FileLocal

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

Executive Board:

Jamie Thomas
City of Auburn

Michael Chandler
City of Bellevue

Jeff Friend
City of Des Moines

Heide Brillantes
City of Everett

Paula Painter, Chair
City of Kent

Lindsey Vaughn
City of Lake Forest Park

Kari Roller
City of Renton

Jamie Carnell, Vice-Chair
City of Seattle

Andy Cherullo
City of Tacoma

Executive Board Meeting Agenda

September 26, 2024
SEATTLE MUNICIPAL TOWER
700 5TH AVE, ROOM 4070
SEATTLE, WA
TEAMS CONFERENCE CALL

1. **CALL TO ORDER**
   a. Roll Call

2. **PUBLIC COMMENT***

3. **APPROVAL OF 06-07-2024 MEETING SUMMARY**
   a. 06-07-2024 Meeting Summary

4. **REVIEW OF AUGUST, JULY, JUNE, AND MAY 2024 FINANCIAL STATEMENTS**
   a. August 2024 Financial Statements
   b. July 2024 Financial Statements
   c. June 2024 Financial Statements
   d. May 2024 Financial Statements

5. **ACTION ITEMS**

No Resolutions for this meeting

6. **DISCUSSION ITEMS**
   a. Operational Performance Report
   b. Vendor Warrant List

7. **ADJOURNMENT**

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700 5th Avenue, M/S SMT 60-70
P.O. Box 94669
Seattle, WA 98124-4669

Executive Board:

Jamie Thomas
City of Auburn

Jamie Robinson
City of Bellevue

Jeff Friend
City of Des Moines

Heide Brillantes
City of Everett

Paula Painter, Chair
City of Kent

Lindsey Vaughn
City of Lake Forest Park

Kari Roller
City of Renton

Jamie Carnel, Vice-Chair
City of Seattle

Andy Cherullo
City of Tacoma

Executive Board Meeting Summary

June 7, 2024

700 5TH AVE, ROOM 4096
TEAMS CONFERENCE CALL
SEATTLE, WA

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

Standing Items

1. **CALL TO ORDER**

   The 06-07-24 meeting of the Washington Multi-City Business License and Tax Portal Agency (FileLocal) was called to order at 11:03 a.m. and conducted by Teams meeting.

   ROLL CALL

   Board Members Present: Jeff Friend (phone), Heide Brillantes (phone), Andrea Madson for Paula Painter (phone), Kristin Trivelas for Kari Roller (phone), Jamie Carnell (phone) and Andy Cherullo (phone)

   Staff and Guests: Scott Hitchcock (phone), Julie Panick
   April Arnold (phone), and David Linehan (phone)

2. **PUBLIC COMMENT**

   There were no public comments.

3. **APPROVAL OF THE 05-06-24 AND 03-21-2024 MEETING SUMMARIES**

   On a motion made by Andy Cherullo and seconded by Kristin Trivelas, the board approved the 05-06-24 and 03-21-24 meeting summaries.

4. **REVIEW OF FINANCIAL STATEMENTS**

   Scott Hitchcock summarized the April 2024 financial statements and cash status. There were no questions or comments.

*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.

5. **ACTION ITEMS**

A. Resolution FL2024-03 Draft Budget 2025-2029

a. Scott Hitchcock reviewed the resolution

i. Motion to accept: Andy Cherullo
ii. Motion seconded: Jeff Friend
iii. Supermajority vote passed

VOTE FL2024-03	City	Member
	Auburn	Jamie Thomas (absent)
	Bellevue	Jamie Robinson (absent)
YES	Des Moines	Jeff Friend
YES	Everett	Heide Brillantes
YES	Kent	Andrea Madsen for Paula Painter
	Lake Forest Park	Lindsey Vaughn (absent)
YES	Renton	Kristin Trivelas for Kari Roller
YES	Seattle	Jamie Carnell
YES	Tacoma	Andy Cherullo

B. Resolution FL2024-04 Tamazari Contract Amendment

a. Scott Hitchcock reviewed the resolution.

i. Motion to accept: Andy Cherullo
ii. Motion seconded: Jeff Friend
iii. Majority vote: passed

VOTE FL2024-04	City	Member
	Auburn	Jamie Thomas (absent)
	Bellevue	Jamie Robinson (absent)
YES	Des Moines	Jeff Friend
YES	Everett	Heide Brillantes
YES	Kent	Andrea Madsen for Paula Painter

	Lake Forest Park	**Lindsey Vaughn (absent)**
YES	**Renton**	**Kristin Trivelas for Kari Roller**
YES	**Seattle**	**Jamie Carnell**
YES	**Tacoma**	**Andy Cherullo**

C. Resolution FL2024-05 Leviathan Contract Extension

a. Scott Hitchcock reviewed the resolution.

i. Motion to accept: Andy Cherullo
ii. Motion seconded: Kristin Trivelas
iii. Majority vote passed

VOTE FL2024-05	**City**	**Member**
	Auburn	**Jamie Thomas (absent)**
	Bellevue	**Jamie Robinson (absent)**
YES	**Des Moines**	**Jeff Friend**
YES	**Everett**	**Heide Brillantes**
YES	**Kent**	**Andrea Madsen for Paula Painter**
	Lake Forest Park	**Lindsey Vaughn (absent)**
YES	**Renton**	**Kristin Trivelas for Kari Roller**
YES	**Seattle**	**Jamie Carnell**
YES	**Tacoma**	**Andy Cherullo**

D. Resolution FL2024-06 Inslee Best Doezie & Ryder Contract Amendment

a. Scott Hitchcock reviewed the resolution.

i. Motion to accept: Andy Cherullo
ii. Motion seconded: Jeff Friend
iii. Majority vote: passed

VOTE FL2024-06	City	Member
	Auburn	Jamie Thomas (absent)
	Bellevue	Jamie Robinson (absent)
YES	Des Moines	Jeff Friend
YES	Everett	Heide Brillantes
YES	Kent	Andrea Madsen for Paula Painter
	Lake Forest Park	Lindsey Vaughn (absent)
YES	Renton	Kristin Trivelas for Kari Roller
YES	Seattle	Jamie Carnell
YES	Tacoma	Andy Cherullo

6. DISCUSSION ITEMS:

A. Operational Performance Report

Scott Hitchcock reviewed the Operational Performance Report. There were no questions or comments.

B. 2023 Annual Financial Statements

Scott Hitchcock presented the 2023 Annual Financial Statements. There were no questions or comments.

C. Vendor Warrant List

Scott Hitchcock reviewed the 1st Quarter Vendor Warrant List. There were no questions or comments.

7. ADJOURNMENT

On a motion made by Andy Cherullo and seconded by Jeff Friend, the meeting of the Executive Board adjourned at 11:27 a.m.

Respectfully submitted,

Julie Panick
Secretary, FileLocal

Finance Statements – August 2024

FileLocal

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

FileLocal
Financial Statements
August 31, 2024

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FileLocal
Statements of Financial Position
August 31, 2024

	Current	Prior	Change
ASSETS			
Wells Fargo checking	$ 89,119	$ 242,850	$ (153,731)
Short term investments	1,900,745	1,892,075	8,670
Accounts receivable	5,724	22,000	(16,276)
Due from other governments	49,757	66,645	(16,888)
Prepaid	-	-	-
Total current assets	2,045,345	2,223,570	(178,225)
TOTAL ASSETS	**2,045,345**	**2,223,570**	**(178,225)**
LIABILITIES AND NET ASSETS			
LIABILITIES			
Accounts payable	105,980	187,327	(81,347)
Accrued expenses	90,347	62,303	28,044
Credit card payable	-	-	-
Total current liabilities	196,327	249,630	(53,303)
TOTAL LIABILITIES	**196,327**	**249,630**	**(53,303)**
NET ASSETS			
Capital reserve	385,726	385,726	-
Fund carryover reserve	570,141	695,063	(124,922)
Operating reserve	291,825	291,825	-
Platform replacement reserve	601,326	601,326	-
TOTAL NET ASSETS	**1,849,018**	**1,973,940**	**(124,922)**
TOTAL LIABILITIES AND NET ASSETS	**$2,045,345**	**$2,223,570**	**$ (178,225)**
	-	-	-

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
Statements of Activities
August 31, 2024

	Sch	Current	Prior 1	Prior 2
REVENUES				
User fees		$ 13,744	$ 100,357	$ 14,079
Total revenues		**13,744**	**100,357**	**14,079**
OPERATING EXPENSES				
Contract labor	1	42,024	45,718	53,888
Contracts	2	4,500	2,403	6,624
Overhead	3	9,985	-	12,656
Technology costs	4	90,827	111,500	122,956
Total operating expenses		**147,336**	**159,621**	**196,124**
NET OPERATING SURPLUS/DEFICIT		**(133,592)**	**(59,264)**	**(182,045)**
OTHER REVENUE				
Investment income	5	8,670	8,903	8,867
Reimbursable costs	6	-	-	-
Total Other Revenue		**8,670**	**8,903**	**8,867**
OTHER EXPENDITURES				
Capital cost recovery	7	-	-	-
Net reserve adjustment	8	(124,922)	(50,361)	(173,178)
Total Other Expenditures		**(124,922)**	**(50,361)**	**(173,178)**
CHANGE IN NET ASSETS		**$ -**	**$ -**	**$ -**

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FileLocal
Statement of Budget and Actual
August 31, 2024

	Sch	Budget 2024	YTD Budget	YTD Actual	Variance
REVENUES					
User fees		$ 791,749	$ 532,578	$ 495,556	$ (37,022)
Total revenues		**791,749**	**532,578**	**495,556**	**(37,022)**
OPERATING EXPENSES					
Contract labor	1	484,120	322,747	334,182	(11,435)
Contracts	2	70,659	52,659	44,549	8,110
Overhead	3	41,023	31,980	35,618	(3,638)
Technology costs	4	1,349,584	933,057	830,784	102,273
Total operating expenses		**1,945,386**	**1,340,443**	**1,245,133**	**95,310**
NET OPERATING SURPLUS/DEFICIT		**(1,153,637)**	**(807,865)**	**(749,577)**	**58,288**
OTHER REVENUE					
Investment income	5	(112)	(74)	71,381	71,455
Reimbursable costs	6	812,793	812,793	812,793	-
Total Other Revenue		**812,681**	**812,719**	**884,174**	**71,455**
OTHER EXPENDITURES					
Capital cost recovery	7	-	-	-	-
Net reserve adjustment	8	(340,956)	4,854	134,597	(129,743)
Total Other Expenditures		**(340,956)**	**4,854**	**134,597**	**(129,743)**
CHANGE IN NET ASSETS		**$ -**	**$ -**	**$ -**	**$ -**

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FileLocal
Statement of Budget and Actual - Supporting Schedule
August 31, 2024

SCHEDULES	Budget	YTD Budget	YTD Actual	Variance
Contract labor - other	$ 201,600	$ 134,400	$ 141,540	$ (7,140)
Contract labor - Seattle	282,520	188,347	192,642	(4,295)
1. Contract labor	**484,120**	**322,747**	**334,182**	**(11,435)**
Accounting fees	65,000	47,000	39,391	7,609
Bank fees	364	364	(11)	375
Insurance	5,295	5,295	5,169	126
State Auditor fees	-	-	-	-
2. Contracts	**70,659**	**52,659**	**44,549**	**8,110**
Agency IT costs	12,802	12,802	3,589	9,213
Legal fees	22,802	15,201	30,840	(15,639)
License and membership fees	1,761	1,761	300	1,461
Meals and entertainment	1,332	666	352	314
Office and operating supplies	620	413	537	(124)
Travel expense	1,706	1,137	-	1,137
3. Overhead	**41,023**	**31,980**	**35,618**	**(3,638)**
Platform replacement	100,000	100,000	96,000	4,000
Project management	85,000	56,667	-	56,667
SAAS fees	1,050,000	700,000	700,000	-
Software development	100,000	66,667	34,784	31,883
Software development recovery	-	-	-	-
Web security	14,584	9,723	-	9,723
4. Technology costs	**1,349,584**	**933,057**	**830,784**	**102,273**
Interest income	-	-	71,451	71,451
Investment expense	(112)	(75)	(71)	4
5. Investment income	**(112)**	**(75)**	**71,380**	**71,455**
Reimbursable costs - Auburn	10,978	10,978	10,978	-
Reimbursable costs - Bellevue	74,716	74,716	74,716	-
Reimbursable costs - Des Moines	7,192	7,192	7,192	-
Reimbursable costs - Everett	34,769	34,769	34,769	-
Reimbursable costs - Kent	10,234	10,234	10,234	-
Reimbursable costs - Lake Forest Park	6,134	6,134	6,134	-
Reimbursable costs - Renton	25,640	25,640	25,640	-
Reimbursable costs - Seattle	513,272	513,272	513,272	-
Reimbursable costs - Shoreline	9,064	9,064	9,064	-
Reimbursable costs - Tacoma	120,794	120,794	120,794	-
6. Reimbursable costs	**812,793**	**812,793**	**812,793**	**-**
Capital cost collected	(27,000)	(27,000)	(27,000)	-
Capital cost paid	27,000	27,000	27,000	-
7. Capital cost recovery	**-**	**-**	**-**	**-**
Capital reserve adjustment	(35,726)	-	-	-
Fund carryover reserve adjustment	(265,684)	44,400	170,143	(125,743)
Operating reserve adjustment	60,454	60,454	60,454	-
Platform replacement adjustment	(100,000)	(100,000)	(96,000)	(4,000)
8. Net reserve adjustment	**$ (340,956)**	**$ 4,854**	**$ 134,597**	**$ (129,743)**

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FileLocal
Statement of Cash Flow
August 31, 2024

OPERATING ACTIVITIES	
Change in Net Assets	(124,922)
Adjustments to reconcile Net Revenue to Net Cash provided by operations:	
Accounts Receivable	16,276
Due from other governments	16,888
Accounts Payable	(81,347)
Accrued Expenses	28,044
Credit card payable	-
Net cash provided by operating activities	**(145,061)**
Net cash increase for period	(145,061)
Cash at beginning of period	2,134,925
Cash at end of period	**1,989,864**

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Finance Statements – July 2024

FileLocal

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

FileLocal
Financial Statements
July 31, 2024

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FileLocal
Statements of Financial Position
July 31, 2024

	Current	Prior	Change
ASSETS			
Wells Fargo checking	$ 242,850	$ 245,076	$ (2,226)
Short term investments	1,892,075	1,962,928	(70,853)
Accounts receivable	22,000	5,060	16,940
Due from other governments	66,645	66,645	-
Prepaid	-	-	-
Total current assets	2,223,570	2,279,709	(56,139)
TOTAL ASSETS	**2,223,570**	**2,279,709**	**(56,139)**
LIABILITIES AND NET ASSETS			
LIABILITIES			
Accounts payable	187,327	165,398	21,929
Accrued expenses	62,303	90,010	(27,707)
Credit card payable	-	-	-
Total current liabilities	249,630	255,408	(5,778)
TOTAL LIABILITIES	**249,630**	**255,408**	**(5,778)**
NET ASSETS			
Capital reserve	385,726	385,726	-
Fund carryover reserve	695,063	721,424	(26,361)
Operating reserve	291,825	291,825	-
Platform replacement reserve	601,326	625,326	(24,000)
TOTAL NET ASSETS	**1,973,940**	**2,024,301**	**(50,361)**
TOTAL LIABILITIES AND NET ASSETS	**$2,223,570**	**$2,279,709**	**$ (56,139)**
	-	-	-

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FileLocal
Statements of Activities
July 31, 2024

	Sch	Current	Prior 1	Prior 2
REVENUES				
User fees		$ 100,357	$ 14,079	$ 17,568
Total revenues		**100,357**	**14,079**	**17,568**
OPERATING EXPENSES				
Contract labor	1	45,718	53,888	28,583
Contracts	2	2,403	6,624	5,953
Overhead	3	-	12,656	5,752
Technology costs	4	111,500	122,956	126,500
Total operating expenses		**159,621**	**196,124**	**166,788**
NET OPERATING SURPLUS/DEFICIT		**(59,264)**	**(182,045)**	**(149,220)**
OTHER REVENUE				
Investment income	5	8,903	8,867	9,629
Reimbursable costs	6	-	-	-
Total Other Revenue		**8,903**	**8,867**	**9,629**
OTHER EXPENDITURES				
Capital cost recovery	7	-	-	-
Net reserve adjustment	8	(50,361)	(173,178)	(139,591)
Total Other Expenditures		**(50,361)**	**(173,178)**	**(139,591)**
CHANGE IN NET ASSETS		**$ -**	**$ -**	**$ -**

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FileLocal
Statement of Budget and Actual
July 31, 2024

	Sch	Budget 2024	YTD Budget	YTD Actual	Variance
REVENUES					
User fees		$ 791,749	$ 511,811	$ 481,812	$ (29,999)
Total revenues		**791,749**	**511,811**	**481,812**	**(29,999)**
OPERATING EXPENSES					
Contract labor	1	484,120	282,403	292,159	(9,756)
Contracts	2	70,659	42,659	40,049	2,610
Overhead	3	41,023	29,886	25,634	4,252
Technology costs	4	1,349,584	828,923	739,956	88,967
Total operating expenses		**1,945,386**	**1,183,871**	**1,097,798**	**86,073**
NET OPERATING SURPLUS/DEFICIT		**(1,153,637)**	**(672,060)**	**(615,986)**	**56,074**
OTHER REVENUE					
Investment income	5	(112)	(67)	62,711	62,778
Reimbursable costs	6	812,793	812,793	812,793	-
Total Other Revenue		**812,681**	**812,726**	**875,504**	**62,778**
OTHER EXPENDITURES					
Capital cost recovery	7	-	-	-	-
Net reserve adjustment	8	(340,956)	140,666	259,518	(118,852)
Total Other Expenditures		**(340,956)**	**140,666**	**259,518**	**(118,852)**
CHANGE IN NET ASSETS		**$ -**	**$ -**	**$ -**	**$ -**

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FileLocal
Statement of Budget and Actual - Supporting Schedule
July 31, 2024

SCHEDULES	Budget	YTD Budget	YTD Actual	Variance
Contract labor - other	$ 201,600	$ 117,600	$ 123,060	$ (5,460)
Contract labor - Seattle	282,520	164,803	169,099	(4,296)
1. Contract labor	**484,120**	**282,403**	**292,159**	**(9,756)**
Accounting fees	65,000	37,000	34,891	2,109
Bank fees	364	364	(11)	375
Insurance	5,295	5,295	5,169	126
State Auditor fees	-	-	-	-
2. Contracts	**70,659**	**42,659**	**40,049**	**2,610**
Agency IT costs	12,802	12,802	3,589	9,213
Legal fees	22,802	13,301	20,856	(7,555)
License and membership fees	1,761	1,761	300	1,461
Meals and entertainment	1,332	666	352	314
Office and operating supplies	620	361	537	(176)
Travel expense	1,706	995	-	995
3. Overhead	**41,023**	**29,886**	**25,634**	**4,252**
Platform replacement	100,000	100,000	96,000	4,000
Project management	85,000	49,583	-	49,583
SAAS fees	1,050,000	612,500	612,500	-
Software development	100,000	58,333	31,456	26,877
Software development recovery	-	-	-	-
Web security	14,584	8,507	-	8,507
4. Technology costs	**1,349,584**	**828,923**	**739,956**	**88,967**
Interest income	-	-	62,772	62,772
Investment expense	(112)	(65)	(62)	3
5. Investment income	**(112)**	**(65)**	**62,710**	**62,775**
Reimbursable costs - Auburn	10,978	10,978	10,978	-
Reimbursable costs - Bellevue	74,716	74,716	74,716	-
Reimbursable costs - Des Moines	7,192	7,192	7,192	-
Reimbursable costs - Everett	34,769	34,769	34,769	-
Reimbursable costs - Kent	10,234	10,234	10,234	-
Reimbursable costs - Lake Forest Park	6,134	6,134	6,134	-
Reimbursable costs - Renton	25,640	25,640	25,640	-
Reimbursable costs - Seattle	513,272	513,272	513,272	-
Reimbursable costs - Shoreline	9,064	9,064	9,064	-
Reimbursable costs - Tacoma	120,794	120,794	120,794	-
6. Reimbursable costs	**812,793**	**812,793**	**812,793**	**-**
Capital cost collected	(27,000)	(27,000)	(27,000)	-
Capital cost paid	27,000	27,000	27,000	-
7. Capital cost recovery	**-**	**-**	**-**	**-**
Capital reserve adjustment	(35,726)	-	-	-
Fund carryover reserve adjustment	(265,684)	180,212	295,064	(114,852)
Operating reserve adjustment	60,454	60,454	60,454	-
Platform replacement adjustment	(100,000)	(100,000)	(96,000)	(4,000)
8. Net reserve adjustment	**$ (340,956)**	**$ 140,666**	**$ 259,518**	**$ (118,852)**

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FileLocal
Statement of Cash Flow
July 31, 2024

OPERATING ACTIVITIES	
Change in Net Assets	(50,361)
Adjustments to reconcile Net Revenue to Net Cash provided by operations:	
Accounts Receivable	(16,941)
Due from other governments	-
Accounts Payable	21,930
Accrued Expenses	(27,707)
Credit card payable	-
Net cash provided by operating activities	**(73,079)**
Net cash increase for period	(73,079)
Cash at beginning of period	2,208,004
Cash at end of period	**2,134,925**

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Finance Statements – June 2024

FileLocal

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

FileLocal
Financial Statements
June 30, 2024

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FileLocal
Statements of Financial Position
June 30, 2024

	Current	Prior	Change
ASSETS			
Wells Fargo checking	$ 245,076	$ 316,660	$ (71,584)
Short term investments	1,962,928	2,059,541	(96,613)
Accounts receivable	5,060	5,904	(844)
Due from other governments	66,645	29,640	37,005
Prepaid	-	-	-
Total current assets	2,279,709	2,411,745	(132,036)
TOTAL ASSETS	**2,279,709**	**2,411,745**	**(132,036)**
LIABILITIES AND NET ASSETS			
LIABILITIES			
Accounts payable	165,398	102,500	62,898
Accrued expenses	90,010	111,767	(21,757)
Credit card payable	-	-	-
Total current liabilities	255,408	214,267	41,141
TOTAL LIABILITIES	**255,408**	**214,267**	**41,141**
NET ASSETS			
Capital reserve	385,726	385,726	-
Fund carryover reserve	721,424	875,601	(154,177)
Operating reserve	291,825	291,825	-
Platform replacement reserve	625,326	644,326	(19,000)
TOTAL NET ASSETS	**2,024,301**	**2,197,478**	**(173,177)**
TOTAL LIABILITIES AND NET ASSETS	**$2,279,709**	**$2,411,745**	**$ (132,036)**
	-	-	-

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
Statements of Activities
June 30, 2024

	Sch	Current	Prior 1	Prior 2
REVENUES				
User fees		$ 14,080	$ 17,568	$ 111,576
Total revenues		**14,080**	**17,568**	**111,576**
OPERATING EXPENSES				
Contract labor	1	53,888	28,583	40,945
Contracts	2	6,624	5,953	4,500
Overhead	3	12,656	5,752	335
Technology costs	4	122,956	126,500	111,500
Total operating expenses		**196,124**	**166,788**	**157,280**
NET OPERATING SURPLUS/DEFICIT		**(182,044)**	**(149,220)**	**(45,704)**
OTHER REVENUE				
Investment income	5	8,867	9,629	10,124
Reimbursable costs	6	-	-	-
Total Other Revenue		**8,867**	**9,629**	**10,124**
OTHER EXPENDITURES				
Capital cost recovery	7	-	-	-
Net reserve adjustment	8	(173,177)	(139,591)	(35,580)
Total Other Expenditures		**(173,177)**	**(139,591)**	**(35,580)**
CHANGE IN NET ASSETS		**$ -**	**$ -**	**$ -**

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 Budget and Actual
June 30, 2024

	Sch	Budget 2024	YTD Budget	YTD Actual	Variance
REVENUES					
User fees		$ 791,749	$ 419,440	$ 381,456	$ (37,984)
Total revenues		**791,749**	**419,440**	**381,456**	**(37,984)**
OPERATING EXPENSES					
Contract labor	1	484,120	242,060	246,442	(4,382)
Contracts	2	70,659	38,159	37,646	513
Overhead	3	41,023	27,792	25,634	2,158
Technology costs	4	1,349,584	699,792	628,456	71,336
Total operating expenses		**1,945,386**	**1,007,803**	**938,178**	**69,625**
NET OPERATING SURPLUS/DEFICIT		**(1,153,637)**	**(588,363)**	**(556,722)**	**31,641**
OTHER REVENUE					
Investment income	5	(112)	(57)	53,808	53,865
Reimbursable costs	6	812,793	812,793	812,793	-
Total Other Revenue		**812,681**	**812,736**	**866,601**	**53,865**
OTHER EXPENDITURES					
Capital cost recovery	7	-	-	-	-
Net reserve adjustment	8	(340,956)	224,373	309,879	(85,506)
Total Other Expenditures		**(340,956)**	**224,373**	**309,879**	**(85,506)**
CHANGE IN NET ASSETS		**$ -**	**$ -**	**$ -**	**$ -**

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FileLocal
Statement of Budget and Actual - Supporting Schedule
June 30, 2024

SCHEDULES	Budget	YTD Budget	YTD Actual	Variance
Contract labor - other	$ 201,600	$ 100,800	$ 104,580	$ (3,780)
Contract labor - Seattle	282,520	141,260	141,862	(602)
1. Contract labor	**484,120**	**242,060**	**246,442**	**(4,382)**
Accounting fees	65,000	32,500	32,488	12
Bank fees	364	364	(11)	375
Insurance	5,295	5,295	5,169	126
State Auditor fees	-	-	-	-
2. Contracts	**70,659**	**38,159**	**37,646**	**513**
Agency IT costs	12,802	12,802	3,589	9,213
Legal fees	22,802	11,401	20,856	(9,455)
License and membership fees	1,761	1,761	300	1,461
Meals and entertainment	1,332	666	352	314
Office and operating supplies	620	309	537	(228)
Travel expense	1,706	853	-	853
3. Overhead	**41,023**	**27,792**	**25,634**	**2,158**
Platform replacement	100,000	75,000	72,000	3,000
Project management	85,000	42,500	-	42,500
SAAS fees	1,050,000	525,000	525,000	-
Software development	100,000	50,000	31,456	18,544
Software development recovery	-	-	-	-
Web security	14,584	7,292	-	7,292
4. Technology costs	**1,349,584**	**699,792**	**628,456**	**71,336**
Interest income	-	-	53,860	53,860
Investment expense	(112)	(56)	(53)	3
5. Investment income	**(112)**	**(56)**	**53,807**	**53,863**
Reimbursable costs - Auburn	10,978	10,978	10,978	-
Reimbursable costs - Bellevue	74,716	74,716	74,716	-
Reimbursable costs - Des Moines	7,192	7,192	7,192	-
Reimbursable costs - Everett	34,769	34,769	34,769	-
Reimbursable costs - Kent	10,234	10,234	10,234	-
Reimbursable costs - Lake Forest Park	6,134	6,134	6,134	-
Reimbursable costs - Renton	25,640	25,640	25,640	-
Reimbursable costs - Seattle	513,272	513,272	513,272	-
Reimbursable costs - Shoreline	9,064	9,064	9,064	-
Reimbursable costs - Tacoma	120,794	120,794	120,794	-
6. Reimbursable costs	**812,793**	**812,793**	**812,793**	**-**
Capital cost collected	(27,000)	(27,000)	(27,000)	-
Capital cost paid	27,000	27,000	27,000	-
7. Capital cost recovery	**-**	**-**	**-**	**-**
Capital reserve adjustment	(35,726)	-	-	-
Fund carryover reserve adjustment	(265,684)	238,919	321,425	(82,506)
Operating reserve adjustment	60,454	60,454	60,454	-
Platform replacement adjustment	(100,000)	(75,000)	(72,000)	(3,000)
8. Net reserve adjustment	**$ (340,956)**	**$ 224,373**	**$ 309,879**	**$ (85,506)**

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 Cash Flow
June 30, 2024

OPERATING ACTIVITIES	
Change in Net Assets	(173,178)
Adjustments to reconcile Net Revenue to Net Cash provided by operations:	
Accounts Receivable	844
Accounts Payable	62,898
Accrued Expenses	(21,757)
Net cash provided by operating activities	**(168,198)**
Net cash increase for period	(168,198)
Cash at beginning of period	2,376,202
Cash at end of period	**2,208,004**

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.

Finance Statements – May 2024

FileLocal

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

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Financial Statements
May 31, 2024

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STATEMENTS OF FINANCIAL POSITION	2
STATEMENT OF ACTIVITIES	3
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STATEMENT OF CASH FLOW	5
STATEMENT OF BUDGET AND ACTUAL - SUPPORTING SCHEDULE	6

FileLocal
Statements of Financial Position
May 31, 2024

	Current	Prior	Change
ASSETS			
Wells Fargo checking	$ 316,660	$ 191,820	$ 124,840
Short term investments	2,059,541	2,256,710	(197,169)
Accounts receivable	5,904	28,204	(22,300)
Due from other governments	29,640	68,409	(38,769)
Prepaid	-	-	-
Total current assets	2,411,745	2,545,143	(133,398)
TOTAL ASSETS	**2,411,745**	**2,545,143**	**(133,398)**
LIABILITIES AND NET ASSETS			
LIABILITIES			
Accounts payable	102,500	139,351	(36,851)
Accrued expenses	111,767	68,723	43,044
Credit card payable	-	-	-
Total current liabilities	214,267	208,074	6,193
TOTAL LIABILITIES	**214,267**	**208,074**	**6,193**
NET ASSETS			
Capital reserve	385,726	385,726	-
Fund carryover reserve	875,601	991,192	(115,591)
Operating reserve	291,825	291,825	-
Platform replacement reserve	644,326	668,326	(24,000)
TOTAL NET ASSETS	**2,197,478**	**2,337,069**	**(139,591)**
TOTAL LIABILITIES AND NET ASSETS	**$2,411,745**	**$2,545,143**	**$ (133,398)**
	-	-	-

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
Statements of Activities
May 31, 2024

	Sch	Current	Prior 1	Prior 2
REVENUES				
User fees		$ 17,568	$ 111,576	$ 26,436
Total revenues		**17,568**	**111,576**	**26,436**
OPERATING EXPENSES				
Contract labor	1	28,583	40,945	40,658
Contracts	2	5,953	4,500	12,651
Overhead	3	5,752	335	2,097
Technology costs	4	126,500	111,500	92,500
Total operating expenses		**166,788**	**157,280**	**147,906**
NET OPERATING SURPLUS/DEFICIT		**(149,220)**	**(45,704)**	**(121,470)**
OTHER REVENUE				
Investment income	5	9,629	10,124	10,027
Reimbursable costs	6	-	-	-
Total Other Revenue		**9,629**	**10,124**	**10,027**
OTHER EXPENDITURES				
Capital cost recovery	7	-	-	-
Net reserve adjustment	8	(139,591)	(35,580)	(111,443)
Total Other Expenditures		**(139,591)**	**(35,580)**	**(111,443)**
CHANGE IN NET ASSETS		**$ -**	**$ -**	**$ -**

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 Budget and Actual
May 31, 2024

	Sch	Budget 2024	YTD Budget	YTD Actual	Variance
REVENUES					
User fees		$ 791,749	$ 401,567	$ 367,376	$ (34,191)
Total revenues		**791,749**	**401,567**	**367,376**	**(34,191)**
OPERATING EXPENSES					
Contract labor	1	484,120	201,717	192,553	9,164
Contracts	2	70,659	33,659	31,022	2,637
Overhead	3	41,023	25,366	12,978	12,388
Technology costs	4	1,349,584	550,661	505,500	45,161
Total operating expenses		**1,945,386**	**811,403**	**742,053**	**69,350**
NET OPERATING SURPLUS/DEFICIT		**(1,153,637)**	**(409,836)**	**(374,677)**	**35,159**
OTHER REVENUE					
Investment income	5	(112)	(45)	44,941	44,986
Reimbursable costs	6	812,793	812,793	812,793	-
Total Other Revenue		**812,681**	**812,748**	**857,734**	**44,986**
OTHER EXPENDITURES					
Capital cost recovery	7	-	-	-	-
Net reserve adjustment	8	(340,956)	402,912	483,057	(80,145)
Total Other Expenditures		**(340,956)**	**402,912**	**483,057**	**(80,145)**
CHANGE IN NET ASSETS		**$ -**	**$ -**	**$ -**	**$ -**

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FileLocal
Statement of Budget and Actual - Supporting Schedule
May 31, 2024

SCHEDULES	Budget	YTD Budget	YTD Actual	Variance
Contract labor - other	$ 201,600	$ 84,000	$ 74,235	$ 9,765
Contract labor - Seattle	282,520	117,717	118,318	(601)
1. Contract labor	**484,120**	**201,717**	**192,553**	**9,164**
Accounting fees	65,000	28,000	25,728	2,272
Bank fees	364	364	125	239
Insurance	5,295	5,295	5,169	126
State Auditor fees	-	-	-	-
2. Contracts	**70,659**	**33,659**	**31,022**	**2,637**
Agency IT costs	12,802	12,802	3,589	9,213
Legal fees	22,802	9,501	8,552	949
License and membership fees	1,761	1,761	300	1,461
Meals and entertainment	1,332	333	-	333
Office and operating supplies	620	258	537	(279)
Travel expense	1,706	711	-	711
3. Overhead	**41,023**	**25,366**	**12,978**	**12,388**
Platform replacement	100,000	30,000	53,000	(23,000)
Project management	85,000	35,417	-	35,417
SAAS fees	1,050,000	437,500	437,500	-
Software development	100,000	41,667	15,000	26,667
Software development recovery	-	-	-	-
Web security	14,584	6,077	-	6,077
4. Technology costs	**1,349,584**	**550,661**	**505,500**	**45,161**
Interest income	-	-	44,987	44,987
Investment expense	(112)	(47)	(47)	-
5. Investment income	**(112)**	**(47)**	**44,940**	**44,987**
Reimbursable costs - Auburn	10,978	10,978	10,978	-
Reimbursable costs - Bellevue	74,716	74,716	74,716	-
Reimbursable costs - Des Moines	7,192	7,192	7,192	-
Reimbursable costs - Everett	34,769	34,769	34,769	-
Reimbursable costs - Kent	10,234	10,234	10,234	-
Reimbursable costs - Lake Forest Park	6,134	6,134	6,134	-
Reimbursable costs - Renton	25,640	25,640	25,640	-
Reimbursable costs - Seattle	513,272	513,272	513,272	-
Reimbursable costs - Shoreline	9,064	9,064	9,064	-
Reimbursable costs - Tacoma	120,794	120,794	120,794	-
6. Reimbursable costs	**812,793**	**812,793**	**812,793**	**-**
Capital cost collected	(27,000)	(27,000)	(27,000)	-
Capital cost paid	27,000	27,000	27,000	-
7. Capital cost recovery	**-**	**-**	**-**	**-**
Capital reserve adjustment	(35,726)	-	-	-
Fund carryover reserve adjustment	(265,684)	372,458	475,603	(103,145)
Operating reserve adjustment	60,454	60,454	60,454	-
Platform replacement adjustment	(100,000)	(30,000)	(53,000)	23,000
8. Net reserve adjustment	**$ (340,956)**	**$ 402,912**	**$ 483,057**	**$ (80,145)**

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 Cash Flow
May 31, 2024

OPERATING ACTIVITIES	
Change in Net Assets	(139,591)
Adjustments to reconcile Net Revenue to Net Cash provided by operations:	
Accounts Receivable	22,300
Accounts Payable	(36,851)
Accrued Expenses	43,043
Net cash provided by operating activities	**(72,330)**
Net cash increase for period	(72,330)
Cash at beginning of period	2,448,531
Cash at end of period	**2,376,201**

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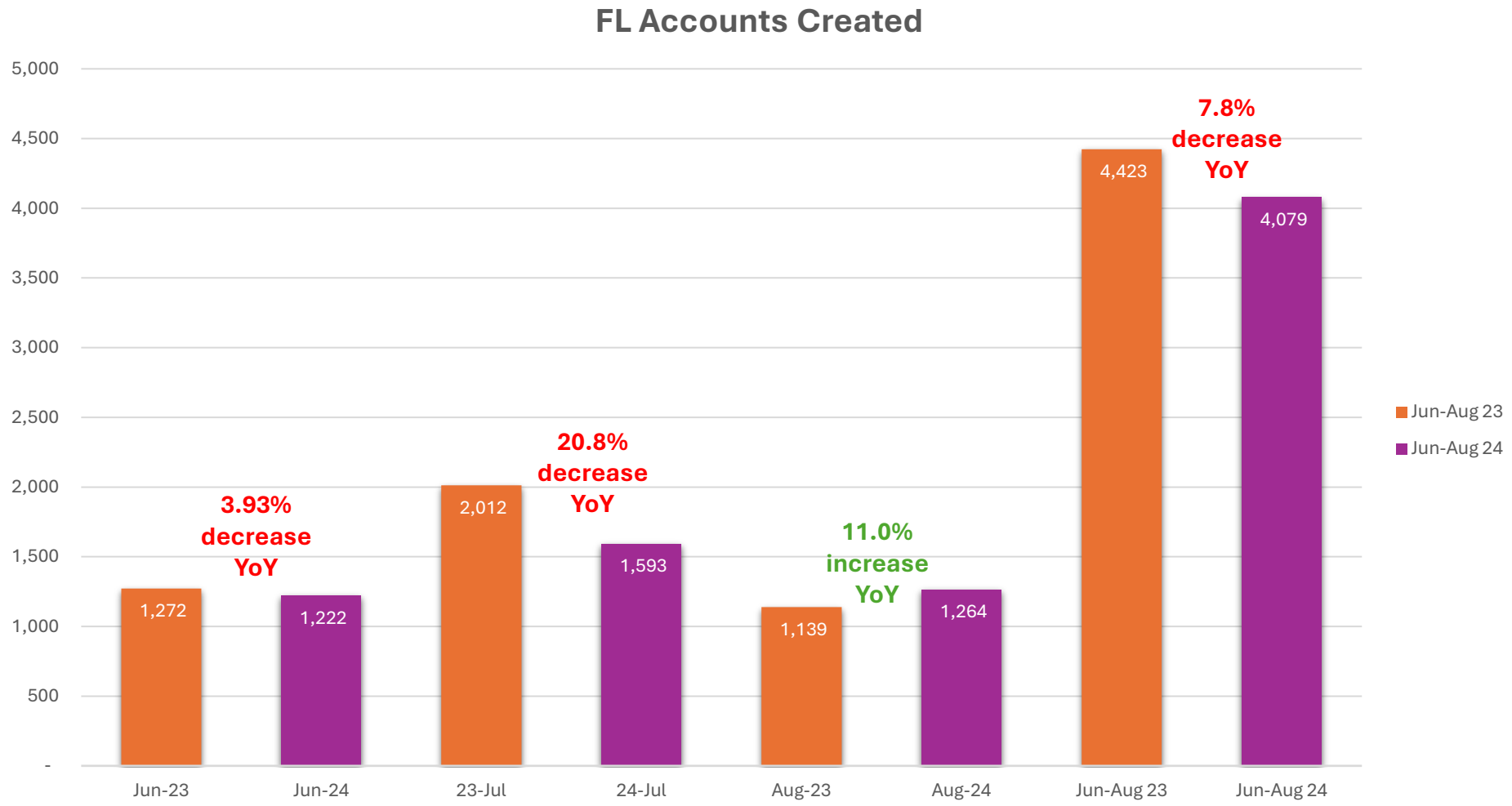
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Operational Performance Report

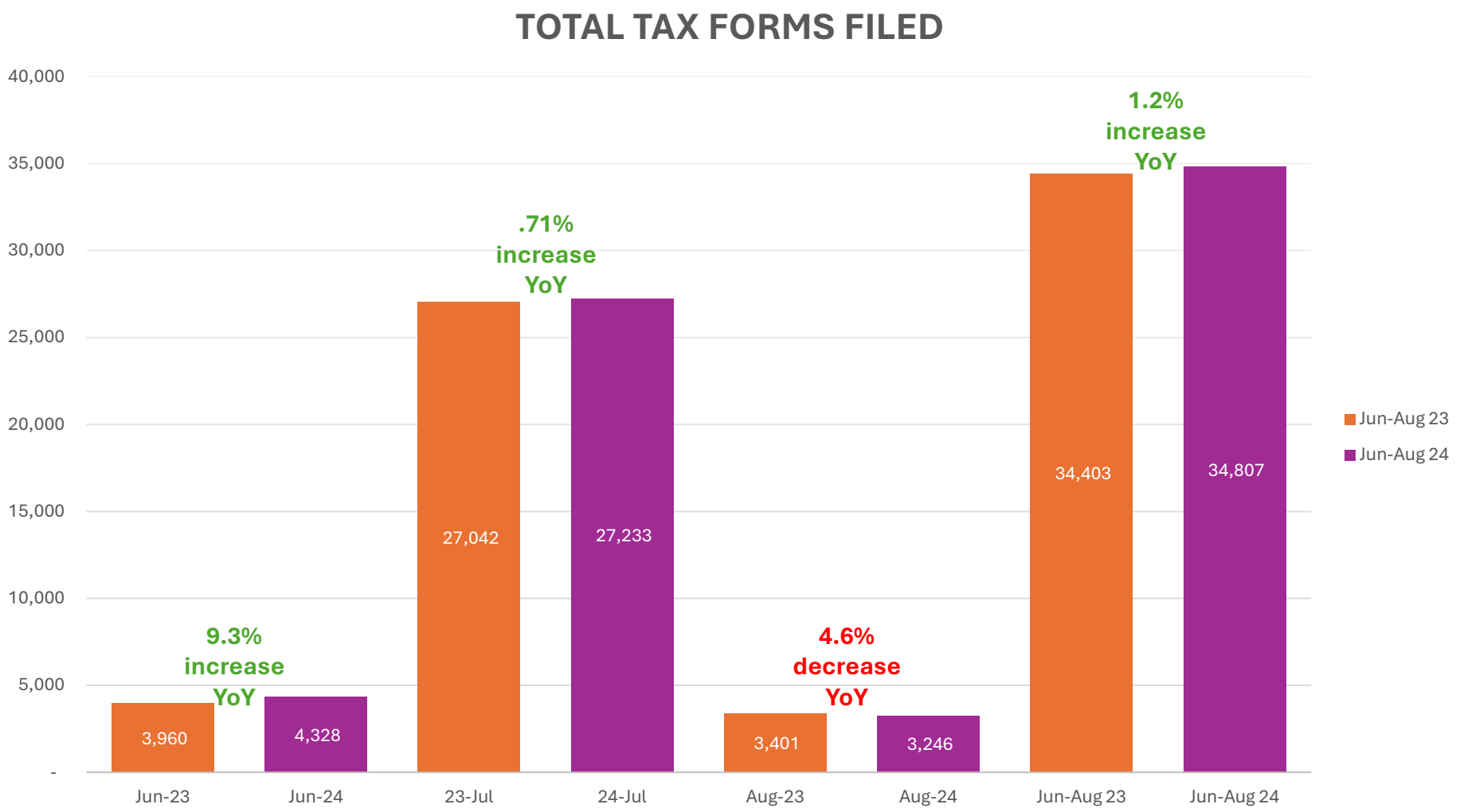
June 2024 – August 2024

September 26, 2024

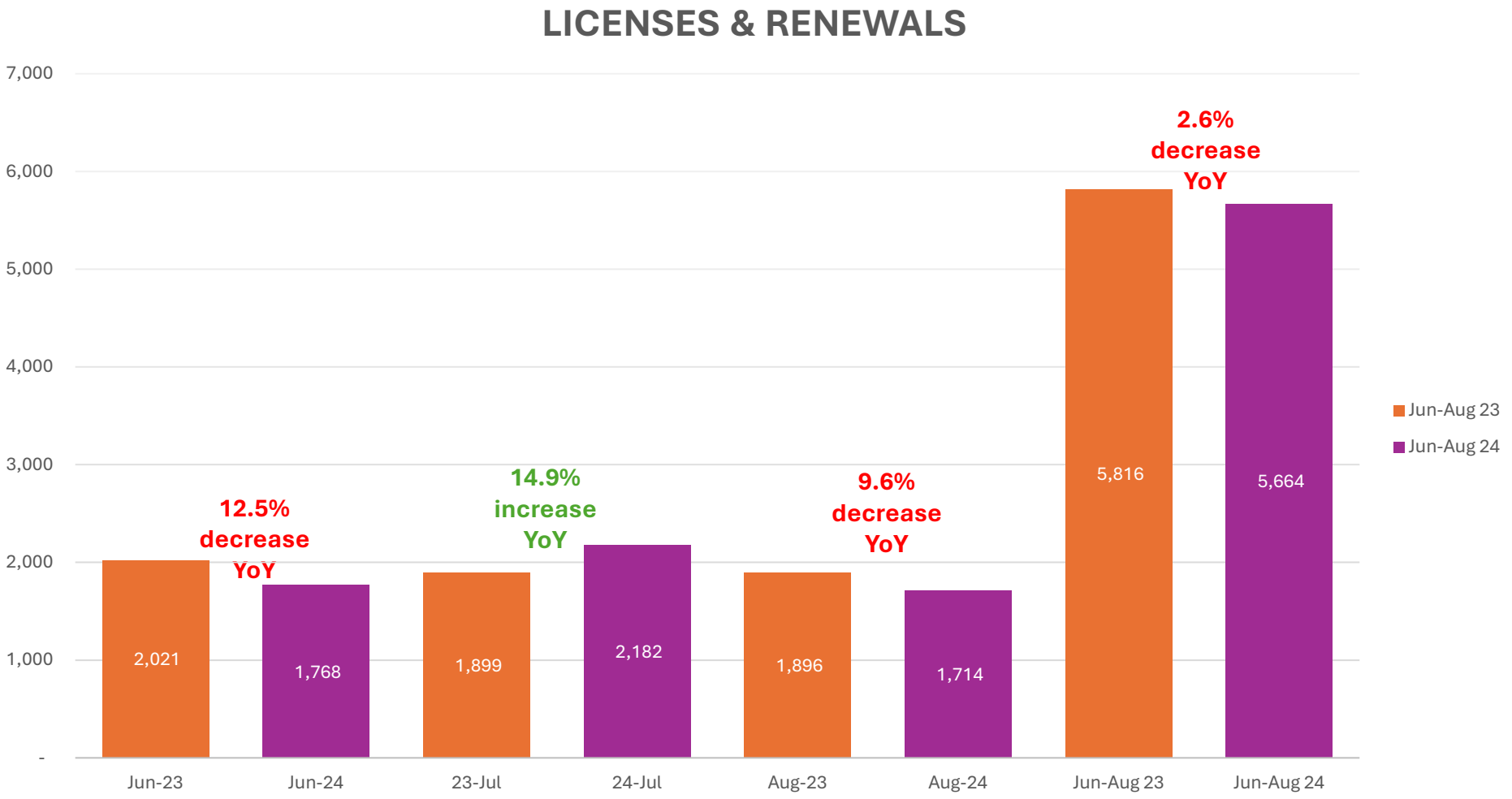
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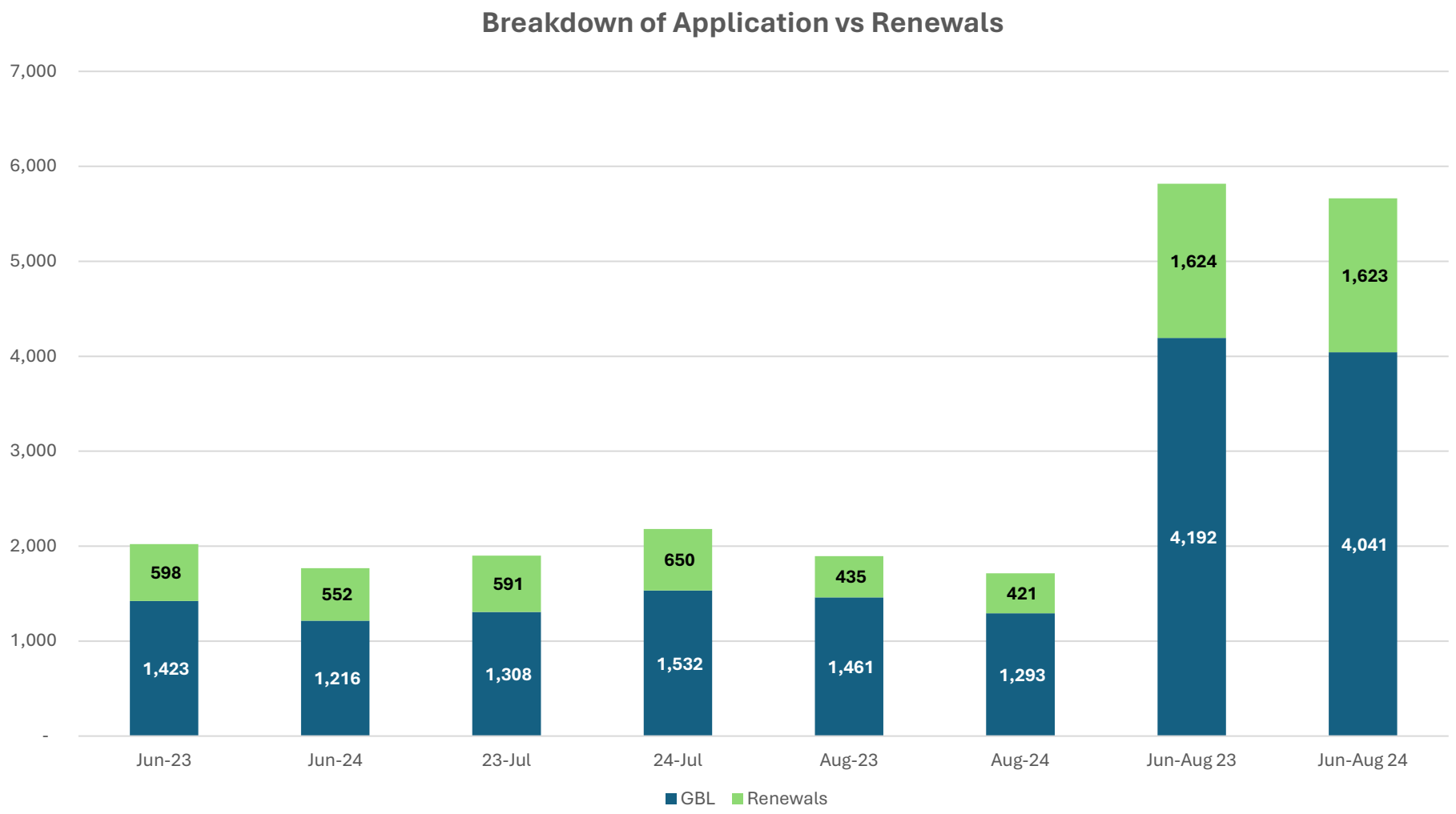
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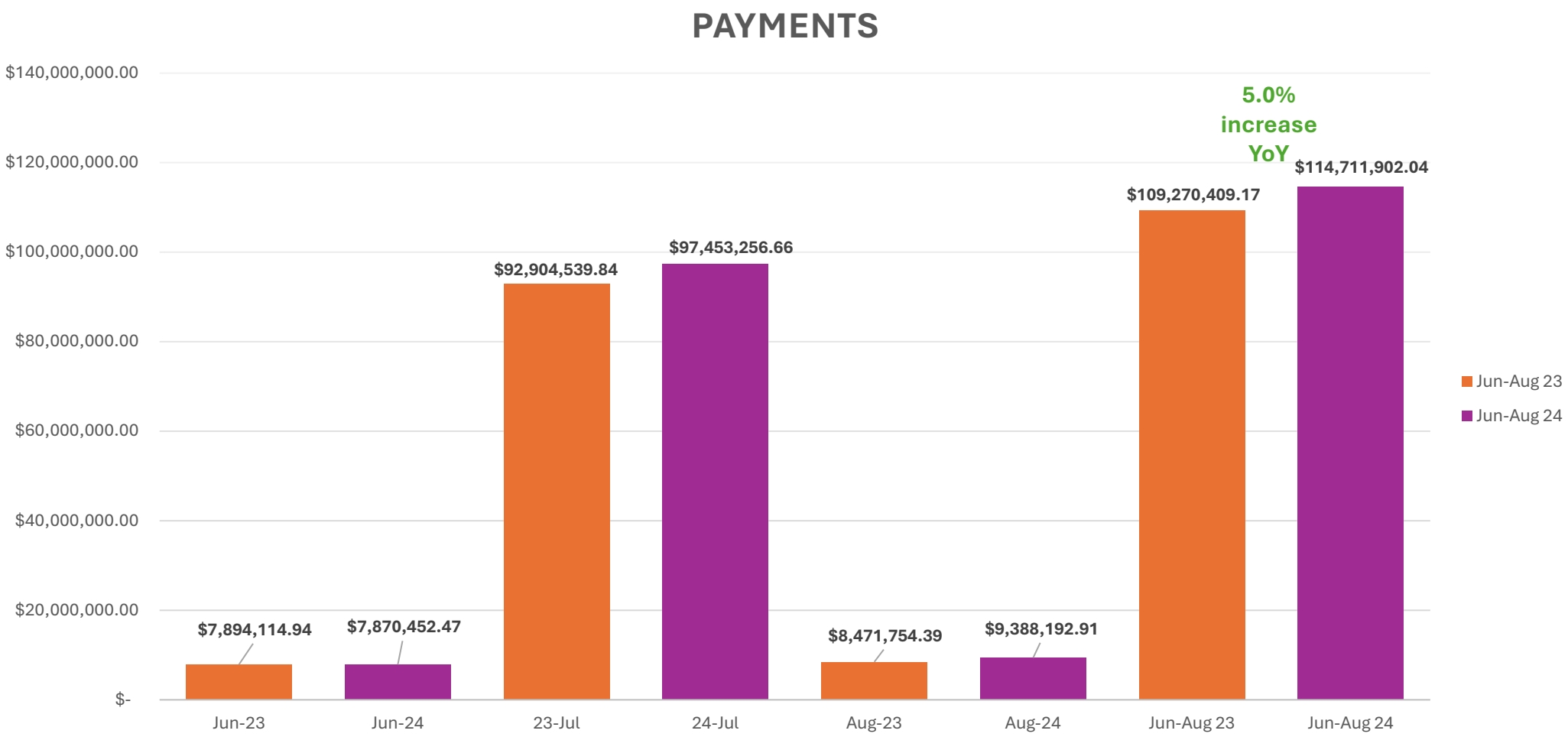
Licenses and Renewals



Licenses and Renewals



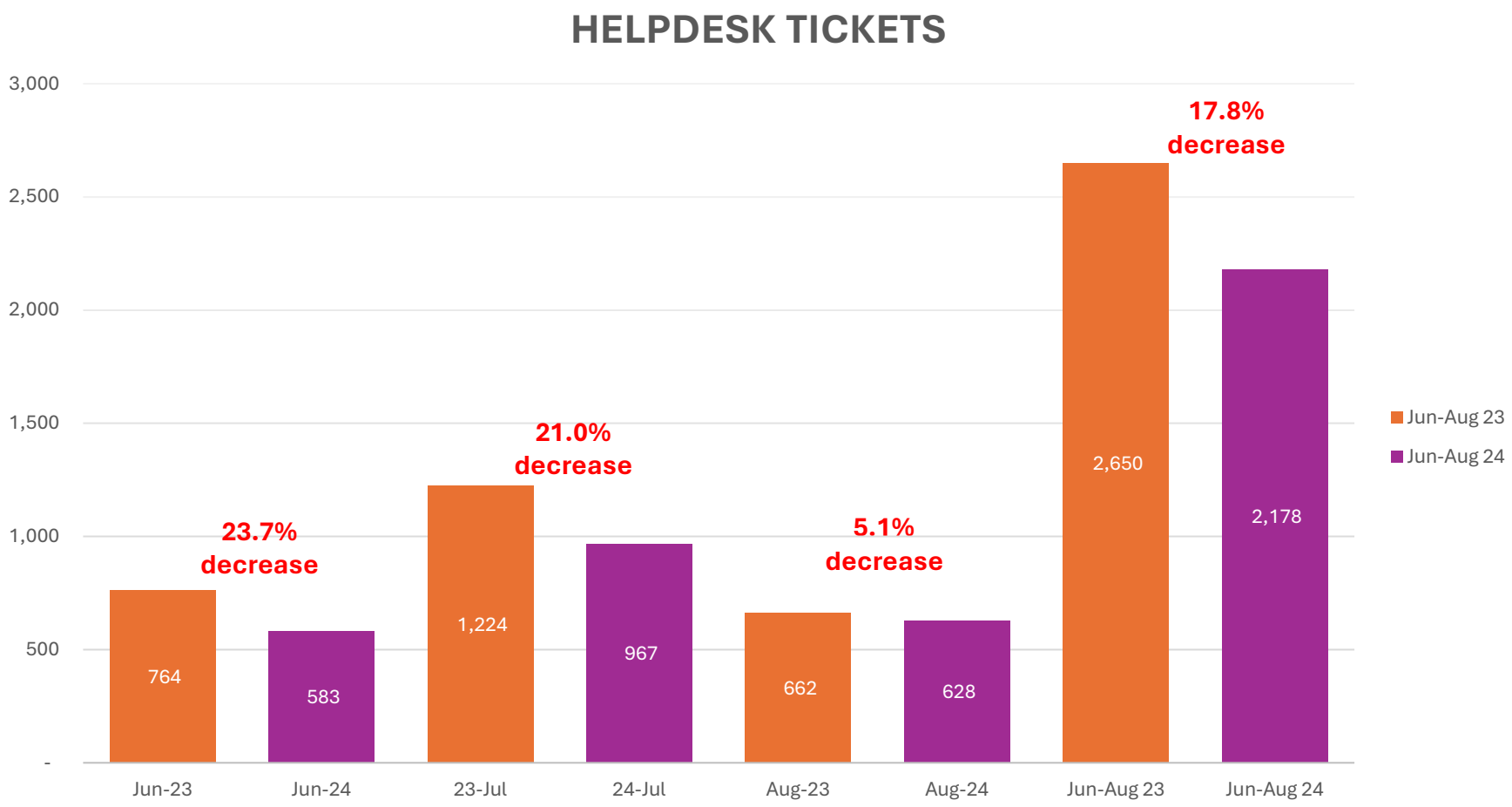
Payments


PAYMENTS
$140,000,000.00
$120,000,000.00
$100,000,000.00
$80,000,000.00
$60,000,000.00
$40,000,000.00
$20,000,000.00
$-
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$97,453,256.66
$8,471,754.39
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$109,270,409.17
$114,711,902.04
5.0% increase YoY
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23-Jul
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Jun-Aug 24
Jun-Aug 23
Jun-Aug 24

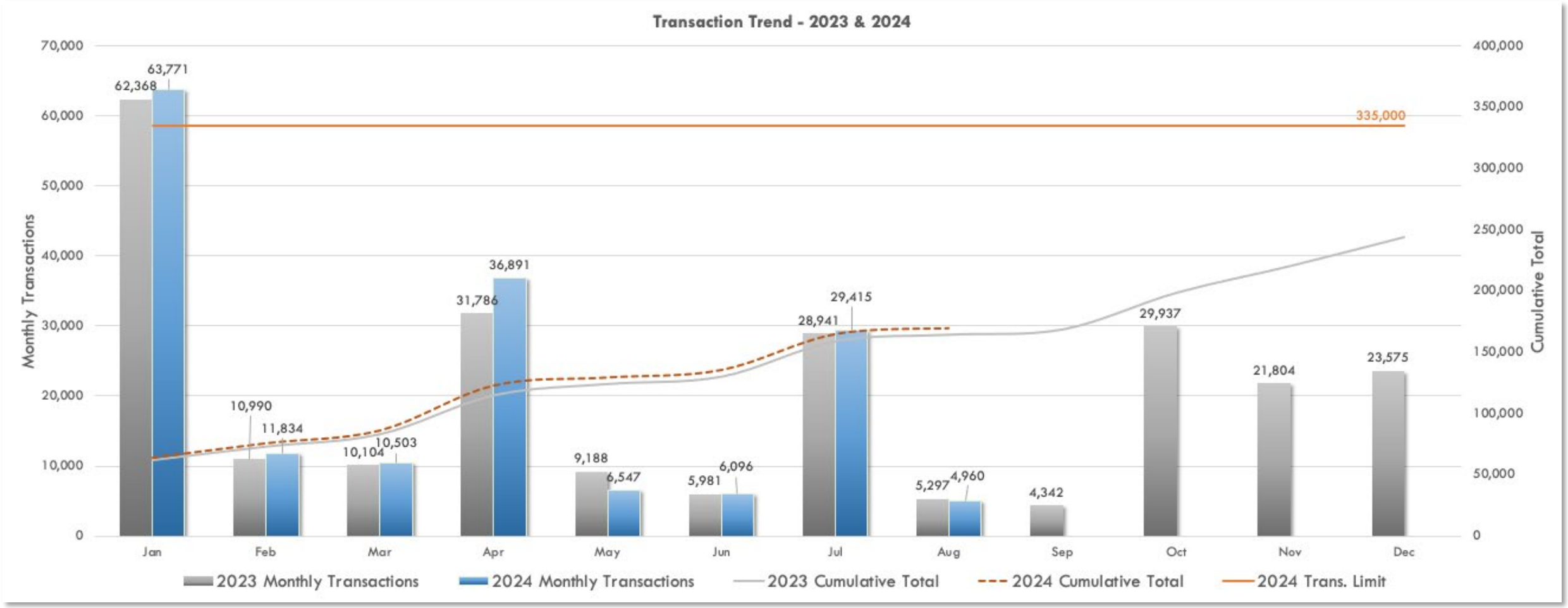
Help Desk Calls

Top 5 Categories (2024)

1. Login Assistance
2. License
3. Account
4. Tax
5. Payments



Transactions



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2nd Quarter 2024 Vendor Warrant List

FileLocal
Quarterly Warrant List
6/30/2024

Vendor Name	Payments for Current Quarter	Payments Year-To-Date
Association of Washington Cities	-	300.00
Avenu	343,137.50	648,278.12
City of Seattle Treasury Dept	51,850.76	158,987.05
Francis & Company	10,453.00	28,594.00
Inslee Best	4,277.50	4,277.50
Kubra	-	450.00
Madrona Law Group, PLLC	1,809.00	4,066.00
Tamazari, Inc.	52,395.00	102,663.75
TokuSaku Incorporated	48,000.00	53,000.00
Washington Cities Insurance Authority	-	5,169.00
Wells Fargo Credit Card	-	662.00