

**FORT WORDEN PDA**  
**Profit & Loss Budget Performance**  
May 2015

	May 15	Budget	Jan - May 15	YTD Budget	Over(Under)	Annual Budget	YTD Actuals to Annual Budget
<b>Ordinary Income/Expense</b>							
<b>Income</b>							
4000 Accom & Conference Income	175,800.72	183,450.00	649,216.51	606,106.00	43,110.51	2,192,000.00	29.6%
4010 Partner Leases	5,740.54	5,794.00	29,333.41	25,970.00	3,363.41	66,528.00	44.1%
4100 Rebates & Reimbursements							
4103 Janitorial Services	0.00	1,584.00	0.00	7,919.00	(7,919.00)	19,000.00	0.0%
Total 4100 Rebates & Reimbursements	0.00	1,584.00	0.00	7,919.00	(7,919.00)	19,000.00	0.0%
<b>4200 Fees</b>							
4201 Res Fee Campground St Pk	3,498.59	3,503.00	9,213.97	7,503.00	1,710.97	49,391.00	18.7%
4202 Rental Revenue Surcharge	1,756.86		1,756.86		1,756.86		
4203 Cancellation Fees	1,457.70	1,200.00	3,187.82	1,200.00	1,987.82	14,517.00	22.0%
4206 Event Fees	0.00		2,500.00		2,500.00		
4210 Other Fees	609.31	175.00	2,093.59	875.00	1,218.59	3,300.00	63.4%
4211 Concession Fees	0.00		554.37		554.37		
Total 4200 Fees	7,322.46	4,878.00	19,306.61	9,578.00	9,728.61	67,208.00	28.7%
<b>4300 Other</b>							
4300 Other	5,321.19	804.00	10,289.08	8,467.00	1,822.08	17,427.00	59.0%
4400 Food Sales Revenue	117,033.79	172,140.00	295,812.25	385,434.50	(89,622.25)	1,186,016.00	24.9%
4900 PDA Grants/Donations							
4901 Donations	0.00		100.00		100.00		
4903 Restricted Grants	0.00	0.00	0.00	37,500.00	(37,500.00)	37,500.00	0.0%
Total 4900 PDA Grants/Donations	0.00	0.00	100.00	37,500.00	(37,400.00)	37,500.00	0.3%
<b>Total Income</b>	311,218.70	368,650.00	1,004,057.86	1,080,974.50	(76,916.64)	3,585,679.00	28.0%
<b>Cost of Goods Sold</b>	50,117.42	55,154.80	121,680.53	123,604.30	(1,923.77)	380,683.10	32.0%
<b>Gross Profit</b>	261,101.28	313,495.20	882,377.33	957,370.20	(74,992.87)	3,204,995.90	27.5%
<b>Expense</b>							
6000 Salaries & Wages							
6001 Administrative	38,839.04	28,335.10	132,569.19	121,411.60	11,157.59	332,119.90	39.9%
6002 Caretaker/Production	19,797.53	12,132.00	64,922.17	56,831.00	8,091.17	124,703.50	52.1%
6003 Building & Maintenance	3,962.99 *		3,962.99		3,962.99		
6004 Reservation/Guest Services	19,182.38	16,040.00	66,522.24	65,056.00	1,466.24	176,660.25	37.7%
6005 Sales Dept.	8,394.24	9,085.40	31,585.01	31,059.60	525.41	99,651.20	31.7%
6006 Housekeeping Dept.	23,662.73	20,239.00	70,774.48	79,760.50	(8,986.02)	230,430.00	30.7%

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6007 Food Service Dept.							
6008 Front of the House/Food	21,406.75	14,660.00	46,152.40	40,432.30	5,720.10	100,982.30	45.7%
6009 Back of the House/Food Ser	27,853.45	29,243.70	67,397.40	80,012.90	(12,615.50)	239,746.80	28.1%
6007 Food Service Dept. - Other	3,881.69	16,100.10	24,023.54	30,303.10	(6,279.56)	163,070.90	14.7%
Total 6007 Food Service Dept.	53,141.89	60,003.80	137,573.34	150,748.30	(13,174.96)	503,800.00	27.3%
6020 Employee Taxes	0.00	0.00	259.95	0.00	259.95	0.00	
6026 Other Fringe Benefits	0.00	0.00	0.00	0.00	0.00	51,068.00	0.0%
Total 6000 Salaries & Wages	166,980.80	145,835.30	508,169.37	504,867.00	3,302.37	1,518,432.85	33.5%
6100 ER Payroll Expenses	38,185.64	31,275.25	112,782.80	119,760.80	(6,978.00)	333,527.20	33.8%
7000 Occupancy Expense							
7002 Janitorial Services	0.00	0.00	0.00	0.00	0.00	0.00	
7005 Rent Expense	0.00	0.00	0.00	0.00	0.00	0.00	
7006 Repairs & Maintenance	4,036.42	20,558.00	45,939.72	41,771.00	4,168.72	65,298.00	70.4%
7007 Building Repairs	7,790.31	0.00	7,790.31	0.00	7,790.31	0.00	
7008 Custodial-Grounds Maint.	592.60	0.00	592.60	0.00	592.60	0.00	
7009 Ground Repairs	0.00	0.00	107.38	0.00	107.38	0.00	
Total 7000 Occupancy Expense	12,419.33	20,558.00	54,430.01	41,771.00	12,659.01	65,298.00	63.4%
7100 Utilities							
7101 Fuel Oil	12,617.54	12,136.90	58,944.09	56,676.50	2,267.59	143,922.90	41.0%
7102 Electricity	14,416.35	10,654.50	81,941.22	73,113.30	8,827.92	164,002.30	50.0%
7103 Water	12,523.80	11,590.00	51,305.92	63,799.00	(12,493.08)	143,199.00	35.8%
7104 Propane	1,706.79	2,403.60	13,997.28	13,754.25	243.03	40,637.65	34.4%
7105 Garbage/Trash	3,508.80	2,466.80	16,370.00	12,334.05	4,035.95	39,469.30	41.5%
7199 Partner Reimbursement	-8,442.38	-6,973.00	-42,474.66	-36,796.00	(5,678.66)	-85,388.00	49.7%
Total 7100 Utilities	36,330.90	32,278.80	180,083.85	182,881.10	(2,797.25)	445,843.15	40.4%
8000 Contracts							
8001 Cleaning/Linen/Janitorial	0.00	0.00	930.90	0.00	930.90	0.00	
8001.5 Hospitality Consultant	0.00	0.00	3,687.50	0.00	3,687.50	0.00	
8003 Alarm/Security/Fire Rescue	1,195.00	0.00	15,023.19	18,750.00	(3,726.81)	41,850.00	35.9%
8005 Advertising/Marketing	2,000.00	2,000.00	8,375.00	10,000.00	(1,625.00)	24,000.00	34.9%
8007 COMM-INFO-TECH							
8008 Tenant Partner Internet Ex	-742.50	0.00	-3,949.68	0.00	(3,949.68)	0.00	
8007 COMM-INFO-TECH - Other	21,093.96	9,915.00	61,248.81	46,970.00	14,278.81	111,825.00	54.8%

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<b>Total 8007 COMM-INFO-TECH</b>	20,351.46	9,915.00	57,299.13	46,970.00	10,329.13	111,825.00	51.2%
8008 Music & Entertainment	120.00		200.00		200.00		
8009 Design Consultant	1,500.00		1,500.00		1,500.00		
8010 Audit/Accounting	0.00	8,000.00	8,447.50	13,200.00	(4,752.50)	13,200.00	64.0%
<b>Total 8000 Contracts</b>	25,166.46	19,915.00	95,463.22	88,920.00	6,543.22	190,875.00	50.0%
<b>8500 Operating Expense</b>							
8501 Administration/Office	3,163.47	3,750.00	13,725.94	13,509.00	216.94	25,109.00	54.7%
8502 Telephone/Communication	296.68	0.00	296.68	0.00	296.68	0.00	
8503 Credit Card Process Fees	2,461.58	6,105.00	10,155.50	24,379.00	(14,217.50)	60,055.95	16.9%
8506 Advertising/Mktg	9,596.64	3,350.00	22,929.09	14,400.00	8,529.09	38,850.00	59.0%
8507 Office Supplies	0.00	270.85	3,905.44	1,354.05	2,551.39	6,500.00	60.1%
8508 Legal	0.00	3,500.00	5,064.00	8,445.00	(3,381.00)	29,945.00	16.9%
8510 Insurance/Risk Management	1,532.60	1,416.67	7,162.45	7,083.31	79.14	17,000.00	42.1%
8512 Dues & Subscriptions	0.00	250.00	67.95	750.00	(682.05)	2,500.00	2.7%
8513 Bank Service Charges	10.00	65.00	154.00	325.00	(171.00)	780.00	19.7%
8514 Vehicle Expense	1,311.64	860.00	9,592.11	7,604.00	1,988.11	20,341.00	47.2%
8515 Room Amenities/Supplies	216.12	4,000.00	5,678.64	9,500.00	(3,821.36)	31,619.00	18.0%
8516 Custodial/Cleaning Supply	2,206.35	1,750.00	9,649.31	4,334.00	5,315.31	16,584.00	58.2%
8517 Furniture & Fixtures (N-Ca	0.00	0.00	599.99	0.00	599.99	0.00	
8518 Travel & Entertainment	267.28	750.00	2,938.75	2,475.00	463.75	4,975.00	59.1%
8520 Interest & Loan Fees Exp	656.25	525.00	3,115.39	2,100.00	1,015.39	5,775.00	53.9%
8521 Misc Fees and Late Charges	1,329.00		1,528.15		1,528.15		
8527 Permits & Licenses	497.11	766.67	2,300.61	1,833.31	467.30	4,200.00	54.8%
8528 Business Taxes	1,108.34		5,882.70		5,882.70		
8529 Professional Services	0.00	7,100.00	0.00	25,960.00	(25,960.00)	45,660.00	0.0%
8530 Small Equipment	0.00	3,727.00	7,700.75	8,635.00	(934.25)	24,644.00	31.2%
8532 Training & Education	0.00	1,575.00	550.00	3,975.00	(3,425.00)	9,100.00	6.0%
8535 Smallwares	1,111.01	0.00	1,197.01	0.00	1,197.01	7,500.00	16.0%
8536 FS Linens/Laundry/Uniforms	410.42	1,500.00	24,700.91	23,000.00	1,700.91	40,700.00	60.7%
8537 Fuel & Other Surcharges	159.13		868.09		868.09		
8550 Other Operating Supplies	301.53	500.00	526.49	1,300.00	(773.51)	2,500.00	21.1%
8560 Cash Over & Short	0.00	0.00	0.00	0.00	0.00	0.00	
8500 Operating Expense - Other	1,091.31	1,550.00	3,008.91	5,315.00	(2,306.09)	17,165.00	17.5%
<b>Total 8500 Operating Expense</b>	27,726.46	43,311.19	143,298.86	166,270.67	(22,971.81)	411,502.95	34.8%

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	May 15	Budget	Jan - May 15	YTD Budget	Over(Under)	Annual Budget	YTD Actuals to Annual Budget
Total Expense	306,809.59	293,173.54	1,094,228.11	1,104,470.57	(10,242.46)	2,965,479.15	36.9%
Net Ordinary Income	-45,708.31	20,321.66	-211,850.78	-147,100.37	(64,750.41)	239,516.75	-88.4%
Other Income/Expense							
Other Expense							
Other Expenses							
9500 Capital Purchase/Equipment							
9501 Furniture/Fixtures/Equip	40,200.29 *	0.00	40,200.29	0.00	40,200.29	0.00	
9500 Capital Purchase/Equipment - Other	0.00	0.00	0.00	10,000.00	(10,000.00)	10,000.00	0.0%
Total 9500 Capital Purchase/Equipment	40,200.29	0.00	40,200.29	10,000.00	30,200.29	10,000.00	402.0% *
9600 Other Expenses							
9601 Leasehold Improvements	6,676.60	15,000.00	19,793.75	55,000.00	(35,206.25)	55,000.00	36.0%
9620 Discover Passes	0.00	0.00	0.00	0.00	0.00	16,000.00	0.0%
9630 Short Term Debt	0.00	3,580.00	0.00	14,320.00	(14,320.00)	39,380.00	0.0%
Total 9600 Other Expenses	6,676.60	18,580.00	19,793.75	69,320.00	(49,526.25)	110,380.00	17.9%
Total Other Expenses	46,876.89	18,580.00	59,994.04	79,320.00	(19,325.96)	120,380.00	49.8%
Total Other Expense	46,876.89	18,580.00	59,994.04	79,320.00	(19,325.96)	120,380.00	49.8%
Net Other Income	-46,876.89	-18,580.00	-59,994.04	-79,320.00	19,325.96	-120,380.00	49.8%
Net Income	-92,585.20	1,741.66	-271,844.82	-226,420.37	(45,424.45)	119,136.75	-228.2%
* PDA Capital Improvements-Non Operating	44,163.28						
Net Operating Income	-48,421.92	1,741.66	-227,681.54	-226,420.37	(1,261.17)	119,136.75	-191.1%

1:03 PM  
06/19/15  
Accrual Basis

**FORT WORDEN PDA**  
**Balance Sheet**  
As of May 31, 2015

	<u>May 31, 15</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
<b>Bank Accounts</b>	
1001 Operating - First Fed Ckg	141,499.35
1002A First Federal F.S.	38,543.12
1003 Advance Deposit Acct	308,083.30
1004 Savings/Short Term Inv.	15.01
1005 Discover Pass	12,315.00
1006 Cash Drawers & Petty Cash	1,600.00
1007 Capital Projects	139,453.37
<b>Total Bank Accounts</b>	<u>641,509.15</u>
<b>Total Checking/Savings</b>	641,509.15
<b>Accounts Receivable</b>	
1100 Accounts Receivables	
1120 Partners	44,994.65
1127 F.S. Accounts Receivable	159,522.62
1100 Accounts Receivables - Other	14,523.12
<b>Total 1100 Accounts Receivables</b>	<u>219,040.39</u>
<b>Total Accounts Receivable</b>	219,040.39
<b>Other Current Assets</b>	
1011 Undeposited Funds	2,026.74
1050 Inventories	25,716.00
1200 Other Current Assets	
1201 Prepaid Expenses	3,860.10
1202 Prepaid Insurance	4,717.86
<b>Total 1200 Other Current Assets</b>	<u>8,577.96</u>
<b>Total Other Current Assets</b>	<u>36,320.70</u>
<b>Total Current Assets</b>	896,870.24
<b>Fixed Assets</b>	
1300 Fixed Assets	
1302 Equipment - Computer	111,966.00
1303 Equipment - Non Computer	19,500.00
1310 Vehicles	35,683.00
<b>Total 1300 Fixed Assets</b>	<u>167,149.00</u>
<b>Total Fixed Assets</b>	167,149.00
<b>Other Assets</b>	
1400 Inventory	
1401 Merchandise for Resale	3,073.35
<b>Total 1400 Inventory</b>	<u>3,073.35</u>
<b>Total Other Assets</b>	<u>3,073.35</u>
<b>TOTAL ASSETS</b>	<u><u>1,067,092.59</u></u>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
Accounts Payable	214,650.96
Credit Cards	6,078.31
<b>Other Current Liabilities</b>	
2100 Current Liabilities	
2101 DEFERRED REVENUES	820.84
2110 Other Current Liabilities	20,953.14
<b>Total 2100 Current Liabilities</b>	<u>21,773.98</u>
2200 Advance Deposits	424,570.81

1:03 PM  
06/19/15  
Accrual Basis

**FORT WORDEN PDA**  
**Balance Sheet**  
**As of May 31, 2015**

	<u>May 31, 15</u>
<b>2400 Notes Payables</b>	
2402 PT Hospitality Inc Agree	69,444.41
2405 Notes Payable - LOC 2015	150,000.00
<b>Total 2400 Notes Payables</b>	<u>219,444.41</u>
<b>2500 Other Liabilities</b>	
2501 Due to WA ST PK Disc Pass	57,570.50
2502 Tips Payable to Employees	2,146.20
<b>Total 2500 Other Liabilities</b>	<u>59,716.70</u>
<b>2600 Suspense / Pass Through</b>	
2602 Food/Catering Pass Through	56,091.65
2605 Kitchen Shelter Pass Thru	265.74
<b>Total 2600 Suspense / Pass Through</b>	<u>56,357.39</u>
<b>Sales Tax Payable</b>	15,856.13
<b>Total Other Current Liabilities</b>	<u>797,719.42</u>
<b>Total Current Liabilities</b>	<u>1,018,448.69</u>
<b>Total Liabilities</b>	1,018,448.69
<b>Equity</b>	
<b>3000 Net Assets</b>	
3001 Unrestricted Net Assets	-31,817.38
<b>Total 3000 Net Assets</b>	<u>-31,817.38</u>
<b>Opening Balance Equity</b>	26,464.33
<b>Unrestricted Net Assets</b>	325,841.77
<b>Net Income</b>	-271,844.82
<b>Total Equity</b>	<u>48,643.90</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>1,067,092.59</u></u>

# MONTHLY UPDATE

## Sales

May 1-31

### Inquiries Taken

Meeting:	10	
Group:	9	
Conference:	0	
Convention:	0	
Wedding:	21	
KS:	5	
<b>Total Inquiries:</b>		<b>45</b>

### In Progress

**Total Potential Rev: \$ 201,870.60**

### Booked

	Type/Name of Event	Estimated Revenue	Deposit
1	W-Collier Kirkpatrick	\$ 14,195.00	\$ 1,200.00
2	KS-Molotsky	\$ 151.80	\$ 165.46
3	KS-Klock	\$ 151.80	\$ 165.46
4	Team Survivor 2016	\$ 14,000.00	\$ 1,200.00
5	W- Andren McCarthy	\$ 9,361.00	\$ 1,090.00
6	W- Anderson Gutierrez	\$ 10,966.00	\$ 1,200.00
7	PTHS Senior Symposium	\$ 948.67	\$ 1,037.05
8	World Vision Int'l	\$ 10,000.00	\$ 1,200.00
9	City of PT	\$ 59.02	\$ 64.34
10	City of PT	\$ 106.43	\$ 116.01
11	PT Film Fest	\$ 290.00	\$ 316.10
12	Bellevue HS Water Polo	\$ 3,000.00	\$ 1,200.00
13	W- Huntington Hoey	\$ 11,882.00	\$ 1,200.00
<b>Total:</b>		<b>\$ 75,111.72</b>	<b>\$ 10,154.42</b>

**\*\*Wedding booked an estimated revenue of \$46,404!!!**

### Tours/Meetings

#### Tours

Megan:	4	
Gerda:	2	
Tricia:	0	
<b>Total:</b>		<b>6</b>

### Prospective Meetings

Megan: 7  
 Gerda: 2  
 Tricia: 0

<b>Total:</b>	<b>9</b>
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## Conferencing

### Groups In House

	<b>Name of Event</b>	<b>Total Revenue</b>	
1	Jefferson Land Trust	\$ 545.00	
2	Scott Wilson Bday	\$ 899.00	
3	PTMSC Hood Canal	\$ 4,771.67	
4	Sequim HS Prom	\$ 11,657.50	TBP
5	Parks Inservice #3	\$ 44,881.79	
6	WA Arts Commis.	\$ 1,098.50	
7	MSC- Annual Mtg.	\$ 230.00	
8	United NW Church 5/6	\$ 201.19	
9	United NW Church 5/13	\$ 201.19	
10	United NW Church 5/20	\$ 201.19	
11	United NW Church 5/27	\$ 201.19	
12	Peninsula College	\$ 396.50	
13	NOAA Writing Workshop	\$ 4,435.44	
14	AAUW Meeting	\$ 157.35	
15	PTMSC Bellamine Prep	\$ 858.60	
16	Rainbow City Band	\$ 6,994.64	TBP
17	Rhody Run	\$ 1,885.22	
18	PTMSC St. Mary's	\$ 858.60	
19	WA Cons. Corp	\$ 1,454.28	
20	Chamber of Commerce	\$ 1,598.41	
21	ArtX	\$ 302.47	
22	First Federal	\$ 2,929.48	
23	PTHS Symposium	\$ 1,034.05	
24	Spencer Buffington	\$ 9,893.47	
25	PTHS Prom	\$ 500.00	
26	Exceptional Choral	\$ 22,921.19	
27	Arts Impact	\$ 3,299.50	TBP
28	Brass Screw	\$ 1,020.00	
29	PTMSC Mead	\$ 1,346.43	
30	Socialist Alternatives	\$ 28,605.36	TBP
31	TESC Calculated Fiction	\$ 5,735.90	TBP
32	PTMSC Clear Lake	\$ 2,786.68	TBP
33	City of Port Townsend	\$ 327.30	TBP
34	Lake Heights YMCA	\$ 27,204.24	TBP
35	Centrum Blue Heron	\$ 1,976.34	TBP
36	Centrum Kitchen Culture	\$ 6,550.31	TBP
37	Alaska Power & Telephone	\$ 1,830.00	
<b>Total Revenue:</b>		<b>\$ 201,789.98</b>	