



Circle Tail, Inc.

People Helping Dogs Who Help People



Annual Report
2015

Note from the Executive Director

2014 was highlighted with the completion of the new Service Dog Kennel, and 2015 was a year of focus and growth of the service/hearing dog program. More dogs were acquired from a variety of sources and numbers of service/hearing dogs actively in the program rose. More staff was added and we have positioned ourselves for increased team partnerships in the upcoming years.

During this time of change and growth we want to thank all of those who were such a support to our programs in 2015 and we look forward to continued growth in 2016.

Marlyp Staley

Executive Director, Circle Tail, Inc.



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 to the individual.
- 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 small 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, and activity and educational programs for the general public.



Amy and Service Dog Suela, partnered in 2015

Administrative

Throughout the year, the Circle Tail Board of Directors was comprised of between 9-11 members. The Board conducted 8 board meetings with an average 68% attendance at each meeting. Five vacant board positions remained at the end of 2015.

Circle Tail hired an additional part time office assistant and the office is now staffed 4 hours a day, 5 days a week. This addition has led to a quicker response time to our community members who call or email with questions. In December, we also hired a part time trainer. In addition to the exercise and play time the dogs receive from the kennel assistants, they now have training time 5-6 days a week. With the completion of our new service dog kennel in 2014, more of our service dogs in training are on site. This additional staff will allow for more formal training time with the dogs. We also added 2 weekday evening classes to provide additional opportunities for the public and volunteers to train with their dogs or Circle Tail dogs.

The Marketing Committee completed a media kit in both printed and web formats. This information is now available for staff, board members and volunteers to share with media personnel or others in the community who are interested in a thorough overview of the programs of Circle Tail. A new tabletop display was professionally created and donated to Circle Tail for use at presentations and other off site events. The display enhances the image of our organization and details the services and volunteer opportunities at Circle Tail.



New table display

Monthly e-newsletters were sent out to approximately 5000 supporters to keep them current on events and happenings at Circle Tail. Circle Tail further reached its supporters through social media including Facebook, Twitter, Pinterest, Instagram and the Circle Tail blog, increasing the number of followers on each of those platforms.

To improve communication with our volunteers, Circle Tail initiated a “secret” Facebook group for the foster families and one for general volunteers. These Facebook groups are used to announce events and volunteer opportunities as well as provide a forum for fosters and volunteers to share their experiences. In addition, we now have a foster webpage with videos and other useful information for easy reference. A Foster family brochure also was developed to help recruit reliable foster families for our service dogs in training.

We continue to be an accredited organization and active voting member of Assistance Dogs International (ADI). Circle Tail is very proud of this distinction, as we are one of only 59 accredited organizations in North America.

Circle Tail remains a member of the International Association of Assistance Dog Partners (IAADP), Little Miami Chamber of Commerce and United Pet Fund. 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. She also continues to be an AKC Canine Good Citizen® Evaluator and a certified PetTech® PetSaver™ Instructor.



Service dog in training Nikola helps Office Assistant Crystal with Inventory



Service dog in training Pierce with Kennel Assistant & Trainer, Chiaki

Facility Improvement

The new Center for Service and Hearing Dogs finished construction in late 2014. In 2015, privacy fencing was installed along the driveway and a sidewalk from the parking area to the porch was completed.



Privacy fencing and sidewalk by service dog kennel

Two fenced play yards were added off the adoption buildings to allow for off leash play with the dogs for adoption and their perspective families. These areas enhanced the adoption experience by allowing potential adopters to interact with the dogs without walking a great distance. When the yards are not in use with adopters, the kennel staff uses the yards to exercise the shelter dogs and even some of the service pups in training.



Adoption play yards

The Circle Tail van purchased in 2014 through a generous grant from the Elsa Heisel Sule foundation got wrapped this year. This allows for great mobile advertising for Circle Tail and our services.



Van donated by the Elsa Heisel Sule Foundation gets wrapped!



Displaying the van during the celebration of the life, legacy, and gifts of Elsa Heisel Sule

Dog Statistics

Number of dogs being cared for on 1/1/15 was 36: Service/hearing dog program-20, shelter dog program-13 and residents-3.

Number of dogs being cared for on 12/31/15 was 37: Service/hearing dog program-31, shelter dog program-2 and residents-4.

Total intake for the year was 211.

Dog Intake

| Type | Intake | % of Intake |
|-----------------------|------------|-------------|
| Shelter/Rescue Groups | 128 | 61% |
| Family Release | 45 | 21% |
| Strays | 2 | 2% |
| Born @ CT | 12 | 5% |
| Breeder | 17 | 8% |
| ADI Co OP | 7 | 3% |
| Total | 211 | 100% |

Dog Intake By Breed

| Breed | Counts | Breed | Counts |
|--------------|--------|----------------------|------------|
| Pure Breeds | | Working Breed Mixes | |
| Lab | 11 | Lab Mix | 76 |
| GSD | 10 | GSD Mix | 23 |
| Golden | 3 | Boxer Mix | 18 |
| Poodle | 4 | Scottish Terrier Mix | 8 |
| Goldendoodle | 2 | Collie Mix | 11 |
| Labradoodle | 2 | General Mixed Breed | 43 |
| Total | 35 | Total | 179 |
| | | Total Intake | 211 |



Service dog in training Cuba

Service/Hearing Dog Program

Partner Summary:

| | |
|---------------------|---------------------------------|
| Assistance: | 4 dogs; 2 Service and 2 Hearing |
| In Home Assistance: | 1 dog |
| Facility | 2 dogs |
| Therapy Certified | 1 dog |
| Detection | 3 dogs |

- Three Labrador Retrievers and 3 Golden Retrievers were purchased for the service dog program. An additional Labrador Retriever was purchased as a foundation dog for the Diabetic Alert Dog program.
- Two service and 2 hearing dog teams, and 1 in-home service dog were partnered this year. In addition, 1 adopted dog became therapy certified, 2 went to work in extended care facilities and 3 dogs were adopted to become detection dogs with the USDA.
- A total of 81 service/hearing dog teams and 67 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.
- Two American Kennel Club Canine Good Citizen® Tests were conducted. Fifteen person/dog teams were tested including several service dogs in training. Three Assistance Dog Teams successfully completed the test.
- Two assistance dog outings were held at the Greater Cincinnati/Northern Kentucky Airport. Approximately 14 service/hearing dog teams and dogs in training participated in the January outing and 18 teams and dogs in training participated in the November outing. The participants had the opportunity to experience going through security, ride on the tram, navigate a variety of odd surfaces and get seated on a plane, all with their dog.



Gigi heads off to her new job of Animal Assisted Therapy

ADI Breeding Cooperative

In the last quarter of 2014 Circle Tail became a member of Assistance Dogs International (ADI) Breeding Cooperative. This Cooperative consists of ADI members who either have large or small breeding programs, those who would like to assist organizations who have breeding programs by whelping litters for them, or who would just like to receive puppies when available. Circle Tail joined at the Host Level which enables us to assist the cooperative by whelping litters from other organizations. We had the opportunity to do that this year as we hosted a whelp for the Guide Dog Foundation (GDF). GDF Quinta had 6 pups. Circle Tail was able to retain 1 male and 1 female pup for service work, and 1 male pup who had an eye defect. We will look at this pup for either an in home service dog or therapy dog. Additionally, we received 2 other male Labrador retriever pups and 1 female lab/golden retriever cross. Through the Cooperative we have been able to obtain more puppies for the service/hearing dog program. As the number of suitable dogs for service work declines in our area shelters, this program will help Circle Tail grow the number of service/hearing dog placements in years to come.



ADI Coop pup Venture



Volunteer Matt with service dogs in training Rani (an ADI Coop pup), Eiko, & River

Shelter Dog Program

- Since 1999 Circle Tail has adopted over 3600 dogs and puppies into new homes.
- 211 dogs were taken into Circle Tail in 2015.
- 201 dogs were adopted. This was an increase from 176 in 2014.
- 0 dogs were returned, which reflects a 0% return rate.
- 10 dogs were added to our website as a community service under “courtesy posting” to assist them in finding new homes.
- Two heartworm positive dogs were taken in and treated. Community donations helped cover the cost of treatment. One of the dogs was adopted following recovery and the other was still awaiting her new home at the end of 2015.
- 6 pups/dogs expired due to health reasons.
- 61% of dogs taken in came from shelters or other rescue groups; 21% were family released; 2% were strays; and 5% were born at Circle Tail (pregnant dogs that came from shelters and 1 pregnant dog that was part of the ADI breeding coop).
- As of 12/31/15 there were 2 dogs in our shelter dog program.
- The adoption committee was comprised of 2 volunteers who helped match the dogs with their new adoptive families.

DOGS ADOPTED

| Dogs Adopted Month | Number | Dogs Adopted Month | Number |
|--------------------|--------|--------------------|------------|
| Jan | 12 | Jul | 9 |
| Feb | 17 | Aug | 18 |
| Mar | 22 | Sep | 6 |
| Apr | 22 | Oct | 17 |
| May | 31 | Nov | 20 |
| Jun | 14 | Dec | 13 |
| | | Total | 201 |



Lab mix pups waiting to be adopted

Inmate/Canine Educational Development & 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 20 dogs. Both assistance and shelter dogs are housed, cared for and trained by the inmates at the correctional facilities.
- In August, with the assistance of a volunteer Yoga instructor, Circle Tail introduced Yoga with the dogs in training at DCI. The purpose of the program was to bring beneficial exercise, movement, and relaxing/stress release techniques to all participants. It also helps to provide a unique training environment for the dogs in order to enhance and reinforce basic training techniques in a calming environment. Following the initial training session, the Yoga instructor has been going to DCI twice monthly to continue training the inmate handlers on the different Yoga positions with their dogs. In December, Hula Hooping was also added to the program. This activity also provides exercise and fun for the handlers and a safe, distracting environment for the dogs to practice their commands.



Inmate Handlers at Dayton Correctional Institute



Getting ready for Yoga at DCI

On site Surgical Suite

- Circle Tail entered its 5th year of performing spay/neuter surgeries for our dogs on-site in our fully equipped surgery suite. The surgery suite is located in the Training & Education Center. The surgeries are being performed by Janet Clem, DVM of Cincinnati Animal Medical Center and Ellen Dryer, DVM of Seven Hills Pet Clinic, all on a volunteer basis. The veterinarians are assisted by Circle Tail staff and volunteers.
- In 2015, 87 spays and 88 neuters were performed. No infections were noted while the dogs were on site post surgery. Additional surgeries included removal of a retained testicle, removal of a skin tumor and a tooth extraction.
- The on-site surgery suite continues to provide a low stress surgical experience for our dogs. The dogs are walked up to the surgery suite and are prepared for surgery by people they know. Following surgery they recover in a crate in the surgery suite and later in the day when they are awake, most of them are able to walk back to the kennel for a drink, snack and bedtime.



Pup getting spayed in surgery suite

Grants and Fundraising

Eight grants were received in 2015 including:

- The Scaife Family Foundation for general operating expenses.
- The Johnson Family Foundation for the service dog program.
- InterAct for Change for general operating and program expenses.
- Anonymous for general operating expenses.
- Pedigree Foundation for general operating expenses.
- Starts with One foundation for Diabetic Alert Dog acquisition.
- Ridgeway Foundation for general operating expenses.
- The Greater Cincinnati Foundation for the Social Venture Partners (SVP) Fast Pitch “Aha Moment” Award.

Additionally, Circle Tail was able to complete a sidewalk around the service dog kennel and acquire playground equipment for the service dog kennel yard and training equipment for the training center due to a generous donation from Miss Pat Landen.

This was the fifth year for our Annual Dinner, Art & Wine for Canines event held at Receptions in Loveland. We had a record number attendees at 312 and 14 artists displayed their works at the event. The evening was MC'd by Amy Tobin of Amy's Table heard on Q102 and the Keynote Speaker was Rob Williams of Fox19 News. Other fundraisers included the Flying Pig Marathon charity associate partnership, Rusty Ball charity beneficiary, Fifty West Wag Fest, Run for Balance 5K and PawJoggers 5K.



Friends at 2015 Dinner Art & Wine for Canines



Ali practices “place” on new training equipment

Community Outreach Activities

- Circle Tail volunteers participated in over 18 local pet or health related events and 3 times a month off-site awareness/adoption days.
- Volunteers presented approximately 13 educational programs about assistance dogs to a variety of local service and support groups, including ladies groups, auxiliaries, pre vet students, retirement centers, Girl Scout troops, libraries, schools and other organizations.
- Three times a month, a group of volunteers took Circle Tail dogs for adoption or assistance dogs in training to the local PetPeople pet stores. They provided the customers with information regarding responsible pet ownership, service/hearing dogs, as well as promoting Circle Tail's services to the community
- Circle Tail volunteers appeared on 4 TV news segments and 1 radio talk shows informing the audiences about the programs of Circle Tail.
- Circle Tail opened the Training Center and play yard for the fourth year to the local Clover Canines 4-H club. Approximately 25 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. An additional basic obedience class was added on Tuesday nights and an additional remedial class was added on Wednesday nights to accommodate more of our community members and volunteers. In addition, we provided numerous private lessons and 6 Pet First Aid/CPR classes.
- On Saturday of Memorial Day weekend, Circle Tail held its seventh 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. Following the memorial service, a birthday party was held for some of the Circle Tail service dogs in training who had birthdays in May. Attendees brought presents for the dogs and enjoyed light refreshments and interaction with the dogs.



Saturday Remedial Obedience Class

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. We revised our volunteer orientation and on-site dog-handling training to make them more efficient and improve the volunteer experience.
- One staff member and a volunteer attended a 4 hour seminar on how to better photograph dogs to make their online picture more appealing to potential adopters.
- Five “work days” were attended by community volunteers. The Go Cincinnati group helped with the spring clean up by weeding flower beds, spreading mulch and planting new flowers. A group of board members and volunteers tackled a multi-day project of putting up privacy fencing around the new service dog kennel and adoption buildings with another group staining all the fencing. CT Board Members also came out for a day to finish installing fencing around the adoption buildings and hanging gates. A group of University of Cincinnati students helped clean and organize the various buildings.
- We routinely had 10 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 times a month to help the Circle Tail dogs have a more balanced energy system. HTA techniques help the dogs focus on training and adjust more readily to the kennel environment. The HTA practitioners now use the “Quiet Room” at the service dog kennel to work on the service dogs in training.
- One local High School student chose her Capstone project to benefit Circle Tail. She developed a brochure and then placed the brochure and donation boxes at various locations for people to donate “wish list” items to Circle Tail. Her project helped raise more awareness of the programs of Circle Tail and very useful supplies were obtained.
- On November 1, Circle Tail hosted a Volunteer Appreciation Halloween party. Over 40 people attended the event. Volunteers, staff, board members and their families had a fun evening of food, music and scary costumes. Everyone enjoyed a free “Circle Tail Wear” item of their choice as a thank you for all the time and effort they put into making Circle Tail a great organization.



Board Members and volunteers put up fencing for new play yards for the dogs!

Statement of Financial Position

as of December 31, 2015

| | Unrestricted | Temporarily Restricted | 2015 Total | 2014 Total |
|--|------------------|------------------------|------------------|--------------------|
| ASSETS | | | | |
| Cash | \$7,948 | \$- | \$7,948 | \$16,263 |
| Utilities Deposit | 50 | - | 50 | 50 |
| Cash Equivalent Investments | 207,743 | 3,076 | 210,819 | 335,748 |
| Inventory | 12,286 | - | 12,286 | 15,687 |
| Equipment, Net of Accumulated Depreciation | 635,458 | - | 635,458 | 660,710 |
| TOTAL ASSETS | \$863,487 | \$3,076 | \$866,562 | \$1,028,458 |
| LIABILITY | | | | |
| Payroll Liabilities | \$- | \$- | \$- | \$3,907 |
| Mortgage Payable | - | - | - | 142,447 |
| Credit Card Payable | 686 | - | 686 | 1,616 |
| TOTAL LIABILITIES | 686 | - | 686 | 147,969 |
| NET ASSETS | | | | |
| Unrestricted | 862,801 | - | 862,801 | 880,489 |
| Temporarily Restricted | - | 3,076 | 3,076 | - |
| TOTAL NET ASSETS | 862,801 | 3,076 | 865,877 | 880,489 |
| TOTAL LIABILITIES & NET ASSETS | \$863,487 | \$3,076 | \$866,562 | \$1,028,458 |

Not Audited or Reviewed

Profit and Loss - 12 Months Ended December 31, 2015

| | December 31, 2015 Actual | December 31, 2015 Budget | Budget % Variance |
|-------------------------------------|--------------------------|--------------------------|-------------------|
| Ordinary Income/Expense | | | |
| Income | | | |
| Direct Public Grants | \$40,000 | \$60,000 | (33)% |
| Donations and Gifts | 107,794 | 83,000 | 30% |
| Fundraiser | 46,583 | 41,100 | 13% |
| Merchandise Sales | 5,020 | 7,000 | (28)% |
| Application Fees | 36,165 | 40,000 | (10)% |
| Boarding Fees | 19,315 | 24,000 | (20)% |
| Doggy Daycare | - | - | N/A |
| Grooming | 2,753 | 6,000 | (54)% |
| Microchip Service | 4,810 | 6,000 | (20)% |
| Training Fees | 15,534 | 12,800 | 21% |
| Miscellaneous Income | 8,686 | - | N/A |
| Interest and Dividends | 2,618 | 2,000 | 31% |
| Unrealized Gain/Loss on Investments | (1,747) | - | N/A |
| Total Income | \$287,530 | \$281,900 | 2% |
| Cost of Goods Sold | | | |
| Cost of Sales - Inventory Sales | 3,401 | - | N/A |
| Gross Profit | \$284,130 | \$281,900 | 1% |
| Expense | | | |
| Salary and Benefits Expense | 156,342 | 146,775 | 7% |
| Facilities and Equipment | 16,899 | 35,200 | (52)% |
| Postage, Mailing Service | 711 | 250 | 185% |
| Printing and Copying | 421 | 750 | (44)% |
| Supplies | 12,614 | 10,000 | 26% |
| Telephone, Internet | 3,352 | 3,500 | (4)% |
| Utilities Expense | 10,975 | 15,000 | (27)% |
| Veterinary Expense | | | |
| Vet Exp - Service | 865 | 1,000 | (14)% |
| Vet Exp - Shelter | 58 | 1,000 | (94)% |
| Surgery Expense - Equipment | 294 | - | N/A |
| Veterinary Expense - Other | 85 | - | N/A |
| Surgery Suite - Consumables | 2,284 | 1,000 | 128% |
| Total Veterinary Expense | 3,586 | 3,000 | 20% |
| Advertising Expenses | 575 | - | N/A |
| Insurance Expense | 8,145 | 7,500 | 9% |
| Other Program Expenses | 23,797 | 17,000 | 40% |
| Dues and Subscriptions | 2,600 | 1,000 | 160% |
| Travel and Meetings | 2,581 | 4,250 | (39)% |
| Miscellaneous Expenses | (1,988) | 1,000 | N/A |
| Sales Tax | 582 | - | N/A |
| Contract Services | 6,200 | 3,500 | 77% |
| Total Fundraising Expense | 11,697 | 12,000 | (3)% |
| Capital Expense | | | |
| Depreciation and Amortization | 35,024 | 11,628 | N/A |
| Interest on Bldg. Loan | 4,629 | 9,121 | (49)% |
| Total Capital Expense | 39,653 | 20,749 | 91% |
| Total Expense | 298,742 | 281,474 | 6% |
| Net Income | (14,612) | \$426 | N/A |

Statement of Functional Expenses

December 31, 2015

| | Program | Management & General | Fundraising | Total 2015 | Total 2014 |
|----------------------------------|----------------|-------------------------|---------------|----------------|----------------|
| EXPENSES | | | | | |
| Salaries | 140,708 | 8,599 | 7,035 | 156,342 | 141,350 |
| Payroll taxes | - | - | - | - | - |
| Advertising | 1,061 | 65 | 53 | 1,179 | 733 |
| Capital campaign | - | - | - | - | - |
| Dog Purchase | 7,850 | - | - | 7,850 | - |
| Dog Medicine and supplies | 11,580 | - | - | 11,580 | 6,413 |
| Telephone, Internet | 3,016 | 184 | 151 | 3,352 | 3,559 |
| Rent | 6,912 | 288 | - | 7,200 | 7,200 |
| Utilities | 10,536 | 439 | - | 10,975 | 12,167 |
| Maintenance | 558 | 23 | - | 581 | 628 |
| Education, seminars, conferences | 1,418 | - | - | 1,418 | 2,094 |
| Grants/gifts-in-kind | 13,546 | - | - | 13,546 | 22,462 |
| Insurance | 7,331 | 448 | 367 | 8,145 | 8,609 |
| Office supplies | 1,932 | 118 | 97 | 2,147 | 1,341 |
| Postage | 640 | 39 | 32 | 711 | 676 |
| Licenses and registration | 345 | - | - | 345 | 178 |
| Meals and entertainment | 366 | 22 | 18 | 406 | 412 |
| Professional dues, memberships | 2,600 | - | - | 2,600 | 2,794 |
| Sales tax | 582 | - | - | 582 | 15 |
| Microchip service | 75 | - | - | 75 | 2,332 |
| Vehicle | 1,414 | 86 | 71 | 1,571 | 3,194 |
| Veterinary | 1,007 | - | - | 1,007 | 348 |
| Depreciation | 33,623 | 1,401 | - | 35,024 | 29,786 |
| Interest Expense | 4,444 | 185 | - | 4,629 | 9,229 |
| Direct Fundraising Expenses | - | - | 11,697 | 11,697 | 13,728 |
| Real Estate and Property Tax | 7,583 | 463 | 379 | 8,426 | 8,283 |
| Surgical Suite Expense | 2,578 | - | - | 2,578 | 1,409 |
| Miscellaneous expense | 4,777 | - | - | 4,777 | 1,146 |
| Total Expenses | 266,480 | 12,362 | 19,900 | 298,742 | 280,086 |
| Percentage of Total | 89% | 4% | 7% | | |

Not Audited or Reviewed