

SCA Finance Committee

November 26, 2024 11:30 AM Virtual

From computer, tablet, or smartphone:

https://us02web.zoom.us/j/87200055414?pwd=OHZRSURrTzFRY3JJUDJScHc4L0VjUT09

To dial in: 872 0005 5414 **Meeting ID:** 858 2459 9790 **Password:** 589321

1) Call to Order

Armondo Pavone, Treasurer

- 2) Public Comment
- 3) Approval of Minutes of the October 29, 2024 meeting

 **Recommended Action: Approval of minutes of the October 29, 2024 SCA Finance Committee Meeting
- 4) Review and approval of the October 2024 Financial Reports

 **Recommended Action:* Recommendation to the SCA board for approval of the October 2024

 **Financial Reports, consisting of the September 2024 Balance Sheet and October 2024 Profit & Loss Report
- 5) Update on Sponsors/RAMS/Partners

Attachments 5

6) DRAFT 2025 Reserve Levels

Attachments 6

- 7) 2025 Finance Committee
- 8) Other Updates
- 9) For the good of the order
- 10) Adjourn



DRAFT SCA Finance Committee Minutes

October 29, 2024 11:30 AM Virtual

- 1. SCA Treasurer Armondo Pavone called the meeting to order at 11:34 AM. Present were members Regan Bolli and Amy Falcone, and SCA staff Leah Willoughby. Absent were members Mary Lou Pauly and Dana Ralph.
- 2. Treasurer Pavone inquired whether anyone from the public wished to give comment. Hearing none, this portion of the agenda was closed.
- 3. Pavone asked for any questions or concerns regarding the draft minutes of the September 24, 2024 SCA Finance Committee Meeting.

Bolli moved, seconded by Falcone, to approve the minutes of the September 24, 2024 Finance Committee Meeting. There was no discussion. The motion passed unanimously.

4. Treasurer Pavone summarized and asked for any questions or comments regarding the financial reports of September 2024.

Falcone moved, seconded by Bolli, to recommend to the SCA Board of Directors approval of the September 2024 Financial Reports, consisting of the September 2024 Balance Sheet and September 2024 Profit & Loss Report. The motion passed unanimously.

- 5. Interim Executive Director Carl Cole provided the committee with an update on outstanding sponsor invoices, anticipated invoices, recent and planned communications with sponsors.
- 6. Interim Executive Director Carl Cole briefed group on draft 2025 budget, as provided in materials. Cole noted changes from previous year; and asked for any questions. After discussion, the committee took the following action:

Bolli moved, seconded by Falcone, to recommend to the SCA Board of Directors draft 2025 SCA Budget as provided. The motion passed unanimously.

7. Treasurer Pavone asked for any questions or concerns regards to draft 2023 Form 990.

Bolli moved, seconded by Falcone, to approve the draft 2023 Form 990. The motion passed unanimously.

- 8. There were no other updates.
- 9. There were no items for the good of the order.
- 9. Treasurer Pavone adjourned the meeting at 11:48 AM.

SOUND CITIES ASSOCIATION | BALANCE SHEET

As of October 31, 2024

As of October 31, 20	24	
1110 HomeStreet Bank		39,915.89
1120 HomeStreet Bank - Money Market		794,890.21
1130 PayPal Bank		0.00
Total Bank Accounts	\$	834,806.10
Total Accounts Receivable	\$	2,000.00
1140 Investments - Time Value		329,099.42
1145 Accrued Interest Receivable		-390.16
1499 Undeposited Funds		0.00
1550 Prepaid Expenses		0.00
Other Current Asset		0.00
Total Other Current Assets	\$	328,709.26
Total Current Assets	\$	1,165,515.36
1410 Furniture and Fixtures		31,060.23
1415 Computers		0.00
1420 Accumulated Depreciation		-31,060.23
Total 1400 Fixed Assets	\$	0.00
Total Fixed Assets	\$	0.00
Other Long-term Assets		0.00
Total Other Assets	\$	0.00
TOTAL ASSETS	\$	1,165,515.36
Total Accounts Payable	\$	0.00
2200 HomeStreet Credit Card		687.70
Total Credit Cards	\$	687.70
2300 Accrued Payroll		50,489.42
2110 Federal Withholding		0.00
2111 Direct Deposit Liabilities		0.00
Total 2140 Medicare	\$	0.00
2150 SDI		0.00
2405 FUTA		396.25
2410 SUI		128.95
Total 2415 FIT, SS, Medicare - 941	\$	21,206.06
2420 L&I		97.11
2425 WA Paid Family & Medical Leave		145.38
2426 WA Cares		900.99
2435 PERS Payable		3,238.63
2440 DCAP / FSA Payable		0.00
2445 DRS DCP Payable		0.00
2450 Medical/Dental/Vision/Life Ins		509.66
2460 Accrued Vacation Pay		12,604.79
2470 w/held Supplemental Life		0.00
2499 Payroll Corrections		173.01
Car Allowance Payable		0.00
Total 2400 Payroll Liabilities	\$	39,088.17
Accrued Liabilities	•	0.00
Deferred Revenue		0.00
Total Other Current Liabilities	\$	89,577.59
Total Current Liabilities	\$	90,265.29
Total Liabilities	\$	90,265.29
3110 Equipment Purchase Reserve		15,000.00
3120 Operations Reserves		525,598.00
3130 Contractual Obligations Reserve		51,179.00
3140 Legal Reserves Fund		25,000.00
Total 3100 Board Designated Reserves	\$	616,777.00
3200 Board Designated Contra	*	-616,777.00
3300 Fund Balance (Prior Years)		715,983.91
3999 Opening Bal Equity		0.00
Net Income		359,266.16
		555,200.10
Total Equity	\$	1,075,250.07

January - October, 2024

January - October, 2024

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												2024 Budget	Difference	% Budget Remaining	
1010 Member Dues	915,709.33										915,709.33	915,709.00	0.00	0%	
1020 Membership/Sponsorships	18,500.00	46,000.62	1,500.00	14,500.00	2,500.00	8,500.00				500.00	92,000.62	96,500.00	-4,499.38	5%	
1030 Registration/Dinners Revenue	65.00	3,117.99	837.06		1,015.00	2,325.00	1,540.00		1,920.00	1,870.00	12,690.05	24,500.00	-11,809.95	48%	
1040 Interest Income	1,716.20	1,250.32	-625.33	1,854.21	1,412.94	890.13	1,956.81	1,016.40	1,926.70	1,470.96	12,869.34	13,720.00	-850.66	6%	
1150 CC Points Redeemed for Credit		150.00			50.00				175.00		375.00	900.00	-525.00	58%	
Total Income	\$ 935,990.53 \$	50,518.93 \$	1,711.73 \$	16,354.21	\$ 4,977.94 \$	11,715.13 \$	3,496.81	\$ 1,016.40 \$	4,021.70 \$	3,840.96 \$	1,033,644.34	\$1,051,329.00	(\$17,684.99)	2%	
Gross Profit	\$ 935,990.53 \$	50,518.93 \$	1,711.73 \$	16,354.21	\$ 4,977.94 \$	11,715.13 \$	3,496.81	1,016.40 \$	4,021.70 \$	3,840.96 \$	1,033,644.34				
														% Budget	
												2024 Budget	Difference	Remaining	
Total 5100 Salaries	\$ 46,416.48 \$	46,547.96 \$	47,103.19 \$	40,662.69	\$ 33,829.62 \$	43,985.36 \$	39,470.37	\$ 42,177.45 \$	42,366.83 \$	84,150.74 \$	466,710.69	659,500.00	192,789.31	29%	Total 5100 Salaries
5210 Taxes-FUTA	55.49	14.95	18.29	7.77	0.40	0.00	21.50	20.50	0.00	0.00	138.90	336.00	197.10	59%	5210 Taxes-FUTA
5220 Taxes-SUTA	300.13	315.21	308.18	376.34	179.99	123.31	89.91	108.85	110.12	74.20	1,986.24	2,872.00	885.76	31%	5220 Taxes-SUTA
5230 Taxes - FICA, Medicare - 941	3,589.10	3,599.18	3,641.63	5,340.86	3,372.08	2,657.28	3,057.72	3,264.80	3,279.30	3,780.95	35,582.90	47,750.00	12,167.10	25%	5230 Taxes - FICA, Medicare - 941
5240 Taxes - L & I	92.46	94.45	108.68	62.23	69.22	72.46	73.13	72.45	72.07	68.13	785.28	2,410.00	1,624.72	67%	5240 Taxes - L & I
5250 Taxes-FMLA	-52.21	248.86	251.80	369.31	233.16	183.74	211.43	225.77	226.76	204.91	2,103.53	2,610.00	506.47	19%	5250 Taxes-FMLA
Total 5200 Payroll Taxes	\$ 3,984.97 \$	4,272.65 \$	4,328.58 \$	6,156.51	\$ 3,854.85 \$	3,036.79 \$	3,453.69	3,692.37 \$	3,688.25 \$	4,128.19 \$	40,596.85	55,978.00	15,381.15	27%	Total 5200 Payroll Taxes
5310 Pension Plan Contributions	4,310.87	4,334.66	4,388.93	3,765.18	2,108.80	3,050.18	3,332.43	3,601.30	3,617.27	3,449.97	35,959.59	58,300.00	22,340.41	38%	5310 Pension Plan Contributions
5320 Medical/Dental/Vision/Life Ins	5,785.32	5,785.32	6,286.80	6,220.86	4,651.40	4,651.40	4,651.40	6,153.20	5,652.60	5,652.60	55,490.90	80,760.00	25,269.10	31%	5320 Medical/Dental/Vision/Life Ins
5330 Professional Development	23.54										23.54	8,000.00	7,976.46	100%	5330 Professional Development
5345 ED 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				5345 ED Car Allowance
5346 Staff Travel Expenses	51.44	45.34	53.56				48.70		20.00	87.88	306.92				5346 Staff Travel Expenses
Total 5340 Travel Reimbursement	\$ 551.44 \$	545.34 \$	553.56 \$	500.00	\$ 500.00 \$	500.00 \$	548.70	\$ 500.00 \$	520.00 \$	587.88 \$	5,306.92	13,000.00	7,693.08	59%	Total 5340 Travel Reimburse
Total 5300 Staff Benefits	\$ 10,671.17 \$	10,665.32 \$	11,229.29 \$	10,486.04	\$ 7,260.20 \$	8,201.58 \$	8,532.53	\$ 10,254.50 \$	9,789.87 \$	9,690.45 \$	96,780.95	160,060.00	63,279.05	40%	Total 5300 Staff Benefits
Total 5000 Staff	\$ 61,072.62 \$	61,485.93 \$	62,661.06 \$	57,305.24	\$ 44,944.67 \$	55,223.73 \$	51,456.59	\$ 56,124.32 \$	55,844.95 \$	97,969.38 \$	604,088.49	875,538.00	271,449.51	31%	Total 5000 Staff
6100 Rent	2,608.17	2,608.17	2,609.13	2,608.49	2,608.49	2,608.49	2,608.49	2,608.49	2,608.49	2,608.49	26,084.90	32,740.00	6,655.10	20%	6100 Rent
6200 Office Insurance						380.00					380.00	604.00	224.00	37%	6200 Office Insurance
6310 Copier/Printer Lease & Maint		495.14	238.96	475.39	262.86		523.12	288.97	248.69		2,533.13	3,190.00	656.87	21%	6310 Copier/Printer Lease & Maint
6320 Outside Printing & Publication				371.92			371.92	306.15			1,049.99	900	-149.99	-17%	6320 Outsourced Printing/Publications
Total 6300 Printing and Publication	\$ 0.00 \$	495.14 \$	238.96 \$	847.31	\$ 262.86 \$	0.00 \$	895.04	\$ 595.12 \$	248.69 \$	0.00 \$	3,583.12	4,090.00	506.88	12%	Total 6300 Printing and Publication
6420 Website Design/Hosting		33.01		47.37	203.88						284.26	4,200.00	3,915.74	93%	6420 Website Design/Hosting
6430 IT Equipment	51.58						4,579.36				4,630.94	6,000.00	1,369.06	23%	6430 Equipment
6440 Software/Subscriptions	1,357.95	565.76	265.32	301.89	295.28	2,017.97	301.89	317.32	581.67	323.93	6,328.98	7,500.00	1,171.02	16%	6440 Software/Subscriptions
Total 6400 IT	\$ 1,409.53 \$	598.77 \$	265.32 \$	349.26	\$ 499.16 \$	2,017.97 \$	4,881.25	\$ 317.32 \$	581.67 \$	323.93 \$	11,244.18	17,700.00	6,455.82	36%	Total 6400 IT
6500 Cell Phone Service	308.82	308.94	307.92	307.92	384.97	338.04	250.53	251.70	267.58	267.58	2,994.00	3,800.00	806.00	21%	6500 Cell Phone Service
6600 CC, Banking & Other Fees	5.00	5.00	21.00	5.00	5.00	5.00	65.64	5.00	5.00	121.03	242.67	350	107.33	31%	6600 CC, Banking & Other Fees
6700 Accounting Fees												4,700.00	4,700.00	100%	6700 Accounting Fees
6800 Legal Fees												5,000.00	5,000.00	100%	6800 Legal
6900 Office Supplies / Misc.	48.47	27.72	70.04	78.64	117.71	118.61	27.72	75.13	217.01	106.05	887.10	3,000.00	2,112.90	70%	6900 Office Supplies / Misc.
Total 6000 Office / Overhead	\$ 4,379.99 \$	4,043.74 \$	3,512.37 \$	4,196.62	\$ 3,878.19 \$	5,468.11 \$	8,728.67	3,852.76 \$	3,928.44 \$	3,427.08 \$	45,415.97	71,984.00	26,568.03	37%	Total 6000 Office / Overhead
7100 Food/Beverage/Rentals		60.76	3,788.98			3,232.84	4,659.87	0.00			11,742.45	35,000.00	23,257.55	66%	7100 Food/Beverage/Rentals
7200 Event Pmts Processing Fee		123.11	31.65		38.49	85.34	64.92		80.64	73.90	498.05	1,500.00	1,001.95	67%	7200 Event Pmts Processing Fee
Total 7000 Event Expenses	\$ 0.00 \$	183.87 \$	3,820.63 \$	0.00	\$ 38.49 \$	3,318.18 \$	4,724.79	\$ 0.00 \$	80.64 \$	73.90 \$	12,240.50	36,500.00	24,259.50	66%	Total 7000 Event Expenses
8100 Insurance (D&O)				1,860.00							1,860.00	2,174.00	314.00	14%	8100 D&O Insurance
8200 Awards / Recognition	0.00			67.26			19.95	332.03	403.80		823.04	5,000.00	4,176.96	84%	8200 Awards / Recognition
8300 Retreats/Mtgs/Conf/Dues/Events	1,104.15	611.83	705.97	229.31	140.33	87.99	568.45	481.70	510.96	320.70	4,761.39	15,000.00	10,238.61	68%	8300 Retreats/Mtgs/Conf/Dues/Events
8400 Consultants/Special Projects						50.00	358.00			10,000.00	10,408.00	20,000.00	9,592.00	48%	8400 Consultants/Special Projects
Total 8000 Board / Org Development	\$ 1,104.15 \$	611.83 \$	705.97 \$	2,156.57	\$ 140.33 \$	137.99 \$	946.40	\$ 813.73 \$	914.76 \$	10,320.70 \$	17,852.43	42,174.00	24,321.57	58%	Total 8000 Board / Org Development
9000 Contingency Fund	199.00				199.00				299.00		697.00	25,000.00	24,303.00	97%	Contingency Fund
Reconciliation Discrepancies				-33.01	3.00					-229.00	-259.01				
Total Expenses	\$ 66,755.76 \$	66,325.37 \$	70,700.03 \$	63,625.42	\$ 49,203.68 \$	64,148.01 \$	65,856.45	\$ 60,790.81 \$	61,067.79 \$	111,562.06 \$	680,035.38	1,051,196.00	24,303.00	35%	Total Expenses
Net Operating Income	\$ 869,234.77 -\$	15,806.44 -\$	68,988.30 -\$	47,271.21	-\$ 44,225.74 -\$	52,432.88 -\$	62,359.64 -	\$ 59,774.41 -\$	57,046.09 -\$	107,721.10 \$	353,608.96				
Investment returns	2,018.97	-637.58	-648.65	-190.67	-99.61	684.47	1,802.58	2,790.42	942.87	-1,005.60	5,657.20				
Total Other Income	\$ 2,018.97 -\$	637.58 -\$	648.65 -\$	190.67 -	-\$ 99.61 \$	684.47 \$	1,802.58	\$ 2,790.42 \$	942.87 -\$	1,005.60 \$	5,657.20				
Total Other Expenses	\$ 0.00 \$	0.00 \$	0.00 \$	0.00	\$ 0.00 \$	0.00 \$	0.00	\$ 0.00 \$	0.00 \$	0.00 \$	0.00				
Net Other Income	\$ 2,018.97 -\$	637.58 -\$	648.65 -\$	190.67	-\$ 99.61 \$	684.47 \$	1,802.58	\$ 2,790.42 \$	942.87 -\$	1,005.60 \$	5,657.20				
Net Income	\$ 871,253.74 -\$	16,444.02 -\$	69,636.95 -\$	47,461.88	-\$ 44,325.35 -\$	5 51,748.41 -\$	60,557.06	\$ 56,983.99 -\$	56,103.22 -\$	108,726.70 \$	359,266.16				

SOUND CITIES ASSOCIATION

A/R Aging Summary

As of November 18, 2024

	CURRENT	1 - 30	31 - 60	61 - 90	91 AND OVER	TOTAL
Desimone Consulting Group					500.00	\$500.00
Gordon Thomas Honeywell		500.00				\$500.00
Green River College					500.00	\$500.00
Langton Spieth, LLC					500.00	\$500.00
TOTAL	\$0.00	\$500.00	\$0.00	\$0.00	\$1,500.00	\$2,000.00

2024 Sponsorship Payment

Tracking Highlighted have been invoiced and payment is not yet received.

Tracking Highlighted have been invoiced and payment is not yet received.								
Sponsorship Level	Sponsor/Entity	Invoiced Month	Amount Invoiced	Paid Month		ount Paid		
Partner	Amazon	February 2024		September 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		
Event Sponsorship	Boeing	June 2023	\$ 2,500.00	July 2024	\$	2,500.00		
Partner	Boeing	June2023	\$ 6,000.00	July 2024	\$	6,000.00		
Partner	Comcast	April 2024	\$ 6,000.00	April 2024	\$	6,000.00		
Event Sponsorship	Comcast	April 2024	\$ 2,500.00	April 2024	\$	2,500.00		
Regional Associate Member	Desimone Consulting Group	March 2024	\$ 500.00					
Regional Associate Member	EMC Research	February 2024	\$ 500.00	March 2024	\$	500.00		
Regional Associate Member	Foster Garvey	March 2024	\$ 500.00	April 2024	\$	500.00		
Regional Associate Member	Green River College	February 2024	\$ 500.00					
Event Sponsorship	Gordon Thomas Honeywell	October 2024	\$ 500.00					
Regional Associate Member	Jurassic Parliament			In-Kind				
Regional Associate Member	KC Dept of Assessments	February 2024	\$ 500.00	October 2024	\$	500.00		
Regional Associate Member	King County Library Systems	February 2024	\$ 500.00	May 2024		\$500.00		
Regional Associate Member	Langton Spieth, LLC	February 2024	\$ 500.00					
Partner	Lumen	March 2024	\$ 6,000.00	May 2024	\$	6,000.00		
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		
Regional Associate Member	PRR	March 2024	\$ 500.00	April 2024	\$	500.00		
Partner	Puget Sound Energy	February 2024	\$ 6,000.00	April 2024	\$	6,000.00		
Event Sponsorship	Puget Sound Energy	May 2024	\$ 2,500.00	May 2024	\$	2,500.00		
Partner	Republic Services	February 2024	\$ 6,000.00	April 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			\$ 86,000.00		\$	84,000.00		

Not Yet Invoiced for 2024	Not Yet Invoiced for 2024		
Sponsorship Level	Sponsor	Amount	Invoice Due Month
RAM	King County Elections	\$500.00	Jun-24
Partner	Seattle King County Realtors	\$6,000.00	Sep-24
Partner	Seattle Metro Chamber	\$6,000.00	Sep-24
Partner	Recology	\$6,000.00	Sep-24
RAM	McDonald's	\$500.00	Nov-24
		\$19,000.00	

DRAFT 2025 SCA Reserve Levels:

- Operations Reserve of half of budgeted expenses \$541,792
 - Equal to half of budgeted expenses
- Equipment Reserve of \$15,000
- Contract Liability Reserve \$34,062
 - No current ED contract
 - o office lease (2025 2026) \$72,347
 - Remaining copier lease after 2024: \$630
- Legal Reserve of \$25,000

Total draft reserves 2023 : \$615,854

Increase of \$37,362 over previous year

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)