



BOARD MEETING AGENDA

Tuesday, January 16, 2018

5:30 – 7:15 p.m.

Legacy House

803 S Lane St

Seattle, WA 98104

5:30	Action	1. Call to Order – Jared Jonson
5:35	Action/ Approval (15 min.)	2. Consent Agenda <ul style="list-style-type: none"> • Approve December 2017 Meeting Minutes • Accept the November & December 2017 Expenditure Report • Accept January Concurrence Request • Accept January Staff Reports 3. Resolution – 2018 Meeting Schedule 4. Resolution – Electing at-large Executive Committee Member 5. Resolution – Ratify Transition Committee
5:50	Discussion (30 min)	6. Staff Briefings <ul style="list-style-type: none"> • Calendar of Events – Jamie Lee • By-Laws/Charter Revisions – Maiko Winkler-Chin • HR Policies – Maiko Winkler-Chin • Other Business
6:20	Discussion / Action (40 min)	7. Board Business <ul style="list-style-type: none"> • Retreat – Jared Jonson • Transition Committee – TBD • Finance Committee – Wayne Lau <ul style="list-style-type: none"> • Resolution – Approving Financial and Accounting Policies • Other Business
7:00	Executive Session (15 min.)	8. Executive Session - to consider site selection or real estate acquisition by lease or purchase when public knowledge regarding such consideration would cause a likelihood of increased price
7:15	Adjourn	9. Adjourn – Jared Jonson

Upcoming Meetings and Events:

Jan 25 - CID Kick-off 4:30 – 6:30, Jamie Lee staff lead

Feb 7 – Executive Committee Meeting noon – 1230, Maiko Winkler-Chin staff lead

Feb TBD – Finance Committee Meeting time TBD, Vern Wood staff lead

Feb 20 – Board Meeting, 530 pm, Maiko staff lead

October 19th – 2018 SCIDpda Fall Fundraiser, Joseph Guanlao staff lead

****Executive sessions may be held:**

- ☐ to consider site selection or real estate acquisition by lease or purchase when public knowledge regarding such consideration would cause a likelihood of increased price;
- ☐ to consider the minimum price at which real estate will be offered for sale or lease public knowledge regarding such consideration would cause a likelihood of decreased price;
- ☐ to review negotiations on the performance of publicly bid contracts when public knowledge regarding such consideration would cause a likelihood of increased price;
- ☐ to receive and evaluate complaints/charges brought against a public officer or employee;
- ☐ to evaluate the qualifications of an applicant for public employment or to review the performance of a public employee;
- ☐ to discuss with legal counsel representing the agency matters relating to agency enforcement actions, or to discuss with legal counsel representing the agency litigation or potential litigation to which the agency is likely to become a party.

The mission of the Seattle Chinatown International District Preservation and Development Authority (SCIDpda) is to preserve, promote, and develop the Seattle Chinatown International District as a vibrant community and unique ethnic neighborhood.

SCIDpda Board Meeting Minutes

December 11, 2017

803 S Lane St

Seattle, WA 98104

Members Present: Scott Yasui, Jared Jonson, Wayne Lau, Casey Huang, David Della, Michael Itti, Jerilyn Young, Jen Reyes, Lanzi Li

Staff Present: Maiko Winkler-Chin, Vern Wood, Michael Omura, Jamie Lee, Janet Smith, Julie Neilson, Joseph Guanlao, Rachtha Danh, Eliza Chan, Jody Fuentes

1. Call to Order

The meeting was called to order by Scott Yasui, Board Chair, at 5:41 p.m.

2. Board Action & Approval

- a. **Resolution 16-10-12-01:** We, the Board of the Seattle Chinatown International District Preservation and Development Authority, via consent agenda:

- Approve November 2017 Meeting Minutes
- Accept November KPI Report

Moved: David Della

Seconded: Jared Jonson

Board approved unanimously

3. Staff Briefings

ICHS Assumption Agreement

Maiko gave an update of the transition of SCIDpda's Senior Services to ICHS. There is an assumption agreement drafted by an attorney representing ICHS that outlines general terms of requirements in order for ICHS to assume operations of Legacy House and Senior Services. Scott Yasui has stepped away from providing legal counsel for this transaction. The PDA has engaged an attorney who has experience working with assisted living facilities, and who will assist the PDA in drafting a forthcoming revision of Assumption Agreement with ICHS. A third party appraiser will appraise the assets at Legacy House and Senior Services involved in the transaction.

Maiko explained the following items will need board approval in the future: assets and use of premises; leases via concurrence request; bill of sale on the assets; assignment and assumption agreement documenting the specific contracts and agreements that SCIDpda is assigning and ICHS is assuming; a final contract that conveys everything between the parties involved.

Maiko asked if the Board would be interested in forming an Ad Hoc Committee to be involved in the transition of Senior Services to ICHS. Vern explained the committee would be a working committee aiding in the transition of Senior Services to ICHS; the committee would be involved in the process as a decision-making body to progress things forward between board meetings. Scott asked the board who amongst them would have an interest in joining the Ad Hoc Committee, and Jerilyn, Jared, Scott, and Lanzi volunteered themselves to join. Vern asked if the Ad Hoc Committee would have authority to act on the behalf of the board. Scott suggested the ad hoc committee be authorized to review and approve the Assumption Agreement in order for Maiko to sign it, and be able to make decisions on behalf of the SCIDpda board.

Maiko presented a resolution to approve the formation of an ad hoc committee for the transition of Senior Services to ICHS.

- b. **Resolution 16-10-12-02:** We, the Board of the Seattle Chinatown International District Preservation and Development Authority authorize the Ad Hoc Transition Committee of the Board of Directors to act on its behalf regarding the Assumption Agreement with International Community Health Services.

Moved: David Della

Seconded: Casey Huang
Board approved unanimously

3. Presentation & Action

Presentation of 2018 Budget

Wayne presented an overview of the 2017 and 2018 budgets presented at an earlier budget presentation in which Scott, Wayne, David, and Jared had attended. Wayne explained that the organization is on track with the goals in the Strategic Plan. Vern explained that the PDA has and will benefit from new and upcoming organizational activity, including more housing units and options; providing property management for the Louisa; the transition of Senior Services; development projects; high to 100% occupancy rates, rental increases; debt and bond re-financing; salary and wage increases; and positive business results from Hing Hay Coworks, Senior Services, Property Management, and grants and community development projects. Maiko provided copies of the strategic plan with notes of progress and plans from staff. Janet provided a two-page companion summary to budget presentation.

Wayne explained that net operating income is positive, operating expenses are under budget, and fewer employees are opting for benefits. Maiko added that Senior Services made some operational improvements.

Scott asserted that Hing Hay Coworks was a positive use of the previously unused space in the Bush Hotel.

Vern explained that growth in 2017 and 2018 allowed for the accumulation of reserve balances on commercial properties; adding full dental coverage; salaries and wage increases approaching market levels; operating and replacement reserves; and loan payments are down due to debt re-financing; net cash flow is positive 408K

Vern explained the PDA is making payments on its line of credit and not drawing from it. 2017's biggest project was office move which allowed us to rent out to Craft 3; 2018 will see property upgrades to the Bush Hotel's roof and hallway lighting; 2019 will see a property upgrade to a deck in IDVS1 and an upgrade to the PDA's financial systems.

Kiewit Settlement Payoff

Vern explained a previous settlement agreement between SCIDpda and Kiewit Construction Company. \$653,405K at end of 2026, from 2000 to 2026, where the PDA would pay \$38,877 a year. The PDA negotiated for an earlier settlement payment, and both parties agreed to split the interest at \$778,100 as payment on the remaining amount of the loan, equivalent to 6% in interest.

Funds are accumulating in a bond revenue account since a bond re-financing in 2017. Vern read the resolution to the board and opened it to discussion.

- a. **Resolution 16-10-12-03:** We, the Governing body of the Seattle Chinatown International District Preservation and Development Authority ("SCIDpda"), authorize and approve the payoff of the outstanding balance owing on the Settlement Agreement and Release ("Agreement") between SCIDpda and Kiewit Construction Company.

The Agreement was entered into on March 6, 2000 (see attached Agreement). Section 3.2 of the Agreement describes the payment terms. Section 3.2.B stipulates SCIDpda must make an annual payment of \$38,877, interest only, each year through 2026, after which an amount of \$653,405 is due and payable. SCIDpda requested an early payoff of the Agreement. The parties have agreed that SCIDpda will pay \$778,100 which represents the \$653,405 principal balance and \$124,695 in interest. The interest amount is discounted significantly due to early payoff.

The Bond Revenue Account at IDVS1 Commercial has accumulated over \$800,000 in available funds that can be used for early payoff of the settlement. The early payoff amount of this loan will save SCIDpda \$225,203 over the remaining term of the Agreement.

Further, we authorize the Executive Director and/or the Deputy Director to approve the transfer of funds per the attached invoice.

Moved: Jen Reyes
Seconded: David Della
Board approved unanimously

- b. Resolution 16-10-12-04:** We, the Board of the Seattle Chinatown International District Preservation and Development Authority, approve the 2018 Budget.

Moved: Jared Jonson
Seconded: David Della
Board approved unanimously

5. Board Business

a. Election of 2017 Board Officers

Resolution 16-10-12-05: We, the Board of the Seattle Chinatown International District Preservation and Development Authority, approve the slate of officers for 2018.

Board Chair: Jared Jonson
Vice Chair: Michael Itti
Secretary: Casey Huang
Treasurer: Wayne Lau

Moved: Lanzi Li
Seconded: Jennifer Reyes
Board approved unanimously

b. Board Retreat Discussion

Maiko asked the board if they want a board retreat. Jared suggested taking a Saturday. Maiko said sent an online poll, aiming for a date in early March.

6. Adjourn

The meeting was adjourned by Scott Yasui, Board Chair, at 6:55 p.m.

Seattle Chinatown International District Preservation and Development Authority
409 Maynard Avenue S, Suite P2
Seattle, WA 98114

Expenditure Certification Memorandum

DATE: 12/11/2017
 TO: Board of Directors
 FROM: Vern Wood, Deputy Director
 RE: November 2017 Expenditure Certification

I, Vern Wood, do hereby certify that the materials have been furnished, the services rendered or the labor performed herein, and that the claims represented by the vouchers listed below were just obligations of the SCIDPDA, and that I am authorized to authenticate and certify said claims.



Vern Wood, Deputy Director

Accounts Payable	Computer Run Checks	General Checking	1169	to	1182	\$	34,760.74
ACH Transfers	Cash Mgmt/Investments	General Checking	eft			\$	32,166.67
						Bush Hotel Commercial	\$ 66,927.41
Accounts Payable	Computer Run Checks	General Checking	1504	to	1510	\$	18,393.54
						Bush Hotel Condo	\$ 18,393.54
ACH Transfers	Cash Mgmt/Investments	General Checking	eft			\$	15,760.82
						Bush Hotel Fund	\$ 15,760.82
ACH Transfers	Cash Mgmt/Investments	General Checking	eft			\$	32,125.00
						Bush Hotel Master Tenant	\$ 32,125.00
ACH Transfers	Cash Mgmt/Investments	General Checking	eft			\$	23,875.01
						Bush Hotel QalicB	\$ 23,875.01
Accounts Payable	Computer Run Checks	General Checking	1195	to	1225	\$	94,308.73
ACH Transfers	Cash Mgmt/Investments	General Checking	eft			\$	8,294.43
Accounts Payable	Computer Run Checks	General Checking #2	101	to	101	\$	139.59
ACH Transfers	Cash Mgmt/Investments	General Checking #2	eft			\$	46.53
ACH Transfers	Cash Mgmt/Investments	Sec 8 Repl Reserve	eft			\$	16,671.88
ACH Transfers	Cash Mgmt/Investments	Key Sec 8 Sec Dep	eft			\$	2,663.00
ACH Transfers	Cash Mgmt/Investments	Operating Reserve	eft			\$	182,255.37
ACH Transfers	Cash Mgmt/Investments	Repl Reserve	eft			\$	222,220.66
ACH Transfers	Cash Mgmt/Investments	Key Sec Dep	eft			\$	30,075.00
ACH Transfers	Cash Mgmt/Investments	TCB Sec Dep	eft			\$	46.53
ACH Transfers	Cash Mgmt/Investments	TCB Sec 8 Sec Dep	eft			\$	46.53
						Bush Hotel Residential	\$ 556,768.25
Accounts Payable	Computer Run Checks	General Checking	970	to	978	\$	6,930.45
ACH Transfers	Cash Mgmt/Investments	General Checking	eft			\$	408.05
						CIDpda	\$ 7,338.50
Accounts Payable	Computer Run Checks	General Checking	1259	to	1267	\$	25,721.99
						IDVS2 Condo	\$ 25,721.99

Accounts Payable	Computer Run Checks	General Checking	2904	to	2928	\$	56,588.29
ACH Transfers	Cash Mgmt/Investments	General Checking	eft			\$	2,772.59
						DVA	\$ 59,360.88
Accounts Payable	Computer Run Checks	General Checking	2856	to	2871	\$	36,729.54
						IDVS1 Commercial	\$ 36,729.54
Accounts Payable	Computer Run Checks	General Checking	657	to	660	\$	24,977.33
ACH Transfers	Cash Mgmt/Investments	General Checking	eft			\$	110.47
ACH Transfers	Cash Mgmt/Investments	Bond Revenue	eft			\$	90,000.00
						IDVS2 Library & Parking	\$ 115,087.80
Accounts Payable	Computer Run Checks	General Checking	666	to	679	\$	15,110.59
						IDVS2 Commercial	\$ 15,110.59
Accounts Payable	Computer Run Checks	General Checking	9695	to	9750	\$	108,438.93
ACH Transfers	Cash Mgmt/Investments	General Checking	eft			\$	212,187.50
						Legacy House	\$ 320,626.43
Accounts Payable	Computer Run Checks	General Checking	308	to	323	\$	7,947.44
ACH Transfers	Cash Mgmt/Investments	General Checking	eft			\$	19,750.38
						New Central Commercial	\$ 27,697.82
Accounts Payable	Computer Run Checks	General Checking	140	to	141	\$	6,478.62
ACH Transfers	Cash Mgmt/Investments	General Checking	eft			\$	20,615.51
						New Central Hotel	\$ 27,094.13
Accounts Payable	Computer Run Checks	General Checking	104	to	104	\$	-
ACH Transfers	Cash Mgmt/Investments	General Checking	eft			\$	35,414.37
						New Central Master Tenant	\$ 35,414.37
Accounts Payable	Computer Run Checks	General Checking	362	to	381	\$	9,930.92
ACH Transfers	Cash Mgmt/Investments	General Checking	eft			\$	17,013.66
						New Central Residential	\$ 26,944.58
Accounts Payable	Computer Run Checks	General Checking	823	to	833	\$	15,423.14
						Nutrition Services	\$ 15,423.14
Accounts Payable	Computer Run Checks	General Checking	7180	to	7219	\$	164,475.99
Payroll	Automatic Withdrawal	General Checking		11/09/17		\$	240,877.09
ACH Transfers	Cash Mgmt/Investments	General Checking	eft			\$	2,189.12
ACH Transfers	Cash Mgmt/Investments	Construction	eft			\$	5,203.43
						SCIDpda	\$ 412,745.63
						\$	1,839,145.43

The above vouchers and electronic fund transfers are hereby approved by a majority of all members of the SCIDpda Council and signed by me in open session in authentication of their approval on this _____ day of _____.

Treasurer

Chair

SCID Check Summary

Property=bhcomm,bhcondo,bhfund,bhmanagr,bhmaster,bhqalib,bhres,childpar,cidblock,cidpda,design,design01,design02,design03,design04,design05,design06,design07,design08,design09,design10,design11,design12,design13,design14,design15,design16,design17,design18,dva,ethbc,hinghay,ldvs1com,ldvs2com,ldvs2con,ldvs2lp,legaads,legacy,lhfoods,lhhouse,lhmarket,lhopera,lhwelln,littsaig,ncentcom,ncentres,nchotel,ncmmanagr,ncmaster,nutri,panaland,pdaccmnty,pdadev,pdamaint,pdaprop,scid AND mm/yy=11/2017-11/2017 AND All Checks=Yes

Check#	Vendor	Check Date	Total Check	Notes
bhcommop - General Checking				
1169	pdamaint - SCIDpda Maintenance Dept	11/02/2017	323.00	WOs
1170	repser - Republic Services	11/02/2017	1,070.98	Garbage
1171	pdamaint - SCIDpda Maintenance Dept	11/09/2017	2,397.20	WOs
1172	wasman - Waste Management of Seattle	11/09/2017	1,588.61	Garbage - 1 of 2 Waste Mgmt accounts
1173	bushcond - SCIDPDA Bush Hotel Condo Association	11/16/2017	11,836.95	Condo Billing
1174	cenlin - CenturyLink	11/16/2017	48.42	Telecom
1175	eltsys - ELTEC Systems, LLC	11/16/2017	10,673.23	Elevator - Contract
1176	paclam - Pacific Lamp & Supply Company	11/16/2017	137.24	R&M - Supplies
1177	verwir - Verizon Wireless	11/16/2017	8.27	Telecom - cell phone
1178	wasman - Waste Management of Seattle	11/16/2017	1,475.87	Garbage - 2 of 2 Waste Mgmt accounts
1179	buihar - Builders' Hardware & Supply Co	11/16/2017	271.74	R&M - Supplies
1180	citseacu - City of Seattle-Combined Utilities	11/16/2017	4,675.06	Water/Sewer
1181	cedgro - Cedar Grove Organics Recycling	11/30/2017	116.00	Garbage
1182	seacitli - Seattle City Light	11/30/2017	138.17	Electricity
ACH	bushmast - SCIDpda Bush Hotel Master Tenant LLC	11/13/2017	32,166.67	Rent
Total bhcommop - General Checking			66,927.41	
bhcondop - General Checking				
1504	cenlin - CenturyLink	11/02/2017	117.69	Access Control Systems
1505	mckser - McKinstry Service	11/02/2017	854.38	Fire Systems - Contract
1506	seacitli - Seattle City Light	11/02/2017	1,977.04	Electricity - October
1507	pugsou - Puget Sound Energy	11/09/2017	2,527.84	Natural Gas
1508	ipfscorp - IPFS Corporation	11/16/2017	3,288.99	Insurance - #7 of 10
1509	tcms - TCMS of Seattle	11/16/2017	7,492.48	HVAC/Boiler Maint - Contract
1510	seacitli - Seattle City Light	11/30/2017	2,135.12	Electricity - November
Total bhcondop - General Checking			18,393.54	
bhfundop - Operating Account				
ACH	scidpda - SCIDpda	11/12/2017	6,204.30	Loan B Interest - Monthly
ACH	bannymel - The Bank of New York Mellon Trust Co.	11/15/2017	9,556.52	Loan A Payment - Monthly
Total bhfundop - Operating Account			15,760.82	
bhmastop - General Checking				
ACH	bushqali - SCIDpda Bush Hotel QALICB LLC	11/13/2017	32,125.00	Rent
Total bhmastop - General Checking			32,125.00	
bhqalop - General Checking				
ACH	renfin - Renaissance Finance VII Invest. Fund LLC	11/08/2017	10,976.85	Loan B Interest - Monthly
ACH	renfin - Renaissance Finance VII Invest. Fund LLC	11/15/2017	12,898.16	Loan A Payment - Monthly
Total bhqalop - General Checking			23,875.01	
bhres8rr - Sec 8 Replacement Reserve				
ACH	bushllc - SCIDpda Bush Residential LLC	11/21/2017	16,671.88	Close KeyBank account to TCB
Total bhres8rr - Sec 8 Replacement Reserve			16,671.88	
bhres8sd - Sec 8 Security Deposit				
ACH	bushllc - SCIDpda Bush Residential LLC	11/21/2017	2,663.00	Close KeyBank account to TCB
Total bhres8sd - Sec 8 Security Deposit			2,663.00	
bhresop - General Checking				
1195	danrac - Danh	11/02/2017	15.60	Tenant Retention
1196	hdsupp - HD Supply Facilities Maintenance, LTD	11/02/2017	88.04	R&M - Supplies
1197	pdamaint - SCIDpda Maintenance Dept	11/02/2017	6.30	WOs
1198	seacitli - Seattle City Light	11/02/2017	182.29	Electricity
1199	seacitli - Seattle City Light	11/02/2017	106.07	Electricity
1200	seacitli - Seattle City Light	11/02/2017	732.09	Electricity
1201	scidpda - SCIDpda	11/12/2017	12,908.02	ID Billing
1202	aldpes - Alderwood Pest Control, Inc.	11/09/2017	627.00	Pest Control
1203	busimp - Business Impact NW	11/09/2017	1,604.68	Loan Payment - Monthly
1204	offdep - Office Depot	11/09/2017	22.90	Office Supplies
1205	pdamaint - SCIDpda Maintenance Dept	11/09/2017	1,617.00	WOs
1206	sprague - Sprague	11/09/2017	256.53	Pest Control - semi-monthly
1207	bushcond - SCIDPDA Bush Hotel Condo Association	11/16/2017	13,807.70	Condo Billing
1208	bushllc - SCIDpda Bush Residential LLC	11/16/2017	50,000.00	Establish New TCB Account
1209	citseacu - City of Seattle-Combined Utilities	11/16/2017	66.00	Water/Sewer - 1 of 2 City of Seattle accounts
1210	eltsys - ELTEC Systems, LLC	11/16/2017	1,106.45	Elevator - Contract
1211	hdsupp - HD Supply Facilities Maintenance, LTD	11/16/2017	298.08	Janitorial - Supplies

Check#	Vendor	Date	Check	Notes
1212	lowes - Lowe's	11/16/2017	125.43	R&M - Supplies
1213	verwir - Verizon Wireless	11/16/2017	80.39	Telecom
1214	buihar - Builders' Hardware & Supply Co	11/16/2017	14.52	R&M - Supplies
1215	cenlin - CenturyLink	11/16/2017	55.63	Telecom
1216	citseacu - City of Seattle-Combined Utilities	11/16/2017	8,362.01	Water/Sewer - 2 of 2 City of Seattle accounts
1217	sprague - Sprague	11/16/2017	256.53	Pest Control - semi-monthly
1218	hdsupp - HD Supply Facilities Maintenance, LTD	11/30/2017	325.59	R&M - Supplies
1219	keybankc - KeyBank	11/30/2017	327.52	Tenant Retention/R&M Supplies
1220	moco - Moco, Inc.	11/30/2017	76.00	Credit Screening Fee
1221	seacitli - Seattle City Light	11/30/2017	111.01	Electricity
1222	seacitli - Seattle City Light	11/30/2017	207.55	Electricity
1223	seacitli - Seattle City Light	11/30/2017	15.62	Electricity
1224	seacitli - Seattle City Light	11/30/2017	36.81	Electricity
1225	seacitli - Seattle City Light	11/30/2017	869.37	Electricity
ACH	bushot - Bush Hotel Limited Partnership	11/09/2017	3,151.43	Replacement Reverse Payment - Monthly
ACH	bushot2 - Bush Hotel Limited Partnership	11/09/2017	1,071.00	Operating Reverse Payment - Monthly
ACH	thecomm - The Commerce Bank of WA	11/28/2017	4,064.00	Loan Payment - Monthly
ACH	keybank - Key Bank	11/30/2017	8	
Total bhresop - General Checking			102,603.16	
bhresope - General Checking				
101	scidpda - SCIDpda	11/30/2017	139.59	Reimb. Cash Advance for new TCB Account endorsement stamps
ACH	thecomm - The Commerce Bank of WA	11/09/2017	46.53	Office Supplies
Total bhresope - General Checking			186.12	
bhresopr - Operating Reserve				
ACH	bushllc - SCIDpda Bush Residential LLC	11/29/2017	182,255.37	Close KeyBank account to TCB
Total bhresopr - Operating Reserve			182,255.37	
bhresrer - Replacement Reserve				
ACH	bushllc - SCIDpda Bush Residential LLC	11/21/2017	222,220.66	Close KeyBank account to TCB
Total bhresrer - Replacement Reserve			222,220.66	
bhressd - Security Deposit				
ACH	bushllc - SCIDpda Bush Residential LLC	11/21/2017	30,075.00	Close KeyBank account to TCB
Total bhressd - Security Deposit			30,075.00	
bhressd1 - Security Deposit				
ACH	thecomm - The Commerce Bank of WA	11/09/2017	46.53	Office Supplies
Total bhressd1 - Security Deposit			46.53	
bhressd8 - Sec 8 Security Deposit				
ACH	thecomm - The Commerce Bank of WA	11/09/2017	46.53	Office Supplies
Total bhressd8 - Sec 8 Security Deposit			46.53	
cidpdaop - General Checking				
970	govchr - Christopher George Govella	11/02/2017	75.00	Direct Fund Raising Expenses
971	scidpda - SCIDpda	11/12/2017	112.66	ID Billing
972	alapho - Alabastro Photography	11/09/2017	500.00	Direct Fund Raising Expenses
973	galath - Athena Barroga Galdonez	11/16/2017	50.00	Direct Fund Raising Expenses
974	masger - Geraldine Massengale	11/16/2017	50.00	Direct Fund Raising Expenses
975	miclau - Michalek	11/16/2017	500.00	Direct Fund Raising Expenses
976	keybankc - KeyBank	11/30/2017	185.24	Direct Fund Raising Expenses
977	leghou - Legacy House	11/30/2017	5,357.55	Donation Distribution
978	palmar - Mara E Palma	11/30/2017	100.00	Direct Fund Raising Expenses
ACH	stwasec - State of WA - Secretary of State	11/27/2017	60.00	Licenses
ACH	keybank - Key Bank	11/01/2017	72.6	Bank Fees
ACH	keybank - Key Bank	11/03/2017	265.45	Bank Fees
ACH	keybank - Key Bank	11/08/2017	10	Bank Fees
Total cidpdaop - General Checking			7,338.50	
cobocap1 - Comm Bond Revenue				
ACH	idvs2lib - IDVS2 Library/Parking	11/02/2017	90,000.00	Transfer to General Checking for operating expenses
Total cobocap1 - Comm Bond Revenue			90,000.00	
condo2op - General Checking				
1259	seacitli - Seattle City Light	11/02/2017	166.85	Electricity
1260	seacitli - Seattle City Light	11/02/2017	2,101.38	Electricity
1261	pdamaint - SCIDpda Maintenance Dept	11/09/2017	852.05	WOs
1262	pugsou - Puget Sound Energy	11/09/2017	2,291.69	Natural Gas
1263	tcms - TCMS of Seattle	11/09/2017	1,986.75	HVAC/Boiler Maint - Contract
1264	citseacu - City of Seattle-Combined Utilities	11/16/2017	11,685.19	Water/Sewer
1265	ipfscorp - IPFS Corporation	11/16/2017	4,290.20	Insurance - # 7 of 10
1266	tcms - TCMS of Seattle	11/16/2017	1,986.75	HVAC/Boiler Maint - Contract
1267	cenlin - CenturyLink	11/30/2017	361.13	Telecom
Total condo2op - General Checking			25,721.99	

Check#	Vendor	Date	Check	Notes
dvaop - General Checking				
2904	comint - Commercial Interiors, Inc.	11/02/2017	739.87	R&M - Other - tile installation
2905	danrac - Danh	11/02/2017	9.60	Tenant Retention
2906	hdsupp - HD Supply Facilities Maintenance, LTD	11/02/2017	272.29	Janitorial - Supplies
2907	idvs2lib - IDVS2 Library/Parking	11/02/2017	17,612.92	Loan Layment - Monthly
2908	pacsup - Pacific Supply	11/02/2017	118.89	R&M - Supplies
2909	sprague - Sprague	11/02/2017	614.22	Pest Control - June & October
2910	watsec - Watson Security	11/02/2017	86.67	R&M - Locks & Keys
2911	scidpda - SCIDpda	11/12/2017	13,966.14	ID Billing
2912	buihar - Builders' Hardware & Supply Co	11/09/2017	185.30	R&M - Locks & Keys
2913	ilgross - I.L. Gross Structural Engineers	11/09/2017	60.00	Professional Fees
2914	offdep - Office Depot	11/09/2017	14.09	Office Supplies
2915	pdamaint - SCIDpda Maintenance Dept	11/09/2017	1,883.30	WOs
2916	wavbro - Wave Broadband	11/09/2017	147.47	Telecom
2917	eltsys - ELTEC Systems, LLC	11/16/2017	582.51	Elevator - Contract
2918	lowes - Lowe's	11/16/2017	1,299.05	R&M - Supplies
2919	sprague - Sprague	11/16/2017	307.11	Pest Control - November
2920	verwir - Verizon Wireless	11/16/2017	71.75	Telecom - cell phone
2921	idvs2con - IDVS2 Condo Association	11/16/2017	16,129.44	Condo Billing
2922	pacsup - Pacific Supply	11/16/2017	59.44	R&M - Supplies
2923	thepar - The Part Works, Inc.	11/16/2017	28.60	R&M - Supplies
2924	geappl - GE Appliances	11/30/2017	110.05	R&M - Maintenance
2925	keybank - KeyBank	11/30/2017	923.19	R&M Supplies/Computer Hardware
2926	seacitli - Seattle City Light	11/30/2017	139.40	Electricity
2927	tcms - TCMS of Seattle	11/30/2017	1,217.71	HVAC/Boiler Maint - Contract
2928	wavbro - Wave Broadband	11/30/2017	9.28	Telecom - Internet
ACH	idvsfh - IDVS 2 Family Housing LLC	11/09/2017	2,234.27	Replacement Reverse Payment - Monthly
ACH	idvsfh2 - IDVS 2 Family Housing LLC	11/09/2017	538.32	Operating Reverse Payment - Monthly
Total dvaop - General Checking			59,360.88	
idvs1op - General Checking				
2856	cenlin - CenturyLink	11/02/2017	72.98	Telecom - 1 of 2 CenturyLink accounts
2857	seacitli - Seattle City Light	11/02/2017	11,696.87	Electricity
2858	scidpda - SCIDpda	11/12/2017	2,213.01	ID Billing
2859	cenlin - CenturyLink	11/09/2017	54.09	Telecom - 2 of 2 CenturyLink accounts
2860	citseaci - City of Seattle	11/09/2017	281.00	Elevator - Contract
2861	pdamaint - SCIDpda Maintenance Dept	11/09/2017	418.00	WOs
2862	pugsou - Puget Sound Energy	11/09/2017	138.50	Natural Gas - 1 of 4 PSE accounts
2863	usbank1 - US Bank/TFM/118377000/Patty Schrandt	11/09/2017	1,750.00	Bond Admin Fees - Annual
2864	citseacu - City of Seattle-Combined Utilities	11/16/2017	9,105.62	Water/Sewer
2865	eltsys - ELTEC Systems, LLC	11/16/2017	394.52	Elevator - Contract
2866	ipfscorp - IPFS Corporation	11/16/2017	3,553.97	Insurance - # 7 of 10
2867	pugsou - Puget Sound Energy	11/16/2017	3,684.76	Natural Gas - 3 of 4 PSE accounts
2868	repser - Republic Services	11/16/2017	1,369.93	Garbage/Waste Removal
2869	verwir - Verizon Wireless	11/16/2017	12.87	Telecom - cell phone
2870	wasman - Waste Management of Seattle	11/16/2017	1,923.04	Garbage
2871	thepar - The Part Works, Inc.	11/16/2017	60.38	R&M - Supplies
Total idvs1op - General Checking			36,729.54	
idvs2cns - General Checking				
657	usbank - US Bank/TFM/97298300/Patty Schrandt	11/02/2017	14,550.12	Loan Layment - Monthly
658	scidpda - SCIDpda	11/12/2017	6,324.39	ID Billing
659	eltsys - ELTEC Systems, LLC	11/16/2017	266.98	Elevator - Contract
660	idvs2con - IDVS2 Condo Association	11/16/2017	3,835.84	Condo Billing
ACH	tsymer - TSYS Merchant Solutions	11/30/2017	87.94	Bank Fees
ACH	keybank - Key Bank	11/30/2017	22.53	Bank Fees
Total idvs2cns - General Checking			25,087.80	
idvs2op3 - General Checking				
666	cenlin - CenturyLink	11/02/2017	203.28	Telecom - 1 of 2 CenturyLink accounts
667	cle425 - Clean 425 LLC	11/02/2017	550.50	R&M - Janitorial
668	watsec - Watson Security	11/02/2017	20.31	R&M - Locks & Keys
669	scidpda - SCIDpda	11/12/2017	1,033.58	ID Billing
670	jpmcha - JPMorgan Chase Bank	11/02/2017	5,661.70	Loan Layment - Monthly
671	pdamaint - SCIDpda Maintenance Dept	11/09/2017	577.75	WOs
672	sprague - Sprague	11/09/2017	183.20	Pest Control
673	paclaw - Pacifica Law Group	11/16/2017	205.00	Legal - Administrative
674	repser - Republic Services	11/16/2017	638.64	Garbage/Waste Removal
675	verwir - Verizon Wireless	11/16/2017	13.79	Telecom - cell phone
676	wasman - Waste Management of Seattle	11/16/2017	2,259.18	Garbage

Check#	Vendor	Date	Check	Notes
677	ldvs2con - IDVS2 Condo Association	11/16/2017	3,060.38	Condo Billing
678	t0003150 - People for Jon Grant	11/22/2017	500.00	Security Deposit - Refund
679	cenlin - CenturyLink	11/30/2017	203.28	Telecom - 1 of 2 CenturyLink accounts
Total ldvs2op3 - General Checking			15,110.59	
legacyop - General Checking				
9695	90001724 - Ho	11/02/2017	672.21	Security Deposit - Refund
9696	citpro - City Produce Company	11/02/2017	1,133.55	Program - Food Cost
9697	fooser - Food Services of America	11/02/2017	1,670.17	Program - Food Cost/Supplies
9698	hartfo - The Hartford	11/02/2017	543.00	Payroll Benefits - Life Insurance
9699	huamin - Huang	11/02/2017	85.27	Program - Supplies
9700	kaifou - of Washington Options Inc	11/02/2017	16,674.56	Payroll Benefits - Medical
9701	keinor - Keiro Northwest	11/02/2017	14,416.00	Program - Transportation
9702	kinco - King County Finance	11/02/2017	1,838.50	Program - Transportation - August
9703	neopos2 - Neopost USA, Inc	11/02/2017	37.79	Postage
9704	petqua - Petschl's Quality Meats Inc	11/02/2017	264.35	Program - Food Cost
9705	sprfar - Springbrook Farms	11/02/2017	149.83	Program - Food Cost
9706	syssea - SYSCO Seattle Inc	11/02/2017	602.13	Program - Food Cost/Supplies
9707	wasden - Delta Dental of Washington	11/02/2017	1,396.85	Payroll Benefits - Dental
9708	wavbro - Wave Broadband	11/02/2017	92.11	Telecom - November
9709	wavbro - Wave Broadband	11/02/2017	61.66	Telecom - October
9710	bobjoh - Bob Johnson's Pharmacy	11/09/2017	557.01	Program - Health/Medical & Supplies
9711	chukit - Chu	11/09/2017	0.00	Program - Supplies
9712	citpro - City Produce Company	11/09/2017	395.59	Program - Food Cost
9713	fooser - Food Services of America	11/09/2017	1,892.39	Program - Food Cost
9714	ldvs1co - IDVS 1 Commercial	11/09/2017	35,007.66	Rent
9715	kinori - King's Oriental Foods, Inc	11/09/2017	420.00	Program - Food Cost
9716	lamcar - Carrie Lam	11/09/2017	55.00	Training & Education
9717	leaage - LeadingAge Washington	11/09/2017	767.58	Licenses
9718	pdamaint - SCIDpda Maintenance Dept	11/09/2017	711.75	WOS
9719	saipai - Sals Painting Company	11/09/2017	440.00	R&M - UTO
9720	sprfar - Springbrook Farms	11/09/2017	172.50	Program - Food Cost
9721	thesea - The Seattle Times	11/09/2017	94.90	Dues & Subscriptions
9722	bulhar - Builders' Hardware & Supply Co	11/16/2017	81.21	R&M - Supplies
9723	eltsys - ELTEC Systems, LLC	11/16/2017	791.75	Elevator - Contract
9724	fooser - Food Services of America	11/16/2017	1,802.68	Program - Food Cost
9725	hdsupp - HD Supply Facilities Maintenance, LTD	11/16/2017	384.41	R&M - Supplies
9726	Infreh - Infinity Rehab	11/16/2017	2,104.90	Program - Temporary Staffing
9727	ipfscorp - IPFS Corporation	11/16/2017	1,381.59	Insurance - # 7 of 10
9728	kinco - King County Finance	11/16/2017	1,390.00	Program - Transportation - September
9729	lowes - Lowe's	11/16/2017	38.42	R&M - Supplies
9730	netser - Network Services Company	11/16/2017	1,730.23	Program - Supplies
9731	petqua - Petschl's Quality Meats Inc	11/16/2017	230.85	Program - Food Cost
9732	sprague - Sprague	11/16/2017	580.78	Pest Control - inspection
9733	sprfar - Springbrook Farms	11/16/2017	174.83	Program - Food Cost
9734	steric - Stericycle, Inc.	11/16/2017	11.78	Program - Supplies
9735	syssea - SYSCO Seattle Inc	11/16/2017	1,543.70	Program - Food Cost/Supplies
9736	verwir - Verizon Wireless	11/16/2017	181.09	Telecom
9737	wasman - Waste Management of Seattle	11/16/2017	1,150.42	Garbage
9738	allstre - Allstream	11/30/2017	671.68	Telecom
9739	bromeo - Bromeo, LLC	11/30/2017	880.00	Program - Temporary Staffing
9740	citpro - City Produce Company	11/30/2017	341.30	Program - Food Cost
9741	cscser - CSC Service Works, Inc.	11/30/2017	101.29	Program - Supplies
9742	delage - De Lage Landen Financial Services	11/30/2017	691.68	Copier Maintenance
9743	dinhea - Ding	11/30/2017	241.61	Program - Supplies/Travel - Local
9744	keinor - Keiro Northwest	11/30/2017	8,367.00	Program - Transportation
9745	keybankc - KeyBank	11/30/2017	1,547.17	Training & Education/Program - Food Cost/Supplies
9746	offdeplh - Office Depot	11/30/2017	62.11	Office Supplies
9747	rellea - Relias Learning LLC	11/30/2017	753.48	Training & Education
9748	secima - Security Imaging Corporation	11/30/2017	15.41	Office Supplies
9749	sprague - Sprague	11/30/2017	125.95	Pest Control - monthly service
9750	yarsys - Yardi Systems, Inc.	11/30/2017	909.25	Licenses
ACH	scldpda - SCIDpda	11/06/2017	60,000.00	Transfer for Payroll Expenses
ACH	scldpda - SCIDpda	11/09/2017	50,000.00	Transfer for Payroll Expenses
ACH	scldpda - SCIDpda	11/16/2017	100,000.00	Transfer for Payroll Expenses
ACH	leghou - Legacy House	11/09/2017	2,187.50	Replacement Reverse Payment - Monthly
Total legacyop - General Checking			320,626.43	

Check#	Vendor	Date	Check	Notes
nccomop2 - General Checking				
308	jondon - Jon-Don	11/02/2017	111.98	R&M - Janitorial
309	tcms - TCMS of Seattle	11/02/2017	644.75	HVAC/Boiler Maint - Contract - October
310	scidpda - SCIDpda	11/12/2017	1,018.05	ID Billing
311	citseaci - City of Seattle	11/09/2017	281.00	Elevator - Contract
312	newcenmt - New Central Hotel Master Tenant LLC	11/09/2017	0.00	Void
313	pdamaint - SCIDpda Maintenance Dept	11/09/2017	1,583.50	WOs
314	citseacu - City of Seattle-Combined Utilities	11/16/2017	2,294.74	Water/Sewer
315	eltsys - ELTEC Systems, LLC	11/16/2017	238.30	Elevator - Contract
316	lowes - Lowe's	11/16/2017	122.70	R&M - Supplies
317	paclam - Pacific Lamp & Supply Company	11/16/2017	191.23	R&M - Supplies
318	tcms - TCMS of Seattle	11/16/2017	644.75	HVAC/Boiler Maint - Contract - November
319	verwir - Verizon Wireless	11/16/2017	6.44	Telecom
320	wasman - Waste Management of Seattle	11/16/2017	27.00	Garbage
321	watsec - Watson Security	11/16/2017	7.60	R&M - Locks & Keys
322	keybankc - KeyBank	11/30/2017	92.11	Fire Systems - Service Call
323	seacitli - Seattle City Light	11/30/2017	683.29	Electricity
ACH	newcenmt - New Central Hotel Master Tenant LLC	11/13/2017	958.71	Insurance - Property # 7 of 12 & Earthquake #10 of 12
ACH	newcenmt - New Central Hotel Master Tenant LLC	11/13/2017	18,791.67	Rent
Total nccomop2 - General Checking			27,697.82	
nchotop - General Checking				
140	easwes - East-West Investment Co.	11/09/2017	4,843.84	Ground Lease Expense
141	ipfscorp - IPFS Corporation	11/16/2017	1,634.78	Insurance - #7 of 10
ACH	welfar - Wells Fargo	11/10/2017	19,549.92	Loan Payment - Monthly
ACH	newcenth - New Central Hotel LLC	11/09/2017	1,065.59	Replacement Reverse Payment - Monthly
Total nchotop - General Checking			27,094.13	
ncmaster - General Checking				
104	newcenth - New Central Hotel LLC	11/09/2017	0.00	Void
ACH	newcenth - New Central Hotel LLC	11/13/2017	1,597.85	Insurance - Property # 7 of 12 & Earthquake #10 of 12
ACH	newcenth - New Central Hotel LLC	11/13/2017	33,167.00	Rent
ACH	newcenth - New Central Hotel LLC	11/30/2017	649.52	Insurance - 2016-17 Umbrella
Total ncmaster - General Checking			35,414.37	
ncresop - General Checking				
362	danrac - Danh	11/02/2017	4.80	Tenant Retention
363	hdsupp - HD Supply Facilities Maintenance, LTD	11/02/2017	104.58	R&M - Supplies
364	sprague - Sprague	11/02/2017	243.93	Pest Control - October
365	tcms - TCMS of Seattle	11/02/2017	698.47	HVAC/Boiler Maint - Contract - October
366	scidpda - SCIDpda	11/12/2017	4,219.75	ID Billing
367	cenlin - CenturyLink	11/09/2017	54.09	Telecom
368	citseaci - City of Seattle	11/09/2017	281.00	Elevator - Contract
369	newcenmt - New Central Hotel Master Tenant LLC	11/09/2017	0.00	Void
370	offdep - Office Depot	11/09/2017	7.05	Office Supplies
371	citseacu - City of Seattle-Combined Utilities	11/16/2017	2,377.95	Water/Sewer & Garbage
372	eltsys - ELTEC Systems, LLC	11/16/2017	238.30	Elevator - Contract
373	hdsupp - HD Supply Facilities Maintenance, LTD	11/16/2017	132.05	R&M - Supplies
374	lowes - Lowe's	11/16/2017	76.30	R&M - Supplies
375	pugsou - Puget Sound Energy	11/16/2017	282.87	Natural Gas
376	sprague - Sprague	11/16/2017	243.93	Pest Control - November
377	tcms - TCMS of Seattle	11/16/2017	698.47	HVAC/Boiler Maint - Contract - November
378	verwir - Verizon Wireless	11/16/2017	36.18	Telecom - cell phone
379	rthood - R&T Hood and Duct Services, Inc	11/16/2017	22.86	Fire Systems - Service Call
380	cenlin - CenturyLink	11/30/2017	54.09	Telecom
381	hdsupp - HD Supply Facilities Maintenance, LTD	11/30/2017	154.25	R&M - Supplies
ACH	newcenmt - New Central Hotel Master Tenant LLC	11/13/2017	639.14	Insurance - Property # 7 of 12 & Earthquake #10 of 12
ACH	newcenmt - New Central Hotel Master Tenant LLC	11/13/2017	15,375.00	Rent
ACH	newcenmt - New Central Hotel Master Tenant LLC	11/30/2017	649.52	Insurance - 2016-17 Umbrella
ACH	newcentr - SCIDPDA New Central Apartments, Inc	11/09/2017	350.00	Replacement Reserve Payment - Monthly
Total ncresop - General Checking			26,944.58	
nutriop2 - General Checking				
823	hartfo - The Hartford	11/02/2017	8.01	Payroll Benefits - Life Insurance
824	kalfou - of Washington Options Inc	11/02/2017	297.00	Payroll Benefits - Medical
825	leghou - Legacy House	11/02/2017	4,738.59	Legacy House Meals
826	syssea - SYSCO Seattle Inc	11/02/2017	56.88	Program - Food Cost/Supplies
827	wasden - Delta Dental of Washington	11/02/2017	78.70	Payroll Benefits - Dental
828	bushcomm - SCIDpda Bush Hotel Commercial	11/09/2017	4,555.00	Rent
829	filcom - Filipino Community of Seattle	11/09/2017	4,448.66	Services Agreement - Other
830	merpar - Merchants Parking Assoc.	11/09/2017	545.00	Program - Transportation

Check#	Vendor	Date	Check	Notes
831	netser - Network Services Company	11/16/2017	321.78	Program - Supplies
832	rthood - R&T Hood and Duct Services. Inc	11/16/2017	329.49	Fire Systems - Service Call
833	keybankc - KeyBank	11/30/2017	44.03	Office Supplies
Total nutriop2 - General Checking			15,423.14	
pdabhcon - Construction				
ACH	thecomm - The Commerce Bank of WA	11/28/2017	203.43	Interest Payment - Monthly
ACH	thecomm - The Commerce Bank of WA	11/28/2017	5,000.00	Loan Payment - Monthly
Total pdabhcon - Construction			5,203.43	
pdaop - General Checking				
7180	hartfo - The Hartford	11/02/2017	666.63	Payroll Benefits - Life Insurance
7181	kalfou - of Washington Options Inc	11/02/2017	15,185.08	Payroll Benefits - Medical
7182	navben - Navia Benefit Solutions	11/02/2017	50.00	Payroll Benefits
7183	offdep - Office Depot	11/02/2017	92.60	Office Supplies
7184	ricusa - Ricoh USA, Inc	11/02/2017	796.57	Copier Lease
7185	visser - Vision Service Plan	11/02/2017	194.80	Payroll Benefits - Vision
7186	wasden - Delta Dental of Washington	11/02/2017	1,274.85	Payroll Benefits - Dental
7187	frilit - Friends of Little Saigon	11/02/2017	5,000.00	littsaig/Q3 Donation Distribution recv'd by littsaig in error
7188	beread - Be Ready, Inc	11/09/2017	225.00	IDEA Space/Program Expenses
7189	fidcom - Fidelis Communications, Inc	11/09/2017	1,351.75	Capitalized Rehab Expenses - Office Move
7190	finnei - Finney Neill & Co. P.S.	11/09/2017	8,025.00	Audit Fees
7191	idvs1co - IDVS 1 Commercial	11/09/2017	250.00	Employee Parking
7192	meetin - MeetingOne	11/09/2017	9.57	Council Expenses
7193	net2ph - Net2Phone Inc.	11/09/2017	720.95	Telecom - office phones
7194	phins - Philadelphia Insurance Companies	11/09/2017	930.67	Insurance
7195	webdom - Web Domain Listings Incorporated	11/09/2017	194.00	Computer Software/Hardware
7196	casnet - Cascade Networks, Inc.	11/16/2017	245.72	HHC/Telecom
7197	cenlin - CenturyLink	11/16/2017	111.32	Telecom - fax
7198	ethbus - Ethnic Business Coalition	11/16/2017	19,200.00	EBC/Program - Subcontracts
7199	frilit - Friends of Little Saigon	11/16/2017	25,178.55	littsaig/Program - Subcontracts
7200	ilgross - I.L. Gross Structural Engineers	11/16/2017	275.00	IDEA Space/Program - Subcontracts
7201	mlhay - Miller Hayashi Architects LLC	11/16/2017	1,932.00	Capitalized Rehab Expenses - Office Move
7202	phahan - Pham	11/16/2017	150.00	IDEA Space/Program - Professional Fees
7203	stufra - Nelson	11/16/2017	3,200.00	IDEA Space/Program - Professional Fees
7204	tecave - Techie Avenger Inc	11/16/2017	1,974.67	Computer - Maintenance
7205	thecomm - The Commerce Bank of WA	11/16/2017	20,000.00	Line of Credit Payment
7206	verwir - Verizon Wireless	11/16/2017	728.74	Telecom - cell phones
7207	wlnluk - Wing Luke Asian Museum	11/16/2017	2,000.00	IDEA Space/Program - Subcontracts
7208	maraur - Aurora Martin	11/16/2017	1,400.00	Security Deposit - Refund
7209	rthood - R&T Hood and Duct Services. Inc	11/16/2017	229.43	HHC/Fire Systems - Service Calls
7210	bushcomm - SCIDpda Bush Hotel Commercial	11/16/2017	20,000.00	Cash Flow Loan
7211	bushcomm - SCIDpda Bush Hotel Commercial	11/30/2017	23,139.00	Rent
7212	cenlin - CenturyLink	11/30/2017	241.42	Telecom
7213	cldbja - Chinatown ID BIA	11/30/2017	5,000.00	IDEA Space/Program - Subcontracts
7214	keybankc - KeyBank	11/30/2017	1,196.03	Computer Software/Training/Office Supplies/Travel
7215	laiale - Alexis Lair	11/30/2017	30.31	IDEA Space/Program - Supplies
7216	natcap - National CAPACD	11/30/2017	555.00	Travel - Non-local
7217	offdep - Office Depot	11/30/2017	109.17	Office Supplies
7218	phahan - Pham	11/30/2017	150.00	IDEA Space/Program - Professional Fees
7219	sagarc - SAGE Architectural Alliance	11/30/2017	2,462.16	Development Project - AIPACE
ACH	scidpda - SCIDpda	11/04/2017	350.00	IDEA Space/Rent - Public Safety
ACH	scidpda - SCIDpda	11/04/2017	750.00	IDEA Space/Rent
ACH	bushllc - SCIDpda Bush Residential LLC	11/09/2017	139.59	Cash Advance for new TCB Account endorsement stamps
ACH	stwab&o - Department of Revenue	11/26/2017	173.53	B&O Tax
ACH	keybank - Key Bank	11/30/2017	30	Bank Fees
ACH	qquest - Qquest Payroll Services	11/09/2017	119,363.14	Payroll
ACH	qquest - Qquest Payroll Services	11/22/2017	121,513.95	Payroll
ACH	pdamaint - SCIDpda Maintenance Dept	11/30/2017	746	WOs
Total pdaop - General Checking			407,542.20	
			1,839,145.43	

Seattle Chinatown International District Preservation and Development Authority

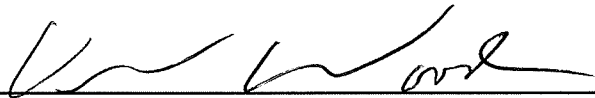
409 Maynard Avenue S, Suite P2

Seattle, WA 98114

Expenditure Certification Memorandum

DATE: 1/5/2018
 TO: Board of Directors
 FROM: Vern Wood, Deputy Director
 RE: December 2017 Expenditure Certification

I, Vern Wood, do hereby certify that the materials have been furnished, the services rendered or the labor performed herein, and that the claims represented by the vouchers listed below were just obligations of the SCIDPDA, and that I am authorized to authenticate and certify said claims.


 Vern Wood, Deputy Director

Accounts Payable	Computer Run Checks	General Checking	1183	to	1195	\$	20,321.34
ACH Transfers	Cash Mgmt/Investments	General Checking		eft		\$	32,166.67
					Bush Hotel Commercial	\$	52,488.01
Accounts Payable	Computer Run Checks	General Checking	1511	to	1514	\$	25,046.87
					Bush Hotel Condo	\$	25,046.87
ACH Transfers	Cash Mgmt/Investments	General Checking		eft		\$	16,133.89
					Bush Hotel Fund	\$	16,133.89
ACH Transfers	Cash Mgmt/Investments	General Checking		eft		\$	32,125.00
					Bush Hotel Master Tenant	\$	32,125.00
ACH Transfers	Cash Mgmt/Investments	General Checking		eft		\$	24,406.96
ACH Transfers	Cash Mgmt/Investments	Repl. Reserve		eft		\$	19,009.86
					Bush Hotel QalicB	\$	43,416.82
Accounts Payable	Computer Run Checks	General Checking	1226	to	1247	\$	53,728.56
ACH Transfers	Cash Mgmt/Investments	General Checking		eft		\$	4,222.43
					Bush Hotel Residential	\$	57,950.99
Accounts Payable	Computer Run Checks	General Checking	979	to	983	\$	5,160.33
					CIDpda	\$	5,160.33
Accounts Payable	Computer Run Checks	General Checking	1268	to	1274	\$	25,335.94
					IDVS2 Condo	\$	25,335.94
Accounts Payable	Computer Run Checks	General Checking	2929	to	2947	\$	69,557.35
ACH Transfers	Cash Mgmt/Investments	General Checking		eft		\$	2,772.59
					DVA	\$	72,329.94

Accounts Payable	Computer Run Checks	General Checking	2872	to	2884	\$	47,515.60
ACH Transfers	Cash Mgmt/Investments	Bond Revenue		eft		\$	843,100.00
		IDVS1 Commercial				\$	890,615.60
Accounts Payable	Computer Run Checks	General Checking	661	to	666	\$	34,110.93
ACH Transfers	Cash Mgmt/Investments	General Checking		eft		\$	57.00
		IDVS2 Library & Parking				\$	34,167.93
Accounts Payable	Computer Run Checks	General Checking	680	to	690	\$	8,470.95
		IDVS2 Commercial				\$	8,470.95
Accounts Payable	Computer Run Checks	General Checking	9751	to	9802	\$	98,361.71
ACH Transfers	Cash Mgmt/Investments	General Checking		eft		\$	177,187.50
ACH Transfers	Cash Mgmt/Investments	Repl. Reserve		eft		\$	228,510.11
ACH Transfers	Cash Mgmt/Investments	Operating Reserve		eft		\$	500,023.33
		Legacy House				\$	1,004,082.65
Accounts Payable	Computer Run Checks	General Checking	324	to	334	\$	5,787.41
ACH Transfers	Cash Mgmt/Investments	General Checking		eft		\$	19,750.38
		New Central Commercial				\$	25,537.79
Accounts Payable	Computer Run Checks	General Checking	142	to	143	\$	6,335.94
ACH Transfers	Cash Mgmt/Investments	General Checking		eft		\$	20,615.51
		New Central Hotel				\$	26,951.45
ACH Transfers	Cash Mgmt/Investments	General Checking		eft		\$	34,764.85
		New Central Master Tenant				\$	34,764.85
Accounts Payable	Computer Run Checks	General Checking	382	to	391	\$	8,393.92
ACH Transfers	Cash Mgmt/Investments	General Checking		eft		\$	22,364.14
		New Central Residential				\$	30,758.06
Accounts Payable	Computer Run Checks	General Checking	834	to	846	\$	17,326.87
		Nutrition Services				\$	17,326.87
Accounts Payable	Computer Run Checks	General Checking	7220	to	7266	\$	161,666.06
Payroll	Automatic Withdrawal	General Checking	12/7/17 & 12/21/17			\$	242,709.13
ACH Transfers	Cash Mgmt/Investments	General Checking		eft		\$	(796.17)
		SCIDpda				\$	403,579.02
						\$	2,806,242.96

The above vouchers and electronic fund transfers are hereby approved by a majority of all members of the SCIDpda Council and signed by me in open session in authentication of their approval on this _____ day of _____.

Treasurer

Chair

SCID Check Summary

Property=bhcomm,bhcondo,bhfund,bhmanagr,bhmaster,bhqalib,bhres,childpar,cidblock,cidpda,design,design01,design02,design03,design04,design05,design06,design07,design08,design09,design10,design11,design12,design13,design14,design15,design16,design17,design18,dva,ethbc,hinghay,idvs1com,idvs2com,idvs2con,idvs2lp,legaads,legacy,lhfoods,lhhouse,lhmarket,lhopera,lhwelln,littsaig,ncentcom,ncentres,nchotel,ncmanagr,ncmaster,nutri,panaland,pdacmmty,pdadev,pdamaint,pdaprop,scid AND mm/yy=12/2017-12/2017 AND All Checks=Yes

Check#	Vendor	Check Date	Total Check	Notes
bhcommop - General Checking				
1183	eltsys - ELTEC Systems, LLC	12/07/2017	170.52	Elevator - Service Calls
1184	seadptra - Seattle Dept of Transportation	12/07/2017	70.00	Permits
1185	verwir - Verizon Wireless	12/07/2017	8.27	Telecom
1186	eltsys - ELTEC Systems, LLC	12/14/2017	296.36	Elevator - Contract
1187	Intexa - International Examiner	12/14/2017	160.00	Tenant Retention
1188	pdamaint - SCIDpda Maintenance Dept	12/14/2017	2,434.30	WOs
1189	wasman - Waste Management of Seattle	12/14/2017	2,964.96	Garbage
1190	bushcond - SCIDPDA Bush Hotel Condo Association	12/21/2017	10,494.58	Condo Billing
1191	cedgro - Cedar Grove Organics Recycling	12/21/2017	116.00	Garbage
1192	cenlin - CenturyLink	12/21/2017	153.03	Telecom
1193	hdsupp - HD Supply Facilities Maintenance, LTD	12/21/2017	143.11	R&M Supplies
1194	paclam - Pacific Lamp & Supply Company	12/21/2017	455.05	R&M Supplies
1195	tcms - TCMS of Seattle	12/21/2017	2,855.16	HVAC/Boiler Maint - Contract
ACH	bushmast - SCIDpda Bush Hotel Master Tenant LLC	12/18/2017	32,166.67	Rent
Total bhcommop - General Checking			52,488.01	
bhcondop - General Checking				
1511	ipfscorp - IPFS Corporation	12/14/2017	3,288.99	Insurance - #8 of 10
1512	pugsou - Puget Sound Energy	12/14/2017	3,634.28	Natural Gas
1513	tcms - TCMS of Seattle	12/14/2017	3,746.24	HVAC/Boiler Maint - Contract
1514	citseacu - City of Seattle-Combined Utilities	12/21/2017	14,377.36	Water/Sewer/Garbage
Total bhcondop - General Checking			25,046.87	
bhfundop - Operating Account				
ACH	scidpda - SCIDpda	12/12/2017	6,411.11	Loan B Interest - Monthly
ACH	bannymel - The Bank of New York Mellon Trust Co.	12/15/2017	9,722.78	Loan A Payment - Monthly
Total bhfundop - Operating Account			16,133.89	
bhmastop - General Checking				
ACH	bushqali - SCIDpda Bush Hotel QALICB LLC	12/18/2017	32,125.00	Rent
Total bhmastop - General Checking			32,125.00	
bhqalop - General Checking				
ACH	renfin - Renaissance Finance VII Invest. Fund LLC	12/08/2017	11,342.75	Loan B Interest - Monthly
ACH	renfin - Renaissance Finance VII Invest. Fund LLC	12/15/2017	13,064.21	Loan A Payment - Monthly
Total bhqalop - General Checking			24,406.96	
bhqalrr - Replacement Reserve				
ACH	bushcomm - SCIDpda Bush Hotel Commercial	12/01/2017	19,009.86	Note Receivable - Elevator Door Operator; approval not req'd
Total bhqalrr - Replacement Reserve			19,009.86	
bhresop - General Checking				
1226	aldpes - Alderwood Pest Control, Inc.	12/07/2017	407.00	Pest Control - bed bug treatment
1227	busimp - Business Impact NW	12/07/2017	1,604.68	Loan Payment - Monthly
1228	eltsys - ELTEC Systems, LLC	12/07/2017	341.04	Elevator - Service Calls
1229	pmjans - Phnoux	12/07/2017	405.00	R&M - UTO
1230	seadptra - Seattle Dept of Transportation	12/07/2017	70.00	Permits
1231	verwir - Verizon Wireless	12/07/2017	81.26	Telecom
1232	scidpda - SCIDpda	12/17/2017	13,478.21	ID Billing
1233	chiarc - Chihara Architect	12/14/2017	350.00	Capitalized Rehab Expenditures - Corridor Renovations
1234	eltsys - ELTEC Systems, LLC	12/14/2017	1,106.45	Elevator - Contract
1235	lowes - Lowe's	12/14/2017	227.41	R&M Supplies
1236	pdamaint - SCIDpda Maintenance Dept	12/14/2017	2,083.20	WOs
1237	t0002104 - Zhong	12/14/2017	482.00	Security Deposit Refund
1238	aldpes - Alderwood Pest Control, Inc.	12/21/2017	720.50	Pest Control - bed bug treatment
1239	bushcond - SCIDPDA Bush Hotel Condo Association	12/21/2017	14,758.30	Condo Billing
1240	cenlin - CenturyLink	12/21/2017	55.63	Telecom
1241	citseacu - City of Seattle-Combined Utilities	12/21/2017	70.40	Water/Sewer
1242	hdsupp - HD Supply Facilities Maintenance, LTD	12/21/2017	474.47	R&M Supplies
1243	keybank - KeyBank	12/21/2017	73.63	R&M Supplies
1244	moco - Moco, Inc.	12/21/2017	152.00	Credit Screening Fee
1245	scgele - SCG Electric, Inc.	12/21/2017	430.85	HVAC/Boiler Maint - Service Call
1246	sprague - Sprague	12/21/2017	256.53	Pest Control - monthly service
1247	danpai - Daniel's Painting LLC	12/21/2017	16,100.00	Capitalized Rehab Expenditures - Corridor Renovations

Check#	Vendor	Check Date	Total Check	Notes
ACH	bushot - Bush Hotel Limited Partnership	12/11/2017	3,151.43	Replacement Reserve Payment - Monthly
ACH	bushot2 - Bush Hotel Limited Partnership	12/11/2017	1,071.00	Operating Reserve Payment - Monthly
Total bhesop - General Checking			57,950.99	
cidpdaop - General Checking				
979	finnei - Finney Neill & Co. P.S.	12/07/2017	1,390.00	Audit Fees
980	scidpda - SCIDpda	12/07/2017	95.68	ID Billing
981	blackb - Blackbaud, Inc	12/21/2017	55.06	Computer Software/Hardware/Licenses
982	keybankc - KeyBank	12/21/2017	3,468.42	Direct Fund Raising Expenses
983	thecopy - The Copy Company/TCC Printing & Imaging	12/21/2017	151.17	Direct Fund Raising Expenses
Total cidpdaop - General Checking			5,160.33	
condo2op - General Checking				
1268	seacitli - Seattle City Light	12/07/2017	197.65	Electricity
1269	seacitli - Seattle City Light	12/07/2017	2,673.37	Electricity
1270	ipfscorp - IPFS Corporation	12/14/2017	4,290.20	Insurance - #8 of 10
1271	pdamaint - SCIDpda Maintenance Dept	12/14/2017	774.59	WOs
1272	pugsou - Puget Sound Energy	12/14/2017	3,262.36	Natural Gas
1273	tcms - TCMS of Seattle	12/14/2017	1,986.75	HVAC/Boiler Maint - Contract
1274	citseacu - City of Seattle-Combined Utilities	12/21/2017	12,151.02	Water/Sewer/Garbage
Total condo2op - General Checking			25,335.94	
dvaop - General Checking				
2929	idvs2lib - IDVS2 Library/Parking	12/01/2017	17,612.92	Loan Payment - Monthly
2930	guasec - Guardian Security Systems, Inc	12/07/2017	113.41	Fire Systems/Sprinkler - Service Call
2931	seacitli - Seattle City Light	12/07/2017	22.93	Electricity
2932	t0000233 - Huang	12/07/2017	126.00	Security Deposit Refund
2933	verwir - Verizon Wireless	12/07/2017	93.75	Telecom
2934	scidpda - SCIDpda	12/17/2017	12,860.09	ID Billing
2935	depcom - Dept of Commerce	12/14/2017	14,423.00	Loan Payment - Quarterly
2936	eltsys - ELTEC Systems, LLC	12/14/2017	582.51	Elevator - Contract
2937	lowes - Lowe's	12/14/2017	609.55	R&M Supplies
2938	pdamaint - SCIDpda Maintenance Dept	12/14/2017	490.25	WOs
2939	watsec - Watson Security	12/14/2017	51.43	Locks & Keys
2940	danpal - Daniel's Painting LLC	12/21/2017	825.75	R&M - UTO
2941	hdsupp - HD Supply Facilities Maintenance, LTD	12/21/2017	795.27	R&M Supplies
2942	idvs2con - IDVS2 Condo Association	12/21/2017	19,875.65	Condo Billing
2943	keybankc - KeyBank	12/21/2017	173.40	R&M Supplies
2944	moco - Moco, Inc.	12/21/2017	228.00	Credit Screening Fee
2945	paciam - Pacific Lamp & Supply Company	12/21/2017	188.00	R&M Supplies
2946	pacsup - Pacific Supply	12/21/2017	178.33	R&M Supplies
2947	sprague - Sprague	12/21/2017	307.11	Pest Control
ACH	idvsfh - IDVS 2 Family Housing LLC	12/11/2017	2,234.27	Replacement Reserve Payment - Monthly
ACH	idvsfh2 - IDVS 2 Family Housing LLC	12/11/2017	538.32	Operating Reserve Payment - Monthly
Total dvaop - General Checking			72,329.94	
idvs1op - General Checking				
2872	cenlin - CenturyLink	12/07/2017	72.98	Telecom - 1 of 2 CenturyLink accounts
2873	seacitli - Seattle City Light	12/07/2017	14,796.10	Electricity
2874	verwir - Verizon Wireless	12/07/2017	12.87	Telecom
2875	wetass - Wetherholt and Associates, Inc.	12/07/2017	46.25	Professional Fees & Consulting
2876	scidpda - SCIDpda	12/17/2017	11,967.76	ID Billing
2877	cenlin - CenturyLink	12/14/2017	54.09	Telecom - 2 of 2 CenturyLink accounts
2878	eltsys - ELTEC Systems, LLC	12/14/2017	394.52	Elevator - Contract
2879	ipfscorp - IPFS Corporation	12/14/2017	3,553.97	Insurance - #8 of 10
2880	pdamaint - SCIDpda Maintenance Dept	12/14/2017	435.50	WOs
2881	pugsou - Puget Sound Energy	12/14/2017	3,488.82	Natural Gas
2882	repser - Republic Services	12/14/2017	899.44	Garbage
2883	wasman - Waste Management of Seattle	12/14/2017	2,025.19	Garbage
2884	citseacu - City of Seattle-Combined Utilities	12/21/2017	9,768.11	Water/Sewer
Total idvs1op - General Checking			47,515.60	
idvs2cns - General Checking				
661	usbank - US Bank/TFM/97298300/Patty Schrandt	12/01/2017	14,773.96	Bond Payment - Monthly
662	idvs2lib - IDVS2 Library/Parking	12/07/2017	11,264.50	Event Parking Income - xfr cash recv'd at Key to Bond Revenue
663	scidpda - SCIDpda	12/17/2017	5,803.75	ID Billing
664	eltsys - ELTEC Systems, LLC	12/14/2017	266.98	Elevator - Contract
665	watsec - Watson Security	12/14/2017	8.70	R&M Supplies
666	idvs2con - IDVS2 Condo Association	12/21/2017	1,993.04	Condo Billing

Check#	Vendor	Check Date	Total Check	Notes
ACH	citseafa - City of Seattle Finance & Admin Svcs	12/11/2017	57.00	2018 Business License
Total idvs2cns - General Checking			34,167.93	
idvs2op3 - General Checking				
680	cenlin - CenturyLink	12/07/2017	108.50	Telecom
681	sprague - Sprague	12/07/2017	114.50	Pest Control - monthly service 1 of 2
682	verwir - Verizon Wireless	12/07/2017	13.79	Telecom
683	scidpda - SCIDpda	12/17/2017	1,034.28	ID Billing
684	pdamaint - SCIDpda Maintenance Dept	12/14/2017	760.00	WOs
685	repser - Republic Services	12/14/2017	538.86	Garbage
686	sprague - Sprague	12/14/2017	68.70	Pest Control - monthly service 2 of 2
687	wasman - Waste Management of Seattle	12/14/2017	2,245.81	Garbage
688	idvs2con - IDVS2 Condo Association	12/21/2017	3,467.61	Condo Billing
689	keybankc - KeyBank	12/21/2017	33.02	Small Tools & Equipment
690	sprague - Sprague	12/21/2017	85.88	Pest Control 09/2017 monthly service 2 of 2
Total idvs2op3 - General Checking			8,470.95	
idvsreve - Revenue Account-Trust				
ACH	kiebul - Kiewit Building Group Inc	12/13/2017	778,100.00	Settlement Payoff
ACH	idvs1co - IDVS 1 Commercial	12/14/2017	65,000.00	Transfer to General Checking for operating expenses
Total idvsreve - Revenue Account-Trust			843,100.00	
legacyop - General Checking				
9751	allpau - Allarde	12/07/2017	44.01	Program - Supplies
9752	bromeo - Bromeo, LLC	12/07/2017	1,672.00	Program - Temporary Staffing
9753	chukit - Chu	12/07/2017	287.73	Program - Supplies
9754	citpro - City Produce Company	12/07/2017	1,236.40	Program - Food Cost
9755	fooser - Food Services of America	12/07/2017	133.18	Program - Food Cost
9756	idvs1co - IDVS 1 Commercial	12/07/2017	125.00	Travel - Local
9757	kinori - King's Oriental Foods, Inc	12/07/2017	780.50	Program - Food Cost
9758	leaage - LeadingAge Washington	12/07/2017	289.99	Dues & Subscriptions - monthly
9759	leaage - LeadingAge Washington	12/07/2017	477.59	Licenses - monthly
9760	offdeplh - Office Depot	12/07/2017	62.41	Office Supplies
9761	petqua - Petschl's Quality Meats Inc	12/07/2017	675.45	Program - Food Cost
9762	pmjans - Phnoux	12/07/2017	720.00	R&M - UTO
9763	powcle - PowerClean	12/07/2017	660.60	R&M - Other
9764	sprfar - Springbrook Farms	12/07/2017	524.49	Program - Food Cost
9765	syssea - SYSCO Seattle Inc	12/07/2017	1,646.77	Program - Food Cost
9766	verwir - Verizon Wireless	12/07/2017	181.09	Telecom
9767	fooser - Food Services of America	12/07/2017	5,864.78	Program - Food Cost
9768	90001580 - Wu	12/14/2017	14.15	Tenant Refund
9769	bobjoh - Bob Johnson's Pharmacy	12/14/2017	181.16	Program - Supplies
9770	bromeo - Bromeo, LLC	12/14/2017	352.00	Program - Temporary Staffing
9771	dinhea - Ding	12/14/2017	306.29	R&M Supplies/Travel - Local
9772	eltsys - ELTEC Systems, LLC	12/14/2017	791.75	Elevator - Contract
9773	hartfo - The Hartford	12/14/2017	542.99	Payroll Benefits - Life Insurance
9774	idvs1co - IDVS 1 Commercial	12/14/2017	34,882.66	Rent
9775	infreh - Infinity Rehab	12/14/2017	1,481.90	Program - Temporary Staffing
9776	ipfscorp - IPFS Corporation	12/14/2017	1,381.59	Insurance - #8 of 10
9777	kaifou - of Washington Options Inc	12/14/2017	16,227.94	Payroll Benefits - Medical
9778	netser - Network Services Company	12/14/2017	823.65	Program - Supplies
9779	pdamaint - SCIDpda Maintenance Dept	12/14/2017	749.25	WOs
9780	petcasof - Petty Cash - Office	12/14/2017	177.48	Marketing/Program - Supplies/Staff Appreciation/Training
9781	sprague - Sprague	12/14/2017	125.95	Pest Control
9782	vaudeb - Vaughn-Watson	12/14/2017	100.00	Licenses
9783	wasden - Delta Dental of Washington	12/14/2017	1,553.45	Payroll Benefits - Dental
9784	wasman - Waste Management of Seattle	12/14/2017	1,151.75	Garbage
9785	yarsys - Yardi Systems, Inc.	12/14/2017	5,563.51	Computer Charges - annual license fee
9786	buihar - Builders' Hardware & Supply Co	12/21/2017	115.95	Locks & Keys
9787	chukit - Chu	12/21/2017	150.49	Program - Supplies
9788	cscser - CSC Service Works, Inc.	12/21/2017	101.29	Program - Supplies
9789	danpal - Daniel's Painting LLC	12/21/2017	550.50	R&M - UTO
9790	dirsup - Direct Supply Equipment	12/21/2017	902.82	R&M Supplies
9791	fooser - Food Services of America	12/21/2017	6,029.53	Program - Food Cost/Supplies
9792	huamin - Huang	12/21/2017	67.32	Marketing
9793	keybankc - KeyBank	12/21/2017	2,795.22	Job Listings/Supplies/Food Cost/Training/Travel/Licenses
9794	kinori - King's Oriental Foods, Inc	12/21/2017	785.75	Program - Food Cost/Supplies

Check#	Vendor	Check Date	Total Check	Notes
9795	lamcar - Carrie Lam	12/21/2017	55.00	Training
9796	leejun - Lee	12/21/2017	45.00	Translation/Interpreters
9797	nurcal - Onetrac Wireless Messaging Inc.	12/21/2017	1,266.15	Program - Supplies
9798	petqua - Petschl's Quality Meats Inc	12/21/2017	681.75	Program - Food Cost
9799	roycup - Royal Cup Coffee	12/21/2017	203.60	Program - Food Cost
9800	sprfar - Springbrook Farms	12/21/2017	535.96	Program - Food Cost
9801	syssea - SYSCO Seattle Inc	12/21/2017	2,086.08	Program - Food Cost/Supplies
9802	wavbro - Wave Broadband	12/21/2017	199.84	Telecom
ACH	scidpda - SCIDpda	12/04/2017	75,000.00	Transfer for payroll expenses
ACH	scidpda - SCIDpda	12/13/2017	100,000.00	Transfer for payroll expenses
ACH	leghou - Legacy House	12/11/2017	2,187.50	Replacement Reserve Payment - Monthly
Total legacyop - General Checking			275,549.21	
legopre1 - Operating Reserve #1				
ACH	leghou - Legacy House	12/18/2017	500,023.33	Close KeyBank to Wells Fargo
Total legopre1 - Operating Reserve #1			500,023.33	
legrere2 - Replacement Reserve				
ACH	leghou - Legacy House	12/18/2017	228,510.11	Close KeyBank to Wells Fargo
Total legrere2 - Replacement Reserve			228,510.11	
nccomop2 - General Checking				
324	verwir - Verizon Wireless	12/07/2017	6.44	Telecom
325	scidpda - SCIDpda	12/17/2017	708.02	ID Billing
326	eltsys - ELTEC Systems, LLC	12/14/2017	238.30	Elevator - Contract
327	lowes - Lowe's	12/14/2017	24.03	R&M - R&M Supplies
328	pdamaint - SCIDpda Maintenance Dept	12/14/2017	1,365.00	WOs
329	tcms - TCMS of Seattle	12/14/2017	644.75	HVAC/Boiler Maint - Contract
330	wasman - Waste Management of Seattle	12/14/2017	27.00	Garbage
331	citseacu - City of Seattle-Combined Utilities	12/21/2017	2,362.76	Water/Sewer
332	hdsupp - HD Supply Facilities Maintenance, LTD	12/21/2017	217.96	R&M Supplies
333	keybank - KeyBank	12/21/2017	101.92	Small Tools & Equipment
334	paclam - Pacific Lamp & Supply Company	12/21/2017	91.23	R&M Supplies
ACH	newcenmt - New Central Hotel Master Tenant LLC	12/18/2017	19,750.38	Rent/Insurance - #6 of 12
Total nccomop2 - General Checking			25,537.79	
nchotop - General Checking				
142	easwes - East-West Investment Co.	12/07/2017	4,701.16	Ground Lease Expense
143	lpfscorp - IPFS Corporation	12/14/2017	1,634.78	Insurance - #8 of 10
ACH	welfar - Wells Fargo	12/06/2017	19,549.92	Loan Payment - Monthly
ACH	newcenth - New Central Hotel LLC	12/11/2017	1,065.59	Replacement Reserve Payment - Monthly
Total nchotop - General Checking			26,951.45	
ncmaster - General Checking				
ACH	newcenth - New Central Hotel LLC	12/18/2017	34,764.85	Rent/Insurance - #6 of 12
Total ncmaster - General Checking			34,764.85	
ncresop - General Checking				
382	citseaci - City of Seattle	12/07/2017	137.00	HVAC/Boiler Maint - Contract
383	guasec - Guardian Security Systems, Inc	12/07/2017	113.40	Fire Systems/Sprinkler - Service Call
384	verwir - Verizon Wireless	12/07/2017	47.38	Telecom
385	scidpda - SCIDpda	12/17/2017	4,529.87	ID Billing
386	eltsys - ELTEC Systems, LLC	12/14/2017	238.30	Elevator - Contract
387	pugsou - Puget Sound Energy	12/14/2017	335.06	Natural Gas
388	tcms - TCMS of Seattle	12/14/2017	698.47	HVAC/Boiler Maint - Contract
389	citseacu - City of Seattle-Combined Utilities	12/21/2017	0.00	Void
390	citseacu - City of Seattle-Combined Utilities	12/21/2017	0.00	Void
391	citseacu - City of Seattle-Combined Utilities	12/21/2017	2,294.44	Water/Sewer/Garbage
ACH	unista - United States Treasury	12/12/2017	6,000.00	Income Taxes - Q4 tax deposit
ACH	newcenmt - New Central Hotel Master Tenant LLC	12/18/2017	16,014.14	Rent/Insurance - #6 of 12
ACH	newcentr - SCIDPDA New Central Apartments, Inc	12/11/2017	350.00	Replacement Reserve Payment - Monthly
Total ncresop - General Checking			30,758.06	
nutriop2 - General Checking				
834	bushcomm - SCIDpda Bush Hotel Commercial	12/07/2017	0.00	Void
835	filcom - Filipino Community of Seattle	12/07/2017	0.00	Void
836	leghou - Legacy House	12/07/2017	0.00	Void
837	bushcomm - SCIDpda Bush Hotel Commercial	12/14/2017	4,555.00	Rent
838	filcom - Filipino Community of Seattle	12/14/2017	4,463.93	Services Agreement - Other
839	hartfo - The Hartford	12/14/2017	8.01	Payroll Benefits - Life Insurance
840	kaifou - of Washington Options Inc	12/14/2017	297.00	Payroll Benefits - Medical

Check#	Vendor	Check Date	Total Check	Notes
841	leghou - Legacy House	12/14/2017	6,687.71	Billed Salaries/Program - Food Cost
842	merpar - Merchants Parking Assoc.	12/14/2017	545.00	Program - Transportation
843	petcasof - Petty Cash - Office	12/14/2017	11.24	Program - Supplies
844	powcle - PowerClean	12/14/2017	578.03	R&M - Other
845	wasden - Delta Dental of Washington	12/14/2017	78.70	Payroll Benefits - Dental
846	kinorl - King's Oriental Foods, Inc	12/21/2017	102.25	Program - Food Cost/R&M Supplies
Total nutriop2 - General Checking			17,326.87	
pdaop - General Checking				
7220	bushcomm - SCIDpda Bush Hotel Commercial	12/01/2017	10,815.00	Rent
7221	cidbia - Chinatown ID BIA	12/01/2017	5,000.00	IDEA Space/Program - Subcontracts
7222	bresha - Shanti Breznau	12/07/2017	13,151.25	IDEA Space/Program - Subcontracts
7223	cenlin - CenturyLink	12/07/2017	66.84	Telecom
7224	healea - Health Leadership International	12/07/2017	150.00	HHC/Event Deposit Refund
7225	idvs1co - IDVS 1 Commercial	12/07/2017	250.00	Employee Parking
7226	idvs2lib - IDVS2 Library/Parking	12/07/2017	250.00	Employee Parking
7227	intpark - Interim Parking Services	12/07/2017	1,041.00	Employee Parking - December
7228	intpark - Interim Parking Services	12/07/2017	1,041.00	Employee Parking - November
7229	intthi - Interpret This Inc	12/07/2017	246.12	IDEA Space/Program - Subcontracts
7230	meetin - MeetingOne	12/07/2017	45.07	Telecom
7231	navben - Navia Benefit Solutions	12/07/2017	56.00	Payroll Benefits - Insurance
7232	net2ph - Net2Phone Inc.	12/07/2017	720.95	Telecom
7233	offdep - Office Depot	12/07/2017	12.09	Office Supplies
7234	phiins - Philadelphia Insurance Companies	12/07/2017	930.67	Insurance - #7 of 9
7235	ricusa - Ricoh USA, Inc	12/07/2017	399.09	Copier Lease/Maintenance
7236	seadptra - Seattle Dept of Transportation	12/07/2017	140.00	HHC/Permits
7237	thecomm - The Commerce Bank of WA	12/07/2017	20,000.00	Line of Credit
7238	verwir - Verizon Wireless	12/07/2017	671.03	Telecom
7239	actdes - Action Design LLC, DBA International Sig	12/14/2017	10,325.00	IDEA Space/Program - Subcontracts
7240	casnet - Cascade Networks, Inc.	12/14/2017	245.72	HHC/Telecom
7241	ethbus - Ethnic Business Coalition	12/14/2017	31,200.00	EBC/Program - Subcontracts
7242	hartfo - The Hartford	12/14/2017	666.64	Payroll Benefits - Life Insurance
7243	kaifou - of Washington Options Inc	12/14/2017	15,185.08	Payroll Benefits - Medical
7244	ligdes - Lighting Designs, INC.	12/14/2017	1,000.00	IDEA Space/Program - Subcontracts
7245	offdep - Office Depot	12/14/2017	89.78	Office Supplies
7246	pltbowgf - Pitney Bowes Global Financial Services	12/14/2017	128.84	Postage
7247	sevarl - Sevilla	12/14/2017	64.35	Staff Appreciation
7248	tecave - Techle Avenger Inc	12/14/2017	1,838.52	Computer - Maintenance
7249	visser - Vision Service Plan	12/14/2017	212.46	Payroll Benefits - Vision
7250	wasden - Delta Dental of Washington	12/14/2017	1,431.45	Payroll Benefits - Dental
7251	wavbro - Wave Broadband	12/14/2017	42.35	Telecom
7252	wesneo - Western Neon	12/14/2017	7,606.79	IDEA Space/Program - Subcontracts
7253	woover - Wood	12/14/2017	75.00	Telecom
7254	yarsys - Yardi Systems, Inc.	12/14/2017	24,754.89	Computer License - Annual
7255	cecele - CEC Electrical Contractors	12/21/2017	1,266.15	IDEA Space/Program - Subcontracts
7256	crocon - Crown Const Remodeling Inc	12/21/2017	1,608.40	Capitalized Rehab Expenditures - Office Move
7257	impcap - Impact Capital	12/21/2017	18.00	Note Receivable - Louisa Hotel Project
7258	joysea - Joyale Seafood Restaurant	12/21/2017	3,470.54	Staff Appreciation - holiday party
7259	kaifou - of Washington Options Inc	12/21/2017	893.24	COBRA Receivable
7260	leghou - Legacy House	12/21/2017	222.18	Council Expense
7261	norasi - Northwest Asian Weekly	12/21/2017	102.00	Community Outreach
7262	paclaw - Pacifica Law Group	12/21/2017	697.00	Legal - Administrative - PACE
7263	purpow - Purchase Power	12/21/2017	320.99	Postage
7264	sagarc - SAGE Architectural Alliance	12/21/2017	1,061.16	Development Project - AiPACE
7265	thoreu - Thomson Reuters Inc - R&G	12/21/2017	230.94	Traing & Education
7266	keybankc - KeyBank	12/21/2017	1,922.48	Travel/Staff Appreciation/Employee Meals/Computer - Maint
ACH	stwab&o - Department of Revenue	12/21/2017	-796.17	B&O Tax
ACH	qqest - Qquest Payroll Services	12/07/2017	119,254.85	Payroll
ACH	qqest - Qquest Payroll Services	12/21/2017	123,454.28	Payroll
Total pdaop - General Checking			403,579.02	
			2,806,391.96	

Concurrence Requests:

Staff are required to seek concurrence for items that:

- *the consideration exchanged or received by the SCIDpda exceeds \$10,000, or*
- *the performance by the SCIDpda extends over a one year period.*

January 2018 Items

Bush Hotel – Residential; Mike Omura staff lead

We have signed contracts for the following services. The project is funded through replacement reserves:

- Daniel Painting - \$46,000 excluding WSST
- Commercial Interior Flooring - \$74,288 excluding WSST
- SCG Electrical (Installation only) - \$5,710 excluding WSST
- Pacific Lighting (light fixture only) - \$21,076 excluding WSST

Contract with the Office of Economic Development Only in Seattle Program; Jamie Lee staff lead

\$135,000 in gross revenue, to be distributed:

- \$70,000 for SCIDpda for
 - \$10,000 Personnel
 - \$10,000 Project Management
 - \$50,000 for Business Development/Retail Recruitment
- \$65,000 for CIDBIA
 - \$60,000 for Personnel
 - \$5000 for Marketing

Contract with FareStart; Joseph Guanlao staff lead

Contract for rental space and food may exceed \$10,000. Our 2017 expense was \$11,036.43.

SCIDpda Staff Reports – January 2018

Legacy House/Senior Services

Emiko Mizuki

Assisted Living

- One (1) unit turnover in December totaling 10 days (4 days in Nov. and 6 days in Dec.)
- Our 2017 goal was 280 vacancy days (18 units averaging 15.5 days per UTO). As of yearend, the results are 267 vacancy days (27 units averaging 10 days per UTO). This is a decrease of 5.5 vacancy days which has a positive effect on our revenue.
- The annual AL Resident Survey has an overall satisfaction rating of 93.5%, an increase from the previous year's 92.2% .
- We continue to advertise for a Certified Nursing Assistant (CNA) and/or Home Care Aide (HCA) for the weekend graveyard shifts.

Adult Day Services

- Chihuly Garden and Glass has donated complimentary tickets for the seniors to visit the exhibit through May 2018.
- In 2016 ADS served 195 clients and discharged 36. In 2017 ADS served 195 clients and discharged 42 due to changes in various health needs.
- The ADS Team maintains their efforts to encourage combo clients (Assisted Living residents participating in Adult Day Services) to attend the afternoon programs.

Congregate Meal Program (CMP)

- In 2016 we fell short of our reimbursement numbers but in 2017 have succeeded in reaching our goals of the contract. This is attributed to the installation of cable TV which broadcasts Chinese news, the additions of 2 Mah Jong tables, increases in different types of activities, and menu changes. We look forward to continuing this trend in 2018.

Additional Information

- Meetings are being scheduled with ICHS Managers and Legacy House in anticipation of the transitions in 2018.
- Discussions continue with ICHS include construction plans to reconfigure the nursing/wellness areas with an estimate time of completion and "down time" of 3 weeks.

Real Estate Development

Michael Omura

***indicates project update*

SCIDpda Direct Involvement

Pacific Medical North Lot** - The MUP documents were submitted just before Thanksgiving and SDCI has reviewed the documents for completeness. The 100% Schematic Design was submitted on

11/28/17. The current design contemplates a building(s) that are comprised of AiPACE (23,000 sq. ft.), 95 affordable family units, 41 senior units and 9,500 sq. ft. of childcare and 169 market rate units. Currently it is planned that we will develop and own the building and then condominiumize the AiPACE portion of the building. However there is a pause in the project to determine the ownership make up and lease structure and terms. I will be reaching out to the Ad Hoc Real Estate Committee to meet to discuss in the near future.



Goodwill Site** - The SCIDpda has entered into a MOU with Goodwill, Lake Union Partners, Capitol Hill Housing to create a feasibility analysis of the nearly 8 acre site. The program for the site will include a new flagship store for Goodwill and relocation of the warehousing and fleet parking, SCIDpda and CHH will develop affordable housing and community facilities. An initial kick-off meeting was held on 1/4/2018.

Renovation of the Louisa Hotel** - Construction began in December with the removal of hazardous materials. It is anticipated that the project will be completed by mid-2019.

Intracorp Development – Acme Poultry Site** - Intracorp has completed 4 briefings to the ISRD and we anticipate submittal of the preliminary C of A shortly. Intracorp has committed to providing 62 “affordable” units per the MFTE (22 studio units at 65% AMI, 35 1 bdrm units at 75% AMI and 6 2 bdrm units at 85% AMI). Commercial will be comprised of small spaces primarily along Jackson and along a pedestrian connection between Jackson and King.



Inland Development – 10th & Jackson - Construction is well underway and vertical support structures of the 1st floor are now being formed and poured. Construction is slated to be complete by 3rd Quarter of 2018

Future Projects/Opportunities

SCIDpda Direct Involvement

URM/Historic Core Renovation** - The investor that has been brought on board for the Louisa Hotel is interested in raising funds to renovate existing underutilized and vacant upper levels of many of our historic buildings in the core of the CID. SCIDpda has begun to strategize with the investor on reaching out to the owners of the buildings, the City and community leaders.

Bing Kung - We have met with the Bing Kung leaders and they would like the PDA to move forward with initial studies. We are working on pulling together a MOU for to assist them for the next few months. The seismic repair work has begun and it is anticipated that construction will be complete in May

Other Projects in the Neighborhood

Site on Main and Maynard** *New topic!* - Hotel Concepts has purchase the site on the SE corner of Maynard and Main and plans to develop a residential high rise. They are the same developers as the 8th & Lane hotel across from Legacy House that had caused controversy in the CID.

Rising Sun Produce** *New topic, Maiko's add!* – The property at 1005 S King St, which houses Rising Sun Produce and Seattle Nail Supply, was sold in December to a LLC for \$3.2 million (\$267/sq ft)

ISRD Boundary Expansion** *New topic!* - As of the beginning of this year the boundary for the ISRD has been expanded to included most of Little Saigon up to Rainier Avenue. There has not been much public communication of this change especially to property owners and businesses in the area.

Four Seas** *New topic!* - Interim and Edge Development's proposal to the Office of Housing for plans to develop the ¼ block site of the Four Seas Restaurant for a mixed use development with affordable housing and commercial was funded for 104 units at 60% AMI. Unit sizes vary from studio to 3 bedroom, with

Linc's Tackle Site** - Plymouth Housing's proposal to the Office of Housing was funded. It will be developing a mixed use project on this site, with 102 units targeted to chronically homeless and mentally ill adults. One concern expressed by some community members is that the majority of the commercial space will be for Plymouth Housing Maintenance.

DA-LI Development** - The developers and their design team will presented the project at the fifth briefing for ISRD on 1/9/2018. The ISRD generally agreed with the massing concept and it is likely that the developers will submit for Preliminary C of A in the next month. There were some ISRD Board direction about the corner of 5th & Main.

Interim - Interim has purchased a 12,000 SF parcel on King Street between 10th and 12th (Acme Poultry parking site) and plans to develop affordable housing.

Panama Hotel - The two finalist were not selected and the owner has now selected another option with a developer from California. No other details at this time.

Asian Plaza - The project has been approved with conditions by the Director of SDCI since the Board was split on this.

Hotel on 8th Ave. S - An ISRD Briefing was held on May 23rd and it was a disruptive meeting led primarily by the CID Coalition. There has not been any news about what the status of the project is at this time.



Development Activity on the Periphery of CID

“S” Project – A 990,000 SF office development on 6th Ave. S and Airport Way just south of Dearborn. The project has had 2 Early Design Guidance reviews through the South East Review District. One building of the complex is located in the ISRD and will go through the ISRD process.

Westcoast Printing site – A 200 unit six story residential development is proposed for the old West Coast Printing site and was presented at the SE DRB on 9/27. No minutes of the EDG meeting is available at this time.

Community Initiatives

Jamie Lee

Welcome to 2018! This year is IDEA Space’s 10 year anniversary and we are excited to celebrate the great work that this program has done over the years.

Hing Hay Coworks/Business Resources— The Arts and Crafts Fair in November was a success, with over 500 people coming through. We are excited to continue hosting this fair twice a year. We are gearing up to continue our business development work in 2018, offering leasing workshops for the businesses as well as helping them claim their Yelp pages. We’ve had great interest in HHC this year thus far (new year, more productivity?!) and it’s been busier lately, which is nice.

Public Space—Tai Tung sign is installed and looks lovely. Please see the photo below of the celebration lunch that Harry Chan, Tai Tung owner, hosted at his restaurant. He is grateful for An and the PDA’s

work on it. We are working on a few awning and sign improvement projects in Little Saigon. Additionally, the public art piece in Little Saigon (that took the place of the parklet that had the snag) is being fabricated and should be installed this month. It is a replica of a drum face. One of the oldest copper drums in the world was found in Vietnam, and it celebrates Vietnamese culture and pride.

The Jackson St. HUB project is also moving forward. The Jackson St. HUB is a collection of public spaces and rights of way in Pioneer Square and the CID that we are exploring improvements. There will be an outreach process in the coming months – I'll keep you aware.

Sustainability and Preservation—We have just completed large grant to the Communities of Opportunities RFP around working with existing property owners to rehabilitate or redevelop their properties. If we receive this grant, we will be able to work on the vacant buildings in the neighborhood and the Goodwill site in Little Saigon, working closely with FLS.

Upcoming Events:

CID Kickoff - January 25 – 4:30-6:30pm – this is our annual event that informs the community of economic and community development work in the neighborhood, as well as an opportunity for community members to talk to developers that are doing the numerous projects in the neighborhood. It's an open house and there will be refreshments!

CID Spring Clean – April 28 – as always, we welcome the board's support during the registration in the morning. We also welcome you to sign up for a project and volunteer for a project (you can do both!)

Development & Communications

Joseph Guanlao

2017 EOY Ask - the End-of-Year Ask yielded \$1250 in online donations for Legacy House/Senior Services.

2018 SCIDpda Annual Fundraiser - the 2018 SCIDpda Annual Fundraiser has been secured for Friday, October 19, 5:30PM to 8:30 at the Panoramic Room of the Pacific Tower. As was the case in 2017, Laura Michalek is booked to be the auctioneer, and catering will be provided by FareStart (in accordance to the agreement with Pacific Tower). The packet of materials for sponsorship acquisition will be updated and shared with board and staff to begin their sponsorship requests for the annual fundraiser.

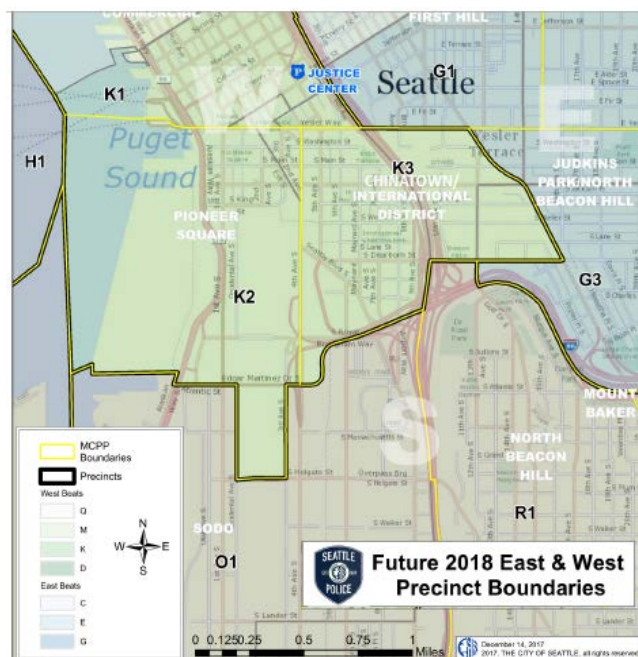
Communications - KUOW is co-producing a couple of podcast episodes in conjunction with NPR's Baltimore-based radio show, "Out of The Blocks on WYPR," expanding on the format of the latter, which interviews the residents and workers of one geographic block, by interviewing people of one neighborhood, in this case Seattle's Chinatown International District. I submitted a list of recommendations for people to interview, and reiterated the geographic scope of the CID to include Chinatown, Japantown, and Little Saigon, with the hope the podcast producers cast a wide-enough net to truly create a reflective "tapestry of stories hidden in plain sight," as they say.

Executive Director
Maiko Winkler-Chin

CID into Seattle Police Department West Precinct – effective 1/24/18, Little Saigon will be incorporated into the West Precinct. This is something the community had requested through the Public Safety Task Force. See map (right) for new boundaries.

City Budget Asks – as mentioned in the November report, or budget asks were not included. We asked for the following:

- Goodwill Planning Project - \$213,000: Enterprise Community Partners received partial funding for this project from the City and has committed \$98,500. Goodwill is seeking funds to cover some of the gap. Our COO application noted above may also help cover our costs.
- Sanitation - \$196,000: City allocated \$60,000 and the funds will go to the CIDBIA as anticipated.
- URM funding – the City has not passed a URM policy as of yet. The COO application noted above may help cover costs.



Progressive Tax – I am on the Progressive Revenue Tax committee to better understand tax policy. I am listed as a service provider in error. We have bi-weekly meetings, with an end date of March 1st. No real updates as of now as we've had one meeting.

Federal Tax Reform – there were several items in tax reform that would impact affordable housing development and non-profits. A few of these items include:

- Private activity bonds – used along with Low Income Housing Tax Credits to pay for affordable housing development was originally slated to be eliminated
- Low Income Housing Tax Credits – originally slated to be eliminated made it through. But, due to a reduction in federal tax rate for businesses, the value of the tax credits to corporations (and their pricing) is in question. Tax credit pricing dropped when Trump won the election, and I have heard it has since dropped, so potentially 20 – 30% less than in mid-2016.
- Historic Tax Credits – slated to be eliminated, but has changed from a 20% credit usable in 1 year to a 4% credit a year for 5 years. I do not know how the change has affected value.
- Fundraising – not hearing anything concrete on what most anticipate. I personally noted that I received a lot more end of year asks than normal.

Lawsuit – We were one of several organizations, along with the City of Seattle and its former Department of Planning and Development that were named as defendants in a lawsuit. The Plaintiff alleges that he has lost his housing because the SCIDpda began implementing Stage 1 of the 7th and Jackson redevelopment project. As a refresher, the 7th and Jackson redevelopment was an ideation project of IDEA Space in 2010, which looked at what the property owners of that block could redevelop in phases. The building from which the Plaintiff lost housing, as a condition of Phase I, was never slated for residential relocation. The Plaintiff is involved in several lawsuits with the former landlord. This type

of lawsuit is covered under several of our insurance policies. Our carrier has assigned counsel who are representing the SCIDpda. The firm's notice of appearance of counsel is filed with the court, which ensures that our attorneys are notified whenever the Plaintiff takes any further actions in this case. Our attorneys are working on their response to the court.

Parks Department - Hing Hay Park Agreement - Parks and SCIDpda staff are almost done with an agreement with which we are both comfortable. The agreement will need to be approved by both the SCIDpda Board and the Seattle City Council.

SCIDPDA MONTHLY MANAGEMENT REPORT

January 2018

Property Management

Commercial Vacancy as of 12/31/2017

Property	Total Sq Ft	Vacant	Percent Vacant	Month to Month
IDVS 1	86,039	0	0.00%	0
IDVS II	5,899	0	0.00%	0
New Central	20,589	0	0.00%	0
Bush Hotel	28,178	0	0.00%	2094
Jackson	4,918	806	16.39%	0
Portfolio Total	145,623	806	16.39%	2094

Leasing Activity and Property Notes:

We have interested parties looking at the vacant storefront at the Jackson building and hope to have a new lease signed soon.

We had a tenant move out of New Central but their lease does not expire until August. They continue to pay rent while we work to find a tenant to replace them.

We are focusing on these two vacancies as well as the travel agency in the Bush whose lease expires in February. We have chosen not to renew their lease in order find a more desirable tenant for that storefront.

Residential Vacancy as of 12/31/2017

	Dec 2017	YTD	2017 Budget
PDA-Owned Properties			
Bush Residential	1.42%	1.20%	3.00%
Domingo Viernes Apartments	1.78%	0.29%	.50%
New Central Apartments	0.00%	1.31%	1.00%
PDA-Managed Properties			
Eastern Hotel	0.00%	1.17%	2.00%
Nihonmachi Terrace	2.04%	4.20%	3.00%
NP Hotel	5.57%	0.94%	3.00%
Jackson Apartments	0.00%	0.56%	1.00%

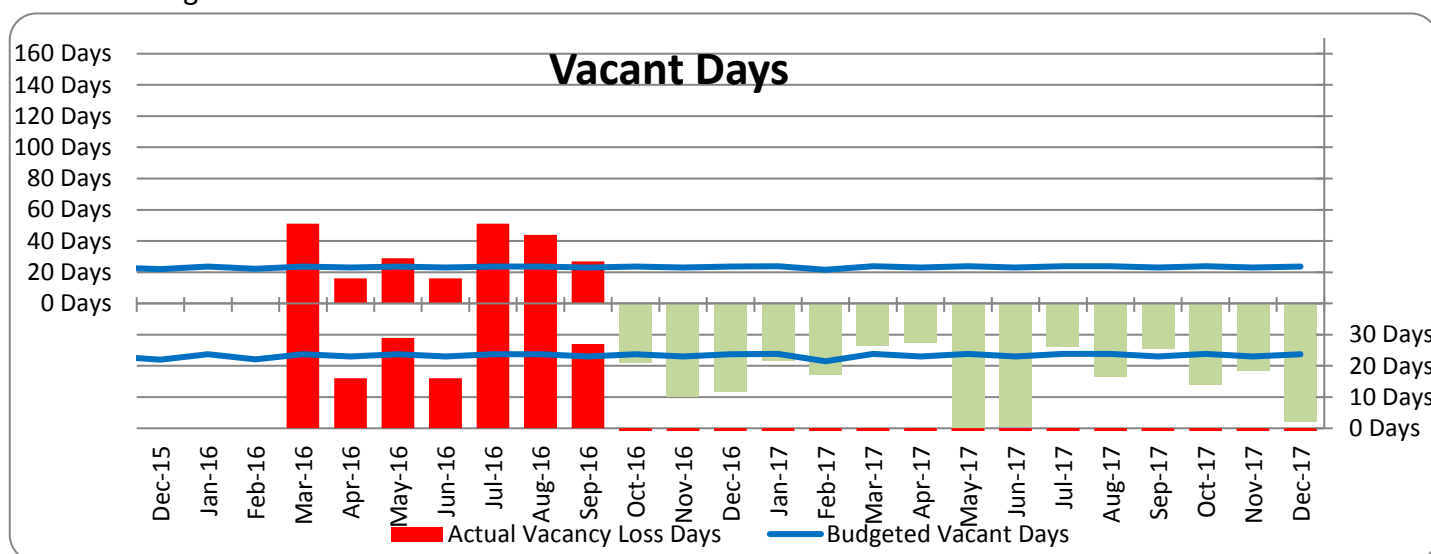
As previously reported, we have been selected to be the property manager for the Louisa Hotel rehab project. Construction started on December 4th and is expected to be ready for occupancy in 15 months.

Senior Services

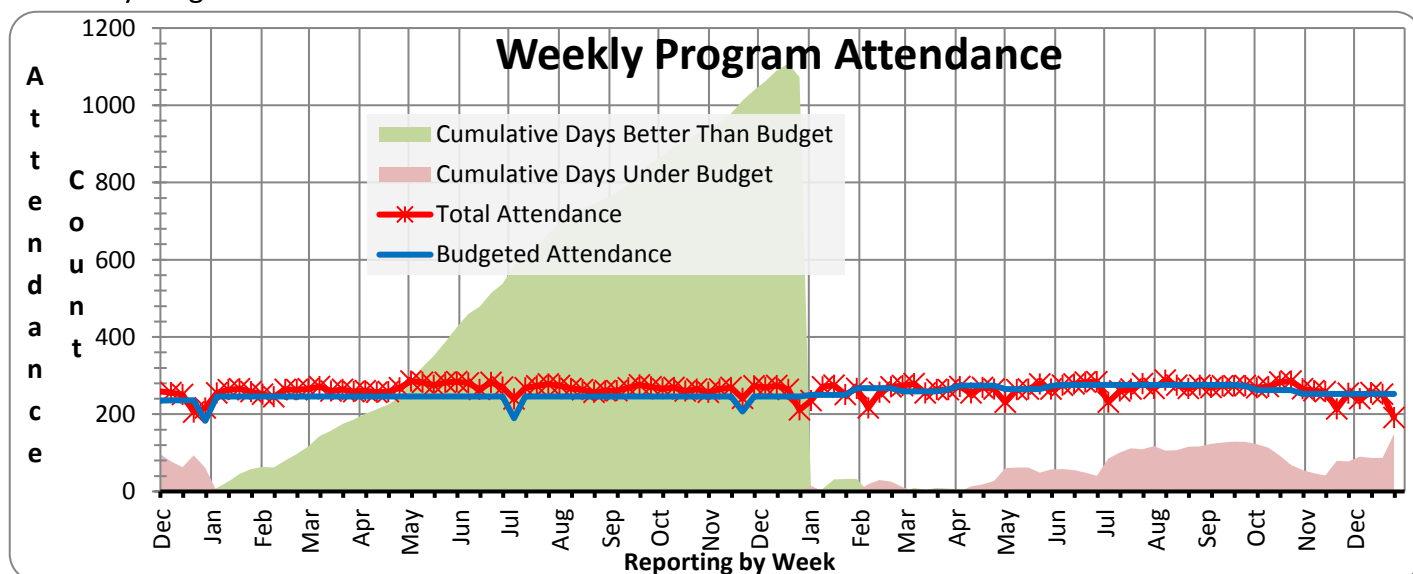
280 days were budgeted for Vacancy Loss through December 2017, with an actual vacancy loss of <577> days making the net vacancy number less than budget through December by 857 days. There have actually been 27 individuals move out of Legacy House through December, which is more than expected. The vacancy loss continues to be a net negative because of quick turn over time to bring on new residents and now 4 rooms occupied by couples.

ADS attendance numbers are not quite reaching budgeted expectations but revenue for ADS is better than budget through December. Earlier in the year, bad weather contributed to lower attendance. Attendance has also been affected by the number of people moving out of assisted living where staff has had to focus on the paperwork to move out/in residents and assessments required. This has taken focus away from getting new ADS clients. However, staff have worked to get clients into a higher acuity which results in higher revenue per client. As a result the budget attendance variance through December is a 149 days below budget but the actual revenue for ADS is positive.

Assisted Living

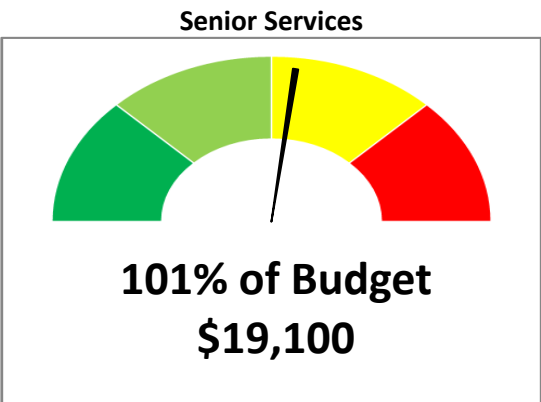
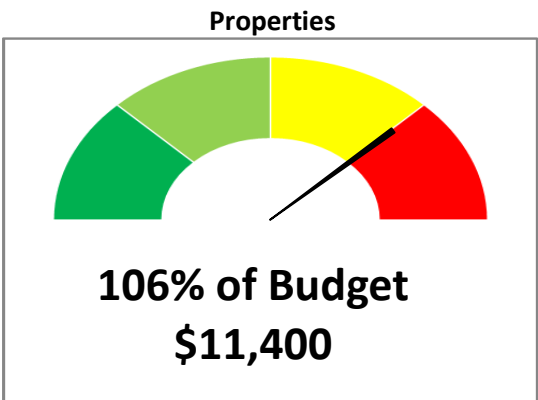
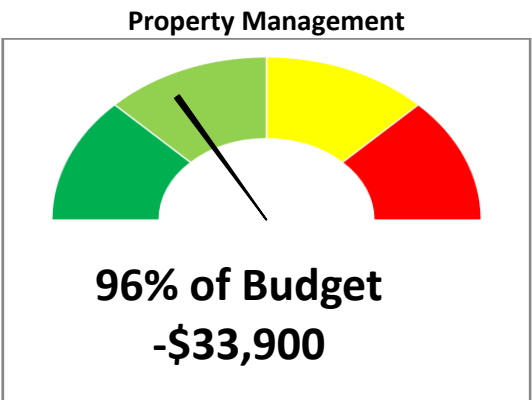
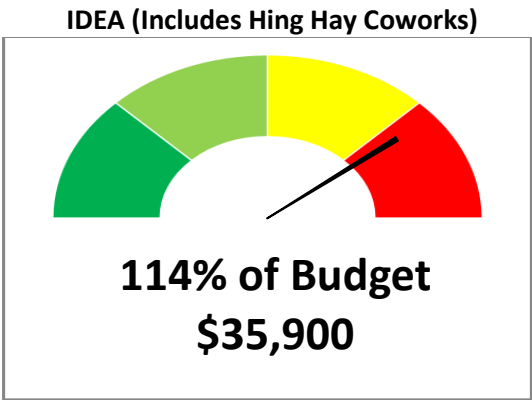
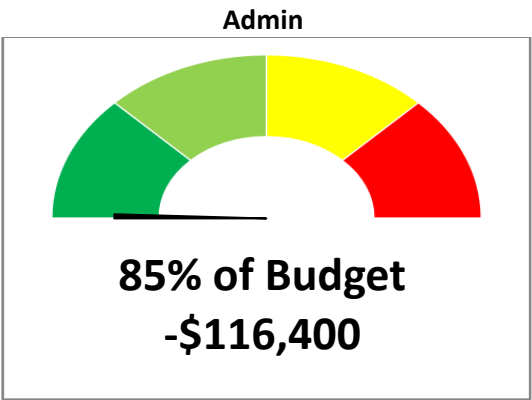


Adult Day Program



Payroll

Payroll and Benefits Expense actual to budget through December 2017 total \$83.9K under budget, including Properties. The amounts are below budget due to delayed hiring of open positions, budgeted salary increases which were allocated in August and employees opting out of benefits. In July, we received an L&I refund for \$22K that was budgeted at \$30K.



Hing Hay CoWorks Dashboard December 2017

	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Nov Budget	Var	YTD Dec	YTD Avg Budget	Var
Count of Members (End of Month)	29	27	28	22	24	33	(9)	24	33	(9)
# at Each Membership Level *										
Day Pass - \$30	3	3	3	0	1	7	(6)	1	7	(6)
12 FlexHours - \$55	1	0	0	0	0	7	(7)	0	7	(7)
24 FlexHours - \$95	1	1	1	1	1	2	(1)	1	2	(1)
7 FlexDays \$125 -->> 10 FlexDays \$125	13	10	12	9	9	7	2	9	7	2
14 FlexDays \$235 -->> 15 FlexDays \$175	0	1	0	0	3	3	0	3	3	0
Full Wkday \$345 -->> Full In Flex \$300	1	1	1	1	1	1	0	1	1	0
Full In \$445 -->> Full-In Fixed \$350	7	8	8	8	7	3	4	7	3	4
Office Suite - \$600	3	3	3	3	2	3	(1)	2	3	(1)
* New Rates in Bold										
# of Events	0	0	0	1	0	N/A		10	N/A	
Total # of Event Attendees	0	0	0	557	0	N/A		1051	N/A	
Conversions	0	0	0	0	0	N/A		9	N/A	
Revenues										
Membership Revenue	\$6,724	\$6,735	\$7,657	\$6,694	\$5,924	\$6,032	(\$108)	\$72,134	\$67,316	\$4,818
Other Income	\$352	(\$812)	\$316	\$340	\$882	\$125	\$757	\$3,822	\$1,500	\$2,322
Events	\$0	\$0	\$0	\$280	\$0	\$625	(\$625)	\$1,130	\$7,500	(\$6,370)
Sponsorships/Grants/Donations	\$0	\$0	\$0	\$0	\$0	\$2,500	(\$2,500)	\$10,000	\$10,000	\$0
Revenues	\$7,076	\$5,923	\$7,973	\$7,314	\$6,806	\$9,282	(\$2,476)	\$87,086	\$86,316	\$770
Avg Rev per Membership	\$262	\$212	\$290	\$299	\$296	\$338	(\$42)	\$392	\$313	\$80

Notes

December Recap

- * Member recruitment activity: 2 Calls, 7 Walk-ins, 2 Emails, 1 Trial Day, 1 Booking (outside)
- * December and January are the slowest months of the year
- * Met with Small Business Intern for Orientation to assist on YELP outreach and plan 1 event
- * 1 full-in fixed and office still available
- * Connected with Ethnic Chamber of Greater Seattle to possibly use for resources
- * Started working on Brochure

Q4 Results

- * Met Q4 objectives: successfully hosted Holiday Arts and Crafts Fair
- * Holiday promo: 20% off first 2 months with focus on Office and Full-In Flex

Resolution 18-01-16-_____

RESOLUTION OF SEATTLE CHINATOWN INTERNATIONAL DISTRICT PRESERVATION AND DEVELOPMENT AUTHORITY

We, the Board of the Seattle Chinatown International District Preservation and Development Authority, approve the following 2018 meeting schedule:

Board Meetings

Unless otherwise noted, all meetings begin at 5:30 and are held at Legacy House, 803 S Lane St., Seattle, WA 98104

January 16	July 17
February 20	August 21
March 17** Hing Hay Coworks, time TBD	September 18
April 17	October 16
May 15	November 20
June 12	December 11

Executive Committee

Unless otherwise noted, all meetings begin at noon and are held at SCIDpda Main Offices, 409 Maynard Ave. S, Suite P-2, Seattle WA 98104

January 3	July 5
February 7	August 1
March 7	September 5
April 4	October 3
May 2	November 7
June 6	December 5

Finance Committee

Unless otherwise noted, all meetings begin at 1 pm and are held at SCIDpda Main Offices, 409 Maynard Ave. S, Suite P-2, Seattle WA 98104

January 11	July 13
February 16	August 17
March 16	September 14
April 13	October 12
May 11	November 16
June 15	December 7 (starts at noon)

Board President

Date

Board Secretary

Date

Resolution 18-01-16-_____

**RESOLUTION OF SEATTLE CHINATOWN INTERNATIONAL DISTRICT PRESERVATION AND
DEVELOPMENT AUTHORITY**

We, the Board of the Seattle Chinatown International District Preservation and Development Authority, elect the following board member to be the at-large member of the Board Executive Committee:

Board President

Date

Board Secretary

Date

Resolution 18-01-16-_____

RESOLUTION OF SEATTLE CHINATOWN INTERNATIONAL DISTRICT PRESERVATION AND DEVELOPMENT AUTHORITY

We, the Board of the Seattle Chinatown International District Preservation and Development Authority, ratify the establishment of an ad hoc Transition Committee to provide board oversight in matters relating to Senior Services.

Committee members are:

- Jerilyn Young
- Jared Jonson
- Scott Yasui
- Lanzi Li

Board President

Date

Board Secretary

Date

Memo

To: SCIDpda Board
From: Maiko Winkler-Chin, Executive Director
Date: 1/12/2018
Re: By-Laws Amendment

This amendment is the first major rewrite in 30 years, and has been contemplated since 2014. This amendment reflects:

- Amendments to the SCIDpda Charter, adopted in 2016, which include:
 - Changing the Council to a Board
 - Changing the Board to a governance body
 - Changing the Chairman to a President
 - Eliminating the Constituency classification
 - Changing the minimum/maximum board member numbers to 9/17
- Improvements in technology, thus allowing board to attend meetings via phone or some other tool
- Updates in regulations related to PDAs.

The bylaws have been reviewed by Kenny Pittman at the City's Office of Intergovernmental Relations. Board members may see his comments and answers to my questions on the document, either noted as KP or Kenny Pittman.

The process to amend the bylaws is as follows:

1. Present proposed By-Laws (with strikeout and underlined changes) at Regular Meeting of Board. We need to provide notice on our website and at our office of this proposed change 30 days in advance of the meeting and a copy of the amended bylaws.
2. Any amendment(s) by Board members, must be provided 15 days prior to Board meeting. If amendments are proposed at meeting where vote is taken, then Board must wait 30 days to vote on the revised By-Laws with new amendments;
3. If approved, by majority vote, send approved copy to the City (Kenny Pittman);
4. The revised bylaws will be filed with the City Clerk, and certified copy will be send back to us
5. If the Board approves by majority vote, then Revised By-Laws take effect 10 days after filing with City Clerk. If the Board approves unanimously, then By-Laws take effect at time of filing with City Clerk.

Proposed Timing:

Jan. 16 Board Meeting	General discussion of change
Jan. 21 (30 days prior)	Post notice of proposed bylaw changes on website and at office.
Feb. 5th (15 days prior)	Amendments by Board Members received.
Feb. 20th Board Meeting	Present proposed bylaw amendments; potentially vote. If Board makes amendments at this meeting, we will then delay vote until March 17th.

SCIDpda

ACCOUNTING POLICIES AND PROCEDURES MANUAL

January 2018

DRAFT

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The Seattle Chinatown International District Preservation and Development Authority (SCIDpda) is a public authority established by a charter issued by the City of Seattle. The SCIDpda operates several properties and programs under a variety of structures, including a 501c3, limited liability companies and limited partnerships.

Purpose

The Board of SCIDpda has approved the following policies and procedures by virtue of the by-laws of the organization. This manual was voted on by the Board and made effective on _____.

The purpose of this manual is to serve as a reference tool to guide managers in the administration of the company's everyday operations and to acquaint employees with the information they need to comply with these policies, practices and procedures.

Since it is not possible to anticipate every situation that may arise in the work place or to provide information that answers every question, circumstances will undoubtedly require that policies, practices and procedures change from time to time. Accordingly, the SCIDpda Board reserves the right to modify, supplement or rescind any of these policies at any time by resolution or action. Practices and procedures will be updated as needed by management.

General Statement on Accounting Policies and Procedures

Policy:

- (1) SCIDpda shall maintain its accounting records in conformity with generally accepted accounting principles, governmental accounting standards, other professional standards, and specific city, state and federal statutes and regulations, as appropriate.
- (2) Fund accounting – In order to ensure observance of limitations and restrictions placed on the use of resources available to SCIDpda, the accounts of SCIDpda are maintained in accordance with the principles of "fund accounting". Resources to be used for specific purposes are classified for accounting and reporting purposes into funds that are in accordance with activities specified. Fund balances restricted by outside sources are distinguished from unrestricted funds. Externally restricted funds may only be utilized in accordance with the purposes established by the source of such funds. Unrestricted funds represent those funds over which the Board retains full control in achieving any of SCIDpda's purposes.
- (3) Variances from these policies and procedures will be allowed only when approved by the Executive or Deputy Director.

Procedures:

- (1) Accounting records will be maintained in accordance with SCIDpda's fiscal year, January 1 – December 31.
- (2) The double-entry method of bookkeeping and the accrual method of accounting shall be used.
- (3) SCIDpda will utilize a computerized accounting system in maintaining and creating the general ledger, all related journals and financial reports.

- (4) All revenues, support and expenses shall be segregated by property, program, grant, etc. to provide for a proper accounting of each property, program, grant, etc. by source of funds.
- (5) Expenses shall be charged directly to a property or program when specific identification is available and by a shared cost rationale when the direct charge cannot be established.
- (6) SCIDpda's financial statements will be audited by an independent certified public accounting firm on an annual basis in accordance with generally accepted auditing standards and Government Auditing Standards. The audit shall also satisfy the audit requirements set forth in Uniform Guidance 2 CFR 200.

Internal Controls

Policy:

SCIDpda will maintain an adequate system of internal accounting controls to provide management with reasonable assurance as to the safeguarding of assets against losses from unauthorized use or disposition and the reliability of financial records for preparing financial statements and maintaining accountability of assets.

Procedures:

- (1) The characteristics of an adequate system of internal controls will include the following:
 - a. Segregation of duties, when possible, within the organization based on functional responsibilities;
 - b. A system of authorization and record retention; and
 - c. A degree of personnel competence commensurate with responsibilities.
- (2) To achieve these objectives, the following controls will be in place:
 - a. No one person shall have complete control over all phases of any transaction;
 - b. Whenever possible, the flow of work will be from one employee to another so that the work of the second, without duplicating that of the first, provides a separation of duties and independence in work flow;
 - c. Recordkeeping will be separated from operations or the handling and custody of assets; and
 - d. Responsibilities in the accounting department will be clearly established and followed as closely as possible.

Audits

Policy:

- (1) SCIDpda will have its financial statements audited by an independent certified public accounting firm on an annual basis.
- (2) SCIDpda will have a compliance audit performed by the Washington State Auditor's Office on a semi-annual basis.

Procedures:

- (1) SCIDpda will have its financial statements audited annually in accordance with generally accepted auditing standards, and Government Auditing Standards.
- (2) SCIDpda's audit shall also comply with the auditing requirements mandated by Uniform Guidance 2 CFR 200.
- (3) The Deputy Director and Accounting Manager will be responsible for scheduling the audit, preparing the information needed by the auditors and answering questions during the audit. Department heads and managers will also be responsible to answer auditor questions and ensure compliance with accounting standards and SCIDpda policies and procedures.
- (4) The public accounting firm performing the annual audit will present the audit to the Board each year.

Financial Reports

Policy:

- (1) All internal financial reports will be completed on a quarterly basis at a minimum and distributed to the appropriate department heads and reported to the Board.
- (2) All external property financial reports will be completed on a monthly basis and distributed to the appropriate department heads and property owners by the last day of the following month.
- (3) Department heads are responsible for the accuracy of the financial reporting of their line of business
- (4) All financial reports required by a grant or bank funding source will be properly prepared and filed in accordance with the applicable laws and regulations.

Procedures:

- (1) The financial reports shall consist of the following:
 - a. Budget Comparison,
 - b. 12-Month Statement,
 - c. Balance Sheet,
 - d. Bank Reconciliations and Statements,
 - e. Sub-ledgers,
 - f. Aged Receivables Report,
 - g. Rent Roll (if applicable),
 - h. Accounts Payable Report,
 - i. Work Order List (if applicable), and
 - j. Journal Entry Report.
- (2) SCIDpda's external reporting requirements as set forth in the terms and conditions of a grant, loan or property management agreement shall be adhered to.
- (3) In order to satisfy reporting requirements, SCIDpda shall maintain and utilize a report tickler file. The tickler file will identify the funding source, type of report, due date and date filed.

Budget Development, Overview and Responsibility

Policy:

- (1) SCIDpda will develop and utilize a budgeting process to monitor SCIDpda's financial assets and resources, aligning with SCIDpda's mission and strategic direction.
- (2) Budgets will be prepared annually and submitted to the Board for approval following review and recommendation by the Board Finance Committee.
- (3) The Deputy Director and the appropriate department heads will be responsible for oversight of the budgets throughout the year.
- (4) Budget Comparison reports will be completed on a quarterly basis at a minimum and distributed to the department heads and reported to the Board.
- (5) The Board, at any time, may adjust SCIDpda's budget at its discretion to reflect Board initiatives, organizational changes, or new conditions.

Procedures:

- (1) Annually, the department heads for each property/department are responsible for developing budgets for the next fiscal year.
- (2) The Manager of Financial Planning & Analysis will assist the departments heads by providing cost factor information and information on past budget performance.
- (3) The Deputy Director, Manager of Financial Planning & Analysis, and Accounting Manager will review the budget for reasonableness, allowableness and cohesiveness.
- (4) The department heads will submit the budgets to the Deputy Director, who will review, adjust and otherwise confirm the budgets in consultation with each department head and the Executive Director.
- (5) The Deputy Director will submit the budget to the Board through the Finance Committee.
- (6) The Board will review, adjust as appropriate, and confirm SCIDpda's budget for the next fiscal year.
- (7) Department heads are authorized to operate within the budget guidelines and dollar amounts approved for each fiscal year.
- (8) Budget details are uploaded electronically to SCIDpda's computerized accounting system, and verified.
- (9) Department heads will receive Budget Comparison reports on a quarterly basis at a minimum and have the ability to run Budget Comparison reports at will.
- (10) Department heads are responsible for managing the funds allocated in their budgets and will be required to justify all budget variances.
- (11) The Deputy Director will oversee actual costs and expense allocations throughout the year to ensure adherence to budgets.
- (12) New initiatives, cost overruns, etc. identified during the year are to be brought to the attention of the Deputy Director by department heads. Review efforts should identify either proposed revenue (support) coverage for these costs or budget re-allocation opportunities.
- (13) The Deputy Director will inform the Board through the Finance Committee of the proposed budget revisions and seek their approval.

- (14) Budget revisions for federally funded projects will be made in accordance with the applicable federal regulations and requirements.

Cash Management

Policy:

- (1) SCIDpda will properly control and account for all cash.
- (2) Bank accounts will be established and maintained as required by agreements with investors and/or funders and to ensure adequate internal controls.
- (3) All cash depository accounts will have FDIC coverage.
- (4) The Accounting Manager will maintain a cash management spreadsheet detailing each of the organization's bank, investment and loan accounts, along with the relevant requirements and restrictions for each. This document shall be referenced regularly and prior to fund transfers.
- (5) The following restrictions will be abided by for HUD and Tax Credit Partnership projects:
 - a. No loans or cash advances are to be made to other projects, owners or entities.
 - b. No reserve withdrawals are to be made without prior approval from HUD and/or Tax Credit Partner.

Procedures:

- (1) All bank accounts shall be in SCIDpda's name or the name of its owned or managed properties.
- (2) No checks will be prepared or transfers made without proper supporting documentation, including approved invoices or check requests.
- (3) Checks will not be made payable to "Cash" or "Bearer".
- (4) Blank checks are to be kept in a secured location in the Accounting Department.
- (5) All checks must be accounted for. Voided checks are to be defaced and kept for subsequent inspection per 'Record Retention'.
- (6) All bank accounts will be reconciled monthly by a Bookkeeper or Accountant.
- (7) An Accountant will compare the reconciled cash balances to the general ledger balances and investigate and resolve all variances.
- (8) The Board must formally approve all check signers, which should include the following:
 - a. Executive Director,
 - b. Deputy Director,
 - c. Designated Senior Managers and
 - d. Designated Board members.
- (9) Banks will be promptly notified of all changes of authorized check signers.
- (10) For disbursements up to \$2,500.00 and recurring monthly or quarterly payments including rent, federal tax deposits, payroll, health insurance and reserves, only one authorized staff signature is required.
- (11) For disbursements from \$2,501.00 to \$10,000.00 (except those noted above), two authorized staff signatures are required.
- (12) For disbursements greater than \$10,000.00 (except those noted above), one authorized staff signature and one authorized Board member signature are required.

(13) The payee and check signer will not be the same person.

Investments

Policy:

- (1) Cash not needed for immediate working capital will be transferred to interest bearing investments unless the funds are designated for a particular program and/or project.
- (2) All investments of SCIDpda shall be in SCIDpda's name, or the name of its owned or managed properties, and recorded in conformity with generally accepted accounting principles.

Procedures:

- (1) SCIDpda's investment portfolio will be diversified and managed by the Deputy Director in order to maximize return on investment and minimize the risk of any serious losses.
- (2) The Deputy Director and Finance committee will be responsible for the periodic review of the portfolio in order to maximize SCIDpda's return and avoid any potential loss.
- (3) Each month the investment portfolio reports received from the banking institutions will be reconciled by an Accountant or Bookkeeper.
- (4) An Accountant will compare the reconciled investment balances to the general ledger balances and investigate and resolve all variances.

Reserves

Policy:

- (1) SCIDpda will build and maintain property-specific operating and replacement reserves as required, according to best practices.
- (2) Operating reserves are intended to fund operating deficiencies should they occur.
- (3) Replacement reserves are intended to fund capital improvements as needed.
- (4) SCIDpda will build and maintain a separate organizational operating reserve to assist in maintaining financial stability. The financial target for the operating reserve will be six months of general operating expenses. This will be a cash reserve held separately from other funds of SCIDpda. The reserve may be invested consistent with the investment policy of SCIDpda. Any income of the reserve fund will stay in the reserve fund.

Procedures:

- (1) Property-specific operating and replacement reserve deposits will be made in accordance with the terms and conditions set forth by the appropriate government agencies, loan documents and property management agreements.
- (2) Use of reserves shall be reviewed on an "as needed" basis and at least quarterly, as potential capital improvement projects arise.
- (3) Operating and replacement reserve withdrawals will only be made after obtaining the appropriate government agency, investor, funder, and owner approvals.

- a. The Accounting Manager will maintain a cash management spreadsheet detailing approvals required.
 - b. Said approvals shall be attached as backup documentation to any disbursement of reserve funds.
- (4) During the annual budget process, SCIDpda's organizational operating reserve will be reviewed and a target set for funds to be set aside in the operating reserve bank account that year.

Debt

Policy:

- (1) Board approval is required for the contracting of debts; issuance of notes, debentures or bonds; and the mortgaging or pledging of corporate assets to secure the same. The Executive Director and/or Deputy Director will be authorized by the Board to negotiate such debt as needed.
- (2) Any loan covenants and restrictions will be reported to the Board when the debt is authorized.

Procedures:

- (1) The Executive Director and/or Deputy Director will sign any debt agreements after receiving Board approval.
- (2) Accrued Interest will be recorded in the general ledger as needed.

Petty Cash

Policy:

SCIDpda shall maintain petty cash accounts, for miscellaneous supplies and expenses, on an imprest basis and in the following amounts: \$300 for SCIDpda's main office, \$400 for Legacy House, and \$100 for Nutrition Services.

Procedures:

- (1) A Bookkeeper will be the custodian of SCIDpda's main office petty cash funds and the Legacy House Financial Operations Manager and the Nutrition Services' Program Assistant of the respective Legacy House and Nutrition Services' petty cash funds.
- (2) All petty cash funds will be kept in a locked petty cash box or a petty cash box in a locked safe. Only the petty cash fund custodians and the Accountants and Accounting Manager will have access to the petty cash boxes.
- (3) The Nutrition Services' petty cash box shall be used only to make change for donors and shall always be locked when not in use and kept in a locked office or safe when not under the direct supervision of the petty cash fund custodian.
- (4) For SCIDpda's main office and Legacy House petty cash funds, the purchaser shall complete a petty cash slip for receipt of petty cash funds disbursed. A completed petty cash slip shall include the date, cash amount taken, cash amount returned and total spent if applicable, description of item(s) purchased, and general ledger account to be charged. A receipt for all purchases must be attached to the petty cash slip.

- (5) The petty cash custodian shall insure that the petty cash slip is properly completed, signed and approved, and that a proper receipt is attached before reimbursement is made.
- (6) At all times, the petty cash box shall contain receipts and cash totaling the amount of the fund, except in the middle of a transaction, when cash has been taken to make a purchase but the receipt has not yet been submitted.
- (7) When expenditures total approximately 75% of the petty cash fund, the petty cash custodian will total the disbursements by account classification and submit all appropriate documentation necessary to the Deputy Director for the main office petty cash fund and to the Director of Senior Services for the Legacy House and Nutrition Services' petty cash funds.
- (8) Semi-annually, an Accountant will audit the main office petty cash fund and a Bookkeeper will audit the Legacy House and Nutrition Services' petty cash funds.

Revenue

Policy:

SCIDpda records revenue for all exchange and non-exchange transactions earned and in which all eligibility requirements have been satisfied, if measureable and probable of collection. SCIDpda considers operating revenues and expenses to be those generated by service agreements, rental operations and the provision of administrative services to third parties.

Procedures:

- (1) Rents will be recognized in the period for which the rent is paid. Any rents receivable will be reviewed monthly to determine if the amounts are collectible and to review what collection actions are being taken.
- (2) Contributions will be recorded in the period received or the period in which a pledge is received. Any pledge receivables will be closely reviewed each quarter to determine whether the amount is still collectible.
- (3) Grants which are classified as exchange transactions with the grantor will be recognized as revenue when the grant money is earned. This will generally be determined by the costs reportable to the grantor. Each restricted grant will be set up as a separate cost center to allow for accurate and consistent recording of the expenses of each grant.
- (4) Restricted Donations will be recorded as such in the period received and set up as separate cost centers to allow for accurate and consistent recording of the applicable expenses. Furthermore, they will be unrestricted and recorded as revenue as restrictions are satisfied.

Grants

Policy:

- (1) SCIDpda will comply with Uniform Guidance 2 CFR 200.
- (2) SCIDpda will comply with all grant requirements in order to maintain eligibility for the entire grant amount.
- (3) Grants will not be charged for unallowable items.

- (4) Expenses are charged to grants based upon a shared cost rationale when the direct charge cannot be established. A cost will not be assigned to a grant as a direct cost if any other cost of the same purpose in like circumstances has been allocated to the grant as an indirect cost.
- (5) The appropriate department head will be responsible for overseeing the compliance with all applicable grant restrictions and for billing for grants.

Procedures:

- (1) Original grant contracts will be kept in the Accounting Department.
- (2) Before SCIDpda expends funds relative to a grant, it will ensure that the costs are considered allowable under the grant. Costs cannot be considered allowable unless:
 - a. They are necessary, reasonable, and allocable to that funder and within the grant period;
 - b. They are adequately documented; and
 - c. They have not been allocated to or included as a cost or used to meet cost sharing or matching requirements of any other award in either the current or a prior period, except when allowed.
- (3) The appropriate Department Head or their designee will submit invoices to grantors on a monthly or quarterly basis or as stipulated by the grant, and will give a copy to the Accounting Department for posting of the grant income accrual.
- (4) Grant amounts will be reconciled quarterly to the contract.

Cash Receipts

Policy:

All cash receipts shall be properly recorded in SCIDpda's accounting system and deposited in a timely manner.

Procedures:

- (1) The Receptionist will open all incoming mail and distribute all remittances as follows:
 - a) Residential tenant checks in the locked rent box, to be retrieved by the Building Managers;
 - b) Grant checks to the Director of Community Initiatives;
 - c) Donation checks to the Development and Communication Manager; and
 - d) Commercial tenant checks and all other miscellaneous checks to a Bookkeeper.
- (2) Building Managers will enter residential tenant receipts in the computerized accounting system, prepare deposit slips for deposit into the appropriate cash depository account, and make deposits in the local cash depository account within 72 hours of receipt. Copies of tenant payments checks, as well as bank deposit slips shall be retained for confirmation that the checks are adequately entered in SCIDpda's accounting system.
- (3) The Director of Community Initiatives and the Development and Communication Manager will each code respective grant and donation checks to the proper revenue account and property/department (and grant if applicable), and then give all checks to a Bookkeeper.

- (4) A Bookkeeper will enter all receipts, other than residential tenant checks, in the computerized accounting system and prepare deposit slips for deposit into the appropriate cash depository account. A Bookkeeper will then scan each deposit slip and remittance and make deposits in the local cash depository account or mail remittances to be deposited in a non-local cash depository. Bank deposit receipts shall be scanned and saved on the server with the appropriate deposit slips and remittances.
- (5) Deposits will be made one time per week at a minimum.
- (6) Checks awaiting deposit will be stored in a secure location.
- (7) For all remittances, except paper money and coins, received by delivery or other methods, procedures 1 through 5 are followed in the same manner.
- (8) Building Managers will not accept paper money and coins but will instead direct tenants paying with such to submit their payments to SCIDpda's main office front desk staff in exchange for a completed pre-numbered and duplicated receipt.
- (9) The Legacy House Financial Operations Manager and front desk staff may accept paper money and coins in exchange for a completed pre-numbered and duplicated receipt.
- (10) Paper money and coins received shall be held in a secure place as follows until procedures 4 and 5 are followed.
 - a) SCIDpda's main office front desk staff shall immediately place these receipts in a dual-key lockbox in the Accounting Department, with one key held by Property Management and one key kept in the Accounting Department safe.
 - b) Legacy House shall immediately place these receipts in a locked safe.
 - c) Donations received at periodic events hosted by SCIDpda, Legacy House or IDEA Space will be deposited in the same dual-key lockbox in the Accounting Department directly after the event or, if it is after business hours, the following work day.
 - d) Donations or rent payments received by Hing Hay Coworks, shall be made directly into a locked box, the key for which will be kept in the Accounting Department safe. By the end of each month at the least, Hing Hay Coworks staff will deliver this locked box to the Accounting Department where a Bookkeeper will unlock the box and both staff members will count the money, record and sign for it on a SCIDpda Cash Log (Attachment 1), and put it in the Accounting Department dual-key lockbox.
 - e) IDVS2LP parking receipts shall be made directly into a locked dual-key wall-mounted payment box with a copy of a pre-numbered receipt and in exchange for an original pre-numbered receipt. This box shall only be opened in the presence of at least two of the three following staff members – Building Manager (who has one of two keys), Maintenance Manager (who has one of two keys) and Commercial Property Manager – and no less frequently than bi-weekly. The cash receipts and accompanying pre-printed receipt copies will be put in a backpack and at least one of the staff members will deliver them to the Accounting Department. This staff member will count the money with a Bookkeeper, verify that there are no missing pre-printed receipts, record and sign for them on the IDVS2lp Cash Log (Attachment 2), and put them in the Accounting Department dual-key lockbox.

- f) Donations received by Nutrition Services shall be made into a dual-key lockbox by the attendees themselves. This lockbox shall be delivered to the Accounting Department every weekday that both Nutrition Services and SCIDpda's main office are open. With one key kept by Nutrition Services and one in the Accounting Department safe, both staff shall count and record the day's cash receipts on a Nutrition Services Cash Log and put them in the Accounting Department dual-key lockbox.
- g) In preparation for making an imminent bank deposit, but no less frequently than one time per week, a Bookkeeper will request the front desk staff to obtain the 2nd key and together they will open the Accounting Department dual-key lockbox and count and record the cash receipts on the SCIDpda Cash Log. Both staff will then sign the SCIDpda Cash Log entry.

Accounts Receivable Collection

Policy:

The Senior Property Manager and Director of Senior Services shall be responsible for monitoring the timely collection of tenant accounts receivable balances. The Director of Community Initiatives and the Development and Communication Manager shall be responsible for monitoring the timely collection of grant and donation receivable balances respectively.

Procedures:

- (1) Remittance statements will be delivered to all commercial tenants by the 1st of each month.
- (2) Residential tenants will receive a copy of their annual recertification.
- (3) An aged Accounts Receivable Report will be prepared and distributed to the Senior Property Manager and the Director of Senior Services with the Financial Reports and they will each have the ability to run an aged Accounts Receivable Report at will.
- (4) The Senior Property Manager and the Property Managers, as well as the Director of Senior Services and the Legacy House Financial Operations Manager, will review the report and determine those receivable balances which are due during the month.
- (5) If a tenant does not uphold the payment commitment or if there are any material discrepancies in the payment amount, the tenant will be contacted in an attempt to resolve the matter. Collection attempts should be documented and placed in the resident's file or noted in the computerized accounting system. All collection problems experienced will immediately be reported to the Senior Property Manager or Director of Senior Services for resolution.
- (6) Any collection problems will be reported to the Deputy Director, who will then, if need be, report them to the Finance Committee.
- (7) The Senior Property Manager and Director of Senior Services have the discretion to approve bad debt write-offs of no more than \$10,000. Any amount above this must be approved by the Board.
- (8) Collection of debt previously written off as uncollectible shall be recognized as Bad Debt Recovery in the period collected.

- (9) Grant and donation receivables will be tracked on sub-ledgers and distributed to the Director of Community Initiatives and the Development and Communication Manager with the Financial Reports.
- (10) The Development and Communication Manager has the discretion to write off donation receivables that are deemed uncollectible.

Procurement Standards

Policy:

- (1) SCIDpda shall adhere to city, state and federal guidelines for purchasing services and materials, as applicable, and shall ensure that state and local government intergovernmental agreements are considered where appropriate.
- (2) SCIDpda shall utilize the Small Public Works Roster maintained by the Municipal Research and Services Center, require full and open competition in procurement, and ensure that contracts are awarded only to responsible contractors with the ability to perform contract terms successfully.
- (3) SCIDpda shall review vendors for compliance with the Suspended or Debarred list via the System for Award Management.
- (4) SCIDpda may use its own procurement policies and procedures. However, it shall adhere to the standards set forth in Uniform Guidance Procurement Standards 200.317-326.
- (5) SCIDpda will ensure the following:
 - a. That SCIDpda maintain a code of conduct to govern the awarding and administration of contracts using federal funds;
 - b. That awards shall be made to the bidder/offeror whose bid/offer is responsive to the solicitation and is most advantageous to the recipient, price and other factors considered; and
 - c. That SCIDpda avoids purchasing unnecessary or duplicate items.
- (6) As part of the procurement process, no employee, Board member or agent of SCIDpda shall participate in the selection, award, or administration of a contract supported by federal funds where the possibility of a conflict of interest, real or apparent, exists. A conflict of interest would arise when the employee, Board member, agent, or any member of his/her family, or an organization which employs or is about to employ any of the parties noted, has an interest in or personal benefit from a firm considered for a contract. Additionally, SCIDpda's board members, employees or agents shall neither solicit nor accept gratuities, favors, services or anything of monetary value from contractors, potential contractors, or parties to sub-agreements.
- (7) All contracts and expenditures that are over \$10,000 and/or for a term of a calendar year or longer in length must be approved by the Board.
- (8) SCIDpda shall not include state or local geographical preferences (except where federal statutes mandate or encourage geographic preference).
- (9) SCIDpda will ensure that all solicitations incorporate a clear and accurate description of the technical requirements for the material, product or service to be procured.

- (10) SCIDpda will use minority businesses, women's business enterprises and labor surplus area firms when possible.
- (11) SCIDpda will distribute purchases under \$3,000 equitably among qualified suppliers when practical.
- (12) For purchases over \$3,000, SCIDpda will obtain price or rate quotes from multiple sources.

Procedures:

- (1) Department heads must discuss potential capital purchases or purchases of items unusual in nature with the Deputy Director.
- (2) The Deputy Director will review the purchase request and determine suitability and if there are sufficient funds in SCIDpda's and/or the applicable property's budget to make the purchase.
- (3) The Director of Community Initiatives will review the approved budget and applicable laws and regulations to determine if purchases for grant-funded projects are allowable for the respective grant funds.
- (4) Purchases over \$50,000
 - a. For purchases of goods and services over \$50,000, SCIDpda will, through formal advertising of a request for proposal, solicit a minimum of three competitive bids subject to any other limitations. The bid process will be documented and the documentation kept for later review and audit. A competitive bid evaluation process will be used and documentation maintained for purchase contracts that start under \$50,000 but can reasonably be expected to ultimately exceed \$50,000. An exception is for recurring contracts (such as for annual independent audits and elevator and maintenance contracts) where continuity is important.
 - b. If an emergency arises where it is vital that goods and services be purchased without a competitive bid process, the SCIDpda Board will formally declare an "emergency" which will be documented in the Board minutes. The Executive Committee of the Board may act on the Board's behalf, with the Board ratifying the decision at its next meeting.
 - c. Procurement by noncompetitive proposals or sole source contracts may be used only when one or more of the following circumstances apply:
 - i. The item is available only from a single source;
 - ii. An emergency does not allow a competitive solicitation (i.e. the process will take too much time);
 - iii. The source of funding – for example, the awarding agency or pass-through entity – expressly authorizes noncompetitive proposals; or
 - iv. After solicitation of a number of sources, competition is determined inadequate and efforts have been documented, meaning SCIDpda cannot obtain multiple bids.
- (5) Purchases under \$50,000
 - a. A competitive bid process is not required for purchases of goods and services under \$50,000. However, if circumstances dictate, a competitive bid process should be conducted; questions should be addressed to the appropriate director that oversees the department. Purchases must be authorized (signed) by the appropriate manager and/or

director. Appropriate documentation shall be maintained by the appropriate department and attached to the invoice submitted to the Accounting Department.

(6) Purchases over \$150,000

- a. A cost or price analysis, including independent estimates, is required for all purchases over \$150,000.
- b. Procurement for construction or facility improvement contracts, or subcontracts exceeding \$150,000, shall include a bid guarantee equivalent to 5% of the bid price from each bidder (such as bid bond or certified check), a performance bond on the part of the contractor for 100% of the contract price, a payment bond on the part of the contractor for 100% of the contract price, and SCIDpda listed as an additional insured.

(7) Time and material type contracts shall be used only after determination that no other contract is suitable. Furthermore, the contract shall include a ceiling price that the contractor exceeds at its own risk, unless a revised scope of work exceeds the original scope of work.

(8) SCIDpda shall keep records that detail history of all procurements and at the minimum include the rationale for the method of procurement, selection of contract type, contractor selection or rejection, and the basis for the contract.

(9) Many expenditures are approved by the Board as part of the annual budget process. For those items not indicated in the budget, Board concurrence must be sought through a Board resolution.

Receiving

Policy:

All materials, supplies and equipment will be received and signed for by an authorized employee.

Procedures:

- (1) All materials, supplies and equipment received by SCIDpda are to be inspected, counted and checked against the packing list by the ordering department.
- (2) All receiving reports are to be signed by the employee receiving the goods provided the steps noted above did not disclose any discrepancies between the goods actually received and the packing list.
- (3) If any discrepancies are noted, the employee receiving the goods should bring the discrepancy to the immediate attention of the appropriate department head.
- (4) The packing list is to be forwarded to the Receptionist, who will attach it to the invoice when the invoice is received.

Accounts Payable

Policy:

- (1) All invoices and check requests must be approved for payment by the appropriate department head or director.

- (2) To establish SCIDpda's obligation for payment of invoices, all invoices are matched with signed packing slips.
- (3) Department heads are to ensure that the proper expense accounts are charged to the proper property/department (and to the proper grant if applicable) and that all expenses are recognized as ordinary, necessary, within the budget, arms-length transactions, and do not deviate from established practices of the organization.
- (4) An Accountant is to ensure that expenses are charged in the appropriate accounting period.
- (5) All support documentation must be intact before any invoice or check request is paid.
- (6) Open invoices and check requests are to be filed by property/department.

Procedures:

- (1) The Receptionist opens mail, date stamps all invoices, matches invoices with packing slips, and then delivers invoices to the appropriate Building Manager or department head for account coding.
- (2) Once coded, invoices and check requests (Attachment 3) are submitted to the appropriate department head or director for review/approval.
- (3) The Receptionist will enter the invoice into the computerized accounting system and post the accounts payable activity to the general ledger, and then file the entered invoices in the "open" Accounts Payable file by property/department.
- (4) New vendors will be added to the computerized accounting system by an Accountant and their invoices will be held for receipt of a W-9.
- (5) A Bookkeeper will perform an annual review of SCIDpda's list of vendors in the computerized accounting system and inactivate vendors with no activity in the past two years or no anticipated future activity.

Cash Disbursements

Policy:

- (1) All cash disbursements shall be supported by an approved invoice or check request form and all applicable documentation.
- (2) Checks shall not be issued without bearing the payee and dollar amount.
- (3) Upon disbursement of funds, the check stub or bank transfer confirmation will be attached to the invoice or check request, thereby cancelling the invoice to prevent duplicate payments.
- (4) All payment packages shall be filed after disbursement in property/department files by vendor.

Procedures:

- (1) Each week a Bookkeeper will prepare a Payable Report, listing open payables. After attempting to resolve any open payables that are on hold or unapproved, a Bookkeeper will select approved payables to be paid based upon due dates.
- (2) An Accountant will review the prepared Payable Report, add bank balances and make any necessary changes, then forward it to the Accounting Manager, who will review it for accuracy.

- (3) A Bookkeeper will print checks based on the final Payable Report, match each check with the appropriate invoice or check request and backup documents, and forward to the appropriate check signers.
- (4) For disbursements up to \$2,500.00 and recurring monthly or quarterly payments including rent, federal tax deposits, payroll, health insurance and reserves, one authorized staff will sign the check and return the signed check and backup documentation to a Bookkeeper.
- (5) For disbursements from \$2,500.01 to \$10,000.00 (except those noted above), two authorized staff will sign the check and return the signed check and backup documentation to a Bookkeeper.
- (6) For disbursements greater than \$10,000.00 (except those noted above), one authorized staff will sign the check and return the signed check and backup documentation to a Bookkeeper who will in turn obtain one authorized Board member's signature.
- (7) A Bookkeeper will be responsible for the mailing of all checks and filing the supporting documentation in the appropriate property and vendor files.
- (8) An Accountant or a Bookkeeper will prepare transfer requests based on the final Payable Report, match each transfer request with the appropriate backup documents, if any, and forward to the Deputy Director.
- (9) The Deputy Director will process all transfers online and attach a copy of the transfer confirmation to the transfer request.
- (10) A Bookkeeper will prepare a Monthly Expenditure Report to include all cash disbursements and to be reviewed and signed by the Deputy Director, presented to the Finance Committee, and in turn to the Board for approval and signature by the Board Chair and Treasurer.

Payroll

Policy:

- (1) Employees are paid bi-weekly, every other Thursday, with the payroll and payroll taxes processed by a contracted payroll vendor.
- (2) Employee approved time sheets must be submitted to the appropriate department head for approval prior to payroll submittal.
- (3) All employees who have access to any payroll information will be required to sign a Payroll Confidentiality Form (Attachment 4).

Procedures:

- (1) Employees must submit approved time sheets to their department head for approval, or in the case of employees who lack the necessary computer skills, the appropriate supervisor will submit their time sheets for them.
- (2) The Accounting Manager will submit the approved time sheets to the contracted payroll vendor.
- (3) The federal and state payroll tax deposits are calculated and paid by the contracted payroll vendor.
- (4) All federal and state payroll reports are prepared by the contracted payroll vendor and submitted to the appropriate federal and state tax authorities by the due date of the return.

- (5) At the close of the calendar year, W-2 forms are processed by the contracted payroll vendor.
- (6) W-2 forms are distributed to all employees before January 31.
- (7) W-2 forms and all other required information will be submitted to federal and state agencies by the contracted payroll vendor in accordance with the appropriate regulations.
- (8) All employees who have access to any payroll information will sign a Payroll Confidentiality Form.

Employee Expenses

Policy:

- (1) SCIDpda's policy is to promptly reimburse employees for valid business expenses incurred in connection with SCIDpda activities or on behalf of SCIDpda.
- (2) Willful falsification of employee expense information will be cause for termination and possible prosecution.

Procedures:

- (1) In order to obtain expense reimbursements, employees must complete and submit a signed employee expense reimbursement request to their department head for approval.
- (2) Employees will be reimbursed for the following business expenses:
 - a. Lodging, transportation and food related expenses when on approved business travel and/or at approved training programs;
 - b. Business expenses incurred in relation to conducting business meetings, seminars or presentations with or for SCIDpda-related groups;
 - c. Mileage expenses when an employee uses his/her personal vehicle for SCIDpda business and at the current (IRS) prevailing rate;
 - d. Expenses incurred for using personal telephones for SCIDpda business; and
 - e. Other valid and approved business expenses incurred by employees for SCIDpda-related business.
- (3) Employees must attach all supporting invoices, receipts, etc. for expenses in order to receive a reimbursement for such costs. Expenses not properly documented will not be reimbursed.
- (4) The Receptionist will review all expense reimbursement requests for compliance, completeness and supporting documentation.
- (5) Incomplete requests will be returned to the employee with instructions for revisions and/or completion.

Credit Cards

Policy:

- (1) SCIDpda will issue agency credit cards to select employees, as determined by the Executive and/or Deputy Director, to be used for agency business.
- (2) Personal use of agency credit cards is strictly prohibited.

- (3) Card holders are personally responsible for the use and security of the credit card issued in their name.
- (4) Misuse may result in appropriate disciplinary action and confiscation of the agency credit card.

Procedures:

- (1) Upon receipt of the agency credit card, the card holder will sign a Credit Card Receipt Acknowledgement Form (Attachment 5), which details their rights and responsibilities.
- (2) A Bookkeeper will provide card holders with a copy of their monthly statement each month.
- (3) Card holders will submit to the Accounting Department a reconciliation summary for each statement period, complete with proper coding, original receipts, a signature and an approval signature.

Travel Expenses

Policy:

- (1) SCIDpda may include in the annual budget a modest amount for work-related travel expenses. All travel conducted by SCIDpda employees with respect to SCIDpda business must be approved by the appropriate department head.
- (2) While traveling on official business, the employee is expected to exercise the same sound judgement in incurring expenses that a prudent person would exercise if traveling on personal business and expending personal funds.
- (3) When grant funds are supporting SCIDpda travel in whole or in part, SCIDpda will adhere to Uniform Guidance 200.474 or such other regulations required of the funding agency.

Procedures:

- (1) Transportation
 - a. Air class for SCIDpda's employees must be coach class. The use of business class or first class is specifically disallowed. An exception may be made in extenuating circumstances, with the prior approval of the appropriate department head. Use of business class or first class, if necessary, must be documented and justified on the expense report.
 - b. For business use of personal vehicles, SCIDpda will reimburse the employee at the current (IRS) prevailing rate.
 - c. Toll charges, taxi charges and parking fees are acceptable expenses.
 - d. Car rentals are permitted for mid-size or smaller vehicle rentals. Exceptions will be made when employees are travelling together and one large vehicle is less expensive than two small vehicles.
- (2) Hotels – accommodations should be single rooms in moderately priced hotels.
- (3) Meals – costs for meals are to be broken out into breakfast, lunch and dinner on the expense report. See Meals section below for more detail.
- (4) Laundry – this is a generally accepted expense when length of stay exceeds one week.
- (5) Tips – this is a generally accepted expense.

- (6) Travel reimbursement – upon the completion of the travel, the employee must submit all receipts for reimbursement.
- (7) SCIDpda will reimburse employees within 30 days of submitting approved travel reimbursement requests.

Meals

Policy:

- (1) SCIDpda may include in the annual budget a modest amount for work-related local meal and beverage expenses. All meal expenses incurred by SCIDpda employees with respect to SCIDpda business must be approved by the appropriate department head.
- (2) SCIDpda may also include in the annual budget a modest amount for light refreshments made available at building-wide tenant meetings.
- (3) SCIDpda does not pay for alcoholic beverages.

Procedures:

- (1) Employees must submit all original receipts for reimbursement, including a list of the exact meals, refreshments and beverages purchased; the names of the individuals present at the meeting; the business purpose of the meeting; and a copy of the distributed tenant-meeting flyer if applicable.

Employee and Volunteer Appreciation

Policy:

- (1) SCIDpda may include in the annual budget a modest amount for staff appreciation.
- (2) SCIDpda may include in program and/or grant budgets a modest amount for volunteer appreciation.
- (3) Allowable appreciation events may be in conjunction with all-staff or all-volunteer meetings or may be seasonal parties, post event/project debrief meetings or farewell events.
- (4) Allowable appreciation expenses may include refreshments, supplies, gift cards of \$25.00 or under and SCIDpda logo products.
- (5) SCIDpda does not pay for alcoholic beverages.

Procedures:

- (1) In addition to Accounts Payable and Employee Expenses procedures, payment for employee and volunteer appreciation expenses must be accompanied by a list of the employees or volunteers at the event and an explanation of the business purpose of the expenses.

Gifts, Donations and Loans Made

Policy:

- (1) SCIDpda is not allowed to give or loan its funds to private persons or entities except in support of the poor and infirm.

- (2) SCIDpda may periodically provide financial and/or material support to community partners but only if consideration is received in exchange.
- (3) Approval for gifts or donations must be obtained from the Executive or Deputy Director prior to the donation.
- (4) SCIDpda may make loans to related entities. Related entities may include entities in which SCIDpda does not have a legal ownership interest, but are single-asset entities whose sole purpose is to facilitate the financing of a SCIDpda sponsored project, e.g., New Market Tax Credit "investment funds", etc.
- (5) SCIDpda may make loans to unrelated entities who help serve and support the mission of SCIDpda. These loans may only be made with Board approval.

Procedures:

- (1) Backup documentation for gifts and donations should include a description of the gift or donation, the value of the donated item, the recipient of the gift or donation, and approval by the Executive or Deputy Director.
- (2) Backup documentation for financial and/or material support to community partners should include a written explanation clearly demonstrating a valid business purpose and the consideration received in return, event brochures recognizing SCIDpda if applicable, and approval by the Executive or Deputy Director.

Donations Received

Policy:

- (1) SCIDpda has implied powers to fundraise passed to it by the City of Seattle and authorized through its charter.
- (2) SCIDpda, per RCW 35.21.100, may accept any money or property donated, devised or bequeathed to it and carry out the terms of the donation, devise or bequest, if within the powers granted by law. If no terms or conditions are attached to the donation, SCIDpda may expend or use it for any general purpose in pursuing its mission.
- (3) SCIDpda's Executive Director or designee may accept non-monetary donations with an estimated value less than \$10,000.00.
- (4) SCIDpda's Executive Director or designee may accept non-monetary donations with an estimated value of \$10,000.00 or greater only with the approval of the Board.
- (5) Generally, donated materials, assets and services will not be recorded in the accounting records.

Procedures:

- (1) Professional services which SCIDpda would otherwise have paid for which were provided by a person whose work would normally include providing those services will be recorded as revenues and expenses.
- (2) Any donated assets which would meet the definition to be capitalized, outlined in 'Fixed Assets', will be recorded as revenue and as a fixed asset.

Fixed Assets

Policy:

- (1) SCIDpda will capitalize all fixed assets with an acquisition cost of \$5,000.00 or more and a useful life of more than two years.
- (2) SCIDpda will record all transactions involving property and fixed assets on the Balance Sheet as a long-term asset. As such, the long-term assets fund will reflect fixed assets acquired during the year (at cost) as well as depreciation expense for the year.
- (3) SCIDpda will also expense the cost of capital acquisitions in the operating fund as a direct deduction against the resources provided for their acquisition. This treatment is consistent with the principles of fund accounting.
- (4) When assets are no longer useful, SCIDpda will dispose of the assets and write them off.
- (5) SCIDpda will use, manage and dispose of all fixed assets purchased with federal funds in accordance with Uniform Guidance Property Standards 200.310-316.

Procedures:

- (1) Fixed asset acquisitions will be the result of a capital planning process conducted in conjunction with the annual budgeting process. The Board will review and approval all capital acquisitions via the annual budgeting cycle. It is possible that additional asset needs will be identified during the year. Such acquisitions need to be justified and approved by the Board prior to acquisition.
- (2) To determine if a repair or improvement will need to be capitalized, the following additional factor needs to be considered: does the expenditure extend the useful life of the asset repaired or improved?
- (3) Depreciation on all fixed assets will be calculated using the straight-line method over the expected useful lives of the assets, with depreciation charged beginning in the month that the asset is placed in service.
- (4) Depreciation expense will be recorded on the Balance Sheet as an offset to long-term assets.
- (5) Accountants will review the Fixed Asset Schedules quarterly and question Department Heads regarding fully depreciated and old assets. With Department Head approval, the Accountant will write off assets that are no longer useful and update the Fixed Asset Schedule.
- (6) Tangible personal property below the \$5,000.00 and two year thresholds will be expensed in full in the year they are purchased.

Small and Attractive Assets

Policy:

- (1) SCIDpda will keep an inventory list of small and attractive assets, assets with a unit cost of \$300.00 or more that are particularly at risk or vulnerable to loss and that fall below SCIDpda's capitalization policy in 'Fixed Assets' above.
- (2) Small and attractive assets shall include, but not be limited to the following: laptops and notebook computers, tables and smart phones, cameras and photographic projection equipment, desktop computers, television sets and video equipment.

Procedures:

- (1) The Accounting Manager will maintain an inventory of small and attractive assets, coordinating with Department Heads to conduct an annual inventory.

Record Retention

Policy:

- (1) SCIDpda shall retain all accounting records and related supporting documentation for a period of at least 7 years in paper and/or electronic form.
- (2) At a minimum, all financial and programmatic records, supporting documents, statistical records, and all other records of a grantee or sub-grantee required by the terms of a grant or sub-grant must be retained for the time period(s) specified in 45 CFR 74, Subpart D.

Procedures:

- (1) All prior years accounting records shall be stored in secure file cabinets or in storage boxes labeled with the time period and contents of the box.
- (2) Electronic records shall be stored on SCIDpda's network. Documents shall be scanned and saved to SCIDpda's shared drive by the person responsible for that body of work.
- (3) Computerized accounting system records are maintained by a contracted vendor and kept in the cloud.
- (4) The following are the exceptions to the 7 year retention rules:
 - a. If any litigation, claim or audit is started before the expiration of the 7 year period, the records shall be retained until all litigations, claims or audit findings involving the records have been resolved.
 - b. Permanent records including articles of incorporation and by-laws.
- (5) The record retention period starts with the close of SCIDpda's fiscal year, December 31.
- (6) All expired documents will be shredded and all expired records may be deleted.

SCIDpda CASH LOG

[illegible]

IDVS2LP CASH LOG

[illegible]

SCIDpda CHECK REQUEST FORM

Date: _____ Date needed by: _____ Special Instructions: _____

Pay to the order of: _____

EXPENSES – Only original receipts will be accepted for reimbursement. When requesting reimbursement for meals/beverages please provide listing of food and beverages provided and names of attendees present at the meeting.

DEPT/PROPERTY	GL ACCOUNT CODE	AMOUNT	DESCRIPTION (ATTACH RECEIPT)
TOTAL			

MILEAGE – Mileage may not be claimed for trips to and from employee's place of residence or for trips of a personal nature. Please provide documentation such as MapQuest or Google Maps printout for mileage count.

DEPT/PROPERTY	GL ACCOUNT CODE	MILEAGE RATE	MILEAGE	AMOUNT	DESCRIPTION
	5080-0000	\$.535/mile			local - within city limits
	5081-0000	\$.535/mile			non-local - outside city

I hereby certify under penalty of perjury that this request is for work related expenses and all materials furnished, services rendered and labor performed are a just, true and unpaid claim against SCIDpda or its related entities.

Requested by: _____ Signature: _____ Date: _____

I hereby certify under penalty of perjury that I am authorized to authenticate and certify above claim.

Approval signature: _____ Date: _____

SCIDpda PAYROLL CONFIDENTIALITY FORM

In the performance of your duties for SCIDpda, you will have access to the company payroll records. This information is confidential and should not be discussed with any other person without the consent of the Deputy or Executive Director.

Failure to comply with this procedure could result in disciplinary action up to and including termination.

I hereby acknowledge that I have read and understand the above policy.

Signature

Printed Name

Date

SCIDpda

CREDIT CARD RECEIPT ACKNOWLEDGEMENT FORM

Issuing Bank: _____ Account Number: _____

Issuance of an agency credit card represents SCIDpda's trust in you. You are empowered as a responsible agent to safeguard SCIDpda assets. Your signature below is verification that you have read the following rules and agree to abide by them. It also acknowledges receipt of the card referenced above.

1. I understand the card is for work-related purchases only and I agree not to charge personal purchases.
2. Improper use of this card may be considered misappropriation of SCIDpda funds. This may result in confiscation of the card and disciplinary action up to and including termination of employment and possible criminal prosecution.
3. If the card is lost or stolen, I will immediately notify the Human Resources Manager who will then contact the card issuer.
4. I agree to surrender the card immediately upon termination of employment, whether for retirement, voluntary or involuntary reasons.
5. The card is issued in my name. I am considered responsible for the security and use of the card including any and all charges against the card.
6. All charges will be billed directly to and paid directly by the company. The bank cannot accept any monies from me directly; therefore any personal charges billed to the company could be considered misappropriation of funds.
7. As the card is SCIDpda property, I understand that I will be required to comply with internal control procedures designed to protect SCIDpda assets. This may include being asked to produce the card to validate its existence and account number.
8. I will submit to a Bookkeeper Credit Card Reconciliation Form for each statement period, complete with proper coding, original receipts, my signature and my supervisor's approval signature. I will also be responsible for completing the affidavit portion of the form for any missing receipts individually less than \$25.
9. Since I am responsible for all charges (but not for payment) on the card, I will resolve any discrepancies by either contacting the supplier or the card issuer. I understand a credit card is not necessarily provided to all employees. Assignment is based on my need to purchase goods and services for the agency and/or to provide for business travel. My card may be revoked based on change of assignment or location.
10. I understand that the card is not an entitlement nor reflective of title or position.

Signature

Printed Name

Date

Resolution 18-01-16-__

**RESOLUTION OF SEATTLE CHINATOWN INTERNATIONAL DISTRICT
PRESERVATION AND DEVELOPMENT AUTHORITY**

We, the Seattle Chinatown International District Preservation and Development Authority Board approve the changes to the Accounting and Financial Management Policies and Procedures.

Board President

Date

Board Treasurer

Date