

Thurston Conservation District March 2020 Financial Notes

The District's Accountant is working remotely to protect the health and safety of staff and to reduce the spread of COVID-19. The Accountant has access to all equipment and materials needed to continue normal financial operations of the District.

Total (Restricted and Unrestricted) Year-to-Date Profit and Loss (Page 2)

1. In February 2020, the District's expenses exceeded its income by \$89,401.50. This is to be expected each month until May when TCD will receive one of the two major *Rates and Charges* payments; the other large payment is in November.

Total (Restricted and Unrestricted) February Profit and Loss (Page 3)

2. In February 2020, you see that the Rates and Charges income is starting to increase. This month we received \$16,662.39 compared to \$1,609.33 in January.

Balance Sheet (Page 5)

3. We can expect our Checking Account balance to continue to decrease until the Rates and Charges income starts increasing: \$64,595.76 at the end of February compared to \$104,640.49 at the end of January.

Restricted Budget vs Actuals (Page 6)

4. We added two new grants to the Restricted Budget in February: NACE Home Grown Yelm (\$50,000) and NTAqua (\$196,000).

Unrestricted Profit & Loss Budget vs Actual (Page 7)

Income

5. The 2020 *Plant Sale* budget is \$21,600.00. The District received \$11,595.25 of the plant sale income so far in 2019. It may be that we receive the remaining amount in the autumn, during pre-order for the 2021 Plant Sale. I'll do some analysis to see if we need to adjust this budget amount during the Mid-Year Budget Revision process in June.
6. Just to note, the *Grant Revenue* income of \$95,600.00 will not be available to the District until July when TCD should be awarded the 2020 WSCC Implementation grant.

Expense

7. As with January, the District's *Computer Services* expense remains quite high in February. You'll remember that this is due to additional technical support from WSU to set-up the new computers the District purchased in December. The Board had increased the 2019 *Computer Services* budget amount to cover this tech support, but scheduling issues pushed the work out into 2020. The Board may want to consider increasing the 2020 *Computer Services* budget to cover this work during the Mid-Year Budget Revision process.
8. The *Election Expense* line item again ended high in February. The 2020 election is complete, but we may still have additional election expenses in 2020 to cover the 2021 election. We can talk more about this budget amount during the Mid-Year Budget revision process in June.

9. The District's *Janitorial Services* monthly expense increased from \$220 to \$232 per month. We can address this increase during the Mid-Year Budget Revision process.
10. Whitlock, the District's landlord, has proposed an increase of *Office Rent* from \$3,950 to \$4,108 per month. We can address this increase during the Mid-Year Budget Revision process.
11. The *Meeting & Event Supplies* item is quite high this month. This is due to additional supplies purchased for Plant Sale.
12. A new line item, called *Licenses and Permits*, has been added to the Unrestricted Budget. The amount reported for this line item in January covers the cost of the District's business license.
13. The District's *Computer and Software Purchases* expense exceeded the 2020 annual budget amount in January. This was because the new computer server was purchased in January instead of December 2019. The Board had increased the 2019 *Computer and Software Purchases* budget amount to cover this purchase, but scheduling issues pushed the purchase out into 2020. The Board can address this increase during the Mid-Year Budget Revision process.

Thurston Conservation District
Profit & Loss
 January through February 2020

	Jan - Feb 20
Ordinary Income/Expense	
Income	
3431100 · Retail Sales	
3431110 · Plant Sales	11,595.25
3411140 · TCD Equipment Rentals	54.88
3431130 · Soil Testing	816.09
3431120 · Rental Income	481.88
	12,948.10
Total 3431100 · Retail Sales	12,948.10
3611100 · Interest Income	4.57
3300000 · Grant Revenue	66,868.83
3685201 · Rates and Charges	18,271.72
3670000 · Contributions Private	249.59
	98,342.81
Total Income	98,342.81
Gross Profit	98,342.81
Expense	
5966699 · Vehicle Allocation	0.00
5314999 · Overhead Allocation	0.00
5531010 · Salaries & Benefits	147,505.93
5314101 · Legal Fees & Services	4,564.00
5314102 · Audit & Accounting	1,016.10
5314103 · Computer Services	3,265.00
5314100 · Professional Services	1,291.98
5314400 · Advertising	281.73
5314117 · Soil Testing	958.60
5314104 · Janitorial Services	464.00
5314501 · Office Rent	7,900.00
5314700 · Utilities	624.15
5314503 · Equipment Leases	677.34
5314200 · Communications	1,666.06
5313102 · Photocopier Usage	540.91
5313101 · Office Supplies	599.38
5314202 · Postage & Shipping	469.52
Project Expenses	2,960.63
5314902 · Dues and Subscriptions	1,775.00
Board Meeting Snacks	155.08
5314203 · Printing Services	552.45
5314307 · Licenses and Permits	31.00
5314302 · Staff - Conference & Training	580.00
5314300 · Staff - Travel	347.56
5314110 · Bank Fees & Interest Charges	90.18
5314600 · Liability Insurance Premiums	2,556.00
5945360 · Capital Outlays	
5966601 · Office Furniture & Equipment	60.96
5966402 · Computer Hardware	6,773.99
5966400 · Machinery and Tools	36.76
	6,871.71
Total 5945360 · Capital Outlays	6,871.71
Total Expense	187,744.31
Net Ordinary Income	-89,401.50
Net Income	-89,401.50

Thurston Conservation District
Profit & Loss
 February 2020

	Feb 20
Ordinary Income/Expense	
Income	
3431100 · Retail Sales	
3431110 · Plant Sales	4,596.16
3411140 · TCD Equipment Rentals	45.73
3431130 · Soil Testing	543.45
Total 3431100 · Retail Sales	5,185.34
3611100 · Interest Income	3.36
3300000 · Grant Revenue	30,024.16
3685201 · Rates and Charges	16,662.38
3670000 · Contributions Private	9.59
Total Income	51,884.83
Gross Profit	51,884.83
Expense	
5966699 · Vehicle Allocation	0.00
5314999 · Overhead Allocation	0.00
5531010 · Salaries & Benefits	64,922.90
5314101 · Legal Fees & Services	2,000.00
5314102 · Audit & Accounting	873.15
5314103 · Computer Services	956.00
5314100 · Professional Services	1,291.98
5314400 · Advertising	250.00
5314117 · Soil Testing	400.80
5314104 · Janitorial Services	232.00
5314501 · Office Rent	3,950.00
5314700 · Utilities	480.54
5314503 · Equipment Leases	185.34
5314200 · Communications	833.03
5313102 · Photocopier Usage	359.09
5313101 · Office Supplies	354.15
5314202 · Postage & Shipping	285.45
Project Expenses	1,547.76
5314902 · Dues and Subscriptions	1,000.00
Board Meeting Snacks	79.65
5314203 · Printing Services	552.45
5314302 · Staff - Conference & Training	125.00
5314300 · Staff - Travel	289.50
5314110 · Bank Fees & Interest Charges	30.06
5314600 · Liability Insurance Premiums	1,278.00
5945360 · Capital Outlays	
5966402 · Computer Hardware	150.30
Total 5945360 · Capital Outlays	150.30
Total Expense	82,427.15
Net Ordinary Income	-30,542.32
Net Income	-30,542.32

Thurston Conservation District
Profit & Loss Prev Year Comparison
 January through February 2020

	Jan - Feb 20	Jan - Feb 19	\$ Change	% Change
Ordinary Income/Expense				
Income				
3431100 · Retail Sales				
3431110 · Plant Sales	11,595.25	0.00	11,595.25	100.0%
3411140 · TCD Equipment Rentals	54.88	32.14	22.74	70.8%
3431130 · Soil Testing	816.09	860.43	-44.34	-5.2%
3431120 · Rental Income	481.88	140.48	341.40	243.0%
Total 3431100 · Retail Sales	12,948.10	1,033.05	11,915.05	1,153.4%
3611100 · Interest Income	4.57	9.25	-4.68	-50.6%
3300000 · Grant Revenue	66,868.83	47,070.51	19,798.32	42.1%
3685201 · Rates and Charges	18,271.72	1,990.73	16,280.99	817.8%
3670000 · Contributions Private	249.59	0.00	249.59	100.0%
Total Income	98,342.81	50,103.54	48,239.27	96.3%
Gross Profit	98,342.81	50,103.54	48,239.27	96.3%
Expense				
5966699 · Vehicle Allocation	0.00	0.00	0.00	0.0%
5314999 · Overhead Allocation	0.00	0.00	0.00	0.0%
5531010 · Salaries & Benefits	147,505.93	64,872.34	82,633.59	127.4%
5314101 · Legal Fees & Services	4,564.00	18,950.00	-14,386.00	-75.9%
5314102 · Audit & Accounting	1,016.10	906.72	109.38	12.1%
5314103 · Computer Services	3,265.00	1,416.00	1,849.00	130.6%
5314106 · PDR Expense	0.00	99.00	-99.00	-100.0%
5314100 · Professional Services	1,291.98	4,187.59	-2,895.61	-69.2%
5314400 · Advertising	281.73	276.52	5.21	1.9%
5314117 · Soil Testing	958.60	405.60	553.00	136.3%
5314104 · Janitorial Services	464.00	450.00	14.00	3.1%
5314501 · Office Rent	7,900.00	3,950.00	3,950.00	100.0%
5314700 · Utilities	624.15	1,228.83	-604.68	-49.2%
5314503 · Equipment Leases	677.34	490.22	187.12	38.2%
5314200 · Communications	1,666.06	727.44	938.62	129.0%
5313102 · Photocopier Usage	540.91	391.50	149.41	38.2%
5313101 · Office Supplies	599.38	418.92	180.46	43.1%
5314202 · Postage & Shipping	469.52	2,652.89	-2,183.37	-82.3%
Project Expenses	2,960.63	4,290.53	-1,329.90	-31.0%
5314902 · Dues and Subscriptions	1,775.00	150.00	1,625.00	1,083.3%
Board Meeting Snacks	155.08	0.00	155.08	100.0%
5314203 · Printing Services	552.45	3,412.22	-2,859.77	-83.8%
5314307 · Licenses and Permits	31.00	0.00	31.00	100.0%
5314302 · Staff - Conference & Training	580.00	365.00	215.00	58.9%
5314300 · Staff - Travel	347.56	300.52	47.04	15.7%
5314108 · Construction & Landscaping	0.00	147.02	-147.02	-100.0%
5314109 · Cost Share	0.00	420.00	-420.00	-100.0%
5314110 · Bank Fees & Interest Charges	90.18	321.75	-231.57	-72.0%
5314600 · Liability Insurance Premiums	2,556.00	2,348.50	207.50	8.8%
5314111 · Late Fees & Penalties	0.00	20.00	-20.00	-100.0%
5945360 · Capital Outlays				
5966601 · Office Furniture & Equipment	60.96	0.00	60.96	100.0%
5966402 · Computer Hardware	6,773.99	0.00	6,773.99	100.0%
5966400 · Machinery and Tools	36.76	0.00	36.76	100.0%
Total 5945360 · Capital Outlays	6,871.71	0.00	6,871.71	100.0%
Total Expense	187,744.31	113,199.11	74,545.20	65.9%
Net Ordinary Income	-89,401.50	-63,095.57	-26,305.93	-41.7%
Net Income	-89,401.50	-63,095.57	-26,305.93	-41.7%

Thurston Conservation District
Balance Sheet
As of February 29, 2020

03/25/20

Accrual Basis

	Feb 29, 20
ASSETS	
Current Assets	
Checking/Savings	
3081001 · Checking-7444 Timberland	64,595.76
3088020 Savings Accounts	
3082002 · Saving-6568 Reserve Fund	65,009.69
3082003 · Saving-2410 Education Center	10,000.90
Total 3088020 Savings Accounts	75,010.59
3088030 Counter Cash	210.00
Total Checking/Savings	139,816.35
Accounts Receivable	51,930.83
Other Current Assets	
3090500 Prepaid Accounts	
3090501 · 309.05.01 Prepaid Insurance	8,136.00
3090506 · Security Deposit - Ferguson ST	3,835.00
Total 3090500 Prepaid Accounts	11,971.00
3092000 · 309.20.00 Cash on Hand	31,363.74
Total Other Current Assets	43,334.74
Total Current Assets	235,081.92
TOTAL ASSETS	235,081.92
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	5,451.73
Credit Cards	1,574.03
Other Current Liabilities	
25500 · Sales Tax Payable	1,159.37
3861000 · Payroll Liabilities	53,841.25
Total Other Current Liabilities	55,000.62
Total Current Liabilities	62,026.38
Total Liabilities	62,026.38
Equity	173,055.54
TOTAL LIABILITIES & EQUITY	235,081.92

Thurston Conservation District
Restricted Budgets vs Actuals
 February 2020

	Account Number	Grant Number	Grant Period	Total Grant Amount	2020 Budget	2020 Actual	2020 Remaining Budget	% of Total Time	% of Total Budget		
RCO	East Fork McLane Project	R030	16-1406	1-Mar-17	31-Dec-20	110,500.00	5,022.13	0.00	5,022.13	78.26%	95.46%
	ESRP Shore Friendly	R035		1-Jul-19	1-Jul-21	227,551.00	141,338.95	7,321.30	134,017.65	32.00%	10.05%
DOE	Deschutes	E100	WQC-2018-ThurCD-00174	1-Jul-19	30-Apr-22	247,511.00	95,167.68	1,138.10	94,029.58	23.53%	4.34%
	Livestock	W025	20-13-LT	1-Jul-19	30-Jun-21	50,000.00	21,911.61	1,696.11	20,215.50	33.33%	37.66%
WSSC	Drought Funding	W040	19-13-DR	1-Jul-19	30-Apr-20	53,050.00	9,005.30	9,005.30	0.00	80.00%	100.00%
	FY20-21 Chehalis Flood	W050	20-13-FL	1-Jul-19	30-Jun-21	177,668.02	91,931.35	18,618.30	73,313.05	33.33%	32.86%
	Shellfish Cost Share TA	W060	20-13-SH	15-Aug-19	30-Jun-21	30,113.46	17,320.66	853.43	16,467.23	30.43%	16.56%
	Shellfish Cost Share	W060 CS	20-13-SH	15-Aug-19	30-Jun-21	120,453.84	80,302.56	0.00	80,302.56	30.43%	0.00%
	FY19-21 CREP TA	W070	20-13-CE	1-Jul-19	30-Jun-21	33,847.00	20,227.79	453.99	19,773.80	33.33%	11.70%
	FY19-21 CREP Cost Share	W070 CS	20-13-CE	1-Jul-19	30-Jun-21	9,651.50	1,604.33	0.00	1,604.33	33.33%	75.07%
	NRI TA	W080	20-13-NR	1-Jul-19	30-Jun-21	19,150.00	10,301.08	1,858.74	8,442.34	33.33%	29.02%
	NRI Cost Share	W080	20-13-NR	1-Jul-19	30-Jun-21	76,600.00	51,066.67	0.00	51,066.67	33.33%	0.00%
	Soil Health Grant	M065	16-49-TS	21-Jun-17	15-Aug-20	32,136.34	4,125.46	261.59	3,863.87	86.84%	87.98%
	JBLM - SLP	M075		1-Jul-19	30-Jun-21	18,750.00	11,825.94	758.78	11,067.16	33.33%	9.44%
Misc	NACD Home Grown Yelm	M090		1-Feb-20	1-Mar-21	50,000.00	45,455.00	0.00	45,455.00	7.14%	0.00%
	Orca Recovery Day	M060		1-Sep-19	Unfil Spent	4,700.00	1,330.19	474.73	855.46	NA	81.80%
Thurston County	VSP 2020	TC400	K2024	1-Jul-19	30-Jun-21	105,000.00	52,534.97	17,652.27	34,882.70	33.33%	41.76%
	Shellfish NTA	TC600		1-Jul-19	30-Jun-20	130,525.00	94,970.53	6,249.32	88,721.21	66.67%	32.03%
	Riparian NTA	TC650		1-Jul-19	28-Feb-21	37,000.00	29,660.00	5,699.04	23,960.96	40.00%	21.88%
	NTAqua	TC700		1-Jul-19	31-May-21	196,000.00	138,353.00	0.00	138,353.00	34.78%	0.00%
	General TA	T080		1-Jan-20	31-Dec-20	10,000.00	10,000.00	6,247.30	3,752.70	16.67%	62.47%
	Working Lands Initiative	T100		1-Jan-20	31-Dec-20	3,000.00	3,000.00	1,486.80	1,513.20	16.67%	49.56%
	CTA	W055	20-13-IM	1-Jul-19	30-Jun-20	11,111.00	5,393.25	0.00	5,393.25	66.67%	51.46%
	TCD VSP	T400		1-Jan-20	31-Dec-20	40,000.00	40,000.00	0.00	40,000.00	16.67%	0.00%
	Interlocal Agreements	G019-SS		1-Jan-20	31-Dec-20	49,200.00	49,200.00	10,576.28	38,623.72	16.67%	21.50%
	TCC	TCC		1-Jan-12	Unfil Spent	96,856.00	46,117.00	2,139.54	43,977.46	NA	54.60%
South Sound Green	FY19-20 NOAA B-WET	G019.106		1-Aug-19	31-Jul-20	18,313.76	17,329.21	1,622.42	15,706.79	58.33%	14.24%
	TCD Nearshore	G019.115		1-Jan-20	31-Dec-20	18,300.00	18,300.00	493.74	17,806.26	16.67%	2.70%
	TCD Allocation	G019.110		1-Jan-20	31-Dec-20	28,000.00	28,000.00	10,736.27	17,263.73	16.67%	38.34%
	McLane Salmon Trail	G019.107		1-Jan-20	31-Dec-20	5,000.00	5,000.00	0.00	5,000.00	16.67%	0.00%
	Prairies and Pollinators	G019.27		22-Mar-17	1-Aug-20	30,000.00	10,791.20	0.00	10,791.20	87.80%	64.03%

**Thurston Conservation District
Unrestricted Profit & Loss Budget vs. Actual
February 2020 YTD**

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03/25/2020
Accrual Basis

February: 16.67%

Income	Jan - Feb 2020	Budget	\$ Over Budget	% of Budget
3431100 · Retail Sales				
3431110 · Plant Sales	11,595.25	21,600.00	-10,004.75	53.68%
3411140 · TCD Equipment Rentals	54.88	2,800.00	-2,745.12	1.96%
3431130 · Soil Testing	816.09	5,500.00	-4,683.91	14.84%
3431120 · Rental Income	481.88	800.00	-318.12	60.24%
3611100 · Interest Income	4.57	25.00	-20.43	18.28%
3300000 · Grant Revenue	0.00	95,600.00	-95,600.00	0.00%
3685201 · Rates and Charges	18,271.72	551,475.00	-533,203.28	3.31%
3670000 · Contributions Private	9.59	0.00	9.59	1.00%
5966699 · Vehicle Allocation	847.19	4,500.00	-3,652.81	-20.80%
5314999 · Overhead Allocation	12,734.12	84,000.00	-71,265.88	-15.20%
Total Income	44,815.29	766,300.00	-721,484.71	5.85%

Program Allocation	Jan - Feb 2020	Budget	\$ Over Budget	% of Budget
SS Green	11,230.01	46,300.00	-35,069.99	24.25%
VSP	0.00	40,000.00	-40,000.00	0.00%
Program Allocations Total	11,230.01	86,300.00	-75,069.99	13.01%

Expense	Jan - Feb 2020	Budget	\$ Over Budget	% of Budget
5531010 · Salaries & Benefits	52,838.11	305,248.00	-252,409.89	17.31%
TCD Cost Share	0.00	5,000.00	-5,000.00	0.00%
5314101 · Legal Fees & Services	4,564.00	57,416.00	-52,852.00	7.95%
5314102 · Audit & Accounting	1,016.10	15,000.00	-13,983.90	6.77%
5314103 · Computer Services	3,265.00	15,500.00	-12,235.00	21.06%
5314100 · Professional Services	0.00	10,000.00	-10,000.00	0.00%
5355001 · Election Expense	3,384.53	6,500.00	-3,115.47	52.07%
5314400 · Advertising	281.73	1,500.00	-1,218.27	18.78%
5314117 · Soil Testing	958.60	3,000.00	-2,041.40	31.95%
5314104 · Janitorial Services	464.00	5,000.00	-4,536.00	9.28%
5314501 · Office Rent	7,900.00	47,400.00	-39,500.00	16.67%
5314700 · Utilities	624.15	7,500.00	-6,875.85	8.32%
5314503 · Equipment Leases	677.34	3,050.00	-2,372.66	22.21%
5314504 · Vehicle Leases	0.00	15,000.00	-15,000.00	0.00%
5314200 · Communications	1,666.06	10,000.00	-8,333.94	16.66%
5313102 · Photocopier Usage	540.91	5,000.00	-4,459.09	10.82%
Software Licenses	0.00	3,400.00	-3,400.00	0.00%
5354800 · Repairs & Maintenance	0.00	7,000.00	-7,000.00	0.00%

Expense	Jan - Feb 2020	Budget	\$ Over Budget	% of Budget
5313101 · Office Supplies	447.47	7,000.00	-6,552.53	6.39%
5314202 · Postage & Shipping	281.02	1,500.00	-1,218.98	18.73%
5313401 · Plants for Resale	0.00	12,500.00	-12,500.00	0.00%
5314901 · Meeting & Event Supplies	883.07	2,000.00	-1,116.93	44.15%
5314902 · Dues and Subscriptions	1,775.00	7,500.00	-5,725.00	23.67%
Board Meeting Snacks	155.08	960.00	-804.92	16.15%
5314307 · Licenses and Permits	31.00	0.00	31.00	100.00%
5314302 · Staff - Conference & Training	125.00	7,000.00	-6,875.00	1.79%
5314306 · Board - Conference & Training	0.00	2,500.00	-2,500.00	0.00%
5314300 · Staff - Travel	258.79	5,500.00	-5,241.21	4.71%
5314301 · Board Travel	0.00	5,000.00	-5,000.00	0.00%
5314110 · Bank Fees & Interest Charges	60.12	1,500.00	-1,439.88	4.01%
5314600 · Liability Insurance Premiums	2,556.00	15,336.00	-12,780.00	16.67%
5314111 · Late Fees & Penalties	0.00	500.00	-500.00	0.00%
5945361 · Road Signs	0.00	1,000.00	-1,000.00	0.00%
5945362 · Board Tablets	0.00	4,690.00	-4,690.00	0.00%
5966601 · Office Furniture & Equipment	60.96	3,000.00	-2,939.04	2.03%
5966402 · Computer Hardware	6,773.99	5,000.00	1,773.99	135.48%
Reserve Fund	0.00	65,000.00	-65,000.00	0.00%
Conservation Education Center Savings	0.00	10,000.00	-10,000.00	0.00%
Total Expense	91,588.03	680,000.00	-588,411.97	13.47%
Net Income	-58,002.75	0.00		

Thurston Conservation Distri
Payments Detail
 February 2020

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 03/25/2020

Type	Num	Date	Name	Funding Source	Account	Paid Amount
Credit Card Charge	9118	2/1/2020	Starbucks	MISC:M060 - Orca Recovery Day	5314901 - Meeting & Event Supplies	39.24
Credit Card Charge	9117	2/1/2020	Haggen	MISC:M060 - Orca Recovery Day	5314901 - Meeting & Event Supplies	26.97
Credit Card Charge	9134	2/3/2020	UPS	DISTRICT SERVICES:A098 - Soil Tests	5314202 - Postage & Shipping	11.50
Credit Card Charge	9151	2/4/2020	Harbor Freight	GREEN:G019.110 TCD SS Green Allocation	5313103 - Project Supplies	87.30
Credit Card Charge	9165	2/4/2020	Capitol Campus Parking	UNRESTRICTED:A010-Overhead	5314307 - Parking fees	2.50
Check	EFT	2/5/2020	Regence - Health Care	UNRESTRICTED:A010-Overhead	5312011 - Medical Benefits	6,201.25
Liability Check	EFT	2/5/2020	Internal Revenue Service		Payroll Taxes	6,345.32
Liability Check	EFT	2/5/2020	WFSE Union Dues		Union Dues	334.50
Credit Card Charge	9135	2/5/2020	MRSC	UNRESTRICTED:A037 - Staff Training	5314302 - Staff - Conference & Training	125.00
Liability Check	9135	2/7/2020	QuickBooks Payroll Service		Payroll	19,483.21
Credit Card Charge	9136	2/7/2020	US Postal Service	DISTRICT SERVICES:A098 - Soil Tests	5314202 - Postage & Shipping	21.10
Credit Card Charge	9164	2/7/2020	T Sheets	UNRESTRICTED:A010-Overhead	5314102 - Audit & Accounting	98.37
Credit Card Charge	9164	2/8/2020	UPS	DISTRICT SERVICES:A098 - Soil Tests	5314202 - Postage & Shipping	13.50
Liability Check	EFT	2/10/2020	WA St Dept of Retirement Systems		DRS DCP	50.00
Liability Check	EFT	2/10/2020	WA St Dept of Retirement Systems		DRS PERS	10,790.25
Credit Card Charge	9022	2/10/2020	Costco	DISTRICT SERVICES:A097 - Plant Sale	5313103 - Project Supplies	172.04
Credit Card Charge	9008	2/10/2020	Amazon	DISTRICT SERVICES:A097 - Plant Sale	Supplies and Equipment	210.82
Credit Card Charge	9137	2/11/2020	Crains Office Supply	UNRESTRICTED:A010-Overhead	5313101 - Office Supplies	196.84
Check	EFT	2/12/2020	Postal IA	UNRESTRICTED:A010-Overhead	5314202 - Postage & Shipping	150.00
Bill Pmt-Check	20324	2/12/2020	Comcast	UNRESTRICTED:A010-Overhead	Internet and Telephone	370.17
Bill Pmt-Check	20325	2/12/2020	Delphi Community Club	Voided Check		0.00
Bill Pmt-Check	20326	2/12/2020	Deschutes Law Group	UNRESTRICTED:A010-Overhead	5314101 - Legal Fees & Services	4,000.00
Bill Pmt-Check	20327	2/12/2020	FP Mailing Solutions	UNRESTRICTED:A010-Overhead	5314503 - Equipment Leases	121.32
Bill Pmt-Check	20328	2/12/2020	Freimund Jackson & Tardif, PLLC	UNRESTRICTED:A010-Overhead	5314101 - Legal Fees & Services	564.00
Bill Pmt-Check	20329	2/12/2020	Jan-Pro Cleaning Systems	UNRESTRICTED:A010-Overhead	5314104 - Janitorial Services	232.00
Bill Pmt-Check	20330	2/12/2020	Mountain Mist	UNRESTRICTED:A010-Overhead	5313101 - Office Supplies	21.81
Bill Pmt-Check	20331	2/12/2020	Nicole Warren	WSSC:W025 - Livestock	5314304 - Mileage	47.37
Bill Pmt-Check	20332	2/12/2020	Pacific Disposal	UNRESTRICTED:A010-Overhead	5314702 - Garbage Service	30.80

Type	Num	Date	Name	Funding Source	Account	Paid Amount
Bill Pmt -Check	20333	2/12/2020	Petrocard	UNRESTRICTED:A120-Vehicles	5313201 · Vehicle Fuel	31.85
Bill Pmt -Check	20334	2/12/2020	Puget Sound Energy	UNRESTRICTED:A010-Overhead	5314701 · Electricity	92.81
Bill Pmt -Check	20335	2/12/2020	Regence - Life Insurance		5312017 · Life Insurance	37.22
Bill Pmt -Check	20336	2/12/2020	Ricoh, USA Inc - Usage	UNRESTRICTED:A010-Overhead	5313102 · Photocopier Usage	181.82
Bill Pmt -Check	20337	2/12/2020	Skookumchuck Grange	WSSC:W050 - Chehalis Flood Outreach	5314502 · Site Rental	100.00
Bill Pmt -Check	20338	2/12/2020	United Concordia Insurance Co		5312012 · Dental Benefits	571.64
Bill Pmt -Check	20339	2/12/2020	WA St University Energy Program	UNRESTRICTED:A010-Overhead	5314103 · Computer Services	956.00
Bill Pmt -Check	20340	2/12/2020	Whitlock Limited Partnership 1	UNRESTRICTED:A010-Overhead	5314501 · Office Rent	3,950.00
Credit Card Charge	9139	2/12/2020	Crains Office Supply	UNRESTRICTED:A010-Overhead	5313101 · Office Supplies	21.85
Credit Card Charge	9154	2/13/2020	Intuit	UNRESTRICTED:A010-Overhead	5314102 · Audit & Accounting	774.78
Credit Card Charge	9140	2/14/2020	US Postal Service	DISTRICT SERVICES:A098 - Soil Tests	5314202 · Postage & Shipping	13.60
Credit Card Charge	9141	2/18/2020	Crains Office Supply	TCD Allocations: T080 - General TA	5313101 · Office Supplies	177.04
Liability Check	EFT	2/20/2020	Internal Revenue Service		Payroll Taxes	6,058.14
Credit Card Charge	9142	2/20/2020	US Postal Service	DISTRICT SERVICES:A098 - Soil Tests	5314202 · Postage & Shipping	18.30
Credit Card Charge	9161	2/20/2020	US Postal Service	WSSC:W050 - Chehalis Flood Outreach	5314202 · Postage & Shipping	38.50
Credit Card Charge	9162	2/21/2020	Apex Mailing	Thurston County:TC650 - Riparian NTA:TC650.5 - Ti:5314203 · Printing Services	5313103 · Project Supplies	552.45
Credit Card Charge	9084	2/21/2020	Granger	GREEN:G019-SS GREEN (General)	5313103 · Project Supplies	24.33
Credit Card Charge	9014	2/21/2020	Los Compadres Mexican Restaurant	UNRESTRICTED:A010-Overhead	5314901 · Meeting & Event Supplies	109.17
Liability Check		2/24/2020	QuickBooks Payroll Service		Payroll	18,627.49
Bill Pmt -Check		2/24/2020	Black Lake Grange	Voided Check		0.00
Credit Card Charge	9144	2/24/2020	All American Propane	DISTRICT SERVICES:A097 - Plant Sale	5314116 · Project Equipment	2.02
Credit Card Charge	195102-0	2/24/2020	Crains Office Supply	TCD Allocations: T080 - General TA	5313101 · Office Supplies	113.65
Credit Card Credit	9141	2/25/2020	Crains Office Supply	WSSC:W050 - Chehalis Flood Outreach	5313101 · Office Supplies	-177.04
Check	EFT	2/26/2020	Wells Fargo			1,990.51
Bill Pmt -Check	20341	2/26/2020	Baisley Sign Company	UNRESTRICTED:A030 - District Communications	5314400 · Advertising	50.00
Bill Pmt -Check	20342	2/26/2020	Brighton Park Grange	Thurston County:TC650 - Riparian NTA:TC650.5 - Ti:5314502 · Site Rental		175.00
Bill Pmt -Check	20343	2/26/2020	Brincken Safe & Lock	UNRESTRICTED:A036 - Elections	5314100 · Professional Services	81.98
Bill Pmt -Check	20344	2/26/2020	Delphi Community Club	Voided Check		0.00
Bill Pmt -Check	20345	2/26/2020	Deschutes Law Group	UNRESTRICTED:A010-Overhead	5314101 · Legal Fees & Services	2,000.00
Bill Pmt -Check	20346	2/26/2020	Petrocard	UNRESTRICTED:A120-Vehicles	5313201 · Vehicle Fuel	26.21
Bill Pmt -Check	20347	2/26/2020	Puget Sound Energy	UNRESTRICTED:A010-Overhead	Electricity and Gas	360.63
Bill Pmt -Check	20348	2/26/2020	Ricoh USA, Inc.	UNRESTRICTED:A010-Overhead	5314503 · Equipment Leases	185.34

Type	Num	Date	Name	Funding Source	Account	Paid Amount
Bill Pmt -Check	20349	2/26/2020	Thurston Regional Planning Council	UNRESTRICTED:A010-Overhead	5314902 · Dues and Subscriptions	1,000.00
Bill Pmt -Check	20350	2/26/2020	Verizon	UNRESTRICTED:A010-Overhead	5314201 · Telephone	462.86
Bill Pmt -Check	20351	2/26/2020	VSP - Vision Care		5312011 · Medical Benefits	89.43
Bill Pmt -Check	20352	2/26/2020	White, Nora	TCOD Allocations:T100 - Working Lands Initiative	5314304 · Mileage	27.60
Bill Pmt -Check	20353	2/26/2020	Whitlock Limited Partnership 1	UNRESTRICTED:A010-Overhead	5314501 · Office Rent	3,950.00
Bill Pmt -Check	20354	2/26/2020	Delphi Community Club	Thurston County:TC650 - Riparian NTA:TC650.5 - T1:5314502 · Site Rental		200.00
Credit Card Charge	9163	2/26/2020	Crucial	UNRESTRICTED:A010-Overhead	5314901 · Meeting & Event Supplies	386.90
Credit Card Charge	9156	2/26/2020	Safeway	DISTRICT SERVICES:A097 - Plant Sale	5314901 · Meeting & Event Supplies	59.04
Credit Card Charge	9166	2/27/2020	US Postal Service	DISTRICT SERVICES:A098 - Soil Tests	5314202 · Postage & Shipping	18.95
Credit Card Charge	9146	2/27/2020	Rush In Dumplings	UNRESTRICTED:A010-Overhead	Board Meeting Snacks	79.65
Credit Card Charge	9104	2/27/2020	Walgreens.	GREEN:G019-SS GREEN (General)	5313103 · Project Supplies	24.57
Credit Card Charge	9157	2/28/2020	JoAnn	DISTRICT SERVICES:A097 - Plant Sale	5313103 · Project Supplies	11.44
Credit Card Charge	9158	2/28/2020	Wal Mart	DISTRICT SERVICES:A097 - Plant Sale	5313103 · Project Supplies	2.42
Credit Card Charge	9159	2/28/2020	Fred Meyer	DISTRICT SERVICES:A097 - Plant Sale	5314901 · Meeting & Event Supplies	37.70
Credit Card Credit	9178	2/28/2020	Amazon	UNRESTRICTED:A010-Overhead	5314902 · Computer Hardware	-236.80
Credit Card Charge		2/28/2020	Tenino Market	DISTRICT SERVICES:A097 - Plant Sale	Project Expenses	29.57
Credit Card Charge	9168	2/29/2020	Wicked Pies	DISTRICT SERVICES:A097 - Plant Sale	5314901 · Meeting & Event Supplies	251.28
Credit Card Charge	9052	2/29/2020	Safeway	DISTRICT SERVICES:A097 - Plant Sale	5313103 · Project Supplies	24.76
Credit Card Charge	9086	2/29/2020	Safeway	DISTRICT SERVICES:A097 - Plant Sale	5313103 · Project Supplies	25.93