



Serving what matters today, with a view for tomorrow.

**Port of Kingston Board of Commissioners  
Regular Meeting Agenda**

**July 20, 2022 at 1:00 p.m.**

**Meeting called by:** Port of Kingston Commissioners  
**Type of meeting:** Regular Meeting  
**Location:** Hybrid

A. In Person:  
Village Green Community Center  
Meeting Room  
26159 Dulay RD NE  
Kingston, WA 98346

B. Virtual via Zoom:  
Join Zoom Meeting  
<https://us02web.zoom.us/j/82065254186>  
Meeting ID: 820 652 541 86  
Dial by your location  
+1 253 215 8782 US (Tacoma)

Welcome to the July 20, 2022, Regular Meeting of the Port of Kingston Commission. Comments from those in attendance will be allowed upon recognition of the Chair. Please identify yourself by stating your name.

If you would like to be added to the agenda for a future meeting, please contact the Port Office at least one week prior to the regularly scheduled meeting. Please submit your documents and/or presentations at the time of your request.

*This is a preliminary agenda and is subject to change.*

**Agenda Topics**

- 1. CALL TO ORDER**
- 2. PLEDGE OF ALLEGIANCE**
- 3. APPROVAL OF AGENDA**



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**4. PUBLIC COMMENT**

Citizens may address the Commission regarding any item related to Port business, including items on the agenda.

**5. CONSENT AGENDA**

These matters are routine and will be enacted by one motion of the Commission with no separate discussion. If discussion is desired, that item may be removed from the Consent Agenda by a Commissioner.

- A. Approve June 22, 2022, Regular Meeting Minutes
- B. Approve June 2022 Warrants and **EFT Payments**

**6. FINANCIAL REPORT**

**7. PUBLIC COMMENT**

Citizens may address the Commission regarding any item related to Port business, including items on the agenda.

**8. COMMISSIONER REPORTS**

**9. STAFF REPORTS**

**10. NEXT REGULAR MEETING:** Wednesday August 24, 2022 at 6:30 p.m. Hybrid

**11. ADJOURN**



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**Port of Kingston Board of Commissioners  
Regular Meeting Minutes**

**June 22, 2022 at 6:30 p.m.**

**Meeting called by:** Port of Kingston Commissioners  
**Type of meeting:** Regular Meeting  
**Location:** Hybrid – Zoom/Kingston Cove Yacht Club

**Commission  
In Attendance**  
Laura Gronnvoll  
Steve Heacock  
Mary McClure

**Staff in Attendance**  
Ray Carpenter  
Greg Englin  
Torey Grandt  
Rose Orcutt  
Audra Trainer

**1. CALL TO ORDER**

Commissioner Heacock called the meeting to order at 6:33 p.m.

**2. PLEDGE OF ALLEGIANCE**

**3. APPROVAL OF AGENDA**

Motion to approve agenda with the addition of approval of May Warrants and correcting next regular meeting date to July 20, 2022.

Moved: Commissioner Gronnvoll

Second: Commissioner McClure

Vote: Pass 3-0

**4. PUBLIC COMMENT**

No public in attendance.

**5. CONSENT AGENDA**

A. Approve April 25, 2022 All Ports Meeting Minutes



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- B. Approve May 24, 2022 Special Meeting Minutes
- C. Approve May 25, 2022 Regular Meeting Minutes
- D. Approve May 2022 Warrants

Motion: Approve Consent Agenda

Moved: Commissioner McClure

Second: Commissioner Gronnvoll

Vote: Pass 3-0

## 6. ACTION ITEMS

### **A. Approve Resolution NO. 2022-06-22-01 to rescind Resolution NO. 05-03-2021 and update Visa credit card authorizations.**

Executive Director, Greg Englin presented this resolution to rescind and replace the previous resolution, 05-03-2021. Englin explained that Resolution 2022-06-22-01 will update authorized credit card use and add Torey Grandt, Maintenance Manager to the list of approved credit card holders with a credit limit of \$10,000. He clarified that all other existing credit cards holders will remain the same and all credit cards issued previously through JP Morgan Chase are cancelled. Noting that all current outstanding cards are issued through Kitsap Bank.

Motion: Approve Resolution NO. 2022-06-22-01

Moved: Commissioner Gronnvoll

Second: Commissioner McClure

Vote: Pass 3-0

### **B. Approve Resolution NO. 2022-06-22-02 to delegate authority of Port bank accounts.**

Mr. Englin presented this resolution for approval and stated that it would grant authority for the Executive Director, Controller and Financial Analyst to create, modify, close, and/or transfer funds between accounts, and otherwise manage bank accounts in full for all accounts including Kitsap Bank, Columbia Bank, The Kitsap County Treasurer's Office and Key Bank. He added that this resolution would be rescinding the previous resolution 07-22-2019; notably removing the Administrative Services Manager and adding the Financial Analyst.



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Motion: Approve Resolution NO. 2022-06-22-02  
Moved: Commissioner Gronnvoll  
Second: Commissioner McClure  
Vote: Pass 3-0

## 7. DISCUSSION ITEMS

### A. Columbia Bank Deposit Transfers.

Controller, Audra Trainer began with paragraph two of RCW 43.09.240, “Every public officer and employee, whose duty it is to collect or receive payments due or for the use of the public shall deposit such moneys collected or received by him or her with the treasurer of the local government once every twenty-four consecutive hours. The treasurer may in his or her discretion grant an exception where such daily transfers would not be administratively practical or feasible as long as the treasurer has received a written request from the department, district, or agency, and where the department, district, or agency certifies that the money is held with proper safekeeping and that the entity carries out proper theft protection to reduce risk of loss of funds. Exceptions granted by the treasurer shall state the frequency with which deposits are required as long as no exception exceeds a time period greater than one deposit per week.” Trainer went on to add that the Port had been previously granted an exception March of 2019 but it has since expired. She stated that she has reached out to the Treasury’s office in an attempt to have another exception put in place as she believes it is not feasible for the Port to be making daily deposits due to the low volume of cash and checks that are processed daily. The Commission asked for clarification on the deposit procedures; Trainer responded by stating that deposits are processed under dual control and held in a secure safe until Customer Service Coordinator’s Rose Orcutt or Ashley Ferguson takes them to Columbia Bank, at which time it is documented who has completed the deposit.  
**Commissioners agreed to move forward with acquiring an exception.**

## 8. FINANCIAL REPORT

Controller, Audra Trainer presented the Financial Report stating that the financial statements reflect total income of \$1.2M, total expenses of \$861K, resulting in Net Ordinary income of \$228K, year-to-date. She added that the total cash reserves increased \$13,151 for the month and \$284,541 YTD, with an ending balance of \$2.4M year-to-date. Trainer shared that the Port currently owes \$760K on their LTGO Bond and that their ending cash position including that debt is \$1.67M.



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Commissioner Heacock commented that he has noticed an increase in daily parking and Greg Englin confirmed that there is an increase in parking revenue but a decrease in fuel revenue. Discussion ensued surrounding the current cost of fuel and how that is and will effect Port business.

## 9. PUBLIC COMMENT

None.

## 10. COMMISSIONER REPORTS

**Commissioner Mary McClure** reported that the Transportation Subcommittee of the Kingston Community Advisory Council (KCAC) has been tracking the federal funding for the automated transportation management system and announced that those funds are “in the pipeline”.

**Commissioner Laura Gronnvoll** mentioned that the Kiwanis will be holding the First Annual Kingston Coho Fishing Derby on September 24, 2022. She added that tickets will go on sale in July and there will be a limited number sold. Gronnvoll shared various details about the event and expressed her anticipation for it.

**Commissioner Steve Heacock** shared that KCAC has begun planning for the 2024 Comprehensive Plan. In relation to this, Heacock expressed that rezoning of certain Port properties, namely the upper parking lot, Toth and Hill should be discussed in the near future. No discussion ensued at this time. Heacock reported that the KCAC Parks Trails and Open Space subcommittee has begun preliminary studies for the development of the North Heritage Park Trail. He shared that this would affect the Port and the concepts regarding this trail’s development were discussed. Heacock closed his report by stating his desire to organize an outing for the commissioners to view various new building developments along the North Sound.

## 11. STAFF REPORTS

**Controller Audra Trainer** shared that her and Financial Analyst Stacie Hebert attended a Washington Public Port’s Association (WPPA) finance seminar; she went on to outline their experience and what they learned. Trainer reported that she was able to write off outdated accounts in an effort to continue cleaning up Port financials.

**Harbormaster Ray Carpenter** expressed interest in reaching out to local businesses to partner with for more Monthly Parking customers. He shared details regarding the



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upcoming Fourth of July festivities. Carpenter also noted that the Chamber of Commerce's Wine and Brew Fest is coming up at the end of July.

**Maintenance Manager Torey Grandt** shared what he learned from the Infrastructure Investment Jobs Act webinar for planning and mapping for Electric Vehicle charging station installations. Most notably he shared that the trend is heading toward 350 kilowatt stations which would require the Port to update their entire infrastructure. Grandt also shared about his attendance to a Disaster Preparedness Workshop that focused on earthquake preparedness. He gave an update after the record low tide that occurred the previous week, stating that there was no damage to any Port facilities and that Port staff completed depth soundings during the lowest tide. Grandt described the condition of the doors that lead out to the Kitsap Transit Fast Ferry, stating that they are due for replacement. He contacted Cressy Door, a commercial grade door contractor, to complete this project and stated that parts have been ordered. Grandt clarified the importance of this issue due to them being a MarSec security door. Grandt delivered an update on the Guest Dock Wi-Fi project; he shared that the dry fit and mock up went well and now the maintenance team is just waiting on materials that are being held up due to supply chain issues. Closing his report, Grandt announced that there would be a Fourth of July safety planning meeting for Port staff one June 28, 2022.

**Customer Service Coordinator Rose Orcutt** reported that the next Port newsletter would be July 5<sup>th</sup>, inviting ideas from the commission. Orcutt also shared that advertisements had been completed for all upcoming events on the Port's website and the community sign/electronic readerboard.

**Executive Director Greg Englin** reported that negotiations are currently underway with a firm for architectural services; the contract is expected to be brought before the Commission for approval soon. He shared that the Port is conducting the required due diligence to determine if issuing an Industrial Development District is justified. Adding that Commissioners will have to determine if land within the proposed district is classified as "marginal" under the State's definition. Englin outlined the upcoming increases for insurance coverage through ENDURIS; property is projected to increase 10-15%, liability 5-10% and all other lines (i.e. auto, physical, crime, and names position coverage) 5-10%. He stated that actual premiums are expected to be received in late July/early August as usual. Englin ended his report by extending a thanks to multiple different members of Port staff, showing gratitude for all their hard work.

**12. NEXT REGULAR MEETING:** Wednesday July 20, 2022 at 1:00 p.m. Hybrid



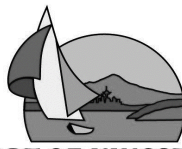
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### **13. ADJOURN**

Meeting was adjourned without objection at 7:52 p.m.

DRAFT





**PORT OF KINGSTON  
Warrant List**

We, the undersigned Board of Commissioners of the Port of Kingston, Kitsap County Washington, do hereby certify the merchandise for services hereinafter specified have been received and the warrants listed below are approved for payment in the amount of **\$61,449.58** from the Port of Kingston, Marina Revenue Fund, the 7th day of June 2022.

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Laura Gronnvoll, Commissioner

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Steve Heacock, Commissioner

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Mary McClure, Commissioner

We, the undersigned, do hereby certify under penalty or perjury that the materials have been furnished, the services rendered, or the labor performed as described herein and that the claims is a just, due and unpaid obligation against the Port of Kingston and that I am authorized to authenticate and certify to said claim.

---

Audra Trainer, Controller

<b>Date</b>	<b>Warrant</b>	<b>Amount</b>	<b>Vendor</b>
6/7/2022	35931	\$351.39	Charles Petit
6/7/2022	35932	\$121.87	David Kutz
6/7/2022	35933	\$254.44	Eric Schnepf
6/7/2022	35934	\$50.34	ASHLEY FERGUSON
6/7/2022	35935	\$1,560.00	BRI COMMUNICATIONS
6/7/2022	35936	\$307.66	COMCAST
6/7/2022	35937	\$443.99	DOGPOOPBAGS.COM
6/7/2022	35938	\$790.00	ESA
6/7/2022	35939	\$66.69	AUSTIN GOFF
6/7/2022	35940	\$28.21	GRAINGER
6/7/2022	35941	\$1,848.40	HENERY HARDWARE
6/7/2022	35942	\$32.76	OLYMPIC TENT
6/7/2022	35943	\$17.91	PACIFIC OFFICE AUTOMATION
6/7/2022	35944	\$49,518.90	PETROCARD INC
6/7/2022	35945	\$1,039.24	PREMIER RENTALS LLC
6/7/2022	35946	\$493.00	RANDY-KAN PORTABLE RESTROOMS
6/7/2022	35947	\$502.00	Reliable Storage
6/7/2022	35948	\$53.24	ROSE ORCUTT
6/7/2022	35949	\$804.57	STAPLES ADVANTAGE
6/7/2022	35950	\$776.60	TACOMA SCREW PRODUCTS
6/7/2022	35951	\$2,327.50	WASHINGTON PROJECT CONSULTANTS, PLLC
6/7/2022	35952	\$60.87	WESTBAY AUTO PARTS

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**\$61,449.58**



**PORT OF KINGSTON  
Warrant List**

We, the undersigned Board of Commissioners of the Port of Kingston, Kitsap County Washington, do hereby certify the merchandise for services hereinafter specified have been received and the warrants listed below are approved for payment in the amount of **\$35,391.03** from the Port of Kingston, Marina Revenue Fund, the 20th day of June 2022.

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Laura Gronnvoll, Commissioner

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Steve Heacock, Commissioner

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Mary McClure, Commissioner

We, the undersigned, do hereby certify under penalty or perjury that the materials have been furnished, the services rendered, or the labor performed as described herein and that the claims is a just, due and unpaid obligation against the Port of Kingston and that I am authorized to authenticate and certify to said claim.

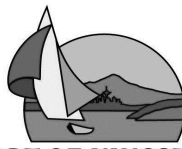
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Audra Trainer, Controller

<b>Date</b>	<b>Warrant</b>	<b>Amount</b>	<b>Vendor</b>
6/20/2022	35953	\$54.60	Anna Johnson
6/20/2022	35954	\$200.00	GREATER KINGSTON KIWANIS CLUB
6/20/2022	35955	\$5,140.56	Amazon Capital Services
6/20/2022	35956	\$2,670.53	CHMELIK SITKIN & DAVIS
6/20/2022	35957	\$202.56	COMCAST
6/20/2022	35958	\$349.44	CRAIN PEST CONTROLL, LLC
6/20/2022	35959	\$104.88	GRAINGER
6/20/2022	35960	\$1,538.72	INSIGHT PUBLIC SECTOR, INC
6/20/2022	35961	\$8,528.07	KITSAP BANK VISA
6/20/2022	35962	\$1,728.15	LAURA GRONNVOLL
6/20/2022	35963	\$15.78	OLYMPIC SPRINGS, INC.
6/20/2022	35964	\$604.75	PACIFIC OFFICE AUTOMATION
6/20/2022	35965	\$58.57	PREMIER RENTALS LLC
6/20/2022	35966	\$63.00	REDDY ICE
6/20/2022	35967	\$238.92	SEATTLE MARINE & FISHING SUPPLY
6/20/2022	35968	\$845.80	SJ GRAPHICS CORP.
6/20/2022	35969	\$2,257.25	SOUND PUBLISHING, INC.
6/20/2022	35970	\$694.56	STAPLES ADVANTAGE
6/20/2022	35971	\$429.45	ULINE
6/20/2022	35972	\$3,244.73	VALLEY NURSERY, INC.
6/20/2022	35973	\$605.58	VERIZON WIRELESS
6/20/2022	35974	\$54.60	VERN'S ORGANIC TOPSOIL
6/20/2022	35975	\$1,880.00	WASHINGTON PUBLIC PORTS ASSOCIATION
6/20/2022	35976	\$1,096.53	WASTE MANAGEMENT
6/20/2022	35977	\$2,784.00	WILCO

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**\$35,391.03**



**PORT OF KINGSTON  
Warrant List**

We, the undersigned Board of Commissioners of the Port of Kingston, Kitsap County Washington, do hereby certify the merchandise for services hereinafter specified have been received and the warrants listed below are approved for payment in the amount of **\$33,465.46** from the Port of Kingston, Marina Revenue Fund, the 30th day of June 2022.

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Laura Gronnvoll, Commissioner

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Steve Heacock, Commissioner

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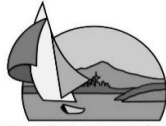
Mary McClure, Commissioner

We, the undersigned, do hereby certify under penalty or perjury that the materials have been furnished, the services rendered, or the labor performed as described herein and that the claims is a just, due and unpaid obligation against the Port of Kingston and that I am authorized to authenticate and certify to said claim.

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Audra Trainer, Controller

<b>Date</b>	<b>Warrant</b>	<b>Amount</b>	<b>Vendor</b>
6/30/2022	35978	\$1,666.52	WA Construction Service Health Trust
6/30/2022	35979	\$3,832.21	CRESSY DOOR & FIREPLACE
6/30/2022	35980	\$2,956.96	KITSAP COUNTY PUBLIC WORKS
6/30/2022	35981	\$3,877.80	PUGET SOUND ENERGY
6/30/2022	35982	\$21,131.97	REGENCE BLUESHIELD
		<hr/> <b>\$33,465.46</b> <hr/>	



**PORT OF KINGSTON**

**Voucher Certification and Approval**

I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described, or that any advance payment is due and payable pursuant to a contract or is available as an option for full or partial fulfillment of a contractual obligation, and that the claim is a just, due, and unpaid obligation against the Port of Kingston and that I am authorized to authenticate and certify to said claim.

\_\_\_\_\_  
Audra Trainer, Controller/Port Auditor

\_\_\_\_\_  
Date

Date	Claimant	Amount	Purpose	Cash Transmittal
06/02/2022	Department of Retirement Systems	2,466.00	Deferred Comp	R00208112
06/06/2022	Merchant Settlement Fee	1,113.37	CC Fees - Parking	R00208217
06/06/2022	Merchant Settlement Fee	6,245.87	CC Fees - Fuel	R00208218
06/06/2022	Merchant Settlement Fee	740.31	CC Fees - Office	R00208219
06/15/2022	Employee Payroll	36,360.19	Payroll 6/15	R00208446
06/15/2022	Department of Retirement Systems	11,130.26	PERS 2/3	R00208462
06/21/2022	Department of Retirement Systems	2,466.00	Deferred Comp	R00208556
06/28/2022	Washington State DOR	7,549.54	Excise and Use Taxes	R00208777
06/30/2022	Employee Payroll	67,136.54	Payroll 6/30	R00208828
		<u>\$ 135,208.08</u>		

\_\_\_\_\_  
Steve Heacock, Commissioner

\_\_\_\_\_  
Laura Gronnvoll, Commissioner

\_\_\_\_\_  
Mary McClure, Commissioner

I, the undersigned, do hereby certify under penalty or perjury that the expenses incurred as described herein and all claims are just, due, and paid obligations against the Port of Kingston and that I am authorized to authenticate and certify to said claims.

\_\_\_\_\_  
Audra Trainer, Controller/Port Auditor

PORT OF KINGSTON  
**Balance Sheet**  
As of June 30, 2022

	<u>Jun 30, 22</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
Checking/Savings	2,496,948.81
Accounts Receivable	2,142.44
Other Current Assets	132,437.77
<b>Total Current Assets</b>	<u>2,631,529.02</u>
<b>Fixed Assets</b>	
Building and Structures	4,373,919.24
Construction in Progress	62,169.59
Land	1,948,064.37
Machinery and Equipment	37,693.65
Other Improvements	1,089,244.66
<b>Total Fixed Assets</b>	<u>7,511,091.51</u>
Other Assets	685,073.51
<b>TOTAL ASSETS</b>	<b><u><u>10,827,694.04</u></u></b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
Current Liabilities	960,258.27
Long Term Liabilities	2,029,214.26
<b>Total Liabilities</b>	<u>2,989,472.53</u>
Equity	7,838,221.51
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u><u>10,827,694.04</u></u></b>

**PORT OF KINGSTON**  
**Profit & Loss Budget vs. Actual**  
January through June 2022

							TOTAL		
	Jan 22	Feb 22	Mar 22	Apr 22	May 22	Jun 22	YTD June 2022	YTD Budget	\$ Over Budget
<b>Ordinary Income/Expense</b>									
<b>Income</b>									
621-10-20 Moorage Base Rate	85,600.27	86,299.26	86,172.46	85,624.13	87,448.12	87,342.50	518,486.74	526,629.84	-8,143.10
621-10-30 Moorage Cover Premium	8,229.00	8,229.00	8,196.20	8,229.00	8,229.00	8,229.00	49,341.20	49,354.88	-13.68
621-12-00 Kayak	899.58	713.46	713.46	713.46	713.46	713.46	4,466.88	4,280.39	186.49
621-15-00 Moorage-Transient	9,280.59	5,460.76	9,207.56	14,128.02	17,614.15	22,108.95	77,800.03	84,692.44	-6,892.41
621-16-00 Reservation Fees	2,232.00	940.00	910.00	520.00	1,210.00	1,530.00	7,342.00	5,990.00	1,352.00
621-22-22 Moorage - Seasonal	7,632.52	9,485.74	9,876.16	8,007.27	5,195.49	4,391.61	44,588.79	49,720.00	-5,131.21
621-82-00 Electricity-Permanent	4,657.75	6,130.68	5,333.88	4,348.69	3,931.90	2,838.02	27,240.92	26,792.93	447.99
621-82-05 Electricity-Transient	348.38	304.12	381.59	212.96	198.42	302.84	1,748.31	2,651.48	-903.17
621-82-10 Electricity Lessees	0.00	4,593.99	0.00	2,446.85	1,892.72	724.82	9,658.38		
621-89-00 Laundry Income	692.00	0.00	400.00	0.00	0.00	658.43	1,750.43	1,203.50	546.93
622-91-00 Deposits Forfeited	0.00	0.00	0.00	-2,615.78	10.00	10.00	-2,595.78		
625-20-02 Hill House Lease	1,772.42	1,772.42	1,772.42	1,772.42	1,772.42	1,772.42	10,634.52	10,634.52	0.00
625-20-03 Yacht Club Land Lease	1,312.63	1,312.63	1,312.63	1,312.63	1,312.63	1,312.63	7,875.78	7,875.78	0.00
625-20-04 Aviator Land Lease	402.29	402.29	402.29	402.29	402.29	402.29	2,413.74	2,413.74	0.00
625-20-06 Public Market	0.00	0.00	0.00	0.00	750.00	9.16	759.16	750.00	9.16
625-20-08 WSDOT Land Lease	18,101.24	18,101.24	18,101.24	18,101.24	18,101.24	18,101.24	108,607.44	107,319.60	1,287.84
625-20-09 Reader Board	0.00	1,825.00	25.00	350.00	-250.00	0.00	1,950.00	1,575.00	375.00
625-20-10 Kitsap Transit	1,926.02	1,926.02	1,926.02	1,926.02	1,926.02	1,926.02	11,556.12	12,186.72	-630.60
625-22-01 Liveaboard	3,360.08	3,413.32	3,400.00	3,200.00	2,226.74	1,526.54	17,126.68	18,000.00	-873.32
626-40-00 Unleaded fuel sold	7,429.57	7,276.97	12,423.43	13,412.71	32,258.20	43,368.72	116,169.60	112,688.49	3,481.11
626-45-00 Diesel fuel sold	5,198.15	6,585.60	17,324.68	13,974.00	29,257.24	61,238.10	133,577.77	182,254.63	-48,676.86
629-00-00 Misc Income w/o tax	536.56	386.56	386.56	386.56	184.28	184.28	2,064.80	3,703.60	-1,638.80
629-10-00 Misc Income w/tax	0.00	0.00	0.00	20.00	100.00	-20.00	100.00		
629-11-00 Retail Non Taxed	42.50	45.00	80.00	72.50	52.50	105.00	397.50	624.69	-227.19
629-11-01 Retail Taxed	0.00	0.00	5.99	5.00	0.00	11.98	22.97	9,011.76	-8,988.79
699-10-00 Interest Income	322.08	302.12	383.11	465.48	649.68	822.39	2,944.86	2,071.77	873.09
699-20-00 Property Tax Receipts	542.19	6,044.20	13,179.77	84,089.24	18,390.82	2,914.14	125,160.36	118,034.65	7,125.71
699-22-00 Leasehold Excise Tax	4.79	684.12	0.00	0.00	700.64	0.00	1,389.55	2,214.37	-824.82
699-90-00 Service Chg Revenue	5,040.00	2,135.00	1,726.74	1,932.00	2,994.00	2,285.00	16,112.74	25,581.61	-9,468.87
<b>Parking</b>									
625-20-01 Parking	19,826.76	22,727.67	25,329.32	31,737.98	35,627.24	38,551.01	173,799.98	110,172.05	63,627.93
625-20-02 Parking Tickets	125.00	275.00	0.00	25.00	275.00	375.00	1,075.00	1,325.89	-250.89
625-20-03 Commuter Park Tenant	43.95	0.00	185.78	0.00	0.00	0.00	229.73	246.12	-16.39
625-21-01 Leased Parking	5,569.05	5,692.89	5,605.37	5,996.04	5,691.06	5,715.79	34,270.20	19,703.54	14,566.66

**PORT OF KINGSTON**  
**Profit & Loss Budget vs. Actual**  
January through June 2022

							<b>TOTAL</b>		
	<b>Jan 22</b>	<b>Feb 22</b>	<b>Mar 22</b>	<b>Apr 22</b>	<b>May 22</b>	<b>Jun 22</b>	<b>YTD June 2022</b>	<b>YTD Budget</b>	<b>\$ Over Budget</b>
<b>Total Parking</b>	25,564.76	28,695.56	31,120.47	37,759.02	41,593.30	44,641.80	209,374.91	131,447.60	77,927.31
<b>Total Income</b>	191,127.37	203,065.06	224,761.66	300,795.71	278,865.26	309,451.34	1,508,066.40	1,499,703.99	8,362.41
<b>Cost of Goods Sold</b>									
<b>626-10-10 Retail Expense</b>	27.37	264.78	51.52	196.09	33.81	130.62	704.19		
<b>626-40-10 Fuel Purchased</b>									
<b>Diesel fuel purchased</b>	4,178.55	5,065.35	11,867.30	10,119.89	23,077.84	53,654.10	107,963.03	127,851.93	-19,888.90
<b>Unleaded fuel purchased</b>	5,700.17	5,630.74	8,673.77	9,512.42	23,766.80	35,004.05	88,287.95	84,620.35	3,667.60
<b>Total 626-40-10 Fuel Purchased</b>	9,878.72	10,696.09	20,541.07	19,632.31	46,844.64	88,658.15	196,250.98	212,472.28	-16,221.30
<b>626-40-30 Fuel Credit Card Fees</b>	234.96	170.30	182.22	256.84	301.79	740.31	1,886.42	4,424.64	-2,538.22
<b>Cost of Goods Sold</b>	0.00	0.00	4.49	0.00	0.00	8.98	13.47	2,450.19	-2,436.72
<b>Total COGS</b>	10,141.05	11,131.17	20,779.30	20,085.24	47,180.24	89,538.06	198,855.06	219,347.11	-20,492.05
<b>Gross Profit</b>	180,986.32	191,933.89	203,982.36	280,710.47	231,685.02	219,913.28	1,309,211.34	1,280,356.88	28,854.46
<b>Expense</b>									
<b>721-10-00 Salaries and Wages</b>									
<b>721-11-10 Vac &amp; Sick Change</b>	0.00	0.00	0.00	0.00	0.00	0.00	0.00	61.80	-61.80
<b>721-12-15 Covid-19 Leave</b>	970.80	0.00	0.00	0.00	0.00	0.00	970.80		
<b>721-10-00 Salaries and Wages - Other</b>	64,570.64	74,508.41	70,451.30	74,748.06	73,321.71	76,029.22	433,629.34	443,971.16	-10,341.82
<b>Total 721-10-00 Salaries and Wages</b>	65,541.44	74,508.41	70,451.30	74,748.06	73,321.71	76,029.22	434,600.14	444,032.96	-9,432.82
<b>721-20-00 Employee Medical</b>	26,487.84	26,733.37	26,838.52	23,622.04	22,798.49	22,798.49	149,278.75	151,551.30	-2,272.55
<b>721-22-00 Pension Expense</b>	5,962.15	7,237.77	6,808.34	7,284.40	6,799.97	6,931.28	41,023.91	45,507.03	-4,483.12
<b>721-33-00 Accounting</b>	0.00	140.00	850.00	0.00	0.00	0.00	990.00	5,000.00	-4,010.00
<b>721-35-00 Consulting Fees</b>	3,959.50	4,032.00	4,917.00	2,892.00	3,604.50	2,702.00	22,107.00	27,000.00	-4,893.00
<b>721-40-00 Operating Supplies</b>	1,807.15	1,505.26	266.84	0.00	1,248.56	3,826.24	8,654.05	24,500.00	-15,845.95
<b>721-41-00 Office Supplies</b>	1,572.69	2,597.40	1,044.25	1,187.14	498.33	2,602.15	9,501.96	9,884.42	-382.46
<b>721-41-01 Computer Expenses</b>	1,128.68	7,069.60	1,455.07	2,695.28	0.00	5,906.89	18,255.52	12,109.53	6,145.99
<b>721-42-00 Parking Lot Expense</b>	0.00	607.29	-60.00	0.00	-40.00	496.81	1,004.10	18,530.84	-17,526.74
<b>721-50-00 Equipment Rental</b>	2,819.56	4,441.90	368.00	368.00	1,532.24	978.13	10,507.83	3,486.73	7,021.10
<b>721-60-00 Bad Debts</b>	0.00	0.00	0.00	0.00	0.00	2,175.37	2,175.37		
<b>721-72-00 Travel</b>	0.00	41.54	248.46	1,527.03	433.83	1,839.85	4,090.71	3,848.19	242.52
<b>721-73-00 Insurance</b>	10,212.50	10,212.50	10,212.50	10,212.50	10,212.50	10,212.50	61,275.00	61,250.02	24.98
<b>721-74-00 Advertising and Promo</b>	969.60	1,360.25	0.00	2,919.50	1,560.00	2,276.06	9,085.41	13,800.00	-4,714.59
<b>721-74-01 Events</b>	68.59	0.00	0.00	0.00	0.00	648.08	716.67	1,138.45	-421.78
<b>721-75-00 Dues &amp; Publications</b>	25.00	125.25	3,446.89	371.64	4,385.79	1,302.80	9,657.37	14,499.98	-4,842.61
<b>721-76-00 Training &amp; Education</b>	0.00	0.00	30.00	1,667.85	0.00	545.00	2,242.85	24,971.81	-22,728.96
<b>721-76-01 Commis Travel/trainin</b>	0.00	0.00	745.38	496.92	305.51	968.87	2,516.68		

**PORT OF KINGSTON**  
**Profit & Loss Budget vs. Actual**  
January through June 2022

							<b>TOTAL</b>		
	<b>Jan 22</b>	<b>Feb 22</b>	<b>Mar 22</b>	<b>Apr 22</b>	<b>May 22</b>	<b>Jun 22</b>	<b>YTD June 2022</b>	<b>YTD Budget</b>	<b>\$ Over Budget</b>
<b>721-81-00 Utilities</b>									
<b>721-81-01 Water</b>	0.00	4,385.80	0.00	2,884.96	0.00	1,952.92	9,223.68	17,320.65	-8,096.97
<b>721-81-02 Sewer</b>	2,377.07	2,956.96	3,133.50	3,055.14	3,133.50	2,956.96	17,613.13	16,657.42	955.71
<b>721-81-03 Garbage</b>	0.00	0.00	1,094.56	1,094.52	3,274.39	1,340.74	6,804.21	6,900.00	-95.79
<b>721-81-04 KC Strmwtr Mngmnt Fee</b>	0.00	9,625.00	0.00	0.00	0.00	0.00	9,625.00	8,855.00	770.00
<b>721-81-00 Utilities - Other</b>	1,088.13	1,089.73	0.00	0.00	-2,177.86	0.00	0.00		
<b>Total 721-81-00 Utilities</b>	<b>3,465.20</b>	<b>18,057.49</b>	<b>4,228.06</b>	<b>7,034.62</b>	<b>4,230.03</b>	<b>6,250.62</b>	<b>43,266.02</b>	<b>49,733.07</b>	<b>-6,467.05</b>
<b>721-82-00 Electricity</b>	9,045.64	7,739.00	6,589.57	4,693.28	4,053.84	3,877.80	35,999.13	40,641.75	-4,642.62
<b>721-88-00 Telephone/Internet</b>	1,426.89	1,531.21	1,471.22	1,470.79	1,448.45	1,603.94	8,952.50	8,991.26	-38.76
<b>721-90-00 Payroll Taxes</b>	1,451.71	9,070.06	6,548.65	8,520.89	8,426.92	9,160.06	43,178.29	59,187.48	-16,009.19
<b>721-93-00 Excise &amp; Prop Tax Exp</b>	681.35	0.00	1,084.79	-212.29	1,377.70	906.19	3,837.74	4,190.88	-353.14
<b>721-95-00 Office Ccard Fees</b>	5,645.44	6,761.14	6,510.86	6,759.81	7,055.66	7,505.49	40,238.40	39,774.00	464.40
<b>721-96-00 Miscellaneous</b>									
<b>721-96-01 Landscaping</b>	201.64	447.23	219.66	3,712.10	1,212.85	4,072.89	9,866.37	8,651.70	1,214.67
<b>721-96-03 Storage</b>	470.00	502.00	502.00	502.00	502.00	502.00	2,980.00	3,290.00	-310.00
<b>Total 721-96-00 Miscellaneous</b>	<b>671.64</b>	<b>949.23</b>	<b>721.66</b>	<b>4,214.10</b>	<b>1,714.85</b>	<b>4,574.89</b>	<b>12,846.37</b>	<b>11,941.70</b>	<b>904.67</b>
<b>721-97-00 Penalties and Fines</b>	40.93	21.98	0.00	0.61	0.00	0.00	63.52	40.00	23.52
<b>723-00-00 Repairs &amp; Maint</b>	4,209.04	1,566.33	3,123.14	5,760.82	1,144.57	10,600.03	26,403.93	48,000.00	-21,596.07
<b>723-10-00 Building Maintenance</b>	94.05	4,608.01	27.01	746.82	810.85	756.94	7,043.68		
<b>724-00-01 Environmental Inspect</b>	0.00	0.00	0.00	741.16	0.00	0.00	741.16	1,105.00	-363.84
<b>781-10-00 Commiss Comp</b>	2,024.15	4,928.15	4,773.52	4,672.15	5,331.73	-5,857.70	15,872.00	26,286.00	-10,414.00
<b>781-20-00 Commission Benefits</b>	0.00	0.00	0.00	0.00	0.00	11,425.85	11,425.85		
<b>799-91-10 Intrst Exp-17 Rev Bnd</b>	0.00	0.00	0.00	0.00	0.00	0.00	0.00	12,937.80	-12,937.80
<b>799-91-20 Interest Exp GO Bond</b>	2,035.80	2,035.80	2,035.80	2,035.80	2,035.80	2,035.80	12,214.80		
<b>999 Over/Short</b>	-3.57	-1.32	1.69	-8.01	-9.97	-19.48	-40.66		
<b>Bank Service Charges</b>	73.59	126.23	70.95	86.23	76.23	304.80	738.03	-73.19	811.22
<b>Legal</b>									
<b>721-31-00 Chmelik Sitkin, Davis</b>	302.50	0.00	1,530.00	3,282.00	0.00	3,120.53	8,235.03	22,164.21	-13,929.18
<b>Legal - Other</b>	0.00	0.00	0.00	0.00	0.00	0.00	0.00	631.21	-631.21
<b>Total Legal</b>	<b>302.50</b>	<b>0.00</b>	<b>1,530.00</b>	<b>3,282.00</b>	<b>0.00</b>	<b>3,120.53</b>	<b>8,235.03</b>	<b>22,795.42</b>	<b>-14,560.39</b>
<b>Reconciliation Discrepancies</b>	699.93	9.98	0.00	0.00	0.00	0.00	709.91		
<b>Total Expense</b>	<b>152,418.99</b>	<b>198,015.83</b>	<b>166,339.47</b>	<b>179,791.14</b>	<b>164,358.09</b>	<b>198,485.50</b>	<b>1,059,409.02</b>	<b>1,186,662.43</b>	<b>-127,253.41</b>
<b>Net Ordinary Income</b>	<b>28,567.33</b>	<b>-6,081.94</b>	<b>37,642.89</b>	<b>100,919.33</b>	<b>67,326.93</b>	<b>21,427.78</b>	<b>249,802.32</b>	<b>93,694.45</b>	<b>156,107.87</b>
<b>Other Income/Expense</b>									
<b>Other Expense</b>									



**PORT OF KINGSTON**  
**Profit & Loss Budget vs. Actual**  
 January through June 2022

							<b>TOTAL</b>		
	<b>Jan 22</b>	<b>Feb 22</b>	<b>Mar 22</b>	<b>Apr 22</b>	<b>May 22</b>	<b>Jun 22</b>	<b>YTD June 2022</b>	<b>YTD Budget</b>	<b>\$ Over Budget</b>
<b>727-00-00 Deprec-Build&amp;Struct</b>	41,144.12	41,350.98	41,266.56	41,540.93	-19,922.16	29,101.03	174,481.46	260,642.10	-86,160.64
<b>727-00-01 Deprec-Other Imp</b>	0.00	0.00	0.00	0.00	54,095.49	10,921.44	65,016.93		
<b>727-00-02 Deprec-Mach&amp;Equip</b>	0.00	0.00	0.00	0.00	7,439.87	1,625.76	9,065.63		
<b>Total Other Expense</b>	<u>41,144.12</u>	<u>41,350.98</u>	<u>41,266.56</u>	<u>41,540.93</u>	<u>41,613.20</u>	<u>41,648.23</u>	<u>248,564.02</u>	<u>260,642.10</u>	<u>-12,078.08</u>
<b>Net Other Income</b>	<u>-41,144.12</u>	<u>-41,350.98</u>	<u>-41,266.56</u>	<u>-41,540.93</u>	<u>-41,613.20</u>	<u>-41,648.23</u>	<u>-248,564.02</u>	<u>-260,642.10</u>	<u>12,078.08</u>
<b>Net Income</b>	<u><u>-12,576.79</u></u>	<u><u>-47,432.92</u></u>	<u><u>-3,623.67</u></u>	<u><u>59,378.40</u></u>	<u><u>25,713.73</u></u>	<u><u>-20,220.45</u></u>	<u><u>1,238.30</u></u>	<u><u>-166,947.65</u></u>	<u><u>168,185.95</u></u>

**PORT OF KINGSTON**  
**Profit & Loss**  
 January through June 2022

	Jan - Jun 22
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
621-10-20 Moorage Base Rate	518,486.74
621-10-30 Moorage Cover Premium	49,341.20
621-12-00 Kayak	4,466.88
621-15-00 Moorage-Transient	77,800.03
621-16-00 Reservation Fees	7,342.00
621-22-22 Moorage - Seasonal	44,588.79
621-82-00 Electricity-Permanent	27,240.92
621-82-05 Electricity-Transient	1,748.31
621-82-10 Electricity Lessees	9,658.38
621-89-00 Laundry Income	1,750.43
622-91-00 Deposits Forfeited	-2,595.78
625-20-02 Hill House Lease	10,634.52
625-20-03 Yacht Club Land Lease	7,875.78
625-20-04 Aviator Land Lease	2,413.74
625-20-06 Public Market	759.16
625-20-08 WSDOT Land Lease	108,607.44
625-20-09 Reader Board	1,950.00
625-20-10 Kitsap Transit	11,556.12
625-22-01 Liveaboard	17,126.68
626-40-00 Unleaded fuel sold	116,169.60
626-45-00 Diesel fuel sold	133,577.77
629-00-00 Misc Income w/o tax	2,064.80
629-10-00 Misc Income w/tax	100.00
629-11-00 Retail Non Taxed	397.50
629-11-01 Retail Taxed	22.97
699-10-00 Interest Income	2,944.86
699-20-00 Property Tax Receipts	125,160.36
699-22-00 Leasehold Excise Tax	1,389.55
699-90-00 Service Chg Revenue	16,112.74
<b>Parking</b>	
625-20-01 Parking	173,799.98
625-20-02 Parking Tickets	1,075.00
625-20-03 Commuter Park Tenant	229.73
625-21-01 Leased Parking	34,270.20
<b>Total Parking</b>	209,374.91
<b>Total Income</b>	1,508,066.40
<b>Cost of Goods Sold</b>	
626-10-10 Retail Expense	704.19
626-40-10 Fuel Purchased	
Diesel fuel purchased	107,963.03
Unleaded fuel purchased	88,287.95
<b>Total 626-40-10 Fuel Purchased</b>	196,250.98
626-40-30 Fuel Credit Card Fees	1,886.42
<b>Cost of Goods Sold</b>	13.47
<b>Total COGS</b>	198,855.06
<b>Gross Profit</b>	1,309,211.34
<b>Expense</b>	
721-10-00 Salaries and Wages	
721-12-15 Covid-19 Leave	970.80
721-10-00 Salaries and Wages - Other	433,629.34
<b>Total 721-10-00 Salaries and Wages</b>	434,600.14

**PORT OF KINGSTON**  
**Profit & Loss**  
 January through June 2022

	Jan - Jun 22
721-20-00 Employee Medical	149,278.75
721-22-00 Pension Expense	41,023.91
721-33-00 Accounting	990.00
721-35-00 Consulting Fees	22,107.00
721-40-00 Operating Supplies	8,654.05
721-41-00 Office Supplies	9,501.96
721-41-01 Computer Expenses	18,255.52
721-42-00 Parking Lot Expense	1,004.10
721-50-00 Equipment Rental	10,507.83
721-60-00 Bad Debts	2,175.37
721-72-00 Travel	4,090.71
721-73-00 Insurance	61,275.00
721-74-00 Advertising and Promo	9,085.41
721-74-01 Events	716.67
721-75-00 Dues & Publications	9,657.37
721-76-00 Training & Education	2,242.85
721-76-01 Commis Travel/trainin	2,516.68
721-81-00 Utilities	
721-81-01 Water	9,223.68
721-81-02 Sewer	17,613.13
721-81-03 Garbage	6,804.21
721-81-04 KC Strmwtr Mngmnt Fee	9,625.00
721-81-00 Utilities - Other	0.00
<b>Total 721-81-00 Utilities</b>	<b>43,266.02</b>
721-82-00 Electricity	35,999.13
721-88-00 Telephone/Internet	8,952.50
721-90-00 Payroll Taxes	43,178.29
721-93-00 Excise & Prop Tax Exp	3,837.74
721-95-00 Office Ccard Fees	40,238.40
721-96-00 Miscellaneous	
721-96-01 Landscaping	9,866.37
721-96-03 Storage	2,980.00
<b>Total 721-96-00 Miscellaneous</b>	<b>12,846.37</b>
721-97-00 Penalties and Fines	63.52
723-00-00 Repairs & Maint	26,403.93
723-10-00 Building Maintenance	7,043.68
724-00-01 Environmental Inspect	741.16
781-10-00 Commiss Comp	15,872.00
781-20-00 Commission Benefits	11,425.85
799-91-20 Interest Exp GO Bond	12,214.80
999 Over/Short	-40.66
Bank Service Charges	738.03
Legal	
721-31-00 Chmelik Sitkin, Davis	8,235.03
<b>Total Legal</b>	<b>8,235.03</b>
<b>Reconciliation Discrepancies</b>	<b>709.91</b>
<b>Total Expense</b>	<b>1,059,409.02</b>
<b>Net Ordinary Income</b>	<b>249,802.32</b>

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07/11/22

Accrual Basis

**PORT OF KINGSTON**  
**Profit & Loss**  
January through June 2022

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	<u>Jan - Jun 22</u>
Other Income/Expense	
Other Expense	
727-00-00 Deprec-Build&Struct	174,481.46
727-00-01 Deprec-Other Imp	65,016.93
727-00-02 Deprec-Mach&Equip	9,065.63
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Total Other Expense	248,564.02
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Net Other Income	-248,564.02
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Net Income	<b><u>1,238.30</u></b>

## PORT OF KINGSTON

## Profit &amp; Loss

June 2022

07/11/22

Accrual Basis

	Jun 22
Ordinary Income/Expense	
Income	
621-10-20 Moorage Base Rate	87,342.50
621-10-30 Moorage Cover Premium	8,229.00
621-12-00 Kayak	713.46
621-15-00 Moorage-Transient	22,108.95
621-16-00 Reservation Fees	1,530.00
621-22-22 Moorage - Seasonal	4,391.61
621-82-00 Electricity-Permanent	2,838.02
621-82-05 Electricity-Transient	302.84
621-82-10 Electricity Lessees	724.82
621-89-00 Laundry Income	658.43
622-91-00 Deposits Forfeited	10.00
625-20-02 Hill House Lease	1,772.42
625-20-03 Yacht Club Land Lease	1,312.63
625-20-04 Aviator Land Lease	402.29
625-20-06 Public Market	9.16
625-20-08 WSDOT Land Lease	18,101.24
625-20-09 Reader Board	0.00
625-20-10 Kitsap Transit	1,926.02
625-22-01 Liveaboard	1,526.54
626-40-00 Unleaded fuel sold	43,368.72
626-45-00 Diesel fuel sold	61,238.10
629-00-00 Misc Income w/o tax	184.28
629-10-00 Misc Income w/tax	-20.00
629-11-00 Retail Non Taxed	105.00
629-11-01 Retail Taxed	11.98
699-10-00 Interest Income	822.39
699-20-00 Property Tax Receipts	2,914.14
699-22-00 Leasehold Excise Tax	0.00
699-90-00 Service Chg Revenue	2,285.00
Parking	
625-20-01 Parking	38,551.01
625-20-02 Parking Tickets	375.00
625-21-01 Leased Parking	5,715.79
Total Parking	44,641.80
Total Income	309,451.34
Cost of Goods Sold	
626-10-10 Retail Expense	130.62
626-40-10 Fuel Purchased	
Diesel fuel purchased	53,654.10
Unleaded fuel purchased	35,004.05
Total 626-40-10 Fuel Purchased	88,658.15
626-40-30 Fuel Credit Card Fees	740.31
Cost of Goods Sold	8.98
Total COGS	89,538.06
Gross Profit	219,913.28
Expense	
721-10-00 Salaries and Wages	76,029.22

## PORT OF KINGSTON

## Profit &amp; Loss

June 2022

	Jun 22
721-20-00 Employee Medical	22,798.49
721-22-00 Pension Expense	6,931.28
721-35-00 Consulting Fees	2,702.00
721-40-00 Operating Supplies	3,826.24
721-41-00 Office Supplies	2,602.15
721-41-01 Computer Expenses	5,906.89
721-42-00 Parking Lot Expense	496.81
721-50-00 Equipment Rental	978.13
721-60-00 Bad Debts	2,175.37
721-72-00 Travel	1,839.85
721-73-00 Insurance	10,212.50
721-74-00 Advertising and Promo	2,276.06
721-74-01 Events	648.08
721-75-00 Dues & Publications	1,302.80
721-76-00 Training & Education	545.00
721-76-01 Commis Travel/trainin	968.87
721-81-00 Utilities	
721-81-01 Water	1,952.92
721-81-02 Sewer	2,956.96
721-81-03 Garbage	1,340.74
<b>Total 721-81-00 Utilities</b>	<b>6,250.62</b>
721-82-00 Electricity	3,877.80
721-88-00 Telephone/Internet	1,603.94
721-90-00 Payroll Taxes	9,160.06
721-93-00 Excise & Prop Tax Exp	906.19
721-95-00 Office Ccard Fees	7,505.49
721-96-00 Miscellaneous	
721-96-01 Landscaping	4,072.89
721-96-03 Storage	502.00
<b>Total 721-96-00 Miscellaneous</b>	<b>4,574.89</b>
723-00-00 Repairs & Maint	10,600.03
723-10-00 Building Maintenance	756.94
781-10-00 Commiss Comp	-5,857.70
781-20-00 Commission Benefits	11,425.85
799-91-20 Interest Exp GO Bond	2,035.80
999 Over/Short	-19.48
Bank Service Charges	304.80
Legal	
721-31-00 Chmelik Sitkin, Davis	3,120.53
<b>Total Legal</b>	<b>3,120.53</b>
<b>Total Expense</b>	<b>198,485.50</b>
<b>Net Ordinary Income</b>	<b>21,427.78</b>
<b>Other Income/Expense</b>	
<b>Other Expense</b>	
727-00-00 Deprec-Build&Struct	29,101.03
727-00-01 Deprec-Other Imp	10,921.44
727-00-02 Deprec-Mach&Equip	1,625.76
<b>Total Other Expense</b>	<b>41,648.23</b>
<b>Net Other Income</b>	<b>-41,648.23</b>
<b>Net Income</b>	<b>-20,220.45</b>