



One Sealaska Plaza, Ste. 302, Juneau, AK 99801

P: (907)790-5300, F: (907)463-5480 www.arsstc.org

Alaska Remote Seller Sales Tax Commission
Board of Directors Meeting
May 17, 2023 10:00 am – 12:00 pm
Virtual via Zoom

Board of Director Attendees:

- Scott Bloom
- Melissa Haley
- Brandi Harbaugh
- Ruth Kostik
- Xavier Mason
- Joan Miller
- Stephanie Queen

1. Call to order
2. Approval of the Agenda
3. Approval of the Minutes
 - a. 3.15.2023 Board Meeting minutes
4. Public participation on Non-Agenda Items
5. Official Business
 - a. Policy Committee Report
 - b. Board action on ARSSTC Bylaws update re: Annual Meeting quorum
 - c. Approval process for monthly AML overhead
 - d. FY23 Financials Update
6. Comments
7. Adjournment



Alaska Remote Seller Sales Tax Commission
Board of Directors Meeting Minutes
March 15, 2023 10:00 am – 12:00 pm
Virtual via Zoom

Board of Director Attendees:

- Scott Bloom
- Melissa Haley
- Brandi Harbaugh
- Ruth Kostik
- Xavier Mason
- Joan Miller

Absent – Stephanie Queen

1. Call to order at 10:03 am
2. Approval of the Agenda
 - a. Motion by Scott Bloom to approve agenda, Second by Joan Miller
3. Approval of the Minutes
 - a. 1.18.2023 Board Meeting minutes
 - b. Motion to approve by Joan Miller, Second by Scott Bloom
4. Public participation on Non-Agenda Items
 - a. No Public participation
5. Official Business
 - a. Policy Committee Report
 - i. Maureen Graham, chair of Policy Committee updated the Board. The PC Met 2/21/23 to discuss physical presence redraft, franchises, and bundled transactions. Also reviewed Interpretation 2022.02 to revise language regarding remote workers and discussed if there was a need to include franchises. Policy Committee determined that just the relationship of a franchise does not immediately create physical presence, one must refer to points 1-5 on Interpretation 2022.02 for clarification if physical presence is established.
 - b. Approval of new Interpretation 2022.02 – Physical Presence
 - i. Policy Committee had a discussion around remote workers and adjusted points to reflect if visiting or traveling through for purposes other than for solicitation, that does not create physical presence. Clarified which services performed by employees create physical presence.



ii. Motion to approve by Joan Miller, second by Ruth Kostik.

c. Approval of new Interpretation 2023.01 – Bundled Transactions

- i. The goal of this interpretation is to clarify how bundled transactions are taxed across the state. The Uniform Code does not provide a definition for Bundled Transactions (we will need to update interpretation when there is a formal definition). Current proposal is based on SSUTA definition. The position taken in the interpretation is that a bundle is taxable if at least one piece of the bundle is taxable. If one piece is non-taxable or exempt, the bundle should be separated to exempt as appropriate.
- ii. Question from the Board about how tax caps, refunds and tax caps on services would be impacted.
- iii. Board requested Policy Committee to work on the above questions.

d. ARSSTC Bylaws update re: Annual Meeting quorum

- i. Clinton presented memo outlining amendment options as written in the Bylaws. Staff recommended Option 1 from the memo due to the difficulty involved in obtaining quorum at member-wide meetings.
- ii. Board approved staff to take Option 1, notifying members of the proposed Bylaws updates with at least 30 day's advance notice.

e. FY23 Budget Projections / FY24 Draft Budget

- i. Clinton presented FY23 projections, noting that FY23 is projecting higher revenues and lower expenses than originally budgeted. This is leading to an excess fund balance, greater than anticipated. Recommends assigning \$100k of this excess to a litigation defense fund in the case of litigation challenging the Commission. Also recommends leaving Commission fee at 2.25% for FY23 and FY24.
- ii. FY24 projections presented by Clinton, noting revenues are projected to be \$25 million. Increase in revenues tied primarily to increased compliance efforts, and continued growth in newly registered remote sellers. FY24 budget also reflects full staffing of four positions, increased interest income and expenses related to multiple expected programming updates to the MUNIRevs portal.
- iii. Joan Miller stated that Wasilla supports the \$100k litigation fund, feeling the benefit of the fund to the Commission outweighs the benefit to paying that out to members. Additional discussion around how to reflect the litigation fund within the fund balance. Board requested Finance Committee review litigation defense fund under the fund balance policy and revise policy as appropriate.
- iv. Motion to approve FY24 Budget as presented by Ruth Kostik, second by Xavier Mason.

6. Comments

- Board pointed out the need to review and discuss the contract with AML prior to the end of the year.



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- Question about what types of programming updates were planned for FY24. Clinton briefly outlined the programming changes and why the changes were needed.

7. Adjournment – Meeting adjourned at 10:53 am

DRAFT



To: ARSSTC Board

From: Clinton Singletary, Statewide Municipal Sales Tax Director

Date: May 17, 2023

Re: Bylaws revision to address Quorum

Background

At the December 7, 2022 ARSSTC Annual meeting, a number of revisions to the ARSSTC Bylaws were presented for approval by the membership. These revisions were properly noticed to the membership in accordance with Article XI.

During the Annual Meeting, the ARSSTC Board President proposed an additional amendment to the bylaws to address the challenge of meeting the required quorum for annual meetings. However, the proposed amendment could not be adopted due to the lack of proper written notice to the membership. It should be noted that the membership that was present expressed broad support for the proposed amendment.

The Board expressed a desire to bring the quorum revision to a future Board meeting for adoption by the Board under Article XI, Section 1 of the bylaws.

At its March 15, 2023 meeting, the Board requested that members be notified of the proposed changes in accordance with Article XI, Section 1 of the Bylaws. Members were notified via email on March 22, 2023 of the proposed changes, meeting the 30 day advance written notice requirement. Members were provided the background of the proposed changes, the proposed changes themselves and the current full text of the Bylaws. Feedback / comments were requested from members for compilation and presentation to the Board. To date, no feedback or comments have been received from members.

Action before the Board

Does the Board wish to adopt the following proposed revision to Article III, Section 6?

Section 6. Quorums and Adjournments.

Members may take action on a matter at a meeting only if a quorum exists with respect to that matter. Except as otherwise provided by law, ~~a majority of not fewer than fifteen~~ the members of the Commission in attendance (physically or telephonically) constitute a quorum at a properly noticed meeting of the members, and a majority of the board of directors constitutes a quorum for board meetings. Once a member or director is represented at a member or board meeting (other than solely to object to the holding of the meeting), the member or director is deemed present for quorum purposes for the remainder of the meeting and the members or directors present at a duly organized meeting may continue to transact business until adjournment, notwithstanding the withdrawal of sufficient members or directors to leave less than a quorum. The holders of a majority of the members or directors represented at a meeting, whether or not a quorum is present, may adjourn the meeting from time to time.

**Bylaws of the
Alaska Remote Seller Sales Tax Commission**

ARTICLE I - OFFICES

Section 1. Registered Office.

A registered office will be maintained by the Commission in the State of Alaska at at such location as the Board of Directors designates.

Section 2. Other Offices.

The Commission also may have offices at such other places as the Board of Directors determines or the business of the Commission may require.

ARTICLE II – MEMBERSHIP

Section 1. Qualifications.

To obtain and retain full membership, the legislative body of an Alaska municipality must submit either an Ordinance or Resolution authorizing the Alaska Intergovernmental Remote Sellers Sales Tax Agreement.

- A. To retain full membership status, a member must adopt, by reference or otherwise, the Remote Seller Sales Tax Code in its entirety as it pertains to collection of sales tax from remote sellers.

Section 2. Privileges.

- A. Voting. Members may vote.
- B. Holding Office. Individual representatives of members may hold office.
- C. Committees. Members may serve on a committee.

Section 3. Dues or fees.

- A. Annual dues or fees for all members, if adopted, shall be fixed by the Board.
- B. Membership belongs to the individual municipality and may not be transferred.

Section 4. Revocation of Membership.

- A. Membership shall be revoked immediately upon the resignation of a member, or non-payment of dues, if any.
- B. If after 120 days a member has not passed the Code, or adopted by reference, membership may be revoked.

ARTICLE III - MEETINGS

Section 1. Annual Meetings.

Each year, the Commission shall hold an annual meeting of members on such date and on such time as shall be determined by the Board of Directors, at which meeting the members shall elect a Board of Directors and transact any other business as may properly be brought before the meeting.

Section 2. Location of Meetings.

Meetings of members shall be held at such place as determined by the Board of Directors. Meetings may be rotated annually between member jurisdictions, as possible and for the convenience of the members.

Section 3. Special Meetings.

Special meetings of the members may be called at any time by the President or the Board of Directors, or members holding not less than ten percent (10%) of all the votes entitled to be cast at such meeting. Business transacted at any special meeting shall be confined to the purpose or purposes set forth in the notice of the special meeting.

Section 4. Notice of Meetings.

Whenever members are required to or permitted to take action at a meeting, a written notice of the meeting shall be provided to each member. The written notice shall state the place, date, and hour of the meeting, and, in the case of a special meeting, the purpose or purposes for which the meeting is called. Unless otherwise provided for by law, written notice of any meeting shall be given not less than ten (10) nor more than fifty (50) days before the date of the meeting to each.

Section 5. Written Notice Defined.

Written notice shall be accomplished via first class mail or via email sent to the address or email address last provided by the member.

Section 6. Quorums and Adjournments.

Members may take action on a matter at a meeting only if a quorum exists with respect to that matter. Except as otherwise provided by law, ~~a majority of not fewer than fifteen~~ the members of the Commission in attendance (physically or telephonically) constitute a quorum at a properly noticed meeting of the members, and a majority of the board of directors constitutes a quorum for board meetings. Once a member or director is represented at a member or board meeting (other than solely to object to the holding of the meeting), the member or director is deemed present for quorum purposes for the remainder of the meeting and the members or directors present at a duly organized meeting may continue to transact business until adjournment, notwithstanding the withdrawal of sufficient members or directors to leave less than a quorum. The holders of a majority of the members or directors represented at a meeting, whether or not a quorum is present, may adjourn the meeting from time to time.

Section 7. Voting.

If a quorum exists, action on a matter (other than the election of directors) is approved if the votes cast favoring the action exceed the votes cast opposing the action. Directors shall be elected by a plurality of the votes cast by the members (provided a quorum exists). Unless otherwise provided by law, each member shall be entitled to one vote on each matter.

Section 8. List of Members.

The Secretary of the Board of Directors shall prepare and make, at least ten (10) days before any meeting of the members, a complete list of the members, arranged alphabetically, and showing the address of each member. The list shall be open to the examination of any member for any purpose germane to the meeting, during ordinary business hours, for a period of at least ten (10) days before the meeting, either at a place in the city where the meeting is to be held, which place must be specified in the notice of the meeting, or at the principal offices of the Board of Directors. The list shall also be produced and kept available at the time and place of the meeting, for the entire duration of the meeting, and may be inspected by any member present at the meeting.

Section 9. Meeting by Conference Call or Electronic Media.

A. One or more members may participate in a meeting of the members and one or more directors may participate in a meeting of the Board of Directors by means of a conference telephone, videoconferencing, or similar communications equipment by means of which all persons participating in the meeting can hear (and potentially see) each other. Participation in this manner shall constitute presence in person at such meeting.

B. For membership and Board of Directors meetings held exclusively via conference call or electronic media, the following procedure must be followed: (1) notice to members or directors of the time and locations where the meeting will be held by electronic media has been given in the same manner as if the meeting were held in a single location; (2) members or directors in attendance can hear and have the same right to participate in the meeting as if the meeting were conducted in person; and (3) copies of pertinent reference materials, statutes, regulations and audio-visual materials are reasonably available to the members or directors. A meeting by electronic media as provided in this Section 7 has the same legal effect as a meeting in person.

Section 10. Alaska Open Meetings Law.

All annual and special meetings of the members of the Commission, all regular and special meetings of the Board of Directors and all meetings of committees of the Board of Directors, if any, will be conducted in accordance with the Alaska open meetings law found at AS 44.62.310.

ARTICLE IV - DIRECTORS

Section 1. Powers.

The business and affairs of the Commission will be managed under the direction of, the Board of Directors of the Commission, which may exercise all such powers of the Commission and do all lawful acts and things, subject to any limitations set forth in these Bylaws or under Alaska Statutes.

Section 2. Number. Qualifications and Election.

A. The number of directors shall be set at seven (7). Each director shall be at least 21 years of age. Each director must be an employee, agent of, or elected official of a member entity with an active membership. The directors shall be elected by the members at the annual meeting by the vote of the members. Each director shall be elected for a term of two (2) years, except within the initial term where three directors have one (1) year, and until his or her successor shall be elected and shall qualify or until his or her earlier resignation or removal.

B. Initial Election - Term. All members eligible to vote shall vote for the Board of Directors by seat. The first four (4) seats will serve two-year terms. The next three (3) seats will serve one-year terms. Thereafter, all vacancies shall be for a two (2) year term.

Section 3. Nomination of Directors.

The Board of Directors may nominate candidates to stand for election as directors. Other candidates may also be nominated by any member of the Commission provided such nomination is submitted in writing to the Commission's Secretary at least thirty (30) calendar days prior to the annual meeting, except for the provisional board selection.

Section 4. Vacancies.

A. Except as otherwise provided by law, any vacancy in the Board of Directors occurring by reason of an increase in an authorized number of directors or by reason of death, withdrawal, removal, disqualification, inability to act, or resignation of a director shall be filled by a designee of the member municipality. In the case of a successor, the successor shall serve until the next election.

B. Process for Filling Vacancy. The Secretary shall prepare a notice of vacancy for the next election, stating that a vacancy has occurred and advising interested members as to the procedure for the filling of the vacancy. Eligible members will have thirty (30) calendar days to submit nominations to fill the vacancy. Nominations shall include a letter of interest describing the nominee's interest to serve on the Board. A director elected to fill a vacancy shall serve for the remainder of the vacant term.

Section 5. Compensation.

There shall be no compensation for board participation. Expenses of attendance including travel may be allowed for attendance at each regular and special meeting of the Board of Directors and reimbursed to the respective director's municipality.

Section 6. Removal of Directors.

Any director may be removed, with or without cause, by a majority of the members eligible to vote.

Section 7. Resignation.

Any director may resign at any time by giving notice to the Board of Directors or the Secretary. Any such resignation will take effect upon receipt of such notice or at any later time specified in the notice. The acceptance of such resignation will not be necessary to make it effective, provided that the Board of Directors may reject any postdated resignation by notice in writing to the resigning director.

ARTICLE V - OFFICERS

Section 1. Positions.

The officers of the Board of Directors shall be a President, a Vice President, a Secretary, and a Treasurer, and such other officers as the Board may from time to time appoint, and such other officers it deems advisable. Each such officer shall exercise such powers and perform such duties as shall be set forth herein and such other powers and duties as may be specified from time to time by the Board of Directors. The officers of the Board of Directors shall be elected by the Board of Directors. Each of the President and/or the Vice President may execute bonds, mortgages, and other documents under the seal of the Commission, except where required or permitted by law to be otherwise executed and except where execution thereof shall be expressly delegated by the Board to some other officer or agent of the Commission.

Section 2. President. The President shall:

- A. Preside at all meetings;
- B. Be chair of the Board of Directors;
- C. Be an ex-officio member of all committees;
- D. In the event of a vacancy in a committee chairmanship, have the power to appoint a chairperson from among the members of the committee in which the vacancy occurs or from the general membership, after approval from the Board of Directors;
- E. Appoint, subject to the approval of the Board of Directors, committee members to fill vacancies during the year;
- F. Call meetings of the Board of Directors;
- G. Have the general powers and duties of management and supervision usually vested in the office of President of a corporation.
- H. Perform all other duties as are incident to the office or are properly required of the President by the Board of Directors.

Section 3. Vice President. The Vice President shall:

- A. Assist the president throughout the year;
- B. Assume the duties of the president in the latter's absence;
- C. Succeed to the office of president in the event of a temporary vacancy in the office or the president's inability to perform the duties of office;
- D. Be available to the president upon the request for assistance.

Section 4. Secretary. The Secretary shall:

- A. Keep the minutes of all regular and special meetings of the general membership and the Board of Directors;
- B. Record all the votes of the Commission and the minutes of all its transactions in a book to be kept for that purpose;
- C. Provide the president with a copy of the minutes within ten (10) business days after the meeting;
- D. Conduct such correspondence as shall be requested by the President, Board of Directors or the general membership;
- E. Be custodian of all records except financial records and committee reports;

- F. Give, or cause to be given, notice of all meetings of the members and special meetings of the Board of Directors
- G. Maintain the list of all eligible voting members and make the list available upon reasonable request.

Section 5. Treasurer. The Treasurer shall oversee the custody of the funds and securities of the Commission. The Treasurer shall:

- A. Maintain oversight of all monies of the Commission and the due payment of all authorized obligations;
- B. Arrange for the annual audit, performed by a CPA
- C. Ensure the filing of any necessary tax documents;
- D. Submit and review an annual treasurer's report to the Board and general membership at the annual meeting;
- E. Submit other treasurer's reports as requested by the Board of Directors;
- F. Prepare an annual budget for upcoming year and present it at an annual conference meeting;
- G. Be custodian of all financial records;

ARTICLE VI – COMMITTEES

Section 1. There may be standing and special committees.

Section 2. The standing committees may include Conferences/Meetings, Membership, Code, and Budget and Finance.

Section 3. Special committees are appointed by the President for a special function or task and will remain active until their function is completed and/or they are dissolved upon the completion of their responsibility.

Section 4. The chairman of the standing committees shall be appointed by the President for a one-year term with approval of the Board of Directors. Any person representing an active member is eligible to serve.

Section 5. Membership in the committee is open to any person employed by an active member.

ARTICLE VII – FINANCES

Section 1. Duty of Care.

The assets and reporting to be administered through the Administration, its officers, Directors, employees and agents will be done with the same care, skill, prudence and diligence under the circumstances then prevailing that a tax authority would use in the conduct of an enterprise of a like character and with like aims.

Section 2. Budget.

The Budget and Finance Committee shall prepare a budget for the ensuing year for approval by the Board of Directors. The budget as approved by the Board shall be provided to the general membership for its information.

Section 3. Fiscal Year.

The fiscal year for the Commission shall be from July 1 to June 30.

Section 4. Checks, Drafts.

All checks, drafts or other orders for payment of money, notes or other evidences of indebtedness, issued in the name of or payable to the Commission, will be signed or endorsed by such person or persons and in such manner as determined by resolution of the Board of Directors.

Section 5. Annual Audit.

The board shall have annually audited the financial statements of the Commission by a CPA.

ARTICLE VIII - BOOKS AND RECORDS

Section 1. Correct and Complete, Inspection.

- A. The Commission will keep correct and complete books and records of account and will keep minutes of the proceedings of its members, the Board of Directors, and committees appointed by the board, if any.
- B. All books and records of the Commission may be inspected by any member or its agent or attorney for any proper purpose at any time during normal business hours at the registered office of the Commission.

ARTICLE IX - ADMINISTRATIVE STRUCTURE

Section 1. Staffing.

- A. The day-to-day operations of the Commission will be carried out by such contracted support as necessary, and during the first three years by the Alaska Municipal League, under the supervision of the Board of Directors.
- B. The Commission will enter into agreements with its administrative contractor and as adopted by the Board of Directors setting forth the terms and conditions for the implementation of and compliance with the provisions of (A) of this Section 1.
- C. This provision will be revisited within three years of legal formation of the Commission.

ARTICLE X – GENERAL PROVISIONS

Section 1. Indemnification.

The Commission will defend, indemnify and hold harmless each director, officer and employee of the Commission for expenses, including attorney's fees, and the amount of any judgment, money decree, fine, penalty or settlement for which he or she may become liable by

reason of his or her being or having been a director, officer or employee of the Commission or who exercises powers or performs duties for the Commission.

Notwithstanding the foregoing, no indemnification shall be made by the Commission if judgment or other final determination establishes that the potential indemnitee's acts were committed in bad faith or were the result of active or deliberate fraud or dishonesty or clear and gross negligence.

Section 2. Insurance.

The Commission shall purchase and maintain insurance in a reasonable amount on behalf of any person who is or was a director, officer, agent, or employee of the Commission against liability asserted against or incurred by such person in such capacity or arising from such person's status as such.

Section 3. Roberts Rules.

The rules contained in Robert's Rules of Order, Newly Revised shall govern the Commission in all cases to which they are applicable.

Section 4. Headings.

The headings contained in these Bylaws are for convenience only and will not in any way affect the meaning or interpretation of these Bylaws.

ARTICLE XI – AMENDMENTS TO BYLAWS

Section 1.

These Bylaws may be amended by five (5) affirmative votes of the Board of Directors, or at any meeting of the general membership of those present to vote by a majority vote, provided that the proposed amendments shall have been submitted in writing to the voting members at least thirty (30) calendar days prior to the meeting of the general membership at which they will be considered.

Section 2.

These Bylaws may be amended at the annual meeting of the general membership without previous vote, by the unanimous vote of the voting body.

Section 3. Recordation

Whenever action is taken to amend or alter the Bylaws or adopt a new Bylaw, a copy of the amendment, alteration or new Bylaw will be filed and kept in the minute book with the original Bylaws. If any Bylaw is repealed, the fact of such repeal and the date on which it occurred will be recorded in the minute book, and a copy of it will be placed next to the original Bylaws.

ARTICLE XII - DISSOLUTION

Section 1.

In the event of dissolution of the Commission, upon payment of all outstanding obligations, all of the assets shall be distributed evenly among those members who were active, in good standing and qualified to vote at the last general membership meeting.

Section 2.

It shall be the responsibility of the President and the Treasurer to complete all necessary federal and state forms upon dissolution.

I, the undersigned being the Secretary of the Alaska Remote Sales Tax Commission hereby certify the foregoing to be the Bylaws of the Commission, as adopted by the membership, on the ____ day of December 2022.



To: ARSSTC Board

From: Clinton Singletary, Statewide Municipal Sales Tax Director

Date: May 17, 2023

Re: Commission / AML Service Agreement – Overhead approval

Background

AML has been reviewing its overhead expenses in preparation for renewing the Commission / AML Service Agreement later this year. In doing so, we found a clause in the agreement that has apparently never been followed, and we would like to make sure it is implemented moving forward.

Section 12, Paragraph D of the Service Agreement states the following:

AML will submit monthly reports of expenses to the Board, and the Commission will pay AML's direct expenses and 8% overhead expenses **upon approval by the board or designee**. Overhead will be applied to direct expenses as compensation for rent, computers and electronic equipment, telecommunication equipment and services, and indirect staff time in proportion to the Commission's share of each line item as approved in the budget. Direct and indirect expenses will be evaluated annually to ensure appropriate allocation. Cost beyond costs approved in the budget are not a reimbursable direct expense and must be approved by the board of directors. AML's direct expenses include, and as provided for in the annual budget are:

1. Staff who are directly responsible for Commission programs. Costs include salary and benefits.
2. Contracts, insurance, and miscellaneous costs directly related to AML's performance of the Services
3. Any Commission-approved loan or start-up capital by AML will be repaid in subsequent years in a manner as determined by the Board and in agreement with AML, to include any agreed upon interest.
4. AML expenses paid by the Commission may not exceed the approved budget in any fiscal year, unless a prior request to amend and increase the budget has been received and approved by the Board of Directors.

The highlighted phrase above "upon approval by the board or designee" is the process that has not been followed. AMSTP staff would like to recommend an approval process moving forward, with the Board's approval. Our recommendation will have minimal impact on our financial team and will result in continued timely payments of the overhead expenses.

Staff Recommendation

- AML Finance staff would prepare monthly expense report & associated invoice,
- AMSTP Director would send report & invoice to ARSSTC Treasurer for review and approval.
 - Consider naming an additional Board member as backup approver?
- Finance staff have requested that approval be granted no later than a week after report is sent for approval.

How would the Board like to handle these approvals?

Alaska Remote Sellers Sales Commission
Budget vs. Actuals: ARSSTC FY '23 - FY23 P&L
July 2022 - February 2023

	Actual	Budget	over Budget
Income			
4000 Commission Fee Income	330,768	269,363	61,405
4005 Net Sales Tax collected from MUNIRevs	14,345,744	11,702,304	2,643,440
4005A GASB Contra Net Sales Tax Collected	(14,380,766)	(11,702,304)	(2,678,462)
Total 4005 Net Sales Tax collected from MUNIRevs	(35,022)	-	(35,022)
4100 Late Fees	57,950	23,333	34,617
4200 Reprocessing Fees	1,375	1,000	375
4300 Credit Card Fees	1,278	667	612
4400 Other Income	35,542	3,333	32,208
Total Income	391,891	297,696	94,195
Gross Profit	391,891	297,696	94,195
Expenses			
5000 AML Operating Exp			-
5001 Munirevs Enhancement Invoices		16,667	(16,667)
5002 Governance/Travel	4,981	3,333	1,648
5003 Legal	13,331	13,333	(3)
5004 Personnel Exp	238,919	266,667	(27,748)
5005 Insurance	8,426	7,000	1,426
5006 Audit Services	576	6,667	(6,091)
5007 8% Overhead Expense	21,744	25,093	(3,349)
Total 5000 AML Operating Exp	287,976	338,760	(50,784)
5008 Bank Fees	305	200	105
5009 Merchant Services Fees	8,243	4,667	3,577
5010 Member Tax Revenue Expense	12,815,562	10,636,667	2,178,896
5011 GASB Contra Member Tax Expense	(12,815,562)	(10,636,667)	(2,178,896)
Total 5010 Member Tax Revenue Expense	-	-	-
5020 GovOS Expense	1,403,500	1,226,667	176,834
5020A GASB Contra GovOS Expense	(1,403,500)	(1,226,667)	(176,834)
Total 5020 GovOS Expense	-	-	-
5030 TTR Fee Expense	161,703	136,667	25,037
5030A GASB Contra TTR Fee Expense	(161,703)	(136,667)	(25,037)
Total 5030 TTR Fee Expense	-	-	-
5060 Other Business Expenses	496		496
Office Supplies & Software	2,668		2,668
Total Expenses	299,688	343,627	(43,938)
Net Operating Income	92,203	(45,931)	138,133
Other Income			
6000 Interest Earned	16,196	500	15,696
Total Other Income	16,196	500	15,696
Net Other Income	16,196	500	15,696
Net Income	108,399	(45,431)	153,829

Alaska Remote Sellers Sales Commission
Profit and Loss by Month
July 2022 - February 2023

	Jul 2022	Aug 2022	Sep 2022	Oct 2022	Nov 2022	Dec 2022	Jan 2023	Feb 2023	Total
Income									
4000 Commission Fee Income	39,482	38,064	43,346	44,469	42,903	48,349	38,171	35,984	330,768
4005 Net Sales Tax collected from MUNIRevs	1,737,073	1,683,717	1,837,419	1,939,723	1,849,774	2,079,160	1,704,183	1,514,697	14,345,744
4005A GASB Contra Net Sales Tax Collected	(1,716,547)	(1,654,335)	(1,883,803)	(1,932,597)	(1,864,873)	(2,101,896)	(1,659,110)	(1,567,606)	(14,380,766)
Total 4005 Net Sales Tax collected fm MUNIRevs	20,526	29,382	(46,384)	7,126	(15,099)	(22,736)	45,073	(52,909)	(35,022)
4100 Late Fees	8,950	4,600	6,300	6,575	9,175	9,200	6,375	6,775	57,950
4200 Reprocessing Fees	225	200	150	100	250	150	125	175	1,375
4300 Credit Card Fees	121	90	454	108	110	227	99	70	1,278
4400 Other Income	4,988	2,303	372	792	1,280	1,017	(681)	25,470	35,542
Total Income	74,291	74,640	4,238	59,170	38,619	36,207	89,162	15,564	391,891
Gross Profit	74,291	74,640	4,238	59,170	38,619	36,207	89,162	15,564	391,891
Expenses									
5000 AML Operating Exp									-
5002 Governance/Travel					4,551	431			4,981
5003 Legal	3,680	690	1,058	1,426	1,426	828	1,058	3,165	13,331
5004 Personnel Exp									-
5004A Salaries	18,465	24,475	26,213	25,439	24,579	18,868	18,031	20,094	176,163
5004B Payroll Taxes	1,447	1,930	2,076	2,025	1,878	1,598	1,517	1,689	14,159
5004C Health Insurance	4,136	4,816	5,228	6,153	5,784	3,939	5,057	5,625	40,739
5004D Nationwide Retirement	925	940	947	961	1,193	985	902	1,005	7,857
Total 5004 Personnel Exp	24,973	32,161	34,464	34,578	33,434	25,389	25,507	28,414	238,919
5005 Insurance									-
5005B Cyber	281	281	281	281	281	281	1,901	281	3,867
5005C SLIP	570	570	570	570	570	570	570	570	4,559
Total 5005 Insurance	851	851	851	851	851	851	2,471	851	8,426
5006 Audit Services								576	576
5007 8% Overhead Expense	2,282	2,475	3,112	2,625	3,277	2,551	2,712	2,710	21,744
Total 5000 AML Operating Exp	31,786	36,177	39,485	39,479	43,538	30,049	31,748	35,714	287,976
5008 Bank Fees	29	46	37	81	113				305
5009 Merchant Services Fees	735	922	1,060	841	1,346	1,088	843	1,409	8,243
5010 Member Tax Revenue Expense	1,557,334	1,501,430	1,709,764	1,754,041	1,692,287	1,815,771	1,433,540	1,351,396	12,815,562
5011 GASB Contra Member Tax Expense	(1,557,334)	(1,501,430)	(1,709,764)	(1,754,041)	(1,692,287)	(1,815,771)	(1,433,540)	(1,351,396)	(12,815,562)
Total 5010 Member Tax Revenue Expense	-	-	-	-	-	-	-	-	-
5020 GovOS Expense	141,522	135,916	154,702	158,717	153,409	259,132	204,290	195,813	1,403,500
5020A GASB Contra GovOS Expense	(141,522)	(135,916)	(154,702)	(158,717)	(153,409)	(259,132)	(204,290)	(195,813)	(1,403,500)
Total 5020 GovOS Expense	-	-	-	-	-	-	-	-	-
5030 TTR Fee Expense	17,690	16,989	19,338	19,840	19,176	26,993	21,280	20,397	161,703
5030A GASB Contra TTR Fee Expense	(17,690)	(16,989)	(19,338)	(19,840)	(19,176)	(26,993)	(21,280)	(20,397)	(161,703)
Total 5030 TTR Fee Expense	-	-	-	-	-	-	-	-	-
5060 Other Business Expenses					496				496
Office Supplies & Software					2,268			400	2,668
Total Expenses	32,550	37,145	40,582	40,401	47,760	31,137	32,591	37,523	299,688
Net Operating Income	41,742	37,495	(36,344)	18,769	(9,141)	5,070	56,571	(21,959)	92,203
Other Income									
6000 Interest Earned	392	686	909	733	2,222	3,479	4,437	3,337	16,196
Total Other Income	392	686	909	733	2,222	3,479	4,437	3,337	16,196
Net Other Income	392	686	909	733	2,222	3,479	4,437	3,337	16,196
Net Income	42,134	38,182	(35,435)	19,502	(6,919)	8,549	61,008	(18,622)	108,399

Alaska Remote Sellers Sales Commission
Balance Sheet
As of February 28, 2023

	Total
ASSETS	
Current Assets	
Bank Accounts	
1000 AMLIP	1,160,351
1005 ARSSTC Depository #3470	100,000
1010 ARSSTC Disbursement #7048	4,876
1015 Northrim Sweep Account	406,277
Total Bank Accounts	1,671,505
Other Current Assets	
1020 Prepaid Insurance	8,380
1105 Sales Tax Receivable from Prior EOM	1,949,796
Total Other Current Assets	1,958,176
Total Current Assets	3,629,681
TOTAL ASSETS	3,629,681
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	3,262,913
Other Current Liabilities	1,467
Total Current Liabilities	3,264,380
Total Liabilities	3,264,380
Equity	
3000 Retained Earnings	256,902
Net Income	108,399
Total Equity	365,301
TOTAL LIABILITIES AND EQUITY	3,629,681

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