

City and Borough of Sitka
FY 2015 ANNUAL GRANTS FROM GENERAL FUND
SUMMARY SHEET



Name of Organization: SITKA TRAIL WORKS INC.

Name of Contact Person: DEBORAH A. LYONS, EXECUTIVE DIRECTOR
BRIAN HANSON, PRESIDENT

Phone: (907) 747-7244 **Email:** Office: trail@gci.net President: beh@alaska.net

Mailing address: 801 HALIBUT POINT ROAD SITKA, AK 99835

Grant Category: Annual Grant: **Community Development**

Dollars Requested: \$10,000

Match Dollars Committed: \$50,000 in operating funds.

Percentage: For every \$1 contributed by CBS, STW will provide at least \$5

Sources of Matched Dollars: Additional operating fund sources are individual, agency, board and business contributions, and earned revenues.

Brief Description of the Purpose of the Grant: The CBS grant will allow Sitka Trail Works to continue partnership work on the local trail system according to the Sitka Trail Plan and completion of the annual goals adopted by the Board of Directors. For the past thirteen years Sitka Trail Works has operated on the premise that a large segment of Sitka's population places a very high value on a diversified and easily accessible trail system. However, funding to create these trails is very limited and the projects take years to plan, fund and build. We have been responsible and resourceful partners with the City and have succeeded in building a beautiful trail system for the community...but we are not quite done with our work. We thank you for your past support and hope you continue to support our work in the community.

I, Deborah A Lyons, do hereby certify that all information provided for this grant application is accurate and complete to the best of my knowledge.

Name: Deborah A. Lyons

Title: Executive Director

Date: July 31, 2014

Detailed project description overview – Total pts 10

• What grant category are you applying for?

Sitka Trail Works is applying for an annual grant in the community development category.

• What will be done with these funds and who will do it?

Sitka Trail Works activities paid for from the operating budget:

The grant funds that Sitka Trail Works is requesting are for operating support only and will not be used as capital funds to pay for building any of the trail projects. Please consider helping us with a small grant to help us cover our operating expenses that the capital grants do not cover. Past financial support made by previous Assemblies has been carefully used and greatly appreciated. The Sitka Trail Works Board of Directors (9), staff (1.5) and membership (230 households) are dedicated to working efficiently and supportively with our partners to create, maintain and promote a beautiful, diversified and accessible trail system according to the Sitka Trail Plan; as our gift to future generations. These trails will provide a wide range of opportunities for physical activity, economic development; cultural enrichment and spiritual renewal. The \$10,000 grant will allow us to continue working to create the projects in the Sitka Trail Plan and will pay for approximately one tenth of the budgeted annual operating expenses (\$99,760). The money will be used for employee expenses for the Executive Director and for insurance. The funds will allow the office staff to continue to manage and direct development and construction of the Sitka Cross Trail project and to achieve the Annual Goals set by the Board.

Examples of the types of activities covered by operating funding include:

- During the first six months of 2014 the Executive Director has coordinated three different trail maintenance projects (thank you US Coast Guard) and has posted warning signs for hazardous trail condition (Wasps on Indian River).
- Twelve weekend hikes were conducted with over 200 members of the public participating. For more detail on the organization goals made possible with operational funding please refer to the Goals attachment. A special celebration of the completion of the Sawmill Creek Road and pathway project is being planned for August 21.
- Capital grant funds for activities related to the Fort Rousseau Causeway are no longer available so our (non-capital) work on that project comes from the operating budget. STW still continues to work on issues related to the Park pathways. During 2014 the Executive Director composed 4 Caution Signs in coordination with the Sitka Tribe, warning the public of Hazardous Materials located near the Virublennoi Island within Fort Rousseau Causeway State Historical Park. STW also submitted a Congressional funding request for \$2 million for a dock in Whiting Harbor. We are assisted in our efforts to secure capital funding by our legislative liaisons in Washington DC, The Northstar Group. Their services are also paid for from the operating budget.
- The office staff serves and supports the nine-member Board of Directors by documenting and supporting the monthly meetings of the Board. The office staff is responsible for all the day to day administrative duties required of a non-profit including book keeping, detailed quarterly grant reports, public service announcements and information via the website, etc.
- This year 2014, Sitka Trail Works collaborated with the CBS a co-authored the FLAP program grant application that has resulted in \$227,425 award to CBS for design of the final Phase of the Cross trail, from Kramer Avenue to the Ferry Terminal.

Sitka Trail Works activities paid for from capital grant funds

- Sitka Trail Works current capital project – completion of the Sitka Cross Trail is funded through the Federal Lands Access Program grant and our MOA with the City and Borough of Sitka. The MOA has established a new working relationship in our partnership with the City and Borough

of Sitka. Formerly Sitka Trail Works applied for, received, and managed the grants to build the trail system (including all tasks associated with the execution of the project; permits, easements, design contracts etc.) The FLAP grant program required the municipality to apply, so Sitka Trail Works and Parks Manager Lynne Brandon teamed up; and with support from the Sitka Ranger District, have successfully garnered two FLAP grant for the Cross Trail and successfully persuaded AK DOT to transfer STIP funds allocated for the trail into the FLAP program. The result?

- Over two million dollars in grant funds have been allocated for the Cross trail. These funds will complete Phases 4 and 5 and Design Phase 6. If 4 & 5 can be completed under budget we may be able to move the funding to Phase 6.
- Who will be served?
All 8,000 Sitka residents and all visitors have access to the trail system and benefit from the trails and pathways. The trails have been planned and built to cover a wide range of users, from the most fit to the most out-of-shape and/or physically challenged.
- When will this service be provided?
The projects are ongoing and services are provided year round.

Expected Outcomes – total pts. 10

- How will the project be measured as successful?
Community members will see the new Cross Trail segments from the High School to Yaw Drive and along Yaw to Indian River Road completed in 2014 and the segment from Baranof Street to Gavan Hill will be built in 2015. Community hikes will continue. Trail maintenance will continue on Herring Cove, Thimbleberry, Salmon Lake and Sea Lion Cove trails.
- What will the tangible community benefit be?
The coming projects will benefit the community in similar ways to the completed projects. Think of how beautiful and popular the Herring Cove trail is. Hundreds of residents and visitors are hiking that trail each month. The parking area that Sitka Trail Works built in conjunction with the trail is also being used by people kayaking at Herring Cove and cycling out to the hatchery. This year the Sawmill Creek road improvements will finally be built and that project includes a beautiful eight foot asphalt sidewalk all along Silver Bay from Whale Park to the old mill site. The SMC project is the result of a very successful collaboration between Sitka Trail Works, the City and Borough of Sitka Administrative staff and Public Works and Senator Stedman's office. Getting that project designed, funded, and on the ground has required over six years of effort. Now that it is complete it will be another tremendous asset of recreational infrastructure for the community.
- What are some benchmarks during the project that indicate things are going in the right direction?
 - The City and Borough will pay the Invoice submitted by STW on June 30th for 20114 expenses related to construction of the Sitka Cross trail and the City will be reimbursed in turn, from the FLAP grant program.
 - The first Cross Trail Classic Marathon will be held, bringing new visitors to Sitka.



Statement of Need – total pts. 10

- How does this project align with the funding category that you are applying for?
Planning, building and maintaining a beautiful, integrated and diversified trail system for the community of Sitka is truly community development. We are installing low-maintenance recreation infrastructure throughout the community on City, State, BLM, BIHA, National Forest and Mental Health Trust Lands that will serve residents and visitors for many years to come.
- What documented needs does this project address?
The project supports the goals of the Sitka Trail Plan, a partnership document signed by CBS in 2003. The CBS 2007 Comprehensive Plan has an entire section outlining community goals for trails and the Comprehensive Plan cites in a number of places the desire to support the efforts of Sitka Trail Works.
“2.13.26.To vigorously support the implementation of the 10 year 2003 Sitka Trail Plan and Memorandum of Understanding.
2.13.34.To recognize and support the unique role of Sitka Trail Works, Inc, a local non- profit membership organization, acting on behalf of local residents that support of the development of the trail system and dedicated to the implementation of the Sitka Trail Plan.”
- Does the funding from this request help leverage other funds for the project? How?
Yes. When Sitka Trail Works applies for grants and appropriations for trail projects we score highly and compete well because we can prove that the municipality contributes to annual operating support. Did you know that the US Forest Service Capital Improvement projects list has been closed for funding trail projects for eight of the last ten years? This is because the Forest Service struggles with budgetary woes too. Despite this fact, the Thimbleberry Heart Lake Trail received \$262,000 Centennial of Service Grant from the Forest Service and the Herring Cove Trail received \$137,000 from Outfitter/Guide fees. The recent work on the Harbor Mountain Trail, Beaver Lake Trail and the new Beaver Lake Bridge were paid for by Economic Recovery Act Stimulus Funds. None of these projects went forward funded through “Normal” channels. The projects got funded because in each case they were held up as high community priorities because they are included in the Sitka Trail Plan and supported by the City and Borough of Sitka. So thank you...our partnership has been very effective and very good for the community. The most recent case in point was our tremendous collaboration that resulted in over \$2 million dollars in additional funding to the Cross Trail.



Organizational Capacity – total pts 10

- Track record

Successfully completed Trail projects include:

Thimbleberry-Heart Lake Trail, Herring Cove Trail, Sea Lion Cove Trail, Path of Hope, Baranof Lake Trail, Sitka Cross Trail maintenance and new construction, new Indian River trail and trailhead parking, and Fort Rousseau Causeway State Historical Park improvements. (see our new website <http://sitkatrailworks.org> for a complete list of grant funded work that has been completed on the Causeway, you may be surprised by the amount of pre- construction work that Sitka Trail Works grants have paid for.)

- Community Support

During the last 12 months Sitka Trail Works has received over \$35,000 in donations from over 200 member households. The trail users vote with their wallets in support of the trail system. Allen Marine helps us with off -island hikes each year which allows us to net an addition \$5,000 in support. During 2009, thanks to the popularity of the Herring Cove Trail, membership rose to over three hundred donor households.

- Board Attendance

The nine member board meets monthly (except December) and there has never been a case when a quorum was not present. As a general rule, eight or nine members are usually present and Board members only miss meetings because they are travelling out of town. All the Board members hold full time jobs in the community and attend meeting over their lunch hours and donate at least three weekend days per year to lead the hikes. Attendance at Board meetings is consistently high because Deborah always makes sure there is something delicious for lunch. Board members receive a written report and board packet prior to each meeting and the President Brian Hanson runs a great meeting.

- List of Board Members and Officers

President Brian Hanson (Pearson and Hanson Attorney's-at-Law)

Vice President Don MacKinnon (CBS Public Safety, Police Technician)

Secretary Sara Bergendahl (Oceanside Physical Therapy)

Treasurer Mary Alice Hamberg (Hamberg Accounting)

Charles Horan (Horan Appraisals LLC)

Gio Villanueva (SEARHC Physical Therapy)

Sarah Bell (Kattleson Memorial Library)

Deanna Bennett (Sitka Community Hospital)

Roslyn Dailey (Samson Tug and Barge)

The Cascade Creek Bridge, installed in the fall of 2012, was a major infrastructure accomplishment for the community of Sitka. The tsunami that occurred later that winter opened the eyes of many residents and safety officials when it was realized that the Cross trail provides a very valuable transportation link during emergencies. It connects Keet Gooshi Heen and the High School, the two command and evacuation centers. The Cross trail has been built to a standard that allows the use of light trucks and four wheelers in case of emergencies and also for maintenance.



Budget – total pts. 10

- Statement of assets, revenues, and expenditures for previous year.
Please see attached 7-31-14 and 12-31-13 financial statements.
- Detailed budget for current year (FY 2014), including funds for this project.
Please see attached annual operating budget adopted by the Board March 2014
- Include itemized list of grants received or pending for prior and current years.

Current grants secured by Sitka Trail Works

\$67,000 RAC funding for Cross Trail demolition of old boardwalks, steps etc.

\$2,000,000 in FLAP funding to CBS as a result of the partnership between the City and STW.

Previous Grants secured by Sitka Trail Works:

Rasmuson Foundation:

\$18,000 Cross trail grant

\$170,000 Herring Cove Trail and Trailhead parking area

\$168,000 Thimbleberry Heart Lake Trail

\$10,000 Technology grant, \$20,000 Equipment grant, \$18,000 Cross Trail matching funding

Federal Earmarks:

\$850,000 WWII Causeway and multiuse trail (Cross Trail). Awarded in 2008 and completely spent.

Alaska Trail Initiative:

\$422,000 Sitka Trail Plan Projects awarded in 2006 and completely spent.

\$130,000 for WWII Causeway

Other:

\$50,000 AK DNR Recreational Trails Program for Cross Trail upgrade near High School

\$70,000 NOAA for Sea Lion Cove

\$262,000 USFS Centennial of Service Grant Herring Cove Trail

\$137,000 Outfitter/Guide fees for Herring Cove Trail

STW recently coordinated a successful effort to raise an \$84,000 local match to leverage an additional \$800,000 for the Sitka Cross Trail, Planning, Design Right of Way acquisition and Construction.

In 2013 STW raised \$12,000 in matching funding for the FLAP program.

Required Documentation – total pts 10

- Copy of IRS 990 form and audit, if applicable – attached
- Copy of nonprofit documentation (IRS 501c3 designation) – attached
- Current State of Alaska nonprofit organization business license –attached

2014 STW Goals and Monthly Calendar

Mission: Create, Maintain and Promote the trail system	
	CREATE
	Renew the 2003 Trail Plan
	Cross Trail Phase II Cascade Creek to Kramer
	Work with CBS and Developer as needed to relocate trailhead
	Cross Trail HS to Yaw & Yaw to Indian River Rd.
	Complete construction of 6,000 ft multiuse trail
	Stormwater and ACOE permit
	Cross Trail Phase VI Kramer to Ferry Terminal
	Design Phase
	WWII Causeway
	Work with CBS and State Parks to support Marine Access
	Work with AK DNR on Rec & Public Purpose Lease with DNR
	Monitor and Participate in ACOE FUDS Clean Up
	SMC III Whale Park to SMC Industrial Park
	Lucky Chance - South Sitka Sound
	SNHP Trails project - Support NPS
	MAINTAIN
	Fort Rousseau Pathways Maintenance and Annual Report to BLM
	Sea Lion Cove Trail Maintenance Plan and Grant writing
	Maintenance Plan with Project Partners
	June 7 National Trails Day Maintenance
	PROMOTE
	Publish Activities calender and free guided Saturday Hikes
	National Trails Day
	Trail Works Sign during construction
Resources: human and financial (quantity)	
	Focus of Goal: FUNDING
	Fund new Collection Agreement through CBS FLAP
	Work with CBS to submit FLAp grant for Design
	Rec Trails Application for Trail Maintenance
	Continue Assembly support of \$10,000
	Raise \$20,000 donations for operations
	Submit Congressional Request for Dock Funding
	Firewood sales, bench, Morooka
	Focus of Goal: HUMAN
	Increase membership to 300
	Add Accounting recociliation
	Part time office help mainly with newsletter
Internal capacity (quality)	
	Focus of Goal: OPERATIONS
	IRS 990 for STW
	Timely , accurate grant reports

2014 STW Goals and Monthly Calendar

	Focus of Goal:BOARD	
	Lead 18 hikes	
	Board Trail Maitenance Day	
	Focus of Goal:STAFF	
	Assist BoD with Strategic Plan, Meetings and other goals	
	Improvements to QB, member database, financials	
	Focus of Goal:FACILITIES/OPERATIONS	
	Create vehicle shelter	
	Remove fuel tank, install sewer lift	
	Thoroughly clean office, purge old files	
	Repair STW Truck	
	Clean office yard and purge toolshed	
	External Relationships- Marketing/communications/reputation	
	Focus of Goal:PARTNERSHIPS/REPUTATION	
	Serve on USFS RAC Committee	
	Plan SMC Grand Opening Fall 2014	
	Plan acknowledgement Senator Stedman	
	Schedule Board Meeting with Administrator and Assembly Members April	
	Focus of Goal:MARKETING/COMMUNICATION	
	Publish Spring and Fall Newsletters	
	Keep website up to date	
	Increase visibility of STW in Community	
	Increase advertising and PSA's	
	Give Presentations to Rotary, Chamber	
	Board members develop elavator speeches	
	Develop printed materials that explain who & what STW	
	Write "State of the Trails" report for CBS. Cong Del	
	Communicate economic benefits in public forums	
	2014 Sitka Trail Works Calender	
	January	ED on Sabbatical
	February	Draft 2014 Goals Draft 2013 990
	March	2014 Goals, Approve 2014 Budget, Approve Hikes Calendar, 2013 990
	April	Finalize Guided Hikes Schedule, Spring newsletter
	May - August	Hikes and Trail Maintenance and Construction activities
	September	Fall newsletter
	October	Annual Meeting
	November	Year end review
	December	No Board Meeting

SITKA TRAIL WORKS OPERATING BUDGET FOR CALENDAR YEAR 2014

Income

4000 · Contributions & Donations	
4010 · Corp/Bus Contr	\$2,500
4020 · Private Foundation	\$0
4030 · Individual Contributions	\$12,000
Benches	\$5,000
4040 · Board	\$2,250
Total 4000 · Contribs & Dons	\$21,750
4100 · Grants	
4130 · Municipal (CBS,FS,DNR)	\$40,000
Total 4100 · Grants	\$40,000
4200 · Earned Income	
4210 · Fees / Program Service	
4213 · Equipment Rental	\$5,000
Total 4210 · Fees & Prog Serv	\$5,000
4220 · Sales	
3447 4223 · Allen Marine Hikes	\$11,000
4225 · Firewood	\$2,500
Total 4220 · Sales	\$13,500
4230 · Membership	
4231 · Households	\$6,000
4232 · Business Dues	\$200
Total 4230 · Membership	\$6,200
4240 · Special Event	\$0
Total 4200 · Earned Income	\$24,700
4900 · Other Income	
4910 · Interest and dividends	\$200
4915 · Administrative Recovery	\$4,000
Total 4900 · Other Income	\$4,200
49900 · Uncategorized Income (Savings)	\$10,000
Total Income	\$100,650

Expense

5000 · Personnel	
Total 5011 · Salaries & Wages	\$56,000
5100 · Payroll Taxes	
Total 5100 · Payroll Taxes	\$5,600
Total 5200 · Fringe Benefits	\$9,000
Total 5000 · Personnel	\$ 70,600
6000 · Non-Personnel Expenses	
Total 6000 · Contractual/Consulting	\$14,000
Total 6100 · Travel	\$1,000

Total 6200 · Occupancy	\$1,660
Total 6300 · Vehicles & Local Transportation	\$500
Total 6500 · Supplies	\$5,500
Total 6600 · Equipment lease and repair	\$1,500
Total 6700 · Other	\$5,000
Total 6000 · Non-Personnel Expenses	\$ 29,160

Total Expense	\$ 99,760
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Net Ordinary Income	\$ 890
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2014 Budget includes 3/4 time ED @ \$35/hr + Health and Retirement Contribution.
 \$3,000 is budgeted for part time office help.
 Contractual/Consulting = \$7,500 Northstar FY 13 & 14, \$6,500 Accounting
 Note: 2014 budget calls for utilizing \$10,000 from the current cash position
Passed and approved by the Sitka Trail Works Board of Directors March 21, 2014

11:00 AM
07/31/14
Accrual Basis

Sitka Trail Works
Balance Sheet
As of July 31, 2014

	Jul 31, 14
ASSETS	
Current Assets	
Checking/Savings	
1000 - Cash	
1010 - FNBA Sitka Trail Works Checking (990 line 45)	41,294.77
1012 - FNBA Certificate of Deposit	26,121.64
1016 - ALPS #905 MHTLO Bond Account (Checking & Savings)	
1017 - 15905 ALPS Primary Shares S000 (Primary Shares MHTL Bond Account)	341.91
1018 - S050 24 Month .95% Bond Cert (Matures July 1, 2015. MHTLO 9100740)	5,047.70
Total 1016 - ALPS #905 MHTLO Bond Account (Checking & Savings)	<u>5,389.61</u>
Total 1000 - Cash	<u>72,806.02</u>
Total Checking/Savings	72,806.02
Accounts Receivable	
1100 - Accounts Receivable (990 line 47a)	
1120 - Grants	100,556.62
Total 1100 - Accounts Receivable (990 line 47a)	<u>100,556.62</u>
Total Accounts Receivable	100,556.62
Other Current Assets	
1220 - Pre paid insurance	4,386.34
Total Other Current Assets	<u>4,386.34</u>
Total Current Assets	177,748.98
Fixed Assets	
1600 - Fixed Asset	
1610 - Equipment & Furnishings (990 line 57a)	
1612 - Office Equipment (990 lin 57a)	8,761.96
1616 - Trail Maintenance Equipment (990 line 57a)	35,000.00
Total 1610 - Equipment & Furnishings (990 line 57a)	<u>43,761.96</u>
1620 - Vehicles	7,630.00
1690 - Accum Deprec (990 line 57b)	-46,966.25
Total 1600 - Fixed Asset	<u>4,425.71</u>
Total Fixed Assets	<u>4,425.71</u>
TOTAL ASSETS	<u><u>182,174.69</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
2100 - Payroll Liabilities	
2130 - Federal Taxes (990 line 60)	5,430.64
2100 - Payroll Liabilities - Other	542.68
Total 2100 - Payroll Liabilities	<u>5,973.32</u>
2310 - Deferred contract revenue (990 line 62)	2,630.00
Total Other Current Liabilities	<u>8,603.32</u>
Total Current Liabilities	<u>8,603.32</u>
Total Liabilities	8,603.32
Equity	
3000 - Net Assets	
3010 - Unrestricted Net Assets (header)	

11:00 AM

07/31/14

Accrual Basis

Sitka Trail Works
Balance Sheet
As of July 31, 2014

	<u>Jul 31, 14</u>
3011 · Invested in PP&E	4,649.00
3012 · BOD Designated (990 line 21 & 67)	<u>125,615.44</u>
Total 3010 · Unrestricted Net Assets (header)	<u>130,264.44</u>
Total 3000 · Net Assets	130,264.44
3090 · Retained Earnings/Unrestricted (990 line 21 & 67)	42,467.26
Net Income	839.67
Total Equity	<u>173,571.37</u>
TOTAL LIABILITIES & EQUITY	<u><u>182,174.69</u></u>

11:08 AM
 07/31/14
 Accrual Basis

Sitka Trail Works
 Profit & Loss
 January through July 2014

	Jan - Jul 14
Ordinary Income/Expense	
Income	
4000 · Contributions & Donations (header)	
4050 · Temporarily Restricted (Donor designated)	
4056 · Temp Restricted-FLAP Cross Tr (2013 Capital Campaign)	980.00
Total 4050 · Temporarily Restricted (Donor designated)	980.00
4010 · Corporate/Business Contributions (990 line 1a)	20.00
4030 · Individual Contributions (990 line 1a)	8,283.00
4040 · Board	1,500.00
Total 4000 · Contributions & Donations (header)	10,783.00
4100 · Grants	
4110 · Federal (990 line 1c)	131,038.14
Total 4100 · Grants	131,038.14
4200 · Earned Income (header)	
4210 · Fees and Program Service	
4213 · Equipment Rental (Morooka lease fees)	5,725.00
Total 4210 · Fees and Program Service	5,725.00
4220 · Sales	
4223 · Promotional & Educational	9,240.00
4225 · Trail materials	730.00
Total 4220 · Sales	9,970.00
4230 · Membership	
4231 · Households/Individuals/\$20 (990 line 3 & 94)	3,430.00
Total 4230 · Membership	3,430.00
Total 4200 · Earned Income (header)	19,125.00
4900 · Other Income	
4910 · Interest and dividends	23.97
Total 4900 · Other Income	23.97
Total Income	160,970.11
Gross Profit	160,970.11
Expense	
5000 · Personnel	
5011 · Salaries & Wages	
5012 · Office staff	20,895.19
5013 · Trail crew/other	17,432.50
5011 · Salaries & Wages - Other	607.50
Total 5011 · Salaries & Wages	38,935.19
5100 · Payroll Taxes	
5101 · FICA	2,599.99
5102 · FICAMED	608.06
5103 · AK-ESC	1,232.04
Total 5100 · Payroll Taxes	4,440.09
5200 · Fringe Benefits	
5210 · Health Insurance	3,000.00
5221 · Workers Compensation	2,008.00
Total 5200 · Fringe Benefits	5,008.00
Total 5000 · Personnel	48,383.28
6000 · Contractual/Consulting	
6010 · Accounting & Audit	2,383.36
6020 · Legal Fees	77.25
6030 · Envir/Survey	5,530.00
6040 · Trail Construction Contract	3,928.90
6050 · Fundraising	176.51
6060 · Legislative Liason	2,500.00
6000 · Contractual/Consulting - Other	760.00
Total 6000 · Contractual/Consulting	15,356.02
6100 · Travel	

11:08 AM
 07/31/14
 Accrual Basis

Sitka Trail Works
Profit & Loss
 January through July 2014

	<u>Jan - Jul 14</u>
6110 · Travel & Per Diem	1,251.00
6120 · Training & Conferences	516.99
6100 · Travel - Other	4,091.91
Total 6100 · Travel	5,859.90
6200 · Occupancy	
6210 · Facility Lease	225.00
6230 · Communications	1,037.50
Total 6200 · Occupancy	1,262.50
6300 · Vehicles & Local Transportation	
6310 · Vehicle lease (990 line 39)	10,237.20
6330 · Vehicle Repairs and Maintenance	1,409.08
6340 · Vehicle Insurance	127.00
Total 6300 · Vehicles & Local Transportation	11,773.28
6500 · Supplies	
6510 · Office Supplies	810.72
6530 · Printing	3,270.96
6540 · Postage	773.72
6550 · Trail Program Supplies	
6552 · Freight/shipping	1,115.18
6554 · Materials/Supplies (Gravel, lumber, misc hardware, crew supplie, food, safety)	40,267.37
Total 6550 · Trail Program Supplies	41,382.55
Total 6500 · Supplies	46,237.95
6600 · Equipment lease and repair	
6610 · Computer Maintenance (990 line 37)	55.24
6615 · Construction Equip Lease (Hourly, daily or weekly rates)	27,977.50
Total 6600 · Equipment lease and repair	28,032.74
6700 · Insurance/Other	
6770 · Hospital-Medical (Direct payments for care of employees or volunteers)	1,955.00
6710 · Marketing & Advertising	
6715 · Website (Website design, hosting, CC processing)	276.09
6710 · Marketing & Advertising - Other	276.80
Total 6710 · Marketing & Advertising	552.89
6720 · Insurance	-689.30
6730 · Dues/Subscriptions/Fees/Permits	1,645.00
6750 · Refunds (Hike Tickets and other purchases refunded)	-238.82
Total 6700 · Insurance/Other	3,224.77
Total Expense	160,130.44
Net Ordinary Income	839.67
Other Income/Expense	
Other Income	
6793 · Trail Project Finance & Mgt Fee (Fee for services MOA/CBS)	4,788.39
Total Other Income	4,788.39
Other Expense	
9111 · Trail Project Finance, Mgt Fees (Fee for services MOA/CBS)	4,788.39
Total Other Expense	4,788.39
Net Other Income	0.00
Net Income	839.67

11:04 AM
 07/31/14
 Accrual Basis

Sitka Trail Works
Profit & Loss
 January through December 2013

	<u>Jan - Dec 13</u>
Ordinary Income/Expense	
Income	
4000 · Contributions & Donations (header)	
4050 · Temporarily Restricted (Donor designated)	
4056 · Temp Restricted-FLAP Cross Tr (2013 Capital Campaign)	12,000.00
Total 4050 · Temporarily Restricted (Donor designated)	12,000.00
4010 · Corporate/BusinessContributions (990 line 1a)	2,170.00
4030 · Individual Contributions (990 line 1a)	25,035.00
4040 · Board	730.00
Total 4000 · Contributions & Donations (header)	39,935.00
4100 · Grants	
4150 · Private Foundation	40,600.00
4110 · Federal (990 line 1c)	243,382.70
4120 · State (990 line 1c)	24,830.45
4130 · Municipal	10,000.00
Total 4100 · Grants	318,813.15
4200 · Earned Income (header)	
4210 · Fees and Program Service	
4213 · Equipment Rental (Morooka lease fees)	1,800.00
4212 · Pass through funding (Title II Easement expenses)	0.00
Total 4210 · Fees and Program Service	1,800.00
4220 · Sales	
4223 · Promotional & Educational	8,850.00
4225 · Trail materials	1,250.00
Total 4220 · Sales	10,100.00
4230 · Membership	
4231 · Households/Individuals/\$20 (990 line 3 & 94)	2,100.00
4232 · Business Dues/\$20 each	160.00
Total 4230 · Membership	2,260.00
Total 4200 · Earned Income (header)	14,160.00
4900 · Other Income	
4910 · Interest and dividends	192.31
Total 4900 · Other Income	192.31
Total Income	373,100.46
Gross Profit	373,100.46
Expense	
5000 · Personnel	
5011 · Salaries & Wages	
5012 · Office staff	35,971.25
5013 · Trail crew/other	37,698.75
5011 · Salaries & Wages - Other	34,276.75
Total 5011 · Salaries & Wages	107,946.75
5100 · Payroll Taxes	
5101 · FICA	7,060.49
5102 · FICAMED	1,795.00
5103 · AK-ESC	3,224.15
Total 5100 · Payroll Taxes	12,079.64
5200 · Fringe Benefits	
5210 · Health Insurance	6,000.00
5221 · Workers Compensation	5,855.00
Total 5200 · Fringe Benefits	11,855.00
Total 5000 · Personnel	131,881.39
6000 · Contractual/Consulting	
6010 · Accounting & Audit	3,051.87
6020 · Legal Fees	500.00
6030 · Envir/Survey	7,941.25
6060 · Legislative Liason	2,500.00
6090 · Other	450.00

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 07/31/14
 Accrual Basis

Sitka Trail Works
Profit & Loss
 January through December 2013

	Jan - Dec 13
Total 6000 · Contractual/Consulting	14,443.12
6100 · Travel	
6110 · Travel & Per Diem	9,883.79
6120 · Training & Conferences	544.00
6130 · Meetings, Meals, Retreats	1,187.29
6100 · Travel - Other	466.63
Total 6100 · Travel	12,081.71
6200 · Occupancy	
6230 · Communications	1,395.47
6250 · Building Repair & Maintenance	263.41
Total 6200 · Occupancy	1,658.88
6300 · Vehicles & Local Transportation	
6310 · Vehicle lease (990 line 39)	14,476.00
6320 · Gas & Oil	58.47
6340 · Vehicle Insurance	148.00
Total 6300 · Vehicles & Local Transportation	14,682.47
6500 · Supplies	
6510 · Office Supplies	2,824.78
6520 · Ed/Promo Program supplies	280.28
6530 · Printing	3,382.31
6540 · Postage	1,355.08
6550 · Trail Program Supplies	
6551 · Tools & Equipment	156.15
6552 · Freight/shipping	41,080.00
6554 · Materials/Supplies (Gravel, lumber, misc hardware, crew supplie, food, safety)	9,168.16
6556 · Other trail project expenses	2,850.30
6557 · Crew Groceries	324.61
6550 · Trail Program Supplies - Other	4,668.82
Total 6550 · Trail Program Supplies	58,248.04
Total 6500 · Supplies	66,090.49
6600 · Equipment lease and repair	
6610 · Computer Maintenance (990 line 37)	167.46
6615 · Construction Equip Lease (Hourly, daily or weekly rates)	71,725.00
6620 · Other quipment Maintenance (990 line 37)	100.00
Total 6600 · Equipment lease and repair	71,992.46
66900 · Reconciliation Discrepancies	75.03
6700 · Insurance/Other	
6760 · Sales tax (City sales tax)	65.15
6710 · Marketing & Advertising	
6715 · Website (Website design, hosting, CC processing)	449.50
6710 · Marketing & Advertising - Other	511.25
Total 6710 · Marketing & Advertising	960.75
6720 · Insurance	4,096.00
6730 · Dues/Subscriptions/Fees/Permits	
6731 · AUTH NET_Bankcard_MTOT&DISC (Authorize.Net_Merchant Card and Third Party Payment)	1,933.05
6730 · Dues/Subscriptions/Fees/Permits - Other	1,450.49
Total 6730 · Dues/Subscriptions/Fees/Permits	3,383.54
6740 · Interest Expense & Late Fees	27.86
6750 · Refunds (Hike Tickets and other purchases refunded)	1,594.15
6700 · Insurance/Other - Other	1.06
Total 6700 · Insurance/Other	10,128.51
7100 · Depreciation	1,939.00
Total Expense	324,973.06
Net Ordinary Income	48,127.40
Other Income/Expense	
Other Income	
8300 · Administrative Recovery	
8310 · Program admin allocations	11,505.01
Total 8300 · Administrative Recovery	11,505.01

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07/31/14
Accrual Basis

Sitka Trail Works
Profit & Loss
January through December 2013

	<u>Jan - Dec 13</u>
Total Other Income	11,505.01
Other Expense	
9100 · Administrative allocation	
9110 · Program admin allocations (zero-sum)	11,505.01
Total 9100 · Administrative allocation	<u>11,505.01</u>
Total Other Expense	<u>11,505.01</u>
Net Other Income	<u>0.00</u>
Net Income	<u><u>48,127.40</u></u>

Alaska Business License #

291462

Alaska Department of Commerce, Community, and Economic Development

Division of Corporations, Business and Professional Licensing
P.O. Box 110806, Juneau, Alaska 99811-0806

This is to certify that

SITKA TRAIL WORKS, INC

801 HALIBUT POINT RD SITKA AK 99835

owned by

SITKA TRAIL WORKS, INC.

is licensed by the department to conduct business for the period

October 10, 2012 through December 31, 2014
for the following line of business:

23 - Construction

This license shall not be taken as permission to do business in the state without having complied with the other requirements of the laws of the State or of the United States.
This license must be posted in a conspicuous place at the business location.
It is not transferable or assignable.

Susan K. Bell
Commissioner



Division of Corporations, Business and Professional Licensing

Name(s)

Type	Name
Legal Name	SITKA TRAIL WORKS, INC.

Entity Details

Entity Type: Nonprofit Corporation

Entity #: 62021D

Status: Good Standing

AK Formed Date: 5/29/1997

Duration/Expiration: Perpetual

Home State: ALASKA

Next Biennial Report Due: 7/2/2015

Entity Mailing Address: 801 HALIBUT POINT ROAD, SITKA, AK 99835

Entity Physical Address: 801 HALIBUT POINT RD, SITKA, AK 99835

Registered Agent

Agent Name: Deborah Lyons

Registered Mailing Address: 801 Halibut Point Rd, Sitka, AK 99835

Registered Physical Address: 801 Halibut Point Rd, Sitka, AK 99835

Officials

AK Entity#	Name	Titles	Percent Owned
	Charles Horan	Director	
	Deanna Bennett	Director	
	Don Mackinnon	Vice President	
	Hanson Brian	President	
	James Cabeen	Director	
	Mary Alice Hamberg	Treasurer	
	Roslyn Dailey	Director	
	Sara Hesse Bruhl	Secretary	

	Sarah Jones	Director	
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Filed Documents

Date Filed	Type	Filing	Certificate
5/29/1997	Creation Filing		
6/18/1999	Biennial Report		
12/18/2001	Biennial Report		
6/11/2003	Biennial Report		
10/29/2004	Change of Officials		
6/29/2005	Agent Change		
11/21/2006	Biennial Report		
12/4/2006	Change of Officials		
12/4/2006	Agent Change		
7/11/2007	Change of Officials		
4/22/2009	Biennial Report		
12/9/2009	Biennial Report		
11/23/2010	Biennial Report		
7/23/2012	Change of Officials		
7/23/2012	Certificate of Compliance		
5/17/2013	Biennial Report		