



downtown pasco
DEVELOPMENT AUTHORITY

REGULAR BOARD MEETING AGENDA

January 19th, 2023 @ 4:00 P.M.

Pasco City Hall, 525 N 3rd Ave, Pasco, WA 99301
Conference Room #5, 2nd Floor

- 1. CALL TO ORDER**
- 2. ROLL CALL (Quorum)**
- 3. MINUTES (Action item)**
- 4. BOARD MEMBERS REPORT**
- 5. LIAISON REPORT**
- 6. PUBLIC COMMENT (3 minutes per presenter)**
- 7. OLD BUSINESS**
 - a. OPMA Training**
- 8. NEW BUSINESS**
 - a. Welcome New Board Members!**
 - b. Downtown Comprehensive Plan Amendment Support**
 - c. Monthly/Quarterly Expenditures Report**
 - d. Board Elections for 2023-2024**
 - e. Cinco De Mayo Committee**
- 9. EXECUTIVE DIRECTOR'S REPORT**
 - a. WA Main Street Sessions**
 - b. 2023 Funding Agreement Update**
 - c. PSK Kitchen Client Progress**

- 10. EXECUTIVE SESSION (if needed)**

- 11. OPEN AND ADJOURNMENT**

*** Next Board Meeting February 16th, 2023***

Our mission is to strengthen and develop Downtown Pasco as a center for culture, business, and community spirit.



downtown pasco
DEVELOPMENT AUTHORITY

REGULAR BOARD MEETING MINUTES

November 17, 2022

Location: Community Action Connections

1. CALL TO ORDER

Chair Gabriel Portugal called the meeting to order at 4:00pm

2. ROLL CALL

Secretary Kylie Grimes, board members Thomas Granbois and Jose Iniguez were present with board member Christina Viera present on Zoom. Treasurer Claudia Tapia arrived later in the meeting

3. MINUTES

Secretary Grimes moved and member Iniguez seconded the motion to approve the October 20, 2022 meeting minutes as amended. The motion carried 5-0.

4. BOARD MEMBERS REPORT

Thomas Granbois spoke about how at a recent City Council meeting, Councilmember Brown's qualifications were questioned specifically on his race as an African American. He said it was very disturbing to see Councilmember Brown's race be brought up from a member of the Latino community and deem him unqualified simply because he was not Hispanic. The week after, Mr. Brown asked for support from others in the Latino community and Pasco as a whole to denounce the remarks this person had made. Mr. Granbois encouraged everyone to attend the next City Council meeting at 7pm on Monday, November 21st to show support and provide public comment.

Jose Iniguez reported that he recently was able to produce a show in Puebla, Mexico in collaboration with the City of Pasco & state of Colima. Due to the recent earthquake in Colima, Puebla offered to host the event. This event will be live streamed on December 24th at 8pm. Mr. Iniguez also spoke about the racial comments made at the recent City Council meeting. He expressed how disturbing it was to listen to those comments be made about someone's race.

Gabriel Portugal stated he would be at the City Council meeting on Monday to support councilmember Brown. He stated how much help Mr. Brown was during the COPA Symphony when performers were staying at his place of business. He stated it would be great to show solidarity and support of Mr. Brown due to these recent comments.

5. LIAISON REPORT

Bill Barlow from Ben Franklin Transit reported that they bought the old US Bank building on the corner of Lewis St. that will eventually serve as the downtown transit service center. They are currently cleaning it up and removing drive thru stalls in order to make way for further construction.

Hector from Visit TriCities thanked everyone who was able to attend the annual meeting. He said it was a great event and their new director was able to attend. Visit TriCities marketing staff was able to sit down recently with Jerry Martinez to go over how they could partner with DPDA to showcase downtown Pasco.

Gracie Valle-Chimal from the Pasco School District passed around flyers including a school year schedule, reminder about PAC Conferences taking place in December, Mornings with Michelle the PSD Superintendent, and information on the 12 Days of Giving the district will be doing in the next few weeks. Also passed out was a large flyer with information on the Bond in 2023 that businesses can place in their windows. Mr. Iniguez said he would send her information on the Seattle Opera that will be touring all over the state next year. He had pushed for Pasco to be one of the chosen cities but is hopeful that if TriCity area school district officials show up to one of the locations on the tour it would be beneficial to having this area chosen next year if they tour again. Two near locations are Yakima & Toppenish.

Michelle Bertrand with Franklin County Historical Society gave an update on how they are preparing to move artifacts into their new climate controlled annex and digitizing a lot of records. Mr. Iniguez and Mr. Portugal thanked Ms. Bertrand for the Society's graphics design help with COPA's Symphony event. Further discussion included how to display the Colima and City of Pasco agreement either in City Hall or at the Museum.

Mayra Reyna from the Tri-Cities Hispanic Chamber of Commerce let everyone know there would be no monthly meeting this month. This Saturday they will be having another vaccine clinic. Ms. Reyna also gave an update for the Port of Pasco. The Port is still receiving offers on land they have for sale.

City of Pasco Councilmember Brown encouraged everyone to come to Monday's council meeting to get an update on what the City is doing and to spur conversation amongst the community. Mr. Brown lent is support in displaying the COPA agreement at City Hall and asked that if anyone needed assistance with getting that done, he would be able to help.

Rick White from the City of Pasco reported that the open houses for the Downtown Master Plan were well attended, and the plan proceeds to the Planning Commission this evening to give a recommendation to City Council. The November 28th workshop will have an agenda item for DPDA to give their annual presentation to the City and discuss the 2023 Funding Agreement. The City purchased the building at 110 Columbia St. in order to demo the building that was most likely going to fall down. The City will be starting a Comprehensive Economic Development Strategy plan on the 1st of January 2023. It is a \$100k effort on a city-wide strategy for promoting economic development successes.

6. PUBLIC COMMENT (3 minutes per presenter)

Leo Perales questioned why City Council should still be funding DPDA and made comments pertaining to his opinion of DPDA staffing levels, losses from events, and the need for change on the entire board of DPDA.

7. OLD BUSINESS

a. OPMA Training

Mr. Martinez gave an update that two board members, Gabriel & Jose, still need to complete their training. Mr. Portugal tried to login to do the training but was unable to access it.

8. NEW BUSINESS

a. Monthly Expenditures Report

Ms. Tapia presented the October expenditures from DPDA bank accounts. Discussion included types of expenses in the report and whether this report could be available at the time the agenda is sent out.

b. Upcoming Board Elections for 2023

Mr. Portugal let everyone know that at the January Board meeting Executive Committee elections will take place.

c. Cinco De Mayo Chair and Committee

Mr. Martinez reported that discussion has been ongoing with City staff on how to organize and plan Cinco de Mayo 2023. Ms. Grimes volunteered to be on the planning committee.

d. No December Board Meeting

There will be no DPDA board meeting in December. Mr. Granbois asked Rick White if he knew the status of filling the vacant board position. Mr. White was not aware of the status but knew there were applicants. Councilmember Maloney stated he was on the subcommittee and they had not gotten to any interviews for the DPDA vacancy as they have had quite a lot to do for all boards & committees. He stated he knew as well that there were applicants and they would get to them as fast as they could.

9. EXECUTIVE DIRECTOR'S REPORT

a. Funding Agreement & Presentation November 28th

Mr. Martinez presented a draft of the Funding Agreement he plans to present to Council on November 28th. Along with the same tasks that have been in prior years, additional tasks include organizational re-structuring, implementing an electronic data file management system, train staff and board members on the OPMA and PRA along with retaining a trained Public Records Officer, build and implement the four Mainstreet Committees, develop a fundraising strategy and plan for the Mainstreet Tax Incentive Program, and execute actions in the Downtown Master Plan in coordination with the City of Pasco. The funding ask to the City is currently planned to be \$75,000 semiannually. Discussion included how the quarterly business meetings should be structured and align with the current monthly business meetings the City of Pasco coordinates, how the Franklin County Historical Society could collaborate with the electronic record filing and downtown property inventory as they have similar projects in the works for both of those tasks, whether ARPA funds could be available for installing an electronic filing system and Microsoft 365 software, and the need to look into whether Microsoft 365 could possibly be sponsored by Microsoft since DPDA is a nonprofit. All board members are encouraged to attend the City Council presentation on November 28th specially to fill in some details that the Executive Director may not be privy to prior to his arrival.

b. Downtown Business Check-ins

Mr. Martinez and Mr. Gonzalez (City of Pasco) have been scheduling time to walk the streets of downtown Pasco to visit the businesses. They have been using this opportunity to collect some information needed for the property inventory and to get a feel for what business owners need from DPDA. They noticed a disconnect between business and building owners. The level of engagement and investment from building owners has been quite low in the past, so there is a need to get them involved and not just the business owners who rent from them.

c. Grant Updates

The Working Washington Five was awarded in the amount of \$39,000 from the Washington Department of Commerce. DPDA was invited to apply to Group Health Foundation's Executive Transition Grant which would be up to \$50,000 in grant funding. The Small Business Innovation grant from the Washington

Department of Commerce was not awarded to DPDA and we hope to be able to hear from the agency as to how the application submitted could have scored better in the award decision process.

10. EXECUTIVE SESSION

The board went into Executive Session to discuss a legal matter at 5:15pm.

11. OPEN AND ADJOURNMENT

The Board came out of Executive Session at 5:50pm and Chair Portugal adjourned the meeting.



downtown pasco
DEVELOPMENT AUTHORITY

REGULAR BOARD MEETING MINUTES

October 20, 2022

Location: Pasco City Hall; Conference Room #5

1. CALL TO ORDER

Chair Gabriel Portugal called the meeting to order at 4:00pm

2. ROLL CALL

Treasurer Claudia Tapia, Secretary Kylie Grimes, board members Thomas Granbois and Jose Iniguez were present with board member Christina Viera present on Zoom.

3. MINUTES

Treasurer Tapia moved and member Iniguez seconded the motion to approve the September 15, 2022 meeting minutes as published. The motion carried 6-0.

4. BOARD MEMBERS REPORT

Secretary Kylie Grimes moved and member Iniguez seconded the motion to add a new agenda item under New Business called 2023 Funding Agreement. The motion carried 6-0.

Thomas Granbois gave a great review to the COPA Downtown Symphony event and how great it went. He listed many downtown businesses that were involved in sponsoring parts of the event and how local dress shops were utilized for some of the entertainer's wardrobe and even for himself and his wife. Mr. Granbois also shared he attended the Tri Cities Hispanic Chamber of Commerce annual gala and a Tree Rivers Therapy event where they provided education on what programs they have to help that can help locals who may be homeless or have addiction concerns.

Jose Iniguez mentioned that a video is currently in production of the COPA event by a vendor in Colima, Mexico and will be returned to COPA and released. Mr. Iniguez expressed his excitement of how enthusiastic people were and how well attended the event was. He also expressed his appreciation for local students to be performing with professional talent and for other art mediums like the Mid-Columbia Ballet was well received along with Tri-City Master Singers who sang in Spanish. He is hoping this event could turn into an annual event. He also let everyone know he would be performing for the Domestic Violence Services event at Columbia Basin College on October 27th.

Gabriel Portugal also expressed his admiration for the event and shared an anecdote about how the Conductor from Colima, who spoke no English was conducting a symphony of mostly English speakers. He struggled to communicate until one performer helped him with translation and he was actually able to learn a little English. By the end of their practice sessions, he had a synergy with the symphony where most times words were not needed and they could communicate through facial expressions to come together for the performance and the audience could feel their achievement. Mr. Portugal also shared he helped plan a LULAC event on November

7th for Latino students to be encouraged to pursue higher education. The event was well attended by almost 230 students from the Tri Cities and they plan to have the event again next year and hope to have around 300 students attend.

Christina Viera announced the Boys and Girls Club is going to be having an event in November called “Dinner with Friends” where Mario Lopez will be the guest speaker. Please reach out to her for tickets or a table reservation if interested in supporting.

5. LIAISON REPORT

Hector from Visit TriCities reminded everyone they have their annual meeting on November 1, 2022 at Three Rivers Convention Center. He passed out flyers with all details for the event. Hector also let the board know the Visit Tri-Cities new director Kevin Lewis will be attending the annual meeting and shortly after will be relocating to the Tri Cities.

Mike Gonzalez from the City of Pasco thanked Jose for his hard work and vision for putting on the COPA Symphony event along with everyone else involved. He noticed that most people he talked to that attended the event, were not even from Pasco, but other surrounding cities who drove in for the event.

City of Pasco Councilmember Brown gave kudos to all that had already been said regarding the COPA Symphony event was very impressed with how the event turned out. He also gave Kudos for Fiery Foods Festival and looks forward to the event next year.

Leo Perales from the Latin Business Association shared they will be putting on a downtown trick or treat on October 31st where tablets will be given away to kids attending the event. He also shared that the Tamale Festival will be December 10th tentatively at the HAPO Center on Burden Blvd. but may be moved if necessary due to new management of the facility.

City of Pasco Mayor Pro-Tem Maloney encouraged everyone to read the Downtown Master Plan and if implemented it will bring an amazingly vibrant downtown. In speaking only for himself, he strongly believes the City should put the resources behind in implementing that master plan. This would mean additional money for staff, contractors, and other resources needed as necessary to bring that plan to life.

6. PUBLIC COMMENT (3 minutes per presenter)

There were no public comments.

7. OLD BUSINESS

a. OPMA Training

Mr. Martinez gave an updated that two board members, Gabriel & Jose, still need to complete their training. He is also going to make sure staff at DPDA take the training as well and he will be taking Public Records Officer training to help better serve the public entity.

b. Board Member Application Update

Mr. Martinez is aware some of the applicants to fill the board vacancy have had initial contact from the City but was hoping either the Council Members or City Staff may have more of an update for the board. He has talked to two of the DPDA board members that have terms expiring the end of 2022 and hopes to have one on ones with other board members as it was beneficial to have these conversations.

Councilmember Maloney is on the sub-committee that is going through Boards and Commissions applicants and let everyone know they have not gotten to review the DPDA applicants yet, but it is in process.

c. Cinco De Mayo Report

Mr. Granbois presented the 2022 Cinco de Mayo Report that came as a result of an investigation into the financial and event planning matters surrounding the event. Discussion included lessons learned and how the community's experience at the event was not hindered by the issues reflected in the report. This report is available to the public by request.

8. NEW BUSINESS

a. Quarterly Report - Treasurer

Ms. Tapia presented the third quarter financial report. Total revenue for the quarter was \$617,945.23 and total expenditures were \$637,894.46. Total net revenue was -\$19,949.23 for the quarter. A new vendor summary report was provided for September expenditures and discussion included whether this report or the other one should be done monthly. Ms. Grimes stated its better to have detail of what these vendors were paid for instead of a roll-up of the total they were paid for the month. It's better for the board to see what the payments were for than just the amount. Mr. Portugal informed the board that Umpqua did not approve a line of credit for DPDA due to the fluctuating balance on the account and not having a healthy amount of reserves. We can reapply once the organization's financial status is healthier.

b. 2023 Funding Agreement

Mr. Martinez gave an update on the timeline for when the 2023 funding agreement would be ready for him to go in front of Council for the ask. Discussion included making sure the Downtown Master Plan is taken into consideration and how long it may take for the agreement to be approved.

9. EXECUTIVE DIRECTOR'S REPORT

a. Dia De Los Muertos Run Partnership

Last day for the Farmer's Market is October 29th and the Dia De Los Muertos 5k run will start right next to the market on 4th Avenue and there will be special activities surrounding those spectating and running the race. Griggs sponsored some toys that will be given as prizes. Local Farmers and artisans involved in the Farmer's Market have welcomed Damien's return to DPDA as a contracted Market Manager to help us finish out the season and Mr. Martinez has been very pleased with his help to finish up the season.

b. Organization Audit Updates

Mr. Martinez updated the board on progress for the State's audit of DPDA. The audit will be done remotely and will be partly focused on two findings from the last audit (2018-2019) financial stability of the organization and internal controls. Discussion included when the audit would be complete and whether any CDBG money was left over in 2022 so that the Pasco Specialty Kitchen could try and get reimbursed for costs incurred, next steps needed from the board to assist with the audit.

c. Grant Updates

We are still waiting on two determinations from the Washington Department of Commerce regarding the Working Washington Five and Small Business Innovation grant that DPDA applied to. The Small Business Innovation grant due date was pushed out to December. Mr. Gonzalez stated that conversations he had with the Department Director's staff he was encouraged the Kitchen has a real chance for receiving the larger grant. The Festival and Arts grant determination was received and in the next few weeks \$11k should be disbursed to DPDA. Discussion included how the application for the Small Business Innovation was structured and how quickly the money must be allocated or spent if the grant is received.

10. EXECUTIVE SESSION

Mr. Granbois requested the Board go into Executive Session to discuss a legal matter at 5:07pm.

11. OPEN AND ADJOURNMENT

The Board came out of Executive Session at 5:32pm and Chair Portugal adjourned the meeting.



downtown pasco
DEVELOPMENT AUTHORITY

January 19th, 2023

Planning Commission,

The Downtown Pasco Development Authority is committed to the long-term success of downtown and recognizes the efforts of the Downtown Pasco Master Plan.

The Downtown Pasco Development Authority supports an amendment to the Comprehensive Plan that would establish a new downtown land use. We believe this is a benefit to our downtown businesses and provides flexible, unique solutions for continued growth.

Respectfully submitted:

President of the Board of Directors
Downtown Pasco Development Authority

Cc: Jacob Gonzalez, Planning Manager

Downtown Pasco Development Authority

Transaction Report
November - December, 2022

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	ACCOUNT	SPLIT	AMOUNT	BALANCE
Auto								
General								
11/16/2022	Expenditure		Overturf Motor Co	Service Oil Change and recall Service	Auto	General Checking - Umpqua #2198	116.68	116.68
Total for General							\$116.68	
Total for Auto							\$116.68	
Banking Fees								
General								
11/01/2022	Expenditure		Umpqua Bank	MISCELLANEOUS DEBIT	Banking Fees	PFM Checking - Umpqua #1183	10.00	10.00
11/14/2022	Bill	4568386	Blue Room	Finance Charge/Late Fess	Banking Fees	Accounts Payable	8.80	18.80
Total for General							\$18.80	
Total for Banking Fees							\$18.80	
Benefits (Health & Retirement)								
General								
11/01/2022	Expenditure		Aflac	Employee Deduction Benefit	Benefits (Health & Retirement)	General Checking - Umpqua #2198	63.48	63.48
12/01/2022	Expenditure		Aflac	Employee Payroll Deduction Benefit	Benefits (Health & Retirement)	General Checking - Umpqua #2198	63.48	126.96
Total for General							\$126.96	
Total for Benefits (Health & Retirement)							\$126.96	
EBT Program								
Farmers Market								
11/14/2022	Check	10359	The Ranch At The End Of The Road		EBT Program	PFM Checking - Umpqua #1183	27.00	27.00
11/14/2022	Check	10360	Alvarez Organic Farms		EBT Program	PFM Checking - Umpqua #1183	381.00	408.00
11/17/2022	Check	10357	Lara Farm		EBT Program	PFM Checking - Umpqua #1183	130.00	538.00
11/17/2022	Check	10355	Antojitos Diana LLC		EBT Program	PFM Checking - Umpqua #1183	116.00	654.00
11/17/2022	Check	10354	AntojitosMaria		EBT Program	PFM Checking - Umpqua #1183	64.00	718.00
11/17/2022	Check	10353	Berry's Breves		EBT Program	PFM Checking - Umpqua #1183	15.00	733.00
11/17/2022	Check	10350	Walchli Hermiston Melon Co		EBT Program	PFM Checking - Umpqua #1183	105.00	838.00
11/17/2022	Check	10356	La Santa Fe Farms		EBT Program	PFM Checking - Umpqua #1183	120.00	958.00
11/17/2022	Check	10358	Pat-N-Tams Beef LLC		EBT Program	PFM Checking - Umpqua #1183	181.00	1,139.00
Total for Farmers Market							\$1,139.00	
Total for EBT Program							\$1,139.00	
Event Expense								
Farmers Market								
11/02/2022	Check	8292	Francisco Hernandez Pony Rides	PFM Pony Rides 10/29/2022 Inv #253	Event Expense	General Checking - Umpqua #2198	230.00	230.00
11/03/2022	Check	8294	AntojitosMaria	Harvest Part/Dia de Los Muertos Run Tamales to community	Event Expense	General Checking - Umpqua #2198	266.98	496.98
11/04/2022	Check	8296	Laura Pacheco		Event Expense	General Checking - Umpqua #2198	200.00	696.98
11/30/2022	Expenditure		Knockerball Tricities, LLC	Harvest Party/Dia de Los Muertos Run Kids Area Bounce House and Dart Board	Event Expense	General Checking - Umpqua #2198	353.28	1,050.26
Total for Farmers Market							\$1,050.26	
Fiery Foods Festival								
11/14/2022	Bill	4527639	Blue Room	Portable Sinks and Putty's	Event Expense	Accounts Payable	880.00	880.00
11/21/2022	Bill	1004	Riverside Dave	DJ Production, Speakers, Lighting	Event Expense	Accounts Payable	100.00	980.00
Total for Fiery Foods Festival							\$980.00	
Total for Event Expense							\$2,030.26	
Insurance Liability								
Pasco Specialty Kitchen								
11/01/2022	Expenditure		First Insurance Funding	PSK Insurance	Insurance Liability	General Checking - Umpqua #2198	883.77	883.77
12/01/2022	Expenditure		First Insurance Funding	PSK Insurance	Insurance Liability	General Checking - Umpqua #2198	883.77	1,767.54
Total for Pasco Specialty Kitchen							\$1,767.54	
Total for Insurance Liability							\$1,767.54	
Legal and Professional								
General								
11/01/2022	Bill	1018	Davis Consulting	Consulting	Legal and Professional	Accounts Payable	1,000.00	1,000.00
11/23/2022	Check	1553	Brothers Cheesesteaks		Legal and Professional	General Checking - Umpqua #2198	5,617.23	6,617.23
11/30/2022	Bill	1020	Davis Consulting	Consulting Contract	Legal and Professional	Accounts Payable	1,000.00	7,617.23
11/30/2022	Bill		Tonalli Development Strategies LLC	Grant Application WA-DOC Small Business Innovation Fund	Legal and Professional	Accounts Payable	3,000.00	10,617.23
12/29/2022	Bill	1023	Davis Consulting	Consulting Contract	Legal and Professional	Accounts Payable	3,000.00	13,617.23

Downtown Pasco Development Authority

Transaction Report
November - December, 2022

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	ACCOUNT	SPLIT	AMOUNT	BALANCE
Total for General							\$13,617.23	
Total for Legal and Professional							\$13,617.23	
Office Expense								
General								
11/07/2022	Expenditure		Office Depot	Toner Main Printer	Office Expense	General Checking - Umpqua #2198	244.12	244.12
11/14/2022	Bill	802127	Husk Office Furniture and Supplies, Inc	Medium Binder Clips	Office Expense	Accounts Payable	3.25	247.37
11/21/2022	Expenditure		Amazon.com	Coffee Cups, Plates, Snacks	Office Expense	General Checking - Umpqua #2198	106.85	354.22
Total for General							\$354.22	
Pasco Specialty Kitchen								
12/12/2022	Bill	4479	The UPS Store	Alma Business Cards	Office Expense	Accounts Payable	41.31	41.31
Total for Pasco Specialty Kitchen							\$41.31	
Total for Office Expense							\$395.53	
Operating Supplies								
General								
11/01/2022	Bill	528752	Paradise Bottled Water Co. 11068	Water Dispenser Rent	Operating Supplies	Accounts Payable	19.54	19.54
12/12/2022	Bill	531099	Paradise Bottled Water Co. 11068	5G Water Dispenser	Operating Supplies	Accounts Payable	19.54	39.08
Total for General							\$39.08	
Pasco Specialty Kitchen								
11/14/2022	Bill	4135718021	Cintas	Towels, Grill Mats, Grill Pads, Paper Towels and TP	Operating Supplies	Accounts Payable	175.03	175.03
11/14/2022	Bill	4133647353	Cintas	Towels, Grill Mats, Grill Pads	Operating Supplies	Accounts Payable	297.10	472.13
11/14/2022	Bill	4135019882	Cintas	Towels, Grill Pads, Grill Mats , TP and Paper towels	Operating Supplies	Accounts Payable	297.10	769.23
11/14/2022	Bill	4134324244	Cintas	Towels, Grill Pads, Grill Mats , TP and Paper towels	Operating Supplies	Accounts Payable	257.52	1,026.75
12/07/2022	Bill	5595	Columbia Basin Paper & Supply	PSK Garbage Bags	Operating Supplies	Accounts Payable	204.17	1,230.92
12/16/2022	Bill	4136416455	Cintas	Towels, Grill Pads, Grill Mats, TP, Paper Towels	Operating Supplies	Accounts Payable	308.24	1,539.16
12/16/2022	Bill	4137109743	Cintas	Towels, Grill Mats, Grill Pads, TP, Paper Towels	Operating Supplies	Accounts Payable	169.12	1,708.28
12/16/2022	Bill	4137884753	Cintas	Towels, Frill Mats, Grill Pads, TP, Paper Towels	Operating Supplies	Accounts Payable	308.24	2,016.52
12/16/2022	Bill	4138548111	Cintas	Towels, Grill Mats, Grill Pads, TP, Paper Towels	Operating Supplies	Accounts Payable	175.03	2,191.55
12/16/2022	Bill	4139195662	Cintas	Towels, Grill Mats, Grill Pads, TP, Paper Towels	Operating Supplies	Accounts Payable	308.24	2,499.79
12/16/2022	Bill	4139898073	Cintas	Towels, Grill Mats, Grill Pads, TP and Paper Towels	Operating Supplies	Accounts Payable	169.12	2,668.91
Total for Pasco Specialty Kitchen							\$2,668.91	
Total for Operating Supplies							\$2,707.99	
Payroll Expenses								
Wages								
Health								
General								
11/15/2022	Payroll Check	DD	Payroll	Wages(Health)	Payroll Expenses:Wages:Health	Direct Deposit Payable	300.00	300.00
11/30/2022	Payroll Check	DD	Payroll	Wages(Health)	Payroll Expenses:Wages:Health	Direct Deposit Payable	300.00	600.00
12/15/2022	Payroll Check	DD	Payroll	Wages(Health)	Payroll Expenses:Wages:Health	Direct Deposit Payable	300.00	900.00
12/30/2022	Payroll Check	DD	Payroll	Wages(Health)	Payroll Expenses:Wages:Health	Direct Deposit Payable	300.00	1,200.00
Total for General							\$1,200.00	
Total for Health							\$1,200.00	
Salary								
General								
11/15/2022	Payroll Check	DD	Payroll	Wages(Salary)	Payroll Expenses:Wages:Salary	Direct Deposit Payable	3,300.00	3,300.00
11/30/2022	Payroll Check	DD	Payroll	Wages(Salary)	Payroll Expenses:Wages:Salary	Direct Deposit Payable	3,300.00	6,600.00
12/15/2022	Payroll Check	DD	Payroll	Wages(Salary)	Payroll Expenses:Wages:Salary	Direct Deposit Payable	3,300.00	9,900.00
12/30/2022	Payroll Check	DD	Payroll	Wages(Salary)	Payroll Expenses:Wages:Salary	Direct Deposit Payable	3,300.00	13,200.00
Total for General							\$13,200.00	
Total for Salary							\$13,200.00	
Total for Wages							\$14,400.00	
Total for Payroll Expenses							\$14,400.00	
Payroll Taxes								
General								
11/15/2022	Payroll Check	DD	Payroll	Employer Taxes	Payroll Taxes	Direct Deposit Payable	179.15	179.15
11/15/2022	Payroll Check	DD	Payroll	Employer Taxes	Payroll Taxes	Direct Deposit Payable	433.08	612.23
11/15/2022	Payroll Check	DD	Payroll	Employer Taxes	Payroll Taxes	Direct Deposit Payable	254.67	866.90
11/30/2022	Payroll Check	DD	Payroll	Employer Taxes	Payroll Taxes	Direct Deposit Payable	209.56	1,076.46
11/30/2022	Payroll Check	DD	Payroll	Employer Taxes	Payroll Taxes	Direct Deposit Payable	433.08	1,509.54
11/30/2022	Payroll Check	DD	Payroll	Employer Taxes	Payroll Taxes	Direct Deposit Payable	248.95	1,758.49
12/05/2022	Check	1558	Department of Labor & Industries		Payroll Taxes	General Checking - Umpqua #2198	772.75	2,531.24

Downtown Pasco Development Authority

Transaction Report November - December, 2022

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	ACCOUNT	SPLIT	AMOUNT	BALANCE
12/15/2022	Payroll Check	DD	Payroll	Employer Taxes	Payroll Taxes	Direct Deposit Payable	268.66	2,799.90
12/15/2022	Payroll Check	DD	Payroll	Employer Taxes	Payroll Taxes	Direct Deposit Payable	202.66	3,002.56
12/15/2022	Payroll Check	DD	Payroll	Employer Taxes	Payroll Taxes	Direct Deposit Payable	433.08	3,435.64
12/30/2022	Payroll Check	DD	Payroll	Employer Taxes	Payroll Taxes	Direct Deposit Payable	252.44	3,688.08
12/30/2022	Payroll Check	DD	Payroll	Employer Taxes	Payroll Taxes	Direct Deposit Payable	233.25	3,921.33
12/30/2022	Payroll Check	DD	Payroll	Employer Taxes	Payroll Taxes	Direct Deposit Payable	433.08	4,354.41
Total for General							\$4,354.41	
Pasco Specialty Kitchen								
11/15/2022	Payroll Check	DD	Payroll	Employer Taxes	Payroll Taxes	Direct Deposit Payable	31.93	31.93
11/30/2022	Payroll Check	DD	Payroll	Employer Taxes	Payroll Taxes	Direct Deposit Payable	43.18	75.11
12/15/2022	Payroll Check	DD	Payroll	Employer Taxes	Payroll Taxes	Direct Deposit Payable	16.53	91.64
12/30/2022	Payroll Check	DD	Payroll	Employer Taxes	Payroll Taxes	Direct Deposit Payable	58.58	150.22
Total for Pasco Specialty Kitchen							\$150.22	
Total for Payroll Taxes							\$4,504.63	
Promotional/Marketing Expense								
General								
11/21/2022	Expenditure		Amazon.com	DPDA 4ft Table Cloth	Promotional/Marketing Expense	General Checking - Umpqua #2198	90.21	90.21
Total for General							\$90.21	
Me Levanto la Manga								
11/14/2022	Bill	959748	Hispanic Media	DOH Outreach Me Levanto la Manga	Promotional/Marketing Expense	Accounts Payable	500.00	500.00
11/14/2022	Check	1547	KEPARI TV	DOH Outreach Me Levanto la Manga	Promotional/Marketing Expense	General Checking - Umpqua #2198	500.00	1,000.00
11/18/2022	Expenditure		Oriental Trading Supplies	Winter Fest Tree Lighting Me Levanto la Manga Outreach-Treat Bags	Promotional/Marketing Expense	General Checking - Umpqua #2198	132.56	1,132.56
11/18/2022	Expenditure		4AllPromos.com	Winter Fest Tree Lighting Me Levanto la Manga Outreach- Card Games	Promotional/Marketing Expense	General Checking - Umpqua #2198	689.95	1,822.51
12/07/2022	Check	1560	KEPARI TV	DOH Outreach Me Levanto la Manga December	Promotional/Marketing Expense	General Checking - Umpqua #2198	500.00	2,322.51
12/07/2022	Check	1559	Hispanic Media	DOH Outreach Me Levanto la Manga December	Promotional/Marketing Expense	General Checking - Umpqua #2198	500.00	2,822.51
12/17/2022	Bill	1980	Tu Revista Latina	Me Levanto la Manga Grant Promotion	Promotional/Marketing Expense	Accounts Payable	450.00	3,272.51
Total for Me Levanto la Manga							\$3,272.51	
Pasco Specialty Kitchen								
11/29/2022	Bill	1969	Tu Revista Latina	Me Levanto la Manga Grant Promotion	Promotional/Marketing Expense	Accounts Payable	450.00	450.00
Total for Pasco Specialty Kitchen							\$450.00	
Total for Promotional/Marketing Expense							\$3,812.72	
Refund								
Fiery Foods Festival								
11/18/2022	Check	1551	SELF-HELP FEDERAL CREDIT UNION		Refund	General Checking - Umpqua #2198	150.00	150.00
Total for Fiery Foods Festival							\$150.00	
Total for Refund							\$150.00	
Salaries and Wages								
General								
11/15/2022	Payroll Check	DD	Payroll	Wages(Holiday Pay)	Salaries and Wages	Direct Deposit Payable	193.20	193.20
11/15/2022	Payroll Check	DD	Payroll	Wages(Regular Pay)	Salaries and Wages	Direct Deposit Payable	1,840.00	2,033.20
11/15/2022	Payroll Check	DD	Payroll	Wages(Holiday Pay)	Salaries and Wages	Direct Deposit Payable	184.00	2,217.20
11/15/2022	Payroll Check	DD	Payroll	Wages(Regular Pay)	Salaries and Wages	Direct Deposit Payable	1,255.80	3,473.00
11/30/2022	Payroll Check	DD	Payroll	Wages(Holiday Pay)	Salaries and Wages	Direct Deposit Payable	386.40	3,859.40
11/30/2022	Payroll Check	DD	Payroll	Wages(Holiday Pay)	Salaries and Wages	Direct Deposit Payable	368.00	4,227.40
11/30/2022	Payroll Check	DD	Payroll	Wages(Sick Pay)	Salaries and Wages	Direct Deposit Payable	92.00	4,319.40
11/30/2022	Payroll Check	DD	Payroll	Wages(Regular Pay)	Salaries and Wages	Direct Deposit Payable	1,564.00	5,883.40
11/30/2022	Payroll Check	DD	Payroll	Wages(Sick Pay)	Salaries and Wages	Direct Deposit Payable	193.20	6,076.60
11/30/2022	Payroll Check	DD	Payroll	Wages(Regular Pay)	Salaries and Wages	Direct Deposit Payable	1,195.43	7,272.03
12/15/2022	Payroll Check	DD	Payroll	Wages(Overtime)	Salaries and Wages	Direct Deposit Payable	103.50	7,375.53
12/15/2022	Payroll Check	DD	Payroll	Wages(Regular Pay)	Salaries and Wages	Direct Deposit Payable	1,509.38	8,884.91
12/15/2022	Payroll Check	DD	Payroll	Wages(Sick Pay)	Salaries and Wages	Direct Deposit Payable	193.20	9,078.11
12/15/2022	Payroll Check	DD	Payroll	Wages(Regular Pay)	Salaries and Wages	Direct Deposit Payable	2,024.00	11,102.11
12/30/2022	Payroll Check	DD	Payroll	Wages(Holiday Pay)	Salaries and Wages	Direct Deposit Payable	579.60	11,681.71
12/30/2022	Payroll Check	DD	Payroll	Wages(Regular Pay)	Salaries and Wages	Direct Deposit Payable	1,472.00	13,153.71
12/30/2022	Payroll Check	DD	Payroll	Wages(Holiday Pay)	Salaries and Wages	Direct Deposit Payable	552.00	13,705.71
12/30/2022	Payroll Check	DD	Payroll	Wages(Regular Pay)	Salaries and Wages	Direct Deposit Payable	1,316.18	15,021.89
Total for General							\$15,021.89	
Pasco Specialty Kitchen								
11/15/2022	Payroll Check	DD	Payroll	Wages(Holiday Pay)	Salaries and Wages	Direct Deposit Payable	128.00	128.00
11/15/2022	Payroll Check	DD	Payroll	Wages(Regular Pay)	Salaries and Wages	Direct Deposit Payable	128.00	256.00
11/30/2022	Payroll Check	DD	Payroll	Wages(Holiday Pay)	Salaries and Wages	Direct Deposit Payable	256.00	512.00
11/30/2022	Payroll Check	DD	Payroll	Wages(Regular Pay)	Salaries and Wages	Direct Deposit Payable	96.00	608.00
12/15/2022	Payroll Check	DD	Payroll	Wages(Regular Pay)	Salaries and Wages	Direct Deposit Payable	128.00	736.00
12/30/2022	Payroll Check	DD	Payroll	Wages(Regular Pay)	Salaries and Wages	Direct Deposit Payable	96.00	832.00
12/30/2022	Payroll Check	DD	Payroll	Wages(Holiday Pay)	Salaries and Wages	Direct Deposit Payable	384.00	1,216.00

Downtown Pasco Development Authority

Transaction Report November - December, 2022

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	ACCOUNT	SPLIT	AMOUNT	BALANCE
Total for Pasco Specialty Kitchen							\$1,216.00	
Total for Salaries and Wages							\$16,237.89	
Scholarships Expense								
Cinco de Mayo								
11/23/2022	Check	1554	Stephanie Alcantar		Scholarships Expense	General Checking - Umpqua #2198	500.00	500.00
Total for Cinco de Mayo							\$500.00	
Total for Scholarships Expense							\$500.00	
Shipping and Postage								
General								
11/14/2022	Expenditure		USPS	Postage	Shipping and Postage	General Checking - Umpqua #2198	24.00	24.00
Total for General							\$24.00	
Total for Shipping and Postage							\$24.00	
Telephone and Internet								
General								
11/05/2022	Bill	829170385X10202022	AT&T Mobility	Service dates 08/13/2022 to 09/12/2022 DPDA 5%	Telephone and Internet	Accounts Payable	21.11	21.11
11/14/2022	Bill	107542001110122	Spectrum Buisness	Service Dates 11/01/2022 to 11/30/2022 DPDA 5%	Telephone and Internet	Accounts Payable	4.00	25.11
11/14/2022	Bill	107542001100122	Spectrum Buisness	Service Dates 10/01/2022 to 10/31/2022	Telephone and Internet	Accounts Payable	4.00	29.11
12/05/2022	Bill	10/13/22 to 11/12/22	AT&T Mobility	Service Dates 10/13/2022 to 10/12/2022 DPDA 5%	Telephone and Internet	Accounts Payable	21.23	50.34
12/16/2022	Bill		Spectrum Buisness	Service Dates	Telephone and Internet	Accounts Payable	4.00	54.34
Total for General							\$54.34	
Pasco Specialty Kitchen								
11/05/2022	Bill	829170385X10202022	AT&T Mobility	Service dates 08/13/2022 to 09/12/2022 PSK 95%	Telephone and Internet	Accounts Payable	401.09	401.09
11/14/2022	Bill	107542001100122	Spectrum Buisness	Service Dates 10/01/2022 to 10/31/2022	Telephone and Internet	Accounts Payable	75.98	477.07
11/14/2022	Bill	107542001110122	Spectrum Buisness	Service Dates 11/01/2022 to 11/30/2022 PSK 95%	Telephone and Internet	Accounts Payable	75.98	553.05
12/05/2022	Bill	10/13/22 to 11/12/22	AT&T Mobility	Service Dates 10/13/2022 to 10/12/2022 PSK 95%	Telephone and Internet	Accounts Payable	403.46	956.51
12/16/2022	Bill		Spectrum Buisness	Service Dates	Telephone and Internet	Accounts Payable	75.98	1,032.49
Total for Pasco Specialty Kitchen							\$1,032.49	
Total for Telephone and Internet							\$1,086.83	
Utilities Expense								
General								
11/02/2022	Bill	08/31/22 to 10/03/22	City of Pasco (PSK Utilities)	Service Dates 08/31/22 to 10/03/22 DPDA 5%	Utilities Expense	Accounts Payable	24.64	24.64
11/10/2022	Bill	4570810	Basin Disposal, Inc. PSK 1015817	Service Dates 10/01/22 to 10/31/22	Utilities Expense	Accounts Payable	28.26	52.90
11/17/2022	Bill	09/28/22 to 10/25/22	Cascade Natural Gas	Service Dates 09/28/22 to 10/25/22 DPDA 5%	Utilities Expense	Accounts Payable	15.82	68.72
11/21/2022	Bill	10/04/22 to 10/31/22	City of Pasco (PSK Utilities)	Service Dates 10/04/22 to 10/31/22 DPDA 5%	Utilities Expense	Accounts Payable	18.92	87.64
11/23/2022	Bill		Franklin PUD	Service Dates 09/28/22 to 10/27/2022 DPDA 5%	Utilities Expense	Accounts Payable	65.76	153.40
12/10/2022	Bill		Basin Disposal, Inc. PSK 1015817	Service Dates 11/01/2022 to 11/30/2022 DPDA 5%	Utilities Expense	Accounts Payable	28.26	181.66
12/21/2022	Bill	10/26/22 to 11/28/22	Cascade Natural Gas	Services Dates 10/26/22 to 11/28/22 DPDA 5%	Utilities Expense	Accounts Payable	47.84	229.50
12/28/2022	Bill	11/01/22 to 11/30/22	City of Pasco (PSK Utilities)	Service Dates 11/01/22 to 11/30/22 DPDA 5%	Utilities Expense	Accounts Payable	14.32	243.82
12/28/2022	Bill	11/29/22 to 12/27/22	Cascade Natural Gas	Service Dates 11/29/22 to 12/27/22 DPDA 5%	Utilities Expense	Accounts Payable	77.03	320.85
12/28/2022	Bill	10/27/22 to 11/30/22	Franklin PUD	Service Dates 10/27/2022 to 11/30/2022 5%	Utilities Expense	Accounts Payable	51.18	372.03
Total for General							\$372.03	
Pasco Specialty Kitchen								
11/02/2022	Bill	08/31/22 to 10/03/22	City of Pasco (PSK Utilities)	Service Dates 08/31/22 to 10/03/22 PSK 95%	Utilities Expense	Accounts Payable	468.17	468.17
11/10/2022	Bill	4571118	Basin Disposal, Inc. PSK-CDBD -1029838	Service Dates 10/01/2022 to 10/31/2022	Utilities Expense	Accounts Payable	72.02	540.19
11/10/2022	Bill	4570810	Basin Disposal, Inc. PSK 1015817	Service Dates 10/01/22 to 10/31/22 PSK 95%	Utilities Expense	Accounts Payable	536.95	1,077.14
11/17/2022	Bill	09/28/22 to 10/25/22	Cascade Natural Gas	Service Dates 09/28/22 to 10/25/22 PSK 95%	Utilities Expense	Accounts Payable	300.62	1,377.76
11/21/2022	Bill	10/04/22 to 10/31/22	City of Pasco (PSK Utilities)	Service Dates 10/04/22 to 10/31/22 PSK 95%	Utilities Expense	Accounts Payable	359.50	1,737.26
11/23/2022	Bill		Franklin PUD	Service Dates 09/28/22 to 10/27/2022 PSK 95%	Utilities Expense	Accounts Payable	1,249.38	2,986.64
12/10/2022	Bill		Basin Disposal, Inc. PSK 1015817	Service Dates 11/01/2022 to 11/30/2022 PSK 95%	Utilities Expense	Accounts Payable	536.95	3,523.59
12/10/2022	Bill		Basin Disposal, Inc. PSK-CDBD -1029838	Service Dates 11/01/2022 TO 11/30/2022	Utilities Expense	Accounts Payable	72.02	3,595.61
12/21/2022	Bill	10/26/22 to 11/28/22	Cascade Natural Gas	Service Dates 10/26/22 to 11/28/22 PSK 95%	Utilities Expense	Accounts Payable	908.95	4,504.56
12/28/2022	Bill	11/01/22 to 11/30/22	City of Pasco (PSK Utilities)	Service Dates 11/01/22 to 11/30/22 PSK 95%	Utilities Expense	Accounts Payable	272.03	4,776.59
12/28/2022	Bill	11/29/22 to 12/27/22	Cascade Natural Gas	Service Dates 11/29/22 to 12/27/22 PSK 95%	Utilities Expense	Accounts Payable	1,463.54	6,240.13
12/28/2022	Bill	10/27/22 to 11/30/22	Franklin PUD	Service Dates 10/27/2022 to 11/30/2022 PSK 95%	Utilities Expense	Accounts Payable	972.42	7,212.55
Total for Pasco Specialty Kitchen							\$7,212.55	
Total for Utilities Expense							\$7,584.58	
WA State Auditor								
General								
11/14/2022	Bill	L151279	Washington State Auditor's Office	Audit No 58223 37.40 Hours @\$116.10	WA State Auditor	Accounts Payable	4,342.14	4,342.14
12/12/2022	Bill	L115432	Washington State Auditor's Office		WA State Auditor	Accounts Payable	542.88	4,885.02
12/16/2022	Bill	L151837	Washington State Auditor's Office	2020-2021 Accountability Audit 7.9hours@ \$116.10	WA State Auditor	Accounts Payable	917.19	5,802.21
Total for General							\$5,802.21	
Total for WA State Auditor							\$5,802.21	

Downtown Pasco Development Authority

Transaction Report
November - December, 2022

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	ACCOUNT	SPLIT	AMOUNT	BALANCE
TOTAL							\$76,022.85	

Downtown Pasco Development Authority

Statement of Activity Detail

October - December, 2022

DATE	TRANSACTION TYPE	NUM	NAME	CLASS	MEMO/DESCRIPTION	SPLIT	AMOUNT	BALANCE
Ordinary Revenue/Expenditures								
Revenue								
Unapplied Cash Payment Income								
12/07/2022	Payment		El Menchito Mix			Undeposited Funds	215.00	215.00
12/10/2022	Pledge	262838	El Menchito Mix			-Split-	-215.00	0.00
12/10/2022	Pledge	263421	Forever Bee			Facility Rental Fees (PSK)	-100.00	-100.00
12/10/2022	Pledge	254690	Kettle Corn Factory LLC & Fresh Squeezed Lemonade			-Split-	-100.00	-200.00
12/10/2022	Pledge	262730	Kona Ice of Pasco			-Split-	-225.00	-425.00
12/10/2022	Pledge	262693	ACS BBQ PIT			Facility Rental Fees (PSK)	-75.00	-500.00
12/10/2022	Pledge	262755	Don Taco			Facility Rental Fees (PSK)	-75.00	-575.00
12/10/2022	Pledge	262694	Swampys BBQ			-Split-	-175.00	-750.00
12/10/2022	Pledge	262819	Plaza Oaxaca			-Split-	-116.00	-866.00
Total for Unapplied Cash Payment Income							\$ -866.00	
Total for Revenue							\$ -866.00	
Expenditures								
Unapplied Cash Bill Payment Expense								
10/07/2022	Bill Payment (Check)	8282	La Ranchera			General Checking - Umpqua #2198	2,000.00	2,000.00
10/31/2022	Bill	22100004	La Ranchera		Dia de Los Muertos Promotion	Promotional/Marketing Expense	-1,384.00	616.00
10/31/2022	Bill	22100003	La Ranchera		Dia de Los Muertos Promotion	Promotional/Marketing Expense	-616.00	0.00
12/12/2022	Bill Payment (Check)	1561	Tu Revista Latina			General Checking - Umpqua #2198	450.00	450.00
12/17/2022	Bill	1980	Tu Revista Latina		Me Levanto la Manga Grant Promotion	Promotional/Marketing Expense	-450.00	0.00
12/28/2022	Bill	11/29/22 to 12/27/22	Cascade Natural Gas		Service Dates 11/29/22 to 12/27/22	-Split-	-1,540.57	-1,540.57
Total for Unapplied Cash Bill Payment Expense							\$ - 1,540.57	
Total for Expenditures							\$ - 1,540.57	
Net Revenue							\$674.57	

Downtown Pasco Development Authority

Statement of Activity by Class

October - December, 2022

	CINCO DE MAYO	DOWNTOWN BAZAAR	FARMERS MARKET	FIERY FOODS FESTIVAL	GENERAL	ME LEVANTO LA MANGA	PASCO SPECIALTY KITCHEN	NOT SPECIFIED	TOTAL
Revenue									
COVID 19 Grant			15,000.00						\$15,000.00
Daily Fees - Farmers Market			2,864.00						\$2,864.00
EBT Receipts Vendor Sales			6,576.60						\$6,576.60
Equipment Rentals (PSK)							6,889.45		\$6,889.45
Facility Rental Fees (PSK)							9,466.05		\$9,466.05
Grants					39,000.00				\$39,000.00
Public Donations				71.64					\$71.64
Unapplied Cash Payment Income								-866.00	\$ -866.00
Total Revenue	\$0.00	\$0.00	\$24,440.60	\$71.64	\$39,000.00	\$0.00	\$16,355.50	\$ -866.00	\$79,001.74
GROSS PROFIT	\$0.00	\$0.00	\$24,440.60	\$71.64	\$39,000.00	\$0.00	\$16,355.50	\$ -866.00	\$79,001.74
Expenditures									
Auto					116.68				\$116.68
Banking Fees					38.80				\$38.80
Benefits (Health & Retirement)					1,065.38				\$1,065.38
EBT Program			8,090.00		104.00				\$8,194.00
Event Expense			2,646.34	1,041.64					\$3,687.98
Insurance Liability							2,651.31		\$2,651.31
Legal and Professional					13,617.23				\$13,617.23
Meals and Entertainment					23.10				\$23.10
Office Expense			335.96		468.68		41.31		\$845.95
Operating Supplies					81.47		4,597.51		\$4,678.98
Payroll Expenses									\$0.00
Wages									\$0.00
Health					1,800.00				\$1,800.00
Salary					19,800.00				\$19,800.00
Total Wages					21,600.00				\$21,600.00
Total Payroll Expenses					21,600.00				\$21,600.00
Payroll Taxes					6,194.50		183.26		\$6,377.76
Promotional/Marketing Expense			2,026.85	84.69	595.40	3,272.51	450.00		\$6,429.45
Refund	200.00			150.00					\$350.00
Reimbursements					597.00				\$597.00
Salaries and Wages					22,830.23		1,472.00		\$24,302.23
Scholarships Expense	2,000.00								\$2,000.00
Shipping and Postage					24.00				\$24.00
Telephone and Internet					75.26		1,430.01		\$1,505.27
Unapplied Cash Bill Payment Expense								-1,540.57	\$ -1,540.57
Utilities Expense					492.34		9,571.16		\$10,063.50
WA State Auditor					6,708.56				\$6,708.56
Total Expenditures	\$2,200.00	\$0.00	\$13,099.15	\$1,276.33	\$74,632.63	\$3,272.51	\$20,396.56	\$ -1,540.57	\$113,336.61
NET OPERATING REVENUE	\$ -2,200.00	\$0.00	\$11,341.45	\$ -1,204.69	\$ -35,632.63	\$ -3,272.51	\$ -4,041.06	\$674.57	\$ -34,334.87
Other Expenditures									
Advertising			399.00						\$399.00
Dues and Subscriptions			665.13		505.14		1,881.00		\$3,051.27
Food Corridor Platform Fees							456.00		\$456.00
Janitorial		97.80			320.21		5,060.24		\$5,478.25
Licenses and Permits					83.25		100.00		\$183.25
QuickBooks PSK Platform Fees							410.71		\$410.71
Repairs and Maintenance					26.79		1,972.75		\$1,999.54
Security							856.75		\$856.75
Total Other Expenditures	\$0.00	\$97.80	\$1,064.13	\$0.00	\$935.39	\$0.00	\$10,737.45	\$0.00	\$12,834.77
NET OTHER REVENUE	\$0.00	\$ -97.80	\$ -1,064.13	\$0.00	\$ -935.39	\$0.00	\$ -10,737.45	\$0.00	\$ -12,834.77
NET REVENUE	\$ -2,200.00	\$ -97.80	\$10,277.32	\$ -1,204.69	\$ -36,568.02	\$ -3,272.51	\$ -14,778.51	\$674.57	\$ -47,169.64