FileLocal

700 5th Avenue, Suite 4350
PO Box 94669
Seattle, WA 98124-4669

Executive Board:

Toni Call
City of Bellevue

Beth Anne Wroe
City of Des Moines

Susy Haugen
City of Everett

Paula Painter
City of Kent

Lindsey Vaughn
City of Lake Forest Park

Kari Roller
City of Renton

Glen Lee, Chair
City of Seattle

Andy Cherullo, Vice Chair
City of Tacoma

Executive Board Meeting Agenda

September 30, 2021

CONFERENCE CALL
SEATTLE, WA

1. **CALL TO ORDER**
   a. Introductions

2. **PUBLIC COMMENT***

3. **APPROVAL OF 05-27-21 MEETING SUMMARY**
   a. 05-27-21 Meeting Summary

4. **REVIEW OF AUGUST 2021, JULY 2021, JUNE 2021, AND MAY 2021 FINANCIAL STATEMENTS**
   a. August 2021 Financial Statements
   b. July 2021 Financial Statements
   c. June 2021 Financial Statements
   d. May 2021 Financial Statements

5. **OPERATIONAL UPDATES**
   a. MBR
   b. New Cities Update
   c. Vendor warrants

7. **ADJOURNMENT**

*A public comment period is provided to allow the public to briefly present information, topics or issues that they feel should be considered by the board. Presentation should be limited to three minutes and be summary in nature. The board may decide to discuss the topic briefly at that time or to request its placement on a future agenda.

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Toni Call, Chair
City of Bellevue

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Paula Painter
City of Kent

Lindsey Vaughn
City of Lake Forest Park

Kari Roller
City of Renton

Glen Lee, Chair
City of Seattle

Andy Cherullo, Vice-Chair
City of Tacoma

Executive Board Meeting Summary

May 27, 2021

CONFERENCE CALL

KEY: Underlined text indicates actions/decisions.
Bold/italicized text indicates follow up items.

Standing Items

1. CALL TO ORDER

The 05-27-21 meeting of the Washington Multi-City Business License and Tax Portal Agency (FileLocal) was called to order at 11:03a.m. and conducted by conference call.

ROLL CALL

Board Members Present: Toni Call (phone) Beth Ann Wroe (phone), Susy Haugen (phone), Paula Painter (phone), Lindsey Vaughn (phone), Glen Lee (phone), Andy Cherullo (phone)

Staff and Guests: David Linehan (phone) Kevin Fitzpatrick (phone), Wendy Thomaston (phone) and Julie Panick (phone)

2. PUBLIC COMMENT

There were no public comments.

3. APPROVAL OF MEETING SUMMARY

On a motion made by Andy Cherullo and seconded by Toni Call, the board approved the 3-18-21 meeting summary.

4. REVIEW OF FINANCIAL STATEMENT

Kevin Fitzpatrick summarized the April 2021 financial statements and cash status. There were no questions or comments.

5. ACTION ITEMS

A. Resolution FL2021-03 Draft Budget 2022-2026

a. Kevin Fitzpatrick reviewed the resolution. No changes from the March 2021 draft budget and ties back to previous budgets. Projects a decline in transactions and a growth of about 10%.

The City of Bremerton has been removed since they have elected to opt-out effective 6-30-21.

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Glen Lee asked and Kevin Fitzpatrick confirmed that the 2012 Historical Transactions were used as basis for allocating cost percentages to Principal Cities 2022-2024.

i. Motion to accept: Andy Cherullo
ii. Motion seconded: Susy Haugen
iii. Supermajority vote: Passed

VOTE FL2021-03	City	Member
YES	Bellevue	Toni Call
YES	Des Moines	Beth Ann Wroe
YES	Everett	Susy Haugen
YES	Kent	Paula Painter
YES	Lake Forest Park	Lindsey Vaughn
ABSENT	Renton	Kari Roller
YES	Seattle	Glen Lee
YES	Tacoma	Andy Cherullo

6. DISCUSSION ITMS:

A. April Monthly Business Review

Kevin Fitzpatrick reviewed the Monthly Business Review. There were no comments or questions.

B. Annual Financial Statements 2020

Kevin Fitzpatrick briefly reviewed the FileLocal 2020 Annual Financial Statements that will be submitted to the State of Washington.

C. New Cities Update

The City of Kent is on track for a Q2'21 launch.

Kevin Fitzpatrick stated he is meeting with the City of Auburn later today to go over their recently passed B&O tax and other taxes.

D. Vendor Warrants

Kevin reviewed the First Quarter 2021 vendor warrant list. There were no questions or comments.

7. ADJOURNMENT

On a motion made by Andy Cherullo and seconded by Beth Anne Wroe, the meeting of the Executive Board adjourned at 11:50a.m.

Respectfully Submitted,

Julie Panick
Secretary, FileLocal

700 5th Avenue, Suite 4350
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FileLocal
Financial Statements
August 31, 2021

TABLE OF CONTENT	PAGE
STATEMENT OF FINANCIAL POSITION	1
STATEMENT OF ACTIVITIES	2
SCHEDULE OF BUDGET AND ACTUAL	3
STATEMENT OF CASH FLOW	4

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FILELOCAL
STATEMENT OF FINANCIAL POSITION
AUGUST 31, 2021

ASSETS		
Cash	$	132,147
LGIP Investment		1,114,986
Due from cities		170,138
Prepaid		59,722
Total Current Assets		1,476,993
TOTAL ASSETS	**$**	**1,476,993**
LIABILITIES AND NET ASSETS		
LIABILITIES		
Accounts payable	$	-
Accrued liabilities		81,264
Total Current Liabilities		81,264
TOTAL LIABILITIES		81,264
NET ASSETS		
Net assets, unrestricted		867,695
Change in net assets		528,034
TOTAL NET ASSETS		1,395,729
TOTAL LIABILITIES AND NET ASSETS	**$**	**1,476,993**

These financial statements have not been subjected to an audit or review or compilation engagement, and no assurance is provided on them.

Substantially all disclosures required by accounting principles generally accepted in the United States are not included.

FILELOCAL
STATEMENT OF ACTIVITIES
FOR THE MONTH
AND YEAR-TO-DATE ENDED AUGUST 31, 2021

	June	July	August	YTD
REVENUES				
User fees	$ 9,936	$ 64,520	$ 9,528	**$ 373,824**
Reimbursable cost/Capital cost recovery charges				
City of Seattle	-	-	-	**495,593**
City of Bellevue	-	-	-	**76,142**
City of Tacoma	-	-	-	**120,633**
City of Everett	-	-	-	**35,572**
City of Lake Forest Park	-	-	-	**8,664**
City of Bremerton	-	-	-	**37,508**
City of Renton	-	-	-	**37,946**
City of Des Moines	-	-	-	**17,095**
City of Snoqualmie	-	-	-	**18,495**
City of Shoreline	-	-	-	**14,151**
City of Kent	-	9,094	-	**9,094**
Total direct reimbursable costs	-	9,094	-	**870,893**
Interest income	68	174	80	**667**
Total revenues	$ 10,004	$ 73,788	$ 9,608	**$ 1,245,384**
EXPENSES				
Accounting fees	$ 6,545	$ 1,788	$ (4,167)	**36,189**
Agency IT costs	-	-	-	**-**
Bank fees	91	51	34	**265**
Capital Cost recovery	-	-	16,000	**16,000**
Insurance	430	430	430	**3,443**
Labor costs	35,399	17,743	35,399	**254,043**
Legal fees	300	1,650	-	**5,070**
License and membership fees	-	-	-	**410**
Office and operating supplies	10	-	-	**10**
Technology costs	24,606	4,738	57,630	**207,086**
Transaction fees	3,707	37,250	6,299	**194,834**
Travel Expense	-	-	-	**-**
Other Expense	-	-	-	**-**
Total expenses	71,088	63,650	111,625	**717,350**
CHANGE IN NET ASSETS	**$ (61,084)**	**$ 10,138**	**$ (102,017)**	**$ 528,034**

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FILELOCAL
SCHEDULE OF BUDGET AND ACTUAL
FOR THE YEAR TO DATE ENDED AUGUST 31, 2021

	Budget (Final)	YTD Budget	YTD Actual	Variance
REVENUES				
User fees	$ 497,585	$ 331,723	$ 373,824	$ 42,101
Reimbursable cost/Capital cost recovery charges				
City of Seattle	495,501	495,501	495,593	92
City of Bellevue	74,878	74,878	76,142	1,264
City of Tacoma	118,589	118,589	120,633	2,044
City of Everett	34,983	34,983	35,572	589
City of Lake Forest Park	8,521	8,521	8,664	143
City of Bremerton	36,859	36,859	37,508	649
City of Renton	37,316	37,316	37,946	630
City of Des Moines	16,813	16,813	17,095	282
City of Snoqualmie	18,188	18,188	18,495	307
City of Shoreline	13,911	13,911	14,151	240
City of Kent	9,094	9,094	9,094	-
Total direct reimbursable costs	864,653	864,653	870,893	6,240
Interest income	-	-	667	667
Fund carryover	-	-	-	-
Total sources	$ 1,362,238	$ 1,196,376	$ 1,245,384	$ 49,008
EXPENSES				
Labor costs	$ 446,924	$ 297,949	$ 254,043	$ 43,906
Contracts	62,387	41,592	39,897	1,695
Overhead	57,737	38,491	5,490	33,001
Technology costs	765,296	510,197	401,920	108,277
Operating reserve	13,894	9,263	-	9,263
Capital cost recovery payments	16,000	10,667	16,000	(5,333)
Total operating expenses	$ 1,362,238	$ 908,159	$ 717,350	$ 190,809
CHANGE IN NET ASSETS			528,034	
NET ASSETS, AS OF JANUARY 1, 2021			867,695	
NET ASSETS, AS OF AUGUST 31, 2021			$ 1,395,729	
Schedule I - Contracts				
Accounting	$ 42,657	$ 28,438	$ 36,189	$ (7,751)
Auditing	11,689	7,793	-	7,793
Insurance	6,430	4,287	3,443	844
Bank fees	1,611	1,074	265	809
Total Contracts	$ 62,387	$ 41,592	$ 39,897	$ 1,695
Schedule II - Overhead				
Legal	$ 41,175	$ 27,450	$ 5,070	$ 22,380
Office and operating supplies	2,445	1,630	10	1,620
Printing	2,445	1,630	-	1,630
Licenses/Memberships	2,445	1,630	410	1,220
Agency IT costs	2,763	1,842	-	1,842
Marketing	6,464	4,309	-	4,309
Total Overhead	$ 57,737	$ 38,491	$ 5,490	$ 33,001

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FILELOCAL
STATEMENT OF CASHFLOW
FOR THE YEAR TO DATE ENDED AUGUST 31, 2021

		Aug 31, 2021
Change in Net Assets		$ 528,034
Adjustments to reconcile Change in Net Assets to net cash provided by operations:		
	Due from Cities	(149,619)
	Prepaid	(54,447)
	Accounts Payable and Accrued Liabilities	828
Cash provided by operating activities		324,796
	Contributions to LGIP	(400,000)
	Net interest earned	(646)
Cash (used) for investing activities		(400,646)
Net cash increase (decrease)		(75,850)
Cash at January 1, 2021		207,997
Cash at August 31, 2021		**132,147**
Less Operating Reserve		**9,263**
Cash Available		**$ 122,884**

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FileLocal
Financial Statements
July 31, 2021

TABLE OF CONTENT	PAGE
STATEMENT OF FINANCIAL POSITION	1
STATEMENT OF ACTIVITIES	2
SCHEDULE OF BUDGET AND ACTUAL	3
STATEMENT OF CASH FLOW	4

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FILELOCAL
STATEMENT OF FINANCIAL POSITION
JULY 31, 2021

ASSETS		
Cash	$	310,990
LGIP Investment		1,114,912
Dues from cities		164,881
Prepaid		74,652
Total Current Assets		1,665,435
TOTAL ASSETS	**$**	**1,665,435**
LIABILITIES AND NET ASSETS		
LIABILITIES		
Accounts payable	$	123,957
Accrued liabilities		43,732
Total Current Liabilities		167,689
TOTAL LIABILITIES		167,689
NET ASSETS		
Net assets, unrestricted		867,695
Change in net assets		630,051
TOTAL NET ASSETS		1,497,746
TOTAL LIABILITIES AND NET ASSETS	**$**	**1,665,435**

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FILELOCAL
STATEMENT OF ACTIVITIES
FOR THE MONTH
AND YEAR-TO-DATE ENDED JULY 31, 2021

	May	June	July	YTD
REVENUES				
User fees	$ 42,712	$ 9,936	$ 64,520	**$ 364,296**
Reimbursable cost/Capital cost recovery charges				
City of Seattle				**495,593**
City of Bellevue				**76,142**
City of Tacoma				**120,633**
City of Everett				**35,572**
City of Lake Forest Park				**8,664**
City of Bremerton				**37,508**
City of Renton				**37,946**
City of Des Moines				**17,095**
City of Snoqualmie				**18,495**
City of Shoreline				**14,151**
City of Kent			9,094	**9,094**
Total direct reimbursable costs	-	-	9,094	**870,893**
Interest income	46	68	174	**587**
Total revenues	$ 42,758	$ 10,004	$ 73,788	**$ 1,235,776**
EXPENSES				
Accounting fees	$ (2,248)	$ 6,545	$ 1,788	**40,356**
Agency IT costs				**-**
Bank fees		91	51	**231**
Capital Recovery Payment				**-**
Conference cost				**-**
Consulting				**-**
Insurance	430	430	430	**3,013**
Labor costs	35,399	35,399	17,743	**218,644**
Legal fees	-	300	1,650	**5,070**
License and membership fees				**410**
Office and operating supplies		10	-	**10**
Technology costs	14,950	24,606	4,738	**149,456**
Transaction fees	6,974	3,707	37,250	**188,535**
Travel Expense				**-**
Other Expense				**-**
Total expenses	55,505	71,088	63,650	**605,725**
CHANGE IN NET ASSETS	**$ (12,747)**	**$ (61,084)**	**$ 10,138**	**$ 630,051**

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FILELOCAL
SCHEDULE OF BUDGET AND ACTUAL
FOR THE YEAR TO DATE ENDED JULY 31, 2021

	Budget (Final)	YTD Budget	YTD Actual	Variance
REVENUES				
User fees	$ 497,585	$ 290,258	$ 364,296	$ 74,038
Reimbursable cost/Capital cost recovery charges				
City of Seattle	495,501	495,501	495,593	92
City of Bellevue	74,878	74,878	76,142	1,264
City of Tacoma	118,589	118,589	120,633	2,044
City of Everett	34,983	34,983	35,572	589
City of Lake Forest Park	8,521	8,521	8,664	143
City of Bremerton	36,859	36,859	37,508	649
City of Renton	37,316	37,316	37,946	630
City of Des Moines	16,813	16,813	17,095	282
City of Snoqualmie	18,188	18,188	18,495	307
City of Shoreline	13,911	13,911	14,151	240
City of Kent	9,094	9,094	9,094	-
Total direct reimbursable costs	864,653	864,653	870,893	6,240
Interest income	-	-	587	587
Fund carryover	-	-	-	-
Total sources	$ 1,362,238	$ 1,154,911	$ 1,235,776	$ 80,865
EXPENSES				
Labor costs	$ 446,924	$ 260,706	$ 218,644	$ 42,062
Contracts	62,387	36,393	43,600	(7,207)
Overhead	57,737	33,680	5,490	28,190
Technology costs	765,296	446,423	337,991	108,432
Operating reserve	13,894	8,105	-	8,105
Capital cost recovery payments	16,000	9,333	-	9,333
Total operating expenses	$ 1,362,238	$ 794,640	$ 605,725	$ 188,915
CHANGE IN NET ASSETS			630,051	
NET ASSETS, AS OF JANUARY 1, 2021			867,695	
NET ASSETS, AS OF JULY 31, 2021			$ 1,497,746	
Schedule I - Contracts				
Accounting	$ 42,657	$ 24,883	$ 40,356	$ (15,473)
Auditing	11,689	6,819	-	6,819
Insurance	6,430	3,751	3,013	738
Bank fees	1,611	940	231	709
Total Contracts	$ 62,387	$ 36,393	$ 43,600	$ (7,207)
Schedule II - Overhead				
Legal	$ 41,175	$ 24,019	$ 5,070	$ 18,949
Office and operating supplies	2,445	1,426	10	1,416
Printing	2,445	1,426	-	1,426
Licenses/Memberships	2,445	1,426	410	1,016
Agency IT costs	2,763	1,612	-	1,612
Marketing	6,464	3,771	-	3,771
Total Overhead	$ 57,737	$ 33,680	$ 5,490	$ 28,190

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FILELOCAL
STATEMENT OF CASHFLOW
FOR THE YEAR TO DATE ENDED JULY 31, 2021

		July 31, 2021
Change in Net Assets		$ 630,051
Adjustments to reconcile Change in Net Assets		
to net cash provided by operations:		
	Due from Cities	(83,025)
	Prepaid	(69,377)
	Accounts Payable and Accrued Liabilities	41,340
Cash provided by operating activities		518,989
	Contributions to LGIP	(400,000)
	Net interest earned	(577)
Cash (used) for investing activities		(400,577)
Net cash increase (decrease)		118,412
Cash at January 1, 2021		207,997
Cash at July 31, 2021		**326,409**
Less Operating Reserve		**8,105**
Cash Available		**$ 318,304**

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FileLocal
Financial Statements
June 30, 2021

TABLE OF CONTENT	PAGE
STATEMENT OF FINANCIAL POSITION	1
STATEMENT OF ACTIVITIES	2
SCHEDULE OF BUDGET AND ACTUAL	3
STATEMENT OF CASH FLOW	4

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FILELOCAL
STATEMENT OF FINANCIAL POSITION
JUNE 30, 2021

ASSETS		
Cash	$	323,479
LGIP Investment		1,114,743
Dues from cities		110,500
Prepaid		89,582
Total Current Assets		1,638,304
TOTAL ASSETS	**$**	**1,638,304**
LIABILITIES AND NET ASSETS		
LIABILITIES		
Accounts payable	$	34,246
Accrued liabilities		116,450
Total Current Liabilities		150,696
TOTAL LIABILITIES		150,696
NET ASSETS		
Net assets, unrestricted		867,695
Change in net assets		619,913
TOTAL NET ASSETS		1,487,608
TOTAL LIABILITIES AND NET ASSETS	**$**	**1,638,304**

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FILELOCAL
STATEMENT OF ACTIVITIES
FOR THE MONTH
AND YEAR-TO-DATE ENDED JUNE 30, 2021

	April	May	June	YTD
REVENUES				
User fees	$ 71,880	$ 42,712	$ 9,936	**$ 299,776**
Reimbursable cost/Capital cost recovery charges				
City of Seattle				**495,593**
City of Bellevue				**76,142**
City of Tacoma				**120,633**
City of Everett				**35,572**
City of Lake Forest Park				**8,664**
City of Bremerton				**37,508**
City of Renton				**37,946**
City of Des Moines				**17,095**
City of Snoqualmie				**18,495**
City of Shoreline				**14,151**
Total direct reimbursable costs	-	-	-	**861,799**
Interest income	60	46	68	**412**
Total revenues	$ 71,940	$ 42,758	$ 10,004	**$ 1,161,987**
EXPENSES				
Accounting fees	$ 6,545	$ (2,248)	$ 6,545	**38,568**
Agency IT costs				**-**
Bank fees			91	**180**
Capital Recovery Payment				**-**
Conference cost				**-**
Consulting				**-**
Insurance	430	430	430	**2,582**
Labor costs	23,906	35,399	35,399	**200,901**
Legal fees	750		300	**3,420**
License and membership fees				**410**
Office and operating supplies			10	**10**
Technology costs	14,950	14,950	24,606	**144,718**
Transaction fees	46,563	6,974	3,707	**151,285**
Travel Expense				**-**
Other Expense				**-**
Total expenses	93,144	64,298	71,088	**542,074**
CHANGE IN NET ASSETS	**$ (21,204)**	**$ (21,540)**	**$ (61,084)**	**$ 619,913**

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FILELOCAL
SCHEDULE OF BUDGET AND ACTUAL
FOR THE YEAR TO DATE ENDED JUNE 30, 2021

	Budget (Final)	YTD Budget	YTD Actual	Variance
REVENUES				
User fees	$ 497,196	$ 248,598	$ 299,776	$ 51,178
Reimbursable cost/Capital cost recovery charges				
City of Seattle	487,128	487,128	495,593	8,465
City of Bellevue	74,910	74,910	76,142	1,232
City of Tacoma	118,641	118,641	120,633	1,992
City of Everett	34,998	34,998	35,572	574
City of Lake Forest Park	8,525	8,525	8,664	139
City of Bremerton	36,876	36,876	37,508	632
City of Renton	37,332	37,332	37,946	614
City of Des Moines	16,821	16,821	17,095	274
City of Snoqualmie	18,196	18,196	18,495	299
City of Shoreline	13,918	13,918	14,151	233
City of Kent	9,094	9,094	-	(9,094)
Total direct reimbursable costs	856,439	856,439	861,799	5,360
Interest income	-	-	412	412
Fund carryover	-	-	-	-
Total sources	$ 1,353,635	$ 1,105,037	$ 1,161,987	$ 56,950
EXPENSES				
Labor costs	$ 446,924	$ 223,462	$ 200,901	$ 22,561
Contracts	62,387	31,195	41,330	(10,135)
Overhead	57,737	28,871	3,840	25,031
Technology costs	765,295	382,648	296,003	86,645
Operating reserve	13,894	6,947	-	6,947
Capital cost recovery payments	16,000	8,000	-	8,000
Total operating expenses	$ 1,362,237	$ 681,123	$ 542,074	$ 139,049
CHANGE IN NET ASSETS			619,913	
NET ASSETS, AS OF JANUARY 1, 2021			867,695	
NET ASSETS, AS OF JUNE 30, 2021			$ 1,487,608	
Schedule I - Contracts				
Accounting	$ 42,657	$ 21,329	$ 38,568	$ (17,239)
Auditing	11,689	5,845	-	5,845
Insurance	6,430	3,215	2,582	633
Bank fees	1,611	806	180	626
Total Contracts	$ 62,387	$ 31,195	$ 41,330	$ (10,135)
Schedule II - Overhead				
Legal	$ 41,175	$ 20,588	$ 3,420	$ 17,168
Office and operating supplies	2,445	1,223	10	1,213
Printing	2,445	1,223	-	1,223
Licenses/Memberships	2,445	1,223	410	813
Agency IT costs	2,763	1,382	-	1,382
Marketing	6,464	3,232	-	3,232
Total Overhead	$ 57,737	$ 28,871	$ 3,840	$ 25,031

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FILELOCAL
STATEMENT OF CASHFLOW
FOR THE YEAR TO DATE ENDED JUNE 30, 2021

		June 30, 2021
Change in Net Assets		$ 619,913
Adjustments to reconcile Change in Net Assets		
to net cash provided by operations:		
	Dues from Cities	(39,306)
	Prepaid	(84,307)
	Accounts Payable and Accrued Liabilities	19,584
Cash provided by operating activities		515,884
	Contributions to LGIP	(400,000)
	Net interest earned	(402)
Cash (used) for investing activities		(400,402)
Net cash increase (decrease)		115,482
Cash at January 1, 2021		207,997
Cash at April 30, 2021		**323,479**
Less Operating Reserve		**6,947**
Cash Available		**$ 316,532**

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Sustancially all disclosures required by accounting principles generally accepted in the United States are not included.

700 5th Avenue, Suite 4350
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FileLocal
Financial Statements
May 31, 2021

TABLE OF CONTENT	PAGE
STATEMENT OF FINANCIAL POSITION	1
STATEMENT OF ACTIVITIES	2
SCHEDULE OF BUDGET AND ACTUAL	3
STATEMENT OF CASH FLOW	4

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FILELOCAL
STATEMENT OF FINANCIAL POSITION
MAY 31, 2021

ASSETS		
Cash	$	808,433
LGIP Investment		714,675
Dues from cities		242,100
Prepaid		104,511
Total Current Assets		1,869,719
TOTAL ASSETS	**$**	**1,869,719**
LIABILITIES AND NET ASSETS		
LIABILITIES		
Accounts payable	$	250,229
Accrued liabilities		70,798
Total Current Liabilities		321,027
TOTAL LIABILITIES		321,027
NET ASSETS		
Net assets, unrestricted		867,695
Change in net assets		680,997
TOTAL NET ASSETS		1,548,692
TOTAL LIABILITIES AND NET ASSETS	**$**	**1,869,719**

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FILELOCAL
STATEMENT OF ACTIVITIES
FOR THE MONTH
AND YEAR-TO-DATE ENDED MAY 31, 2021

	March	April	May	YTD
REVENUES				
User fees	$ 15,536	$ 71,880	$ 42,712	**$ 289,840**
Reimbursable cost/Capital cost recovery charges				
City of Seattle				**495,593**
City of Bellevue				**76,142**
City of Tacoma				**120,633**
City of Everett				**35,572**
City of Lake Forest Park				**8,664**
City of Bremerton				**37,508**
City of Renton				**37,946**
City of Des Moines				**17,095**
City of Snoqualmie				**18,495**
City of Shoreline				**14,151**
Total direct reimbursable costs	-	-	-	**861,799**
Interest income	73	60	46	**344**
Total revenues	$ 15,609	$ 71,940	$ 42,758	**$ 1,151,983**
EXPENSES				
Accounting fees	$ 6,545	$ 6,545	$ (2,248)	**32,023**
Agency IT costs				**-**
Bank fees	15	-		**89**
Capital Recovery Payment				**-**
Conference cost				**-**
Consulting				**-**
Insurance	430	430	430	**2,152**
Labor costs	35,399	23,906	35,399	**165,502**
Legal fees	1,470	750		**3,120**
License and membership fees	300	-		**410**
Meals and entertainment				**-**
Office and operation supplies				**-**
Printing and copying				**-**
Technology costs	17,150	14,950	14,950	**120,112**
Transaction fees	8,808	46,563	6,974	**147,578**
Travel Expense	-			**-**
Other Expense	-			**-**
Total expenses	70,117	93,144	55,505	**470,986**
CHANGE IN NET ASSETS	**$ (54,508)**	**$ (21,204)**	**$ (12,747)**	**$ 680,997**

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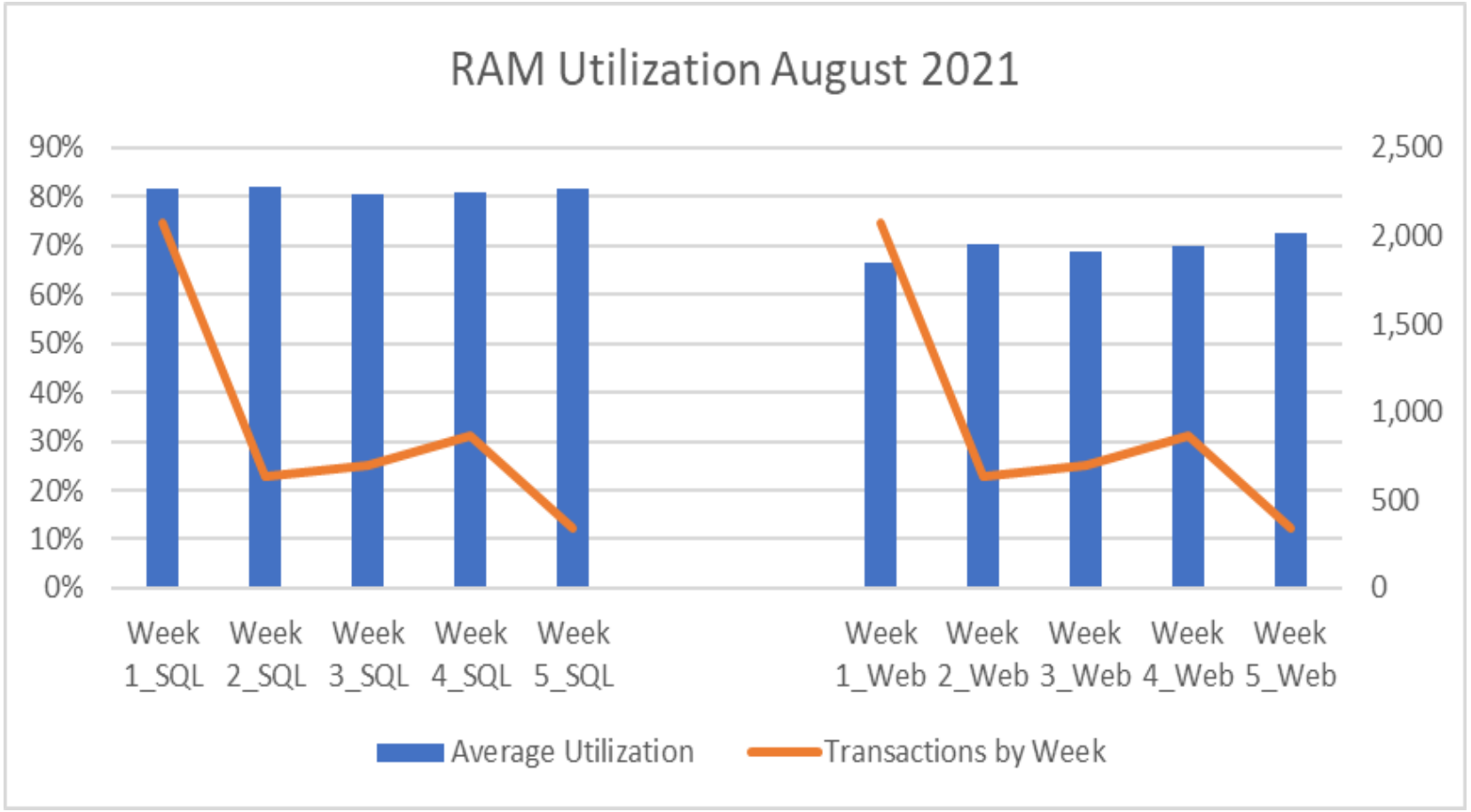
FILELOCAL
SCHEDULE OF BUDGET AND ACTUAL
FOR THE YEAR TO DATE ENDED MAY 31, 2021

	Budget (Original)	Budget (Final)	YTD Budget	YTD Actual	Variance
REVENUES					
User fees	**496,025**	$ 497,196	$ 207,165	$ 289,840	$ 82,675
Reimbursable cost/Capital cost recovery charges					
City of Seattle	495,593	487,128	487,128	495,593	8,465
City of Bellevue	76,142	74,910	74,910	76,142	1,232
City of Tacoma	120,633	118,641	118,641	120,633	1,992
City of Everett	35,572	34,998	34,998	35,572	574
City of Lake Forest Park	8,664	8,525	8,525	8,664	139
City of Bremerton	37,508	36,876	36,876	37,508	632
City of Kent		17,696	17,696		(17,696)
City of Renton	37,946	37,332	37,332	37,946	614
City of Des Moines	17,095	16,821	16,821	17,095	274
City of Snoqualmie	18,495	18,196	18,196	18,495	299
City of Shoreline	14,151	13,918	13,918	14,151	233
Total direct reimbursable costs	861,799	865,041	865,041	861,799	(3,242)
Interest income		-	-	344	344
Fund carryover			-	-	-
Total sources	$ 1,357,824	$ 1,362,237	$ 1,072,206	$ 1,151,983	$ 79,777
EXPENSES					
Labor costs	446,005	$ 446,924	$ 186,218	$ 165,502	$ 20,716
Contracts	69,730	62,387	25,994	34,264	(8,270)
Overhead	57,622	57,736	24,058	3,530	20,528
Technology costs	762,926	765,296	318,873	267,690	51,183
Operating reserve	13,384	13,894	5,789	-	5,789
Capital cost recovery payments	15,500	16,000	6,667	-	6,667
Total operating expenses	$ 1,365,167	$ 1,362,237	$ 567,599	$ 470,986	$ 96,613
CHANGE IN NET ASSETS				680,997	
NET ASSETS, AS OF JANUARY 1, 2021				867,695	
NET ASSETS, AS OF MAY 31, 2021				$ 1,548,692	
Schedule I - Contracts					
Accounting		$ 42,657	$ 17,774	$ 32,023	$ (14,249)
Auditing		11,689	4,870	-	4,870
Insurance		6,430	2,679	2,152	527
Bank fees		1,611	671	89	582
Total Contracts		$ 62,387	$ 25,994	$ 34,264	$ (8,270)
Schedule II - Overhead					
Legal		$ 41,175	$ 17,156	$ 3,120	$ 14,036
Office and operating supplies		2,445	1,019	-	1,019
Printing		2,445	1,019	-	1,019
Licenses/Memberships		2,445	1,019	410	609
Agency IT costs		2,764	1,152	-	1,152
Marketing		6,462	2,693	-	2,693
Total Overhead		$ 57,736	$ 24,058	$ 3,530	$ 20,528

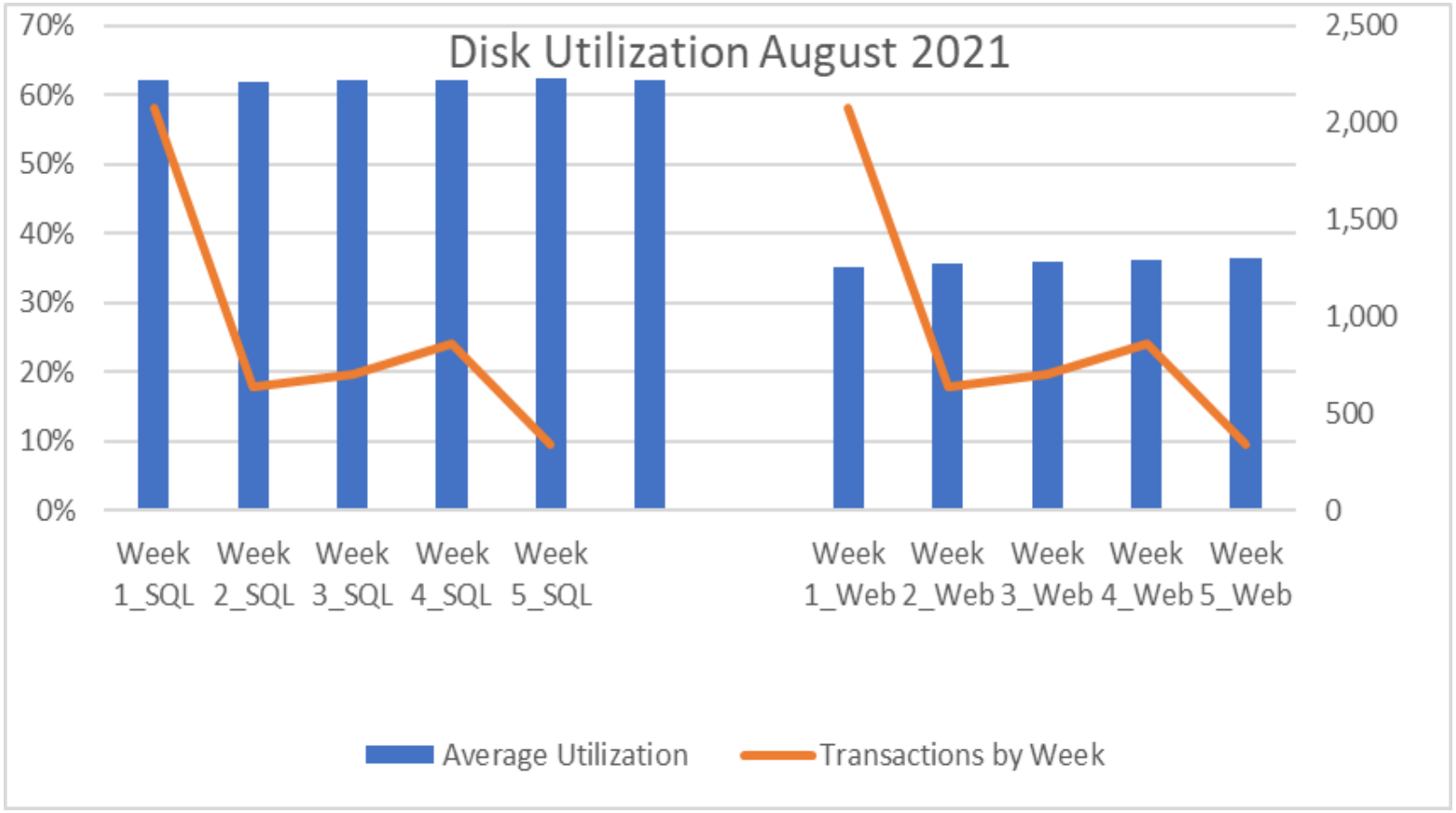
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FileLocal: Monthly Business Review

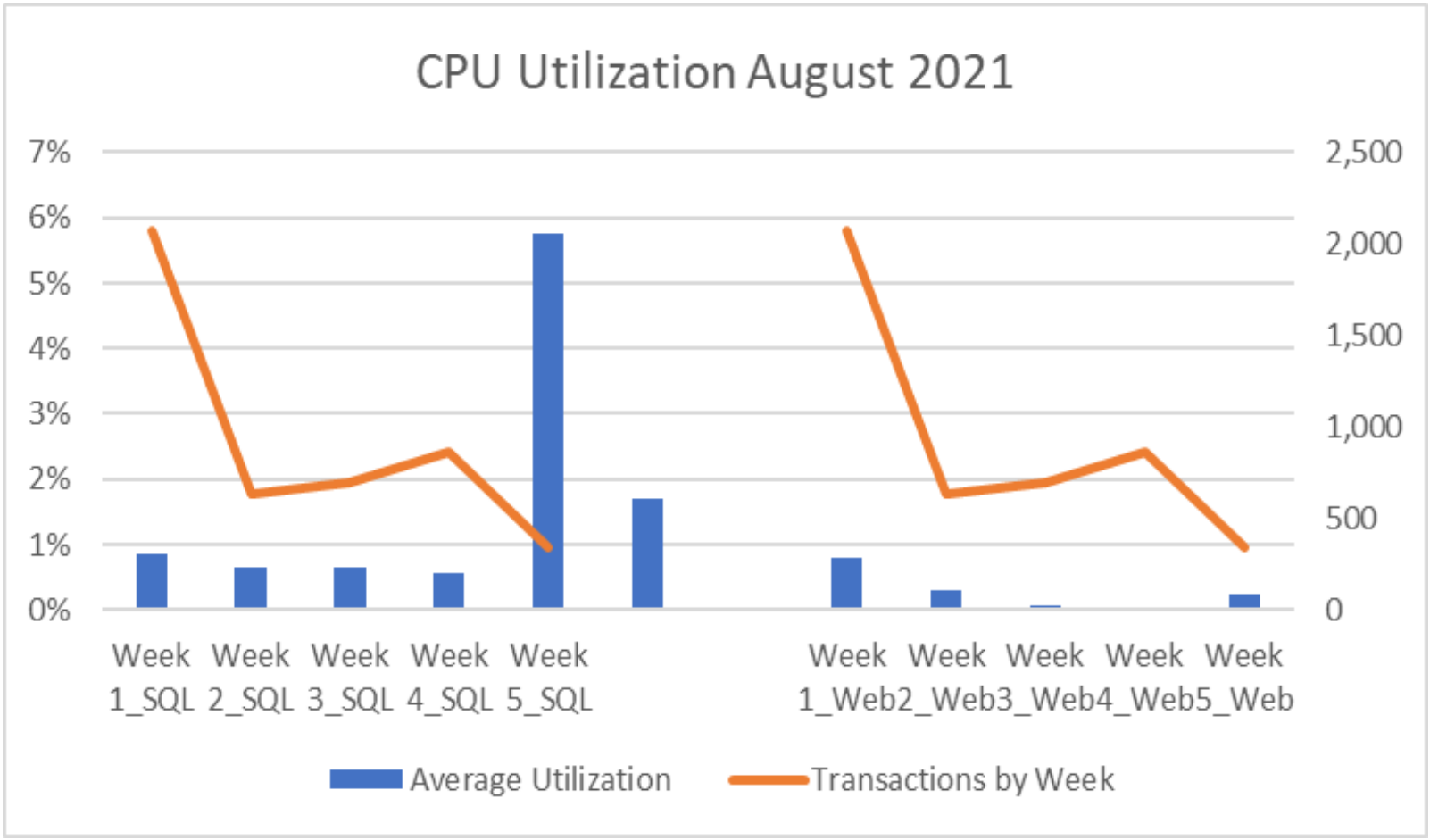
August 2021



RAM Utilization averaged 81% for the SQL Servers and 70% for the Web Servers. Both percentages are within acceptable bounds



Disk Utilization averaged 62% for the SQL Servers and 36% for the Web Servers. Both percentages are within acceptable bounds.



CPU Utilization averaged 2% for the SQL Servers and 0% for the Web Servers. Both percentages are within acceptable bounds.

Production Tickets 9/4/21 vs. 8/2/21

9/4/2021	1 Week	2 Weeks	3+ Weeks	Total
In Progress	1	0	5	6
Ready to Start	8	2	0	10
Escalated	36	4	77	117
Waiting for customer	7	1	13	21
Pending	0	0	4	4
Total Active 9-4-21	52	7	99	158

8/2/2021	1 Week	2 Weeks	3+ Weeks	Total
In Progress	4	2	18	24
Ready to Start	21	6	12	39
Escalated	9	8	53	70
Waiting for customer	14	3	14	31
Pending	0	0	3	3
Total Active 8-2-21	48	19	100	167

Delta	1 Week	2 Weeks	3+ Weeks	Total
In Progress	3	2	13	18
Ready to Start	13	4	12	29
Escalated	-27	4	-24	-47
Waiting for customer	7	2	1	10
Pending	0	0	-1	-1
Total Active Monthly Delta	-4	12	1	9

Escalated tickets increased by 47 overall. The largest increase occurred during the 1st week of September and is primarily due to Renton $0 tickets. 3+ week escalated tickets increased due to development resource availability related to Q3'21 release.

Inbound Calls, Answered, Missed, and Abandoned

Ending Date	Average Mean Option Score (MOS)	# Handled	Average Handle Time (AHT)	Average Speed of Answer (ASA)	# Abandoned	% Abandoned	# Missed	% Missed
9/5/2021	4.40	385	8.01	2.41	36	9.35%	12	3.22%
8/29/2021	4.40	338	7.08	2.08	29	8.58%	6	1.81%

Average MOS (Mean Option Score)

The average rating across all calls to indicate the quality of service rendered. It is based on a scale of 1 – 5, with 5 being the best score, and 1 being the worst score. Industry averages are around 4.3, which is considered excellent. - (Higher is better).

 # Handled

The total number of calls that were answered by agents.

AHT (Average Handle Time)

The average time, from start to finish, that a contact was connected with an agent (average handle time). It includes talk time, hold time, and After Contact Work (ACW) time. AHT is calculated by averaging the amount of time between the contact being answered by an agent and the completion of work on that contact by an agent.

ASA (Average Speed of Answer)

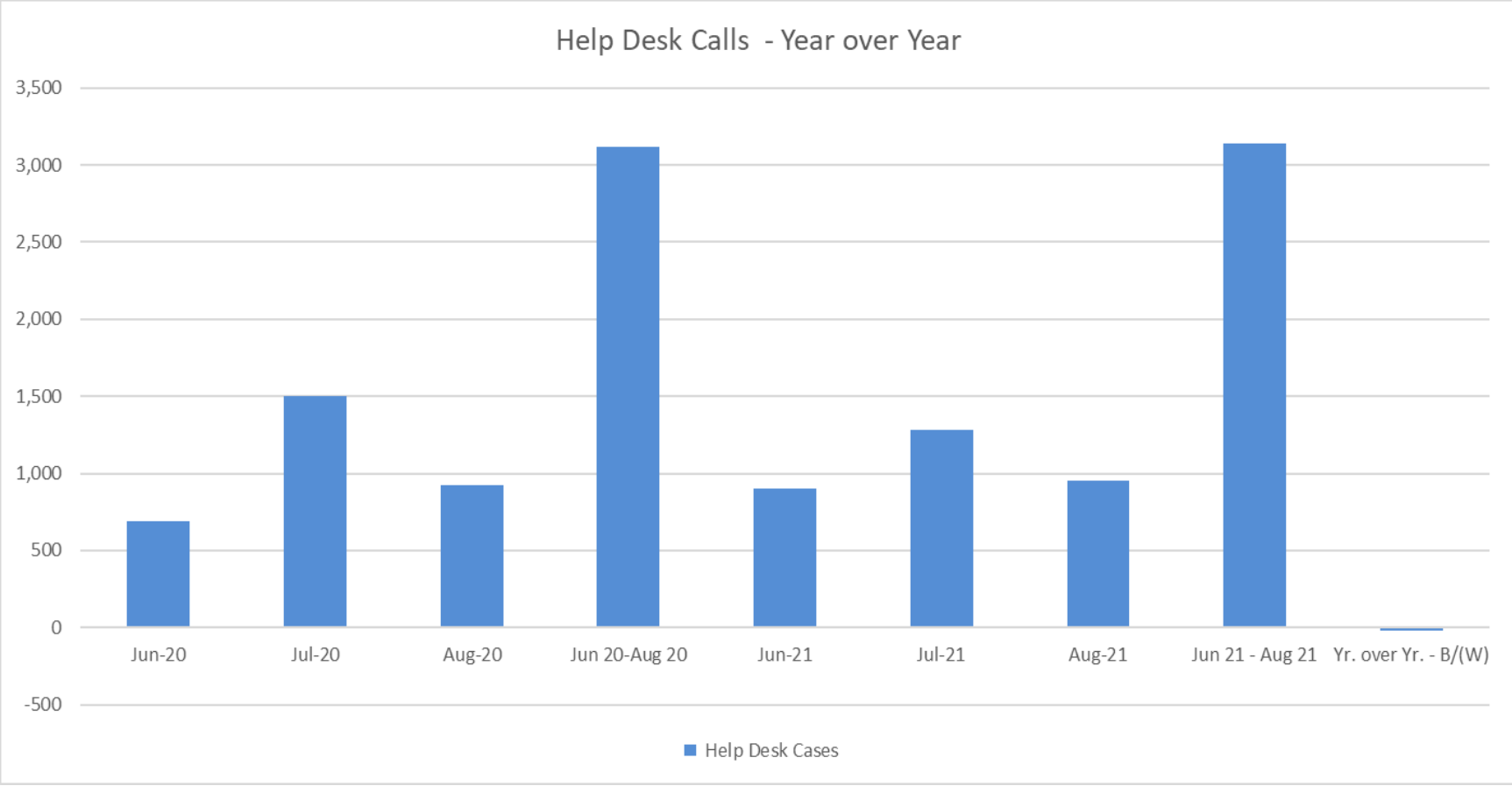
The average time from when a call is in the queue, to the time that it is answered by an agent.

Abandoned /Abandoned %

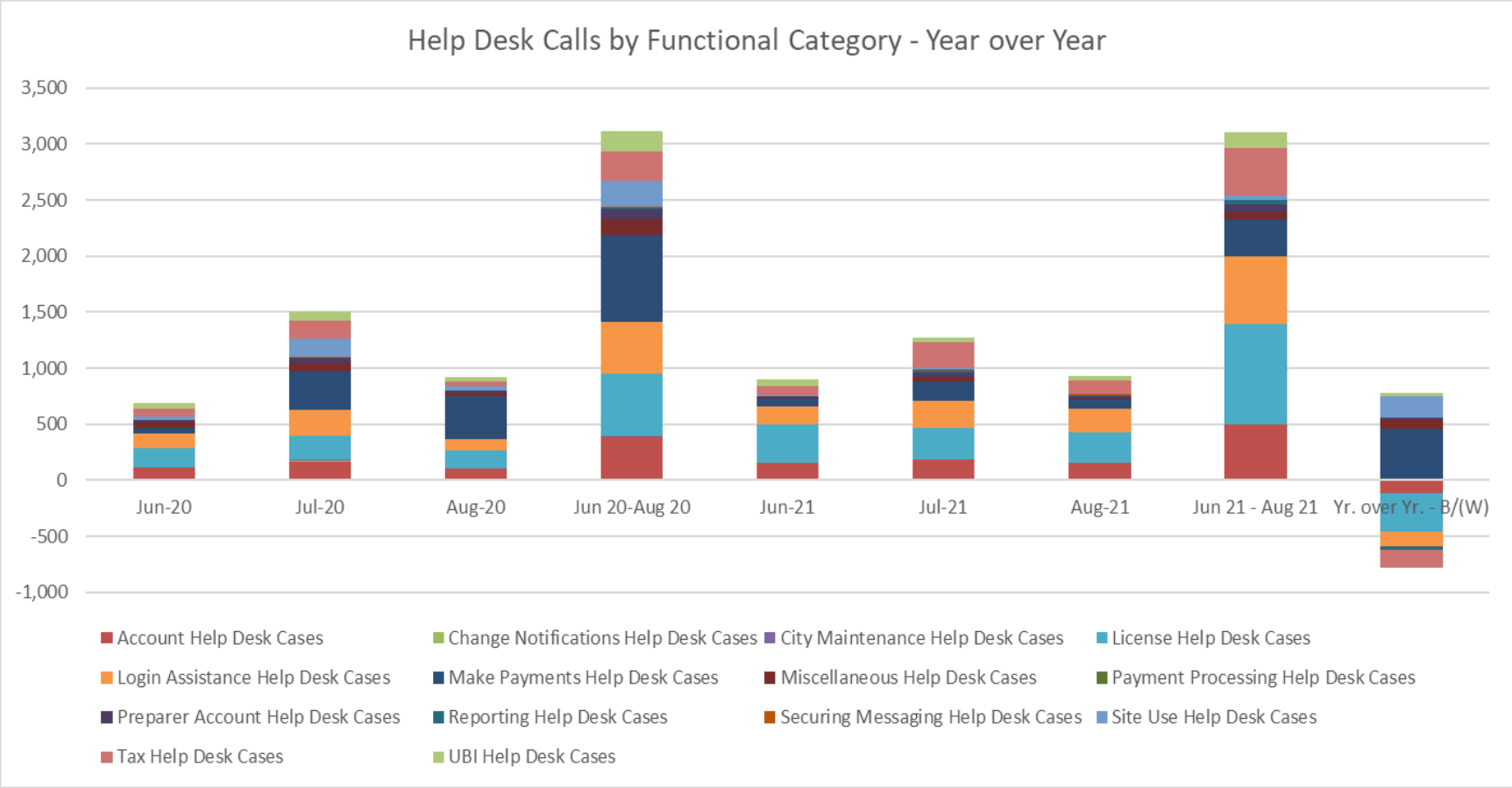
Count of calls disconnected by the customer while in the queue during the specified time range. Calls queued for callback are not counted as abandoned.

Missed / Missed %

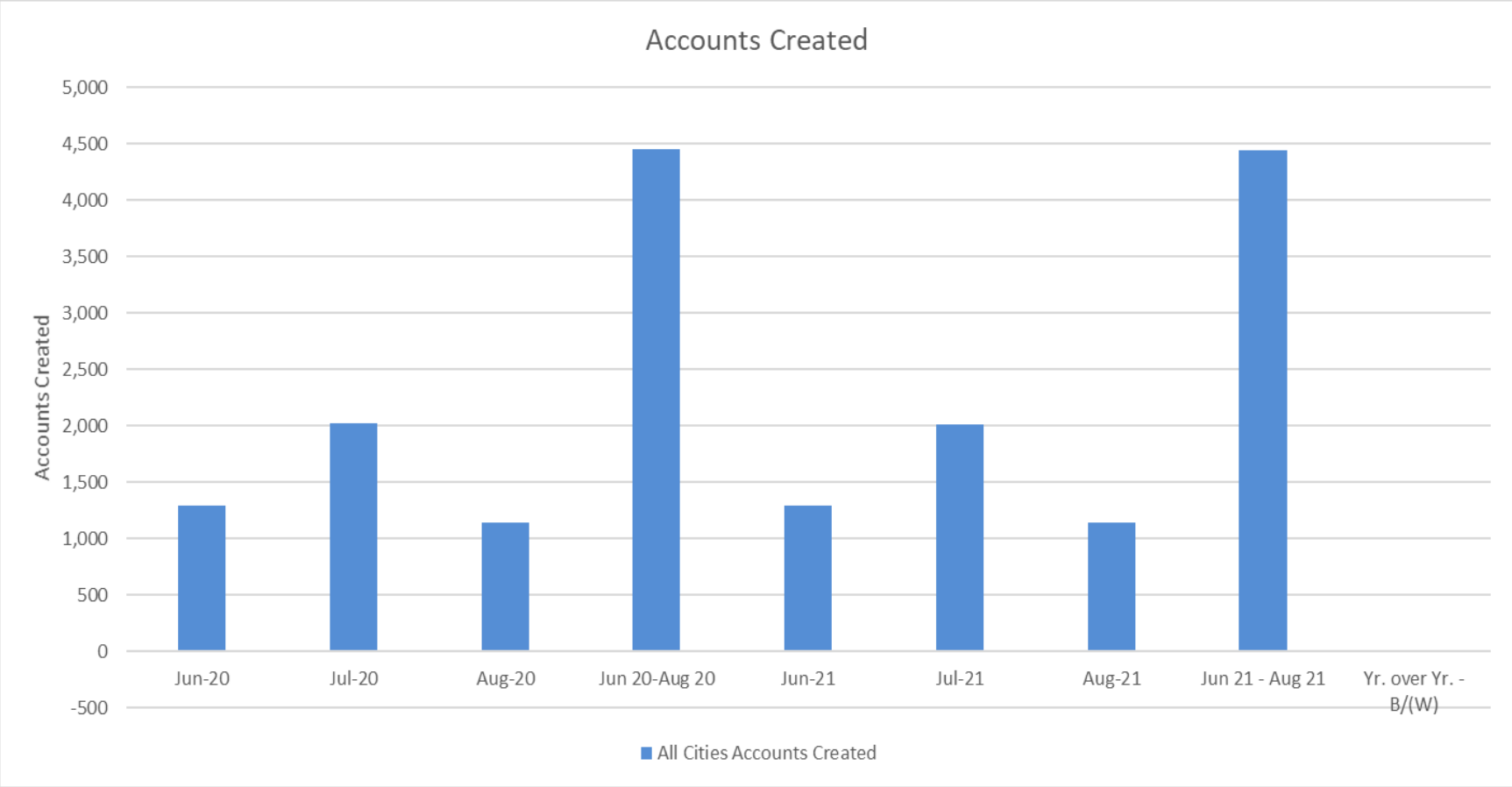
Count of calls routed to an agent but not answered by that agent, including calls abandoned by the customer. If a call is not answered by a given agent, we attempt to route it to another agent to handle; the call is not dropped. Because a single call can be missed multiple times (including by the same agent), it can be counted multiple times: once for each time it is routed to an agent but not answered.



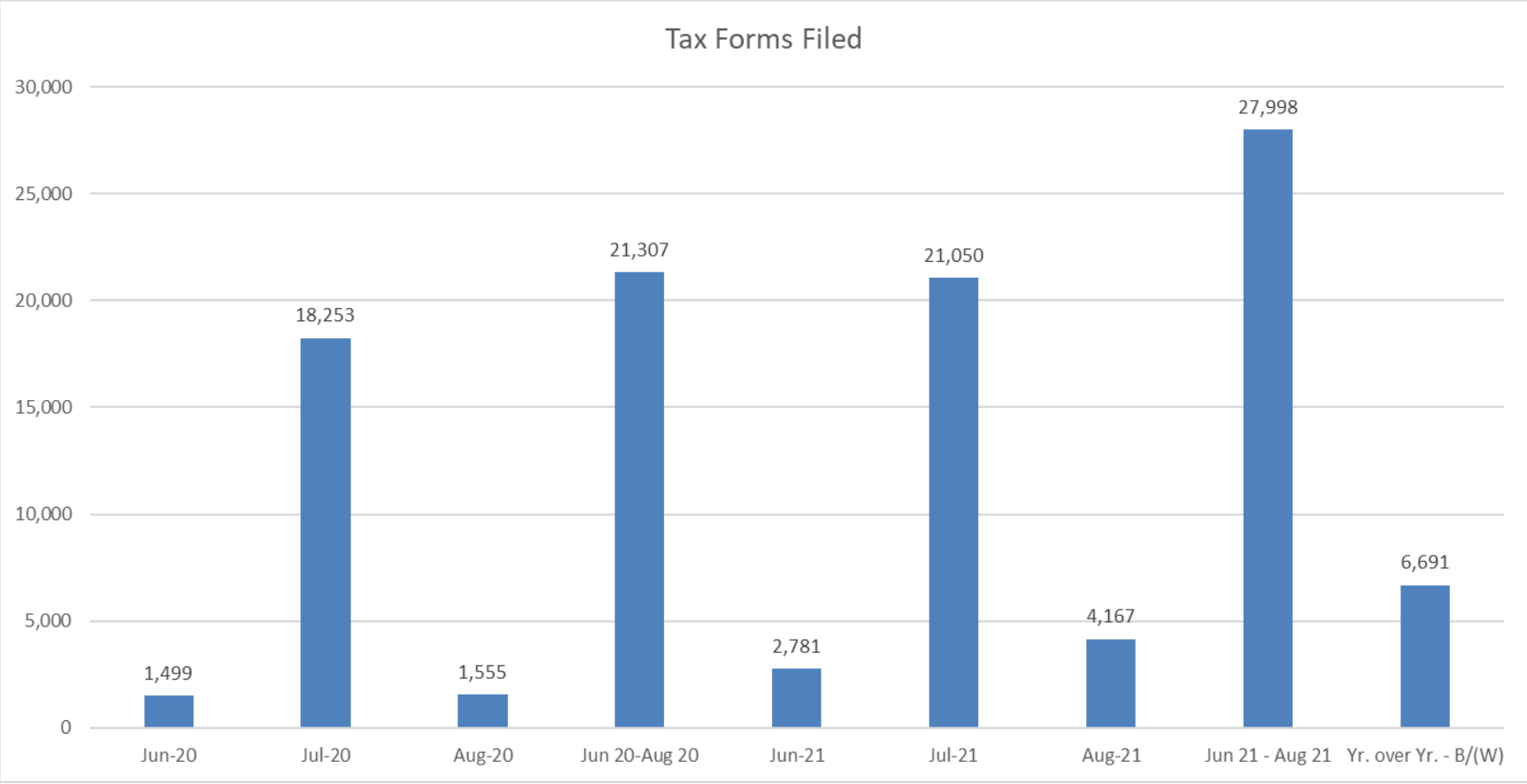
Help Desk Calls by Functional Category	Help desk calls totaled 3,138 for the three months ending August 2021. This is 8.3% of the accounts created and transactions processed which is 2.1% lower than the same three months in the prior year. Three items make up 64% of the calls. Licenses (29%), Login Assistance (19%)and Tax Help (16%).



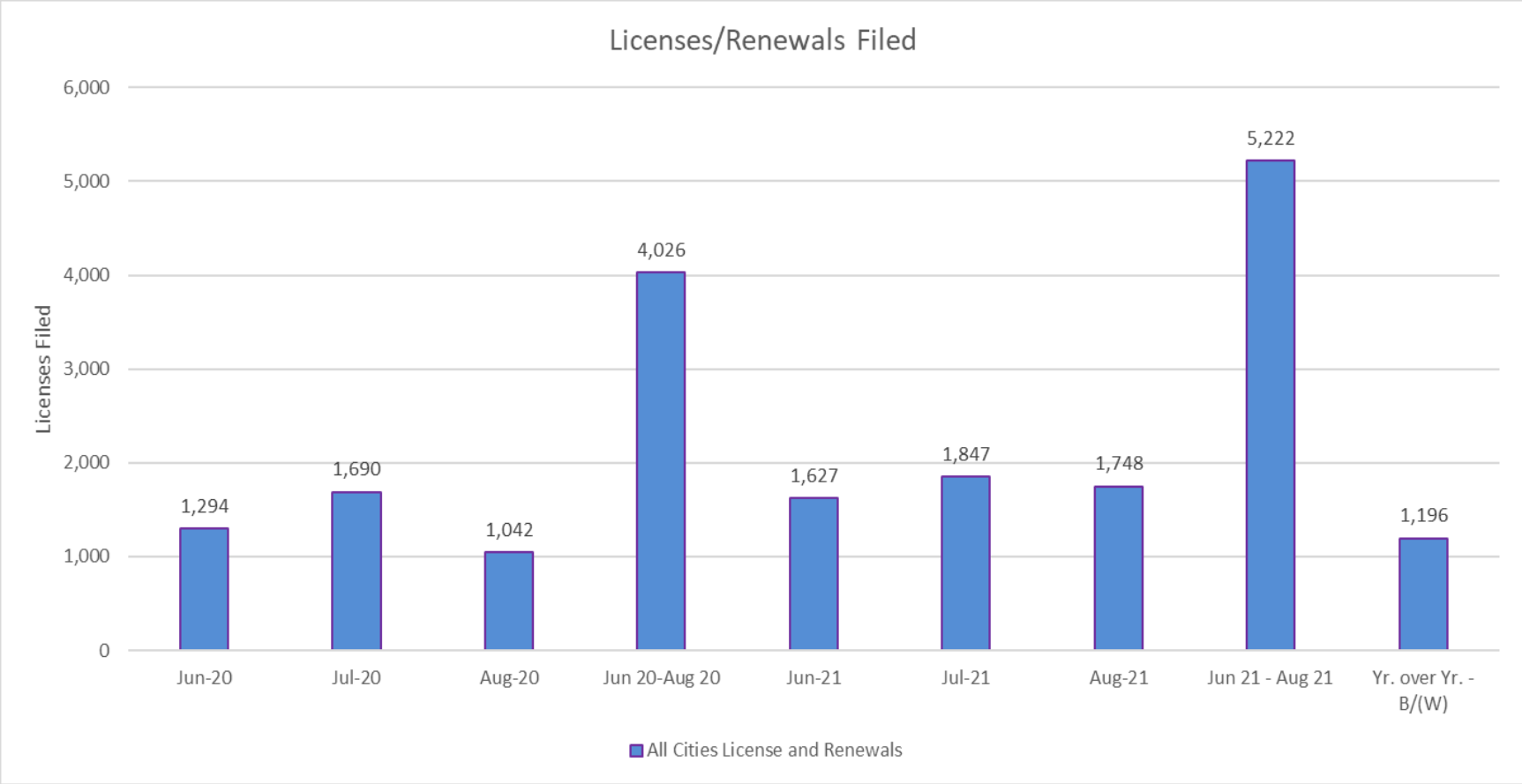
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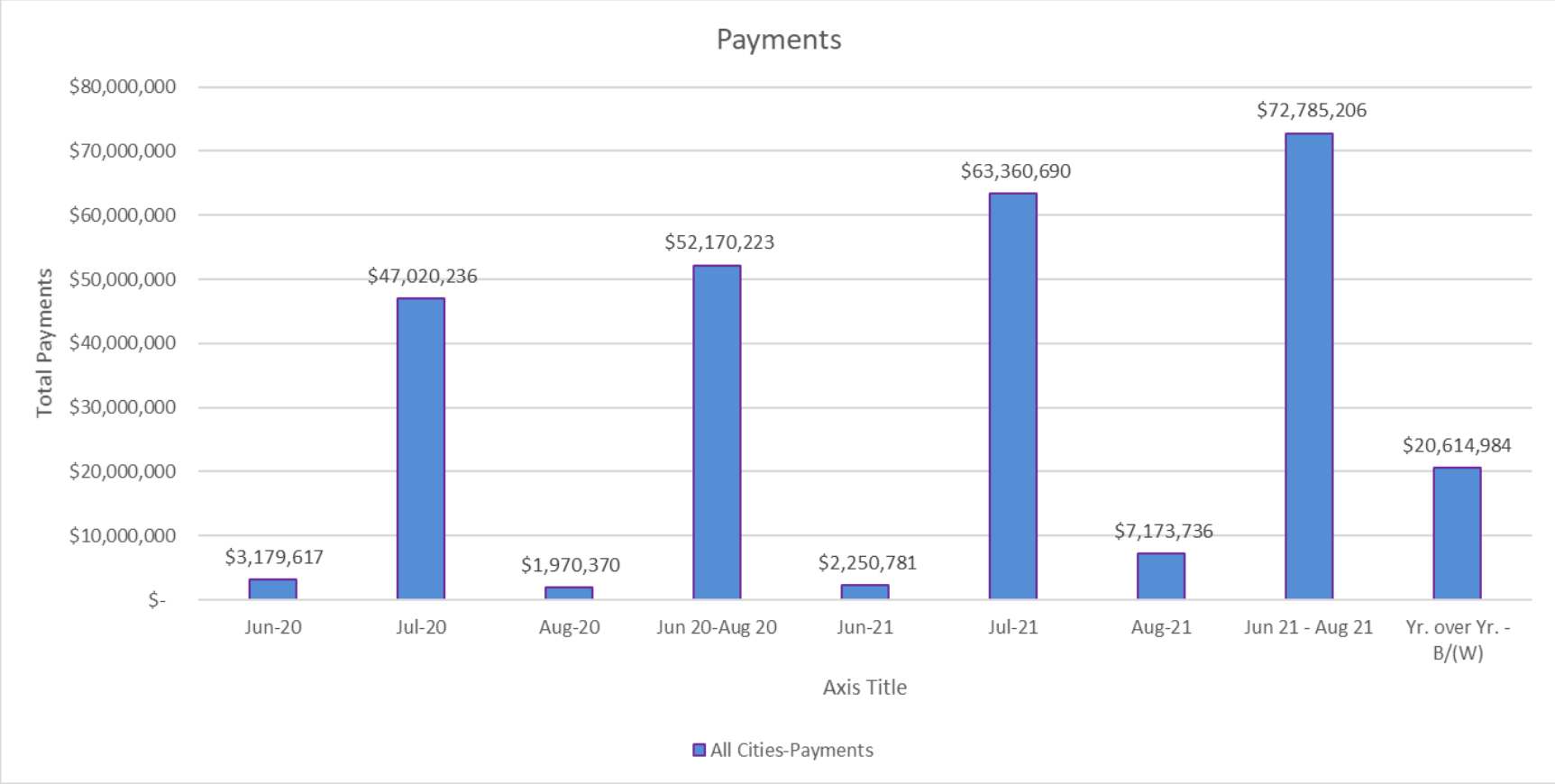
Accounts Created	Accounts created for the 3 months ended August 2021 were 4,445 which is down 11 compared to the same 3 months in the prior year. 5 of the cities were up and 6 cities were down - Bellevue up 123, Bremerton down 54, Des Moines up 15, Everett up 275, Kent is up 18, Lake Forest Park down 2, Renton down 84, Seattle down 148, Shoreline down 40, Snoqualmie up 59 and Tacoma down 173.



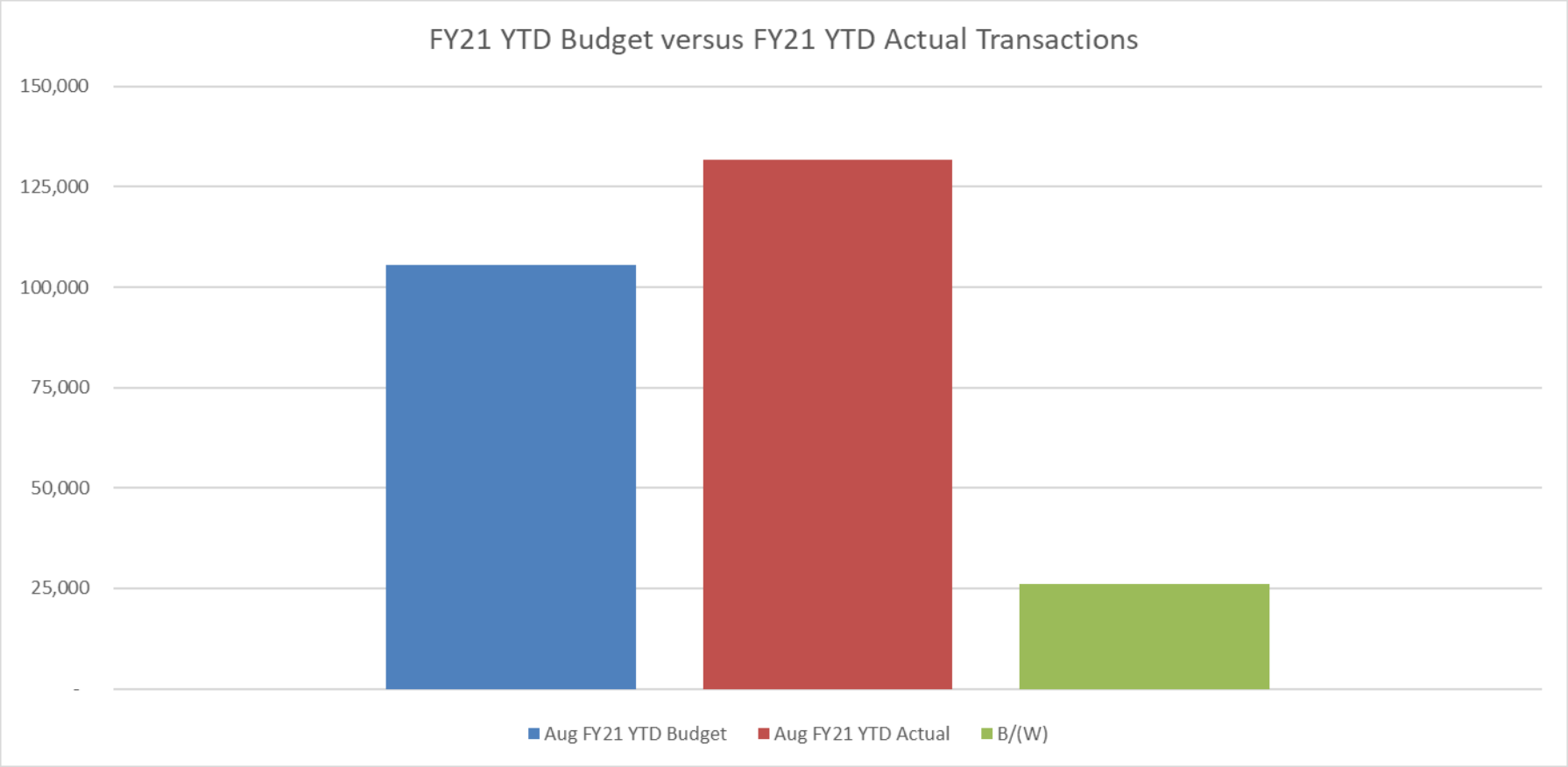
Tax Forms Filed	Tax Forms filed for the 3 months ended August 2021 were 27,998 which is up 6,691 filings compared to the same 3 months from the prior year. 8 cities were up and 3 cities were down - Bellevue was up 1,431, Bremerton down 96, Des Moines up 140, Everett up 2,077, Lake Forest Park up 111, Renton down 212, Seattle up 2,323, Shoreline down 19, Snoqualmie up 512 and Tacoma up 424.



Licenses/Renewals Filed	License/Renewals created for the 3 months ended August 2021 were 5,222 which is up 1,196 filings compared to the same 3 months from the prior year. 7 cities were up and 4 cities were down - Bellevue up 188, Bremerton down 109, Des Moines up 70, Everett up 165, Kent up 129, Lake Forest Park down 15, Renton up 105, Seattle up 731, Shoreline down 37, Snoqualmie up 64 and Tacoma down 95.



Payments Made by City	Payments made for the 3 months ended August 2021 were $72,785k which is up $20,615k compared to the same 3 months from the prior year. 9 cities were up and 2 cities was down. Bellevue up $2,883k Bremerton down $188k, Des Moines up $55k, Everett up $278k, Kent up $5k, Lake Forest Park up $34k, Renton up $974k, Seattle up $15,039k, Shoreline down $96k, Snoqualmie up $102k and Tacoma up $1,529k.



Transactions YTD Budget versus Actual **YTD**	YTD Transactions FY21 Budget versus Actual is 103,631 (B) compared to 131,605 (A) which is favorable by 25,974 or 25%. This projects to 206,484 which is up 42% from the prior year actuals. Payments are $208,552k YTD and project to $327,212k. This is a growth of $116,868k or 56%.

User Account Sign-Up Metrics

Description	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	Jul-21	Aug-21
Users that completed email validation	3,168	1,799	1,680	2,531	1,371	1,377	1,543	1,407
% of users that completed email validation	98%	97%	98%	97%	99%	97%	98%	98%
Users that completed email validation and assigned a license	2,116	1,184	1,142	1,678	914	944	1,073	962
% of users that completed email validation and assigned a license	67%	66%	68%	66%	67%	69%	70%	68%
Filed a Tax Return for the First Time	1,246	625	633	1,014	471	446	608	564

Seattle Import Account Sign-Up Metrics Description	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	Jul-21	Aug-21
Seattle Import Started	70	39	16	58	10	7	11	5
Seattle Import Completed	66	35	13	52	10	7	7	5
Seattle - % that started and completed import	94%	90%	81%	90%	100%	100%	64%	100%

New Cities Update

September 2021

Kent – Q2'2021 launched – renewals in progress.

Auburn – Tax Only Release Q1'2022,
Kubra Application In Progress
SIP Scheduling in progress Q4'2021

Vendor Warrant List – 2nd Quarter

September 2021

FileLocal
Quarterly Warrant List
6/30/2021

Vendor Name	Payment for Current Quarter	Payments Year-To-Date
Association of Washington Cities	-	300.00
City of Seattle Treasury Dept	94,703.89	202,879.48
e.Gov Systems	159,762.50	484,429.75
Francis & Company	21,181.00	22,917.25
Kevin Fitzpatrick	-	400.00
Leviathan	4,275.00	6,050.00
Madrona Law Group, PLLC	2,220.00	3,120.00