



SWCDM BOARD MEETING

July 28th, 2020

Meeting Minutes

BOARD MEMBERS PRESENT:

Mike Hansen: Chair	Gene Evans: Treas	John Anderson	Roddy Rost
Jeff Wivholm: Vice Chair	Dean Rogge	Roger Hybner	

OTHERS PRESENT: Stephanie Adams, Dan Rice (WACD), Bobbie Frank (WACD)

Meeting called to order by Mike Hansen at 8:00 AM

Approve Meeting Minutes (June 09th, 2020)

- Motion to Approve: Dean Rogge
- Seconded: Gene Evans
- VOTE: Motion Carries

Review and acceptance of the Financial Report:

Included: Budget Vs. Actual, P&L, Balance Sheet, Check & Credit Card detail.

- Motion to Approve: Gene Evans
- Second: Roddy Rost
- VOTE: Motion Carries

BPMC Discussion

Stephanie provided a quick recap of where we are in the BPMC-LLC process: WACD and SWCDM have formally agreed to move forward with the transition of BPMC to an LLC. Stephanie has worked with BPMC, WACD, and SWCDM on a revised Cooperative Agreement (which will later serve as a template for the LLC Operating Agreement). BPMC approved this agreement in June. Stephanie is also currently working on an updated NRCS MOU, which will likely not be approved by NRCS until after there is a finalization of the LLC.

- **Bobby, WACD:** Recommended that the revised Cooperative Agreement not be formalized at this time, but rather it is provided to legal counsel (Crowley Fleck) for review and incorporation of additional provisions that may be required by LLC Statutory. Bobby added that WACD has funds set aside to assist in these costs and also intends to provide partial reimbursement to SWCDM from legal expenses incurred last year for the financial review.
- **Next Steps:** All agreed that we will reach out to Crowley Fleck for a retainer for reviewing the cooperative agreement, following through with the addition of WACD to the BPMC Deed, and discuss if we will need to complete a Market Analysis for establishing company value. Stephanie will first send an update to the BPMC Board and Partnership to keep everyone informed.

Approve 990 (Revised):

The revised 990 included a correction for describing our "3 largest programs" in 2019.

- Motion to Approve: Gene Evans
- Second: Roddy Rost
- VOTE: Motion Carries

Staff Vacancy

Kate Aprin submitted her resignation last week, effective August 1st. A staff meeting was held to discuss transition, interim work, and possible next steps. Stephanie will coordinate District Dispatch during the Interim, but The Montana Conservationist Newsletter will likely go on hiatus until someone new can dedicate time to that. Stephanie and members expressed their appreciation for the work Kate has done for SWCDM and MACD over the years. Stephanie will coordinate a Personnel Committee meeting for Friday, July 31st to discuss the options for filling this position in more detail. Mike suggested inviting MACD Personnel Committee members to this conversation as well since it was a mixed position.

Programs Overview and Updates

Stephanie provided a program report (attached). We are in discussion with partners in the Flathead Basin regarding a possible BSWC member to be shared with SWCDM and a CD to help coordinate programs that are locally targeted in that area. Stephanie is holding interviews this week with applicants to the NRCS Partnership-Range Technician positions. Melissa and Kyle are currently working on adding additional funds to the current MCPI agreement (~\$300,000) for future Soil Health events, coordination, and partner sub awards to be determined by NRCS.

New Computers & Software

Melissa recently purchased a premier Zoom account to help us with future virtual MACD Convention and Area Meetings. Stephanie also discussed purchasing new laptops and accessories to replace outdated and/or damaged equipment. We will also need an additional computer for a future new hire. These expenses (totaling ~ \$2,500) will be sent to the COVID relief, Business Adaptability program, for reimbursement.

MACD-SWCDM Proposed Merger updates

There will be a Zoom meeting later in the day to review the drafted Strategic Framework and also discuss the information Gary collected from Attorney and Accountants consultations.

Reports/Open Mic

Gene: A new Administrator just started with the Dawson CD

Jeff: Expressed support for Stephanie to move forward with a BSWC host application with review and approval by Mike. *(Connection issues persisted before a formal motion could be made)*

MOTION TO ADJOURN:

- Motion: Gene Evans
- Seconded: Dean Rogge
- VOTE: Motion passes

NEXT MEETING: Tentatively plan for a late September meeting (leaning towards Sept. 22nd)



07/24/2020 Programs Update

Grant-Funded Programs:

1. Mini-Grant Program

- a. Sub-awards ongoing. Plan to apply for 319 funds for 2021

2. Flathead Septic-System Maintenance

- a. Draft of landowner application under DEQ review. On 7/23 hosted a partner's call to discuss local management of the program. The group has agreed to pursue a BSWC member shared between SWCDM and a local CD to spearhead the program.

2. Ranching for Rivers

- a. 2 projects under contract. Potential applications coming from Cascade County. Continue working with MRCDC and other partners on promotion.

3. Watershed Stewardship Funding

- a. Subaward on-going for the Gallatin CD. Remaining Funds are tentatively being used for an SWCDM BSWC member to aid with the Flathead Septic program

NRCS Contribution Agreements

1. Conservation Delivery Agreement (Pollinators, Soil Health, & Conservation Stories)

- a. Soil Health: Ongoing planning for 2021 Soil Health Symposium
- b. Pollinators: Melissa working on possible BSWC cost-share

2. Montana Conservation Partnership Initiative

- a. Currently: ~\$2.1million of the \$2.5million agreement is encumbered.
 - i. Current Agreements: PF, Little Beaver CD, BCR, SGI, and Blackfoot Challenge
 - ii. Pending Agreements: Valley CD and MRCDC

b. Sage Grouse Initiative Employees:

- i. Reviewing applicants. Interviews will be held on Wed. 07/29/2020

Bridger Plant Materials Center

- Cooperative Agreement out for review & approval
- Working draft of updated NRCS MOU (May not be finalized until after LLC formation)

Other Completed SWCDM Activities since 05/12:

- June 15th: Soil Health Symposium Planning Meeting (Manhattan)
- June 15th: Semi-annual reports & reimbursement requests for 319 grants
- June 17th: BPMC Meeting (Bridger)
- June 18th: Ranching for Rivers Partners meeting (Stanford)
- July 14th: ED interview, Framework Committee, NRCS STAC
- *Provided aid to MACD for general activities for Board, Executive Committee, and Reorganization Cmte.*
- *Researched new computers and software for SWCDM & MACD to be reimbursed by the CARES*

Soil Water Conservation Districts of MT, Inc.

Budget vs. Actuals: 2020 budget - FY20

As of July 20th, 2020

INCOME		Actual	2020 Budget	
1	INTEREST	\$ 5.75	\$ 15.00	38%
2	Int. Income-MT. Comm Foundation	\$ 288.63	\$ 290.00	100%
3	TOTAL	\$ 294.38	\$ 305.00	
4	OFFICE/GENERAL ADMIN			
5	Admin Support - MACD	\$ 6,934.35	\$ 9,000.00	77%
6	Convention Support - MACD	\$ -	\$ 5,000.00	0%
7	Rent Income	\$ 6,060.00	\$ 12,120.00	50%
8	TOTAL	\$ 12,994.35	\$ 26,120.00	
9	PROGRAM INCOME	\$ 359,164.12	\$ 1,363,842.54	26%
10	REFUNDS/DIVIDENS/REWARDS	\$ 5.69	\$ 700.00	1%
11	TOTAL INCOME	\$ 372,458.54	\$ 1,390,967.54	
12	GROSS PROFIT	\$ 372,458.54	\$ 1,390,967.54	
EXPENSES		Actual	2020 Budget	
13	MEETINGS			
14	Board Meetings	\$ -	\$ 500.00	0%
15	Convention	\$ -	\$ 100.00	0%
16	Spring Board	\$ -	\$ 100.00	0%
17	TOTAL	\$ -	\$ 700.00	
18	MISC EXPENSE	\$ -	\$ 500.00	0%
19	OFFICE BUILDING EXPENSE			
20	Property fees / SID	\$ 671.65	\$ 1,344.00	50%
21	Repayment	\$ -	\$ 7,215.00	0%
22	TOTAL	\$ 671.65	\$ 8,559.00	
23	OFFICE/GENERAL ADMIN EXPENSE	\$ 34.77	\$ -	
24	Annual Report Printing	\$ 458.00	\$ 500.00	92%
25	Insurance	\$ 3,643.00	\$ 3,700.00	98%
26	Office Equipment - Hardware/Software	\$ 712.00	\$ 1,500.00	47%
27	Office Maintenance	\$ 510.30	\$ 2,500.00	20%
28	Office Supplies	\$ 304.44	\$ 2,000.00	15%
29	Postage	\$ 11.00	\$ 100.00	11%
30	SOS reporting	\$ 20.00	\$ 20.00	100%
31	Utilities	\$ 2,067.69	\$ 3,500.00	59%
32	TOTAL	\$ 7,761.20	\$ 13,820.00	
33	PAYROLL EXPENSES			
34	WAGES		\$ 290,484.00	58%
35	Holiday Pay	\$ 6,185.61		
36	Regular Pay	\$ 43,261.50		
37	S	\$ 5,775.00		
38	Salary	\$ 90,886.40		
39	Sick Pay	\$ 10,010.38		
40	Vacation Pay	\$ 13,576.50		
41	Bonus	\$ 2,000.00		
42	Taxes	\$ 418.71		
43	Wellness Allowance	\$ 7,700.00	\$ 27,300.00	28%
44	Retirment	\$ 12,879.05	\$ 18,155.25	71%

45	Taxes	\$	15,071.51	\$	53,548.09	28%
46	Cell Phone Stipend	\$	1,050.00	\$	1,800.00	58%
47	Worker's Compensation	\$	2,070.26	\$	6,860.00	30%
48	TOTAL	\$	210,884.92	\$	398,147.34	
49	PROFESSIONAL SERVICES					
50	Accounting/Audit			\$	16,000.00	0%
51	Consulting/ Board Dev. / Nonprofit	\$	-	\$	500.00	0%
52	Legal			\$	1,500.00	0%
53	Quickbooks	\$	491.00	\$	1,020.00	48%
54	Tax Preperation	\$	18.97	\$	1,200.00	2%
55	TOTAL	\$	509.97	\$	20,220.00	
56	TRAINING/WORKSHOPS/MEMBERSHIPS	\$	122.54	\$	2,500.00	5%
57	Memberships. Dues, subscriptions	\$	30.00	\$	500.00	6%
58	TOTAL	\$	152.54	\$	3,000.00	
59	TRAVEL					
60	Board	\$	838.00	\$	2,000.00	42%
61	Staff	\$	2,999.06	\$	45,000.00	7%
62	TOTAL	\$	3,837.06	\$	47,000.00	
63	PROGRAM EXPENSES (Passthrough)	\$	192,908.95	\$	617,500.00	31%
64	WEBSITE	\$	-	\$	500.00	0%
65	TOTAL EXPENSES	\$	416,726.29	\$	1,110,046.34	38%
65	NET	\$	(44,267.75)	\$	280,921.20	

PENDING INCOME \$ 39,108.42

Monday, Jul 20, 2020 08:17:06 AM GMT-7 - Accrual Basis

ADDITIONAL NOTES

Report does not include BPMC - See next Page

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11		
12	EXPENSES	TOTAL
13	MEETINGS	
14	Board Meetings	\$ -
15	Convention	\$ -
16	Spring Board	\$ -
17	TOTAL	\$ -
18	MISC EXPENSE	\$ -
19	OFFICE BUILDING EXPENSE	
20	Property fees / SID	\$ 671.65
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63	TOTAL TRAVEL	\$	3,837.06
64	*PROGRAM EXPENSES (Passthrough)	\$	192,908.95
65	WEBSITE		
66	TOTAL EXPENSES	\$	416,726.29
	NET	\$	(44,267.75)

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ADDITIONAL NOTES

Report does not include BPMC - See next Page

Budget vs. Actuals: 2020 budget - FY20

As of July 20th, 2020

INCOME		Actual as of Feb 11th, 2020	2020 Budget
1	BRIDGER PMC INCOME		
2	Income	\$ 17,489.05	\$ -
3	Barley and Hay Sales	\$ 4,331.90	\$ 5,000.00
4	Interest/cash on hand	\$ 32.04	\$ -
5	MT District Donations	\$ 1,450.00	\$ 1,125.00
6	NRCS Rent	\$ 25,002.00	\$ 50,000.00
7	WY District Dues		\$ 1,600.00
8	TOTAL BRIDGER INCOME	\$ 48,304.99	\$ 57,725.00

EXPENSES		Actual as of Feb 11th, 2020	2020 Budget
9	BRIDGER PMC EXPENSES	\$ 25.00	
10	Administration Staff & Taxes	\$ 1,623.15	\$ 200.00
11	Seasonal Staff & Taxes		\$ 28,000.00
12	Worker's Comp	\$ 1,290.00	
13	Irrigation Water Assessment	\$ 2,250.00	\$ 1,400.00
14	Janitorial Service		\$ 6,500.00
15	Maintenance		\$ 1,000.00
16	Property insurance		\$ 4,400.00
17	Surety Bond		\$ 100.00
18	Taxes Paid		\$ 2,600.00
19	TOTAL BRIDGER EXPENSES	\$ 5,188.15	\$ 44,200.00

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Profit & Loss

As of June 1st, 2020

INCOME		TOTAL
1	BRIDGER PMC INCOME	
2	Income	\$ 17,489.05
3	Barley and Hay Sales	\$ 4,331.90
4	Interest/cash on hand	\$ 32.04
5	MT District Donations	\$ 1,450.00
6	NRCS Rent	\$ 25,002.00
7	WY District Dues	
8	TOTAL BRIDGER INCOME	\$ 48,304.99

EXPENSES		TOTAL
9	BRIDGER PMC EXPENSES	\$ 25.00
10	Administration Staff & Taxes	\$ 1,623.15
11	Seasonal Staff & Taxes	
12	Worker's Comp	
13	Irrigation Water Assessment	\$ 1,290.00
14	Janitorial Service	\$ 2,250.00
15	Maintenance	
16	Property insurance	
17	Surety Bond	
18	Taxes Paid	
19	TOTAL BRIDGER EXPENSES	\$ 5,188.15

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1	ASSETS	TOTAL
2	Current Assets	
3	Bank Accounts	
4	Bridger PMC - Opportunity 1611	\$ 100.46
5	Bridger PMC checking-Roundup(7929)	\$ 1,815.88
6	Bridger PMC RBC Capital Market- Roundup	\$ 11,973.75
7	Bridger PMC Savings-Roundup(8244)	\$ 33,079.62
8	Checking - Opportunity 6498	\$ 82,505.80
9	PayPal	\$ 3,177.90
10	Petty Cash	\$ 94.00
11	Savings - Opportunity 5549	\$ 27,245.64
12	Total Bank Accounts	\$ 159,993.05
13	Accounts Receivable	
14	Accounts Receivable	\$ 34,160.51
15	Total Accounts Receivable	\$ 34,160.51
16	Other Current Assets	
17	Prepaid Health Insurance	\$ 1,996.18
18	prepaid insurance- BPMC	\$ 1,808.00
19	Uncategorized Asset	\$ (117.25)
20	Undeposited Funds	\$ -
21	Total Other Current Assets	\$ 3,686.93
22	Total Current Assets	\$ 197,840.49
23	Fixed Assets	
24	Accum. Depr.	\$ (217,633.38)
25	Bridger PMC Leasehold Improvements	\$ 76,507.00
26	Equipment & Furniture	\$ 15,823.00
27	Helena Office and Bridger PMC Building	\$ 272,646.00
28	Land	\$ 86,448.00
29	Truck - Grey F150, 2007 - MRP program	
30	Original cost	\$ -
31	Total Truck - Grey F150, 2007 - MRP program	\$ -
32	Truck Ford F150, Green, 2007 - MRP program	
33	Original cost	\$ -
34	Total Truck Ford F150, Green, 2007 - MRP program	\$ -
35	Total Fixed Assets	\$ 233,790.62
36	TOTAL ASSETS	\$ 431,631.11
37	LIABILITIES AND EQUITY	
38	Liabilities	
39	Current Liabilities	
40	Accounts Payable	
41	Accounts Payable	\$ -
42	Total Accounts Payable	\$ -
43	Credit Cards	
44	US Bank Credit Card	\$ 311.78
45	Total Credit Cards	\$ 311.78
46	Other Current Liabilities	
47	Direct Deposit Payable	\$ 35,620.81
48	Payroll Liabilities	

49	Blue Cross Blue Shield	\$	1,562.42
50	Federal Taxes (941/944)	\$	5,492.61
51	Federal Unemployment (940)	\$	26.49
52	MT Income Tax	\$	478.00
53	MT Unemployment Tax	\$	201.29
54	Retirement Contribution Payable	\$	11,749.78
55	Total Payroll Liabilities	\$	19,510.59
56	Vacation/Sick Leave Liability	\$	19,171.60
57	Total Other Current Liabilities	\$	74,303.00
58	Total Current Liabilities	\$	74,614.78
59	Long-Term Liabilities		
60	Boulder River Note Payable	\$	19,957.77
61	Meagher County Note Payable	\$	-
62	Sidewalk Improvement N/P	\$	4,851.00
63	Treasure County Note Payable	\$	-
64	Total Long-Term Liabilities	\$	24,808.77
65	Total Liabilities	\$	99,423.55
66	Equity		
67	Opening Bal Equity	\$	52,270.74
68	Prior Period Adjustment	\$	281.19
69	Retained Earnings	\$	281,346.78
70	Unrealized Gain/Loss on Investments	\$	(540.24)
71	Net Income	\$	(1,150.91)
72	Total Equity	\$	332,207.56
73	TOTAL LIABILITIES AND EQUITY	\$	431,631.11

Monday, Jul 20, 2020 08:17:06 AM GMT-7 - Accrual Basis

Soil & Water Conservation Districts of MT, Inc.

Check Detail

June 1st - July 20th, 2020

Date	Transaction Type	Name	Memo/Description	Amount
Checking - Opportunity 6498				
06/02/2020	Payroll Checks		Pay Period: 05/16/2020-05/31/2020	\$ (7,887.25)
06/03/2020	Tax Payment	MT Department of Revenue	Tax Payment for Period: 05/30/2020-06/02/2020	\$ (443.00)
06/03/2020	Tax Payment	IRS	Tax Payment for Period: 05/30/2020-06/02/2020	\$ (2,288.42)
06/08/2020	Check	Wendy Weissman, CPA-V	Payroll and QBO	\$ (72.50)
06/08/2020	Check	Rivers Delivers	lawn mowing and spring cleaning	\$ (174.50)
06/15/2020	Payroll Checks		06/12/20-06/12/20 Workload Recognition	\$ (2,000.00)
06/16/2020	Check	Stephanie Adams	mileage to/from Manhattan for soil health meeting	\$ (83.38)
06/16/2020	Check	Gene Evans	2020 Spring Board travel expenses	\$ (522.00)
06/17/2020	Tax Payment	MT Department of Revenue	Tax Payment for Period: 06/13/2020-06/16/2020	\$ (105.00)
06/17/2020	Tax Payment	IRS	Tax Payment for Period: 06/13/2020-06/16/2020	\$ (498.74)
06/17/2020	Payroll Checks		Pay Period: 06/01/2020-06/15/2020	\$ (9,107.04)
06/18/2020	Tax Payment	MT Department of Revenue	Tax Payment for Period: 06/17/2020-06/19/2020	\$ (503.00)
06/18/2020	Tax Payment	IRS	Tax Payment for Period: 06/17/2020-06/19/2020	\$ (2,530.54)
06/18/2020	Check	The Cincinnati Insurance Companies	account number 1000484541	\$ (3,643.00)
06/29/2020	Check	Spieker Sprinklers-V	sprinkler turn on	\$ (120.00)
06/30/2020	Expense		HEALTH CARE SERV OBPPAYMT	\$ (861.91)
06/30/2020	Expense		Quickbooks software	\$ (84.50)
06/30/2020	Expense		ACH fee	\$ (15.00)
07/01/2020	Check	Stephanie Adams	Milleage for meetings (Bridger & Standford)	\$ (373.75)
07/02/2020	Payroll Check		Pay Period: 06/16/2020-06/30/2020	\$ (8,546.68)
07/03/2020	Tax Payment	MT Department of Revenue	Tax Payment for Period: 07/01/2020-07/03/2020	\$ (472.00)
07/03/2020	Tax Payment	IRS	Tax Payment for Period: 07/01/2020-07/03/2020	\$ (2,382.23)
07/09/2020	Check	Montana Conservation Corps-V	Final Payment for BSWC member for BPMC	\$ (3,125.00)
07/09/2020	Check	Rivers Delivers	lawn mowing 6/19/20	\$ (28.00)
07/14/2020	Check		Q2 2020 Retirement	\$ (3,475.30)
07/16/2020	Check	Stephanie Adams	mileage to/from Great Falls/STAC mtg	\$ (69.00)
07/16/2020	Tax Payment	MT Unemployment Insurance Division	Tax Payment for Period: 04/01/2020-06/30/2020	\$ (895.43)
07/17/2020	Payroll Checks		Pay Period: 07/01/2020-07/15/2020	\$ (8,411.73)
07/17/2020	Expense	Pheasents Forever	Package 3 Soil & Water Con Package 3 March 2020	\$ (14,066.42)
07/17/2020	Expense	Pheasents Forever	Package 4 Soil & Water Con Package 4 April 2020	\$ (14,327.03)
				\$ (87,112.35)
Paypal				
06/29/2020	Expense		Payment from Mitchel Ereaux- Fee Amount	\$ (5.80)
				\$ (5.80)
Savings - Opportunity 5549				
06/08/2020	Expense		NORTHWESTERN NWE BILL 2144772	\$ (105.97)
06/22/2020	Expense		CITY OF HELENA UT BILL 000231130	\$ (42.08)
06/26/2020	Expense		Internet and phone	\$ (159.97)
07/07/2020	Expense		NORTHWESTERN NWE BILL 2144772	\$ (78.84)
				\$ (386.86)
TOTAL				\$ (87,505.01)

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Soil & Water Conservation Districts of MT, Inc. Transaction Report (Credit Card)

June 1st - July 20th, 2020

US Bank Credit Card

Date	Transaction Type	Memo/Description	Account	Amount
<i>Beginning Balance</i>				\$ 1,952.15
06/01/2020	Transfer		US Bank Credit Card	\$ (1,827.01)
06/08/2020	Expense	Lowes - Flowers for front Porch	US Bank Credit Card	\$ 47.80
06/09/2020	Expense	hand sanitizer	US Bank Credit Card	\$ 9.98
06/10/2020	Expense	Webhosting	US Bank Credit Card	\$ 13.95
06/12/2020	Expense	Jotform	US Bank Credit Card	\$ 5.00
06/22/2020	Transfer		US Bank Credit Card	\$ (50.25)
06/22/2020	Expense	Stamps	US Bank Credit Card	\$ 54.75
06/24/2020	Expense	Webhosting	US Bank Credit Card	\$ 27.90
06/29/2020	Expense	Webhosting	US Bank Credit Card	\$ 16.45
06/30/2020	Expense	Microsoft for Ruby Valley X2	US Bank Credit Card	\$ 78.00
07/01/2020	Transfer		US Bank Credit Card	\$ (74.89)
07/10/2020	Expense	Techsoup	US Bank Credit Card	\$ 39.00
07/13/2020	Expense	Jotform	US Bank Credit Card	\$ 5.00
07/16/2020	Expense	Webhosting	US Bank Credit Card	\$ 13.95
Balance				\$ 311.78

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