



## **FINANCE & PROPERTY OPERATIONS COMMITTEE THURSDAY, AUGUST 20, 2020 @10AM VIA ZOOM VIDEO**

*John Rittenhouse, Chair*

*Byron Shutz, Donna Himpler, Rob Odle, Anne Heartsong, Kim Sarnecki*

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Join Zoom Meeting

<https://us02web.zoom.us/j/86504288559?pwd=dFppWEYzUVFMR1RuTlcrWlVXT2Qrdz09>

Meeting ID: 865 0428 8559

Passcode: 611694

### Agenda

10:00 am	<b>Call to Order</b>	John
10:05am	<b>Year-to-Date Financials through 07.31.2020</b> <ul style="list-style-type: none"><li>• YTD Financials 07.31.2020</li><li>• Property Report</li></ul>	Kim/John
10:20am	<b>Potential grants in process</b> <ul style="list-style-type: none"><li>• City of Redmond COVID relief</li><li>• St. Joseph Community Partnership Fund</li><li>• Foster Foundation</li></ul>	Kim
10:30am	<b>Redevelopment</b> <ul style="list-style-type: none"><li>• Relocation</li><li>• Legal documents plan/process</li><li>• Capital campaign</li></ul>	Kim/Byron
10:45am	<b>Adjourn</b>	

**TOGETHER CENTER**

16225 NE 87th, A-5

Redmond, WA 98052

**Balance Sheet**

**July 31, 2020**

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**Assets**

Current Assets		
Cash - Umpqua Ckg. 236	2,378.27	
Cash - Umpqua MM 748	109,420.20	
Cash - Fidelity Investment	329,342.41	
Petty Cash - Administration	200.00	
Cash - Umpqua Property 244	40,077.47	
Petty Cash - Property	50.00	
Total Current Assets		481,468.35
Fixed Assets		
Building	616,999.21	
Building Improvements	979,566.19	
Furniture, Fixtures, Equipment	12,703.05	
Software	10,647.00	
Leasehold Improvements	1,193,431.01	
Accumulated Depreciation	(2,164,472.54)	
Land	1,123,734.71	
Total Fixed Assets		1,772,608.63
Other Assets		
Rent/CAM Receivable	0.00	
Accounts Receivable	0.00	
Grants Receivable	0.00	
Pledges Receivable	0.00	
Prepaid Expenses	0.00	
Total Other Assets		0.00
Total Assets		<u>2,254,076.98</u>

**Liabilities**

Current Liabilities		
Accounts Payable	0.00	
Prepaid Rent	0.00	
Prepaid Capital Campaign Contribution	0.00	
SIMPLE IRA Payable	1,399.13	
Payroll Taxes Payable	4,060.50	
Medical Costs Payable	0.00	
Total Current Liabilities		5,459.63
Other Liabilities		
Unearned Revenue	31,800.00	
Deposits - Tenants	0.00	
Total Other Liabilities		31,800.00
Total Liabilities		37,259.63

**Equity**

Board Designated Reserves		
Capital Repair Plan	79,066.27	
Capital Improvement Program	25,000.00	
Insurance Bridge	25,000.00	
Large Tenant Vacancy	50,000.00	
Staff Benefits	6,000.00	
Total Board Designated Reserves		185,066.27
Fund Balance		
Fund Balances - Prior	2,150,010.59	
Fund Balances - Current Year	(118,259.51)	
Total Fund Balance		2,031,751.08
Total Equity		<u>2,216,817.35</u>
Total Liabilities & Equity		<u>2,254,076.98</u>

	A	B	C	D	E	F	G	H	I	J	K
1			<b>TOGETHER CENTER-Combined</b>								
2	<b>Account</b>		<b>July 2020</b>	<b>July 2020</b>		<b>YTD</b>	<b>YTD</b>		<b>Annual</b>		
3		<b>Revenue</b>	<b>Actual</b>	<b>Budget</b>	<b>Difference</b>	<b>Actual</b>	<b>Budget</b>	<b>Difference</b>	<b>Budget</b>		<b>Comments</b>
4	4-5100	Rental Income	34,846.66	32,138.00	2,708.66	228,624.96	221,966.00	6,658.96	382,656.00		<i>Prepaid July in June</i>
5	4-5200	CAM/NNN	22,301.00	20,949.00	1,352.00	150,946.00	146,643.00	4,303.00	251,388.00		<i>Prepaid July in June</i>
6	4-5200	CAM - Prior Year	0.00	0.00	0.00	(155.92)	0.00	(155.92)	0.00		
7	4-5450	Sign Income	0.00	0.00	0.00	0.00	0.00	0.00	1,500.00		<i>Will not be billed this year due to renovation</i>
8	4-5500	Other Revenue-Property	0.36	0.00	0.36	1.97	0.00	1.97	0.00		
9		Property Sub-total	<u>57,148.02</u>	<u>53,087.00</u>	<u>4,061.02</u>	<u>379,417.01</u>	<u>368,609.00</u>	<u>10,808.01</u>	<u>635,544.00</u>		
10	4-1110	Sponsorship - Event	0.00	0.00	0.00	0.00	0.00	0.00	10,000.00		<i>Open House fundraiser or other Fall event</i>
11	4-1150	Grants - Front Door Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
12	4-1170	Grants - Capital Support	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
13	4-1171	Grants - Temporarily Restricted	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
14	4-1200	Grants - Miscellaneous	0.00	0.00	0.00	0.00	10,000.00	(10,000.00)	20,000.00		
15	4-1300	Annual Fund Contributions	537.36	1,000.00	(462.64)	16,270.90	8,000.00	8,270.90	15,000.00		
16	4-1301	Annual Fund Contrib-Events	0.00	0.00	0.00	0.00	0.00	0.00	20,000.00		<i>Open House fundraiser or other Fall event</i>
17	4-1350	Contributions - In-Kind	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
18	4-1400	Conference Rm/Public Access	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
19	4-1450	Business Center Income	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
20	4-1550	Sponsor Alliance of E. Agencies	0.00	0.00	0.00	4,800.00	4,800.00	0.00	4,800.00		
21	4-4100	Capital Campaign Contributions	0.00	0.00	0.00	1,000.00	125,000.00	(124,000.00)	250,000.00		<i>Early capital budget for predevelopment expenses \$1k prepaid deposit in 2019 moved to 2020</i>
22											
23	8-1100	Interest Income	7.87	83.00	(75.13)	900.19	585.00	315.19	1,000.00		<i>Fidelity investment interest-low in April/May/June</i>
24	4-1700	Other Revenue-Admin.	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
25		Administration Sub-total	<u>545.23</u>	<u>1,083.00</u>	<u>(537.77)</u>	<u>22,971.09</u>	<u>148,385.00</u>	<u>(125,413.91)</u>	<u>320,800.00</u>		
26		Total Revenue	<u>57,693.25</u>	<u>54,170.00</u>	<u>3,523.25</u>	<u>402,388.10</u>	<u>516,994.00</u>	<u>(114,605.90)</u>	<u>956,344.00</u>		
27		<b>Expenses-Administration</b>									
28	6-1100	Salaries/Benefits/Taxes	16,598.40	17,910.00	(1,311.60)	116,232.86	119,120.00	(2,887.14)	204,920.00	*	<i>Includes summer intern, budgeted \$5k</i>
29	6-1400	Accounting Fee - TC	850.00	850.00	0.00	5,950.00	5,950.00	0.00	10,200.00		
30	6-1420	Accounting Fee - Alliance	50.00	50.00	0.00	450.00	450.00	0.00	800.00		
31	6-1500	Audit Fees	0.00	0.00	0.00	15,700.00	16,200.00	(500.00)	16,200.00		
32	6-1600	Legal & Professional Fees	79.20	1,667.00	(1,587.80)	1,891.90	11,665.00	(9,773.10)	20,000.00		<i>Budgeted \$3k IT, \$12k Linda Hall, \$5k tax advice</i>
33	6-1700	Office Supplies	226.07	125.00	101.07	869.36	875.00	(5.64)	1,500.00		
34	6-1750	Data Base & Software	3,168.96	3,062.50	106.46	3,652.63	3,437.50	215.13	3,750.00		<i>\$3k annual subscription fee</i>
35	6-1800	Equipment Upgrades	0.00	0.00	0.00	632.50	500.00	132.50	1,000.00		
36	6-1840	Marketing & Communications	290.00	3,750.00	(3,460.00)	10,261.25	26,250.00	(15,988.75)	45,000.00		<i>website update, community and board portal, graphic design</i>
37	6-2100	Travel	0.00	0.00	0.00	0.00	250.00	(250.00)	500.00		
38	6-2200	Meetings	0.00	83.00	(83.00)	804.81	585.00	219.81	1,000.00		
39	6-2305	Staff Training	0.00	0.00	0.00	0.00	500.00	(500.00)	1,000.00		<i>conferences, learning opportunities, webinars</i>
40	6-2300	Campus Training	0.00	0.00	0.00	0.00	250.00	(250.00)	500.00		<i>CPR, trauma informed</i>
41	6-2400	D&O Insurance	0.00	0.00	0.00	1,718.00	1,800.00	(82.00)	1,800.00		
42	6-2500	Special Events - Campus	0.00	500.00	(500.00)	0.00	500.00	(500.00)	1,000.00		
43	6-2501	Special Events - Together Strong	0.00	0.00	0.00	0.00	0.00	0.00	7,500.00		<i>Open House fundraiser or other Fall event</i>
44	6-2502	Special Events - Community	0.00	0.00	0.00	0.00	1,250.00	(1,250.00)	2,500.00		<i>Lunch w/ Leaders, Design Charettes</i>
45	6-2700	Partnership Dues & Publications	0.00	0.00	0.00	0.00	500.00	(500.00)	1,000.00		
46	6-2800	Postage	56.80	0.00	56.80	56.80	375.00	(318.20)	750.00		
47	6-2820	Front Door/Phones	83.44	83.00	0.44	576.94	585.00	(8.06)	1,000.00		
48	6-2850	Other Community Outreach	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
49	6-2880	Emergency Preparedness	0.00	0.00	0.00	0.00	125.00	(125.00)	250.00		
50	6-2900	Printing & Mail Handling	0.00	0.00	0.00	2,895.64	3,750.00	(854.36)	7,500.00		<i>newsletters, year-end appeal letter, save-the-date</i>
51	6-2910	DataEntry Internship Stipend	0.00	0.00	0.00	0.00	0.00	0.00	0.00		<i>Summer intern - on Salaries line - \$5k budget</i>
52	6-3200	Taxes/Licenses	0.00	0.00	0.00	0.00	50.00	(50.00)	50.00		
53	6-3400	Telephone & Internet	111.25	125.00	(13.75)	813.20	875.00	(61.80)	1,500.00		
54	6-3500	Renovations & Repairs	0.00	0.00	0.00	395.97	500.00	(104.03)	1,000.00		
55	6-3600	Bank Charges	57.57	83.00	(25.43)	363.88	585.00	(221.12)	1,000.00		
56	6-3700	Board Development	0.00	0.00	0.00	144.52	1,500.00	(1,355.48)	3,000.00		<i>Board retreat</i>
57	6-3800	Volunteer & Staff Support	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
58	6-3860	Partner Agency Support	0.00	0.00	0.00	0.00	375.00	(375.00)	750.00		<i>event attendance fees</i>
59	6-3900	Misc. Marketing	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
60		Administration Sub-total	<u>21,571.69</u>	<u>28,288.50</u>	<u>(6,716.81)</u>	<u>163,410.26</u>	<u>198,802.50</u>	<u>(35,392.24)</u>	<u>336,970.00</u>		
61											
62											

	A	B	C	D	E	F	G	H	I	J	K
63											
64											
65											
66			July 2020	July 2020		YTD	YTD		Annual		
67			Actual	Budget	Difference	Actual	Budget	Difference	Budget		
68		<b>Expenses-Capital Campaign/Redev</b>									<b>**Revised June 2020**</b>
69	6-4100	Capital Campaign Counsel	0.00	0.00	0.00	23,143.41	37,500.00	(14,356.59)	75,000.00		<i>Annual costs divided into quarters</i>
70	64110	Capital Campaign Staffing	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
71	6-4120	Printing, Marketing, Video	0.00	0.00	0.00	0.00	5,000.00	(5,000.00)	10,000.00		
72	6-4130	Events	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
73	6-4160	Legal Counsel - Redev	15,386.50	0.00	15,386.50	38,977.60	62,500.00	(23,522.40)	125,000.00		
74	6-4170	Architectural Design Services	4,800.00	0.00	4,800.00	62,500.00	62,500.00	0.00	125,000.00		
75	6-4180	New TC Space Buildout TI	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
76	6-4190	Furnishing, Fixtures, Equip	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
77	6-4200	Security & Access System	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
78	6-4205	AV & Data Drops	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
79	6-4210	Signage	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
80	6-4220	Communications Consultant	0.00	0.00	0.00	0.00	10,000.00	(10,000.00)	20,000.00		
81	6-4230	Operational Support	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
82		Capital Campaign Sub-total	20,186.50	0.00	20,186.50	124,621.01	177,500.00	(52,878.99)	355,000.00		
83											
84		<b>Expenses-Property</b>									
85	6-6703	Property Management Fees	2,799.00	2,799.00	0.00	19,588.00	19,588.00	0.00	33,583.00		
86	6-7403	Insurance - Property	0.00	0.00	0.00	14,314.00	13,093.00	1,221.00	13,093.00		
87	6-7404	Insurance - Earthquake	0.00	0.00	0.00	10,102.89	9,478.00	624.89	9,478.00		
88	6-7853	Real Estate Taxes	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
89	6-8033	Sanitation	1,071.23	1,000.00	71.23	6,427.38	6,000.00	427.38	12,000.00		
90	6-8043	Utilities - Water/Sewer	2,231.51	2,667.00	(435.49)	14,857.56	18,665.00	(3,807.44)	32,000.00		<i>Less usage during COVID-19</i>
91	6-8063	Telephone/Conf. Rms & Lobby	260.44	250.00	10.44	1,806.00	1,750.00	56.00	3,000.00		
92	6-8073	Electricity	3,801.90	4,000.00	(198.10)	35,927.19	41,000.00	(5,072.81)	68,000.00		<i>Less usage during COVID-19</i>
93	6-8083	R&M Janitorial	1,841.54	2,333.00	(491.46)	13,815.04	13,998.00	(182.96)	28,000.00		
94	6-8093	Plumbing	0.00	450.00	(450.00)	1,144.80	2,700.00	(1,555.20)	5,000.00		
95	6-8103	Parking Lot-Repairs & Maint.	140.84	200.00	(59.16)	2,107.77	4,000.00	(1,892.23)	5,000.00		<i>No striping or repairs will be done this year</i>
96	6-8113	HVAC-Repairs & Maint.	1,486.20	1,500.00	(13.80)	6,828.76	10,500.00	(3,671.24)	18,000.00		<i>No major repairs since many offices unoccupied</i>
97	6-8123	Bank Charges	0.00	0.00	0.00	25.00	0.00	25.00	0.00		
98	6-8133	Roof - Repairs & Maint.	0.00	0.00	0.00	2,749.74	2,000.00	749.74	4,000.00		<i>Several unexpected roof leaks, Bldg. A + B</i>
99	6-8143	Locks & Keys	460.90	0.00	460.90	761.20	1,500.00	(738.80)	3,000.00		
100	6-8145	Signs Maintenance	0.00	0.00	0.00	203.69	1,000.00	(796.31)	2,000.00		
101	6-8153	Supplies	131.87	1,200.00	(1,068.13)	3,277.18	7,200.00	(3,922.82)	13,000.00		<i>New janitorial, awaiting billings, plus no clients</i>
102	6-8163	Landscape-Repairs & Maint.	745.80	1,000.00	(254.20)	4,474.80	5,000.00	(525.20)	14,000.00		
103	6-8173	Pest Control	0.00	208.00	(208.00)	1,369.26	1,248.00	121.26	2,500.00		
104	6-8183	Security	563.14	550.00	13.14	3,378.84	3,300.00	78.84	6,500.00		
105	6-8185	Fire Alarm Monitoring	0.00	0.00	0.00	1,180.32	1,250.00	(69.68)	2,500.00		
106	6-8193	Electric Repairs	0.00	625.00	(625.00)	691.09	3,750.00	(3,058.91)	7,500.00		<i>No major lighting repairs needed</i>
107	6-8353	Misc. Repairs	1,668.05	1,700.00	(31.95)	10,409.10	10,200.00	209.10	20,000.00		
108		Property Sub-total	17,202.42	20,482.00	(3,279.58)	155,439.61	177,220.00	(21,780.39)	302,154.00		
109		Total Expenses	58,960.61	48,770.50	10,190.11	443,470.88	553,522.50	(110,051.62)	994,124.00		
110											
111		<b>Net Income from Operations</b>	(1,267.36)	5,399.50	(6,666.86)	(41,082.78)	(36,528.50)	(4,554.28)	(37,780.00)		<i>*\$200k Board authorized cash from savings</i>
112											
113		<b>Other Expenses</b>									
114	6-9200	Capital Repairs	0.00	0.00	0.00	12,933.73	0.00	12,933.73	0.00		<i>Cavaliere Construction for dryrot repair Bldg A</i>
115	6-9250	Campus Buildout	0.00	0.00	0.00	0.00	0.00	0.00	0.00		<i>due to ongoing/undetected roof leak</i>
116		Other Sub-total	0.00	0.00	0.00	12,933.73	0.00	12,933.73	0.00		
117		<b>Net Income before depr.</b>	(1,267.36)	5,399.50	(6,666.86)	(54,016.51)	(36,528.50)	(17,488.01)	(37,780.00)		
118											
119	9-1140	Amortization Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
120	9-1150	Depreciation Expense	9,177.00	9,090.00	87.00	64,243.00	63,630.00	613.00	109,080.00		<i>Adjustment to actual for 2020</i>
121											
122		<b>Net Income/(Loss)</b>	(10,444.36)	(3,690.50)	(6,753.86)	(118,259.51)	(100,158.50)	(18,101.01)	(146,860.00) *		<i>Received \$31,800 PPP loan that may become income</i>

# TOGETHER CENTER - Administration

16225 NE 87th, A-5  
Redmond, WA 98052

## Statement of Cash Flow

July 2020

### Cash Flow from Operating Activities

Net Income	(\$10,444.36)
Accumulated Depreciation	\$9,177.00
Emp. SUTA Payable	(\$46.18)
ESD Family Leave	(\$64.48)
L&I Tax Payable	(\$117.36)
Net Cash Flows from Operating Activities	(\$1,495.38)
Cash Flow from Investing Activities	
Net Cash Flows from Investing Activities	\$0.00
Cash Flow from Financing Activities	
Net Cash Flows from Financing Activities	\$0.00
Net Increase/Decrease for the period	(\$1,495.38)
Cash at the Beginning of the period	\$482,713.73
Cash at the End of the period	\$481,218.35

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## Profit & Loss [Last Year Analysis]

January 2020 through July 2020

	This Year	Last Year	\$ Difference
<b>Revenue</b>			
Administration Income			
Sponsorship - Event	\$0.00	\$5,000.00	(\$5,000.00)
Annual Fund Contributions	\$16,270.90	\$6,105.51	\$10,165.39
Annual Contrib-Events	\$0.00	\$34,524.18	(\$34,524.18)
Conference Rm/Public Access	\$0.00	\$70.00	(\$70.00)
Sponsor Alliance of E.Agencies	\$4,800.00	\$4,800.00	\$0.00
Capital Campaign Contributions	\$1,000.00	\$0.00	\$1,000.00
Total Administration Income	\$22,070.90	\$50,499.69	(\$28,428.79)
<b>Property Income</b>			
Rental Income	\$228,624.96	\$226,355.00	\$2,269.96
CAM/NNN Income	\$150,946.00	\$147,373.00	\$3,573.00
CAM Income - Prior Year	(\$155.92)	\$0.00	(\$155.92)
Other Revenue	\$1.97	\$1.99	(\$0.02)
Total Property Income	\$379,417.01	\$373,729.99	\$5,687.02
Total Revenue	\$401,487.91	\$424,229.68	(\$22,741.77)
<b>Operating Expenses</b>			
<b>Administration Expenses</b>			
Salaries	\$105,129.15	\$105,108.40	\$20.75
Empl. Contributed Benefits	\$3,072.32	\$2,779.02	\$293.30
Empl. FICA/Medicare	\$7,564.80	\$7,586.12	(\$21.32)
Unemployment	\$216.31	\$117.70	\$98.61
L&I Taxes	\$250.28	\$313.71	(\$63.43)
Accounting Fee - TC	\$5,950.00	\$5,950.00	\$0.00
Accounting Fee - Alliance	\$450.00	\$400.00	\$50.00
Audit Fees	\$15,700.00	\$16,200.00	(\$500.00)
Legal & Professional Fees	\$1,891.90	\$3,784.94	(\$1,893.04)
Office Supplies	\$869.36	\$1,125.03	(\$255.67)
Data Base & Software	\$3,652.63	\$3,486.91	\$165.72
Equipment Upgrades	\$632.50	\$527.55	\$104.95
Marketing & Communications	\$10,261.25	\$0.00	\$10,261.25
Meetings	\$804.81	\$745.73	\$59.08
Staff Training	\$0.00	\$1,374.22	(\$1,374.22)
D&O Insurance	\$1,718.00	\$1,703.00	\$15.00
Special Events-Together Strong	\$0.00	\$12,688.49	(\$12,688.49)
Special Events - Community	\$0.00	\$10.00	(\$10.00)
Partnership Dues & Publications	\$0.00	\$600.00	(\$600.00)
Postage	\$56.80	\$514.51	(\$457.71)
Front Door/Phones	\$576.94	\$564.88	\$12.06
Other Community Outreach	\$0.00	\$149.49	(\$149.49)
Emergency Preparedness	\$0.00	\$29.55	(\$29.55)
Printing & Mail Handling	\$2,895.64	\$2,896.83	(\$1.19)
Taxes/Licenses	\$0.00	\$30.00	(\$30.00)
Telephone & Internet	\$813.20	\$768.51	\$44.69
Renovations & Repairs	\$395.97	\$316.25	\$79.72
Bank Charges	\$363.88	\$763.45	(\$399.57)
Board Development	\$144.52	\$0.00	\$144.52
Volunteer & Staff Support	\$0.00	\$600.00	(\$600.00)
Partner Agency Support	\$0.00	\$474.24	(\$474.24)
Total Administration Expenses	\$163,410.26	\$171,608.53	(\$8,198.27)
<b>Capital Campaign/Redevelopment</b>			
Capital Campaign Counsel	\$23,143.41	\$0.00	\$23,143.41
Legal Counsel - Redev	\$38,977.60	\$0.00	\$38,977.60
Architectural Design Services	\$62,500.00	\$0.00	\$62,500.00
Total Capital Campaign/Redevelopment	\$124,621.01	\$0.00	\$124,621.01
<b>Property Expenses</b>			
Property Management Fees	\$19,588.00	\$19,112.35	\$475.65
Insurance - Property	\$14,314.00	\$12,836.00	\$1,478.00
Insurance - Earthquake	\$10,102.89	\$9,292.12	\$810.77
Real Estate Taxes	\$0.00	\$1,466.90	(\$1,466.90)
Sanitation	\$6,427.38	\$5,700.37	\$727.01
Utilities-Water/Sewer	\$14,857.56	\$15,900.50	(\$1,042.94)
Telephone-Conf. Rms & Lobby	\$1,806.00	\$1,725.94	\$80.06
Electricity	\$35,927.19	\$39,994.13	(\$4,066.94)
R&M Janitorial	\$13,815.04	\$13,808.20	\$6.84
Plumbing	\$1,144.80	\$3,226.00	(\$2,081.20)
Parking Lot - Repairs & Maint.	\$2,107.77	\$2,670.29	(\$562.52)
HVAC - Repairs & Maint.	\$6,828.76	\$6,461.41	\$367.35
Bank Charges	\$25.00	\$0.00	\$25.00
Roof - Repairs & Maint.	\$2,749.74	\$1,039.50	\$1,710.24
Locks & Keys	\$761.20	\$966.55	(\$205.35)
Signs Maintenance	\$203.69	\$1,515.51	(\$1,311.82)
Supplies	\$3,277.18	\$6,345.05	(\$3,067.87)
Landscape - Repairs & Maint.	\$4,474.80	\$8,180.80	(\$3,706.00)
Pest Control	\$1,369.26	\$1,542.57	(\$173.31)
Security	\$3,378.84	\$3,043.98	\$334.86
Fire Alarm Monitoring	\$1,180.32	\$1,048.32	\$132.00
Electric Repairs	\$691.09	\$1,925.00	(\$1,233.91)
Misc. Repairs	\$10,409.10	\$11,873.92	(\$1,464.82)
Capital Repairs	\$12,933.73	\$2,263.80	\$10,669.93
Campus Buildout	\$0.00	\$6,603.90	(\$6,603.90)
Total Property Expenses	\$168,373.34	\$178,543.11	(\$10,169.77)
Total Operating Expenses	\$456,404.61	\$350,151.64	\$106,252.97
Operating Profit	(\$54,916.70)	\$74,078.04	(\$128,994.74)
<b>Other Income-Administration</b>			
Interest Income	\$900.19	\$1,743.53	(\$843.34)
Total Other Income-Administration	\$900.19	\$1,743.53	(\$843.34)
<b>Other Expenses-Administration</b>			
Depreciation Expense	\$64,243.00	\$63,632.00	\$611.00
Total Other Expenses-Administration	\$64,243.00	\$63,632.00	\$611.00
Net Profit/(Loss)	(\$118,259.51)	\$12,189.57	(\$130,449.08)

**TOGETHER CENTER - REDMOND**  
**TENANT RENT ROLL**  
**FOR THE MONTH ENDING JULY 31, 2020**

TENANT	SQ. FT.	% LEASE	CURRENT RENT	ENT/ST MONTH	RENT/ST YEAR	CAM CHARGES	RENT PAID	2020 CAM PAID	TOTAL PAID	RENT PRE VACANCY	RENT PRE (ARR)	2019 CAM	TENANT DEPOSIT	LEASE EXPIRATION	COMMENTS	
<b>Building A - 16225 NE 87th St.</b>																
A-1 FoY Homeless Youth Svcs.	2,498	9%	2,611.00	1.05	12.54	2,900.00	2,611.00	2,900.00	5,511.00					09/30/27	NNN includes \$450 janitor + \$440 water.	
A-1 FoY Annex	542	2%	565.00	1.04	12.51	430.00	565.00	430.00	995.00					12/31/20		
A-2 WA Autism Alliance	1,304	4%	1,363.00	1.05	12.54	1,033.00	111.00	(111.00)	0.00	(146.00)	1,127.00			02/29/20	Prepaid thru July WAAA space reduced July	
A-2 VACANT	140	0%	146.00	1.04	12.51	111.00	0.00	0.00	0.00							
A-3 ARCH	986	3%	1,030.00	1.04	12.54	780.00	1,030.00	780.00	1,810.00		1,030.00			07/31/21	Prepaid August Prepaid August	
A-3 ARCH (storage room)	107	0%	175.00	1.64	19.63	0.00	175.00	0.00	175.00		175.00			07/31/21		
A-4 Muslim Association	635	2%	651.00	1.03	12.30	463.00	651.00	463.00	1,114.00					08/31/20	None Prepaid August	
A-5 Together Center	386	1%	0.00	0.00	0.00	0.00	0.00	0.00	0.00					None		
A-6 SOUND	3,251	11%	3,396.00	1.04	12.54	2,500.00	6,792.00	5,000.00	11,792.00		3,396.00			12/31/19	Prepaid August WAAA moved out 2/29	
A-7 VACANT	245	1%	525.00	2.14	25.71	0.00	0.00	0.00	0.00	(525.00)						
A-8 Front Door Services	162	1%		0.00	0.00										PAID  Misc. rental fees \$120/year. Awaiting payment.	
Cascadia College			0.00			0.00	0.00	0.00	0.00							
City of Redmond			0.00			0.00	0.00	0.00	0.00							
Consejo Counseling			0.00			0.00	0.00	0.00	0.00							
Lake WA Institute of Tech			0.00			0.00	0.00	0.00	0.00							
Public Health			0.00			0.00	0.00	0.00	0.00							
Sound Generations			0.00			0.00	0.00	0.00	0.00							
A-9 NAMI	954	3%	997.00	1.05	12.54	751.00	997.00	751.00	1,748.00					12/31/19		(\$13.08) 2019 CAM credit
A-10 Kinderling	2,687	9%	2,799.00	1.04	12.50	2,127.00	2,799.00	2,127.00	4,926.00					12/31/21		
Nisqually Conference Rm. (new)	141															
Rainier Conference Room	580															
Common Area Bldg. A	3,066															
<b>TOTALS Building A</b>	<b>17,684</b>		<b>14,258.00</b>	<b>1.32</b>	<b>15.79</b>	<b>11,095.00</b>	<b>15,731.00</b>	<b>12,340.00</b>	<b>28,071.00</b>	<b>(671.00)</b>	<b>5,728.00</b>	<b>0.00</b>	<b>0.00</b>			
<b>Building B - 16315 NE 87th St.</b>																
B-1 Lake WA School District	1,578	5%	1,649.00	1.04	12.54	1,250.00	1,649.00	1,250.00	2,899.00					07/31/20	Overpayment from June	
B-3 IKRON	660	2%	690.00	1.05	12.55	538.00	(538.00)	538.00	0.00		(825.60)			01/31/21		
B-6 HealthPoint Medical	7,478	26%	7,810.00	1.04	12.53	5,143.00	7,810.00	5,143.00	12,953.00					12/31/19	Prepaid August	
B-7 IKRON	195	1%	456.00	2.34	28.06	0.00	0.00	0.00	0.00	(456.00)				02/29/20		
B-8 Child Care Resources	106	0%	316.00	2.98	35.77	0.00	632.00	0.00	632.00		316.00			M/M	May rent concession	
B-9 Open Doors for Multicultural	157	1%	341.66	2.18	26.11	0.00	341.66	0.00	341.66					M/M		
B-10 Learning Disabilities	105	0%	314.00	2.99	35.89	0.00	314.00	0.00	314.00					M/M	New Development Office	
B-11 Together Center	146	0%	0.00	0.00	0.00	0.00	0.00	0.00	0.00					None		
B-12 Lake WA School District	357	1%	867.00	2.43	29.14	0.00	867.00	0.00	867.00					M/M		
Garibaldi Conference Room	400															
Common Area Bldg. B	1,836															
<b>TOTALS Building B</b>	<b>13,018</b>		<b>12,443.66</b>	<b>1.78</b>	<b>21.40</b>	<b>6,931.00</b>	<b>11,075.66</b>	<b>6,931.00</b>	<b>18,006.66</b>	<b>0.00</b>	<b>(965.60)</b>	<b>0.00</b>	<b>0.00</b>			
<b>Building C - 16345 NE 87th St.</b>																
C-1 Alliance...with Disabilities	705	2%	1,337.00	1.90	22.76	0.00	4,011.00	0.00	4,011.00		2,674.00			12/31/21	Prepaid thru Sept.	
C-2 HealthPoint Dental	3,304	11%	3,451.00	1.04	12.53	2,550.00	3,451.00	2,550.00	6,001.00					12/31/19		
C-3 India Associates	553	2%	578.00	1.05	12.54	480.00	578.00	480.00	1,058.00					10/31/20	No rent increases 2020.	
Common Area Bldg. C	808															
<b>TOTALS Building C</b>	<b>5,370</b>		<b>5,366.00</b>	<b>1.33</b>	<b>15.94</b>	<b>3,030.00</b>	<b>8,040.00</b>	<b>3,030.00</b>	<b>11,070.00</b>	<b>0.00</b>	<b>2,674.00</b>	<b>0.00</b>	<b>0.00</b>			
<b>Total Leasable Sq. Ft.</b>	<b>29,241</b>	<b>100%</b>														
<b>GRAND TOTALS</b>	<b>36,072</b>		<b>32,067.66</b>	<b>1.48</b>	<b>17.71</b>	<b>21,056.00</b>	<b>34,846.66</b>	<b>22,301.00</b>	<b>57,147.66</b>	<b>(671.00)</b>	<b>7,436.40</b>	<b>0.00</b>	<b>0.00</b>			

# TOGETHER CENTER - Administration

16225 NE 87th, A-5  
Redmond, WA 98052

## Balance Sheet [Last Year Analysis]

July 2020

	This Year	Last Year	\$ Difference
<b>Assets</b>			
<b>Current Assets</b>			
Cash-Umpqua Ckg 236	2,378.27	3,332.91	(\$954.64)
Cash-Umpqua MM 748	109,420.20	88,274.30	\$21,145.90
Cash - Fidelity Investment	329,342.41	301,501.72	\$27,840.69
CD #2 - Columbia Bank	0	25,017.76	(\$25,017.76)
Petty Cash - Admin.	200	200	\$0.00
Cash - Property	40,077.47	33,731.05	\$6,346.42
Petty Cash - Property	50	50	\$0.00
Total Current Assets	481,468.35	452,107.74	\$29,360.61
<b>Fixed Assets</b>			
Building	616,999.21	616,999.21	\$0.00
Building Improvements	979,566.19	974,096.57	\$5,469.62
Furniture, Fixtures, Equipment	12,703.05	12,703.05	\$0.00
Software	10,647.00	10,647.00	\$0.00
Leasehold Improvements	1,193,431.01	1,186,827.11	\$6,603.90
Accumulated Depreciation	-2,164,472.54	-2,054,407.54	(\$110,065.00)
Land	1,123,734.71	1,123,734.71	\$0.00
Total Fixed Assets	1,772,608.63	1,870,600.11	(\$97,991.48)
Total Assets	2,254,076.98	2,322,707.85	(\$68,630.87)
<b>Liabilities</b>			
<b>Current Liabilities</b>			
FIT Withholding Payable	1,801.66	1,370.34	\$431.32
FICA-SS Payable	1,751.69	1,930.94	(\$179.25)
FICA-Medicare Payable	409.68	451.6	(\$41.92)
Emp. SUTA Payable	6.55	8.99	(\$2.44)
ESD Family Leave	32.24	36.47	(\$4.23)
L&I Tax Payable	58.68	131.07	(\$72.39)
Medical Costs Payable	0	493.35	(\$493.35)
SIMPLE IRA Payable	1,399.13	1,372.13	\$27.00
Total Current Liabilities	5,459.63	5,794.89	(\$335.26)
<b>Other Liabilities</b>			
Unearned Revenue	31,800.00	0	\$31,800.00
Total Other Liabilities	31,800.00	0	\$31,800.00
Total Liabilities	37,259.63	5,794.89	\$31,464.74
<b>Equity</b>			
<b>Board Designated Reserves</b>			
Capital Repair Plan	79,066.27	92,000.00	(\$12,933.73)
Capital Improvement Program	25,000.00	25,000.00	\$0.00
Insurance Bridge	25,000.00	25,000.00	\$0.00
Large Tenant Vacancy	50,000.00	50,000.00	\$0.00
Staff Benefits	6,000.00	6,000.00	\$0.00
Total Board Designated Reserves	185,066.27	198,000.00	(\$12,933.73)
<b>Fund Balances</b>			
Fund Balances - Prior	2,150,010.59	2,106,723.39	\$43,287.20
Fund Balances - Current Year	-118,259.51	12,189.57	(\$130,449.08)
Total Fund Balances	2,031,751.08	2,118,912.96	(\$87,161.88)
Total Equity	2,216,817.35	2,316,912.96	(\$100,095.61)
Total Liability & Equity	2,254,076.98	2,322,707.85	(\$68,630.87)





August 12, 2020

Together Center  
16225 NE 87th Street, Suite A-5  
Redmond, WA 98052

Dear Kim,

We are pleased to share that we are authorizing use of the City's CARES Act funding for the purpose of direct COVID-19 expenses that your agency has incurred from March 1, 2020 through October 31, 2020. Your agency has indicated eligible expenses totaling \$5,000 in tenant support, office safety (PPE, sanitation, etc.), and technology costs to continue providing services.

**Grant eligibility:**

- Certification that an agency is not suspended, debarred, proposed for debarment, declared ineligible or otherwise excluded from contracting with the federal government, or from receiving contracts paid for with federal funds
- Financial documentation
- Reporting of services provided
- Agreement to be compensated for the expenses indicated
- Verification that expenditure is not being reimbursed by other federal funds
- Expending funds fully by October 31, 2020

We will be following up shortly with a contract, providing additional details on reporting and reimbursement guidelines. Please do not hesitate to contact me with any questions. Thank you for supporting the needs of all members in our community!

Sincerely,

Brooke Buckingham  
Senior Planner, City of Redmond

**TOGETHER CENTER REDEVELOPMENT - LEGAL DOCS APPROVAL PROCESS**  
**8/18/2020**

Actions	TC Review Entity	Target Completion Date	Documents/notes
			Master Development Agreement with Exhibits A-I: Property Description; Term Sheet; Condominium Survey, Articles, Bylaws and CCRs; Project Cost Allocations; Ground Lease; list of TC relocating tenants; Project Schedule; Form of Guaranty
Review Master Agreement and Exhibits	CEO and Chair	August 31, 2020	
Review Master Agreement and Exhibits	TC Legal & Business Terms Committee (Kim, Rob F., Byron, Melanie)	September 4, 2020	August 31 - September 4, 2020
Review/discuss Master Agreement and Exhibits	TC2	September 9, 2020	September 9 TC2 meeting focus on legal documents toward committee recommendation to full board for approval
Board action on Master Agreement and Exhibits	Full TC board	September 28, 2020	Recommendation from TC2 to full board on legal documents
Master Leasing Agreement for Relocation Spaces, Subleases between Inland and TC; subleases and subsubleases for TC tenants	CEO and Board Chair	September 30, 2020	Operational, in sevice of larger legal agreements.