


★ Right now, the official U.S. time is:

03:42:19 p.m.

12-hr 24-hr

Friday, August 24, 2018
Alaska Time (DST)
Corrected for network delay 747 m



Sun is shining in light region
It is night in dark region

THE U.S. TIME IS PROVIDED BY NIST & USNO

PRIVACY POLICY & SECURITY NOTICE TIME EXHIBITS

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Recd by: Renee Wheat

Date: 8-24-18

Time: 3:42 pm

From: Betty Eliason Child Care Center

For: FY19 Non-Profit Grant

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

Name of Organization: Betty Eliason Child Care Center

Alaska State Business License Number (if applicable): 820001

Name of Contact Person: Kayla Peterson

Phone: 747-5892 Email: sitkabeccc@yahoo.com

Mailing address: 607 Lincoln St.

Grant Category (check either annual or special emergency grant, and check type of services for annual grant):

- ☐ Annual Grant:
- ☒ Human Services or
 - ☒ Cultural and Educational Services or
 - ☐ Community Development
- ☐ Special Emergency Grant

Dollars Requested: \$4248.00

Match Dollars Committed: _____ Percentage: _____

Sources of Matched Dollars: _____

Brief Description of the Purpose of the Grant: to provide education
to our child care teachers

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

Name: Kayla M. Peterson

Title: Director

Date: 8/24/18

City and Borough of Sitka
General Fund Grants for Non-profit Organizations
Betty Eliason Child Care Center

Project Description Overview

Betty Eliason Child Care Center (BECCC) is applying for the 2018 annual grant category, Cultural and Educational Services, for licensure required education of child care teachers at a total request of \$4248.00.

The Center's licensing agency, the State of Alaska, Department of Health and Social Services, Division of Public Assistance, Child Care Program Office requires 24 hours of yearly continuing education (CD) for each teacher. BECCC presently serves 75 children so also must meet the requirement to have three teachers certified as a Child Care Associate (CCA) but presently has only one full-time and one part-time CCA. In addition, the Board has set a higher standard for the Center encouraging teachers to become nationally recognized credential in early childhood education.

Funds are requested for sixteen teachers to obtain required CD. The 2.5-day spring, 2019 early childcare training conference fee held in Juneau is \$175 each for a total of \$2800.

Two teachers will take self- paced 120 hours of online early childhood education training to obtain their CDA Credential which also qualified them as a CCA. The total cost of the online training and application fee is \$724 each for a total of \$1448.

BECCC received CBS grants in 2018 for \$1083 and 2010 for \$5,590.

Expected Outcomes

All 16 teachers will obtain required CE which will meet one State Child Care Center license requirement.

Each of these activities will increase teacher knowledge of early childhood education, safety, physical and emotional development, family dynamics, enhance the day to day experiences of the children by introducing new projects and activities and provides education which improves job satisfaction thus may decrease staff turnover.

Maintaining required license, enhancing teacher knowledge and job satisfaction will benefit the community and families that BECCC serves as they have since 1981.

Benchmarks for the teachers taking CE includes maintaining their credentials thus meeting requirements for Center licensing, development of new activities and or

projects, increase of communication between staff and families. These will be overseen by the lead teachers of each age group. Teachers working toward CDA certification will develop study goals which will be monitored by the Director Kayla.

Statement of Need

This project aligns with the Cultural and Education Services funding category as every child care teacher at BECCC is required by the State of Alaska to acquire education in order to be licensed. We do not have extra reserves for the cost associated with this State requirement which is a significant expenditure for the Center.

This funding request does not leverage other funding sources for this project. We are requesting partial coverage of the actual costs and plan to apply for other grants to help with this significant expense.

Organizational Capacity

The education requirement mandated by the State has to be met to keep the doors open. Teachers want to provide the best possible care and education for the children who attend BECCC. Families depend on the services that the Center provides. Every year this requirement is met but without grants, Center funds are used which could have been used for supplies for the children. Sitka would be adversely affected without the reliable child care resource BECCC provides.

Board – Title – 2018 Attendance

Erica Whipkey – President – Jan- July

Kimberly Palmer – Vice President – Jan - Apr

Stan Eliason – Treasurer – May - July

Ashley Kinney – Maravilla – Secretary – May- July

Melissa McCrehin – Member – Jan- July

Samantha Pate – Member – Joined July 2018

Ashlie Newman- Member – Joined July 2018

Budget

Will be e-mailed.

Required Documents

Attached.

Grants
2018

Grants needed	Amount	Priority	Grants Received	Received	Amount	Completed	Purpose
Technology Grant			Greater Sitka Legacy Fund	11/14/2017	\$1,665.00	Education	JNU Conference 2018
Maintenance Grant			City Grant	9/15/2017	\$1,083.00	Education	JNU Conference 2018
Energy Efficiency Grant							
Staff Education Grant							

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Accrual Basis

Betty Eliason Child Care Center
Profit & Loss Budget Performance
 January through December 2017

	Jan - Dec 17	Budget	Jan - Dec 17	YTD Budget	Annual Budget
Ordinary Income/Expense					
Income					
Annual Registration Income	1,515.00	578.00	1,515.00	578.00	578.00
CCG - Child Care Grant	12,158.91	11,710.00	12,158.91	11,710.00	11,710.00
Child Care Services	354,367.60	350,000.00	354,367.60	350,000.00	350,000.00
Donation					
1% Lakeside Income	149.92	90.00	149.92	90.00	90.00
Other	30.00	150.00	30.00	150.00	150.00
Donation - Other	4,769.59	0.00	4,769.59	0.00	0.00
Total Donation	4,949.51	240.00	4,949.51	240.00	240.00
DVR Payroll Reimbursement	0.00	0.00	0.00	0.00	0.00
Fund-Raising	4,162.40	3,000.00	4,162.40	3,000.00	3,000.00
Grant Income	1,083.00	2,500.00	1,083.00	2,500.00	2,500.00
Interest Income	6.29	2.40	6.29	2.40	2.40
Miscellaneous	17.40	0.00	17.40	0.00	0.00
Recovery of Bad Debt	0.00	0.00	0.00	0.00	0.00
Write off Bad Debt	0.00	0.00	0.00	0.00	0.00
Total Income	378,260.11	368,030.40	378,260.11	368,030.40	368,030.40
Cost of Goods Sold					
IPN/Merchant Fees	1,185.37	300.00	1,185.37	300.00	300.00
Total COGS	1,185.37	300.00	1,185.37	300.00	300.00
Gross Profit	377,074.74	367,730.40	377,074.74	367,730.40	367,730.40
Expense					
Advertising	90.44	50.00	90.44	50.00	50.00
Bank Fees	18.00		18.00		
Collections	0.00	0.00	0.00	0.00	0.00
Contract Services	692.20	3,000.00	692.20	3,000.00	3,000.00
Dues & Subscriptions	853.50	800.00	853.50	800.00	800.00
Employee Training					
CPR/First Aid training	250.00	300.00	250.00	300.00	300.00
Employee Training & Travel	4,376.41	2,000.00	4,376.41	2,000.00	2,000.00
Food Worker Card	70.00		70.00		
Employee Training - Other	-3,889.58		-3,889.58		
Total Employee Training	806.83	2,300.00	806.83	2,300.00	2,300.00
Employment/Hiring Expense					
Advertising	0.00	200.00	0.00	200.00	200.00
Criminal Background/Fingerprint	501.40	100.00	501.40	100.00	100.00
Total Employment/Hiring Expense	501.40	300.00	501.40	300.00	300.00
Finance Charge	337.81	0.00	337.81	0.00	0.00

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Accrual Basis

Betty Eliason Child Care Center
Profit & Loss Budget Performance
 January through December 2017

	Jan - Dec 17	Budget	Jan - Dec 17	YTD Budget	Annual Budget
Fundraising Expenses	232.37	500.00	232.37	500.00	500.00
Inspections	685.00	1,500.00	685.00	1,500.00	1,500.00
Insurance					
Directors & Officers Liability	1,015.00	1,035.00	1,015.00	1,035.00	1,035.00
Liability	184.98	8,328.72	184.98	8,328.72	8,328.72
Insurance - Other	11,109.96		11,109.96		
Total Insurance	12,309.94	9,363.72	12,309.94	9,363.72	9,363.72
Licenses & Permits	235.10	125.00	235.10	125.00	125.00
Miscellaneous Items	0.00	0.00	0.00	0.00	0.00
Personnel Expenses					
Director's Salary	36,499.92	36,500.00	36,499.92	36,500.00	36,500.00
Employee Health	-1.39		-1.39		
Payroll Taxes	22,059.72	24,495.75	22,059.72	24,495.75	24,495.75
Teacher Wages	219,006.20	220,000.00	219,006.20	220,000.00	220,000.00
Workers Compensation	8,657.48	6,500.00	8,657.48	6,500.00	6,500.00
Total Personnel Expenses	286,221.93	287,495.75	286,221.93	287,495.75	287,495.75
Postage and Freight	189.07	350.00	189.07	350.00	350.00
Professional Fee					
Accounting	546.73	282.10	546.73	282.10	282.10
Consulting	0.00	238.88	0.00	238.88	238.88
Professional Fee - Other	15.32	201.91	15.32	201.91	201.91
Total Professional Fee	562.05	722.89	562.05	722.89	722.89
Repairs & Maintenance					
Snow Removal	220.50	400.00	220.50	400.00	400.00
Repairs & Maintenance - Other	3,484.12	5,000.00	3,484.12	5,000.00	5,000.00
Total Repairs & Maintenance	3,704.62	5,400.00	3,704.62	5,400.00	5,400.00
Supplies					
Childcare	58.55	600.00	58.55	600.00	600.00
Classroom Supplies	2,476.35	2,500.00	2,476.35	2,500.00	2,500.00
Employee	433.04	950.00	433.04	950.00	950.00
Equipment	0.00	500.00	0.00	500.00	500.00
Food	6,923.54	7,500.00	6,923.54	7,500.00	7,500.00
Janitorial Supplies	3,792.76	3,900.00	3,792.76	3,900.00	3,900.00
Non-Food Meal	0.00	500.00	0.00	500.00	500.00
Office Supplies	2,639.27	1,307.14	2,639.27	1,307.14	1,307.14
Other Supplies	80.73	0.00	80.73	0.00	0.00
Small Furnishings and Fixtures	0.00	350.00	0.00	350.00	350.00
Total Supplies	16,404.24	18,107.14	16,404.24	18,107.14	18,107.14
Utilities					

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Accrual Basis

Betty Eliason Child Care Center
Profit & Loss Budget Performance
 January through December 2017

	Jan - Dec 17	Budget	Jan - Dec 17	YTD Budget	Annual Budget
Electric. Water, etc.	17,068.91	15,300.00	17,068.91	15,300.00	15,300.00
Heating Fuel Oil	3,874.35	1,750.00	3,874.35	1,750.00	1,750.00
Telephone/Internet	2,495.61	3,000.00	2,495.61	3,000.00	3,000.00
Total Utilities	23,438.87	20,050.00	23,438.87	20,050.00	20,050.00
66900 · Reconciliation Discrepancies	30.00		30.00		
Total Expense	347,313.37	350,064.50	347,313.37	350,064.50	350,064.50
Net Ordinary Income	29,761.37	17,665.90	29,761.37	17,665.90	17,665.90
Net Income	29,761.37	17,665.90	29,761.37	17,665.90	17,665.90

Betty Eliason Child Care Center (BECCC)

BUDGET VS. ACTUALS: FY: 2017 - FY17 P&L

January 1 - August 24, 2018

	JAN 2018				FEB 2018				MAR 2018				APR 2018				MAY 2018				JUN 2018				JUL 2018				AUG 1-24, 2018				TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET				
Revenue																																				
Annual Registration Income	103.00	100.00			50.00	50.00			25.00	25.00											50.00	50.00			75.00	75.00			25.00	25.00			\$225.00	\$225.00	0.00%	
CCG - Child Care Grant	1,167.50	1,167.50			1,167.50	1,167.50																										\$225.00	\$225.00	0.00%		
Child Care Services	56,880.23	56,880.23			12,786.55	12,786.55			5,379.00	5,379.00			12,551.32	12,551.32			41,524.89	41,524.89			25,424.92	25,424.92			25,500.69	25,500.69			18,968.55	18,968.55			\$201,579.76	\$201,579.76	0.00%	
Discounts Given									-100.00	-100.00			-355.50	-355.50			-400.00	-400.00			-900.39	-900.39			-368.92	-368.92							\$142.80	\$142.80	0.00%	
Donation	142.00	142.00																																		
Interest Income	1.04	1.04			0.73	0.73			0.27	0.27			0.30	0.30			0.44	0.44			0.65	0.65			0.33	0.33			0.33	0.33			\$3.33	\$3.33	0.00%	
Sales of Product Revenue	142.00	142.00			5,462.79	5,462.79			20,949.25	20,949.25			20,724.68	20,724.68			10,472.87	10,472.87			4,631.00	4,631.00			9.33	9.33			9.33	9.33			\$21,913.02	\$21,913.02	0.00%	
Unassigned Revenue	2,982.00	2,982.00			1,835.00	1,835.00			5,637.78	5,637.78			9,125.00	9,125.00			3,233.84	3,233.84																\$21,913.02	\$21,913.02	0.00%
Total Revenue	\$62,264.58	\$62,264.58	0.00%		\$17,828.54	\$17,828.54	0.00%		\$17,881.40	\$17,881.40	0.00%		\$49,049.60	\$49,049.60	0.00%		\$61,618.30	\$61,618.30	0.00%		\$1,848.14	\$1,848.14	0.00%		\$1,848.14	\$1,848.14	0.00%		\$18,083.25	\$18,083.25	0.00%		\$38,364.11	\$38,364.11	0.00%	
Cost of Goods Sold																																				
PMI/Mentor Fees	68.58	68.58																																		
Total Cost of Goods Sold	68.58	68.58	0.00%		80.00	80.00	0.00%		80.00	80.00	0.00%		80.00	80.00	0.00%		80.00	80.00	0.00%		\$1,848.14	\$1,848.14	0.00%		\$1,848.14	\$1,848.14	0.00%		\$18,083.25	\$18,083.25	0.00%		\$38,364.11	\$38,364.11	0.00%	
GROSS PROFIT	\$62,196.00	\$62,196.00	0.00%		\$17,748.54	\$17,748.54	0.00%		\$17,801.40	\$17,801.40	0.00%		\$48,969.60	\$48,969.60	0.00%		\$61,538.30	\$61,538.30	0.00%		\$1,848.14	\$1,848.14	0.00%		\$1,848.14	\$1,848.14	0.00%		\$18,003.00	\$18,003.00	0.00%		\$38,295.60	\$38,295.60	0.00%	
Expenses																																				
Advertising																																				
Conventions	187.89	187.89			32.00	32.00			32.00	32.00			32.00	32.00			32.00	32.00			32.00	32.00			32.00	32.00			32.00	32.00			\$187.89	\$187.89	0.00%	
Dues & Subscriptions	32.00	32.00																																		
Employee Training	25.00	25.00			2,796.63	2,796.63			378.52	378.52			3.00	3.00			3.00	3.00			3.00	3.00			3.00	3.00			3.00	3.00			\$2,824.15	\$2,824.15	0.00%	
Employee Training & Travel	25.00	25.00			2,796.63	2,796.63			378.52	378.52			3.00	3.00			3.00	3.00			3.00	3.00			3.00	3.00			3.00	3.00			\$2,824.15	\$2,824.15	0.00%	
Total Employee Training	25.00	25.00	0.00%		2,796.63	2,796.63	0.00%		378.52	378.52	0.00%		3.00	3.00	0.00%		3.00	3.00	0.00%		\$1,848.14	\$1,848.14	0.00%		\$1,848.14	\$1,848.14	0.00%		\$18,003.00	\$18,003.00	0.00%		\$38,295.60	\$38,295.60	0.00%	
Employment/Shipping Expense																																				
Criminal Background/Fingerprint					35.60	35.60			25.00	25.00			10.60	10.60			10.60	10.60			305.07	305.07			35.60	35.60			35.60	35.60			\$35.60	\$35.60	0.00%	
Total Employment/Shipping Expense			0.00%		35.60	35.60	0.00%		25.00	25.00	0.00%		10.60	10.60	0.00%		10.60	10.60	0.00%		\$1,848.14	\$1,848.14	0.00%		\$1,848.14	\$1,848.14	0.00%		\$18,003.00	\$18,003.00	0.00%		\$38,295.60	\$38,295.60	0.00%	
Finance Charge	57.57	57.57																																		
Insurance	1,182.41	1,182.41																																		
Miscellaneous Items									1,352.00	1,352.00																										
Payroll Expenses																																				
Taxes																																				
Wages																																				
Total Payroll Expenses			0.00%				0.00%				0.00%				0.00%				0.00%				0.00%				0.00%				0.00%				0.00%	
Personnel Expenses																																				
Director's Salary	3,041.66	3,041.66			3,041.66	3,041.66			3,041.66	3,041.66			1,520.83	1,520.83			1,520.83	1,520.83			1,520.83	1,520.83			1,520.83	1,520.83			1,520.83	1,520.83			\$3,041.66	\$3,041.66	0.00%	
Payroll Taxes	2,330.83	2,330.83			2,442.87	2,442.87			2,134.86	2,134.86			1,121.61	1,121.61			1,040.80	1,040.80			1,121.61	1,121.61			1,121.61	1,121.61			1,121.61	1,121.61			\$2,442.87	\$2,442.87	0.00%	
Teacher Wages	20,430.23	20,430.23			25,199.62	25,199.62			21,569.60	21,569.60			11,469.67	11,469.67			10,562.58	10,562.58			27,151.31	27,151.31			2,387.53	2,387.53			2,387.53	2,387.53			\$27,151.31	\$27,151.31	0.00%	
Total Personnel Expenses	\$1,848.14	\$1,848.14	0.00%		\$1,848.14	\$1,848.14	0.00%		\$1,848.14	\$1,848.14	0.00%		\$1,848.14	\$1,848.14	0.00%		\$1,848.14	\$1,848.14	0.00%		\$1,848.14	\$1,848.14	0.00%		\$1,848.14	\$1,848.14	0.00%		\$1,848.14	\$1,848.14	0.00%		\$1,848.14	\$1,848.14	0.00%	
Postage and Freight					10.00	10.00							2.89	2.89			2.89	2.89							10.00	10.00			10.00	10.00			\$10.00	\$10.00	0.00%	
Professional Fee																																				
Purchases																																				
QuickBooks Payments Fees																																				
Repairs & Maintenance	130.73	130.73																																		
Snow Removal	36.75	36.75																																		
Total Repairs & Maintenance	167.48	167.48	0.00%		167.48	167.48	0.00%		167.48	167.48	0.00%		167.48	167.48	0.00%		167.48	167.48	0.00%		167.48	167.48														

Internal Revenue Service
District Director

Department of the Treasury

Date: JUL 17 1980

Employer Identification Number:

Accounting Period Ending:

December 31

Form 990 Required: ☒ Yes ☐ No

Person to Contact:

John Sutton

Contact Telephone Number:

(206) 442-5106

SEA:EO:80-1079

Sitka Day Care Center, Inc.
Box 2237
Sitka, AK 99835

Dear Applicant:

Based on information supplied, and assuming your operations will be as stated in your application for recognition of exemption, we have determined you are exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code.

We have further determined that you are not a private foundation within the meaning of section 509(a) of the Code, because you are an organization described in section 509(a)(1) and 170(b)(1)(A)(ii).

If your sources of support, or your purposes, character, or method of operation change, please let us know so we can consider the effect of the change on your exempt status and foundation status. Also, you should inform us of all changes in your name or address.

Generally, you are not liable for social security (FICA) taxes unless you file a waiver of exemption certificate as provided in the Federal Insurance Contributions Act. If you have paid FICA taxes without filing the waiver, you should contact us. You are not liable for the tax imposed under the Federal Unemployment Tax Act (FUTA).

Since you are not a private foundation, you are not subject to the excise taxes under Chapter 42 of the Code. However, you are not automatically exempt from other Federal excise taxes. If you have any questions about excise, employment, or other Federal taxes, please let us know.

Donors may deduct contributions to you as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to you or for your use are deductible for Federal estate and gift tax purposes if they meet the applicable provisions of sections 2055, 2106, and 2522 of the Code.

The box checked in the heading of this letter shows whether you must file Form 990, Return of Organization Exempt from Income tax. If Yes is checked, you are required to file Form 990 only if your gross receipts each year are normally more than \$10,000. If a return is required, it must be filed by the 15th day of the fifth month after the end of your annual accounting period. The law imposes a penalty of \$10 a day, up to a maximum of \$5,000, when a return is filed late, unless there is reasonable cause for the delay.

A
D
N
V
W

You are not required to file Federal income tax returns unless you are subject to the tax on unrelated business income under section 511 of the Code. If you are subject to this tax, you must file an income tax return on Form 990-T. In this letter, we are not determining whether any of your present or proposed activities are unrelated trade or business as defined in section 513 of the Code.

You need an employer identification number even if you have no employees.

If an employer identification number was not entered on your application, a number will be assigned to you and you will be advised of it. Please use that number on all returns you file and in all correspondence with the Internal Revenue Service.

Because this letter could help resolve any questions about your exempt status and foundation status, you should keep it in your permanent records.

If you have any questions, please contact the person whose name and telephone number are shown in the heading of this letter.

Sincerely yours,



Arturo A. Jacobs
District Director

This determination letter is effective from April 14, 1980, in accordance with section 508(a) of the Internal Revenue Code. Section 508(a) precludes exemption under section 501(c)(3) for organizations not making application within 15 months from the end of the month in which the organization was organized.

Revenue Ruling 71-447, C.B. 1971-2, P. 230, requires all private schools to have a racially nondiscriminatory policy as to students. Revenue Procedure 75-50, 1975-2, C.B. 587, provides guidelines for publicity and record keeping. Briefly, you are required to:

- a) include a statement of racially nondiscriminatory policy in all your brochures, catalogues and other promotional material;
- b) maintain records pertaining to the implementation of your racially nondiscriminatory policy;
- c) satisfy the publicity requirements annually during your solicitation or registration period, and
- d) certify annually that the school has complied with the requirements of Revenue Procedure 75-50.

STATE OF ALASKA
Department of Health and Social Services
CHILD CARE LICENSE
License Number: 820001

This is to certify that: BETTY ELIASON CHILD CARE

Physical Address:

607 LINCOLN STREET
SITKA AK 99835

Mailing Address:

607 LINCOLN ST
SITKA AK 99835

Is a: LICENSED CENTER

Licensee: THE BETTY ELIASON CHILD CARE CENTER INC.

License Type: BIENNIAL

License Dates: 07/01/2018 Thru 06/30/2020

Capacity/Age Range: 99 Children. Ages 6 Weeks through 12 Years

Specialization(s): 7AAC 57 810(a) Specialized Program Activities: Wilderness Activities and Swimming.

Variance(s): None

Conditions(s): None

This license is subject to the provisions of all applicable state and federal laws. Your ability to maintain eligibility as a licensed entity under AS 47.32 may be affected by regulations adopted by the Department of Health and Social Services ("Department"). Prior to the expiration of this license, the Department may implement regulations governing the standards of licensure. Such regulations may address barrier crimes, criminal and civil history background checks, the establishment of a centralized registry, environmental, health, sanitation, safety and other standards for licensed facilities. As a licensed entity under AS 47.32, you will be subject to any applicable regulations adopted by the Department governing the standards of licensure. Failure or inability to comply with these regulations may result in the Department's imposition of an enforcement action under AS 47.32, including revocation or non-renewal of your license.



Diana Browne

Child Care Licensing Regional Supervisor

State of Alaska
Child Care Program Office
3601 C STREET, SUITE 140
PO BOX 241809
ANCHORAGE AK 99524
907-269-4667

General Fund Grants for Non-Profit
Organizations for Fiscal Year 2019

CBS Liabilities Form

Organization Name: Betty Eliason Child Care Center

- Property Tax

Laurie Nelson
Hannah Nelson, Tax Accountant
747-1853

- Sales Tax

Laurie Nelson
Hannah Nelson, Tax Accountant,
747-1853

- Municipal Leases

Lindsey Vilandre
Lindsey Vilandre, Payroll Specialist
747-1825

- Loan/Promissory Note

Larry Fitzsimmons
Larry Fitzsimmons, Senior Accountant
747-1801

- Utilities

Diana Spiegler
Diana Spiegler, Utility/Harbor Billing Clerk
747-1843

Please have CBS Departments sign off that your organization is current on all CBS liabilities.

This form must be completed and submitted with your Non-Profit Grant Application.