123,204
Payroll taxes	-	-	-	
Advertising	495	30	25	550
Capital campaign	-	-	-	
Dog Medicine and supplies	9,808	-		9,808
Telephone, Internet	2,859	175	143	3,177
Rent	6,912	288		7,200
Utilities	17,299	721		18,020
Maintenance	600	25		625
Education, seminars, conferences	185			185
Grants/gifts-in-kind	11,392			11,392
Insurance	6,386	390	319	7,096
Office supplies	3,002	183	150	3,336
Postage	678	41	34	753
Licenses and registration	433			433
Meals and entertainment	208	13	10	231
Professional dues, memberships	709			709
Sales tax	250			250
Microchip service	995			995
Vehicle	1,714	105	86	1,904
Veterinary	1,462			1,462
Depreciation	20,764	865		21,629
Interest Expense	8,866	369		9,235
Fundraising Expenses			12,793	12,793
Real Estate and Property Tax	7,418	453	371	8,243
Surgical Suite Expense	984			984
Miscellaneous expense	7,298			7,298
<b>Total expenses</b>	<b>\$221,601</b>	<b>\$10,436</b>	<b>\$19,476</b>	<b>\$251,512</b>
% of Total	88	4	8	100

**Circle Tail Inc.**  
**STATEMENT OF FINANCIAL POSITION**  
as of December 31, 2013

	<b>Unrestricted</b>	<b>Temporarily Restricted</b>	<b>2013 Total</b>
<b>ASSETS</b>			
Cash	\$ 46,614	\$ -	\$ 46,614
Utilities Deposit	50	-	50
Cash Equivalent Investments	323,822	107,662	431,484
Inventory	16,786	-	16,786
Equipment, Net of Accumulated Depreciation	498,030	-	498,030
<b>TOTAL ASSETS</b>	<b>\$ 885,302</b>	<b>\$ 107,662</b>	<b>\$ 992,964</b>
<b>LIABILITY</b>			
Payroll Liabilities	\$ 3,180	\$ -	\$ 3,180
Mortgage Payable	148,840	-	148,840
Credit Card Payable	1,287	-	1,287
<b>TOTAL LIABILITIES</b>	<b>153,307</b>	<b>-</b>	<b>153,307</b>
<b>NET ASSETS</b>			
Unrestricted	731,995	-	731,995
Temporarily Restricted	-	107,662	107,662
<b>TOTAL NET ASSETS</b>	<b>731,995</b>	<b>107,662</b>	<b>839,657</b>
<b>TOTAL LIABILITIES &amp; NET ASSETS</b>	<b>\$ 885,302</b>	<b>\$ 107,662</b>	<b>\$ 992,964</b>