

https://us02web.zoom.us/j/85824599790?pwd=L0hGY1lCcXBzUWpHVjM1Rk5SYW1YUT09

To dial in: 822 5179 3957 Meeting ID: 858 2459 9790 Password: 366584

- 1) Call to Order
- 2) Public Comment
- 3) Approval of Minutes of the February 27, 2024 meeting Attachment 1 Recommended Action: Approval of minutes of the February 27, 2024 SCA Finance Committee Meeting
- 4) Review and approval of the February 2024 Financial Reports Attachments 2-4 Recommended Action: Recommendation of the February 2024 Financial Reports, consisting of February 2024 Balance Sheet and February 2024 Profit & Loss Report to the SCA Board
- 5) Update on Sponsors/RAMS/Partners
- 6) Update on Member City Dues Payments
- 7) Update on 2023 End of Year Reports and 2023 Form 990
- 8) Other Updates
- 9) For the good of the order
- 10) Adjourn

# SOUND CITIES ASSOCIATION 38 Cities. A Million People. One Voice.

**SCA Finance Committee** March 26. 2024 11:30 AM

Virtual From computer, tablet, or smartphone:

Armondo Pavone, Treasurer

Attachment 5

Attachment 6

1



## **DRAFT SCA Finance Committee Minutes**

February 27, 2024 11:30 AM Virtual

1. SCA Treasurer Armondo Pavone called the meeting to order at 11:37 AM. Present were Mary Lou Pauly, Regan Bolli, and Dana Ralph, and SCA staff Leah Willoughby and David Hoffman. Absent was member Amy Falcone.

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

3. Treasurer Pavone asked for any questions or concerns regarding the draft minutes of the November 28, 2023 SCA Finance Committee Meeting.

### Pauly moved, seconded by Boli, to approve the minutes of the November 28, 2023 Finance Committee Meeting. There was no discussion. The motion passed unanimously.

4. SCA Chief Operating Officer Leah Willoughby briefly reviewed the roles and responsibilities of the finance committee; including structure and format of regular meetings and reports, and role of staff. Willoughby encouraged questions and feedback from members, and noted transparency between SCA staff and the finance committee. Treasurer Pavone asked for any questions or concerns, hearing none.

5. Group discussed schedule for future 2024 SCA Finance Committee meetings.

6. Treasurer Pavone summarized and asked for any questions or comments regarding the financial reports of November 2023, December 2023, and January 2024.

Pauly moved, seconded by Bolli, to recommend to the SCA Board of Directors approval of the November 2023 financial reports, consisting of the November 2023 Balance Sheet and November 2023 Profit & Loss Report ; December 2023 financial reports, consisting of the December 2023 Balance Sheet and December 2023 Profit & Loss Report ; and January 2024 financial reports, consisting of the January 2024 Balance Sheet and January 2024 Profit & Loss Report . The motion passed unanimously.

7. SCA Chief Operating Officer Leah Willoughby reported that staff is working to finalize items to complete 2023 End of Year reports and will continue to update the committee.

8. Executive Director David Hoffman summarized Member City Dues invoices paid and outstanding.

9. Treasurer Pavone noted sponsor invoices paid since the last meeting of the board, invoices sent since the last meeting of the committee, and sponsorship payments expected. Execuitve Director provided update on outstanding 2023 sponsor invoices.

10. There were no other updates.

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

12. Treasurer Pavone adjourned the meeting at 11:51 AM.

### Sound Cities Association Balance Sheet As of February 29, 2024

		Total
1110 HomeStreet Bank		113,824.58
1120 HomeStreet Bank - Money Market		999,557.03
1130 PayPal Bank		927.53
Total Bank Accounts	\$	1,114,309.14
Total Accounts Receivable	\$	222,757.74
1140 Investments - Time Value		316,045.55
1145 Accrued Interest Receivable		440.55
1499 Undeposited Funds		0.00
1550 Prepaid Expenses		398.91
Other Current Asset		0.00
Total Other Current Assets	\$	316,885.01
Total Current Assets	\$	1,653,951.89
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	\$	1,653,951.89
Total Accounts Payable	\$	3,007.08
2200 HomeStreet Credit Card		0.00
Total Credit Cards	\$	0.00
2300 Accrued Payroll		14,647.91
2110 Federal Withholding		0.00
2111 Direct Deposit Liabilities		0.00
Total 2140 Medicare	\$	0.00
2150 SDI	Ŧ	0.00
2405 FUTA		327.79
2410 SUI		771.23
Total 2415 FIT, SS, Medicare - 941	\$	6,298.62
2420 L&I	Ť	336.76
2425 WA Paid Family & Medical Leave		447.40
2426 WA Cares		328.23
2435 PERS Payable		3,277.18
2445 DRS DCP Payable		784.50
2450 Medical/Dental/Vision/Life Ins		0.01
2460 Accrued Vacation Pay		51,731.45
2470 w/held Supplemental Life		64.14
2499 Payroll Corrections		173.01
Total 2400 Payroll Liabilities	\$	64,570.19
Accrued Liabilities	Ŷ	0.00
Deferred Revenue		0.00
Total Other Current Liabilities	\$	79,218.10
Total Current Liabilities	\$	82,225.18
Total Liabilities	\$	82,225.18
3110 Equipment Purchase Reserve	φ	15,000.00
3120 Operations Reserves		525,598.00
3130 Contractual Obligations Reserve		
3140 Legal Reserves Fund		51,179.00 25,000.00
0		
Total 3100 Board Designated Reserves	\$	616,777.00
3200 Board Designated Contra		-616,777.00
3300 Fund Balance (Prior Years)		723,571.35
3999 Opening Bal Equity		0.00
Net Income		848,155.03
	\$	1,571,726.38
TOTAL LIABILITIES AND EQUITY	\$	1,653,951.56

### Sound Cities Association | Profit and Loss by Month January - February, 2024

	Jan 2024	Feb 2024	Total	2024 Budget	Difference	% Budget Remaining
1010 Member Dues	915,709.00		915,709.00	915,709.00	0.00	
1020 Membership/Sponsorships	12,500.00	46,000.62	58,500.62	96,500.00	-37,999.38	
1030 Registration/Dinners Revenue	65.00	3,117.99	3,182.99	24,500.00	-21,317.01	
1040 Interest Income	1,716.20	235.03	1,951.23	13,720.00	-11,768.77	
1150 CC Points Redeemed for Credit	0.00	0.00	0.00	900.00	-900.00	
Total Income	\$ 929,990.20	\$ 49,353.64	\$ 979,343.84	\$1,051,329.00	(\$71,985.16)	
Gross Profit	\$ 929,990.20	\$ 49,353.64	\$ 979,343.84			

iross Profit	\$	929,990.20	ş	49,353.64	æ	979,343.04				
							2024 Budget	Difference	% Budget Remaining	
Total 5100 Salaries	\$	46,416.48	\$	46,547.96	\$	92,964.44	659,500.00	566,535.56	86%	Total 5100 Salaries
5210 Taxes-FUTA		55.49		14.95		70.44	336.00	265.56	79%	5210 Taxes-FUTA
5220 Taxes-SUTA		300.13		315.21		615.34	2,872.00	2,256.66	79%	5220 Taxes-SUTA
5230 Taxes - FICA, Medicare - 941		3,589.10		3,599.18		7,188.28	47,750.00	40,561.72	85%	5230 Taxes - FICA, Medicare - 941
5240 Taxes - L & I		92.46		94.45		186.91	2,410.00	2,223.09	92%	5240 Taxes - L & I
5250 Taxes-FMLA		-52.21		248.86		196.65	2,610.00	2,413.35	92%	5250 Taxes-FMLA
5260 WA Cares		-0.01		0.00		-0.01				
Total 5200 Payroll Taxes	\$	3,984.96	\$	4,272.65	\$	8,257.61	55,978.00	47,720.39	85%	Total 5200 Payroll Taxes
5310 Pension Plan Contributions		4,310.87		4,334.66		8,645.53	58,300.00	49,654.47	85%	5310 Pension Plan Contributions
5320 Medical/Dental/Vision/Life Ins		6,817.48		5,785.32		12,602.80	80,760.00	68,157.20	84%	5320 Medical/Dental/Vision/Life Ins
5330 Professional Development		23.54		0.00		23.54	8,000.00	8,000.00	100%	5330 Professional Development
5345 ED Car Allowance		500.00		500.00		1,000.00				5345 ED Car Allowance
5346 Staff Travel Expenses		51.44		0.00		51.44				5346 Staff Travel Expenses
Total 5340 Travel Reimbursement	\$	551.44	\$	500.00	\$	1,051.44	13,000.00	11,948.56	92%	Total 5340 Travel Reimburse
Total 5300 Staff Benefits	\$	11,703.33	\$	10,619.98	\$	22,323.31	160,060.00	137,736.69	86%	Total 5300 Staff Benefits
Total 5000 Staff	\$	62,104.77	\$	61,440.59	\$	123,545.36	875,538.00	751,992.64	86%	Total 5000 Staff
6100 Rent		2,608.17		2,608.17		5,216.34	32,740.00	27,523.66	84%	6100 Rent
6200 Office Insurance		0.00		0.00		0.00	604.00	604.00	100%	6200 Office Insurance
6310 Copier/Printer Lease & Maint		0.00		495.14		495.14	3,190.00	2,694.86	84%	6310 Copier/Printer Lease & Maint
6320 Outside Printing & Publication		0.00		0.00		0.00	900	900.00	100%	6320 Outsourced Printing/Publication
Total 6300 Printing and Publication	\$	0.00	\$	495.14	\$	495.14	4,090.00	3,594.86	88%	Total 6300 Printing and Publication
6420 Website Design/Hosting		0.00		33.01		33.01	4,200.00	4,148.42	99%	6420 Website Design/Hosting
6430 IT Equipment		51.58		0.00		51.58	6,000.00	4,642.05	77%	6430 Equipment
6440 Software/Subscriptions		1,357.95		0.00		1,357.95	7,500.00	6,142.05	82%	6440 Software/Subscriptions
Total 6400 IT	\$	1,409.53	s	33.01	\$	1,442.54	17,700.00	16,257.46	92%	Total 6400 IT
6500 Cell Phone Service		308.82		308.94		617.76	3,800.00	3.182.24	84%	6500 Cell Phone Service
6600 CC, Banking & Other Fees		5.00		0.00		5.00	350	345.00	99%	6600 CC, Banking & Other Fees
6700 Accounting Fees		0.00		0.00		0.00	4,700.00	4,700.00	100%	Total 6700 Accounting Fees
6800 Legal Fees		0.00		0.00		0.00	5,000.00	5,000.00	100%	6800 Legal
6900 Office Supplies / Misc.		48.47		27.72		76.19	3,000.00	2,923.81	97%	6900 Office Supplies / Misc.
Total 6000 Office / Overhead	\$	4,379.99	\$	3,472.98	\$	7,852.97	37,740.00	29,887.03	79%	Total 6000 Office / Overhead
7100 Food/Beverage/Rentals	•	0.00	•	0.00	•	0.00	35,000.00	20,007.00	73%	
7200 Event Pmts Processing Fee		0.00		123.11		123.11	1,500.00			
Total 7000 Event Expenses	\$	0.00	s	123.11	\$	123.11	36,500.00	36,376.89	100%	Total 7000 Event Expenses
8100 Insurance (D&O)	•	0.00	•	0.00	•	0.00	2,174.00	2,174.00	100%	8100 D&O Insurance
8200 Awards / Recognition		0.00		0.00		0.00	5,000.00	5.000.00	100%	8200 Awards / Recognition
8300 Retreats/Mtgs/Conf/Dues/Events		1,104.15		383.19		1,487.34	15,000.00	13,512.66	90%	8300 Retreats/Mtgs/Conf/Dues/Events
8400 Consultants/Special Projects		0.00		0.00		0.00	20,000.00	20,000.00	100%	8400 Consultants/Special Projects
Total 8000 Board / Org Development	\$	1,104.15	s	383.19	\$	1,487.34	42,174.00	40,686.66	96%	Total 8000 Board / Org Development
9000 Contingency Fund	- V	199.00	*	0.00	•	199.00	25,000.00	24,801.00	99%	Contingency Fund
Bad Debt Write Off		100.00		0.00		100.00	20,000.00	21,001.00	99%	containgonoy r and
otal Expenses	\$	67,787.91	\$	65,419.87	\$	133,207.78	1,051,196.00	883,744.22	87%	Total Expenses
et Operating Income	\$	862,202.29	ې -\$	16,066.23	\$	846,136.06	.,	000,144.22	67%	The second se
	Ŷ		•	. 0,000.20	•					
ther Income										
		2,018.97				2.018.97				
Investment returns	e	2,018.97	•	0.00	•	2,018.97				
ther Income Investment returns otal Other Income let Other Income	\$	2,018.97 2,018.97 2,018.97	\$ \$	0.00	\$ \$	2,018.97 2,018.97 2,018.97				

# Sound Cities Association

# A/R Aging Summary

As of March 22, 2024

	CURRENT	1 - 30	31 - 60	61 - 90	91 - 120	121 AND OVER	TOTAL
Amazon		6,000.00					\$6,000.00
City of Bellevue			75,308.76				\$75,308.76
Green River College		500.00					\$500.00
King County Dept. of Assessments		500.00					\$500.00
King County Library Systems		500.00					\$500.00
Langton Spieth, LLC		500.00					\$500.00
PSE		6,000.00					\$6,000.00
Recology						6,000.00	\$6,000.00
Republic Services		6,000.00					\$6,000.00
Seattle Metropolitan Chamber of Commerce					6,000.00		\$6,000.00
TOTAL	\$0.00	\$20,000.00	\$75,308.76	\$0.00	\$6,000.00	\$6,000.00	\$107,308.76

6

### 2024 Sponsorship Payment

Tracking	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 2024	\$ 6,000.00						
Regional Associate Member	AWC	February 2024	\$ 500.00	February 2024	\$ 500.00				
Event Sponsorship	Boeing	November 2023	\$ 12,500.00	December 2023	\$ 12,500.00				
Regional Associate Member	EMC Research	February 2024	\$ 500.00	March 2024	\$ 500.00				
Regional Associate Member	Green River College	February 2024	\$ 500.00						
Regional Associate Member	Jurassic Parliament			In-Kind					
Regional Associate Member	KC Dept of Assessments	February 2024	\$ 500.00						
Regional Associate Member	King County Library Systems	February 2024	\$ 500.00						
Regional Associate Member	Langton Spieth, LLC	February 2024	\$ 500.00						
Partner	Marketing Solutions			In-Kind					
Partner	Microsoft	February 2024	\$ 6,000.00	February 2024	\$ 6,000.00				
Partner	Port of Seattle	February 2024	\$ 6,000.00	February 2024	\$ 6,000.00				
Partner	Puget Sound Energy	February 2024	\$ 6,000.00						
Partner	Republic Services	February 2024	\$ 6,000.00						
Regional Associate Member	Seattle Building and Constr.	February 2024	\$ 500.00	February 2024	\$ 500.00				
Partner	Sound Transit	February 2024	\$ 6,000.00	February 2024	\$ 6,000.00				
Regional Associate Member	ValleyCom	February 2024	\$ 500.00	March 2024	\$ 500.00				
Partner	Waste Management	February 2024	\$ 6,000.00	March 2025	\$ 6,000.00				
Totals			\$ 58,500.00		\$ 38,500.00				

### Outstanding 2023 Invoices

Sponsorship Level	Sponsor/Entity	Invoiced Month	Amount Invoiced	Paid Month Amount Paid
Partner	Recology	September 2023	\$ 6,000.00	
Partner	Seattle Metro Chamber	September 2023	\$ 6,000.00	
Totals			\$ 12,000.00	\$-

Sponsorship Level	Sponsor/Entity	Invoiced Month	Amount Invoiced	Paid Month	Amount Paid
Partner	Amazon	February 2023		September 2023	
Regional Associate Member	AWC	January 2023	. ,	Feburary 2023	. ,
Partner	Boeing	April 2023	1	June 2023	•
Event Sponsor	Boeing	April 2023		June 2023	, .,
Partner	Cedar Grove	Febraury 2023		June 2023	
Partner	Comcast	March 2023	. ,	April 2023	
Event Sponsor	Comcast	March 2023	. ,	April 2023	. ,
Regional Associate Member	Desimone Consulting Group	March 2023	, ,	April 2023	. ,
Regional Associate Member	EMC Research	January 2023	\$ 500.00	February 2023	
Regional Associate Member	Foster Garvey	March 2023		, 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	March 2024	\$ 500.00
Event Sponsor	Google Fiber	September 2023		March 2024	\$ 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	KC Dept of Assessments	January 2023		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	Langton Spieth, LLC	January 2023	\$ 500.00	January 2023	\$ 500.0
Partner	Lumen	December 2022	\$ 6,000.00	January 2023	\$ 6,000.00
Regional Associate Member	McDonald's	November 2023	\$ 500.00	December 2023	\$ 500.0
Event Sponsor	McDonald's	November 2023	\$ 4,500.00	December 2023	\$ 4,500.00
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	\$ 500.0
Partner	Puget Sound Energy	January 2023	\$ 6,000.00	April 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	\$ 500.0
Partner	Seattle King County Realtors	September 2023	\$ 6,000.00	March 2024	\$ 6,000.00
Partner	Sound Transit	January 2023	\$ 6,000.00	November 2023	\$ 6,000.00
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
Regional Associate Member	AT&T	February 2023			-bad-debt-
Regional Associate Member	Inslee Best	April 2023			-bad-debt-
Regional Associate Member	Michael Baker International	January 2023			-bad-debt-
Regional Associate Member	<del>Symetra</del>	June 2023			-bad debt-
TOTALS			\$ 96,500.00		\$96,500.0

March 26, 2024 SCA Finance Committee Meeting Attachment 5: Sponsorship Update

### 2024 Member City Dues Payments

Municipality	2024 Dues	Invoiced	Paid	Received	Method	Outstanding
Algona	\$2,496.49	12/12/2023	\$ 2496.49	2/21/2024	check	\$0.00
Auburn (part)	\$59,313.18	12/12/2023	\$ 59,313.18	2/7/2024	check	\$0.00
Beaux Arts Village	\$237.22	12/12/2023	\$ 237.22	3/11/2024	check	\$0.00
Bellevue	\$75,308.76	12/12/2023				\$75,308.76
Black Diamond	\$5,181.24	12/12/2023	\$ 5181.24	1/23/2024	check	\$0.00
Bothell (part)	\$22,050.41	12/12/2023	\$ 22050.41	2/20/2024	check	\$0.00
Burien	\$39,582.28	12/12/2023	\$ 39,582.28	1/23/2024	check	\$0.00
Carnation	\$1,675.62	12/12/2023	\$ 1675.62	12/19/2023	check	\$0.00
Clvde Hill	\$2,345.87	12/12/2023	\$ 2345.87	1/23/2024	check	\$0.00
Covington	\$16,266.69	12/12/2023	\$ 16266.69	1/23/2024	check	\$0.00
Des Moines	\$25.047.69	12/12/2023	\$ 25,047.69	1/23/2024	check	\$0.00
Duvall	\$6,423.84	12/12/2023	\$ 6423.84	1/23/2024	check	\$0.00
Enumclaw (part)	\$9,857.92	12/12/2023	\$ 9857.92	1/23/2024	check	\$0.00
Federal Way	\$75,308.76	12/12/2023	\$ 75,308.76	2/7/2024	check	\$0.00
Hunts Point	\$346.42	12/12/2023	\$ 346.42	2/13/2024	check	\$0.00
Issaguah	\$31,094.99	12/12/2023	\$ 31,094.99	1/23/2024	check	\$0.00
Kenmore	\$18,247.31	12/12/2023	\$ 18247.31	1/10/2024	check	\$0.00
Kent	\$75,308.76	12/12/2023	\$ 75,308.76	3/6/2024	check	\$0.00
Kirkland	\$72,989.25	12/12/2023	\$ 72,989.25	1/10/2024	check	\$0.00
Lake Forest Park	\$10,287.18	12/12/2023	\$ 10287.18	2/27/2024	check	\$0.00
Maple Valley	\$22,027.81	12/12/2023	\$ 22,027.81	1/23/2024	check	\$0.00
Medina	\$2,202.78	12/12/2023	\$ 2202.78	2/20/2024	check	\$0.00
Mercer Island	\$19,429.66	12/12/2023	\$ 19429.66	1/10/2024	check	\$0.00
Milton (part)	\$1,231.30	12/12/2023	\$ 1231.30	12/19/2023	check	\$0.00
Newcastle	\$10,249.52	12/12/2023	\$ 10249.52	7/2/2024	check	\$0.00
Normandy Park	\$5,151.12	12/12/2023	\$ 5151.12	2/7/2024	check	\$0.00
North Bend	\$6,115.07	12/12/2023	\$ 6115.07	1/10/2024	check	\$0.00
Pacific (part)	\$5,444.82	12/12/2023	\$ 5444.82	1/30/2024	check	\$0.00
Redmond	\$58,356.76	12/12/2023	\$ 58,356.76	1/23/2024	check	\$0.00
Renton	\$75,308.76	12/12/2023	\$ 75,308.76	1/17/2024	ACH	\$0.00
Sammamish	\$51,420.82	12/12/2023	\$ 51,420.82	1/30/2024	check	\$0.00
SeaTac	\$23,903.00	12/12/2023	\$ 23903.00	3/6/2024	check	\$0.00
Shoreline	\$46,028.71	12/12/2023	\$ 46,028.71	2/7/2024	check	\$0.00
Skykomish	\$124.26	12/12/2023	\$ 124.26	1/23/2024	check	\$0.00
Snoqualmie	\$10,919.77	12/12/2023	\$ 10919.77	1/23/2024	check	\$0.00
Tukwila	\$17,155.34	12/12/2023	\$ 17155.34	1/23/2024	check	\$0.00
Woodinville	\$10,415.20	12/12/2023	\$ 10415.20	1/23/2024	check	\$0.00
Yarrow Point	\$854.75	12/12/2023	\$ 854.75	2/1/2024		\$0.00
Total	\$915,709.35		\$ 840,400.57			\$75,308.78