



SKAGIT COUNCIL OF GOVERNMENTS BOARD OF DIRECTORS MEETING

October 18, 2023

Anticipated start time is 10:00 a.m. following the Transportation Policy Board meeting

In Person: [Burlington City Council Chambers](#), 833 South Spruce Street, Burlington, WA 98233

Remote: [GoToMeeting](#)

Dial In: 1 (866) 899-4679

Access Code: 983-440-149

AGENDA

1. **Call to Order and Roll Call**
2. **Written Public Comments** – *Mark Hamilton*
3. **Consent Agenda**
 - a. Approval of [August 16, 2023 Board of Directors Meeting Minutes](#)
 - b. Approval of [Accounts Payable Vouchers](#) and Payroll Certification
AP voucher batch #146854 and AP voucher batch #147032 in an amount totaling \$17,161.99; and payroll certification for August 2023 in the amount of \$36,486.19. AP voucher batch #147215 and AP voucher batch #147392 in an amount totaling \$32,499.82; and payroll certification for September 2023 in the amount of \$37,330.67.
 - c. [Resolution 2023-08 to Appoint Auditing Officer for 2024](#)
4. **Action Items**
 - a. Selection of SCOG Board of Directors Member to EDASC Board for 2024 - *Kevin Murphy*
 - b. [2024 Budget](#) – *Kevin Murphy*
 - c. [Resolution 2023-09 to Dissolve Petty Cash Fund and Deposit Funds to the General Account](#) – *Kevin Murphy*
5. **Chair's Report**
6. **Executive Director's Report**
7. **Roundtable and Open Topic Discussion**
8. **Next Meeting:** February 21, 2024, 10:00 a.m., *Burlington City Council Chambers and Remote*
9. **Adjourned**

Information Items:

[Comprehensive Economic Development Strategy Update](#)
[Quarterly Financial Update](#)
[Year to Date Actual vs. Budget](#)

[Meeting Packet](#)



BOARD OF DIRECTORS OFFICERS

Commissioner Ron Wesen..... Chair

Mayor Steve Sexton..... Vice-Chair

BOARD OF DIRECTORS MEMBERSHIP AND VOTES

Anacortes..... 1
 Burlington 1
 Concrete..... 1
 Hamilton..... 1
 La Conner 1
 Lyman 1
 Mount Vernon 1

Port of Anacortes1
 Port of Skagit1
 Samish Indian Nation.....1
 Sedro-Woolley1
 Skagit County3
 Skagit Public Utility District.....1
 Swinomish Indian Tribal Community.....1

QUORUM REQUIREMENT

A quorum consists of a simple majority (9) of the total votes (16).

Title VI Notice to the Public: The Skagit Council of Governments fully complies with Title VI of the federal Civil Rights Act of 1964 and related statutes, and does not discriminate on the basis of race, color or national origin. For more information, or to obtain a Title VI Complaint Form, visit SCOG’s website at <http://scog.net/about/nondiscrimination/>.

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SKAGIT COUNCIL OF GOVERNMENTS BOARD OF DIRECTORS MEETING MINUTES

August 16, 2023
Burlington City Council Chambers and GoToMeeting

MEMBERS PRESENT

Commissioner Ron Wesen, Skagit County, Chair; Mayor Steve Sexton, City of Burlington, Vice-Chair; Mayor Jill Boudreau, City of Mount Vernon; Commissioner Peter Browning, Skagit County; Mayor Ramon Hayes, Town of La Conner; Commissioner Mahlon Hull, Port of Skagit; Commissioner Lisa Janicki, Skagit County; Mayor Julia Johnson, City of Sedro-Woolley; Commissioner Joe Lindquist, Skagit PUD; Mayor Matt Miller, City of Anacortes; and Chairman Tom Wooten, Samish Indian Nation.

STAFF PRESENT

Kevin Murphy, Executive Director; Debbie Carter, Executive Assistant and Clerk of the Board; Mark Hamilton, Senior Transportation Planner; Grant Johnson, Associate Planner; and Madeline Pysher, Intern.

OTHERS PRESENT

Two members of the public attended the meeting.

MINUTES

1. Call to Order: Commissioner Wesen called the meeting to order at 10:14 a.m.

Roll Call: Roll was taken with a quorum present.

2. Written Public Comments: Mr. Hamilton stated there was a written public comment period from August 9–15 for the Board of Directors meeting, and no comments were received during that timeframe.

3. Consent Agenda

- a. Approval of May 17, 2023 Board of Directors Meeting Minutes
- b. Approval of Accounts Payable Vouchers and Payroll Certification

AP voucher batch #145788 and AP voucher batch #146025 in an amount totaling \$21,236.60; and payroll certification for May 2023 in the amount of \$36,886.43. AP voucher batch #146135 and AP voucher batch #146307 in an amount totaling \$15,001.35; and payroll certification for June 2023 in the amount of \$37,115.14. AP voucher batch #146496, #146613 and #146656 in an amount totaling \$17,468.58; and payroll certification for July 2023 in the amount of \$35,698.56.

Mayor Boudreau moved approval of the consent agenda items. Mayor Miller seconded the motion and it carried unanimously.

4. Action Items

- a. Resolution 2023-06 to Amend Personnel Handbook: Mr. Murphy presented this action item. He said the Introduction section was revised since this item came before the Board of Directors at the May meeting to more accurately describe the organization. Also, he mentioned the revisions to Personnel Handbook would go into effect on January 1, 2024.

Commissioner Janicki requested that the Breastfeeding/Lactation section be revised so it is consistent with requirements in both the federal Fair Labor Standards Act and Washington state law. Mr. Murphy responded that staff would make the revision to this section.

Commissioner Janicki moved to approve Resolution 2023-06 to Amend Personnel Handbook with revisions to the Breastfeeding/Lactation section as discussed, and Mayor Boudreau seconded the motion. The motion carried unanimously.

- b. 2024 Dues: Mr. Murphy presented this action item. SCOG staff are proposing a dues increase of 4.6% in 2024, which is based on an increase in the Seattle consumer price index and consistent with past practice in setting annual SCOG dues. This would result in a \$7,250 increase from 2023 to result in total dues of \$164,869 for 2024. Local dues pay for 100% of the local costs associated with non-grant funded work and are used to meet matching requirements for state and federal transportation grant expenditures in the Unified Planning Work Program.

Commissioner Browning pointed out that SCOG's budget is underspent for the year and questioned why a dues increase would be necessary. Mr. Murphy replied that the annual budget is typically higher than the annual expenditures at SCOG, which is due in part to the fact that federal funds provided to SCOG are only available on a reimbursement basis, leading to higher budget estimates than actual expenditures for the year. Chairman Wooten asked cash reserves could be used to maintain stability within the agency during a potential federal government shutdown. Mr. Murphy replied that reserve funds could be used in this way if federal reimbursements are temporarily unavailable.

Mayor Boudreau moved to approve the 2024 dues as presented, and Mayor Sexton seconded the motion. The motion carried unanimously.

5. Discussion Items

- a. 2024 Initial Budget: Mr. Murphy presented this discussion item. He compared the 2023 budget and the 2024 initial budget, going over the estimated revenue and expenditures between the years. A summary of revenue and expenditure assumptions were then presented by Mr. Murphy.

Commissioner Wesen highlighted that there are several unknowns in the budget and we need to ensure that numbers are accurate as possible before we move forward to approval.

- b. Comprehensive Economic Development Strategy Update: this discussion item was presented by Mr. Murphy. He provided an overview of consultant work so far on the Comprehensive Economic Development Strategy and upcoming activities on this project.
- 6. Chair’s Report: Commissioner Wesen did not have anything to report.
- 7. Executive Director’s Report: Mr. Murphy reported that the next Board of Directors meeting would be moved to October instead of November.
- 8. Roundtable and Open Topic Discussion: there were no items for the roundtable and open topic discussion.
- 9. Next Meeting: The next meeting is October 18, 2023, with an expected start time of 9:30 a.m., in person at the Burlington City Council Chambers and remote.
- 10. Adjourned: Commissioner Wesen adjourned the meeting at 10:53 a.m.

Information Items: the Board of Directors was provided with the Year to Date Actual vs. Budget – January through June 2023; Quarterly Financial Update; Washington Intergovernmental Review Process Uniform Notification Forms; and the Annual Report.

Approved,

Kevin Murphy, Executive Director
Skagit Council of Governments

Date: _____

Commissioner Ron Wesen, Skagit County
Board of Directors Chair
Skagit Council of Governments

Date: _____

AUGUST BATCH 146854						
No	Vendor Name/Description	Description	Vendor No	Invoice Number	Invoice Date	Invoice Amount
2023107	A-1 Shredding, Inc.	Professional Services	31010	24806	7/6/2023	\$44.00
2023108	Assoc of Metropolitan Planning (enc)	Dues and Subscriptions	C5028	2024157	7/1/2023	\$750.00
2023109	Community Attibutes, Inc. (CAI)	Professional Services	34251	3711	6/30/2023	\$2,988.06
2023110	City of Mount Vernon (enc)	Utiliites	12360	7312023	7/31/2023	\$24.29
2023111	Green Valley Clean	Professional Services	31182	907	7/31/2023	\$265.00
2023112	NECA	Rent	31094	September 2023 Rent	8/1/2023	\$3,200.00
2023113	Puget Sound Energy Suite100 (enc)	Utiliites	14036	8022023	8/2/2023	\$29.15
2023114	Puget Sound Energy Suite 101 (enc)	Utiliites	14036	80223	8/2/2023	\$51.29
2023115	Pysher, Madeline	Employee reimbursement	34284	7312023	7/31/2023	\$13.76
2023116	Ricoh (enc)	Printing	27592	5067784031	7/29/2023	\$34.61
2023117	Skagit Valley Herald (enc)	Newspaper Subscription	13375	SVC-1462124	8/3/2023	\$185.95
2023118	Skagit Publishing (enc)	STBG-Project Programming Adversiting	13375	33242	4/11/2023	\$318.54
2023119	Skagit Publishing (enc)	FHWA-MPO Project Programming Advertising	13375	35976	7/5/2023	\$318.54
2023120	US Bank VISA - Best Buy/MH	Office Supplies	25459	7032023	7/3/2023	\$87.03
2023121	Waste Management (enc)	Utiliites	26387	0781465-0043-0	8/1/2023	\$141.65
2023122	Whatcom Council of Governments	Professional Services	23714	737	6/30/2023	\$608.88
Aug-23	BATCH 146854 Total					\$9,060.75

2023123	Associataion of WA Cities	Employee Healthcare Benefits	A0657	47466	8/21/2023	\$8,101.24
Aug-23	BATCH 147032 Total					\$8,101.24

SEPTEMBER BATCH 147215						
No	Vendor Name/Description	Description	Vendor No	Invoice Number	Invoice Date	Invoice Amount
2023124	Community Attibutes, Inc. (CAI) - CEDS	Professional Services	34251	3730	7/31/2023	\$2,211.56
2023125	Community Attibutes, Inc. (CAI)	Professional Services	34251	3725	7/31/2023	\$14,053.23
2023126	City of Mount Vernon (enc)	Utiliites	12360	8312023	8/31/2023	\$24.29
2023127	Green Valley Clean	Professional Services	31182	926	8/31/2023	\$265.00
2023128	NECA	Rent	31094	October 2023 Rent	9/1/2023	\$3,200.00
2023129	Puget Sound Energy Suite100 (enc)	Utiliites	14036	9012023	9/1/2023	\$43.05
2023130	Puget Sound Energy Suite 101 (enc)	Utiliites	14036	90123	9/1/2023	\$45.83
2023131	PTV	Computers & Software	21858	10712855	8/4/2023	\$3,408.71
2023132	Ricoh (enc)	Printing	27592	5067980058	8/25/2023	\$19.98
2023133	US Bank VISA - Office Max/MH	Office Supplies	25459	8172023	8/17/2023	\$75.26
2023134	Waste Management (enc)	Utiliites	26387	0787413-0043-4	9/1/2023	\$145.56
2023135	Whatcom Council of Governments	Professional Services	23714	760	7/31/2023	\$906.11
	BATCH 147215 Total					\$24,398.58

2023136	Associataion of WA Cities	Employee Healthcare Benefits	A0657	47466	9/20/2023	\$8,101.24
	BATCH 147392 Total					\$8,101.24

RESOLUTION 2023-08

TO APPOINT AUDITING OFFICER FOR 2024

WHEREAS, it is beneficial for the Skagit Council of Governments to engage the services of the Skagit County Auditor to perform standard audit procedures on accounts payable voucher requests, to prepare accounts payable vouchers, to prepare and issue payroll warrants and to provide other related accounts payable and payroll services.

NOW THEREFORE BE IT RESOLVED BY THE SKAGIT COUNCIL OF GOVERNMENTS:

We declare the Skagit County Auditor to be the Auditing Officer for payroll and accounts payable for the year 2024, at an annual cost of \$4,700. It is further resolved that payment for services will be by intergovernmental transfer initiated by the Skagit County Auditor on a calendar quarterly basis.

Adopted: October 18, 2023

Commissioner Ron Wesen, Skagit County
Board of Directors Chair

Kevin Murphy
Executive Director

ACTION ITEM 4.B. – 2024 BUDGET

Document History

MEETING	DATE	TYPE OF ITEM	STAFF CONTACT	PHONE
Board of Directors	08/16/2023	Discussion	Kevin Murphy	360-416-7871
Board of Directors	10/18/2023	Action	Kevin Murphy	360-416-7871

RECOMMENDED ACTION

Adopt the proposed 2024 budget.

FISCAL IMPACT

The proposed 2024 budget increased approximately \$324,329 from the 2023 approved budget.

DISCUSSION

The proposed 2024 budget has estimated total expenditures in the amount of \$1,351,621 which compares to the 2023 budget of \$1,027,292. The revenue components are as follows: federal funds 73%, state funds 6% and local funds and other 21%. Major budget assumptions include the following:

Revenues:

- 4.6% dues increase for 2024
- STBG grant award of \$346,000 – up to 50% used in 2024
- Safe Routes for All grant of \$300,000 – up to 50% used in 2024
- Growth Management Act support increase to \$116,000 based on Growth Management Act Steering Committee adopted 2024 work program

Expenditures:

- Additional FTE – Associate Planner level
- 4.6% cost of living adjustment for staff based on Seattle CPI
- Approximately 7% increase in healthcare related benefits
- New consultant contracts for Safe Routes for all and Regional Transportation Plan – begin in 2024
- Continuation of consultant contract for Comprehensive Economic Development Strategy and Regional Forecasts in to 2024

The most significant expense categories are Salaries and Benefits, Professional Services, and Operating Expenses.

- Salaries and Benefits: \$681,937 is budgeted for salaries and benefits in the 2024 budget. This figure is \$149,805 higher than the 2023 budgeted amount. The direct salary component is estimated to be \$97,900 higher than 2023 and consists of salary for current staff, additional planner position,

plus 3% step increase for eligible staff, 4.6% cost of living adjustment, and a part-time intern. The new planner position accounts for most of the increase in this category.

- Professional Services: Professional services, in the amount of \$568,874 in the 2024 budget, are \$171,124 higher than the 2023 amount. Professional Services include the following:
 - Professional Services
 - Bi-Annual Audit (the next audit will be done in 2025)\$0
 - Skagit County Auditor\$4,700
 - Skagit County Information Services\$44,124
 - Financial Services (WCOG).....\$25,000
 - Legal Services.....\$1,000
 - Traffic Counts.....\$30,000
 - Resilience Improvement Plan\$62,500
 - Regional Forecast.....\$30,000
 - Regional Transportation Plan\$150,000
 - Safe Routes for All\$167,500
 - Comprehensive Economic Development Strategy\$50,000
 - Janitorial Service\$4,050
- Operating Expenses: Operating expenses in the 2024 budget, in the amount of \$100,810, are \$2,300 higher than the 2023 budget of \$97,410. The type of expenses included in this category are; conferences, computer and software, fees, insurance, office space rent, phones/utilities, supplies and travel.
- Net Increase in Cash (reserves): The projected change in cash reserves is expected to decrease by \$61,534. As of August 31, 2023 SCOG’s cash reserves were at \$667,350. The decline is primarily due to the CEDS project which is being conducted with local funds which covers both the direct consultant contract as well as staff time.

The 2024 Budget follows.



2024 Proposed Budget			
Presented to the Board of Directors for Review			
October 18, 2023			
	2023	2024	
	Approved 02/15/2023	Proposed 10/18/2023	Increase or Decrease
REVENUE			
Local Dues and Other	\$ 207,619	\$ 280,869	
State	71,643	71,643	
Federal	680,511	937,575	
Total Revenue	\$ 959,773	\$ 1,290,087	\$330,314
EXPENSES			
Salaries	\$ 367,385	\$465,285	
Total Salaries	\$ 367,385	\$ 465,285	
Total Benefits	\$ 164,747	\$ 216,652	
Total Salaries & Benefits	\$ 532,132	\$ 681,937	\$149,805
Other Expenses			
Advertising / Legal Notices	\$ 6,500	\$ 6,500	\$ -
Conferences & Training	15,000	15,000	-
Computer & Software	8,900	8,900	-
Dues & Subscriptions	5,135	6,035	900
Equipment & Furniture	1,000	1,000	-
Fees	1,025	1,025	-
Insurance	5,700	7,000	1,300
Meeting Expenses	450	450	-
Pass Through Funding	-	-	-
Postage	-	-	-
Printing	-	-	-
Professional Services	397,750	568,874	171,124
Rent	38,400	38,400	-
Repairs & Maintenance	500	500	-
Supplies	2,400	2,400	-
Travel	10,000	10,000	-
Utilities & Janitorial	2,400	3,600	1,200
Total Other Expenses	\$ 495,160	\$ 669,684	\$174,524
Total Expenses	\$ 1,027,292	\$ 1,351,621	\$324,329
Net Increase (Decrease) in Cash	\$ (67,519)	\$ (61,534)	

RESOLUTION 2023-09

TO DISSOLVE PETTY CASH FUND AND DEPOSIT FUNDS TO THE GENERAL ACCOUNT

WHEREAS, the Skagit Council of Governments (SCOG) has maintained a Petty Cash Fund to cover miscellaneous small cash purchases;

WHEREAS, SCOG staff has determined the fund is no longer necessary for SCOG business operations; and

WHEREAS, the balance of the Petty Cash Fund of \$100.00 will need to be deposited in SCOG General Account.

NOW THEREFORE BE IT RESOLVED BY THE SKAGIT COUNCIL OF GOVERNMENTS:

The Petty Cash Fund of \$100.00 is hereby dissolved and deposited in the SCOG General Account, effective November 1, 2023.

Adopted: October 18, 2023

Commissioner Ron Wesen, Skagit County
Board of Directors Chair

Kevin Murphy
Executive Director



Memorandum

To: Kevin Murphy, Executive Director, Skagit Council of Governments
From: Madalina Calen, Project Manager, Community Attributes
Date: October 11, 2023
Re: SCOG Comprehensive Economic Development Strategy

The Skagit Council of Governments (SCOG) is conducting a new Comprehensive Economic Development Strategy (CEDS) for Skagit County that is intended to guide and promote diverse, sustainable, and equitable economic development throughout the county. SCOG has commissioned Community Attributes (CAI) to support development of the CEDS.

Work completed to date (July – September)

Orientation Interviews

As a first step in this process, CAI conducted orientation interviews with key partners, such as the Port of Skagit, public officials from Skagit County and area cities, and representatives from the private sector. The intent was to identify high-level needs, objectives, and outcomes for the CEDS and to jump-start the process of issue identification. The interviews also helped guide recommendations on the governance structure for the CEDS development process.

Project Governance Recommendations

The CEDS development process will be governed by a **Steering Committee** that will oversee and advise on the entirety of the CEDS development process and review drafts of the strategy. The Steering Committee is scheduled to meet for the first time on November 21. The Steering Committee membership has been updated and includes:

- Kevin Murphy, Executive Director, SCOG
- Peter Donovan, Project Development Manager (Incoming Mayor), City of Mount Vernon
- Sara Young, Executive Director, Port of Skagit
- Lisa Janicki, County Commissioner, Skagit County
- Jennifer Johnson, Deputy Administrator, Skagit County
- John Sternlicht, CEO, EDASC
- Christopher Johnston, Chief Administrative Officer, PeaceHealth United

To ensure the CEDS relies on broad-based and diverse community participation, a group of community stakeholders made up of representatives from the private sector, county and city officials, Indian tribes, the Ports, institutions of higher education, representatives of workforce development boards, and others will also be convened as part of the CEDS process. The **Community Stakeholder group** will play the role of the CEDS Strategy Committee and will be referred to as such in the CEDS document in accordance with EDA guidance.

The group will provide a coordinating mechanism for these leaders to engage in meaningful conversation about the economic direction of Skagit County and is charged with providing input and feedback on the CEDS. The group members represent all major interests of the county to ensure that viewpoints from all components of the community are considered and to take advantage of local skills and resources when developing CEDS strategies and actions. Stakeholder group workshop activities are planned to take place in early December and early February.

Next Steps (October 2023 – January 2024)

- **Business Survey.** As a core component of our engagement, CAI will work closely with SCOG to collaboratively design an online survey intended to assess challenges and opportunities for firms across the various sectors present in Skagit County.
- **Focus Groups.** CAI will convene and facilitate up to four virtual focus groups with business owners and company representatives, non-profits, public sector representatives and other community stakeholders and decision makers in Skagit County. The focus groups will target critical issues in greater detail via facilitated in-depth discussions.
- **Landscape Assessment and Data Profile.** CAI will conduct demographic and economic analysis and a SWOT assessment to help inform strategic themes and begin to transition the work toward strategy and action development.
- **Steering Committee Meeting and Community Stakeholder group workshop.** CAI will facilitate meetings with these groups to review progress and preliminary findings from analysis and engagement and receive input for the CEDS.



Financial Position

For the Month Ended:	1/31/2023	2/28/2023	3/31/2023	4/30/2023	5/31/2023	6/30/2023	7/31/2023	8/31/2023	9/30/2023	10/31/2023	11/30/2023	12/31/2023
General Fund Balance	561,846	578,816	620,589	612,146	598,016	596,434	643,303	594,820	-	-	-	-
Accounts Receivable	155,877	135,880	97,337	103,681	103,983	102,475	49,217	93,494	-	-	-	-
Accounts Payable	(13,367)	(6,487)	(13,157)	(859)	(4,846)	(9,336)	(22,624)	(20,964)	-	-	-	-
Net Working Capital	704,356	708,209	704,769	714,968	697,153	689,573	669,896	667,350	-	-	-	-

Skagit Council of Governments
Year to Date Actual vs. Full Year Budget
 January through August 2023

	<u>Jan - Aug 23</u>	<u>Budget</u>	<u>% of Budget</u>
Revenues			
333 · Federal Grants	\$ 395,053	\$ 680,511	58%
334 · State Grants	34,099	71,643	48%
337 · Local	26,912	50,000	54%
338.2 · Dues & Other Local	157,596	157,619	100%
361.11 · Investment Interest	13,351		0%
367 · Contributions&Donations Private	-	-	0%
369 · Non-Governmental & Misc. Income	-	-	0%
Total Revenues	<u>\$ 627,011</u>	<u>\$ 959,773</u>	<u>65%</u>
Expenses			
505 · Advertising / Legal Notices	\$ 1,878	\$ 6,500	29%
510 · Conferences & Training	833	15,000	6%
515 · Computer & Software Expenses	838	8,900	9%
520 · Dues and Subscriptions	2,833	5,135	55%
525 · Equipment & Furniture Purchases	-	1,000	0%
532 · Fees	25	1,025	2%
535 · Insurance Expense	6,358	5,700	112%
538 · Meeting Expenses	-	450	0%
550 · Postage	37		100%
555 · Payroll Salaries and Wages	245,758	367,385	67%
556 · Payroll Taxes & Benefits	107,076	164,747	65%
557 · Printing	197		100%
560 · Professional Services	57,888	397,750	15%
565 · Rent Expense	25,600	38,400	67%
570 · Repairs and Maintenance	-	500	0%
575 · Supplies	376	2,400	16%
580 · Travel	2,496	10,000	25%
585 · Utilities	2,286	2,400	95%
595 · Other Expenses	-	-	0%
Total Expenses	<u>\$ 454,479</u>	<u>\$ 1,027,292</u>	<u>44%</u>
Net Increase (Decrease) in Cash	<u><u>\$ 172,532</u></u>	<u><u>\$ (67,519)</u></u>	