



**City of Saxman
Finance
August 18, 2022
4:00 PM**

AGENDA

Call to Order

Roll Call

Public Comments

FY23 Financials

1. July General Fund Financials

Background: Presentation of the General Fund Financials.

2. July Water and Sewer Financials

Background: Presentation of the Water and Sewer Financials.

3. July Seaport Financials

Background: Presentation of the Seaport Financials.

4. July Cash Accounts

Background: Presentation of the Cash Accounts.

5. File Hold Record Management Software

Background: Currently the City keeps all paper records. This is time consuming and takes up a lot of space. It also makes it difficult to find records and dispose of records according to the retention schedule. If the City invests in file management software it will make a dramatic change in the ease of access, timely filing, and timely disposal of all city records. The Clerk has investigated several options and finds this company to be the best quote with the easiest program.

Adjournment

City of Saxman
Profit & Loss Budget vs. Actual
FY23 July 1 2022 through June 30, 2023
One Month = 8% of Budget

00 - General Fund (General Fund)				
	YTD	Budget	\$ Over Budget	% of Budget
Income				
4200 · Operating Revenue State of AK	0.00	80,000.00	(80,000.00)	0.0%
4500 · Sales Tax Revenue	598.02	140,000.00	(139,401.98)	0.43%
4601 · Misc. Office Revenue	0.00	10,000.00	(10,000.00)	0.0%
4603 · Admin Fees	0.00	45,000.00	(45,000.00)	0.0%
4620 · Tourism Annual Fee CFT	6,666.67	40,000.00	(33,333.33)	16.67%
4621 · Head Count Fees CFT	0.00	40,000.00	(40,000.00)	0.0%
4700 · Head Start Lease	0.00	3,000.00	(3,000.00)	0.0%
4701 · Dockside Lease	469.48	6,000.00	(5,530.52)	7.83%
4771 · Citation Penalties	0.00	1,000.00	(1,000.00)	0.0%
4800.01 · Transfer from Seaport	0.00	35,320.65	(35,320.65)	0.0%
4800.02 · Transfer from ARPA	0.00	138,073.01	(138,073.01)	0.0%
4803 · Admin Fee W&S	0.00	0.00	0.00	0.0%
Total Income	7,734.17	538,393.66	(530,659.49)	1.44%
Expense				
5301 · Office Supplies	0.00	2,000.00	(2,000.00)	0.0%
5302 · Copier Service	0.00	1,000.00	(1,000.00)	0.0%
5310 · Postage	150.00	1,000.00	(850.00)	15.0%
5313 · Bank Charges	86.80	1,100.00	(1,013.20)	7.89%
5460 · Computer Support	19.95	700.00	(680.05)	2.85%
5515 · Telephone	82.00	725.00	(643.00)	11.31%
5720 · Advertising	0.00	500.00	(500.00)	0.0%
5740 · Dues/Fees	995.00	1,220.00	(225.00)	81.56%
5742 · Subscriptions & Publications	0.00	300.00	(300.00)	0.0%
5745 · Business Development/Meals	0.00	300.00	(300.00)	0.0%
5801 · Accounting/Audit	0.00	17,000.00	(17,000.00)	0.0%
5820 · Legal Services	0.00	1,500.00	(1,500.00)	0.0%
5825 · Contracted Services	0.00	1,000.00	(1,000.00)	0.0%
5827 · Municode	900.00	4,200.00	(3,300.00)	21.43%
6015 · Alaska Municipal League	1,065.27	1,108.00	(42.73)	96.14%
7010 · Interest Expense	0.00	1,200.00	(1,200.00)	0.0%
7800 · Transfers Out	803.09	36,435.00	(35,631.91)	2.2%
9100 · General Fixed Assets	0.00	0.00	0.00	0.0%
Total Expense	4,102.11	71,288.00	(67,185.89)	5.75%
Net Income	3,632.06	467,105.66	(463,473.60)	0.78%

04 - City Administrator (General Fund)				
	YTD	Budget	\$ Over Budget	% of Budget
Expense				
5001 · Wages	5,600.00	72,200.00	(66,600.00)	7.76%
5005 · PERS Expense	1,232.00	15,884.00	(14,652.00)	7.76%
5010 · Payroll Taxes	469.17	6,245.30	(5,776.13)	7.51%
5015 · Health/Life Insurance	70.63	16,511.36	(16,440.73)	0.43%
5020 · Workman's Comp. Insurance	0.00	281.58	(281.58)	0.0%
5301 · Office Supplies	32.97	1,200.00	(1,167.03)	2.75%
5460 · Computer Support	0.00	1,000.00	(1,000.00)	0.0%
5515 · Telephone	167.48	1,450.00	(1,282.52)	11.55%

5630 · General Liability Insurance	0.00	1,964.56	(1,964.56)	0.0%
5740 · Dues/Fees	330.00	900.00	(570.00)	36.67%
6010 · Travel - Transportation/Lodging	0.00	4,300.00	(4,300.00)	0.0%
6011 · Travel - Per Diem	0.00	3,300.00	(3,300.00)	0.0%
6040 · Registration	0.00	1,400.00	(1,400.00)	0.0%
Total Expense	7,902.25	126,636.80	(118,734.55)	6.24%
Net Income	(7,902.25)	(126,636.80)	118,734.55	6.24%

**05 - Public Works
(General Fund)**

	<u>YTD</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Expense				
5001 · Wages	4,045.50	31,176.00	(27,130.50)	12.98%
5002 · Temporary hire	246.00	7,500.00	(7,254.00)	3.28%
5010 · Payroll Taxes	371.22	3,326.14	(2,954.92)	11.16%
5020 · Workman's Comp Insurance	0.00	2,815.61	(2,815.61)	0.0%
5301 · Office Supplies	0.00	700.00	(700.00)	0.0%
5460 · Computer Support	0.00	500.00	(500.00)	0.0%
5505 · Equipment	0.00	5,000.00	(5,000.00)	0.0%
5506 · GroundsSupplies	84.58	700.00	(615.42)	12.08%
5513 · COS Street Lights	852.10	9,828.00	(8,975.90)	8.67%
5515 · Telephone	28.48	876.00	(847.52)	3.25%
5525 · Landfill	0.00	400.00	(400.00)	0.0%
5630 · General Liability Insurance	0.00	1,052.37	(1,052.37)	0.0%
5800 · Towing Fees	0.00	1,500.00	(1,500.00)	0.0%
7002 · Vehicle Operation	0.00	2,900.00	(2,900.00)	0.0%
7003 · Vehicle Maintenance	0.00	1,000.00	(1,000.00)	0.0%
7004 · Vehicle Insurance	0.00	1,297.00	(1,297.00)	0.0%
Total Expense	5,627.88	70,571.12	(64,943.24)	7.98%
Net Income	(5,627.88)	(70,571.12)	64,943.24	7.98%

**06 - Roads
(General Fund)**

	<u>YTD</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Expense				
5210 · Road Maintenance	0.00	5,000.00	(5,000.00)	0.0%
5212 · Snow Plow/Sander Maintenance	0.00	500.00	(500.00)	0.0%
5508 · Equipment Insurance	0.00	267.00	(267.00)	0.0%
6000 · Road Supplies	0.00	4,000.00	(4,000.00)	0.0%
7072 · Loader Expenses	123.23	1,000.00	(876.77)	12.32%
Total Expense	123.23	10,767.00	(10,643.77)	1.15%
Net Income	(123.23)	(10,767.00)	10,643.77	1.15%

**07 - Mayor
(General Fund)**

	<u>YTD</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Expense				
5001 · Wages	650.00	7,800.00	(7,150.00)	8.33%
5010 · Payroll Taxes	49.73	670.80	(621.07)	7.41%
5020 · Workman's Comp. Insurance	0.00	30.42	(30.42)	0.0%
5630 · General Liability Insurance	0.00	212.24	(212.24)	0.0%
5740 · Dues/Fees	0.00	50.00	(50.00)	0.0%
6010 · Travel - Transportation/Lodging	0.00	1,500.00	(1,500.00)	0.0%

6011 · Travel - Per Diem	0.00	500.00	(500.00)	0.0%
6019 · AML Mayor's Association	0.00	50.00	(50.00)	0.0%
Total Expense	699.73	10,813.46	(10,113.73)	6.47%
Net Income	(699.73)	(10,813.46)	10,113.73	6.47%

**09 - City Council
(General Fund)**

	YTD	Budget	\$ Over Budget	% of Budget
Expense				
5001 · Wages	0.00	18,000.00	(18,000.00)	0.0%
5010 · Payroll Taxes	0.00	1,548.00	(1,548.00)	0.0%
5020 · Workman's Comp. Insurance	0.00	70.20	(70.20)	0.0%
5515 · Telephone	11.24	177.60	(166.36)	6.33%
5630 · General Liability Insurance	0.00	489.78	(489.78)	0.0%
5730 · Election Costs	0.00	500.00	(500.00)	0.0%
5740 · Dues/Fees	130.00	175.00	(45.00)	74.29%
5745 · Business Development/Meals	0.00	600.00	(600.00)	0.0%
5901 · Retreat Expense	0.00	200.00	(200.00)	0.0%
Total Expense	141.24	21,760.58	(21,619.34)	0.65%
Net Income	(141.24)	(21,760.58)	21,619.34	0.65%

**13 - Finance
(General Fund)**

	YTD	Budget	\$ Over Budget	% of Budget
Expense				
5001 · Wages	2,398.75	29,617.20	(27,218.45)	8.1%
5010 · Payroll Taxes	207.48	2,561.89	(2,354.41)	8.1%
5020 · Workman's Comp	0.00	115.51	(115.51)	0.0%
5301 · Office Supplies	178.23	1,000.00	(821.77)	17.82%
5460 · Computer Support	0.00	800.00	(800.00)	0.0%
5515 · Telephone	151.30	1,920.00	(1,768.70)	7.88%
5630 · General Liability Insurance	0.00	805.88	(805.88)	0.0%
5720 · Advertising	0.00	150.00	(150.00)	0.0%
5740 · Dues/Fees	0.00	95.00	(95.00)	0.0%
5825 · Contracted Services	6,000.00	72,000.00	(66,000.00)	8.33%
Total Expense	8,935.76	109,065.48	(100,129.72)	8.19%
Net Income	(8,935.76)	(109,065.48)	100,129.72	8.19%

**14 - Grants
(General Fund)**

	YTD	Budget	\$ Over Budget	% of Budget
Expense				
5515 · Telephone	75.65	912.00	(836.35)	8.3%
5740 · Dues/Fees	0.00	540.00	(540.00)	0.0%
5825 · Contracted Services	0.00	50,000.00	(50,000.00)	0.0%
Total Expense	75.65	51,452.00	(51,376.35)	0.15%
Net Income	(75.65)	(51,452.00)	51,376.35	0.15%

**15 - VPSO
(General Fund)**

	<u>YTD</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Expense				
5301 · Office Supplies	0.00	500.00	(500.00)	0.0%
5515 · Telephone	86.89	1,100.00	(1,013.11)	7.9%
7002 · Vehicle Operation	131.87	1,600.00	(1,468.13)	8.24%
7003 · Vehicle Maintenance	0.00	500.00	(500.00)	0.0%
7100 · Boat Expense				
7101 · Boat Fuel	0.00	250.00	(250.00)	0.0%
7102 · Boat Repairs & Maintenance	0.00	250.00	(250.00)	0.0%
Total 7100 · Boat Expense	0.00	500.00	(500.00)	0.0%
Total Expense	218.76	4,200.00	(3,981.24)	5.21%
Net Income	(218.76)	(4,200.00)	3,981.24	5.21%

**20 - Old City Hall
(General Fund)**

	<u>YTD</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Income				
4602 · Rental Revenue	1,500.00	18,000.00	(16,500.00)	8.33%
4309 · Office Landfill	0.00	300.00	(300.00)	0.0%
Total Income	1,500.00	18,300.00	(16,800.00)	8.2%
Expense				
5550 · General Maintenance	0.00	1,500.00	(1,500.00)	0.0%
5551 · Furnace Maintenance	0.00	350.00	(350.00)	0.0%
5610 · Property/Contents Ins.	0.00	3,129.00	(3,129.00)	0.0%
Total Expense	0.00	4,979.00	(4,979.00)	0.0%
Net Income	1,500.00	13,321.00	(11,821.00)	11.26%

**22 - Community Hall
(General Fund)**

	<u>YTD</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Income				
4400 · Vending Machines	71.15	100.00	(28.85)	71.15%
4602 · Rental Revenue	1,815.00	20,000.00	(18,185.00)	9.08%
Total Income	1,886.15	20,100.00	(18,213.85)	9.38%
Expense				
5001 · Wages	322.00	8,774.40	(8,452.40)	3.67%
5010 · Payroll Taxes	27.86	758.99	(731.13)	3.67%
5020 · Workman's Comp. Insurance	0.00	425.56	(425.56)	0.0%
5206 · Sprinkler Maintenance	139.50	900.00	(760.50)	15.5%
5313 · Bank Charges	2.70	500.00	(497.30)	0.54%
5460 · Computer Support	0.00	500.00	(500.00)	0.0%
5510 · Utilities	700.51	12,000.00	(11,299.49)	5.84%
5515 · Telephone	118.71	1,416.00	(1,297.29)	8.38%
5520 · Oil	4,794.29	22,000.00	(17,205.71)	21.79%
5525 · Landfill	0.00	250.00	(250.00)	0.0%
5528 · Water & Sewer Fees	0.00	5,748.00	(5,748.00)	0.0%
5530 · Supplies	381.66	1,500.00	(1,118.34)	25.44%
5550 · General Maintenance	6,245.00	10,000.00	(3,755.00)	62.45%
5551 · Furnace Maintenance	0.00	2,000.00	(2,000.00)	0.0%
5610 · Property/Contents Ins.	0.00	55,565.00	(55,565.00)	0.0%
5630 · General Liability Insurance	0.00	238.75	(238.75)	0.0%

5744 · Licenses/Fees	90.00	190.00	(100.00)	47.37%
Total Expense	<u>12,822.23</u>	<u>122,766.70</u>	<u>(109,944.47)</u>	<u>10.44%</u>
Net Income	<u>(10,936.08)</u>	<u>(102,666.70)</u>	<u>91,730.62</u>	<u>10.65%</u>

**24 - Tribal Hall
(General Fund)**

	<u>YTD</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Income				
4602 · Rental Revenue	0.00	1,000.00	(1,000.00)	0.0%
Total Income	<u>0.00</u>	<u>1,000.00</u>	<u>(1,000.00)</u>	<u>0.0%</u>
Expense				
5510 · Utilities	428.92	8,000.00	(7,571.08)	5.36%
5520 · Oil	981.53	6,000.00	(5,018.47)	16.36%
5525 · Landfill	0.00	125.00	(125.00)	0.0%
5528 · Water & Sewer Fees	0.00	5,748.00	(5,748.00)	0.0%
5530 · Supplies	0.00	100.00	(100.00)	0.0%
5550 · General Maintenance	67.99	2,500.00	(2,432.01)	2.72%
5551 · Furnace Maintenance	0.00	800.00	(800.00)	0.0%
5610 · Property/Contents Ins.	0.00	9,885.00	(9,885.00)	0.0%
Total Expense	<u>1,478.44</u>	<u>33,158.00</u>	<u>(31,679.56)</u>	<u>4.46%</u>
Net Income	<u>(1,478.44)</u>	<u>(32,158.00)</u>	<u>30,679.56</u>	<u>4.6%</u>

**25 - Outside Bathrooms
(General Fund)**

	<u>YTD</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Expense				
5510 · Utilities	129.20	3,000.00	(2,870.80)	4.31%
5530 · Supplies	0.00	1,500.00	(1,500.00)	0.0%
5550 · General Maintenance	0.00	400.00	(400.00)	0.0%
5610 · Property/Contents Ins.	0.00	1,058.00	(1,058.00)	0.0%
Total Expense	<u>129.20</u>	<u>5,958.00</u>	<u>(5,828.80)</u>	<u>2.17%</u>
Net Income	<u>(129.20)</u>	<u>(5,958.00)</u>	<u>5,828.80</u>	<u>2.17%</u>

**26 - Carving Center
(General Fund)**

	<u>YTD</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Income				
4602 · Rental Revenue	0.00	600.00	(600.00)	0.0%
Total Income	<u>0.00</u>	<u>600.00</u>	<u>(600.00)</u>	<u>0.0%</u>
Expense				
5510 · Utilities	271.52	5,000.00	(4,728.48)	5.43%
5525 · Landfill	0.00	25.00	(25.00)	0.0%
5528 · Water & Sewer Fees	0.00	5,748.00	(5,748.00)	0.0%
5530 · Supplies	40.97	500.00	(459.03)	8.19%
5550 · General Maintenance	0.00	1,700.00	(1,700.00)	0.0%
5610 · Property/Contents Ins.	0.00	3,352.00	(3,352.00)	0.0%
Total Expense	<u>312.49</u>	<u>16,325.00</u>	<u>(16,012.51)</u>	<u>1.91%</u>
Net Income	<u>(312.49)</u>	<u>(15,725.00)</u>	<u>15,412.51</u>	<u>1.99%</u>

**27 - Public Safety Building
(General Fund)**

	<u>YTD</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Expense				

5510 · Utilities	79.23	1,000.00	(920.77)	7.92%
5520 · Oil	0.00	2,600.00	(2,600.00)	0.0%
5525 · Landfill	0.00	150.00	(150.00)	0.0%
5528 · Water & Sewer Fees	0.00	1,512.00	(1,512.00)	0.0%
5550 · General Maintenance	0.00	1,000.00	(1,000.00)	0.0%
5551 · Furnace Maintenance	0.00	200.00	(200.00)	0.0%
5610 · Property/Contents Ins.	0.00	434.53	(434.53)	0.0%
Total Expense	79.23	6,896.53	(6,817.30)	1.15%
Net Income	(79.23)	(6,896.53)	6,817.30	1.15%

**28 - Killer Whale Duplex
(General Fund)**

	<u>YTD</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Income				
4602 · Rental Revenue	2,265.00	24,000.00	(21,735.00)	9.44%
Total Income	2,265.00	24,000.00	(21,735.00)	9.44%
Expense				
5510 · Utilities	0.00	500.00	(500.00)	0.0%
5525 · Landfill	0.00	100.00	(100.00)	0.0%
5550 · General Maintenance	0.00	3,000.00	(3,000.00)	0.0%
5610 · Property/Contents Ins.	0.00	3,656.00	(3,656.00)	0.0%
5720 · Advertising	0.00	125.00	(125.00)	0.0%
Total Expense	0.00	7,381.00	(7,381.00)	0.0%
Net Income	2,265.00	16,619.00	(14,354.00)	13.63%

**29 - Eagle Ave Duplex
(General Fund)**

	<u>YTD</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Income				
4309 · Office Landfill	50.00	300.00	(250.00)	
4602 · Rental Revenue	2,550.00	30,600.00	(28,050.00)	8.33%
Total Income	2,600.00	30,900.00	(28,300.00)	8.41%
Expense				
5510 · Utilities	0.00	250.00	(250.00)	0.0%
5550 · General Maintenance	0.00	3,000.00	(3,000.00)	0.0%
5610 · Property/Contents Ins.	0.00	3,469.00	(3,469.00)	0.0%
5720 · Advertising	0.00	125.00	(125.00)	0.0%
Total Expense	0.00	6,844.00	(6,844.00)	0.0%
Net Income	2,600.00	24,056.00	(21,456.00)	10.81%

**32 - Independent Tours
(General Fund)**

	<u>YTD</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Income				
4900 · Tourism Revenue				
4901 · Park Permit Revenue	250.00	3,500.00	(3,250.00)	7.14%
4902 · Headcount Fees - Independents	24,168.00	85,000.00	(60,832.00)	28.43%
4904 · Map Revenue	210.00	500.00	(290.00)	42.0%
4905 · Park Fees - Walk Ups	5,395.00	7,000.00	(1,605.00)	77.07%
Total 4900 · Tourism Revenue	30,023.00	96,000.00	(65,977.00)	31.27%
Total Income	30,023.00	96,000.00	(65,977.00)	31.27%
Expense				
5209 · Shed Maintenance	0.00	250.00	(250.00)	0.0%

5301 · Office Supplies	0.00	800.00	(800.00)	0.0%
5313 · Bank Charges	36.21	250.00	(213.79)	14.48%
5700 · Totem Restoration	0.00	7,500.00	(7,500.00)	0.0%
5720 · Advertising	0.00	750.00	(750.00)	0.0%
Total Expense	<u>36.21</u>	<u>9,550.00</u>	<u>(9,513.79)</u>	<u>0.38%</u>
	<u>29,986.79</u>	<u>86,450.00</u>	<u>(56,463.21)</u>	<u>34.69%</u>

**34 - Fire Department
(General Fund)**

	<u>YTD</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Expense				
5402 · Fire Truck Maintenance	0.00	500.00	(500.00)	0.0%
5508 · Equipment Insurance	0.00	3,800.00	(3,800.00)	0.0%
5510 · Utilities	39.03	650.00	(610.97)	6.01%
5515 · Telephone	0.00	460.00	(460.00)	0.0%
5520 · Oil	0.00	3,000.00	(3,000.00)	0.0%
5550 · General Maintenance	0.00	1,000.00	(1,000.00)	0.0%
5551 · Furnace Maintenance	0.00	150.00	(150.00)	0.0%
5610 · Property/Contents Ins.	0.00	2,321.00	(2,321.00)	0.0%
5826 · EMS Services	0.00	27,000.00	(27,000.00)	0.0%
Total Expense	<u>39.03</u>	<u>38,881.00</u>	<u>(38,841.97)</u>	<u>0.1%</u>
Net Income	<u>(39.03)</u>	<u>(38,881.00)</u>	<u>38,841.97</u>	<u>0.1%</u>

General Fund Totals

	<u>YTD</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Income	46,008.32	729,293.66	(683,285.34)	6.31%
Total Expense	42,723.44	730,028.75	(567,835.68)	5.85%
Net Income	3,284.88	(735.09)	(115,449.66)	

Water & Sewer Profit & Loss Budget vs. Actual FY22

	Jul 22	Budget	\$ Over Budget	% of Budget
Income				
4201 · Water Service Charges	10,975.00	141,600.00	(130,625.00)	7.8%
4202 · Sewer Service Charges	9,928.00	116,163.00	(106,235.00)	8.5%
4203 · Shut Off Fees	0.00	650.00	(650.00)	0.0%
4205 · NSF Fees	0.00	150.00	(150.00)	0.0%
4206 · W&S Late Fees	0.00	500.00	(500.00)	0.0%
4207 · Reconnect Fees	79.89	150.00	(70.11)	53.3%
4410 · Interest Income	1.41	40.00	(38.59)	3.5%
Total Income	20,984.30	259,253.00	(238,268.70)	8.1%
Gross Profit	20,984.30	259,253.00	(238,268.70)	8.1%
Expense				
5001 · Wages	0.00	41,520.00	(41,520.00)	0.0%
5005 · PERS Expense	0.00	9,134.40	(9,134.40)	0.0%
5010 · Payroll Taxes	0.00	3,591.48	(3,591.48)	0.0%
5015 · Health/Life Insurance	0.00	16,511.36	(16,511.36)	0.0%
5020 · Workman's Comp. Insurance	0.00	1,573.61	(1,573.61)	0.0%
5201 · Chemicals	1,436.96	20,000.00	(18,563.04)	7.2%
5202 · Water Testing Services	990.34	11,000.00	(10,009.66)	9.0%
5203 · Water Rights Service Fee	0.00	50.00	(50.00)	0.0%
5204 · Water Testing Supplies	0.00	250.00	(250.00)	0.0%
5207 · Water Plant Maintenance	496.57	6,000.00	(5,503.43)	8.3%
5208 · Booster Station Maint.	0.00	1,000.00	(1,000.00)	0.0%
5211 · Water System Maintenance	854.42	7,000.00	(6,145.58)	12.2%
5213 · Sewer System Maint.	0.00	5,329.38	(5,329.38)	0.0%
5220 · KGB Fees	0.00	73,366.56	(73,366.56)	0.0%
5301 · Office Supplies	22.83	1,000.00	(977.17)	2.3%
5310 · Postage	150.00	500.00	(350.00)	30.0%
5313 · Bank Charges	389.77	5,500.00	(5,110.23)	7.1%
5345 · Senior Exempt Service	0.00	1,512.00	(1,512.00)	0.0%
5460 · Computer Support	0.00	500.00	(500.00)	0.0%
5510 · Utilities	378.45	4,500.00	(4,121.55)	8.4%
5511 · Electricity-Booster Station	46.16	750.00	(703.84)	6.2%
5515 · Telephone	127.05	5,182.20	(5,055.15)	2.5%
5520 · Oil	0.00	750.00	(750.00)	0.0%
5530 · Supplies	20.21	2,500.00	(2,479.79)	0.8%
5551 · Furnace Maintenance	0.00	700.00	(700.00)	0.0%
5610 · Property/Contents Ins.	0.00	375.00	(375.00)	0.0%
5611 · Ins./Property Water Storage	0.00	441.00	(441.00)	0.0%
5612 · Ins./Property Water Treatment	0.00	3,825.00	(3,825.00)	0.0%
5613 · Ins. Property-New Water Plant	0.00	9,352.00	(9,352.00)	0.0%
5630 · General Liability Insurance	0.00	1,300.00	(1,300.00)	0.0%
5740 · Dues/Fees	0.00	750.00	(750.00)	0.0%
5744 · Licenses/Fees	0.00	1,000.00	(1,000.00)	0.0%
5801 · Accounting/Audit	0.00	17,000.00	(17,000.00)	0.0%
5825 · Contracted Services	0.00	500.00	(500.00)	0.0%
6040 · Registration	0.00	450.00	(450.00)	0.0%
7071 · Truck Expense - Chevy	291.43	2,500.00	(2,208.57)	11.7%
7073 · Truck Insurance - Chevy	0.00	1,039.00	(1,039.00)	0.0%
7074 · Truck Maintenance - Chevy	0.00	1,000.00	(1,000.00)	0.0%
Total Expense	5,204.19	259,252.99	(254,048.80)	2.0%
Net Income	15,780.11	0.01	15,780.10	157,801,100.0%

Saxman Seaport
Profit & Loss Budget vs. Actual
July 2022

	Jul 22	Budget	% of Budget
Ordinary Income/Expense			
Income			
4100 · Income			
4101 · Storage			
4101.01 · Outdoor Storage	1,609.76		
4101.02 · Indoor Storage	102,771.34	500,000.00	20.6%
4101.03 · Moorage	1,497.60	39,000.00	3.8%
Total 4101 · Storage	105,878.70	539,000.00	19.6%
4105 · Electricity	1,137.49	14,500.00	7.8%
4106 · Misc. Income	50.00	400.00	12.5%
Total 4100 · Income	107,066.19	553,900.00	19.3%
4301 · Interest			
4302 · Finance Charges	793.91	250.00	317.6%
4301 · Interest - Other	1.37	75.00	1.8%
Total 4301 · Interest	795.28	325.00	244.7%
44 · Other Revenue			
4402 · Recovery of Bad Debt	0.00	500.00	0.0%
4510 · Bond Premium	0.00	1,405.80	0.0%
Total 44 · Other Revenue	0.00	1,905.80	0.0%
Total Income	107,861.47	556,130.80	19.4%
Gross Profit	107,861.47	556,130.80	19.4%
Expense			
5200 · Public Works Payroll Expenses			
5204 · Health Insurance	1,404.35	16,511.36	8.5%
Total 5200 · Public Works Payroll Expenses	1,404.35	16,511.36	8.5%
5210 · Finance Payroll Expense			
5211 · Wages	2,346.58	39,444.00	5.9%
5212 · Payroll Taxes Finance	204.99	3,411.91	6.0%
5213 · PERS Finance	553.85	8,677.68	6.4%
Total 5210 · Finance Payroll Expense	3,105.42	51,533.59	6.0%
53 · Administrative			
5301 · Office Supplies	0.00	500.00	0.0%
5303 · Contract Services	0.00	5,000.00	0.0%
5304 · Bank Service Charges	174.45	1,000.00	17.4%
5305 · Computer and Internet Expenses	12.78	850.00	1.5%
5306 · Dues and Subscriptions	0.00	150.00	0.0%
5308 · Advertising and Promotion	0.00	250.00	0.0%
5309 · Postage	0.00	400.00	0.0%
Total 53 · Administrative	187.23	8,150.00	2.3%
54 · Insurance Expense			
5401 · General Liability Insurance	0.00	1,073.27	0.0%
5402 · Worker's Compensation	0.00	153.83	0.0%
5403 · Property Insurance	0.00	24,263.00	0.0%
Total 54 · Insurance Expense	0.00	25,490.10	0.0%
55 · Utilities			
5501 · Electricity	1,705.47	22,100.00	7.7%
5502 · Telephone Expense	159.85	2,000.00	8.0%
5503 · Fuel	0.00	500.00	0.0%
Total 55 · Utilities	1,865.32	24,600.00	7.6%
56 · Safety & Security	0.00	250.00	0.0%
5710 · Interest Expense	0.00	6,875.00	0.0%

Saxman Seaport
Profit & Loss Budget vs. Actual
July 2022

	Jul 22	Budget	% of Budget
59 · Building			
5901 · Operating Supplies	48.00	500.00	9.6%
5902 · Repairs & Maintenance	5,207.13	10,000.00	52.1%
5903 · Dock Repairs	0.00	10,000.00	0.0%
5904 · Equipment Purchases	0.00	250.00	0.0%
Total 59 · Building	5,255.13	20,750.00	25.3%
5913 · Bad Debts	0.00	2,000.00	0.0%
60 · Equipment			
6001 · Repairs and Maintenance	0.00	5,000.00	0.0%
6002 · Operating Expense	0.00	400.00	0.0%
Total 60 · Equipment	0.00	5,400.00	0.0%
66900 · Reconciliation Discrepancies	-0.06		
Total Expense	11,817.39	161,560.05	7.3%
Net Ordinary Income	96,044.08	394,570.75	24.3%
Other Income/Expense			
Other Expense			
7500 · Savings Transfer	0.00	354,250.10	0.0%
7501 · Debt Service	0.00	5,000.00	0.0%
7800 · Transfer to General Fund	0.00	35,320.65	0.0%
Total Other Expense	0.00	394,570.75	0.0%
Net Other Income	0.00	-394,570.75	0.0%
Net Income	96,044.08	0.00	100.0%

Saxman Seaport
Balance Sheet Prev Year Comparison
As of July 31, 2022

	Jul 31, 22	Jul 31, 21	% Change
ASSETS			
Current Assets			
Checking/Savings			
11021 · Operating Account	133,032.54	74,680.46	78.1%
11022 · 1st Bank Savings	38,182.63	32,169.76	18.7%
11024 · Northrim Bank	18,141.18	18,130.43	0.1%
11025 · Bond Reserve Account	16,000.00	16,000.00	0.0%
Total Checking/Savings	205,356.35	140,980.65	45.7%
Accounts Receivable			
11041 · Accounts Receivable	7,078.31	8,048.47	-12.1%
Total Accounts Receivable	7,078.31	8,048.47	-12.1%
Other Current Assets			
11042 · Allowance for Doubtful Accounts	-684.45	-684.45	0.0%
12999 · Undeposited Funds	501.17	24,236.51	-97.9%
Total Other Current Assets	-183.28	23,552.06	-100.8%
Total Current Assets	212,251.38	172,581.18	23.0%
Fixed Assets			
1200 · Fixed Assets			
1201 · Buildings and Structures	4,703,450.90	4,703,450.90	0.0%
1202 · Land & Improvements	153,426.97	153,426.97	0.0%
1203 · Furniture and Equipment	37,699.47	37,699.47	0.0%
1204 · Accumulated Depreciation	-3,146,695.03	-3,146,695.03	0.0%
Total 1200 · Fixed Assets	1,747,882.31	1,747,882.31	0.0%
Total Fixed Assets	1,747,882.31	1,747,882.31	0.0%
Other Assets			
1400 · Deferred Outflows-Pension	62,512.00	62,512.00	0.0%
Total Other Assets	62,512.00	62,512.00	0.0%
TOTAL ASSETS	2,022,645.69	1,982,975.49	2.0%
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
2101 · Accounts Payable	6,349.06	11,118.02	-42.9%
Total Accounts Payable	6,349.06	11,118.02	-42.9%
Other Current Liabilities			
2102 · Payroll Liabilities			
21022 · Payroll Taxes - State	15.66	0.00	100.0%
21023 · PERS	0.00	2,141.29	-100.0%
21024 · Health insurance Payable	62.24	0.00	100.0%
2102 · Payroll Liabilities - Other	1,597.50	0.00	100.0%
Total 2102 · Payroll Liabilities	1,675.40	2,141.29	-21.8%
2103 · Sales Tax Payable	419.03	695.91	-39.8%
2200 · Tenant Security Deposits Held	10,605.06	17,359.24	-38.9%
2203 · Due To/From City of Saxman	14.06	28,414.06	-100.0%
2900 · Net Pension Obligation	153,692.00	153,692.00	0.0%
2901 · Net OPEB liability	4,513.00	4,513.00	0.0%
2950 · Deferred Inflows-Pension	8,386.00	8,386.00	0.0%
Total Other Current Liabilities	179,304.55	215,201.50	-16.7%
Total Current Liabilities	185,653.61	226,319.52	-18.0%
Long Term Liabilities			
2501 · Bond Loan Payable	135,000.00	135,000.00	0.0%

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Accrual Basis

Saxman Seaport
Balance Sheet Prev Year Comparison
As of July 31, 2022

Item 3.

	Jul 31, 22	Jul 31, 21	% Change
2510 · Amortizable Bond Premium	15,824.75	16,996.25	-6.9%
Total Long Term Liabilities	150,824.75	151,996.25	-0.8%
Total Liabilities	336,478.36	378,315.77	-11.1%
Equity			
3200 · Opening Balance Equity	-16,419.00	-16,419.00	0.0%
3201 · Retained Earnings	1,606,542.25	1,625,414.30	-1.2%
Net Income	96,044.08	-4,335.58	2,315.3%
Total Equity	1,686,167.33	1,604,659.72	5.1%
TOTAL LIABILITIES & EQUITY	2,022,645.69	1,982,975.49	2.0%

City of Saxman
Cash Accounts
As of July 31, 2022

	<u>Jul 31, 22</u>	<u>Jul 31, 21</u>	<u>% Change</u>
ASSETS			
Current Assets			
Checking/Savings			
01.1010 · General Fund Checking	536,342.54	121,101.74	342.9%
01.1011 · Northrim Payroll	993.78	398.48	149.4%
01.1025 · Credit Card Account	71,003.69	67,428.14	5.3%
10.1010 · Water & Sewer Checking	178,871.66	190,371.33	-6.0%
10.1011 · W&S Reserve Checking	33,128.40	33,105.16	0.1%
88.1010 · CARES Act Checking	0.02	8,587.82	-100.0%
Total Checking/Savings	<u>820,340.09</u>	<u>420,992.67</u>	<u>94.9%</u>
Total Current Assets	<u>820,340.09</u>	<u>420,992.67</u>	<u>94.9%</u>
TOTAL ASSETS	<u>820,340.09</u>	<u>420,992.67</u>	<u>94.9%</u>
LIABILITIES & EQUITY	0.00	0.00	0.0%



FileHold Cloud

Document Management in the Cloud!

Proposal and Price Quote

Presented to: City of Saxman
Ms. Lori Richmond / City Clerk
June 15, 2022

Submitted by: Kevin Chang / Sales Consultant
kchang@filehold.com
604-734-5653

Executive Summary

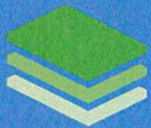
Powerful Features. FileHold is an “out-of-the-box” solution that comes pre-configured with user roles and an intuitive, flexible, and friendly file structure that mimics your current physical file system. The standard features and optional modules satisfy even the most demanding document storage, compliance, archiving and disposition policies.

Courier: Courier is a secure service that allows you to email a document notification to people inside or outside the FileHold system. On receipt of notification the recipient securely accesses the FileHold portal to review and approve the document. Courier is a “proof of delivery” system.

Affordable. The price per user per month provides flexibility to add or delete users and features - Pay for only what is needed. FileCare support is included and provided by FileHold. Full IT infrastructure support is provided by the hosting provider

Integration Tools. Tight harmonization with Microsoft Office provides a familiar and intuitive interface. Integration with third party applications is completed in minutes making FileHold the central point of truth in managing your Intellectual Property. Learn more about FileHold consulting at <https://www.filehold.com/support/professional-services-packages>

Peace of Mind. The FileCare program provides unlimited technical support and all product upgrades. IT support ensures all documents are secure and fully backed up.



"I am a convert to FileHold. The power is not in the file structure but the ease in which you can find what you are looking for." -Biotech Company

"I want to tell you how much everyone is enjoying our new FileHold installation. My users give me unsolicited comments on how well FileHold is working." - Manufacturing Customer

FileHold Cloud - Azure-Hosted Subscription Program for Licensing, Technical & IT Support Services

	Qty	Unit Cost	Total
I. FileHold User Licenses			
Full User License (up to 20, minimum 5; includes Level 1 Viewer)	5	\$ 10.00	\$ 50.00
Full User License (above 20; includes Level 1 Viewer)	0	\$ 5.00	\$ -
Full Concurrent Sessions (minimum 5)	5	\$ 15.00	\$ 75.00
Limited (Read-only) User License (includes Level 1 Viewer)	1	\$ 3.00	\$ 3.00
Limited Concurrent Session License	1	\$ 7.50	\$ 7.50
Portal Alias User License (requires Limited Concurrent Sessions)	<input checked="" type="checkbox"/>	\$ 25.00	\$ 25.00
II. Optional License Features			
Workflow Module with auto-initiation (per user)	<input type="checkbox"/>	\$ 1.00	\$ -
Level 2 Viewer upgrade with Assembly, Markup, Comments (assignable per user)	0	\$ 2.00	\$ -
Level 3 Viewer upgrade with redaction (includes 3 licenses, requires Lvl 2 Viewer)	<input type="checkbox"/>	\$ 15.00	\$ -
Additional Level 3 Viewer upgrade per assigned users (requires Lvl 2 Viewer)	0	\$ 1.50	\$ -
FastFind enhanced search (per user fee, up to a max of \$100.00 / month)	<input type="checkbox"/>	\$ 0.50	\$ -
Print to FileHold virtual printer (per user fee, up to a max of \$100.00 / month)	<input type="checkbox"/>	\$ 0.50	\$ -
Server Side OCR (per user fee, up to a max of \$100.00 / month)	<input type="checkbox"/>	\$ 0.50	\$ -
Server Side PDF & TIFF Compression (price per user, up to \$100 / month)	<input type="checkbox"/>	\$ 0.50	\$ -
Automatic Document Importation (per user fee, up to a max of \$100.00 / month)	<input checked="" type="checkbox"/>	\$ 0.50	\$ 2.50
Active Directory Integration (fixed fee, requires technical confirmation)	<input type="checkbox"/>	\$ 60.00	\$ -
Adobe Sign / DocuSign connector (requires separate Adobe Sign/DocuSign account)	<input type="checkbox"/>	\$ 50.00	\$ -
Duo 2 Factor Authentication connector (fixed fee, requires separate Duo account)	<input type="checkbox"/>	\$ 50.00	\$ -
III. Document Scanning Software			
SmartSoft Capture – single work station license included	<input checked="" type="checkbox"/>	\$ 10.00	No Charge
Additional Licenses of SmartSoft Capture	0	\$ 10.00	\$ -
SmartSoft Capture Plus upgrade (Nuance OCR & barcode scanning)	0	\$ 5.00	\$ -
WebCap (browser-based scanning per user)	0	\$ 6.00	\$ -
Monthly Total for Licenses (billed annually in advance)			\$ 163.00
IV. Monthly fees for Hosting, IT services, and Storage			
Azure Production Server Hosting & 64 GB of premium SSD storage			\$ 150.00
Monthly fee for Concurrent Session Hosting & IT services (minimum 5)	6	\$ 10.00	\$ 60.00
Storage - Monthly fee for Azure disk space			
Premium SSD Storage			
<input type="checkbox"/> 128 GB (\$60/month) <input type="checkbox"/> 512 GB (\$240/month) <input type="checkbox"/> 2 TB (\$960/month)			
<input type="checkbox"/> 256 GB (\$120/month) <input type="checkbox"/> 1 TB (\$480/month)			\$ -
Economic HDD Storage			
<input type="checkbox"/> 64 GB (\$10/month) <input type="checkbox"/> 256 GB (\$35/month) <input type="checkbox"/> 1 TB (\$140/month)			
<input type="checkbox"/> 128 GB (\$20/month) <input type="checkbox"/> 512 GB (\$70/month) <input type="checkbox"/> 2 TB (\$280/month)			\$ -
Active Directory synchronization hosting fee	<input type="checkbox"/>	\$ 40.00	\$ -
Monthly Fee for Hosted / Managed Services / Storage (billed Annually in advance)			\$ 210.00
V. Implementation / Training Packages / Professional Services / Courier			
One-time set up / personalization of a dedicated production server			\$ 500.00
FileHold Professional Services	Hours: <input type="text"/>	\$ 175.00	\$ -
AD Synchronization Provisioning estimate - requires Professional Services analyses	<input type="checkbox"/>	\$ -	\$ -
Courier transmission packs	Transmissions: <input type="text"/>	\$ -	\$ -
FileHold Fundamentals Training package (8 hours)	<input checked="" type="checkbox"/>	\$ 1,200.00	\$ 1,200.00
FileHold Advanced Training package (16 hrs)	<input type="checkbox"/>	\$ 2,400.00	\$ -
Total start-up and training costs from FileHold (One-time, in advance)			\$ 1,700.00
Total Annual Licensing and Azure hosting fee:			\$ 4,476.00
Total First year including Annual Licensing and One-time fee			\$ 6,176.00
Terms and Conditions			Average cost per user per month: \$ 62.17

* For Semi annual payment add 10%; for quarterly add 15%; for monthly add 25%.
 * Price List updated Nov 19, 2021. This quote is subject to change and good for 30 days from issue date.
 * At the end of a billing cycle pricing may change to the price list in effect at that time.
 * Professional Services do not include travel and require approval from the FileHold Engineering team.
 * FileHold Cloud terms and conditions at <https://www.filehold.com/features/FileHold-Cloud>

Controlling the Total Cost of Ownership

A software acquisition can be full of uncertainty and fears about cost overruns. FileHold makes our purchase information clear and understandable, all at a fixed fee. We keep our programs simple and encourage our customers to start small and add licensing as needed. The cost to add licenses in the future will be the same as it was to make the original purchase.

FileHold commits to have no hidden costs, no unmet expectations, no runaway projects, and no dissatisfied customers. FileHold achieves this by providing different levels of training and implementation packages, and through our FileCare program.

Fixed Fee Implementation and Training Packages

The biggest cost risk in a software purchase is implementation labor overruns. FileHold removes this risk by allowing you to control the cost of your implementation. You choose a package and we will deliver exactly that product at a fixed fee. Standard training packages include:



training and best practice advice, and is designed to give an overview of the set-up and use of the software. Organizations are encouraged to take advantage of the additional extensive training materials supplied by FileHold.

Advanced Training — For customers who want extra assistance and are planning on scanning paper documents into electronic form. Includes 16 hours of general administration training, advanced document scanning, imaging set up, and use of FileHold's optional features like Workflow and Document Assembly.

Fixed Fee FileCare Support Program Package

The FileCare annual support program ensures your investment in this software will pay dividends. You are storing your most important intellectual property in the FileHold repository and we want you to be certain that information is secure. FileCare provides:



- **Unlimited** technical support
- **Upgrades** to the latest FileHold software releases.
- **Access** to online help, video tours, and training materials.

Keeping your FileCare up to date is critical to ensure you are protected against the ever changing IT infrastructure in your company. No matter what changes come to your database, server, or office environment, FileHold will keep you up to date.

