



*Fort Worden*  
— PORT TOWNSEND —  
A HISTORIC GATHERING PLACE

To: Fort Worden Board of Directors

Date: July 24, 2015

RE: June 30, 2015 Financial Report

The June 30, 2015 Financial Report consists of:

- An Income and Expense performance to budget report for the PDA overall
- An Income and Expense performance to budget just for PDA Services and an Income and Expense for PDA Capital projects report
- A Balance Sheet
- An Aging Accounts Payable report
- Sales & Conferencing reports

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

Ordinary Income/Expense	Jun 15	Budget	Jan - Jun 15	YTD Budget	Over (Under)	Annual Budget	YTD Actuals to Annual Budget
<b>Income</b>							
<b>4000 Accom &amp; Conference Income</b>							
4001 Conference Housing	43,599.63	218,086.00	475,473.81	596,740.00	(121,266.19)	1,239,655.00	38.4%
4002 Vaca/Leisure/Travel Housing	182,056.00	85,915.00	368,377.81	271,248.00	97,129.81	775,937.00	47.5%
4003 Meeting Rooms	15,380.68	20,005.00	46,401.20	62,124.00	(15,722.80)	176,408.00	26.3%
<b>Total 4000 Accom &amp; Conference Income</b>	<b>241,036.31</b>	<b>324,006.00</b>	<b>890,252.82</b>	<b>930,112.00</b>	<b>(39,859.18)</b>	<b>2,192,000.00</b>	<b>40.6%</b>
<b>4010 Partner Leases</b>							
4010 Partner Leases	6,131.91	5,794.00	35,465.32	31,764.00	3,701.32	66,528.00	53.3%
<b>4100 Rebates &amp; Reimbursements</b>							
4103 Janitorial Services	0.00	1,583.00	0.00	9,502.00	(9,502.00)	19,000.00	0.0%
<b>Total 4100 Rebates &amp; Reimbursements</b>	<b>0.00</b>	<b>1,583.00</b>	<b>0.00</b>	<b>9,502.00</b>	<b>(9,502.00)</b>	<b>19,000.00</b>	<b>0.0%</b>
<b>4200 Fees</b>							
4201 Res Fee Campground St Pk	3,592.22	7,069.00	12,806.19	14,572.00	(1,765.81)	49,391.00	25.9%
4202 Rental Revenue Surcharge	3,306.16		5,063.02		5,063.02		
4203 Cancellation Fees	2,917.94	1,493.00	6,105.76	2,693.00	3,412.76	14,517.00	42.1%
4206 Event Fees	100.00		2,600.00		2,600.00		
4210 Other Fees	240.19	325.00	2,333.78	1,200.00	1,133.78	3,300.00	70.7%
4211 Concession Fees	0.00		554.37		554.37		
<b>Total 4200 Fees</b>	<b>10,156.51</b>	<b>8,887.00</b>	<b>29,463.12</b>	<b>18,465.00</b>	<b>10,998.12</b>	<b>67,208.00</b>	<b>43.8%</b>
<b>4300 Other</b>							
4301 Merchandise Sales	192.77	250.00	947.53	625.00	322.53	1,650.00	57.4%
4303 Laundry-Vending-Suds	1,963.19		7,850.94		7,850.94		
4304 Interest Income	68.58		540.88		540.88		
4305 Miscellaneous	0.00	2,316.00	10.00	10,408.00	(10,398.00)	15,777.00	0.1%
4306 Over/Short Revenue	35.30		3,199.57		3,199.57		
4307 Discover Passes-PDA	7,870.00		7,870.00		7,870.00		
<b>Total 4300 Other</b>	<b>10,129.84</b>	<b>2,566.00</b>	<b>20,418.92</b>	<b>11,033.00</b>	<b>9,385.92</b>	<b>17,427.00</b>	<b>117.2%</b>
<b>4400 Food Sales Revenue</b>							
4401 Alcohol Sales	1,942.72		8,359.86		8,359.86		
4402 Server/Entertainer Fees	150.00		2,065.00		2,065.00		
4403 Food & NA Beverage	85,882.35	110,527.50	353,765.09	495,962.00	(142,196.91)	1,186,016.00	29.8%
4404 Linens	0.00		588.75		588.75		

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

	<u>Jun 15</u>	<u>Budget</u>	<u>Jan - Jun 15</u>	<u>YTD Budget</u>	<u>Over (Under)</u>	<u>Annual Budget</u>	<u>YTD Actuals to Annual Budget</u>
4405 Other Income	0.00		282.85		282.85		
4407 Cafe-Food & N/A Bevs	13,920.15		32,039.12		32,039.12		
4499 FS Merge Receivables	0.00		606.80		606.80		
<b>Total 4400 Food Sales Revenue</b>	<b>101,895.22</b>	<b>110,527.50</b>	<b>397,707.47</b>	<b>495,962.00</b>	<b>(98,254.53)</b>	<b>1,186,016.00</b>	<b>33.5%</b>
4900 PDA Grants/Donations					-		
4901 Donations	0.00		100.00		100.00		
4903 Restricted Grants	11,800.00	0.00	11,800.00	37,500.00	(25,700.00)	37,500.00	31.5%
<b>Total 4900 PDA Grants/Donations</b>	<b>11,800.00</b>	<b>0.00</b>	<b>11,900.00</b>	<b>37,500.00</b>	<b>(25,600.00)</b>	<b>37,500.00</b>	<b>31.7%</b>
<b>Total Income</b>	<b>381,149.79</b>	<b>453,363.50</b>	<b>1,385,207.65</b>	<b>1,534,338.00</b>	<b>(149,130.35)</b>	<b>3,585,679.00</b>	<b>38.6%</b>
<b>Cost of Goods Sold</b>					-		
5000 Cost of Goods	40,434.86	35,543.80	162,671.18	159,148.10	3,523.08	380,683.10	42.7%
<b>Total COGS</b>	<b>40,434.86</b>	<b>35,543.80</b>	<b>162,671.18</b>	<b>159,148.10</b>	<b>3,523.08</b>	<b>380,683.10</b>	<b>42.7%</b>
<b>Gross Profit</b>	<b>340,714.93</b>	<b>417,819.70</b>	<b>1,222,536.47</b>	<b>1,375,189.90</b>	<b>(152,653.43)</b>	<b>3,204,995.90</b>	<b>38.1%</b>
<b>Expense</b>					-		
6000 Salaries & Wages	129,660.63	182,082.60	639,274.29	686,949.60	(47,675.31)	1,518,432.85	42.1%
6100 ER Payroll Expenses	30,271.53	37,103.85	143,054.33	156,864.65	(13,810.32)	333,527.20	42.9%
7000 Occupancy Expense					-		
7006 Repairs & Maintenance	18,183.69	4,678.00	64,123.41	46,449.00	17,674.41	65,298.00	98.2%
7008 Custodial-Grounds Maint.	332.98	0.00	1,032.96	0.00	1,032.96	0.00	
<b>Total 7000 Occupancy Expense</b>	<b>18,516.67</b>	<b>4,678.00</b>	<b>72,946.68</b>	<b>46,449.00</b>	<b>26,497.68</b>	<b>65,298.00</b>	<b>111.7%</b>
7100 Utilities					-		
7101 Fuel Oil	6,697.74	22,452.20	65,641.83	79,128.70	(13,486.87)	143,922.90	45.6%
7102 Electricity	13,066.20	10,810.00	95,007.42	83,923.30	11,084.12	164,002.30	57.9%
7103 Water	12,840.06	9,247.50	64,145.98	73,046.50	(8,900.52)	143,199.00	44.8%
7104 Propane	1,361.02	2,136.60	15,358.30	15,890.85	(532.55)	40,637.65	37.8%
7105 Garbage/Trash	6,358.48	4,933.70	22,728.48	17,267.75	5,460.73	39,469.30	57.6%
7199 Partner Reimbursement	-7,307.44	-7,312.00	-49,782.10	-44,108.00	(5,674.10)	-85,388.00	58.3%
<b>Total 7100 Utilities</b>	<b>33,016.06</b>	<b>42,268.00</b>	<b>213,099.91</b>	<b>225,149.10</b>	<b>(12,049.19)</b>	<b>445,843.15</b>	<b>47.8%</b>
8000 Contracts					-		

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

	Jun 15	Budget	Jan - Jun 15	YTD Budget	Over (Under)	Annual Budget	YTD Actuals to Annual Budget
8001 Cleaning/Linen/Janitorial	0.00		930.90		930.90		
8001.5 Hospitality Consultant	3,579.56		7,267.06		7,267.06		
8003 Alarm/Security/Fire Rescue	811.37	0.00	13,169.46	18,750.00	(5,580.54)	41,850.00	31.5%
8005 Advertising/Marketing	2,000.00	2,000.00	12,625.00	12,000.00	625.00	24,000.00	52.6%
8006 Food Consultants	0.00		-1,720.00		(1,720.00)		
8007 COMM-INFO-TECH					-		
8008 Tenant Partner Internet Ex	-400.00		-4,349.68		(4,349.68)		
8007 COMM-INFO-TECH - Other	5,569.24	9,065.00	57,721.48	56,035.00	1,686.48	111,825.00	51.6%
<b>Total 8007 COMM-INFO-TECH</b>	<b>5,169.24</b>	<b>9,065.00</b>	<b>53,371.80</b>	<b>56,035.00</b>	<b>(2,663.20)</b>	<b>111,825.00</b>	<b>47.7%</b>
8009 Design Consultant	74,806.08		76,306.08		76,306.08		
8010 Audit/Accounting	3,610.00	4,000.00	12,057.50	13,200.00	(1,142.50)	13,200.00	91.3%
8011 Music & Entertainment	3,900.00		4,100.00		4,100.00		
<b>Total 8000 Contracts</b>	<b>93,876.25</b>	<b>15,065.00</b>	<b>178,107.80</b>	<b>99,985.00</b>	<b>78,122.80</b>	<b>190,875.00</b>	<b>93.3%</b>
8500 Operating Expense					-		
8501 Administration/Office	1,607.33	2,250.00	15,382.34	15,759.00	(376.66)	25,109.00	61.3%
8503 Credit Card Process Fees	3,721.47	6,598.00	13,876.97	30,971.00	(17,094.03)	60,055.95	23.1%
8506 Advertising/Mkting	6,754.23	2,850.00	29,683.32	17,250.00	12,433.32	38,850.00	76.4%
8507 Office Supplies	0.00	3,520.85	3,905.44	4,874.90	(969.46)	6,500.00	60.1%
8508 Legal	0.00	3,500.00	5,064.00	11,945.00	(6,881.00)	29,945.00	16.9%
8510 Insurance/Risk Management	1,397.60	1,416.67	8,560.05	8,499.98	60.07	17,000.00	50.4%
8512 Dues & Subscriptions	0.00	500.00	67.95	1,250.00	(1,182.05)	2,500.00	2.7%
8513 Bank Service Charges	10.00	65.00	179.00	390.00	(211.00)	780.00	22.9%
8514 Vehicle Expense	748.30	6,749.00	10,340.41	14,353.00	(4,012.59)	20,341.00	50.8%
8515 Room Amenities/Supplies	0.00	4,300.00	5,678.64	13,800.00	(8,121.36)	31,619.00	18.0%
8516 Custodial/Cleaning Supply	3,834.31	1,750.00	12,814.64	6,084.00	6,730.64	16,584.00	77.3%
8517 Furniture & Fixtures (N-Ca	6,109.97	0.00	6,709.96	0.00	6,709.96	0.00	
8518 Travel & Entertainment	588.97	250.00	3,527.72	2,725.00	802.72	4,975.00	70.9%
8520 Interest & Loan Fees Exp	870.90	525.00	3,986.29	2,625.00	1,361.29	5,775.00	69.0%
8521 Misc Fees and Late Charges	-992.07		536.43		536.43		
8527 Permits & Licenses	674.85	266.67	2,975.46	2,099.98	875.48	4,200.00	70.8%
8528 Business Taxes	1,765.61		7,648.31		7,648.31		
8529 Professional Services	0.00	7,100.00	0.00	33,060.00	(33,060.00)	45,660.00	0.0%
8530 Small Equipment	60.99	1,228.00	7,761.74	9,863.00	(2,101.26)	24,644.00	31.5%
8531 Computer Hardware/Software	0.00	0.00	16.34	0.00	16.34	0.00	

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**Profit & Loss Budget Performance**  
June 2015

	<u>Jun 15</u>	<u>Budget</u>	<u>Jan - Jun 15</u>	<u>YTD Budget</u>	<u>Over (Under)</u>	<u>Annual Budget</u>	<u>YTD Actuals to Annual Budget</u>
8532 Training & Education	200.00	1,575.00	750.00	5,550.00	(4,800.00)	9,100.00	8.2%
8535 Smallwares	1,394.42	7,500.00	2,591.43	7,500.00	(4,908.57)	7,500.00	34.6%
8536 FS Linens/Laundry/Uniforms	3,502.14	11,200.00	28,203.05	34,200.00	(5,996.95)	40,700.00	69.3%
8537 Fuel & Other Surcharges	278.67		1,146.76		1,146.76		
8550 Other Operating Supplies	1,832.29	2,000.00	5,367.34	8,615.00	(3,247.66)	19,665.00	27.3%
9026 Food Service Expenses	0.00		113.19		113.19		
<b>Total 8500 Operating Expense</b>	<b>34,359.98</b>	<b>65,144.19</b>	<b>176,886.78</b>	<b>231,414.86</b>	<b>(54,528.08)</b>	<b>411,502.95</b>	<b>43.0%</b>
					-		
9500 Capital Purchase/Equipment					-		
9501 Furniture/Fixtures/Equip	0.00	0.00	40,200.29	0.00	40,200.29	0.00	
9502 Vehicles	0.00	0.00	0.00	0.00	-	0.00	
9500 Capital Purchase/Equipment - Other	0.00	0.00	0.00	10,000.00	(10,000.00)	10,000.00	0.0%
<b>Total 9500 Capital Purchase/Equipment</b>	<b>0.00</b>	<b>0.00</b>	<b>40,200.29</b>	<b>10,000.00</b>	<b>30,200.29</b>	<b>10,000.00</b>	<b>402.0%</b>
<b>Total Expense</b>	<b>339,701.12</b>	<b>346,341.64</b>	<b>1,463,570.08</b>	<b>1,456,812.21</b>	<b>6,757.87</b>	<b>2,975,479.15</b>	<b>49.2%</b>
<b>Net Ordinary Income</b>	<b>1,013.81</b>	<b>71,478.06</b>	<b>-241,033.61</b>	<b>-81,622.31</b>	<b>(159,411.30)</b>	<b>229,516.75</b>	<b>-105.0%</b>
<b>Other Income/Expense</b>					-		
<b>Other Expense</b>					-		
9600 Other Expenses					-		
9601 Leasehold Improvements	0.00	0.00	19,793.75	55,000.00	(35,206.25)	55,000.00	36.0%
9620 Discover Passes	0.00	16,000.00	0.00	16,000.00	(16,000.00)	16,000.00	0.0%
9630 Short Term Debt	0.00	3,580.00	0.00	17,900.00	(17,900.00)	39,380.00	0.0%
<b>Total 9600 Other Expenses</b>	<b>0.00</b>	<b>19,580.00</b>	<b>19,793.75</b>	<b>88,900.00</b>	<b>(69,106.25)</b>	<b>110,380.00</b>	<b>17.9%</b>
<b>Total Other Expense</b>	<b>0.00</b>	<b>19,580.00</b>	<b>19,793.75</b>	<b>88,900.00</b>	<b>(69,106.25)</b>	<b>110,380.00</b>	<b>17.9%</b>
<b>Net Other Income</b>	<b>0.00</b>	<b>-19,580.00</b>	<b>-19,793.75</b>	<b>-88,900.00</b>	<b>69,106.25</b>	<b>-110,380.00</b>	<b>17.9%</b>
<b>Net Income</b>	<b>1,013.81</b>	<b>51,898.06</b>	<b>-260,827.36</b>	<b>-170,522.31</b>	<b>(90,305.05)</b>	<b>119,136.75</b>	<b>-218.9%</b>

**FORT WORDEN PDA  
Profit & Loss Budget  
Performance  
Services & Capital Projects  
June 2015**

	Services Operations						PDA Capital Projects		
	Jun 15	Budget	Jan - Jun 15	YTD Budget	Over (Under)	Annual Budget	YTD Actual to Annual Budget	Jun 15	Jan - Jun 15
Ordinary Income/Expense									
Income									
4000 Accom & Conference Income									
4001 Conference Housing	43,599.63	218,086.00	475,473.81	596,740.00	\$ (121,266.19)	1,239,655.00	38.4%		
4002 Vaca/LeisureTravel Housing	182,056.00	85,915.00	368,377.81	271,248.00	\$ 97,129.81	775,937.00	47.5%		
4003 Meeting Rooms	15,380.68	20,005.00	46,401.20	62,124.00	\$ (15,722.80)	176,408.00	26.3%		
<b>Total 4000 Accom &amp; Conference Income</b>	<b>241,036.31</b>	<b>324,006.00</b>	<b>890,252.82</b>	<b>930,112.00</b>	<b>\$ (39,859.18)</b>	<b>2,192,000.00</b>	<b>40.6%</b>	<b>0.00</b>	<b>0.00</b>
4010 Partner Leases	6,131.91	5,794.00	35,465.32	31,764.00	\$ 3,701.32	66,528.00	53.3%		
4100 Rebates & Reimbursements					\$ -				
4103 Janitorial Services	0.00	1,583.00	0.00	9,502.00	\$ (9,502.00)	19,000.00	0.0%	0.00	0.00
<b>Total 4100 Rebates &amp; Reimbursements</b>	<b>0.00</b>	<b>1,583.00</b>	<b>0.00</b>	<b>9,502.00</b>	<b>\$ (9,502.00)</b>	<b>19,000.00</b>	<b>0.0%</b>	<b>0.00</b>	<b>0.00</b>
4200 Fees					\$ -				
4201 Res Fee Campground St Pk	3,592.22	7,069.00	12,806.19	14,572.00	\$ (1,765.81)	49,391.00	25.9%		
4202 Rental Revenue Surcharge	3,306.16		5,063.02		\$ 5,063.02				
4203 Cancellation Fees	2,917.94	1,493.00	6,105.76	2,693.00	\$ 3,412.76	14,517.00	42.1%		
4206 Event Fees	100.00		2,600.00		\$ 2,600.00				
4210 Other Fees	240.19	325.00	2,333.78	1,200.00	\$ 1,133.78	3,300.00	70.7%		
4211 Concession Fees	0.00		554.37		\$ 554.37				
<b>Total 4200 Fees</b>	<b>10,156.51</b>	<b>8,887.00</b>	<b>29,463.12</b>	<b>18,465.00</b>	<b>\$ 10,998.12</b>	<b>67,208.00</b>	<b>43.8%</b>		
4300 Other					\$ -				
4301 Merchandise Sales	192.77	250.00	947.53	625.00	\$ 322.53	1,650.00	57.4%		
4303 Laundry-Vending-Suds	1,963.19		7,850.94		\$ 7,850.94				
4304 Interest Income	68.58		540.88		\$ 540.88				
4305 Miscellaneous	0.00	2,316.00	10.00	10,408.00	\$ (10,398.00)	15,777.00	0.1%		
4306 Over/Short Revenue	35.30		3,199.57		\$ 3,199.57				
4307 Discover Passes-PDA	7,870.00		7,870.00		\$ 7,870.00				
<b>Total 4300 Other</b>	<b>10,129.84</b>	<b>2,566.00</b>	<b>20,418.92</b>	<b>11,033.00</b>	<b>\$ 9,385.92</b>	<b>17,427.00</b>	<b>117.2%</b>	<b>0.00</b>	<b>0.00</b>
4400 Food Sales Revenue					\$ -				
4401 Alcohol Sales	1,942.72		8,359.86		\$ 8,359.86				
4402 Server/Entertainer Fees	150.00		2,065.00		\$ 2,065.00				
4403 Food & NA Beverage	85,882.35	110,527.50	353,765.09	495,962.00	\$ (142,196.91)	1,186,016.00	29.8%		
4404 Linens	0.00		588.75		\$ 588.75				
4405 Other Income	0.00		282.85		\$ 282.85				
4407 Cafe-Food & N/A Bevs	13,920.15		32,039.12		\$ 32,039.12				
4499 FS Merge Receivables	0.00		606.80		\$ 606.80				

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Performance  
Services & Capital Projects  
June 2015**

	Services Operations						PDA Capital Projects		
	Jun 15	Budget	Jan - Jun 15	YTD Budget	Over (Under)	Annual Budget	YTD Actual to Annual Budget	Jun 15	Jan - Jun 15
Total 4400 Food Sales Revenue	101,895.22	110,527.50	397,707.47	495,962.00	\$ (98,254.53)	1,186,016.00	33.5%		
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%	11,800.00	11,800.00
Total 4900 PDA Grants/Donations	0.00	0.00	100.00	37,500.00	\$ (37,400.00)	37,500.00	0.3%	11,800.00	11,800.00
Total Income	369,349.79	453,363.50	1,373,407.65	1,534,338.00	\$ (160,930.35)	3,585,679.00	38.3%	11,800.00	11,800.00
Cost of Goods Sold					\$ -				
5000 Cost of Goods	40,434.86	35,543.80	162,671.18	159,148.10	\$ 3,523.08	380,683.10	42.7%		
Total COGS	40,434.86	35,543.80	162,671.18	159,148.10	\$ 3,523.08	380,683.10	42.7%	0.00	0.00
Gross Profit	328,914.93	417,819.70	1,210,736.47	1,375,189.90	\$ (164,453.43)	3,204,995.90	37.8%	11,800.00	11,800.00
Expense					\$ -				
6000 Salaries & Wages	129,660.63	182,082.60	639,274.29	686,949.60	\$ (47,675.31)	1,518,432.85	42.1%		
6100 ER Payroll Expenses	30,271.53	37,103.85	143,054.33	156,864.65	\$ (13,810.32)	333,527.20	42.9%		
7000 Occupancy Expense					\$ -				
7006 Repairs & Maintenance	18,183.69	4,678.00	64,123.41	46,449.00	\$ 17,674.41	65,298.00	98.2%		
7008 Custodial-Grounds Maint.	332.98	0.00	1,032.96	0.00	\$ 1,032.96	0.00			
Total 7000 Occupancy Expense	18,516.67	4,678.00	72,946.68	46,449.00	\$ 26,497.68	65,298.00	111.7%	0.00	0.00
7100 Utilities					\$ -				
7101 Fuel Oil	6,697.74	22,452.20	65,641.83	79,128.70	\$ (13,486.87)	143,922.90	45.6%		
7102 Electricity	13,066.20	10,810.00	95,007.42	83,923.30	\$ 11,084.12	164,002.30	57.9%		
7103 Water	12,840.06	9,247.50	64,145.98	73,046.50	\$ (8,900.52)	143,199.00	44.8%		
7104 Propane	1,361.02	2,136.60	15,358.30	15,890.85	\$ (532.55)	40,637.65	37.8%		
7105 Garbage/Trash	6,358.48	4,933.70	22,728.48	17,267.75	\$ 5,460.73	39,469.30	57.6%		
7199 Partner Reimbursement	-7,307.44	-7,312.00	-49,782.10	-44,108.00	\$ (5,674.10)	-85,388.00	58.3%		
Total 7100 Utilities	33,016.06	42,268.00	213,099.91	225,149.10	\$ (12,049.19)	445,843.15	47.8%	0.00	0.00
8000 Contracts					\$ -				
8001 Cleaning/Linen/Janitorial	0.00		930.90		\$ 930.90				
8001.5 Hospitality Consultant	3,579.56		7,267.06		\$ 7,267.06				
8003 Alarm/Security/Fire Rescue	811.37	0.00	13,169.46	18,750.00	\$ (5,580.54)	41,850.00	31.5%		
8005 Advertising/Marketing	2,000.00	2,000.00	12,625.00	12,000.00	\$ 625.00	24,000.00	52.6%		
8006 Food Consultants	0.00		-1,720.00		\$ (1,720.00)				
8007 COMM-INFO-TECH					\$ -				
8008 Tenant Partner Internet Ex	-400.00		-4,349.68		\$ (4,349.68)				

**FORT WORDEN PDA  
Profit & Loss Budget  
Performance  
Services & Capital Projects  
June 2015**

	Services Operations							PDA Capital Projects	
	Jun 15	Budget	Jan - Jun 15	YTD Budget	Over (Under)	Annual Budget	YTD Actual to Annual Budget	Jun 15	Jan - Jun 15
8007 COMM-INFO-TECH - Other	5,569.24	9,065.00	57,721.48	56,035.00	\$ 1,686.48	111,825.00	51.6%		
<b>Total 8007 COMM-INFO-TECH</b>	5,169.24	9,065.00	53,371.80	56,035.00	\$ (2,663.20)	111,825.00	47.7%	0.00	0.00
8009 Design Consultant	0.00		0.00		\$ -			74,806.08	76,306.08
8010 Audit/Accounting	3,610.00	4,000.00	12,057.50	13,200.00	\$ (1,142.50)	13,200.00	91.3%		
8011 Music & Entertainment	3,900.00		4,100.00		\$ 4,100.00				
<b>Total 8000 Contracts</b>	19,070.17	15,065.00	101,801.72	99,985.00	\$ 1,816.72	190,875.00	53.3%	74,806.08	76,306.08
8500 Operating Expense					\$ -				
8501 Administration/Office	1,607.33	2,250.00	15,382.34	15,759.00	\$ (376.66)	25,109.00	61.3%		
8503 Credit Card Process Fees	3,721.47	6,598.00	13,876.97	30,971.00	\$ (17,094.03)	60,055.95	23.1%		
8506 Advertising/Mkting	6,754.23	2,850.00	29,683.32	17,250.00	\$ 12,433.32	38,850.00	76.4%		
8507 Office Supplies	0.00	3,520.85	3,905.44	4,874.90	\$ (969.46)	6,500.00	60.1%		
8508 Legal	0.00	3,500.00	5,064.00	11,945.00	\$ (6,881.00)	29,945.00	16.9%		
8510 Insurance/Risk Management	1,397.60	1,416.67	8,560.05	8,499.98	\$ 60.07	17,000.00	50.4%		
8512 Dues & Subscriptions	0.00	500.00	67.95	1,250.00	\$ (1,182.05)	2,500.00	2.7%		
8513 Bank Service Charges	10.00	65.00	179.00	390.00	\$ (211.00)	780.00	22.9%		
8514 Vehicle Expense	748.30	6,749.00	10,340.41	14,353.00	\$ (4,012.59)	20,341.00	50.8%		
8515 Room Amenities/Supplies	0.00	4,300.00	5,678.64	13,800.00	\$ (8,121.36)	31,619.00	18.0%		
8516 Custodial/Cleaning Supply	3,834.31	1,750.00	12,814.64	6,084.00	\$ 6,730.64	16,584.00	77.3%		
8517 Furniture & Fixtures (N-Ca	0.00	0.00	599.99	0.00	\$ 599.99	0.00		6,109.97	6,109.97
8518 Travel & Entertainment	588.97	250.00	3,527.72	2,725.00	\$ 802.72	4,975.00	70.9%		
8520 Interest & Loan Fees Exp	870.90	525.00	3,986.29	2,625.00	\$ 1,361.29	5,775.00	69.0%		
8521 Misc Fees and Late Charges	-992.07		536.43		\$ 536.43				
8527 Permits & Licenses	47.00	266.67	1,818.50	2,099.98	\$ (281.48)	4,200.00	43.3%	627.85	1,156.96
8528 Business Taxes	1,765.61		7,648.31		\$ 7,648.31				
8529 Professional Services	0.00	7,100.00	0.00	33,060.00	\$ (33,060.00)	45,660.00	0.0%		
8530 Small Equipment	60.99	1,228.00	7,761.74	9,863.00	\$ (2,101.26)	24,644.00	31.5%		
8531 Computer Hardware/Software	0.00	0.00	16.34	0.00	\$ 16.34	0.00			
8532 Training & Education	200.00	1,575.00	750.00	5,550.00	\$ (4,800.00)	9,100.00	8.2%		
8534 Insurance	0.00	0.00	0.00	0.00	\$ -	0.00			
8535 Smallwares	1,394.42	7,500.00	2,591.43	7,500.00	\$ (4,908.57)	7,500.00	34.6%		
8536 FS Linens/Laundry/Uniforms	3,502.14	11,200.00	28,203.05	34,200.00	\$ (5,996.95)	40,700.00	69.3%		
8537 Fuel & Other Surcharges	278.67		1,146.76		\$ 1,146.76				
8550 Other Operating Supplies	1,832.29	2,000.00	5,367.34	8,615.00	\$ (3,247.66)	19,665.00	27.3%		
9026 Food Service Expenses	0.00		113.19		\$ 113.19				
<b>Total 8500 Operating Expense</b>	27,622.16	65,144.19	169,619.85	231,414.86	\$ (61,795.01)	411,502.95	41.2%	6,737.82	7,266.93
9500 Capital Purchase/Equipment					\$ -				
9501 Furniture/Fixtures/Equip	0.00	0.00	0.00	0.00	\$ -	0.00		0.00	40,200.29
9502 Vehicles	0.00	0.00	0.00	0.00	\$ -	0.00		0.00	0.00



**FORT WORDEN PDA  
Profit & Loss Budget  
Performance  
Services & Capital Projects  
June 2015**

	Services Operations						PDA Capital Projects		
	Jun 15	Budget	Jan - Jun 15	YTD Budget	Over (Under)	Annual Budget	YTD Actuals to Annual Budget	Jun 15	Jan - Jun 15
9500 Capital Purchase/Equipment - Other	0.00	0.00	0.00	10,000.00	\$ (10,000.00)	10,000.00	0.0%	0.00	0.00
Total 9500 Capital Purchase/Equipment	0.00	0.00	0.00	10,000.00	\$ (10,000.00)	10,000.00	0.0%	0.00	40,200.29
<b>Total Expense</b>	<b>258,157.22</b>	<b>346,341.64</b>	<b>1,339,796.78</b>	<b>1,456,812.21</b>	<b>\$ (117,015.43)</b>	<b>2,975,479.15</b>	<b>45.0%</b>	<b>81,543.90</b>	<b>123,773.30</b>
<b>Net Ordinary Income</b>	<b>70,757.71</b>	<b>71,478.06</b>	<b>-129,060.31</b>	<b>-81,622.31</b>	<b>\$ (47,438.00)</b>	<b>229,516.75</b>	<b>-56.2%</b>	<b>-69,743.90</b>	<b>-111,973.30</b>
Other Income/Expense					\$ -				
Other Expense					\$ -				
9600 Other Expenses					\$ -				
9601 Leasehold Improvements	0.00	0.00	8,708.84	55,000.00	\$ (46,291.16)	55,000.00	15.8%	0.00	11,084.91
9620 Discover Passes	0.00	16,000.00	0.00	16,000.00	\$ (16,000.00)	16,000.00	0.0%	0.00	0.00
9630 Short Term Debt	0.00	3,580.00	0.00	17,900.00	\$ (17,900.00)	39,380.00	0.0%	0.00	0.00
Total 9600 Other Expenses	0.00	19,580.00	8,708.84	88,900.00	\$ (80,191.16)	110,380.00	7.9%	0.00	11,084.91
<b>Total Other Expense</b>	<b>0.00</b>	<b>19,580.00</b>	<b>8,708.84</b>	<b>88,900.00</b>	<b>\$ (80,191.16)</b>	<b>110,380.00</b>	<b>7.9%</b>	<b>0.00</b>	<b>11,084.91</b>
<b>Net Other Income</b>	<b>0.00</b>	<b>-19,580.00</b>	<b>-8,708.84</b>	<b>-88,900.00</b>	<b>\$ 80,191.16</b>	<b>-110,380.00</b>	<b>7.9%</b>	<b>0.00</b>	<b>-11,084.91</b>
<b>Net Income</b>	<b>70,757.71</b>	<b>51,898.06</b>	<b>-137,769.15</b>	<b>-170,522.31</b>	<b>\$ 32,753.16</b>	<b>119,136.75</b>	<b>-115.6%</b>	<b>-69,743.90</b>	<b>-123,058.21</b>

**FORT WORDEN PDA**  
**Balance Sheet**  
As of June 30, 2015

Jun 30, 15

**ASSETS**

**Current Assets**

**Checking/Savings**

**Bank Accounts**

1001 Operating - First Fed Ckg	254,757.12
1002A First Federal F.S.	28,980.87
1003 Advance Deposit Acct	162,148.83
1004 Savings/Short Term Inv.	15.01
1005 Discover Pass	58,315.00
1006 Cash Drawers & Petty Cash	1,600.00
1007 Capital Projects	111,003.46
<b>Total Bank Accounts</b>	<b>616,820.29</b>

**Total Checking/Savings** 616,820.29

**Accounts Receivable**

**1100 Accounts Receivables**

1120 Partners	51,741.77
1125 Housing	54,722.09
1127 F.S. Accounts Receivable	123,410.30
1100 Accounts Receivables - Other	-14,759.52
<b>Total 1100 Accounts Receivables</b>	<b>215,114.64</b>

**Total Accounts Receivable** 215,114.64

**Other Current Assets**

1011 Undeposited Funds	2,026.74
<b>1050 Inventories</b>	
1051 F.S. Alcohol	1,290.78
1052 F.S. Food	25,497.26
1053 NA Beverages	625.00
1054 Paper Supplies	1,280.00
<b>Total 1050 Inventories</b>	<b>28,693.04</b>

**1200 Other Current Assets**

1201 Prepaid Expenses	23,582.68
1202 Prepaid Insurance	3,320.26

**Total 1200 Other Current Assets** 26,902.94

**Total Other Current Assets** 57,622.72

**Total Current Assets** 889,557.65

**Fixed Assets**

**1300 Fixed Assets**

1302 Equipment - Computer	111,966.00
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**FORT WORDEN PDA**  
**Balance Sheet**  
As of June 30, 2015

	<u>Jun 30, 15</u>
1303 Equipment - Non Computer	24,119.75
1310 Vehicles	35,683.00
<b>Total 1300 Fixed Assets</b>	<b><u>171,768.75</u></b>
<b>Total Fixed Assets</b>	<b>171,768.75</b>
<b>Other Assets</b>	
1400 Inventory	
1401 Merchandise for Resale	3,169.62
<b>Total 1400 Inventory</b>	<b><u>3,169.62</u></b>
<b>Total Other Assets</b>	<b><u>3,169.62</u></b>
<b>TOTAL ASSETS</b>	<b><u><u>1,064,496.02</u></u></b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
Accounts Payable	
2000 Accounts Payable	199,802.01
<b>Total Accounts Payable</b>	<b><u>199,802.01</u></b>
Credit Cards	
2010 Credit Cards	10,375.47
<b>Total Credit Cards</b>	<b><u>10,375.47</u></b>
<b>Other Current Liabilities</b>	
2100 Current Liabilities	
2110 Other Current Liabilities	
2111 Accrued Lodging Tax	586.76
2112 Accrued Leasehold Excis Tx	1,000.92
2113 Accrued Other Sales Tax	442.01
2114 Accrued Sales Tax	32,135.65
<b>Total 2110 Other Current Liabilities</b>	<b><u>34,165.34</u></b>
2100 Current Liabilities - Other	1,444.29
<b>Total 2100 Current Liabilities</b>	<b><u>35,609.63</u></b>
2200 Advance Deposits	
2201 Adv Deposit Conf Accomm	124,187.25
2202 Adv Deposits Mtg Rms	31,956.69
2203 Adv Deposits Vaca Accomm	104,848.50
2206 Adv Deposit Dorms	27,407.98
2200 Advance Deposits - Other	67,266.99
<b>Total 2200 Advance Deposits</b>	<b><u>355,667.41</u></b>

**FORT WORDEN PDA**  
**Balance Sheet**  
As of June 30, 2015

Jun 30, 15

**2400 Notes Payables**

2402 PT Hospitality Inc Agree 66,057.63

2405 Notes Payable - LOC 2015 150,000.00

Total 2400 Notes Payables 216,057.63

**2500 Other Liabilities**

2501 Due to WA ST PK Disc Pass 100,089.52

2502 Tips Payable to Employees -6.28

Total 2500 Other Liabilities 100,083.24

**2600 Suspense / Pass Through**

2602 Food/Catering Pass Through 56,091.65

2605 Kitchen Shelter Pass Thru 265.74

Total 2600 Suspense / Pass Through 56,357.39

Sales Tax Payable 225.00

Total Other Current Liabilities 764,000.30

Total Current Liabilities 974,177.78

Total Liabilities 974,177.78

**Equity**

**3000 Net Assets**

3001 Unrestricted Net Assets -31,817.38

Total 3000 Net Assets -31,817.38

Opening Balance Equity 26,464.33

Unrestricted Net Assets 356,498.65

Net Income -260,827.36

Total Equity 90,318.24

**TOTAL LIABILITIES & EQUITY 1,064,496.02**

**FORT WORDEN PDA  
A/P Aging Summary**

As of June 30, 2015

	<u>Current</u>	<u>1 - 30</u>	<u>31 - 60</u>	<u>61 - 90</u>	<u>&gt; 90</u>	<u>TOTAL</u>
Allied Fire & Security	8,541.00	0.00	0.00	0.00	0.00	8,541.00
AMS Planning & Research Corp	6,123.98	3,000.00	0.00	0.00	0.00	9,123.98
Arrow Lumber & Hardware	324.41	19.37	0.00	0.00	0.00	343.78
Brown, Thomas	300.00	0.00	0.00	0.00	0.00	300.00
Cape Cleare Fishery	358.95	0.00	0.00	0.00	0.00	358.95
Carl's Building Supply, Inc.	2,145.49	1,000.04	0.00	0.00	0.00	3,145.53
Charlie's Produce	3,603.12	0.00	0.00	0.00	0.00	3,603.12
City_of_Port T_Water & Sewer	12,840.06	0.00	0.00	0.00	0.00	12,840.06
Cooper Fuel & Auto Repair	5.90	6,691.84	0.00	0.00	0.00	6,697.74
Data Chameleon, Inc.	50.00	0.00	0.00	0.00	0.00	50.00
Dave Robison	0.00	85.94	0.00	382.22	831.25	1,299.41
Ferrellgas	526.68	0.00	0.00	0.00	0.00	526.68
First Choice Health Network	120.00	0.00	0.00	0.00	0.00	120.00
Food Services of America	3,783.49	1,494.81	0.00	0.00	0.00	5,278.30
Frederickson Electric, Inc.	4,981.63	1,619.69	0.00	0.00	0.00	6,601.32
G. Little Construction	0.00	0.00	0.00	3,000.00	0.00	3,000.00
Henery Hardware	1,862.41	1,563.70	0.00	0.00	0.00	3,426.11
Key City Fish	659.92	0.00	0.00	0.00	0.00	659.92
McCurdy, Michael A	500.00	0.00	0.00	0.00	0.00	500.00
Megan R. Claflin	2,000.00	0.00	0.00	0.00	0.00	2,000.00
Miller Hull Partnership, LLP	0.00	41,885.82	0.00	0.00	0.00	41,885.82
NoaNet	10,308.84	6,384.87	0.00	0.00	0.00	16,693.71
PAR Springer-Miller ATRIO	0.00	0.00	2,275.92	0.00	2,781.12	5,057.04
Peninsula Bottling Co, Inc.	3,054.09	0.00	0.00	0.00	0.00	3,054.09
Petrick Lock and Safe	1,328.36	0.00	0.00	1,682.45	0.00	3,010.81
Pipe Master's	288.85	0.00	0.00	0.00	0.00	288.85
Printery Communications	118.27	0.00	0.00	0.00	0.00	118.27
PT Leader	1,523.60	4,099.00	-28.30	0.00	0.00	5,594.30
PTSW (V)	1,947.73	0.00	0.00	0.00	0.00	1,947.73
Red Dog Farm	510.55	0.00	0.00	0.00	0.00	510.55
Safeway	24.57	9.55	0.00	0.00	0.00	34.12
Sea Signs	198.38	0.00	0.00	0.00	0.00	198.38
Short's Family Farm	161.07	0.00	0.00	0.00	0.00	161.07

## FORT WORDEN PDA A/P Aging Summary

As of June 30, 2015

	<u>Current</u>	<u>1 - 30</u>	<u>31 - 60</u>	<u>61 - 90</u>	<u>&gt; 90</u>	<u>TOTAL</u>
SOS Printing	26.44	0.00	0.00	0.00	0.00	26.44
Sound Publishing, Inc.	1,917.62	0.00	0.00	0.00	0.00	1,917.62
Sound Restaurant Supply, Inc.	290.38	0.00	0.00	0.00	0.00	290.38
Spring Rain Farm & Orchard	172.00	0.00	0.00	0.00	0.00	172.00
Strait Floors	2,730.52	0.00	0.00	0.00	0.00	2,730.52
Sunrise Coffee	1,564.85	0.00	0.00	0.00	0.00	1,564.85
Superior Linen Service	1,565.72	0.00	0.00	0.00	0.00	1,565.72
Supply Works	3,611.71	0.00	0.00	0.00	0.00	3,611.71
Sysco	20,159.53	0.00	0.00	0.00	0.00	20,159.53
The Station	115.54	0.00	0.00	0.00	0.00	115.54
Thunderbull Productions	0.00	400.00	0.00	0.00	0.00	400.00
Total Benefit Solutions	0.00	10,510.68	0.00	0.00	0.00	10,510.68
Unfi	499.21	0.00	0.00	0.00	0.00	499.21
Visa - Dave	0.00	0.00	1,456.61	0.00	307.72	1,764.33
VISA - Jaime	0.00	0.00	0.00	0.00	1,896.69	1,896.69
WA State Dept of L&I	2,614.15	0.00	0.00	0.00	0.00	2,614.15
Yakima County Technology Svcs	0.00	0.00	2,992.00	0.00	0.00	2,992.00
<b>TOTAL</b>	<b><u>103,459.02</u></b>	<b><u>78,765.31</u></b>	<b><u>6,696.23</u></b>	<b><u>-22,424.40</u></b>	<b><u>33,305.85</u></b>	<b><u>199,802.01</u></b>

## June 2015 Actual Group Revenue

Group	Date	Estimated Revenue	Accommodations	Meeting Space	Food	Month Revenue	
<b>June</b>							
PTMSC School	6/1-3/15	3,457.84	1,957.84	-	1,906.75	\$ 3,864.59	
Rotary	Tuesdays	425.72	-	425.72	no	\$ 425.72	
United NW Weekly Meetings	Wednesdays	319.29	-	319.29	no	\$ 319.29	
Jeff County Comm foundation	2-Jun	57.00	-	57.00	-	\$ 57.00	
PTHS Graduation	6/3-5/15	1,234.15	-	1,234.15	no	\$ 1,234.15	
Chimacum HS Graduation	6/3-6/15	-	-	1,234.15	no	\$ 1,234.15	
National Guard	6/5-7/15	2,810.80	2,046.80	153.10	646.00	\$ 2,845.90	TBP
Men's Retreat	6/5-7/15	9,377.14	4,240.60	150.00	3,614.00	\$ 8,526.52	TBP
Seattle Family Reunion	6/10-15/15	7,993.29	7,681.37	117.24	no	\$ 8,013.61	
Jefferson Hospice	6/11/2015	2,742.23	-	177.33	2,625.00	\$ 2,887.33	
Ling Hui's Dance	6/12/2015	680.00	-	687.00	no	\$ 687.00	
Centrum Chamber	6/15-21/15	7,801.16	5,477.92	2,052.32	3,781.10	\$ 11,311.34	TBP
School Retreat	6/16/2019	2,300.00	438.00	900.00	970.65	\$ 2,323.65	
Bloodworks NW	19-Jun	112.35	-	112.35	no	\$ 112.35	
Enlightened Foods Lecture	19-Jun	310.00	-	151.80	no	\$ 151.80	
Port Townsend Anniversary	20-Jun	807.24	-	117.24	690.00	\$ 807.24	
Graduate School Party	20-Jun	75.00	-	75.00	-	\$ 75.00	
90th Birthday Banquet	6/20/2015	2,000.00	-	310.00	2,351.18	\$ 2,661.18	
Pullman WA Family Reunion	6/22-28/15	10,479.06	10,568.98	341.40	2,875.00	\$ 14,085.38	
Centrum Voice Works	6/22-28/15	26,313.90	6,753.89	2,543.15	6,373.25	\$ 15,774.21	TBP
City of PT Town Meeting	24-Jun	106.43	-	508.69	373.50	\$ 882.19	
Madrona TCC Chi Center	6/24-28/15	2,565.64	3,783.92	-	6,818.00	\$ 10,601.92	
Fairfax VA Reunion	6/25-28/15	10,989.84	6,938.79	499.00	3,650.00	\$ 11,297.79	
Centrum Fiddle Tunes	6/27/15-7/5/15	119,000.00	70,023.68	11,833.95	48,303.30	\$ 130,596.71	TBP
			\$ 119,911.79	\$ 23,999.88	\$ 84,977.73	\$ 230,776.02	

## Sales & Conferencing Deposits - June 2015

June	Group	Date	Accommodations	Meeting Space	Food	Estimated Revenue	Deposits
	Forest City	June 16-19, 2015	\$ 438.00	\$ 900.00	\$ 970.65	\$ 2,300.00	\$ 1,452.00
	PTMSC Stewardship Breakfast	October 17, 2015	\$ -	\$ 270.00	\$ 230.00	\$ 500.00	NA
	MMI Qigong Retreat	June 25-28, 2016	\$ 2,419.20	\$ -	\$ 2,160.00	\$ 4,579.20	NA
	PTMSC Bellamine Preperatory	May 13-15, 2016	\$ 1,722.52	\$ -	\$ -	\$ 1,722.52	\$ 414.60
	Sound Community Bank	August 2, 2015	\$ -	\$ 150.00	\$ 2,850.00	\$ 3,000.00	\$ 163.50
	Bloodworks NW	June 19, 2015	\$ -	\$ 112.35	\$ -	\$ 112.35	\$ 122.35
	WSPRC Planning Meeting	December 7-8, 2016	\$ 1,045.00	\$ 103.00	\$ 252.00	\$ 1,400.00	NA
	PTHS Graduation	June 8-10, 2016	\$ -	\$ 1,422.70	\$ -	\$ 1,422.70	Purchase Order
	University of Puget Sound	August 26, 2015	\$ 429.00	\$ 161.50	\$ 200.00	\$ 790.50	\$ 476.19
	Art Fest	March 30-Apr 3, 2016	\$ 33,439.00	\$ 5,026.80	\$ 15,000.00	\$ 53,465.80	\$ 4,200.00
	Mercer Island XC	August 27-29, 2015	\$ 3,131.52	\$ -	\$ 3,200.00	\$ 6,331.52	Purchase Order
	Guild/Madden Wedding	June 11, 2016	\$ 907.00	\$ 1,100.00	\$ 1,250.00	\$ 3,257.00	\$ 1,200.00
	Demmel/Thorsat Wedding	September 17, 2016	\$ 1,250.00	\$ 1,250.00	\$ 2,500.00	\$ -	\$ 1,200.00
	Old Friends Reunion	November 6/8, 2015	\$ 1,992.00	\$ 151.80	\$ -	\$ 2,263.80	\$ 1,200.00
	Perkin Coie Mock Trial	October 16, 2015	\$ 4,446.00	\$ 270.00	\$ 1,350.00	\$ 6,066.00	\$ 1,200.00
<b>Totals:</b>			<b>\$ 51,219.24</b>	<b>\$ 10,918.15</b>	<b>\$ 29,962.65</b>	<b>\$ 87,211.39</b>	<b>\$ 11,628.64</b>

Inquiries	Type	#
	Wedding	25
	Group	29
	Kitchen Shelter	10
	Event	14
	Reunion	10
	Meeting	3
<b>Total:</b>		<b>91</b>

\* Deposit Policy is that groups/weddings put down \$1,200 or 10% if over that amount  
Purchase Orders are allowed from schools and government agencies

\*\* Fort Worden partners are not required to put down a deposit and pay for their events after departure