



SCA Finance Committee

November 28, 2023

11:30 AM

Virtual

From computer, tablet, or smartphone:

<https://us02web.zoom.us/j/88281390115?pwd=VFJnRDVIZDVocFcxNEZta1ZiMWJMU09>

To dial in: 822 5179 3957 Meeting ID: 882 8139 0115 Password: 605875

- 1) Call to Order Carl Cole Treasurer
- 2) Public Comment
- 3) Approval of Minutes of the October 31, 2023 meeting [Attachment 1](#)
Recommended Action: Approval of minutes of the October 31, 2023 SCA Finance Committee Meeting
- 4) October 2023 Financial Reports [Attachments 2-4](#)
Recommended Action: Recommendation of the October 2023 financial reports to the SCA Board
- 5) Update on Sponsors/RAMS/Partners [Attachment 5](#)
- 6) Discussion on 2024 Reserve Levels [Attachment 6](#)
- 7) Discussion on 2023 End of Year Projections
- 8) 2024 Finance Committee
- 9) Other Updates
- 10) For the good of the order
- 11) Adjourn



DRAFT SCA Finance Committee Minutes

October 31, 2023

11:30 AM

Virtual

1. SCA Treasurer Carl Cole called the meeting to order at 11:34 AM. Present were members Jim Ferrell, Armondo Pavone, and Mary Lou Pauly, and SCA staff Leah Willoughby. SCA staff David Hoffman joined the meeting at 11:35 AM after item 3. Absent was member James McNeal.

2. Treasurer Cole inquired whether anyone from the public wished to give comment. Hearing none, this portion of the agenda was closed.

3. Cole asked for any questions or concerns regarding the draft minutes of the September 26, 2023 SCA Finance Committee Meeting.

Ferrell moved, seconded by Pavone, to approve the minutes of the September 26, 2023 Finance Committee Meeting. There was no discussion. The motion passed unanimously.

4. Treasurer Cole summarized and asked for any questions or comments regarding the financial reports of July 2023 and August 2023.

Ferrell moved, seconded by Pavone to recommend to the SCA Board of Directors approval of the September 2023 financial reports, consisting of the September 2023 Balance Sheet and September 2023 Profit & Loss Report. The motion passed unanimously.

5. Chief Operating Officer Leah Willoughby noted sponsor invoices paid since the last meeting of the committee, invoices sent since the last meeting of the committee, sponsorship payments expected, and potential future sponsorships.

6. There were no other items for discussion.

7. There were no items for the good of the order.

8. Treasurer Cole adjourned the meeting at 11:38 AM.

Sound Cities Association
Balance Sheet
As of October 31, 2023

	Total
1110 HomeStreet Bank	34,221.13
1120 HomeStreet Bank - Money Market	582,479.24
1130 PayPal Bank	0.00
Total Bank Accounts	\$ 616,700.37
Total Accounts Receivable	\$ 28,500.00
1140 Investments - Time Value	304,424.55
1145 Accrued Interest Receivable	1,560.27
1499 Undeposited Funds	0.00
1550 Prepaid Expenses	0.00
Other Current Asset	0.00
Total Other Current Assets	\$ 305,984.82
Total Current Assets	\$ 951,185.19
1410 Furniture and Fixtures	31,060.23
1415 Computers	4,891.71
1420 Accumulated Depreciation	-35,951.94
Total 1400 Fixed Assets	\$ 0.00
Total Fixed Assets	\$ 0.00
Other Long-term Assets	0.00
Total Other Assets	\$ 0.00
TOTAL ASSETS	\$ 951,185.19
Total Accounts Payable	\$ 0.00
2200 HomeStreet Credit Card	2,017.30
Total Credit Cards	\$ 2,017.30
2300 Accrued Payroll	17,061.01
2110 Federal Withholding	0.00
2111 Direct Deposit Liabilities	0.00
Total 2140 Medicare	\$ 0.00
2405 FUTA	489.59
2410 SUI	124.16
Total 2415 FIT, SS, Medicare - 941	\$ 6,143.22
2420 L&I	395.53
2425 WA Paid Family & Medical Leave	207.37
2426 WA Cares	256.60
2435 PERS Payable	8,382.83
2440 DCAP / FSA Payable	0.00
2445 DRS DCP Payable	522.00
2450 Medical/Dental/Vision/Life Ins	0.00
2460 Accrued Vacation Pay	38,431.76
2470 w/held Supplemental Life	0.01
2499 Payroll Corrections	89.48
Car Allowance Payable	0.00
Total 2400 Payroll Liabilities	\$ 55,042.55
Total Other Current Liabilities	\$ 72,103.56
Total Current Liabilities	\$ 74,120.86
Total Liabilities	\$ 74,120.86
3110 Equipment Purchase Reserve	15,000.00
3120 Operations Reserves	486,064.50
3130 Contractual Obligations Reserve	84,358.00
3140 Legal Reserves Fund	25,000.00
Total 3100 Board Designated Reserves	\$ 610,422.50
3200 Board Designated Contra	-610,422.50
3300 Fund Balance (Prior Years)	671,974.25
3999 Opening Bal Equity	0.00
Net Income	205,090.08
Total Equity	\$ 877,064.33
TOTAL LIABILITIES AND EQUITY	\$ 951,185.19

Accrual Basis LW

November 28, 2023 SCA Finance Committee Meeting
Attachment 2: October 2023 Balance Sheet

Sound Cities Association
Profit and Loss by Month

January - October, 2023															
	Jan 2023	Feb 2023	Mar 2023	Apr 2023	May 2023	Jun 2023	Jul 2023	Aug 2023	Sep 2023	Oct 2023	Total	2023 Budget	Difference		
1010 Member Dues	837,671.23										837,671.23	837,671.23	0.00		
1020 Membership/Sponsorships	46,500.00	12,500.00	12,500.00	9,000.00	3,000.00	1,000.00		3,000.00	18,000.00		105,500.00	105,500	0.00		
1030 Registration/Dinners Revenue			4,916.00		3,935.00	810.00	1,770.00	2,310.00	1,510.00	2,295.00	17,546.00	27,500	-9,954.00		
1040 Interest Income	961.24	6,593.25	1,868.74	295.69	284.71	2,665.87	-5,205.61	1,275.90	749.28	182.45	9,671.52	5,860	3,811.52		
1150 CC Points Redeemed for Credit	125.00		125.00				175.00			100.00	525.00	900	-375.00		
Total Income	\$ 885,257.47	\$ 19,093.25	\$ 19,409.74	\$ 9,295.69	\$ 7,219.71	\$ 4,475.87	-\$ 3,260.61	\$ 6,585.90	\$ 20,259.28	\$ 2,577.45	\$ 970,913.75	\$977,431.23	-6,517.48		
Gross Profit	\$ 885,257.47	\$ 19,093.25	\$ 19,409.74	\$ 9,295.69	\$ 7,219.71	\$ 4,475.87	-\$ 3,260.61	\$ 6,585.90	\$ 20,259.28	\$ 2,577.45	\$ 970,913.75				
											2023 Budget	Difference	% Budget Remaining		
Total 5100 Salaries	\$ 51,188.95	\$ 50,673.11	\$ 51,878.98	\$ 51,753.98	\$ 51,854.62	\$ 51,729.29	\$ 51,728.98	\$ 49,552.33	\$ 47,500.49	\$ 52,901.29	\$ 510,762.02	630,013.00	119,250.98	19%	Total 5100 Salaries
5210 Taxes-FUTA	160.35	87.41	11.25	0.00	0.00	0.00	0.00	0.00	1.66	36.03	296.70	252.00	-44.70	-18%	5210 Taxes-FUTA
5220 Taxes-SUTA	319.88	358.93	360.75	308.61	264.22	211.61	153.33	85.23	60.59	97.95	2,221.10	2,730.00	508.90	19%	5220 Taxes-SUTA
5230 Taxes - FICA, Medicare - 941	3,954.21	3,934.98	4,007.01	3,997.41	4,005.16	3,995.53	3,995.51	3,829.03	3,652.91	3,384.72	38,756.47	46,488.00	7,731.53	17%	5230 Taxes - FICA, Medicare - 941
5240 Taxes - L & I	175.66	181.49	95.56	11.32	179.74	203.06	94.84	75.55	224.27	115.89	1,357.38	3,372.00	2,014.62	60%	5240 Taxes - L & I
5250 Taxes-FMLA	300.83	299.37	303.39	305.57	304.70	303.97	303.97	291.31	277.91	244.76	2,935.78	2,092.00	-843.78	-40%	5250 Taxes-FMLA
Total 5200 Payroll Taxes	\$ 4,910.93	\$ 4,862.18	\$ 4,777.96	\$ 4,622.91	\$ 4,753.82	\$ 4,714.17	\$ 4,547.65	\$ 4,281.12	\$ 4,217.34	\$ 3,879.35	\$ 45,567.43	54,934.00	9,366.57	17%	Total 5200 Payroll Taxes
5310 Pension Plan Contributions	5,122.26	5,174.16	5,153.86	5,153.86	5,153.91	5,153.86	4,816.16	4,243.02	4,391.97	4,954.30	49,317.36	62,622.00	13,304.64	21%	5310 Pension Plan Contributions
5320 Medical/Dental/Vision/Life Ins	6,267.38	6,292.10	6,267.38	5,715.55	6,393.44	6,406.26	6,296.84	6,296.84	5,359.96	6,295.09	61,590.84	72,310.00	10,719.16	15%	5320 Medical/Dental/Vision/Life Ins
5330 Professional Development			40.00			16.46	16.46		1,500.00		1,572.92	5,000.00	3,527.75	71%	5330 Professional Development
5340 Travel Reimburse	498.55	209.71	36.00	252.50	12.00		34.99	327.50	38.00	63.00	1,472.25				
5345 Car Allowance	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	5,000.00				
Total 5340 Travel Reimburse	\$ 998.55	\$ 709.71	\$ 536.00	\$ 752.50	\$ 512.00	\$ 500.00	\$ 534.99	\$ 827.50	\$ 538.00	\$ 563.00	\$ 6,472.25	10,000.00	3,527.75	35%	Total 5340 Travel Reimburse
Total 5300 Staff Benefits	\$ 12,388.19	\$ 12,175.97	\$ 11,997.24	\$ 11,621.91	\$ 12,059.35	\$ 12,076.58	\$ 11,664.45	\$ 11,367.36	\$ 11,789.93	\$ 11,812.39	\$ 118,953.37	149,931.00	30,977.63	21%	Total 5300 Staff Benefits
Total 5000 Staff	\$ 68,488.07	\$ 67,711.26	\$ 68,654.18	\$ 67,998.80	\$ 68,667.79	\$ 68,520.04	\$ 67,941.08	\$ 65,200.81	\$ 63,507.76	\$ 68,593.03	\$ 675,282.82	834,878.00	159,595.18	19%	Total 5000 Staff
6100 Rent	2,649.83	2,649.83	2,649.83	2,649.83	2,649.83	2,649.83	2,649.83	2,649.83	2,649.83	2,649.83	26,498.30	32,644.00	6,145.70	19%	6100 Rent
6200 Office Insurance											0.00	604.00	604.00	100%	6200 Office Insurance
6310 Copier/Printer Lease & Maint	473.10	234.72	234.72		246.09	234.72	255.35	234.72		487.10	2,400.52	3,048.00	647.48	21%	6310 Copier/Printer Lease & Maint
6320 Outside Printing & Publication	96.69		264.41								361.10	600	238.90	40%	6320 Outsourced Printing/Publications
Total 6300 Printing and Publication	\$ 569.79	\$ 234.72	\$ 499.13	\$ 0.00	\$ 246.09	\$ 234.72	\$ 255.35	\$ 234.72	\$ 0.00	\$ 487.10	\$ 2,761.62	3,648.00	886.38	24%	Total 6300 Printing and Publication
6420 Website Design/Hosting	30.00	30.00	30.00		30.00	30.00	30.00				180.00	1,400.00	1,220.00	87%	6420 Website Design/Hosting
6430 IT Equipment		234.80					27.45			29.82	292.07	2,000.00	1,707.93	85%	6430 Equipment
6440 Software/Subscriptions	1,227.92	567.84	248.68	296.01	1,921.49	237.68	237.68	275.23	268.62	539.34	5,820.49	6,600.00	779.51	12%	6440 Software/Subscriptions
Total 6400 IT	\$ 1,257.92	\$ 832.64	\$ 278.68	\$ 296.01	\$ 1,951.49	\$ 267.68	\$ 295.13	\$ 275.23	\$ 268.62	\$ 569.16	\$ 6,292.56	10,000.00	3,707.44	37%	Total 6400 IT
6500 Cell Phone Service	307.68	309.06	308.58	308.58	308.22	308.22	308.22	308.16	308.16	308.16	3,083.04	3,830.00	746.96	20%	6500 Cell Phone Service
6600 CC, Banking & Other Fees	65.00	5.00	6.00	5.00	104.00	5.00	35.00	5.00	65.00	104.00	399.00	150	-249.00	-166%	6600 CC, Banking & Other Fees
6700 Accounting Fees	0.00	1,639.80	4,286.95	6,618.00	1,118.00				1,600.00		15,262.75	12,850.00	-2,412.75	-19%	Total 6700 Accounting Fees
6800 Legal Fees											0.00	5,000.00	5,000.00	100%	6800 Legal
6900 Office Supplies / Misc.	318.22	27.72	91.71	241.62	273.39	-62.28	189.14	67.67	59.24	122.88	1,329.31	2,500.00	1,170.69	47%	6900 Office Supplies / Misc.
Total 6000 Office / Overhead	\$ 5,168.44	\$ 5,698.77	\$ 8,120.88	\$ 10,119.04	\$ 6,651.02	\$ 3,403.17	\$ 3,732.67	\$ 3,540.61	\$ 4,950.85	\$ 4,241.13	\$ 55,626.58	71,226.00	15,599.42	22%	Total 6000 Office / Overhead
7100 Food/Beverage/Rentals	0.00		4,193.44		4,030.32		80.17	4,342.07	2,178.79	4,884.98	19,709.77	27,500.00	7,790.23	28%	7100 Event food/bev/rentals
7200 Event Pmts Processing Fee			188.45		155.14	36.76	71.78	88.35	60.99	62.67	664.14				
Total 7000 Event Expenses	\$ 0.00	\$ 0.00	\$ 4,381.89	\$ 0.00	\$ 4,185.46	\$ 36.76	\$ 151.95	\$ 4,430.42	\$ 2,239.78	\$ 4,947.65	\$ 20,373.91	27,500.00	7,126.09	26%	Total 7000 Event Expenses
8100 Insurance (D&O)						1,774.00		344.00			2,118.00	1,774.00	-344.00	-19%	8100 D&O Insurance
8200 Awards / Recognition	0.00						215.09	658.37		222.75	1,096.21	1,200.00	103.79	9%	8200 Awards / Recognition
8300 Retreats/Mtgs/Conf/Dues/Events	3,104.43	852.06	427.17	620.00	997.63	2,471.32	462.38	387.79	416.59	222.24	9,961.61	13,000.00	3,038.39	23%	8300 Retreats/Mtgs/Conf/Dues/Events
8400 Consultants/Special Projects	149.00									149.00	298.00	7,550.00	7,252.00	96%	8400 Consultants/Special Projects
Total 8000 Board / Org Development	\$ 3,253.43	\$ 852.06	\$ 427.17	\$ 620.00	\$ 997.63	\$ 4,245.32	\$ 677.47	\$ 1,390.16	\$ 416.59	\$ 593.99	\$ 13,473.82	23,524.00	10,050.18	43%	Total 8000 Board / Org Development
9000 Contingency Fund								199.00			199.00	15,000.00	14,801.00	99%	Contingency Fund
Bad Debt Write Off								500.00			500.00				
Depreciation	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00				
Reconciliation Discrepancies			-10.05								-10.05				
Total Expenses	\$ 76,909.94	\$ 74,262.09	\$ 81,574.07	\$ 78,737.84	\$ 80,501.90	\$ 76,205.29	\$ 72,503.17	\$ 75,261.00	\$ 71,114.98	\$ 78,375.80	\$ 765,446.08	972,129.00	206,682.92	21%	Total Expenses
Net Operating Income	\$ 808,347.53	-\$ 55,168.84	-\$ 62,164.33	-\$ 69,442.15	\$ 73,282.19	-\$ 71,729.42	-\$ 75,763.78	-\$ 68,675.10	-\$ 50,855.70	-\$ 75,798.35	\$ 205,467.67				
Other Income															
Investment returns	-133.00	425.26	-410.00			44.00		-167.74	-136.11		-377.59				
Total Other Income	-\$ 133.00	\$ 425.26	-\$ 410.00	\$ 0.00	\$ 0.00	\$ 44.00	\$ 0.00	-\$ 167.74	-\$ 136.11	\$ 0.00	-\$ 377.59				
Net Other Income	-\$ 133.00	\$ 425.26	-\$ 410.00	\$ 0.00	\$ 0.00	\$ 44.00	\$ 0.00	-\$ 167.74	-\$ 136.11	\$ 0.00	-\$ 377.59				
Net Income	\$ 808,214.53	-\$ 54,743.58	-\$ 62,574.33	-\$ 69,442.15	\$ 73,282.19	-\$ 71,685.42	-\$ 75,763.78	-\$ 68,842.84	-\$ 50,991.81	-\$ 75,798.35	\$ 205,090.08				

Accrual Basis LW

Sound Cities Association

A/R Aging Summary

As of October 31, 2023

	CURRENT	1 - 30	31 - 60	61 - 90	91 AND OVER	TOTAL
AT&T					500.00	\$500.00
Google Fiber			3,000.00			\$3,000.00
Inslee, Best, Doezie & Ryder, P.S.					500.00	\$500.00
Recology	6,000.00					\$6,000.00
Seattle King County REALTORS		6,000.00				\$6,000.00
Seattle Metropolitan Chamber of Commerce	6,000.00					\$6,000.00
Sound Transit					6,000.00	\$6,000.00
Symetra					500.00	\$500.00
TOTAL	\$12,000.00	\$6,000.00	\$3,000.00	\$0.00	\$7,500.00	\$28,500.00

Sponsorship Payment Tracking
2023

Highlighted have been invoiced
and payment is not yet received.

Sponsorship Level	Sponsor/Entity	Invoiced Month	Amount Invoiced	Paid Month	Amount Paid
Partner	Amazon	February 2023	\$ 6,000.00	September 2023	\$ 6,000.00
Regional Associate Member	AWC	January 2023	\$ 500.00	February 2023	\$ 500.00
Regional Associate Member	AT&T	February 2023	\$ 500.00		
Partner	Boeing	April 2023	\$ 6,000.00	June 2023	\$ 6,000.00
Event Sponsor	Boeing	April 2023	\$ 2,500.00	June 2023	\$ 2,500.00
Partner	Cedar Grove	February 2023	\$ 6,000.00	June 2023	\$ 6,000.00
Partner	Comcast	March 2023	\$ 6,000.00	April 2023	\$ 6,000.00
Event Sponsor	Comcast	March 2023	\$ 2,500.00	April 2023	\$ 2,500.00
Regional Associate Member	Desimone Consulting Group	March 2023	\$ 500.00	April 2023	\$ 500.00
Regional Associate Member	EMC Research	January 2023	\$ 500.00	February 2023	\$ 500.00
Regional Associate Member	Foster Garvey	March 2023	\$ 500.00	March 2023	\$ 500.00
Event Sponsor	Foster Garvey	March 2023	\$ 2,500.00	March 2023	\$ 2,500.00
Regional Associate Member	Google Fiber	September 2023	\$ 500.00		
Event Sponsor	Google Fiber	September 2023	\$ 2,500.00		
Regional Associate Member	Gordon Thomas Honeywell	May 2023	\$ 500.00	May 2023	\$ 500.00
Event Sponsor	Gordon Thomas Honeywell	May 2023	\$ 2,500.00	May 2023	\$ 2,500.00
Regional Associate Member	Green River College	January 2023	\$ 500.00	February 2023	\$ 500.00
Regional Associate Member	Inslee Best	April 2023	\$ 500.00		
Regional Associate Member	KC Dept of Assessments	January 2023	\$ 500.00	February 2023	\$ 500.00
Regional Associate Member	King County Elections	June 2023	\$ 500.00	July 2023	\$ 500.00
Regional Associate Member	King County Library Systems	January 2023	\$ 500.00	January 2023	\$ 500.00
Regional Associate Member	Jurassic Parliament			In-Kind	
Regional Associate Member	Langton Spieth, LLC	January 2023	\$ 500.00	January 2023	\$ 500.00
Partner	Lumen	December 2022	\$ 6,000.00	January 2023	\$ 6,000.00
Partner	Marketing Solutions			In-Kind	
Regional Associate Member	McDonald's	November 2023	\$ 500.00		
Event Sponsor	McDonald's	November 2024	\$ 4,500.00		
Regional Associate Member	Michael Baker International	January 2023			bad debt
Partner	Microsoft	January 2023	\$ 6,000.00	April 2023	\$ 6,000.00
Partner	Port of Seattle	January 2023	\$ 6,000.00	January 2023	\$ 6,000.00
Regional Associate Member	PRR	March 2023	\$ 500.00	May 2023	\$ 500.00
Partner	Puget Sound Energy	January 2023	\$ 6,000.00	April 2023	\$ 6,000.00
Partner	Recology	September 2023	\$ 6,000.00		
Partner	Republic Services	January 2023	\$ 6,000.00	February 2023	\$ 6,000.00
Regional Associate Member	Seattle Building and Constr.	January 2023	\$ 500.00	January 2023	\$ 500.00
Partner	Seattle King County Realtors	September 2023	\$ 6,000.00		
Partner	Seattle Metro Chamber	September 2023	\$ 6,000.00		
Partner	Sound Transit	January 2023	\$ 6,000.00		
Regional Associate Member	Symetra	June 2023	\$ 500.00		
Regional Associate Member	ValleyCom	January 2023	\$ 500.00	January 2023	\$ 500.00
Partner	Waste Management	January 2023	\$ 6,000.00	February 2023	\$ 6,000.00
TOTALS			\$ 109,500.00		\$76,500.00

Sponsorship Payment Tracking
2024

Sponsorship Level	Sponsor/Entity	Invoiced Month	Amount Invoiced	Paid Month	Amount Paid
Event Sponsorship	Boeing	November 2023	\$ 12,500.00		
			\$ 12,500.00		

DRAFT 2024 SCA Reserve Levels:

- Operations Reserve of half of budgeted expenses **\$525,598**
 - *Equal to half of budgeted expenses*
- Equipment Reserve of **\$15,000**
- Contract Liability Reserve **\$51,179**
 - *ED cost of employment one month: \$15,833*
 - *office lease (2023-2024 remaining) \$32,618*
 - *Remaining copier lease after 2022: \$2,728*
- Legal Reserve of **\$25,000**

Total draft reserves 2023 : \$616,777

- *change of \$14,930 over 2023*

SCA Board Policies Regarding Reserves

201.7

- a) The association should maintain an Operations Reserve equal to half the annual budget. (3/15/95, 4/15/09, 3/20/2019)
- b) The association should maintain an Equipment Replacement reserve of a minimum of \$15,000 to fund unbudgeted capital expenditures. (Board 9/27/2006, 3/21/2012, 3/20/2019)
- c) The association should maintain a Contract Liability Reserve to fund the liabilities of all SCA contracts. (Board 9/27/2006, 3/20/2019)
- d) The association should maintain a Legal Reserve of \$25,000.
- e) The association should maintain sufficient funds to pay all liabilities, including accrued vacation and other employment liabilities. (3/20/2019)
- f) The association may apply unallocated operating reserves to the budget for the following year. (4-15-09, Board 10/20/10)