FileLocal

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

Executive Board:

Jamie Thomas
City of Auburn

Jamie Robinson
City of Bellevue

Jeff Friend
City of Des Moines

Susy Haugen, Vice-Chair
City of Everett

Paula Painter
City of Kent

Lindsey Vaughn
City of Lake Forest Park

Kari Roller
City of Renton

Jamie Carnell
City of Seattle

Andy Cherullo, Chair
City of Tacoma

Executive Board Meeting Agenda

March 23, 2023

TEAMS CONFERENCE CALL
SEATTLE, WA

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

2. **PUBLIC COMMENT***

3. **APPROVAL OF 12-15-22 MEETING SUMMARY**
   a. 12-15-22 Meeting Summary

4. **REVIEW OF FEBRUARY 2023, JANUARY 2023, AND DECEMBER 2022 FINANCIAL STATEMENTS**
   a. February 2023 Financial Statements
   b. January 2023 Financial Statements
   c. December 2022 Financial Statements

5. **ACTION ITEMS**
   a. Resolution **FL2022-07 Loan Staff Agreement Administrative Change**
   b. Resolution **FL2023-01 Francis and Company Contract 2021-2022 Amendment** (Majority Vote)
      i. Briefing Paper: **FL2023-01**
      ii. Resolution: **FL2023-01**
      iii. Attachment A: **Contract Amendment**

6. **OPERATIONAL UPDATES**
   a. Strategic Plan and Budget Request
   b. Project Manager Position
   c. MBR
   d. State Audit Update
   e. Draft Budget 2024-2028
   f. 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.

FileLocal

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

Executive Board Meeting Summary

December 15, 2022

CONFERENCE CALL
SEATTLE, WA

Executive Board:

Jamie Thomas,
City of Auburn

Jamie Robinson
City of Bellevue

Beth Anne Wroe
City of Des Moines

Susy Haugen, Vice-Chair
City of Everett

Paula Painter
City of Kent

Lindsey Vaughn
City of Lake Forest Park

Kari Roller
City of Renton

Jamie Carnell
City of Seattle

Andy Cherullo, Chair
City of Tacoma

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

Standing Items

1. CALL TO ORDER

The 12-15-2022, 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 conference call.

ROLL CALL

Board Members Present: Jamie Robinson (phone), Jeff Friend (phone) for Beth Anne Wroe, Susy Haugen (phone), Molly Bartlemay (phone) for Paula Painter, Lindsey Vaughn (phone), Kari Roller (phone), Jamie Carnell (phone), and Andy Cherullo (phone)

Staff and Guests: Scott Hitchcock (phone), Michael Ervick (phone), Julie Panick (phone), David Linehan (phone)

2. PUBLIC COMMENT

There were no public comments.

3. APPROVAL OF MEETING SUMMARY

On a motion made by Susy Haugen and seconded by Jeff Friend, the board approved the 9-29-22 meeting summary.

4. REVIEW OF FINANCIAL STATEMENT

Scott Hitchcock summarized the November 2022 financial statements and cash status. There were no questions or comments

5. ACTION ITEMS

A. Resolution FL2022-04 Meeting Schedule 2023

a. Scott Hitchcock reviewed the resolution.

i. Motion to accept: Jamie Carnell
ii. Motion seconded: Kari Roller

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iii. Majority vote: Passed

VOTE FL2022-04	City	Member
	Auburn	Jamie Thomas (absent)
YES	Bellevue	Jamie Robinson
YES	Des Moines	Jeff Friend for Beth Ann Wroe
YES	Everett	Susy Haugen
YES	Kent	Molly Bartlemay for Paula Painter
YES	Lake Forest Park	Lindsey Vaughn)
YES	Renton	Kari Roller)
YES	Seattle	Jamie Carnell
YES	Tacoma	Andy Cherullo

B. Resolution FL2022-05 Final Budget 2023-2027

a. Scott Hitchcock reviewed the resolution. Transaction fees for 2023 were adjusted down slightly due to forecasts of a possible recession

i. Motion to accept: Kari Roller
ii. Motion seconded: Jamie Robinson
iii. Supermajority vote: Passed
iv. Majority vote: Passed

VOTE FL2022-05	City	Member
	Auburn	Jamie Thomas (absent)
YES	Bellevue	Jamie Robinson
YES	Des Moines	Jeff Friend for Beth Ann Wroe
YES	Everett	Susy Haugen
YES	Kent	Molly Bartlemay for Paula Painter
YES	Lake Forest Park	Lindsey Vaughn
YES	Renton	Kari Roller
YES	Seattle	Jamie Carnell
YES	Tacoma	Andy Cherullo

C. Resolution FL2022-06 Accounting Services Contract

a. Scott Hitchcock reviewed the resolution. Recommendation to approve a new contract with Francis and Company for 2023-2024.

i. Motion to accept: Jamie Carnell
ii. Motion seconded: Kari Roll
iii. Majority vote: Passed

VOTE FL2022-06	City	Member
	Auburn	Jamie Thomas (absent)
YES	Bellevue	Jamie Robinson
YES	Des Moines	Jeff Friend for Beth Ann Wroe
YES	Everett	Susy Haugen
YES	Kent	Molly Bartlemay for Paula Painter
YES	Lake Forest Park	Lindsey Vaughn
YES	Renton	Kari Roller
YES	Seattle	Jamie Carnell
YES	Tacoma	Andy Cherullo

D. Resolution FL2022-07 Loan Staff Agreement

a. Scott Hitchcock reviewed the resolution. Slight changes in position descriptions. Project Manager has a more process management focus.

i. Motion to accept: Susy Haugen
ii. Motion seconded: Jamie Robinson
iii. Majority vote: Passed

VOTE FL2022-07	City	Member
	Auburn	Jamie Thomas (absent)
YES	Bellevue	Jamie Robinson
YES	Des Moines	Jeff Friend for Beth Ann Wroe
YES	Everett	Susy Haugen
YES	Kent	Molly Bartlemay for Paula Painter
YES	Lake Forest Park	Lindsey Vaughn
YES	Renton	Kari Roller

YES	**Seattle**	**Jamie Carnell**
YES	**Tacoma**	**Andy Cherullo**

6. DISCUSSION ITEMS:

A. October Monthly Business Review

Scott Hitchcock reviewed the Monthly Business Review. Production Support tickets were way up during this filing month. Call center volume is significantly higher month-over-month. Scott is meeting with Avenu later this week regarding reducing call volume. Three were no questions or comments.

B. State Audit

Scott Hitchcock shared that the state is currently conducting a scheduled audit of FileLocal. The audit focus is on accountability (laws and regulations) and will cover the period of 2018-2020. There were no questions or comments.

C. Workplan 2023

Scott Hitchcock reviewed the Workplan 2023. Scott plans to meet quarterly with each city to go over the SLA and other expectations. Certificate renewals are also an issue to be addressed. There were no questions or comments.

D. Vendor Warrants

Scott Hitchcock reviewed the 3rd Quarter 2022 Vendor Warrant list. There were no questions or comments.

E. FileLocal Stabilization Plan

Scott Hitchcock presented a plan to move Filelocal from a current state of minimal operation to one of stable operation. Weekly occurrences with KUBRA and Avenu who have no contractual relationship with each other. Reviewing, revising, and documenting processes, such as Change Requests (CRs) and the Portfolio. There were no questions or comments.

7. ADJOURNMENT

On a motion made by Jeff Friend and seconded by Jamie Robinson, the meeting of the Executive Board adjourned at 11:59 a.m.

Respectfully Submitted,

Julie Panick
Secretary, FileLocal

Finance Statements – February 2023

FileLocal

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

FileLocal
Financial Statements
February 28, 2023

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FileLocal
Statement of Financial Position
February 28, 2023

		Feb	Jan
ASSETS			
Wells Fargo checking	$	636,030	151,322
Due from other governments		162,588	891,627
LGIP Investment Pool		1,659,246	1,653,400
Prepaid		-	-
Total Current Assets		2,457,864	2,696,349
TOTAL ASSETS	**$**	**2,457,864**	**2,696,349**
LIABILITIES AND NET ASSETS			
LIABILITIES			
Account Payable		196,377	209,170
Credit card payable		-	-
Accrued Expenses		80,008	279,609
Total Current Liabilities		276,385	488,779
TOTAL LIABILITIES	**$**	**276,385**	**488,779**
NET ASSETS			
Temp. Restricted Net Assets		204,377	204,377
Unrestricted Net Assets		1,348,737	1,348,737
Net Revenue		628,365	654,456
TOTAL NET ASSETS		2,181,479	2,207,570
TOTAL LIABILITIES AND NET ASSETS	**$**	**2,457,864**	**2,696,349**

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 ended
February 28, 2023

REVENUES	**Feb**	**Jan**	**YTD**
Interest income	$ 5,855	$ 6,159	$ 12,014
Reimbursable Costs	-	-	-
City of Auburn	-	9,850	9,850
City of Bellevue	-	67,041	67,041
City of Des Moines	-	14,957	14,957
City of Everett	-	31,198	31,198
City of Kent	-	16,258	16,258
City of Lake Forest Park	-	7,587	7,587
City of Renton	-	33,405	33,405
City of Seattle	-	460,549	460,549
City of Shoreline	-	12,686	12,686
City of Snoqualmie	-	16,258	16,258
City of Tacoma	-	108,386	108,386
Total direct reimbursable costs	-	778,175	778,175
User Fees	62,180	153,036	215,216
Total revenues	**68,035**	**937,370**	**1,005,405**
EXPENSES			
Accounting Fees	8,237	4,466	12,703
Agency IT Costs	-	-	-
Bank Fees	-	355	355
Capital Cost	-	-	-
Insurance	-	5,165	5,165
Investment Expense	9	10	19
Labor Expenses	36,254	36,254	72,508
Legal Fees	1,920	-	1,920
License and Membership Fees	926	300	1,226
Office and Operating Supplies	537	-	537
Operating Reserve	-	4,525	4,525
State Auditor Fees	-	-	-
Technology Costs	10,080	174,450	184,530
Transaction Fees	36,164	57,389	93,552
Travel expense	-	-	-
Total expenses	$ 94,127	$ 282,914	$ 377,040
CHANGE IN NET ASSETS	**$ (26,092)**	**$ 654,456**	**$ 628,365**

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FileLocal
Schedule of Budget and Actual for the year-to-date
February 28, 2023

REVENUES	Budget (Final)	YTD Budget	YTD Actual	Variance
Interest income	$ -	$ -	$ 12,014	$ 12,014
Reimbursable Costs		-	-	-
City of Auburn	9,850	9,850	9,850	-
City of Bellevue	67,041	67,041	67,041	-
City of Des Moines	14,957	14,957	14,957	-
City of Everett	31,198	31,198	31,198	-
City of Kent	16,258	16,258	16,258	-
City of Lake Forest Park	7,587	7,587	7,587	-
City of Renton	33,405	33,405	33,405	-
City of Seattle	460,549	460,549	460,549	-
City of Shoreline	12,686	12,686	12,686	-
City of Snoqualmie	16,258	16,258	16,258	-
City of Tacoma	108,386	108,386	108,386	-
Total direct reimbursable costs	778,175	778,175	778,175	-
User Fees	588,860	98,140	215,216	117,076
Total revenues	**1,367,035**	**876,315**	**1,005,405**	**129,090**
EXPENSES				
Contracts	73,341	12,226	18,242	(6,016)
Labor Expenses	435,047	72,508	72,508	-
Operating Reserve	4,525	4,525	4,525	-
Overhead	66,512	11,086	3,683	7,403
Technology Costs	451,119	220,185	184,530	35,655
Transaction Fees	336,491	56,082	93,552	(37,470)
Total expenses	**1,367,035**	**376,612**	**377,040**	**(428)**
CHANGE IN NET ASSETS	**$ -**	**$ 499,703**	**$ 628,365**	**$ 128,662**
Schedules				
Accounting Fees	53,589	8,932	12,703	(3,771)
Bank Fees	694	116	355	(239)
Insurance	6,763	1,128	5,165	(4,037)
Investment Expense	-	-	19	(19)
State Auditor Fees	12,295	2,050	-	2,050
Contracts	**$ 73,341**	**$ 12,226**	**$ 18,242**	**$ (6,016)**
Agency IT Costs	22,622	3,770	-	3,770
Legal Fees	36,619	6,104	1,920	4,184
License and Membership Fees	2,174	362	1,226	(864)
Office and Operating Supplies	97	16	537	(521)
Travel expense	5,000	834	-	834
Overhead	**$ 66,512**	**$ 11,086**	**$ 3,683**	**$ 7,403**
Hosting	5,800	966	900	66
Other technology costs	66,471	11,078	-	11,078
SAAS fees	174,000	174,000	174,000	-
Software Development	162,184	51,910	9,630	42,280
Web security	42,664	7,110	-	7,110
Technology Costs	**$ 451,119**	**$ 245,064**	**$ 184,530**	**$ 60,534**

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FileLocal
Statement of Cash Flow for the year-to-date ended
February 28, 2023

OPERATING ACTIVITIES		
Net Revenue	$	(26,092)
Adjustments to reconcile Net Revenue to Net Cash provided by operations:		
Due from other governments		729,040
LGIP Investment Pool		(5,846)
Prepaid		-
Account Payable		(12,793)
Credit card payable		-
Accrued Expenses		(199,601)
Net cash provided by operating activities	**$**	**484,708**
FINANCING ACTIVITIES		
Temp. Restricted Net Assets		-
Unrestricted Net Assets		-
Net cash provided by financing activities	**$**	**-**
Net cash increase for period		484,708
Cash at beginning of period		151,322
Cash at end of period	**$**	**636,030**

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Finance Statements – January 2023

FileLocal

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

FileLocal
Financial Statements
January 31, 2023

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FileLocal
Statement of Financial Position
January 31, 2023

ASSETS		
Wells Fargo checking	$	151,322
Due from other governments		891,627
LGIP Investment Pool		1,653,400
Prepaid		-
Total Current Assets		2,696,349
TOTAL ASSETS	**$**	**2,696,349**
LIABILITIES AND NET ASSETS		
LIABILITIES		
Account Payable		209,170
Credit card payable		-
Accrued Expenses		279,609
Total Current Liabilities		488,779
TOTAL LIABILITIES	**$**	**488,779**
NET ASSETS		
Perm. Restricted Net Assets		204,377
Temp. Restricted Net Assets		1,348,737
Unrestricted Net Assets		-
Net Revenue		654,456
TOTAL NET ASSETS		2,207,570
TOTAL LIABILITIES AND NET ASSETS	**$**	**2,696,349**

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

FileLocal
Statement of Activities for the month ended
January 31, 2023

REVENUES	**January**	**YTD**
Interest income	$ 6,159	$ 6,159
Reimbursable Costs		
City of Auburn	9,850	9,850
City of Bellevue	67,041	67,041
City of Des Moines	14,957	14,957
City of Everett	31,198	31,198
City of Kent	16,258	16,258
City of Lake Forest Park	7,587	7,587
City of Renton	33,405	33,405
City of Seattle	460,549	460,549
City of Shoreline	12,686	12,686
City of Snoqualmie	16,258	16,258
City of Tacoma	108,386	108,386
Total direct reimbursable costs	778,175	778,175
User Fees	153,036	153,036
Total revenues	**937,370**	**937,370**
EXPENSES		
Accounting Fees	4,466	4,466
Agency IT Costs	-	-
Bank Fees	355	355
Capital Cost	-	-
Insurance	5,165	5,165
Investment Expense	10	10
Labor Expenses	36,254	36,254
Legal Fees	-	-
License and Membership Fees	300	300
Office and Operating Supplies	-	-
Operating Reserve	4,525	4,525
State Auditor Fees	-	-
Technology Costs	174,450	174,450
Transaction Fees	57,389	57,389
Travel expense	-	-
Total expenses	$ 282,914	$ 282,914
CHANGE IN NET ASSETS	**$ 654,456**	**$ 654,456**

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

FileLocal
Schedule of Budget and Actual for the year-to-date
January 31, 2023

REVENUES	**Budget (Final)**	**YTD Budget**	**YTD Actual**	**Variance**
Interest income	$ -	$ -	$ 6,159	$ 6,159
Reimbursable Costs				
City of Auburn	9,850	9,850	9,850	-
City of Bellevue	67,041	67,041	67,041	-
City of Des Moines	14,957	14,957	14,957	-
City of Everett	31,198	31,198	31,198	-
City of Kent	16,258	16,258	16,258	-
City of Lake Forest Park	7,587	7,587	7,587	-
City of Renton	33,405	33,405	33,405	-
City of Seattle	460,549	460,549	460,549	-
City of Shoreline	12,686	12,686	12,686	-
City of Snoqualmie	16,258	16,258	16,258	-
City of Tacoma	108,386	108,386	108,386	-
Total direct reimbursable costs	778,175	778,175	778,175	-
User Fees	588,860	49,068	153,036	103,968
Total revenues	**1,367,035**	**827,243**	**937,370**	**110,127**
EXPENSES				
Contracts	73,341	6,113	9,996	(3,883)
Labor Expenses	435,047	36,254	36,254	-
Operating Reserve	4,525	4,525	4,525	-
Overhead	66,512	5,543	300	5,243
Technology Costs	451,119	197,092	174,450	22,642
Transaction Fees	336,491	28,041	57,389	(29,348)
Total expenses	**1,367,035**	**277,568**	**282,914**	**(5,346)**
CHANGE IN NET ASSETS	**$ -**	**$ 549,675**	**$ 654,456**	**$ 115,473**
Schedules				
Accounting Fees	53,589	4,466	4,466	-
Bank Fees	694	58	355	(297)
Insurance	6,763	564	5,165	(4,601)
Investment Expense	-	-	10	(10)
State Auditor Fees	12,295	1,025	-	1,025
Contracts	**$ 73,341**	**$ 6,113**	**$ 9,996**	**$ (3,883)**
Agency IT Costs	22,622	1,885	-	1,885
Legal Fees	36,619	3,052	-	3,052
License and Membership Fees	2,174	181	300	(119)
Office and Operating Supplies	97	8	-	8
Travel expense	5,000	417	-	417
Overhead	**$ 66,512**	**$ 5,543**	**$ 300**	**$ 5,243**
Hosting	5,800	483	450	33
Other technology costs	66,471	5,539	-	5,539
SAAS fees	174,000	174,000	174,000	-
Software Development	162,184	13,515	-	13,515
Web security	42,664	3,555	-	3,555
Technology Costs	**$ 451,119**	**$ 197,092**	**$ 174,450**	**$ 22,642**

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 for the year-to-date ended
January 31, 2023

OPERATING ACTIVITIES		
Net Revenue	$	654,456
Adjustments to reconcile Net Revenue to Net Cash provided by operations:		
Due from other governments		(782,719)
LGIP Investment Pool		(6,149)
Prepaid		-
Account Payable		(57,573)
Credit card payable		(69)
Accrued Expenses		272,109
Net cash provided by operating activities	**$**	**80,055**
FINANCING ACTIVITIES		
Perm. Restricted Net Assets		4,525
Temp. Restricted Net Assets		265,685
Unrestricted Net Assets		(265,685)
Net cash provided by financing activities	**$**	**4,525**
Net cash increase for period		84,580
Cash at beginning of period		66,742
Cash at end of period	**$**	**151,322**

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Finance Statements – December 2022

700 5th Avenue, Suite 4350
PO Box 94669
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FileLocal
Financial Statements
December 31, 2022

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FILELOCAL
STATEMENT OF FINANCIAL POSITION
December 31, 2022

ASSETS		
Cash	$	66,741
Due from cities		108,909
LGIP Investment		1,647,251
Total Current Assets		1,822,901
TOTAL ASSETS	**$**	**1,822,901**
LIABILITIES AND NET ASSETS		
LIABILITIES		
Accounts payable	$	266,744
Credit card payable		69
Accrued liabilities		7,500
Total Current Liabilities		274,313
TOTAL LIABILITIES		274,313
NET ASSETS		
Permanently restricted net assets		199,852
Temporarily restricted net assets		1,083,052
Change in net assets		265,684
TOTAL NET ASSETS		1,548,588
TOTAL LIABILITIES AND NET ASSETS	**$**	**1,822,901**

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

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FILELOCAL
STATEMENT OF ACTIVITIES
FOR THE MONTH AND YEAR-TO-DATE ENDED DECEMBER 31, 2022

REVENUES	**October**	**November**	**December**	**YTD**
User fees	$ 71,980	$ 56,736	$ 81,328	**$ 637,552**
Reimbursable cost/Capital cost recovery charges				
City of Auburn	-	-	-	**9,897**
City of Bellevue	-	-	-	**67,357**
City of Des Moines	-	-	-	**15,028**
City of Everett	-	-	-	**31,345**
City of Kent	-	-	-	**16,335**
City of Lake Forest Park	-	-	-	**7,623**
City of Renton	-	-	-	**33,562**
City of Seattle	-	-	-	**462,720**
City of Shoreline	-	-	-	**12,745**
City of Snoqualmie	-	-	-	**16,335**
City of Tacoma	-	-	-	**108,897**
Total direct reimbursable costs	-	-	-	**781,844**
Interest income	4,215	5,061	5,752	**26,693**
Total revenues	$ 76,195	$ 61,797	$ 87,080	**$ 1,446,089**
EXPENSES				
Accounting fees	$ 4,288	$ 4,288	$ 10,306	**59,675**
State Auditor fees	-	-	11,912	**11,912**
Bank fees	9	8	9	**487**
Capital Cost recovery	-	-	-	**-**
Insurance	431	431	431	**5,168**
Labor costs	35,399	57,678	98,469	**415,137**
Agency IT costs	-	-	-	**20,745**
Legal fees	310	-	2,418	**4,867**
License and membership fees	-	-	-	**410**
Office and operating supplies	-	-	69	**74**
Technology costs	34,399	14,950	6,274	**339,233**
Transaction fees	27,608	35,612	34,629	**322,697**
Travel Expense	-	-	-	**-**
Other Expense	-	-	-	**-**
Total expenses	102,444	112,967	164,517	**1,180,405**
CHANGE IN NET ASSETS	**$ (26,249)**	**$ (51,170)**	**$ (77,437)**	**$ 265,684**

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FILELOCAL
SCHEDULE OF BUDGET AND ACTUAL
FOR THE YEAR-TO-DATE ENDED DECEMBER 31, 2022

REVENUES	**Budget**	**YTD Budget**	**YTD Actual**	**Variance**
User fees	$ 550,500	$ 550,500	$ 637,552	$ 87,052
Reimbursable cost/Capital cost recovery charges				
City of Auburn	9,897	9,897	9,897	-
City of Bellevue	67,357	67,357	67,357	-
City of Des Moines	15,028	15,028	15,028	-
City of Everett	31,345	31,345	31,345	-
City of Kent	16,335	16,335	16,335	-
City of Lake Forest Park	7,623	7,623	7,623	-
City of Renton	33,562	33,562	33,562	-
City of Seattle	462,720	462,720	462,720	-
City of Shoreline	12,745	12,745	12,745	-
City of Snoqualmie	16,335	16,335	16,335	-
City of Tacoma	108,897	108,897	108,897	-
Total direct reimbursable costs	781,844	781,844	781,844	-
Interest income	-	-	26,693	26,693
Total sources	$ 1,332,344	$ 1,332,344	$ 1,446,089	$ 113,745
EXPENSES				
Labor costs	$ 425,579	$ 425,579	$ 415,137	$ 10,442
Contracts	71,762	71,762	77,242	(5,480)
Overhead	70,187	70,187	26,096	44,091
Technology costs	764,816	764,816	662,070	102,746
Operating reserve	-	-	-	-
Capital cost recovery payments	20,500	20,500	-	20,500
Total operating expenses	$ 1,352,844	$ 1,352,844	$ 1,180,545	$ 172,299
CHANGE IN NET ASSETS			265,544	
NET ASSETS, AS OF JANUARY 1, 2022			1,282,904	
NET ASSETS, AS OF DECEMBER 31, 2022			$ 1,548,448	

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
SCHEDULE OF BUDGET AND ACTUAL
FOR THE YEAR-TO-DATE ENDED DECEMBER 31, 2022

Schedule I - Contracts	**Budget**	**YTD Budget**	**YTD Actual**	**Variance**
Accounting	$ 51,457	$ 51,457	$ 59,675	$ (8,218)
Auditing	12,030	12,030	11,912	118
Insurance	6,617	6,617	5,168	1,449
Bank fees	1,658	1,658	487	1,171
Total Contracts	$ 71,762	$ 71,762	$ 77,242	$ (5,480)
Schedule II - Overhead				
Legal	$ 35,831	$ 35,831	$ 4,867	$ 30,964
Office and operating supplies	2,127	2,127	74	2,053
Printing	2,127	2,127	-	2,127
Licenses/Memberships	2,127	2,127	410	1,717
Agency IT Costs	21,963	21,963	20,745	1,218
Miscellaneous	6,012	6,012	-	6,012
Total Overhead	$ 70,187	$ 70,187	$ 26,096	$ 44,091
Schedule III - Technology Costs				
Hosting	$ 6,075	$ 6,075	$ 5,090	$ 985
SAAS fees	195,080	195,080	174,000	21,080
Software development	227,397	227,397	126,533	100,864
Transaction fees	293,600	293,600	322,697	(29,097)
Web security	42,664	42,664	33,750	8,914
Total Overhead	$ 764,816	$ 764,816	$ 662,070	$ 102,746

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 CASHFLOW
FOR THE YEAR-TO-DATE ENDED DECEMBER 31, 2022

	Dec 31, 2022
Change in Net Assets	$ 265,684
Adjustments to reconcile Change in Net Assets to net cash provided by operations:	
Due from Cities	(19,106)
Accounts Payable and Accrued Liabilities	121,308
Cash provided by operating activities	367,886
Contributions to LGIP	(505,321)
Net interest earned	(26,620)
Cash (used) for investing activities	(531,941)
Net cash increase (decrease)	(164,055)
Cash at January 1, 2022	230,796
Cash at December 31, 2022	**66,741**

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.

FL2022-07 Loan Staff Agreement Administrative Change

March 23, 2023

RESOLUTION NO. FL2022-07

A Resolution of the Washington Multi-City Business License and Tax Portal Agency Executive Board Authorizing an Extension of the Agreement Between the Agency and the City of Seattle for the Provision of Support Staff, Office Space, and Related Support Services

Whereas, the Washington Multi-City Business License and Tax Portal Agency ("Portal Agency") Interlocal Agreement Sections ("ILA") 10.a and 11.d contemplate the Portal Agency entering into an agreement with a participating city to provide staff, office space, and auxiliary services;

Whereas, the Portal Agency and the City of Seattle entered into that certain Agreement for Assignment of Staff and Provision of Related Office Space and Other Support ("Loan Staff Agreement"), via Resolution No. FL2014-19, consistent with the terms of the ILA;

Whereas, the Portal Agency and the City of Seattle executed an amendment to extend the duration of the Loan Staff Agreement for an additional four years ending December 31, 2022 via Resolution No. FL2018-07;

Whereas, the Portal Agency continues to benefit from the Loan Staff Agreement and desires to extend the duration of the Loan Staff Agreement beyond its initial term;

Now, Therefore,

BE IT RESOLVED by the Executive Board of the Washington Multi-City Business License and Tax Portal Agency:

SECTION 2. The Executive Board hereby authorizes the Program Manager of the Portal Agency to execute a second amendment to the Loan Staff Agreement, extending its term through December 31, 2027 as set forth in Exhibit A attached hereto.

ADOPTED this 15th DAY OF DECEMBER, 2022.

ATTEST:

Washington Multi-City Business License and Tax Portal Agency Executive Board
Seattle, Washington

Julie Panick
Julie Panick (Dec 28, 2022 09:56 PST)

Board Secretary

Andy Cherullo
Andy Cherullo (Dec 28, 2022 09:48 PST)

Board Chair

FL2023-01 Amendment to Contract-Frances & Company 2021-2022

FileLocal

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

FL2023-01 Briefing Paper Amendment Francis and Company Accounting Contract 2021-2022

Date: March 23, 2023

Issue: Shall the Washington Multi-City Business License and Tax Portal Agency ("Agency") Executive Board authorize the Program Manager to amend the contract for accounting services with Francis and Company ("Consultant") for the year 2022?

Operating Committee Recommendation: The Portal Agency Executive Board should pass Resolution FL2023-01 approving an amendment to increase the total compensation to be paid to Consultant for services provided under the Agreement in 2022 to an amount not to exceed $59,675.

Rationale: Agency was notified by the Office of Washington State Auditor of plans to conduct an Accountability Audit of FileLocal in November 2022. Consultant was primary contact for providing requested documents and Agency Policies for audit period 2018-2021 resulting in increased contract charges of $9,675 above the $50K NTE annual amount for calendar year 2022.

RESOLUTION NO. FL2023-01

A Resolution of the Washington Multi-City Business License and Tax Portal Agency Executive Board Authorizing an Amendment to Contract with Francis and Company 2021-2022.

Whereas, Pursuant to Section 4 of the Washington Multi-City Business License and Tax Portal Agency Interlocal Agreement, guiding principles of integrity and accountability were established for the FileLocal Agency; and

Whereas, Pursuant to Section 6 of the Washington Multi-City Business License and Tax Portal Agency Interlocal Agreement, the Executive Board of the FileLocal Agency has the power to enter into agreements with third parties for the provision of services necessary to fully implement the purposes of the Agency and the Interlocal Agreement; and

Whereas FileLocal contracted with Francis and Company to provide accounting services for the period 2021-2022, and now needs to amend the annual NTE amount for calendar year 2022;

BE IT RESOLVED by the Executive Board of the Washington Multi-City Business License and Tax Portal Agency:

SECTION 1. The Executive Board authorizes the Program Manager to execute an Amendment to the contract with Francis and Company covering the period 2021-2022, substantially in the form as set forth in Attachment A to this Resolution.

ADOPTED this _____ day of March 2023.

ATTEST:

Washington Multi-City Business License and Tax Portal Agency Executive Board
Seattle, Washington

_____ _____

Board Secretary **Board Chair**

AMENDMENT TO CONTRACT
Francis & Company 2021-2022

This Amendment to Contract amends the Consultant Services Contract between the Washington Multi-City Business License and Tax Portal Agency d/b/a FileLocal ("Agency") and Francis & Company, PLLC (hereinafter the "Consultant") for Accounting and Treasurer Services ("Agreement"), which was approved by Resolution FL2020-11.

Whereas the Agreement provides in Terms, Section IIA "Payment" that the total compensation to be paid to Consultant for services provided under the Agreement shall not exceed $50,000 in any calendar year except upon approval in advance and in writing by the Agency.

Whereas the Agency and the Consultant now desire to increase the total compensation to be paid to Consultant for services provided under the Agreement in 2022 to an amount not to exceed $59,675.

Now, therefore, the Agency and Consultant agree as follows:

1. Section IIA "Payment" of the Agreement is hereby amended to read as follows:

> *Section IIA. The Agency shall pay Consultant an amount based on Consultant's hourly rates for the services described in Section I herein. The total compensation to be paid to Consultant for services provided under this Agreement shall not exceed $59,675 in the calendar year 2022. Consultant shall bill Agency based on the hourly rates and charges attached hereto as Exhibit B ("Consultant's Hourly Rates and Charges") and incorporated herein by this reference.*

Except as set forth in this Amendment, all other provisions of the Contract remain in full force and effect.

AGREED TO THIS _____DAY OF _____, 2023, BY:

AGENCY	FRANCIS & COMPANY
Scott Hitchcock FileLocal Program Manager	Horace Francis Managing Director, CEO

Strategic Plan and Budget Request

March 23, 2023

Strategic Plan and Budget Request

- A draft Phase 1 Strategic Plan had been developed and reviewed with the Operating Committee.
- This plan includes an effort to document processes such as Incident Management, Change Management, and Release Management; however, the Operating Committee has not reached a consensus on recommending this effort.
- I am continuing to provide information and working with the Operating Committee to develop a consensus on the best path forward.

Project Manager Position

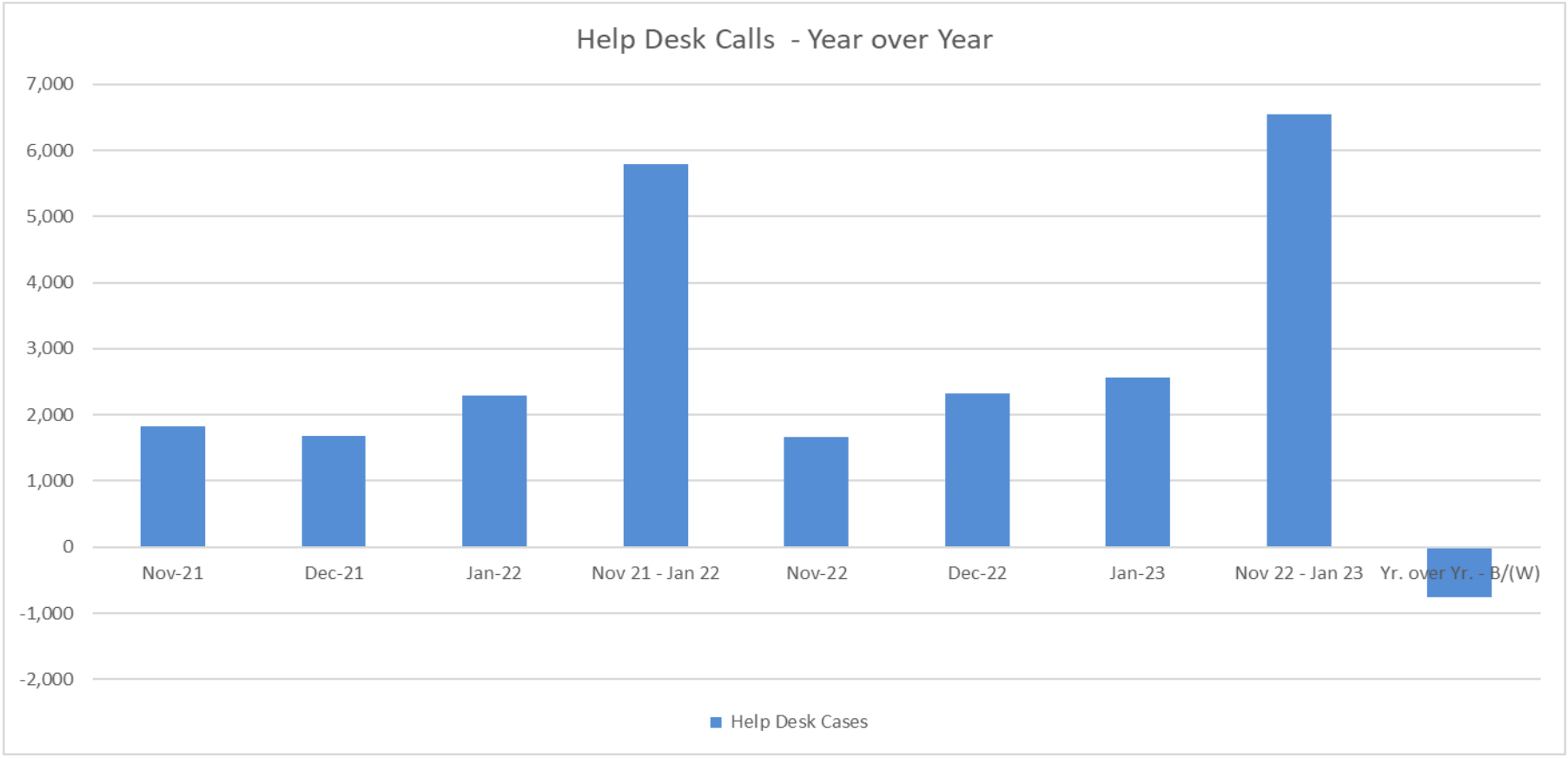
March 23, 2023

Project Manager Position

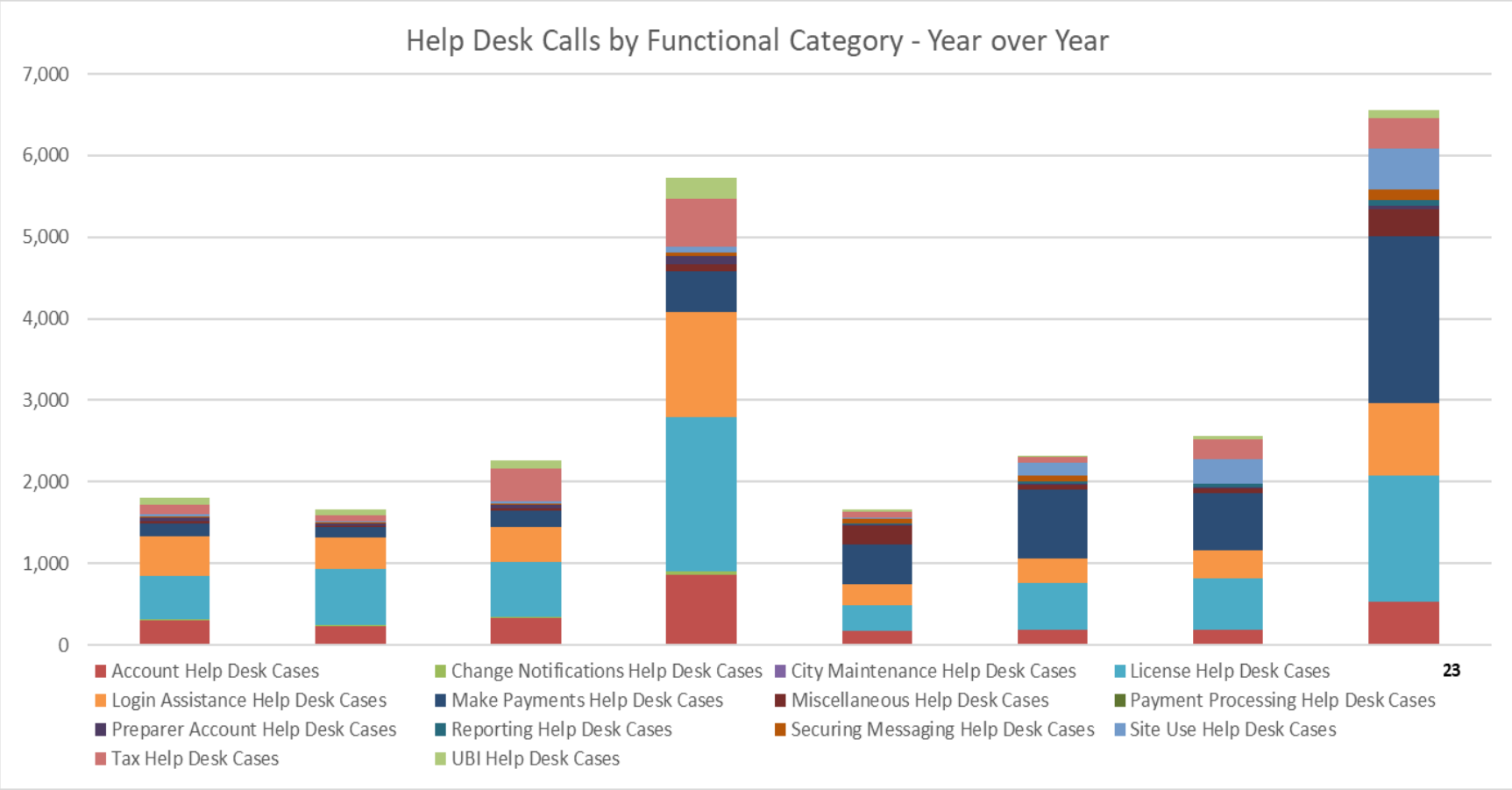
- The Operating Committee is requesting that the Agency fill the Project Manager position.
- Currently, there is no documentation on the responsibilities and activities of the Project Manager Position.
- I am working with the Operating Committee on defining this role with the intent of providing the services they require.
- Seattle HR has a hold on the position, and I don't want to delay this process by waiting to start a hiring process. I can bring in a contractor to define the role and document responsibilities until we are able to hire a regular employee at a later date.

FileLocal: Monthly Business Review

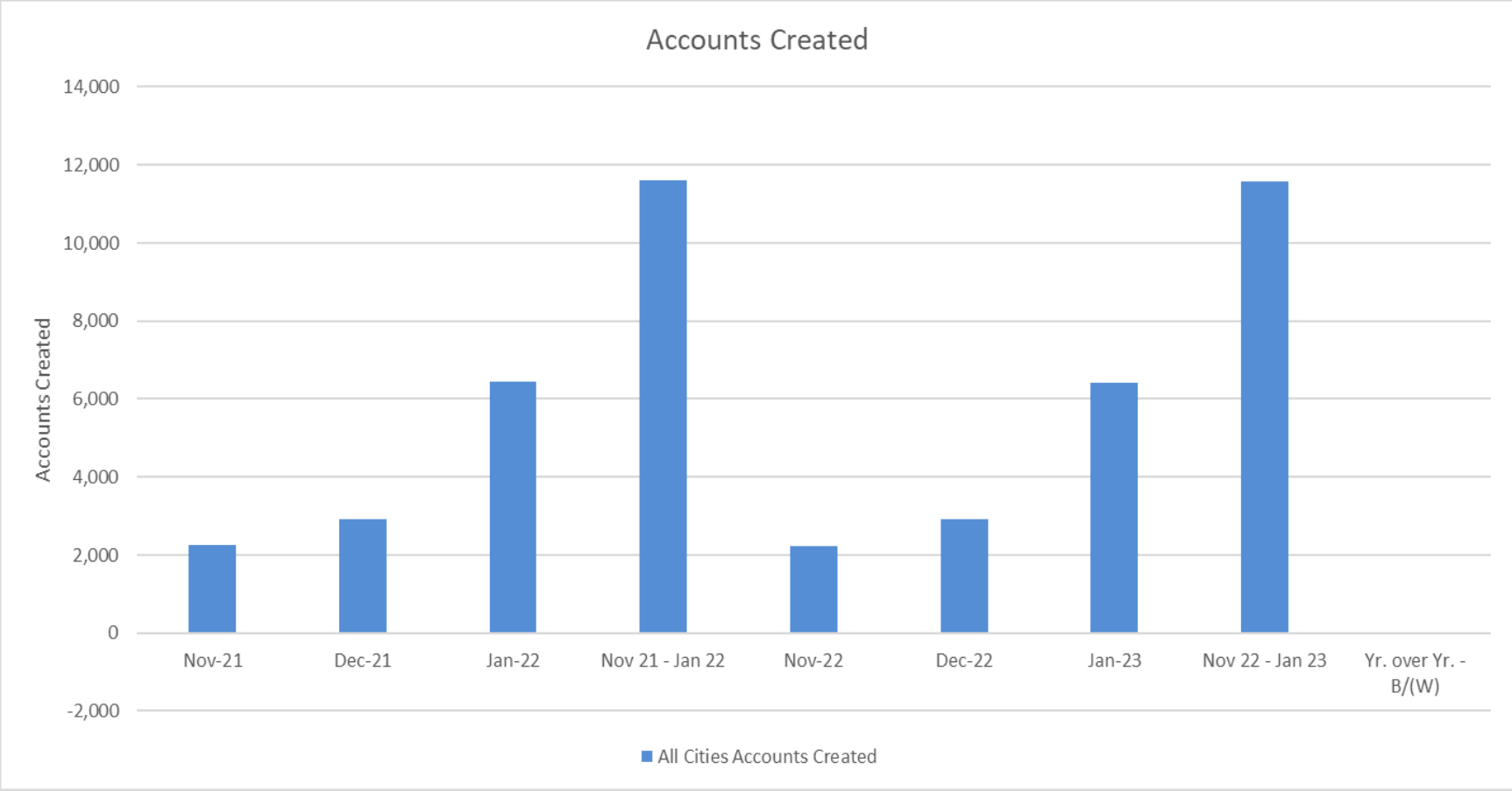
January 2023



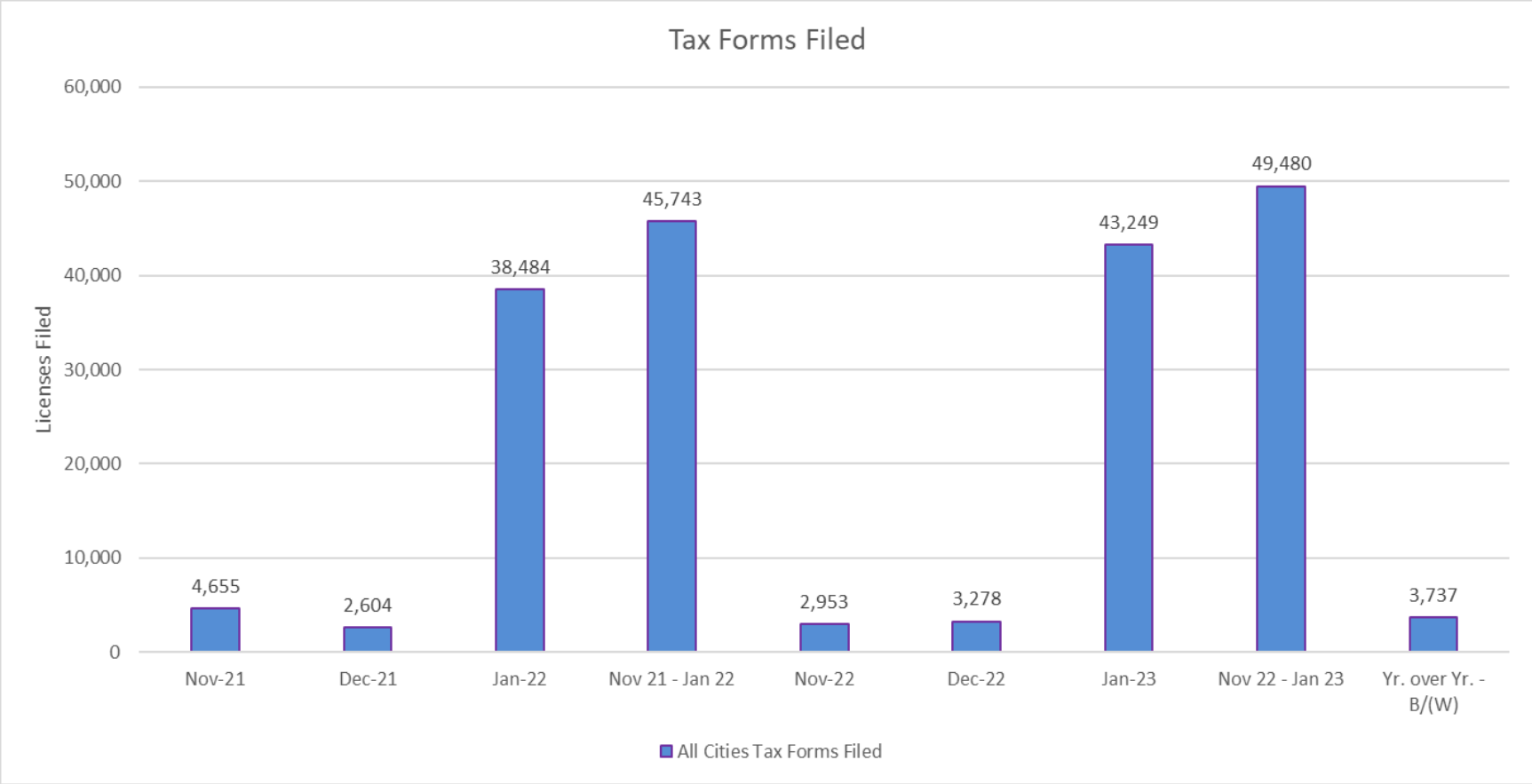
Help Desk Calls by Functional Category	Continuing to work off the large December backlog, with the year end filing season, January was another strong month for calls.



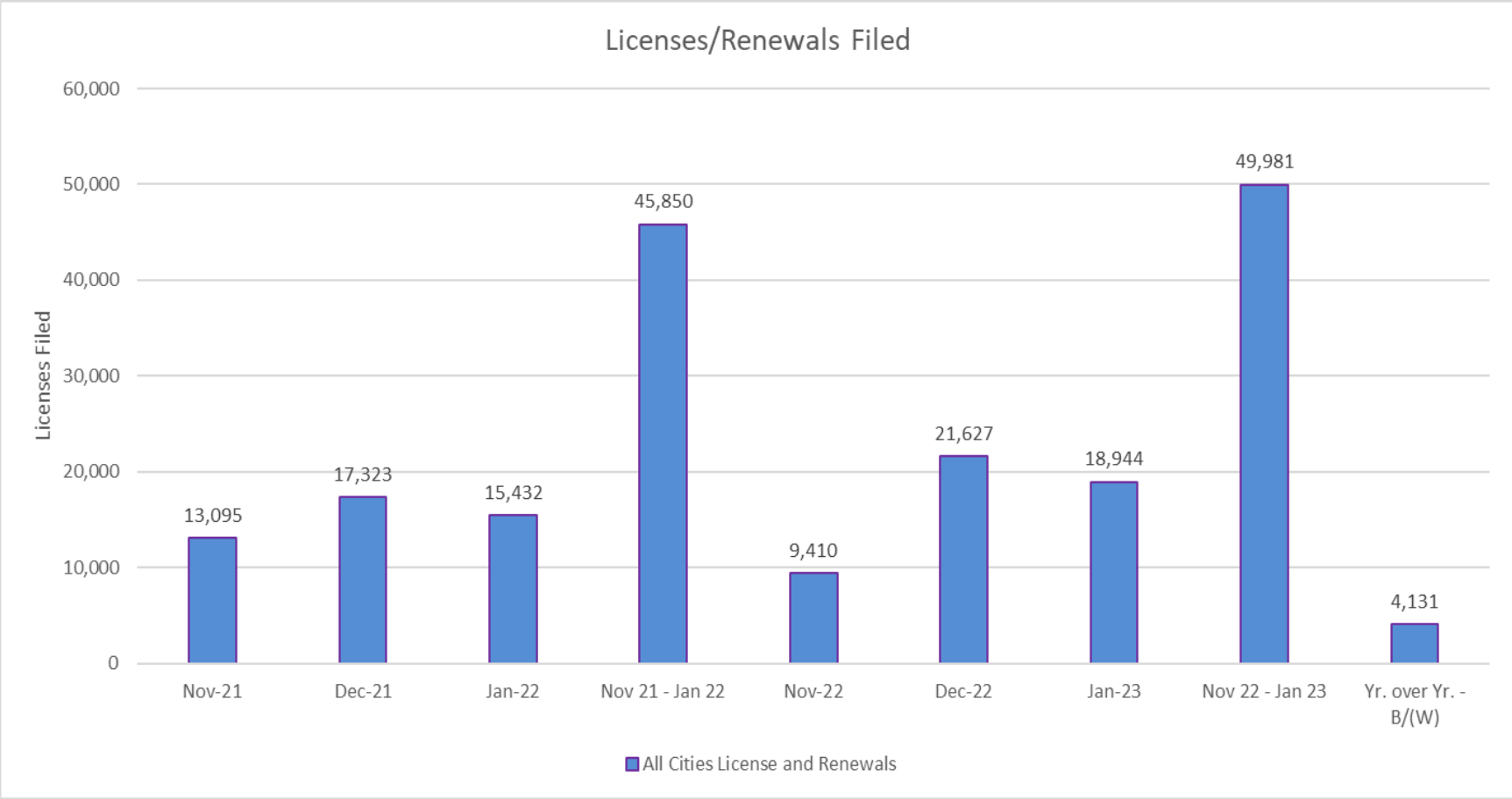
Help Desk Calls by Functional Category	Continuing to work off the large December backlog, with the year end filing season, January was another strong month for calls.



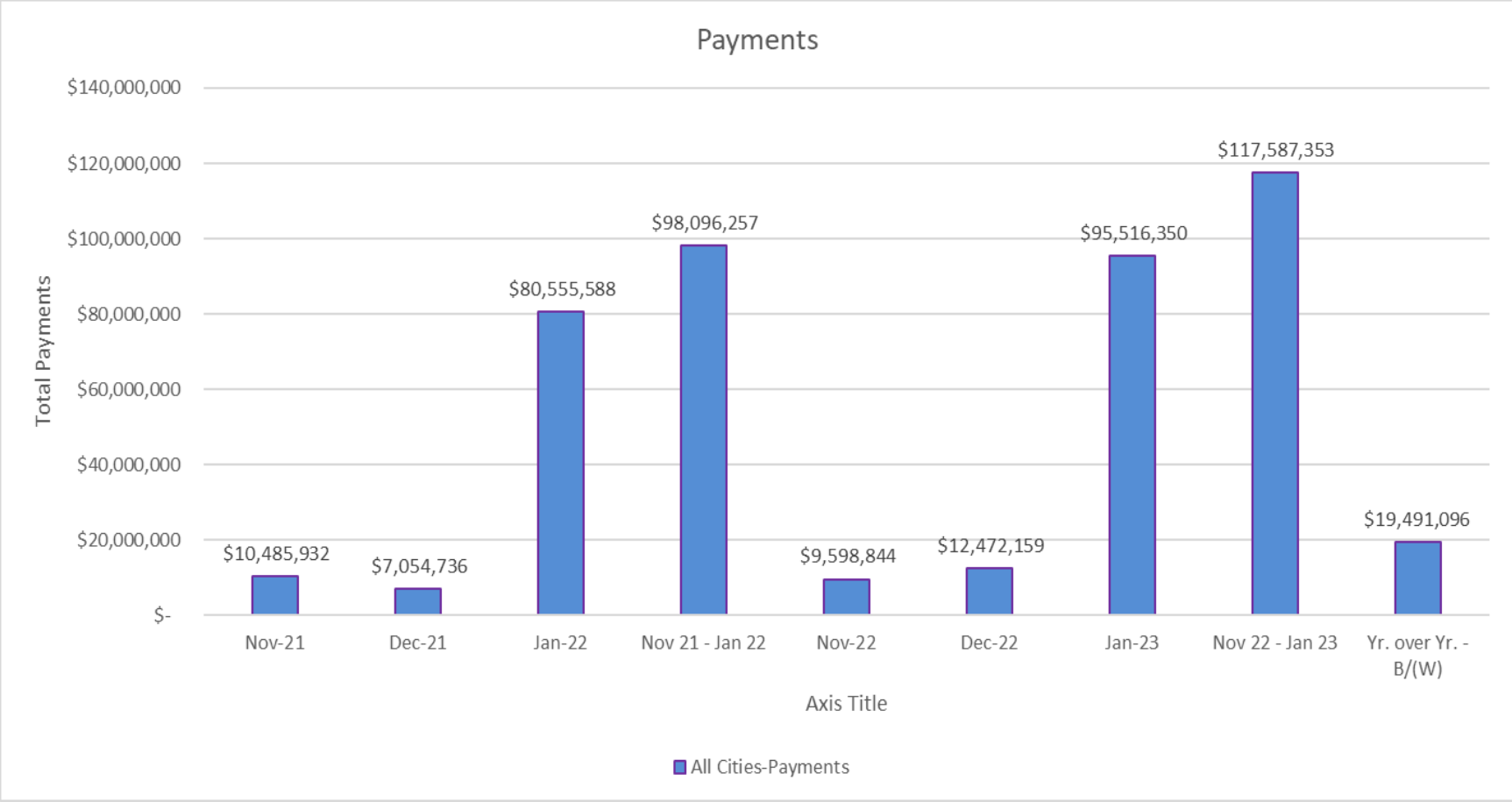
Accounts Created	Accounts created for the 3 months ended January 2023 was down by 23 accounts compared to the same 3 months in the prior year.



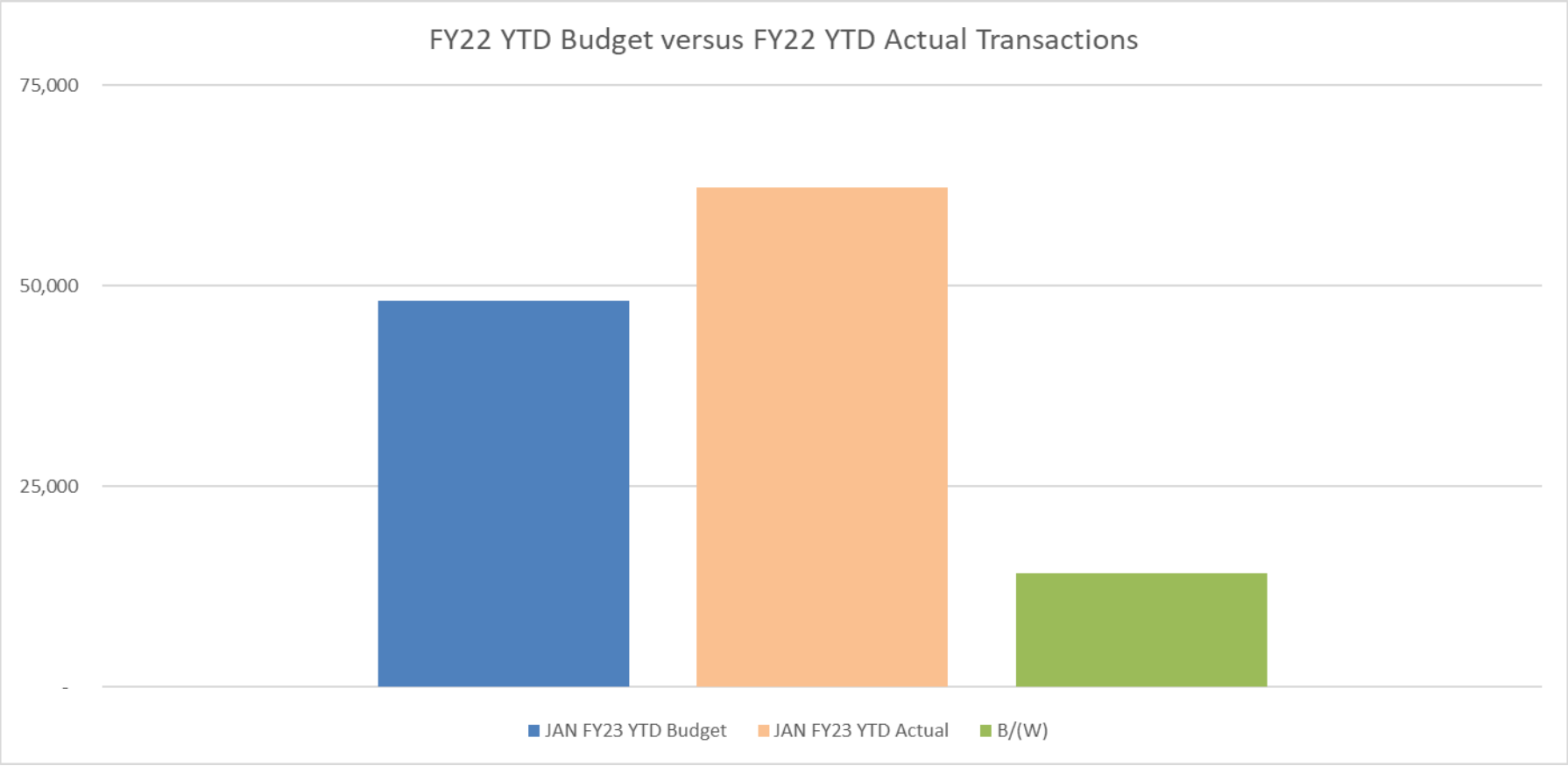
Tax Forms Filed	Tax Forms filed for the 3 months ended January 2023 was up by 3,737 compared to the same period last year.



Licenses/Renewals Filed	Licenses transactions for the 3 months ending in January 2023 was up by 4,131 compared to same period last year.



Payments Made by City	Payments made for the 3 months ended January 2023 was up $19.5 million (19.9%) compared to the same 3 months from the prior year.



Transactions YTD Budget versus YTD Actual	YTD Transactions FY23 Actual versus Budget is favorable by 29.36%.

State Audit Update

March 23, 2023

Audit Results

The audit focused on accountability (laws and regulations), not financial.

The audit period was January 1, 2018, thru December 31, 2021.

Accountability Areas examined during this period:

- Procurement – service contracts and procurement thresholds of member cities
- Accounts payable – general disbursements
- Contracted labor – loaned staff agreement
- Open public meetings – compliance with minutes, meetings and executive session requirements
- Financial condition – reviewing for indications of financial distress

Agency operations complied, in all material respects, with applicable state laws, regulations, and its own policies, and provided adequate controls over the safeguarding of public resources

Draft Budget 2024-2028

March 23, 2023

Washington Cities Business License and Tax Portal Agency
Summary of Budget
Draft - 2024 to 2028 Budget (March 2023)

		Actual (A), Projection (P), Budget (B)							Actual (A), Projection (P), Budget (B)					
Budget		**2022 (A)**	**2023 Budget Approved**	**2024 (B)**	**2025 (B)**	**2026 (B)**	**2027 (B)**	**2028 (B)**	**2022 (A) vs 2023 (B)**	**2023 (F) vs 2024 (B)**	**2024 (B) vs 2025 (B)**	**2025 (B) vs 2026 (B)**	**2026 (B) vs 2027 (B)**	**2027 (B) vs 2028 (B)**
Fund Carryover	1	-	-	-	-	-	-	-	-	-	-	-	-	-
User Fees	2	637,552	588,860	592,114	604,347	616,557	628,940	641,518	(48,692)	3,254	12,233	12,211	12,382	12,579
Reimbursable Costs	3	781,844	778,175	812,793	846,862	881,465	905,932	923,849	(3,669)	34,618	34,070	34,603	24,467	17,916
Capital Cost Recovery Charge	4	20,500	20,500	19,500	19,500	19,500	19,500	19,500	-	(1,000)	-	-	-	-
Interest Income	5	26,693	-	-	-	-	-	-	(26,693)	-	-	-	-	-
Revenue		**1,466,589**	**1,387,535**	**1,424,407**	**1,470,709**	**1,517,523**	**1,554,372**	**1,584,867**	**(79,054)**	**36,872**	**46,302**	**46,813**	**36,849**	**30,495**
Contracts	6	(77,241)	(73,341)	(74,998)	(76,896)	(78,841)	(80,836)	(82,881)	3,900	(1,657)	(1,897)	(1,945)	(1,995)	(2,045)
Labor	7	(415,137)	(435,047)	(448,099)	(461,542)	(475,388)	(489,650)	(504,339)	(19,910)	(13,052)	(13,443)	(13,846)	(14,262)	(14,689)
Overhead	8	(26,096)	(66,512)	(68,015)	(69,736)	(71,500)	(73,309)	(75,164)	(40,416)	(1,503)	(1,721)	(1,764)	(1,809)	(1,855)
Technology Costs	9	(339,233)	(451,119)	(469,914)	(490,934)	(512,987)	(525,965)	(531,678)	(111,886)	(18,795)	(21,020)	(22,053)	(12,979)	(5,712)
Transactions Fees	10	(322,697)	(336,491)	(338,351)	(345,341)	(352,319)	(359,394)	(366,582)	(13,795)	(1,860)	(6,990)	(6,977)	(7,076)	(7,188)
Operating Reserve	11	-	(4,525)	(5,530)	(6,761)	(6,988)	(5,718)	(4,723)	(4,525)	(1,005)	(1,231)	(227)	1,270	994
Capital Cost recovery Payment	4	(20,500)	(20,500)	(19,500)	(19,500)	(19,500)	(19,500)	(19,500)	-	1,000	-	-	-	-
Expenses		**(1,200,904)**	**(1,387,535)**	**(1,424,407)**	**(1,470,709)**	**(1,517,523)**	**(1,554,372)**	**(1,584,867)**	**(186,631)**	**(36,872)**	**(46,302)**	**(46,813)**	**(36,849)**	**(30,495)**
Surplus/ (Deficit)		**265,685**	**-**	**-**	**-**	**-**	**-**	**-**	**(265,685)**	**-**	**-**	**-**	**-**	**-**

Washington Cities Business License and Tax Portal Agency
Key Assumptions and notes for Budget
Draft Budget 2024-2028
03/23/23

Assumptions and Notes

Revenue		
User Fees	1	User Fees are fees charged to the business user for each city-specific transaction net of zero-dollar returns. The allocation methodology is based on projected transaction amounts.
Interest Income	2	Income generated by bank deposits and interest-bearing assets.
Expenses		
Contracts	3	Consultant and Service Fees - is comprised of Outside Accounting, State Auditor, Insurance, and Bank Fees
Labor	4	Labor is broken into two primary categories. Agency employees are budgeted based on the City of Seattle estimates and Incremental Labor is based on new city additions with the calculation determined in the Interlocal Agreement.
Overhead	5	Overhead is comprised of Legal, City of Seattle Technology Fees, Office and Operating Supplies, Printing, Licenses, Travel, and Marketing.
Technology Cost	6	Incremental Technology Costs are outside IT Costs and comprised of ASP Hosting, Software as a Service, USPS Address Lists, Transaction Fees, IT and Security Audit, Misc. Technology, Software Development, and Incremental IT.
Capital Cost Recovery		
Collect from Cities	7	Capital Cost Recovery Charge is an annual fee charged to all participating cities other than Seattle, for the purposes of reimbursing Seattle for a portion of the funding provided to pay for the start-up of the Portal Agency, See Section 13.j in the Interlocal Agreement for further information.
Paid to Seattle	8	Annual Reimbursement for a portion of start-up costs for the Portal Agency
Operating Reserve		
Operating Reserve	9	Operating Reserve is an unrestricted fund balance set aside to provide a cushion against unexpected events. The current operating reserve is 15% of total operating expenditures
Operating Deficit		
Operating Deficit	10	The amount by which the User Fees are less than the amount necessary to pay all Operating Expenses.
Cost Reimbursement		
Cost Reimb.	11	The amount by which the User Fees are less than the amount necessary to pay all Operating Expenses.

Washington Cities Business License and Tax Portal Agency
FY2023-FY2027
Draft 2024-2028 Budget (March 2023) v.s. Final 2023- 2027 Budget (December 2022)

		Draft 2024- 2028 Budget (March 2023)							Final 2023- 2027 Budget (December 2022)					
		Actual (A), Projection (P), Budget (B)							Actual (A), Projection (P), Budget (B)					
Budget		**2022 (A)**	**2023 Budget Approved**	**2024 (B)**	**2025 (B)**	**2026 (B)**	**2027 (B)**	**2028 (B)**	**2022 (A)**	**2023 (B)**	**2024 (B)**	**2025 (B)**	**2026 (B)**	**2027 (B)**
Fund Carryover	1	-	-	-	-	-	-	-	-	-	-	-	-	-
User Fees	2	637,552	588,860	592,114	604,347	616,557	628,940	641,518	550,500	588,860	601,179	613,593	625,989	638,559
Reimbursable Costs	3	781,844	778,175	812,793	846,862	881,465	905,932	923,849	781,844	778,175	809,685	842,915	877,439	901,826
Capital Cost Recovery Charge	4	20,500	20,500	19,500	19,500	19,500	19,500	19,500	20,500	20,500	20,500	20,500	20,500	20,500
Interest Income	5	26,693	-	-	-	-	-	-	-	-	-	-	-	-
Revenue		**1,466,589**	**1,387,535**	**1,424,407**	**1,470,709**	**1,517,523**	**1,554,372**	**1,584,867**	**1,352,844**	**1,387,535**	**1,431,364**	**1,477,008**	**1,523,928**	**1,560,885**
Contracts	6	(77,241)	(73,341)	(74,998)	(76,896)	(78,841)	(80,836)	(82,881)	(71,762)	(73,341)	(74,998)	(76,896)	(78,841)	(80,836)
Labor	7	(415,137)	(435,047)	(448,099)	(461,542)	(475,388)	(489,650)	(504,339)	(425,579)	(435,047)	(448,099)	(461,542)	(475,388)	(489,650)
Overhead	8	(26,096)	(66,512)	(68,015)	(69,736)	(71,500)	(73,309)	(75,164)	(70,187)	(66,512)	(68,015)	(69,736)	(71,500)	(73,309)
Technology Costs	9	(339,233)	(451,119)	(469,914)	(490,934)	(512,987)	(525,965)	(531,678)	(471,216)	(451,119)	(469,914)	(490,934)	(512,987)	(525,965)
Transactions Fees	10	(322,697)	(336,491)	(338,351)	(345,341)	(352,319)	(359,394)	(366,582)	(293,600)	(336,491)	(343,531)	(350,625)	(357,708)	(364,891)
Operating Reserve	11	-	(4,525)	(5,530)	(6,761)	(6,988)	(5,718)	(4,723)	-	(4,525)	(6,307)	(6,776)	(7,004)	(5,734)
Capital Cost recovery Payment	4	(20,500)	(20,500)	(19,500)	(19,500)	(19,500)	(19,500)	(19,500)	(20,500)	(20,500)	(20,500)	(20,500)	(20,500)	(20,500)
Expenses		**(1,200,904)**	**(1,387,535)**	**(1,424,407)**	**(1,470,709)**	**(1,517,523)**	**(1,554,372)**	**(1,584,867)**	**(1,352,844)**	**(1,387,535)**	**(1,431,364)**	**(1,477,008)**	**(1,523,928)**	**(1,560,885)**
Surplus/ (Deficit)		**265,685**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**

Washington Cities Business License and Tax Portal Agency
FY2023-FY2027
Draft 2024-2028 Budget (March 2023) v.s. Final 2023- 2027 Budget (December 2022)
Delta

		Delta						
		Actual (A), Projection (P), Budget (B)						
Budget		**2022**	**2023**	**2024 (B)**	**2025 (B)**	**2026 (B)**	**2027 (B)**	**2028 (B)**
Fund Carryover	1	-	-	-	-	-	-	-
User Fees	2	87,052	-	(9,065)	(9,246)	(9,431)	(9,620)	-
Reimbursable Costs	3	0	-	3,108	3,947	4,026	4,107	-
Capital Cost Recovery Charge	4	-	-	(1,000)	(1,000)	(1,000)	(1,000)	-
Interest Income	5	26,693	-	-	-	-	-	-
Revenue		**113,745**	**-**	**(6,957)**	**(6,299)**	**(6,405)**	**(6,513)**	**-**
Contracts	6	(5,479)	-	-	-	-	-	-
Labor	7	10,442	-	-	-	-	-	-
Overhead	8	44,091	-	-	-	-	-	-
Technology Costs	9	131,983	-	-	-	-	-	-
Transactions Fees	10	(29,097)	-	5,180	5,284	5,389	5,497	-
Operating Reserve	11	-	-	777	16	16	16	-
Capital Cost recovery Payment	4	-	-	1,000	1,000	1,000	1,000	-
Expenses		**151,940**	**-**	**6,957**	**6,299**	**6,405**	**6,513**	**-**
Surplus/ (Deficit)		**265,685**	**-**	**-**	**-**	**-**	**-**	**-**

Supplemental Schedules
Reimbursable Cost
Draft - 2024 to 2028 Budget (March 2023)
Delta

	Delta						
	Actual (A), Projection (P), Budget (B)						
	2022	2023	2024 (B)	2025 (B)	2026 (B)	2027 (B)	2028 (B)
Auburn	-	-	776	818	850	873	-
Bellevue	-	-	5,282	5,565	5,785	5,943	-
Bremerton	-	-	-	-	-	-	-
Des Moines	-	-	(8,764)	(9,118)	(9,492)	(9,756)	-
Everett	-	-	2,458	2,590	2,692	2,766	-
Kent	-	-	(8,726)	(9,077)	(9,450)	(9,713)	-
Lake Forest Park	-	-	(1,661)	(1,723)	(1,795)	(1,845)	-
Renton	-	-	(8,652)	(8,984)	(9,355)	(9,616)	-
Seattle	-	-	36,287	38,228	39,741	40,825	-
Shoreline	-	-	(5,516)	(5,735)	(5,971)	(6,137)	-
Snoqualmie	-	-	(16,916)	(17,611)	(18,332)	(18,841)	-
Tacoma	-	-	8,540	8,997	9,353	9,608	-
Total	**-**	**-**	**3,108**	**3,947**	**4,026**	**4,107**	**-**

Washington Cities Business License and Tax Portal Agency
Captail Cost Recovery Charge
March 2023 Draft FY2024-2028

	Per InterLocal Agreement					Actual	Projected	Estimated Transaction Counts				
	<1000	<4001	<14401	<31001	>31001	2022 (A)	2023 (P)	2024 (B)	2025 (B)	2026 (B)	2027 (B)	2028 (B)
Captail Cost Recovery Charge	**$500**	**$100**	**$2,000**	**$4,000**	**$6,000**							
Auburn						500	500	500	500	500	500	500
Bellevue						4,000	4,000	4,000	4,000	4,000	4,000	4,000
Bremerton						-	-	-	-	-	-	-
Des Moines						1,000	1,000	1,000	1,000	1,000	1,000	1,000
Everett						4,000	4,000	4,000	4,000	4,000	4,000	4,000
Kent						2,000	2,000	2,000	2,000	2,000	2,000	2,000
Lake Forest Park						1,000	1,000	1,000	1,000	1,000	1,000	1,000
Renton						2,000	2,000	2,000	2,000	2,000	2,000	2,000
Shoreline						1,000	1,000	1,000	1,000	1,000	1,000	1,000
Snoqualmie						1,000	1,000	-	-	-	-	-
Tacoma						4,000	4,000	4,000	4,000	4,000	4,000	4,000
Total						**20,500**	**20,500**	**19,500**	**19,500**	**19,500**	**19,500**	**19,500**

4th Quarter 2022 Vendor Warrant List

March 23, 2023

FileLocal Quarterly Warrant List
12/31/2022

Vendor Name	Payments for Current Quarter	Payments Year-To-Date
Association Recreational Council	-	5.00
Association of Washington Cities	-	300.00
Avenu	143,758.09	731,551.57
City of Seattle Capital Recovery	-	20,500.00
City of Seattle Treasury Dept	128,476.43	368,514.47
City of Tacoma Tax & License	-	110.00
Francis & Company	12,343.00	45,074.20
Leviathan	8,325.00	35,100.00
Madrona Law Group, PLLC	1,736.00	4,415.00
Scott Hitchcock	140.04	140.04
Seattle Dept of Information Technology	-	4,157.64
Washington Cities Insurance Authority	-	5,168.00