

**FORT WORDEN PDA
 HOSPITALITY SERVICES
 Revenue & Expense Budget Performance
 October 2015**

		Oct 15	Budget	Jan - Oct 15	YTD Budget	Over (Under)	Annual Budget	YTD Actual to Annual Budget
	7100 Utilities					-		
	7101 Fuel Oil	12,103.45	7,243.20	84,726.41	108,221.90	(23,495.49)	143,922.90	58.9%
	7102 Electricity	12,952.84	11,101.40	149,364.39	134,275.30	15,089.09	164,002.30	91.1%
	7103 Water	8,855.18	12,154.40	107,750.30	124,422.60	(16,672.30)	143,199.00	75.2%
	7104 Propane	2,435.11	4,638.80	21,915.19	31,455.85	(9,540.66)	40,637.65	53.9%
	7105 Garbage/Trash	10,976.10	2,466.80	55,881.36	34,535.65	21,345.71	39,469.30	141.6%
	7199 Partner Reimbursement	-6,934.82	-6,001.00	-75,019.85	-71,651.00	(3,368.85)	-85,388.00	87.9%
	Total 7100 Utilities	40,387.86	31,603.60	344,617.80	361,260.30	(16,642.50)	445,843.15	77.3%
	8000 Contracts					-		
	8001 Cleaning/Linen/Janitorial	81.00		2,229.74		2,229.74		
	8001.5 Hospitality Consultant	0.00		3,687.50		3,687.50		
	8003 Alarm/Security/Fire Rescue	1,252.76	0.00	19,162.47	41,850.00	(22,687.53)	41,850.00	45.8%
	8005 Advertising/Marketing	2,100.00	2,000.00	20,350.00	20,000.00	350.00	24,000.00	84.8%
	8007 COMM-INFO-TECH					-		
	8008 Tenant Partner Internet Ex	-1,812.50		-13,087.18		(13,087.18)		
	8007 COMM-INFO-TECH - Other	2,483.08	9,165.00	86,404.98	93,595.00	(7,190.02)	111,825.00	77.3%
	Total 8007 COMM-INFO-TECH	670.58	9,165.00	73,317.80	93,595.00	(20,277.20)	111,825.00	65.6%
	8009 Design Consultant	0.00	0.00	1,045.00	0.00	1,045.00	0.00	
	8010 Audit/Accounting	0.00	0.00	14,837.50	13,200.00	1,637.50	13,200.00	112.4%
	8011 Music & Entertainment	0.00		4,100.00		4,100.00		
	Total 8000 Contracts	4,104.34	11,165.00	138,730.01	168,645.00	(29,914.99)	190,875.00	72.7%
	8500 Operating Expense	41,970.93	22,117.94	338,859.36	384,284.97	(45,425.61)	421,502.95	80.4%
	Total Expense	354,200.48	195,002.24	2,548,998.55	2,523,411.17	25,587.38	2,975,479.15	85.7%
	Net Ordinary Revenue	-113,951.32	18,187.26	289,475.91	447,822.03	(158,346.12)	229,516.75	126.1%

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 October 2015**

		Oct 15	Budget	Jan - Oct 15	YTD Budget	Over (Under)	Annual Budget	YTD Actual to Annual Budget
Other Revenue/Expense								
Other Expense								
9600 Other Expenses								
9601 Leasehold Improvements		3,745.51	12,131.65	20,278.15	30,676.71	(10,398.56)	55,000.00	36.9%
9620 Discover Passes		0.00	0.00	0.00	16,000.00	(16,000.00)	16,000.00	0.0%
9630 Short Term Debt		0.00	3,580.00	0.00	32,220.00	(32,220.00)	39,380.00	0.0%
Total 9600 Other Expenses		3,745.51	34,711.65	20,278.15	78,896.71	(58,618.56)	110,380.00	18.4%
Total Other Expense		3,745.51	34,711.65	20,278.15	78,896.71	(58,618.56)	110,380.00	18.4%
Net Other Revenue		-3,745.51	-34,711.65	-20,278.15	-78,896.71	58,618.56	-110,380.00	18.4%
Net Revenue		-117,696.83	-16,524.39	269,197.76	368,925.32	(99,727.56)	119,136.75	226.0%

FORT WORDEN PDA
CAPITAL IMPROVEMENT FUND
Revenue & Expense Budget Performance
 October 2015

		Oct 15	Budget	Jan - Oct 15	YTD Budget	Over (Under)	Annual Budget	YTD Actual to Annual Budget
Ordinary Revenue/Expense								
Revenue								
4300 Other								
	4304 Interest Revenue	15.01		15.01				
	4309 Stock Earnings	16,386.61		16,386.61				
	Total 4300 Other	16,401.62		16,401.62				
4900 PDA Grants/Donations								
	4902 Unrestricted Grants	0.00	0.00	1,010,115.00	1,100,000.00	(89,885.00)	1,100,000.00	91.8%
	4903 Restricted Grants	500,000.00	50,000.00	500,000.00	50,000.00	450,000.00	50,000.00	1000.0%
	Total 4900 PDA Grants/Donations	500,000.00	50,000.00	1,510,115.00	1,150,000.00	360,115.00	1,150,000.00	131.3%
	Total Revenue	516,401.62	50,000.00	1,526,516.62	1,150,000.00	376,516.62	1,150,000.00	132.7%
	Gross Revenue	516,401.62	50,000.00	1,526,516.62	1,150,000.00	376,516.62	1,150,000.00	132.7%
Expense								
	6000 Salaries & Wages	8,624.95	21,633.00	8,624.95	44,133.00	(35,508.05)	84,133.00	10.3%
	7000 Occupancy Expense	668.28	300.00	2,262.33	2,100.00	162.33	2,767.00	81.8%
	8000 Contracts					-		
	8009 Design Consultant	30,403.31	20,000.00	201,703.24	217,000.00	(15,296.76)	227,810.00	88.5%
	Total 8000 Contracts	30,403.31	20,000.00	201,703.24	217,000.00	(15,296.76)	227,810.00	88.5%
	8500 Operating Expense	732.64	250.00	3,529.23	350.00	3,179.23	500.00	705.8%
	9500 Capital Purchase/Equipment					-		
	9501 Furniture/Fixtures/Equip	41,386.15	20,000.00	81,586.44	65,500.00	16,086.44	158,740.00	51.4%
	Total 9500 Capital Purchase/Equipment	41,386.15	20,000.00	81,586.44	65,500.00	16,086.44	158,740.00	51.4%
	Total Expense	81,815.33	62,183.00	297,706.19	329,083.00	(31,376.81)	473,950.00	62.8%

**FORT WORDEN PDA
 CAPITAL IMPROVEMENT FUND
 Revenue & Expense Budget Performance
 October 2015**

		Oct 15	Budget	Jan - Oct 15	YTD Budget	Over (Under)	Annual Budget	YTD Actual to Annual Budget
Net Ordinary Revenue		434,586.29	-12,183.00	1,228,810.43	820,917.00	407,893.43	676,050.00	181.8%
Other Revenue/Expense						-		
Other Expense						-		
9600 Other Expenses						-		
9601 Leasehold Improvements		2,493.03	80,450.00	7,574.88	145,550.00	(137,975.12)	300,550.00	2.5%
9690 Subgrant Pass Through		0.00	19,000.00	37,500.00	56,000.00	(18,500.00)	75,000.00	50.0%
Total 9600 Other Expenses		2,493.03	99,450.00	45,074.88	201,550.00	(156,475.12)	375,550.00	12.0%
Total Other Expense		2,493.03	99,450.00	45,074.88	201,550.00	(156,475.12)	375,550.00	12.0%
Net Other Revenue		-2,493.03	-99,450.00	-45,074.88	-201,550.00	156,475.12	-375,550.00	12.0%
Net Revenue		432,093.26	-111,633.00	1,183,735.55	619,367.00	564,368.55	300,500.00	393.9%

FORT WORDEN PDA
Balance Sheet
As of October 31, 2015

	<u>Oct 31, 15</u>
ASSETS	
Current Assets	
Checking/Savings	
1000 Operating Accounts	357,610.67
1003 Advance Deposit Account	102,259.31
1005 Discover Pass Accounts	64,194.00
1010 Capital Fund Accounts	1,244,270.10
Total Checking/Savings	<u>1,768,334.08</u>
Accounts Receivable	
1100 Hospitality Services	210,293.85
1120 Partner Tenant	56,344.36
1140 Grants	18,791.38
Total Accounts Receivable	<u>285,429.59</u>
Other Current Assets	
1050 Inventories	40,103.20
1200 Prepaid Expenses	30,553.75
Undeposited Funds	1,220.00
Total Other Current Assets	<u>71,876.95</u>
Total Current Assets	2,125,640.62
Fixed Assets	
1300 Fixed Assets	167,149.00
Total Fixed Assets	<u>167,149.00</u>
TOTAL ASSETS	<u><u>2,292,789.62</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 Operating	123,752.08
2003 Capital Fund	2,332.76
Total Accounts Payable	<u>126,084.84</u>
Credit Cards	4,892.79
Other Current Liabilities	
2100 Current Liabilities	
2101 Deferred Revenue	821.00
2104 Payroll Taxes	4,830.84

FORT WORDEN PDA
Balance Sheet
As of October 31, 2015

	<u>Oct 31, 15</u>
2105 Tips Payable to Employees	9,713.04
2110 Accrued Business/Sales Tax	24,476.93
Total 2100 Current Liabilities	39,841.81
2200 Advance Deposits	209,889.06
2400 Notes Payables	
2402 PT Hospitality Inc Agree	48,279.97
Total 2400 Notes Payables	48,279.97
2500 Discover Passes Pass Thru	64,194.00
2600 State Parks Pass Thru-Oth	1,315.56
Total Other Current Liabilities	363,520.40
Total Current Liabilities	494,498.03
Total Liabilities	494,498.03
Equity	
Opening Balance Equity	26,464.33
Unrestricted Net Assets	318,893.95
Net Revenue	1,452,933.31
Total Equity	1,798,291.59
TOTAL LIABILITIES & EQUITY	<u>2,292,789.62</u>

Fort Worden PDA

Hospitality Services

Account Aging

As of 10/31/2015

Name	Up to 30	31 - 60	61 - 90	91 - 120	121+	Balance
Groups	\$ 60,529.55	\$ 25,198.25	\$22,733.60	\$95,995.44	\$ -	\$ 204,456.84
Private Wedding	\$ 580.03	0	0	0	0	580.03
Private Wedding	\$ 1,522.38					1,522.38
Centrum Acoustic Blues 2015	\$ -	0	0	93,554.73	0	93,554.73
Centrum Chamber 2015	\$ 317.94	0	0	0	0	317.94
Centrum Dance This 2015	\$ -	0	22,733.60	0	0	22,733.60
Centrum Fiddle Tunes 2015	\$ -	0	0	2,440.71	0	2,440.71
Centrum Gala 2015	\$ 14,755.44	0	0	0	0	14,755.44
Centrum Horvitz/Hugo	\$ 329.73	0	0	0	0	329.73
Centrum Residency Housing	\$ -	3,161.18	0	0	0	3,161.18
Centrum Uke Fest #1 2015	\$ 12,520.53	0	0	0	0	12,520.53
Centrum Uke Fest #2 2015	\$ 9,721.58	0	0	0	0	9,721.58
Coram Deo Church	\$ -	3,479.91	0	0	0	3,479.91
Evergreen College Retreat	\$ 6,494.60	0	0	0	0	6,494.60
Olympic Culinary Loop	\$ 721.57	0	0	0	0	721.57
Peninsula Trails Coalition	\$ 239.80	0	0	0	0	239.80
Perkins Coie LLP Retreat 2015	\$ 4,119.84	0	0	0	0	4,119.84
Postal Workers 2015	\$ -	1,090.02	0	0	0	1,090.02
PT Public Library	\$ 1,098.17	0	0	0	0	1,098.17
Tourism Summit 2015	\$ 8,107.94	0	0	0	0	8,107.94
UW Immunology 2015	\$ -	17,467.14	0	0	0	17,467.14
In House Reservations	\$ 5,837.01	\$ -			\$ -	\$ 5,837.01
Total	\$ 66,366.56	\$ 25,198.25	\$22,733.60	\$95,995.44	\$ -	\$ 210,293.85

FORT WORDEN PDA
A/P Aging Summary
As of October 31, 2015

HOSPITALITY SERVICES

	<u>Current</u>	<u>1 - 30</u>	<u>31 - 60</u>	<u>61 - 90</u>	<u>> 90</u>	<u>TOTAL</u>
A-1 Textiles & Hospitality Products	9,302.36	0.00	0.00	0.00	0.00	9,302.36
American Express	8,518.42	0.00	0.00	0.00	0.00	8,518.42
Arrow Lumber & Hardware	202.76	0.00	0.00	0.00	0.00	202.76
AT&T	0.00	207.16	0.00	0.00	0.00	207.16
Centrum_	588.60	270.00	0.00	0.00	0.00	858.60
Champion Video Productions	1,250.00	0.00	0.00	0.00	0.00	1,250.00
Charlie's Produce	696.90	2,785.45	0.00	0.00	0.00	3,482.35
City_of_Port T_Water & Sewer	8,855.18	0.00	0.00	0.00	0.00	8,855.18
Cooper Fuel & Auto Repair	4,652.27	0.00	0.00	0.00	0.00	4,652.27
DL Logos	0.00	21.26	0.00	0.00	0.00	21.26
DM Disposal Co, Inc.	5,501.86	0.00	0.00	0.00	0.00	5,501.86
Ferrellgas	1,207.39	446.59	0.00	0.00	0.00	1,653.98
First Bankcard Visa	7,291.74	0.00	0.00	0.00	0.00	7,291.74
Food Services of America	7,716.58	3,711.65	0.00	0.00	0.00	11,428.23
Good Man Inc.	0.00	3,488.00	0.00	0.00	0.00	3,488.00
Henery Hardware	2,605.91	-24.29	0.00	0.00	0.00	2,581.62
Key City Fish	605.03	1,182.42	0.00	0.00	0.00	1,787.45
Megan R. Claffin	2,000.00	0.00	0.00	0.00	0.00	2,000.00
NoaNet	0.00	5,154.42	0.00	0.00	0.00	5,154.42
Northwest Travel Magazine	0.00	953.00	0.00	0.00	0.00	953.00
PAR Springer-Miller ATRIO	2,275.92	0.00	0.00	8,551.33	0.00	10,827.25
Peninsula Bottling Co, Inc.	341.40	0.00	0.00	0.00	0.00	341.40
Petals Flower Shop	81.75	0.00	0.00	0.00	0.00	81.75
Port Townsend Clothes Wash, Inc.	0.00	130.52	0.00	0.00	0.00	130.52
Printery Communications	700.48	197.30	0.00	0.00	0.00	897.78
PUD #1 of Jefferson County	0.00	12,952.84	0.00	0.00	0.00	12,952.84
Red Dog Farm	0.00	441.00	0.00	0.00	0.00	441.00
Safeway Companies	291.92	168.35	0.00	0.00	0.00	460.27
Sharptek Supply	1,489.98	0.00	0.00	0.00	0.00	1,489.98
Slomowitz, Marsha	533.75	0.00	0.00	0.00	0.00	533.75
SOS Printing	42.51	0.00	0.00	0.00	0.00	42.51
Sound Publishing, Inc.	605.00	0.00	0.00	0.00	0.00	605.00

FORT WORDEN PDA A/P Aging Summary

As of October 31, 2015

	<u>Current</u>	<u>1 - 30</u>	<u>31 - 60</u>	<u>61 - 90</u>	<u>> 90</u>	<u>TOTAL</u>
Sound Restaurant Supply, Inc.	174.40	0.00	0.00	0.00	0.00	174.40
Spring Rain Farm & Orchard	0.00	189.50	0.00	0.00	0.00	189.50
Sunrise Coffee	1,090.70	0.00	0.00	0.00	0.00	1,090.70
Superior Linen Service	2,044.12	0.00	0.00	0.00	0.00	2,044.12
Supply Works	189.24	4,693.67	0.00	0.00	0.00	4,882.91
Sysco	5,667.89	0.00	0.00	0.00	0.00	5,667.89
Terry's Lock and Safe	112.27	0.00	0.00	0.00	0.00	112.27
Tiger Oak Media	1,000.00	0.00	0.00	0.00	0.00	1,000.00
WA State Parks & Recreation	163.65	0.00	0.00	0.00	0.00	163.65
Wash Laundry Systems, LLC	431.93	0.00	0.00	0.00	0.00	431.93
TOTAL	<u>78,231.91</u>	<u>36,968.84</u>	<u>0.00</u>	<u>8,551.33</u>	<u>0.00</u>	<u>123,752.08</u>

CAPITAL IMPROVEMENT FUND

	<u>Current</u>	<u>1 - 30</u>	<u>31 - 60</u>	<u>61 - 90</u>	<u>> 90</u>	<u>TOTAL</u>
Port Townsend School of Woodworking	732.64	0.00	0.00	0.00	0.00	732.64
Terrapin Architecture PC	1,600.12	0.00	0.00	0.00	0.00	1,600.12
TOTAL	<u>2,332.76</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>2,332.76</u>