

# West Tapps Maintenance Co

## Balance Sheet

As of June 1, 2023

	TOTAL
<b>ASSETS</b>	
Current Assets	
Bank Accounts	
Capitol Fund 5873	66,286.33
Camera	11,840.98
<b>Total Capitol Fund 5873</b>	<b>78,127.31</b>
CHASE MAIN 5579	528,289.58
CHASE PAYROLL ACCNT 6889	15,233.23
HIDDEN VIEW ROAD 9635	1,720.58
RESERVE ACCOUNT 9650	211,983.30
SEWER FUND 5857	475,474.11
<b>Total Bank Accounts</b>	<b>\$1,310,828.11</b>
Accounts Receivable	
11000 Accounts Receivable	0.00
<b>Total Accounts Receivable</b>	<b>\$0.00</b>
Other Current Assets	
12000 Undeposited Funds	5,722.09
<b>Total Other Current Assets</b>	<b>\$5,722.09</b>
<b>Total Current Assets</b>	<b>\$1,316,550.20</b>
<b>TOTAL ASSETS</b>	<b>\$1,316,550.20</b>
<b>LIABILITIES AND EQUITY</b>	
Liabilities	
Current Liabilities	
Credit Cards	
Chase Corp. CC	-8,136.94
OFFICE DEPOT-OFFICEMAX CC	0.00
<b>Total Credit Cards</b>	<b>\$ -8,136.94</b>

	TOTAL
Other Current Liabilities	
24000 PAYROLL LIABILITIES	2,263.13
24007 Federal Withholding	1,215.00
24120 Social Security-Employer	209.18
24121 Social Security-Employee	-379.64
24122 Labor and Industries-Employer	-351.74
24123 Labor and Industries-Employee	576.72
24124 Medicare-Employer	-44.02
24125 Medicare-Employee	-88.80
24220 FUTA	797.58
24221 SUTA	21.19
24222 WA Admin Fund	17.99
Federal Taxes (941/943/944)	1,016.91
Federal Unemployment (940)	26.55
L&I - Park 6205-00	0.15
WA Paid Family and Medical Leave Tax	94.22
WA SUJ Employer	-19.02
WA Workers Compensation	212.73
<b>Total 24000 PAYROLL LIABILITIES</b>	<b>5,568.13</b>
Out Of Scope Agency Payable	0.00
Washington State Department of Revenue Payable	0.00
<b>Total Other Current Liabilities</b>	<b>\$5,568.13</b>
<b>Total Current Liabilities</b>	<b>\$ -2,568.81</b>
<b>Total Liabilities</b>	<b>\$ -2,568.81</b>
Equity	
30000 Opening Balance Equity	1,496,849.74
32000 Retained Earnings	-511,538.80
Net Income	333,808.07
<b>Total Equity</b>	<b>\$1,319,119.01</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$1,316,550.20</b>

# West Tapps Maintenance Co

## Budget vs. Actuals: FY\_2023 - FY23 P&L

January - December 2023

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
<b>Income</b>				
49900 Uncategorized Income	3,500.00		3,500.00	
70000 INCOME				
70001 Prev Bal Op Assess	31,134.76		31,134.76	
70002 Prev Bal Cap Assess	124.92		124.92	
70003 Oper Assess Current YR	538,980.03		538,980.03	
70004 Capital Assess Current Yr	125,465.62		125,465.62	
70005 Key Card Fees	600.00	2,800.00	-2,200.00	21.43 %
70006 Late Fees	6,426.24	2,150.00	4,276.24	298.89 %
70008 Lien Fees chrgd	4,246.79	10,400.00	-6,153.21	40.83 %
70009 Escrow Fee	1,755.00	9,990.00	-8,235.00	17.57 %
70011 HV Road Fund	5,454.41	3,600.00	1,854.41	151.51 %
70017 Interest Income	10,613.96	21,644.00	-11,030.04	49.04 %
70019 Annual Reserve Contributions		87,000.00	-87,000.00	
70020 Cabana Rental	650.00	1,050.00	-400.00	61.90 %
<b>Total 70000 INCOME</b>	<b>725,451.73</b>	<b>138,634.00</b>	<b>586,817.73</b>	<b>523.29 %</b>
Unapplied Cash Payment Income	1,375.32		1,375.32	
<b>Total Income</b>	<b>\$730,327.05</b>	<b>\$138,634.00</b>	<b>\$591,693.05</b>	<b>526.80 %</b>
<b>GROSS PROFIT</b>	<b>\$730,327.05</b>	<b>\$138,634.00</b>	<b>\$591,693.05</b>	<b>526.80 %</b>
<b>Expenses</b>				
1000 PAYROLL EXPENSES	252.63		252.63	
1110 Office Manager	11,723.25	55,780.00	-44,056.75	21.02 %
1115 Office Assistant	5,291.50	34,320.00	-29,028.50	15.42 %
1211 Assist FM/Park Manager		53,560.00	-53,560.00	
1213 Park Attendants	1,275.23	80,000.00	-78,724.77	1.59 %
1220 Holiday Pay	936.00		936.00	
1221 Vacation	198.00		198.00	
1223 Sick - Hourly	190.00		190.00	
1298 Medicare-Employer	284.30		284.30	
1299 Dept of Labor & Industries	96.86		96.86	
1300 Social Security-Company	1,215.61		1,215.61	
1400 SUTA-Company	100.02		100.02	
1500 WA Admin Fund-Company	5.58		5.58	
1600 FUTA	82.99		82.99	
Taxes	2,156.09		2,156.09	
Wages	22,808.83		22,808.83	
<b>Total 1000 PAYROLL EXPENSES</b>	<b>46,616.89</b>	<b>223,660.00</b>	<b>-177,043.11</b>	<b>20.84 %</b>
10000 Write-Offs	8,649.33		8,649.33	
1114 Special Projects	1,105.81		1,105.81	
2023 Park Projects	169,245.66		169,245.66	
<b>Total 1114 Special Projects</b>	<b>170,351.47</b>		<b>170,351.47</b>	
2000 UTILITIES				

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
2103 Rent - office	7,210.00	14,622.00	-7,412.00	49.31 %
2104 Streetlights	6,758.85	11,853.00	-5,094.15	57.02 %
2201 Water Prks	5,032.85	9,500.00	-4,467.15	52.98 %
2202 Garbage Prks	1,441.73	4,480.00	-3,038.27	32.18 %
2205 Internet	357.32	2,400.00	-2,042.68	14.89 %
2206 Telephone Office	685.82	4,500.00	-3,814.18	15.24 %
2207 Electrical - Prks	169.46	810.00	-640.54	20.92 %
2208 Porta Potties	14,340.62	4,500.00	9,840.62	318.68 %
2209 Telephone Prks	441.47	1,050.00	-608.53	42.04 %
<b>Total 2000 UTILITIES</b>	<b>36,438.12</b>	<b>53,715.00</b>	<b>-17,276.88</b>	<b>67.84 %</b>
2100 Website	675.55	950.00	-274.45	71.11 %
2210 TBD - Board Pending		43,860.00	-43,860.00	
<b>3000 MAINTENANCE</b>				
3104 Equip Mnt Adm	1,456.11	1,400.00	56.11	104.01 %
3203 Green Belt Maintenance	16,505.45	30,000.00	-13,494.55	55.02 %
3204 Equip Mnt Parks	1,801.27	400.00	1,401.27	450.32 %
3211 Landscaping and Groundskeeping	30,087.20	18,000.00	12,087.20	167.15 %
3216 Co Truck Expense	95.15	2,500.00	-2,404.85	3.81 %
3216B Ford Truck Expense	114.25		114.25	
<b>Total 3216 Co Truck Expense</b>	<b>209.40</b>	<b>2,500.00</b>	<b>-2,290.60</b>	<b>8.38 %</b>
<b>Total 3000 MAINTENANCE</b>	<b>50,059.43</b>	<b>52,300.00</b>	<b>-2,240.57</b>	<b>95.72 %</b>
<b>4000 ACTIVITIES / SPECIAL EVENTS</b>		4,000.00	-4,000.00	
4203 Fourth of July	575.94		575.94	
4209 Staff Awards-park		500.00	-500.00	
<b>Total 4000 ACTIVITIES / SPECIAL EVENTS</b>	<b>575.94</b>	<b>4,500.00</b>	<b>-3,924.06</b>	<b>12.80 %</b>
<b>5000 FEES</b>	0.09		0.09	
5101 Tax Preparation & Audit	4,716.00	10,800.00	-6,084.00	43.67 %
5103 Attorney General	2,775.63	15,000.00	-12,224.37	18.50 %
5117 Attorney Fees - Members	21,356.13		21,356.13	
<b>Total 5103 Attorney General</b>	<b>24,131.76</b>	<b>15,000.00</b>	<b>9,131.76</b>	<b>160.88 %</b>
5103c Attorney - law suits	-41,316.46		-41,316.46	
5104 Bank Charges	58.01	300.00	-241.99	19.34 %
5104A Bank Acctn Chrges	-44.00		-44.00	
5104B Crd Card Chrges	19.41		19.41	
<b>Total 5104 Bank Charges</b>	<b>33.42</b>	<b>300.00</b>	<b>-266.58</b>	<b>11.14 %</b>
5105 Federal Tax Expense	286.59	300.00	-13.41	95.53 %
5106 Lien Fees	1,837.50	5,000.00	-3,162.50	36.75 %
5107 PO Box Rent	388.00	365.00	23.00	106.30 %
5109 Business Licenses and Permits	179.29	120.00	59.29	149.41 %
5110 Taxes - Property	41.23		41.23	
5111 Software License & Subscripts		3,198.00	-3,198.00	
5111A QB Payroll Lic Fee	54.71		54.71	
5111B Subscriptions- Software	1,808.51		1,808.51	
<b>Total 5111 Software License &amp; Subscripts</b>	<b>1,863.22</b>	<b>3,198.00</b>	<b>-1,334.78</b>	<b>58.26 %</b>
5115 Training				
5115a Employee Training		750.00	-750.00	
5115b Board Training		700.00	-700.00	
5205 First Aide Training Park		200.00	-200.00	

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
<b>Total 5115 Training</b>		<b>1,650.00</b>	<b>-1,650.00</b>	
5202 Arborist	600.00	1,000.00	-400.00	60.00 %
<b>Total 5000 FEES</b>	<b>-7,239.36</b>	<b>37,733.00</b>	<b>-44,972.36</b>	<b>-19.19 %</b>
5100 Reserve Study	13,544.96	2,380.00	11,164.96	569.12 %
5108 Sewer Trust Attorney Fees	6,221.50		6,221.50	
6000 SUPPLIES		8,100.00	-8,100.00	
6101 Postage and Delivery	399.73	1,300.00	-900.27	30.75 %
6103 Office Supplies	981.12	4,000.00	-3,018.88	24.53 %
6103A Key Card Supplies	18.77		18.77	
<b>Total 6103 Office Supplies</b>	<b>999.89</b>	<b>4,000.00</b>	<b>-3,000.11</b>	<b>25.00 %</b>
6211 Supplies Park	5,282.13		5,282.13	
6212 Hardware Equipment Parks	804.87	2,000.00	-1,195.13	40.24 %
<b>Total 6000 SUPPLIES</b>	<b>7,486.62</b>	<b>15,400.00</b>	<b>-7,913.38</b>	<b>48.61 %</b>
7000 Other OPERATING EXPENSES		500.00	-500.00	
7101 Insurance Auto	973.02		973.02	
7102 Insurance Exp Liability	11,275.95	26,848.00	-15,572.05	42.00 %
7103 Insurance D & O	1,392.27	6,000.00	-4,607.73	23.20 %
7104 Annual Meeting Expenses		2,000.00	-2,000.00	
7105 Mileage		900.00	-900.00	
7105A Mileage - admin	277.51		277.51	
<b>Total 7105 Mileage</b>	<b>277.51</b>	<b>900.00</b>	<b>-622.49</b>	<b>30.83 %</b>
7109 Contingency Ex		1,000.00	-1,000.00	
7113 LTCC		1,500.00	-1,500.00	
7114 CAI		305.00	-305.00	
7116 H.R. Expense		400.00	-400.00	
Professional Fees	4,365.00	6,000.00	-1,635.00	72.75 %
<b>Total 7000 Other OPERATING EXPENSES</b>	<b>18,283.75</b>	<b>45,453.00</b>	<b>-27,169.25</b>	<b>40.23 %</b>
8000 Accumulated Reserves				
8022 Discretionary Allocated				
8022C Fencing and Gates	3,030.03		3,030.03	
8022G New Street Lights		1,000.00	-1,000.00	
8022K ROAD FUND				
8022K1 Hidden View Road	5,305.15	8,000.00	-2,694.85	66.31 %
8022K2 Combined Roads	281.87		281.87	
8022K3 Other RF maintenance	38,257.67		38,257.67	
8022K4 HV road maintenance		6,000.00	-6,000.00	
<b>Total 8022K ROAD FUND</b>	<b>43,844.69</b>	<b>14,000.00</b>	<b>29,844.69</b>	<b>313.18 %</b>
<b>Total 8022 Discretionary Allocated</b>	<b>46,874.72</b>	<b>15,000.00</b>	<b>31,874.72</b>	<b>312.50 %</b>
<b>Total 8000 Accumulated Reserves</b>	<b>46,874.72</b>	<b>15,000.00</b>	<b>31,874.72</b>	<b>312.50 %</b>
89850 Bad debt expense	1,661.81		1,661.81	
9000 IT Expenses				
9103 Computer and Internet Expenses	357.32		357.32	
9104 IT Equipment Mnt		2,400.00	-2,400.00	
<b>Total 9103 Computer and Internet Expenses</b>	<b>357.32</b>	<b>2,400.00</b>	<b>-2,042.68</b>	<b>14.89 %</b>
9105 IT Equipment Upgrades		1,000.00	-1,000.00	
<b>Total 9000 IT Expenses</b>	<b>357.32</b>	<b>3,400.00</b>	<b>-3,042.68</b>	<b>10.51 %</b>
Unapplied Cash Bill Payment Expense	0.00		0.00	

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
<b>Total Expenses</b>	<b>\$400,558.05</b>	<b>\$498,351.00</b>	<b>\$ -97,792.95</b>	<b>80.38 %</b>
NET OPERATING INCOME	<b>\$329,769.00</b>	<b>\$ -359,717.00</b>	<b>\$689,486.00</b>	<b>-91.67 %</b>
Other Expenses				
Reconciliation Discrepancies	3,230.75		3,230.75	
<b>Total Other Expenses</b>	<b>\$3,230.75</b>	<b>\$0.00</b>	<b>\$3,230.75</b>	<b>0.00%</b>
NET OTHER INCOME	<b>\$ -3,230.75</b>	<b>\$0.00</b>	<b>\$ -3,230.75</b>	<b>0.00%</b>
NET INCOME	<b>\$326,538.25</b>	<b>\$ -359,717.00</b>	<b>\$686,255.25</b>	<b>-90.78 %</b>

# West Tapps Maintenance Co

## Profit and Loss % of Total Income

January 1 - June 1, 2023

	TOTAL	
	JAN 1 - JUN 1, 2023	% OF INCOME
<b>Income</b>		
49900 Uncategorized Income	3,500.00	0.48 %
<b>70000 INCOME</b>		
70001 Prev Bal Op Assess	31,134.76	4.26 %
70002 Prev Bal Cap Assess	124.92	0.02 %
70003 Oper Assess Current YR	538,980.03	73.80 %
70004 Capital Assess Current Yr	125,465.62	17.18 %
70005 Key Card Fees	600.00	0.08 %
70006 Late Fees	6,426.24	0.88 %
70008 Lien Fees chrgd	4,246.79	0.58 %
70009 Escrow Fee	1,755.00	0.24 %
70011 HV Road Fund	5,454.41	0.75 %
70017 Interest Income	10,613.96	1.45 %
70020 Cabana Rental	650.00	0.09 %
<b>Total 70000 INCOME</b>	<b>725,451.73</b>	<b>99.33 %</b>
Unapplied Cash Payment Income	1,375.32	0.19 %
<b>Total Income</b>	<b>\$730,327.05</b>	<b>100.00 %</b>
<b>GROSS PROFIT</b>	<b>\$730,327.05</b>	<b>100.00 %</b>
<b>Expenses</b>		
<b>1000 PAYROLL EXPENSES</b>		
1110 Office Manager	11,723.25	1.61 %
1115 Office Assistant	5,291.50	0.72 %
1213 Park Attendants	1,275.23	0.17 %
1220 Holiday Pay	936.00	0.13 %
1221 Vacation	198.00	0.03 %
1223 Sick - Hourly	190.00	0.03 %
1298 Medicare-Employer	284.30	0.04 %
1299 Dept of Labor & Industries	96.86	0.01 %
1300 Social Security-Company	1,215.61	0.17 %
1400 SUTA-Company	100.02	0.01 %
1500 WA Admin Fund-Company	5.58	0.00 %
1600 FUTA	82.99	0.01 %
Taxes	1,504.36	0.21 %
Wages	16,190.74	2.22 %
<b>Total 1000 PAYROLL EXPENSES</b>	<b>39,347.07</b>	<b>5.39 %</b>
10000 Write-Offs	8,649.33	1.18 %
1114 Special Projects	1,105.81	0.15 %
2023 Park Projects	169,245.66	23.17 %
<b>Total 1114 Special Projects</b>	<b>170,351.47</b>	<b>23.33 %</b>

	TOTAL	
	JAN 1 - JUN 1, 2023	% OF INCOME
<b>2000 UTILITIES</b>		
2103 Rent - office	7,210.00	0.99 %
2104 Streetlights	6,758.85	0.93 %
2201 Water Prks	5,032.85	0.69 %
2202 Garbage Prks	1,441.73	0.20 %
2205 Internet	357.32	0.05 %
2206 Telephone Office	685.82	0.09 %
2207 Electrical - Prks	169.46	0.02 %
2208 Porta Potties	14,340.62	1.96 %
2209 Telephone Prks	441.47	0.06 %
<b>Total 2000 UTILITIES</b>	<b>36,438.12</b>	<b>4.99 %</b>
2100 Website	675.55	0.09 %
<b>3000 MAINTENANCE</b>		
3104 Equip Mnt Adm	1,456.11	0.20 %
3203 Green Belt Maintenance	16,505.45	2.26 %
3204 Equip Mnt Parks	1,801.27	0.25 %
3211 Landscaping and Groundskeeping	30,087.20	4.12 %
3216 Co Truck Expense	95.15	0.01 %
3216B Ford Truck Expense	114.25	0.02 %
<b>Total 3216 Co Truck Expense</b>	<b>209.40</b>	<b>0.03 %</b>
<b>Total 3000 MAINTENANCE</b>	<b>50,059.43</b>	<b>6.85 %</b>
<b>4000 ACTIVITIES / SPECIAL EVENTS</b>		
4203 Fourth of July	575.94	0.08 %
<b>Total 4000 ACTIVITIES / SPECIAL EVENTS</b>	<b>575.94</b>	<b>0.08 %</b>
<b>5000 FEES</b>		
5101 Tax Preparation & Audit	4,716.00	0.65 %
5103 Attorney General	2,775.63	0.38 %
5117 Attorney Fees - Members	21,356.13	2.92 %
<b>Total 5103 Attorney General</b>	<b>24,131.76</b>	<b>3.30 %</b>
5103c Attorney - law suits	-41,316.46	-5.66 %
5104 Bank Charges	58.01	0.01 %
5104A Bank Acct Chrges	-44.00	-0.01 %
5104B Crd Card Chrges	19.41	0.00 %
<b>Total 5104 Bank Charges</b>	<b>33.42</b>	<b>0.00 %</b>
5105 Federal Tax Expense	286.59	0.04 %
5106 Lien Fees	1,837.50	0.25 %
5107 PO Box Rent	388.00	0.05 %
5109 Business Licenses and Permits	179.29	0.02 %
5110 Taxes - Property	41.23	0.01 %
5111 Software License & Subscripts		
5111A QB Payroll Lic Fee	54.71	0.01 %
5111B Subscriptions- Software	1,808.51	0.25 %
<b>Total 5111 Software License &amp; Subscripts</b>	<b>1,863.22</b>	<b>0.26 %</b>
5202 Arborist	600.00	0.08 %
<b>Total 5000 FEES</b>	<b>-7,239.36</b>	<b>-0.99 %</b>



	TOTAL	
	JAN 1 - JUN 1, 2023	% OF INCOME
5100 Reserve Study	13,544.96	1.85 %
5108 Sewer Trust Attorney Fees	6,221.50	0.85 %
6000 SUPPLIES		
6101 Postage and Delivery	399.73	0.05 %
6103 Office Supplies	981.12	0.13 %
6103A Key Card Supplies	18.77	0.00 %
<b>Total 6103 Office Supplies</b>	<b>999.89</b>	<b>0.14 %</b>
6211 Supplies Park	5,282.13	0.72 %
6212 Hardware Equipment Parks	804.87	0.11 %
<b>Total 6000 SUPPLIES</b>	<b>7,486.62</b>	<b>1.03 %</b>
7000 Other OPERATING EXPENSES		
7101 Insurance Auto	973.02	0.13 %
7102 Insurance Exp Liability	11,275.95	1.54 %
7103 Insurance D & O	1,392.27	0.19 %
7105 Mileage		
7105A Mileage - admin	277.51	0.04 %
<b>Total 7105 Mileage</b>	<b>277.51</b>	<b>0.04 %</b>
Professional Fees	4,365.00	0.60 %
<b>Total 7000 Other OPERATING EXPENSES</b>	<b>18,283.75</b>	<b>2.50 %</b>
8000 Accumulated Reserves		
8022 Discretionary Allocated		
8022C Fencing and Gates	3,030.03	0.41 %
8022K ROAD FUND		
8022K1 Hidden View Road	5,305.15	0.73 %
8022K2 Combined Roads	281.87	0.04 %
8022K3 Other RF maintenance	38,257.67	5.24 %
<b>Total 8022K ROAD FUND</b>	<b>43,844.69</b>	<b>6.00 %</b>
<b>Total 8022 Discretionary Allocated</b>	<b>46,874.72</b>	<b>6.42 %</b>
<b>Total 8000 Accumulated Reserves</b>	<b>46,874.72</b>	<b>6.42 %</b>
89850 Bad debt expense	1,661.81	0.23 %
9000 IT Expenses		
9103 Computer and Internet Expenses	357.32	0.05 %
<b>Total 9000 IT Expenses</b>	<b>357.32</b>	<b>0.05 %</b>
Unapplied Cash Bill Payment Expense	0.00	0.00 %
<b>Total Expenses</b>	<b>\$393,288.23</b>	<b>53.85 %</b>
NET OPERATING INCOME	<b>\$337,038.82</b>	<b>46.15 %</b>
Other Expenses		
Reconciliation Discrepancies	3,230.75	0.44 %
<b>Total Other Expenses</b>	<b>\$3,230.75</b>	<b>0.44 %</b>
NET OTHER INCOME	<b>\$ -3,230.75</b>	<b>-0.44 %</b>
NET INCOME	<b>\$333,808.07</b>	<b>45.71 %</b>

# West Tapps Maintenance Co

## Profit and Loss

January 1 - June 1, 2023

	TOTAL
Income	
49900 Uncategorized Income	3,500.00
70000 INCOME	
70001 Prev Bal Op Assess	31,134.76
70002 Prev Bal Cap Assess	124.92
70003 Oper Assess Current YR	538,980.03
70004 Capital Assess Current Yr	125,465.62
70005 Key Card Fees	600.00
70006 Late Fees	6,426.24
70008 Lien Fees chrgd	4,246.79
70009 Escrow Fee	1,755.00
70011 HV Road Fund	5,454.41
70017 Interest Income	10,613.96
70020 Cabana Rental	650.00
<b>Total 70000 INCOME</b>	<b>725,451.73</b>
Unapplied Cash Payment Income	1,375.32
<b>Total Income</b>	<b>\$730,327.05</b>
GROSS PROFIT	<b>\$730,327.05</b>
Expenses	
1000 PAYROLL EXPENSES	252.63
1110 Office Manager	11,723.25
1115 Office Assistant	5,291.50
1213 Park Attendants	1,275.23
1220 Holiday Pay	936.00
1221 Vacation	198.00
1223 Sick - Hourly	190.00
1298 Medicare-Employer	284.30
1299 Dept of Labor & Industries	96.86
1300 Social Security-Company	1,215.61
1400 SUTA-Company	100.02
1500 WA Admin Fund-Company	5.58
1600 FUTA	82.99
Taxes	1,504.36
Wages	16,190.74
<b>Total 1000 PAYROLL EXPENSES</b>	<b>39,347.07</b>
10000 Write-Offs	8,649.33
1114 Special Projects	1,105.81
2023 Park Projects	169,245.66
<b>Total 1114 Special Projects</b>	<b>170,351.47</b>

	TOTAL
<b>2000 UTILITIES</b>	
2103 Rent - office	7,210.00
2104 Streetlights	6,758.85
2201 Water Prks	5,032.85
2202 Garbage Prks	1,441.73
2205 Internet	357.32
2206 Telephone Office	685.82
2207 Electrical - Prks	169.46
2208 Porta Potties	14,340.62
2209 Telephone Prks	441.47
<b>Total 2000 UTILITIES</b>	<b>36,438.12</b>
2100 Website	675.55
<b>3000 MAINTENANCE</b>	
3104 Equip Mnt Adm	1,456.11
3203 Green Belt Maintenance	16,505.45
3204 Equip Mnt Parks	1,801.27
3211 Landscaping and Groundskeeping	30,087.20
3216 Co Truck Expense	95.15
3216B Ford Truck Expense	114.25
<b>Total 3216 Co Truck Expense</b>	<b>209.40</b>
<b>Total 3000 MAINTENANCE</b>	<b>50,059.43</b>
<b>4000 ACTIVITIES / SPECIAL EVENTS</b>	
4203 Fourth of July	575.94
<b>Total 4000 ACTIVITIES / SPECIAL EVENTS</b>	<b>575.94</b>
<b>5000 FEES</b>	
5101 Tax Preparation & Audit	4,716.00
5103 Attorney General	2,775.63
5117 Attorney Fees - Members	21,356.13
<b>Total 5103 Attorney General</b>	<b>24,131.76</b>
5103c Attorney - law suits	-41,316.46
5104 Bank Charges	58.01
5104A Bank Acct Chrges	-44.00
5104B Crd Card Chrges	19.41
<b>Total 5104 Bank Charges</b>	<b>33.42</b>
5105 Federal Tax Expense	286.59
5106 Lien Fees	1,837.50
5107 PO Box Rent	388.00
5109 Business Licenses and Permits	179.29
5110 Taxes - Property	41.23
5111 Software License & Subscripts	
5111A QB Payroll Lic Fee	54.71
5111B Subscriptions- Software	1,808.51
<b>Total 5111 Software License &amp; Subscripts</b>	<b>1,863.22</b>
5202 Arborist	600.00
<b>Total 5000 FEES</b>	<b>-7,239.36</b>
5100 Reserve Study	13,544.96

	TOTAL
5108 Sewer Trust Attorney Fees	6,221.50
6000 SUPPLIES	
6101 Postage and Delivery	399.73
6103 Office Supplies	981.12
6103A Key Card Supplies	18.77
<b>Total 6103 Office Supplies</b>	<b>999.89</b>
6211 Supplies Park	5,282.13
6212 Hardware Equipment Parks	804.87
<b>Total 6000 SUPPLIES</b>	<b>7,486.62</b>
7000 Other OPERATING EXPENSES	
7101 Insurance Auto	973.02
7102 Insurance Exp Liability	11,275.95
7103 Insurance D & O	1,392.27
7105 Mileage	
7105A Mileage - admin	277.51
<b>Total 7105 Mileage</b>	<b>277.51</b>
Professional Fees	4,365.00
<b>Total 7000 Other OPERATING EXPENSES</b>	<b>18,283.75</b>
8000 Accumulated Reserves	
8022 Discretionary Allocated	
8022C Fencing and Gates	3,030.03
8022K ROAD FUND	
8022K1 Hidden View Road	5,305.15
8022K2 Combined Roads	281.87
8022K3 Other RF maintenance	38,257.67
<b>Total 8022K ROAD FUND</b>	<b>43,844.69</b>
<b>Total 8022 Discretionary Allocated</b>	<b>46,874.72</b>
<b>Total 8000 Accumulated Reserves</b>	<b>46,874.72</b>
89850 Bad debt expense	1,661.81
9000 IT Expenses	
9103 Computer and Internet Expenses	357.32
<b>Total 9000 IT Expenses</b>	<b>357.32</b>
Unapplied Cash Bill Payment Expense	0.00
<b>Total Expenses</b>	<b>\$393,288.23</b>
NET OPERATING INCOME	<b>\$337,038.82</b>
Other Expenses	
Reconciliation Discrepancies	3,230.75
<b>Total Other Expenses</b>	<b>\$3,230.75</b>
NET OTHER INCOME	<b>\$ -3,230.75</b>
NET INCOME	<b>\$333,808.07</b>

## **Finance Report**

We finally have QB mostly sorted out. There may still be some lingering issues, but we have reports again.

- Current reports including P&L and budget are attached.
- Now that QB is cleared up we can start the 2022 audit.
- There are some expenses that are mis-categorized. I will be working with Melissa to get those fixed this month.
- I will be transferring 2023 reserve funds from our main account to our reserve account.
- People aren't happy with the increase in late fees, but that means they are working.
- Reserve study for 2023 is in progress. This will be a virtual one.

When we spend money, we need to make sure that: 1) we note the funding source in the motion and 2) that it is included in the minutes. This will make it much easier to make sure that the budget is accurate.

NOTE: The budget committee will need to form soon. If there are any priorities for 2023 the board should bring those forward soon so they can be considered during the budget process.

### **Outstanding Collections:**

Approximately 195 homes have not paid their 2023 assessments yet (approximately \$110500 with late fees). Bills were sent out in the last week to these members. Total outstanding balances are approximately \$192,000

### **Other:**

Still working on survey, trying to update clickup, something entire board\office should use so people can stay on top of projects. Working with WTMC representative on the LTCC to get reporting in place so the board knows what is happening at LTCC. Also asked for invoice for 2023 dues.

### **Q3 Priorities:**

Need to get HOA start across the finish line

Start the budget process

Finish reserve study

# Park Report

## Cameras:

Sent links of several companies to Kit, trying to set up a time to get orientation\information.

## Access:

Researching alternatives to DoorKing. We need to expand to Bankers and the pedestrian gate at Jenks. Do we double down on DoorKing or use this opportunity to get something new. ICT seems to be the best option. Existing cards work, but so do phones using blue tooth. A lot of other integration possibilities.

## Staffing:

Doing additional hiring for summer help. Training is ongoing. Adding additional employees to ConneCTeams and added a stand along time clock in the shed.

## Miscellaneous:

- Been doing alcohol checks at Lakeridge as time allows, and badge checks at Bankers – would be helpful if the rest of the board pitched in.
- Asked the office to create a board overlay for keycard.
- Need to revisit park rules sometime soon.

## Jenks:

- Wrote and published instructions for how to use the boat launch.
- Shoreline permit is complete for septic, TPCHD decided they wanted two tanks instead of one dual chamber tank. Creating a delay and cost increase – should be installed by the end of June.
- Working on installing new base molding for the bathrooms. Using PVC so it won't rot.
- Cabana was painted.
- Need to repaint parking lot stall lines
- Would like to keep boat launch open until 10PM during the summer. Only concern is no lighting in upper parking lot – use solar lights on stairs going up to trailer parking?
- After first opening weekend the dock needed some repair – we reinforced the outer edge and ladder. A combination of new boaters, 543 water levels and a more decorative edge led to damage. It's been holding up since.
- Have ordered replacement goose light for the dock. The original one got knocked off.

## Lakeridge:

- Working on drainage design and site plan for gate and parking permits.
- Working on survey for playground equipment
- Working with Kit to figure out which camera system to install.
- Adjusted hinge, cut conduit for pipe and cut old gate off concrete footing.
- Need to paint parking stall lines and install gravel apron to keep dust down during summer.

- New fencing is installed, Key card system back up.
- Outhouse delivered.

**Bankers:**

- Boring for power under 45<sup>th</sup> for Bankers underway (as of 6/12).
- Will be trenching next week and then working on parking area.
- Fencing goes in starting on 7/10
- Keycard TBD based on permitting, will leave manual gates in place for now.
- Working on site plan for above.

**Late Summer\Fall Projects (subject to board approval):**

Jenks: replace fencing (reserve study). Have one bid, second is scheduled for 6/20.

Lakeridge\Ballfield:

- Need to confirm rumor there is meter base that can be used for irrigation by ballfield. Get cost for BL to hook it up (should be cheaper than new service off of Lakeridge). (Funding TBD).
- Replace path from ballfield to Lakeridge gate (reserve study). Have this done at the same time as the parking lot is done.
- Run water line downhill during path construction.
- Would like to install two sail shades along the swim area.
- Install play equipment (TBD)
- Install drainage along the south side of the park.

## June Office report

Assessed the \$50 late fee.

Shut key cards off.

Sent out statements to everyone owing.

Helped Events Committee with food trucks.

Sent out letters to everyone who is 2 years behind stating we will be putting liens on.

Sent letters to everyone who was 2+ years behind stating we were taking them to collections.

Hired more park kids.

Mentally prepared for the early heat and had lots of people rushing to get key cards made!

Dealt with lots and lots of members whose key cards were shut off and they "didn't know why".

Working through the kinks in QBO with the Accountant.

Melissa's Credit card was replaced due to some fraud happening with her CC number. The bank caught all but three charges, but will be reversing them. The old card was shut off.



# Lake Tapps Community Council Minutes

May 2<sup>nd</sup> 2023

President, Dan Roach opened meeting at 7pm

**Attendance:** Present: Dan Roach, Justin Nimick, Leslee Saunders, Larry Hahn, Jake Cimmer, Ralph Mason, Kristal Cowger, Sue Brentson. Absent: Steve Gordon, Vicki Karuzas, George Filiss

**Opening remarks:** Dan Roach gave a brief history of times where the LTCC played crucial roles in public policy. As he moves on, his vision is to see the LTCC grow into what it could be (a powerful political arm that helps set policy, not just reacts to problems that arise). The organization almost became defunct during Covid. Currently all council spots are filled, dues are being paid, operational things (website, set meeting times, etc., are being established). Next steps are to 1) formalize (use Roberts Rules, set standing meetings, recorded minutes), 2) Create an agenda, 3) Start building relationships with governmental agencies/CWA/Lake Tapps Boaters Group and others.

**Introductions:** Larry Hahn introduced himself to the Council and the Council introduced themselves to Larry.

**Treasurer's Report:** Jake Cimmer reported that we are filed with the Secretary of State and that we have \$620 in the bank. Insurance expense was approximately \$900. For 2023, we have received dues from Church Lake and Tacoma Point. Kristal Cowger asked if HOA's can be billed. Jake said he will do that.

## **Discussion items:**

- 1) Website: Sue Brentson has volunteered to create/maintain the website. She researched templates and hosts and recommended to use Word Press as the template and Blue Host as host. The Council voted to approve up to \$300 for this purpose.
- 2) Floating debris: The LTCC is responsible for creating a solution to removing floating debris per the Boat Management Plan. Ideas shared were to talk to other lakes to see what they do, have a clean up yourself policy, and to create solution by involving the city of BL, Pierce County, CWA, LTCC and any other relevant groups/organizations.
- 3) Fairweather Cove: FC was built after the LTCC was formed. Should we make a spot for their HOA on the LTCC? The Council agreed that it was a good idea.
- 4) Dues: Currently the expectation is \$1 per person or \$200 minimum, and \$500 for larger communities. Good for now but will look into making changes for inflation, etc.

## **Other:**

- 1) Pierce County has a Boating Advisory Commission (BAC). It is made up of somewhere between 6-8 citizen volunteers. Lake Tapps generally has 2 or 3 spots because of the size

of the lake. Current members are Duane Bratvold, Jeff Lincoln, Adam Gregorich. There was a question if the rafting rules on Lake Tapps were being changed. The thought is it may be under consideration at the BAC level.

- 2) Old Business: Sue mentioned the efforts to help with the traffic/school bus problems on 214<sup>th</sup>. The thought is to potentially add this to the LTCC agenda.
- 3) Discussion was had at the beginning of the meeting that we need to become more formal (Robert's Rules, set meeting times, etc). Dan mentioned that we may want to think about implementing a rule that if you have three consecutive unexcused absences, a member could lose their position. (This is common in HOA bylaws). Something to consider so people take it seriously.

**Action Items:**

- 1) Dan Roach motioned to allocate up to \$300 for the website. Sue Brentson seconded. Council approved unanimously.
- 2) Dan Roach resigned his position as Council member and President, and motioned to nominate Larry Hahn to fill the vacancy and also to serve as President. Kristal Cowger seconded the motion. Larry shared his excitement to become a part of the LTCC and is anxious to increase awareness of the LTCC and strengthening its standing among residents and decision making bodies. The Council approved the motion unanimously.

**Next Steps:**

- 1) Larry to set next meeting.
- 2) Work on solutions to the floating debris and set up a meeting with BL, Pierce County and CWA.
- 3) Check founding documents to make sure we can add a position or if there needs to be an adjustment for Fairweather Cove. Reach out to FC HOA President and begin the process.
- 4) Jake to invoice HOA's. Look at potential changes to fee structure and present for discussion.

Meeting adjourned at 8:11pm