

# POLLC-FY21

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## *FY21 Application for Funding*

### ***The Post Office, LLC***

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### ***Al Malinowski***

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# Application Form

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## Guidelines & Applications Tips

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### Guidelines:

- Please direct questions or concerns to Jenny Muscat, Operations Manager, at [jenny@resorttax.org](mailto:jenny@resorttax.org) or 406-995-3234
- Please only provide the information requested within this application
  - Supplemental materials will not be accepted or included in the final board review
- Blackmail or bribery of staff or board members is strictly prohibited and will result in disqualification
- Please proofread your application for grammar and validate your data prior to submission
- When applicable, group themed initiatives into larger project/program requests
  - You can apply for funds for up to 8 projects/programs
  - Please group all operational (payroll, training, maintenance, etc) costs into 1 project and individually list capital projects or programs
- Avoid organizational jargon and use layman's terms to minimize follow up questions
- You may SAVE the application at any time and return to it
- Final submission happens upon clicking 'SUBMIT'
- **The deadline for applications is Thursday, April 30 @ 11:59pm (Mountain Time)**

### Acknowledgement\*

I have read and understand the instructions and guidelines for this application

### Document Uploads:

You may be required to upload the following documents in this application. We recommend saving these files in one location on your computer for easy upload.

- 990 Form
- Auditor's Report
- Operating Budget Current Fiscal Year
- Profit & Loss Budget vs Actual Previous Fiscal Year
- Balance Sheet Previous Fiscal Year

You will be asked to download the '3-Year Financial Forecast' and complete both worksheets, 'Itemized Expenses & Revenues' *AND* 'Reserves & Cash Flow,' save and upload in the Financial Information section below. Use the links below to download your preferred format. (We suggest using EXCEL as formulas are set to populate totals and percentages for you.)

- EXCEL (3-Year Financial Forecast)

- WORD (3-Year Financial Forecast)
- PDF (3-Year Financial Forecast)

## Background Information

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Please complete the following section with information about your organization:

### Request Title\*

Please enter your "'Organization Acronym"-FY21' in the following format. For example: *BSRAD-FY21*

POLLC-FY21

### Fees\*

Does your organization charge any dues or fees? If yes please explain in the next question.

Yes

### Explain Fees

If applicable, please explain any fees or dues your organization charges and what portion of your total revenue this accounts for:

The POLLC does collect some fees from customers for postage and box rentals, however, all of these fees are submitted to the USPS for deposit. The primary revenue POLLC receives is from the fixed-rate contract with the USPS. The operating deficit that is caused by difference between that fixed contract revenue and the total cost to operate the Big Sky facility is requested from BSRAD.

### FTE Count\*

Please list the number of full-time employees in your organization. If you have none please enter 0:

4

### PTE Count\*

Please list the number of part-time employees in your organization. If you have none please enter 0:

4

### Volunteer Count\*

Please list the number of volunteers in your organization. If you have none please enter 0:

0

### Future Personnel Growth\*

Please explain any predicted 3-year growth to the numbers listed above (FTE, PTE, Volunteers). And explain if you anticipate Resort Tax funds will support this growth:

I expect the staffing at the Big Sky Post Office to steadily grow in the current facility. I am unable to predict at this time the impact to the staffing and overall costs should the facility relocate to larger facility, the Big Sky zip code be expanded to annex the "canyon" portion of Big Sky, or both.

### Organizational Partnerships

Please explain any other organizations you have partnered with and provide details for any ongoing strategic partnerships:

Because the Big Sky Post Office is a routine daily stop for many Big Sky resident and businesses, POLLC permits other local organizations to use the building entryway for information tables to educate customers regarding local issues and efforts. The retail lobby is also utilized for posters and flyers that also inform customers of other community opportunities.

### Number of Projects/Programs\*

How many projects/programs are you requesting Resort Tax funds for?

*Applicants can apply for funds for up to 8 projects/programs. When applicable, please consider grouping themed initiatives into larger project/program requests.*

1

**For applicants with multiple projects please note that the application will expand and create additional project/program information sections for each project you are requesting funding for based upon the number entered above. Please enter your projects in order of highest to lowest priority as you complete the application.**

### Forecasted Request FY21\*

In last year's application, what amount did you predict you would be requesting for this year (FY21)?

*If you did not apply last year please enter 0.*

*Please reference question #5 "Total Cash Flow 3-Year Requirement" on last year's application to gather this data.*

\$100,940.00

### Total Funds Requested FY21\*

Please enter the total amount of funds your organization is requesting for all projects/programs for this year (FY21):

*Please ensure that all requests for all projects add up to this total, the form does not calculate a total for you.*

\$80,000.00

## Explain Variance

If applicable, please explain any differences in your current request vs the amount entered on last year's application:

POLLC submitted a rate increase request in April 2019 to the USPS to modify the fixed contract rate from \$287,500 to \$383,500. The USPS replied with a firm counter of \$317,500, which was took effect in July, 2019. Because the amount of any contract rate increase was unknown at the time of last year's application, the estimate provided for the 3-year cash flow requirement assumed no increase in the contract amount. This year's request assumes a larger increase in labor than the prior estimate.

State your estimated payment request schedule FY21. Amounts should add up to *Total Funds Requested FY21*.  
*For any month you are NOT requesting funds please enter 0.*

**Important: July 15, 2020, will be the first day a payment can be requested. Funding will not be available until a contract has been signed and the Award Orientation has been completed.**

### July 2020 Estimate\*

\$0.00

### August 2020 Estimate\*

\$0.00

### September 2020 Estimate\*

\$0.00

### October 2020 Estimate\*

\$18,000.00

### November 2020 Estimate\*

\$0.00

### December 2020 Estimate\*

\$0.00

**January 2021 Estimate\***

\$23,000.00

**February 2021 Estimate\***

\$0.00

**March 2021 Estimate\***

\$0.00

**April 2021 Estimate\***

\$21,000.00

**May 2021 Estimate\***

\$0.00

**June 2021 Estimate\***

\$18,000.00

When projecting future requests, please ensure these numbers are as accurate as possible. While calculating these numbers keep the following in mind:

- Economic Growth
- Staffing Changes
- Changes in Community Needs

**Future Funding Request FY22\***

What is your forecasted Resort Tax request for FY22 (7/1/21-6/30/22)?

\$98,000.00

**Future Funding Request FY23\***

What is your forecasted Resort Tax request for FY23 (7/1/22-6/30/23)?

\$118,000.00

### **Mill Levy Authority\***

Does your organization have mill levy authority?

No

## **Public Safety**

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### **Public Safety\***

Does your organization provide a public service that responds to emergency calls?

No

## **Financial Information**

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Please complete the following questions and upload all available documents for your organization; if a document is not available please explain why:

### **3-Year Financial Forecast\***

Please download the '3-Year Financial Forecast' and complete both worksheets: 'Itemized Expenses & Revenues' AND 'Reserves & Cash Flow.' And save the completed workbook, and upload your '3-Year Financial Forecast.' Use the links below to download your preferred format. (We suggest using EXCEL as formulas are set to populate totals and percentages for you.)

- EXCEL (3-Year Financial Forecast)
  - WORD (3-Year Financial Forecast)
  - PDF (3-Year Financial Forecast)
- POLLC 3-Year Financial Forecast (FY21).xlsx

### **990 Form**

Please upload a copy of your organization's most recently completed 990 form. If you are unable to provide a 990 form, briefly explain why:

The Post Office, LLC is not recognized by the Internal Revenue Service as a tax-exempt organization, and therefore is not required to file a 990.

## Auditor's Report

Please upload a copy of your organization's most recently completed Auditor's Report. If you are unable to provide an Auditor's Report, briefly explain why:

The Post Office, LLC is not required to have an annual audit performed.

## Operating Budget Current Fiscal Year

Please upload a copy of your organization's complete operating budget for your current fiscal year. If you are unable to provide this document, briefly explain why:

2020-21 Post Office Budget.xls  
See attached.

## Profit & Loss | Budget vs Actual Previous Fiscal Year

Please upload a copy of your organization's Profit and Loss, Budget vs. Actual from your previous completed fiscal year. If you are unable to provide this document, briefly explain why:

2019 POLLC P&L.pdf  
See attached for 2019 P&L from Quickbooks as prepared by Lindell and Associates. The budget to actual from the prior fiscal year is include in the 2020 Budget spreadsheet that was uploaded in the previous line item.

## Balance Sheet Previous Fiscal Year

Please upload your organization's balance sheet from your previous completed fiscal year. If you are unable to provide your document, briefly explain why:

2019 POLLC Balance Sheet (12-31-2019).pdf  
See attached.

## Funding Sources\*

Please explain your approach and sources for funding, including what part Resort Tax currently provides, among other funding sources. Additionally, describe your long-term plan to supplement Resort Tax Funds:

The Post Office, LLC ("POLLC") receives funding from two sources: a fixed-rate contract with the United States Postal Service ("USPS") and the Big Sky Resort Area District.

POLLC is permitted to request an increase to the fixed-rate contract every two years. POLLC last received a rate increase in July 2019, which increased the annual contract rate from \$287,500 to \$317,500, and will be able to submit its next rate increase request in July 2021.

In April 2020, POLLC did successfully apply for a Paycheck Protection Program loan in the amount of \$44,100. At this time, POLLC is unable to determine whether any of this loan will be considered for forgiveness.



### Strategic Plan/Long-Term Plan\*

Does your organization have a strategic plan/long-term plan? If yes, please upload in the next question.

No

### Strategic/Long-Term Plan Explanation

If your organization has a strategic/long-term plan please upload **ONLY** the executive summary/overview:

*I.E 3 year plan, 5-year plan, etc...*

## Project/Program 1 Information

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Please complete the following section pertaining to your organization's 1st priority project/program that you are requesting funds for. There will be subsequent sections to complete for organizations with multiple projects. Please enter your projects in order of highest to lowest priority as you complete the application.

### Project/Program 1\*

Please enter the name for your 1st priority project/program:

Big Sky Post Office - Operations

### Amount Requested | Project/Program 1\*

State the amount you are requesting for project/program 1:

\$80,000.00

### Percent of Total | Project/Program 1\*

What percent of your total ask does this project/program represent?

*Please enter percentages as numbers only, special characters will not be accepted. I.E. 50% should be entered as 50.*

100

### Category | Project/Program 1\*

Please select the category that best pertains to this project/program:

Infrastructure

## Category (Other) | Project/Program 1

If you selected "other" in the previous question, please explain the nature of your project/program:

N/A

## Our Big Sky Strategies | Project/Program 1\*

Please select which strategies outlined in the Our Big Sky Community Vision and Strategy this project/program is working to achieve. Select all that apply:

- Improve and maintain infrastructure
- Support high-quality community & emergency services
- Embrace Big Sky's DNA as a destination, born out of a visitor economy

## Strategy Explanation | Project/Program 1\*

Briefly explain how your project/program is meeting the needs of the strategies selected in the previous question:

The Big Sky Post Office has always been a critical component of the infrastructure in Big Sky. During the COVID-19 pandemic, the Big Sky Post Office has continued to operate as an essential service, which provided community members with necessary mail and supplies, including medications.

The Big Sky Post Office also provides package and mail delivery through our general delivery service, which accommodates thousands of customers. I believe the general delivery service, which primarily benefits short-term employees and visitors, is an overlooked benefit that the Big Sky Post Office provides that many travelers utilize to make their trip to Big Sky more convenient.

## Other Community Needs | Project/Program 1

If applicable, please explain any community needs or priorities that this project/program is assisting with that are not outlined in the Our Big Sky Plan:

N/A

## Community Target Segment | Project/Program 1\*

Identify the community target segment(s) that applies to this project/program. Please select all that apply. You can provide more explanation if needed in the next question:

- Businesses
- Children/Families
- Property Owner/HOAs
- Local Workforce
- Non-Profits
- Outdoor Recreationalist
- Part-Time Residents
- Residents in Need of Financial Assistance
- Tourist/Visitor
- Year-Round Residents

## More Detail Community Segment | Project/Program 1

If applicable, please provide more detail on your community target segment:

The Big Sky Post Office provides postal services to all full-time and part-time residents, local businesses, and visitors to Big Sky.

## Schedule | Project/Program 1\*

What is the schedule of this project/program? Select all that apply:

Ongoing

## Schedule Explanation | Project/Program 1

If applicable, please provide more detail on the schedule of this program/project:

The Big Sky Post Office operates year round. The post office box lobby and 50 parcel lockers (24 inside, 26 outside) are accessible 24 hours and day, 7 days a week. The retail lobby is open Monday-Friday 10am-5pm, and Saturday 10am-1pm.

## Additional Operating Costs | Project/Program 1\*

Will the outcome of this project result in a need for additional operating and maintenance costs? If yes, please explain in the next question.

Yes

## Additional Operating Costs Explanation | Project/Program 1

If applicable, please provide more detail on how you plan to fund the additional operating and maintenance costs:

We anticipate requesting funding for operating costs in future resort tax cycles, consistent with our history of successfully requesting resort tax funding since the 2004-05 funding cycle.

## Goals | Project/Program 1\*

What are the goals of this project/program and how will they be measured?

I have two goals for the Big Sky Post Office operation:

1) To provide cost-effective and efficient postal services to the residents, employees, businesses and visitors of Big Sky. The implementation of this goal may not eliminate waiting periods for either retail services or post office boxes.

This goal will be measured by the operational costs remaining below the amount budgeted, and POLLC returning to BSRAD a small portion of funds allocated for operating expenses each year

2) To continue discussions with USPS staff to consider relocating to a larger facility, annexing the canyon area of Big Sky to the 59716 zip code, and ultimately having a federally-operated facility in Big Sky.

This goal will be measured over time.

### **Shared Goals & Collaboration | Project/Program 1\***

Are you collaborating with any other organizations or partners on this project/program? If yes, please explain in the next question.

No

### **Shared Goals & Collaboration Explanation | Project/Program 1**

If applicable, please explain any collaboration on this project/program with other organizations or partners and your shared goals:

N/A

### **Community Outreach | Project/Program 1\***

Please explain any community outreach that has led to the development of this project/program:

As an established component of the Big Sky infrastructure, there hasn't been a need for community outreach. However, we are committed to listening to constructive criticism. We strive to assist our customers to achieve the desired outcome, though we are often limited in our resources by being in a remote area and working within the restrictions established by the USPS. We have a dedicated and loyal group of Big Sky community members who often go beyond normal post office expectations to assist their customers. Not a single Big Sky Post Office employee asked to stay home from work for fear of a greater risk of exposure to the corona virus.

### **Start Date | Project/Program 1\***

07/01/2020

### **Completion Date | Project/Program 1\***

06/30/2021

### **Additional Funding Sources | Project/Program 1\***

Does your budget include any additional funding sources for this project/program, including any matches, assistance, or support you have received? If yes, please explain in the next question.

Yes

## Additional Funding Sources Explanation | Project/Program 1

If applicable, please explain any additional funding sources for this project/program, including any matches, assistance, or support you have received:

The primary funding source for the POLLC is the contract with the United States Postal Service. The next opportunity to request an increase to this contract is July, 2021.

## Fees & Revenue | Project/Program 1\*

Are there any other fees or revenue associated with this project/program? If yes, please explain in the next question.

Yes

## Fees & Revenue Explanation | Project/Program 1

If applicable, please explain any other fees or revenue associated with this project/program:

While the Big Sky Post Office does collect some revenue for retail sales transacted in the retail lobby, those funds are all remitted to the USPS.

## COVID-19

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### COVID-19\*

What, if any, predicted impacts of COVID-19 will directly impact your operation and request?

The Big Sky Post Office has remained in operation during the COVID-19 crisis as an essential service to the Big Sky community. At this time, the only financial impacts have been related to measures implemented to protect the health and safety of our employees and customers. However, should any of our staff become infected and be required to quarantine for a period of time, I would expect our labor cost to be more than budgeted, as our replacement would have less experience.

POLLC has applied for and been approved for funding of \$44,100.00 from the Paycheck Protection Program. At this time, we are unable to predict if this loan will be used to relieve cash flow issues, or if any portion of the loan will eventually be forgiven. If any portion of this loan is ultimately forgiven, that amount will reduce the amount of resort tax funds we request to satisfy our operating deficit. I assume any potential debt forgiveness will not be known until the 2020-21 fiscal year.

## Application Verification & Summary

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### Community Messaging\*

Please provide a brief description of your application for community messaging purposes:

The Post Office, LLC is requesting BSRAD funding to satisfy the gap between the cost to operate the Big Sky Post Office facility and the funding provided by the fixed-rate contract with the United States Postal Service.

Please ensure that your application is complete, all calculations are accurate, and it has been proofread before submitting for Board review. [Once you select Submit you will no longer be able to edit your application.](#)

### **Completion\***

Incomplete applications may not be considered for funding. It is the applicant's responsibility to provide all the information requested in the proper format by the application deadline.

I certify this application is complete and accurate

### **Date Submitted\***

04/29/2020

Once you click 'SUBMIT', do not refresh the page. It may take a few moments to process the information and submit the application.

## ***Staff Questions***

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### **Staff Questions for Applicant\***

## File Attachment Summary

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### ***Applicant File Uploads***

- POLLC 3-Year Financial Forecast (FY21).xlsx
- 2020-21 Post Office Budget.xls
- 2019 POLLC P&L.pdf
- 2019 POLLC Balance Sheet (12-31-2019).pdf

**\* Please be sure to complete both the  
"Itemized Expenses & Revenues" AND "Reserves & Cash Flow" Worksheets.**

## GLOSSARY OF TERMS

- **Full Time Equivalent (FTE):** A unit that indicates the workload of an *employed* person to makes workloads comparable across various contexts. Please use a 40-hour week as full time. For example, if your organization employs one person at 20 hours per week and hires an accountant for 10 hours per week the FTE is  $\frac{3}{4}$ . Likewise, if your organization employs two people at 40 hours per week each, hires a grant writer at 10 hours per week and a fundraiser at 10 hours per week the FTE is  $2\frac{1}{2}$ .
- **In-Kind:** Goods, services and transactions not involving money. For example, goods or services are exchanged for other goods or services with no monetary change. Another example, charitable giving in which, instead of giving money to buy goods and services, the goods and services themselves are given. Employee benefits such as a company car or gym membership would also be considered in-kind.
- **On Hand Restricted:** A reserve of money that can only be used for specific purposes and the purpose cannot be changed by the organization's board or director. For example, on hand restricted applies to contributions in which, donors indicated that the contributions must be used in a manner the donor has chosen.
- **On Hand Unrestricted:** A reserve of money given by a donor in which, the organization is free to use as they see fit. For example, when given a donation of unrestricted funds, the organization might allocate their use toward helping offset operating costs such as rent, labor costs and utility bills.
- **Capital Reserves Goal:** The ideal end result for a reserve of money that will specifically be used for capital investment projects or any other large and anticipated expense(s) that will be incurred in the future.



**\* Please be sure to complete both the "Itemized Expenses & Revenues" AND "Reserves & Cash Flow" Worksheets.**

<b>ITEMIZED EXPENSES AND REVENUES</b> <i>(Include all organization projects and programs, not only those requesting resort tax funding)</i>	<i>Please enter the dates of your Organization's Current Fiscal Year below:</i> <b>1/1/20 - 12/31/20</b>
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		Previous Fiscal Year (Budgeted)	Previous Fiscal Year (Actual)	Current Fiscal Year (Budgeted)	Next Fiscal Year Anticipated	% Change From Previous Fiscal Year	% of Total Revenue (Current Fiscal Year)	
<b>Revenue</b>	Resort Tax	\$ 76,000.00	\$ 43,187.00	\$ 73,000.00	\$ 88,000.00	-4%	19%	
	Other Public Grants (USPS Contract)	\$ 287,500.00	\$ 302,500.00	\$ 317,500.00	\$ 317,500.00	10%	81%	
	Private Donations (not including In-Kind)	\$ -	\$ -	\$ -	\$ -	#DIV/0!	0%	
	Fundraising Events (Net Amount)	\$ -	\$ -	\$ -	\$ -	#DIV/0!	0%	
	Dues & Fees	\$ -	\$ -	\$ -	\$ -	#DIV/0!	0%	
	Other*	\$ -	\$ 150.00	\$ -	\$ -	#DIV/0!	0%	
	<b>Total</b>	\$ 363,500.00	\$ 345,837.00	\$ 390,500.00	\$ 405,500.00	7%	100%	
<b>Expenses</b>	Administration	Payroll	\$ 6,000.00	\$ 6,000.00	\$ 12,000.00	\$ 12,000.00	100%	3%
		Fundraising	\$ -	\$ -	\$ -	\$ -	#DIV/0!	0%
		Marketing	\$ -	\$ -	\$ -	\$ -	#DIV/0!	0%
	Operations/ Programming	Payroll	\$ 253,855.80	\$ 233,351.00	\$ 269,969.40	\$ 283,467.87	6%	69%
		Other	\$ 103,644.20	\$ 106,422.00	\$ 108,530.60	\$ 110,032.13	5%	28%
	Other**	\$ -	\$ -	\$ -	\$ -	#DIV/0!	0%	
	<b>Total</b>	\$ 363,500.00	\$ 345,773.00	\$ 390,500.00	\$ 405,500.00	7%	100%	
<b>Capital Expenditures</b>	<b>Total</b>	\$ -	\$ -	\$ -	\$ -	#DIV/0!	N/A	
<b>Income</b>	<b>Net Income</b>	\$ -	\$ 64.00	\$ -	\$ -	#DIV/0!	N/A	

Should total 100%

Should total 100%

\* Revenue Other:

\*\*Expenses Other:

\*\*\*Explain Variances:

**\* Please be sure to complete both the  
"Itemized Expenses & Revenues" AND "Reserves & Cash Flow" Worksheets.**

### 3-YEAR CASH FLOW

*(Include all organization projects and programs, not only those requesting resort tax funding)*

	Current 1/1/2020- 12/31/2020 <i>(*please enter your fiscal year dates)</i>	Year 2 1/1/2021- 12/31/2021 <i>(*please enter your fiscal year dates)</i>	Year 3 1/1/2022- 12/31/2022 <i>(*please enter your fiscal year dates)</i>	TOTAL
<b>Payroll</b>	\$ 281,969.40	\$ 295,467.87	\$ 310,241.26	\$ 887,678.53
<b>Total # of FTE Personnel</b>	\$ 5.25	\$ 5.50	\$ 5.75	N/A
<b>Operations/Programming</b>	\$ 108,530.60	\$ 110,032.13	\$ 115,533.74	\$ 334,096.47
<b>Capital Expenditures</b>	\$ -	\$ -	\$ -	\$ -
<b>Total</b>	\$ 390,500.00	\$ 405,500.00	\$ 425,775.00	\$ 1,221,775.00

#### RESERVES: Capital, Programming, and/or Operating

On Hand Restricted**	NONE
On Hand Unrestricted**	NONE
Goal (if currently no reserves)	NONE

\*\*Purpose of Restricted and Unrestricted Capital Reserves:

Big Sky Post Office  
2019 Budget to Actual (Accrual Basis)  
2020 Budget and 2021 Preliminary Budget

	2019 Budget	Percentage	2019 Actual	Difference	2020 Budget	Percentage	2021 Preliminary Budget	Percentage	2022 Preliminary Budget	Percentage
<b>Income</b>										
USPS Contract	\$ 287,500.00	79.09%	\$ 302,500.00	\$ (15,000.00)	\$ 317,500.00	81.31%	\$ 317,500.00	78.30%	\$ 317,500.00	74.62%
BSRAD (04-05 \$20,000; used \$18,431.17)										
BSRAD (05-06 \$27,000; used \$27,000.00)										
BSRAD (06-07 \$35,000; used \$28,691.16)										
BSRAD (07-08 \$37,500; used \$30,586.51)										
BSRAD (08-09 \$43,000; used \$27,720.17)										
BSRAD (09-10 \$45,500; used \$27,840.29)										
BSRAD (10-11 \$35,000; used \$23,338.50)										
BSRAD (11-12 \$44,000; used \$20,776.00)										
BSRAD (12-13 \$35,500; used \$23,157.00)										
BSRAD (13-14 \$36,500; used \$27,056.00)										
BSRAD (14-15 \$9,444 - Rollover, used \$0)										
BSRAD (15-16 \$9,444 - Rollover - used \$9,444.00)			\$ -	\$ -	\$ -		\$ -		\$ -	
BSRAD (16-17 \$16,000; used \$14,273.00)	\$ -		\$ -	\$ -	\$ -		\$ -		\$ -	
BSRAD (17-18 \$41,500; used \$29,278.00)	\$ -		\$ -	\$ -	\$ -		\$ -		\$ -	
BSRAD (18-19 \$60,500; used \$55,069.00)	\$ 30,000.00	8.25%	\$ 25,019.00	\$ 4,981.00	\$ -		\$ -		\$ -	
BSRAD (19-20 \$94,000.00)	\$ 46,000.00	12.65%	\$ 18,168.00	\$ 27,832.00	\$ 32,000.00	8.19%	\$ -		\$ -	
<b>BSRAD (20-21 \$80,000.00)</b>					<b>\$ 41,000.00</b>	<b>10.50%</b>	<b>\$ 39,000.00</b>	<b>9.62%</b>	<b>\$ -</b>	
BSRAD (21-22 Estimate)							\$ 49,000.00	12.08%	\$ 49,000.00	11.52%
BSRAD (22-23 Partial Estimate)								\$ 59,000.00		13.87%
Miscellaneous	\$ -		150.00	\$ (150.00)	\$ -		\$ -		\$ -	
<b>Total</b>	<b>\$ 363,500.00</b>	<b>100.00%</b>	<b>\$ 345,837.00</b>	<b>\$ 17,663.00</b>	<b>\$ 390,500.00</b>	<b>100.00%</b>	<b>\$ 405,500.00</b>	<b>100.00%</b>	<b>\$ 425,500.00</b>	<b>100.00%</b>
<b>Expense</b>										
Wages	\$ 208,780.00	57.44%	\$ 194,853.00	\$ 13,927.00	\$ 218,630.00	55.99%	\$ 229,561.50	56.61%	\$ 241,039.58	59.44%
Rent	\$ 55,108.00	15.16%	\$ 55,108.00	\$ -	\$ 57,504.00	14.73%	\$ 57,504.00	14.18%	\$ 59,900.00	14.77%
Labor Burden	\$ 45,075.80	12.40%	\$ 38,498.00	\$ 6,577.80	\$ 51,339.40	13.15%	\$ 53,906.37	13.29%	\$ 56,601.69	13.96%
POCA/BSOA Dues	\$ 17,500.00	4.81%	\$ 16,811.00	\$ 689.00	\$ 18,000.00	4.61%	\$ 18,000.00	4.44%	\$ 19,000.00	4.69%
Management Fee	\$ 6,000.00	1.65%	\$ 6,000.00	\$ -	\$ 12,000.00	3.07%	\$ 12,000.00	2.96%	\$ 12,000.00	2.96%
Property Taxes	\$ 7,500.00	2.06%	\$ 6,234.00	\$ 1,266.00	\$ 7,000.00	1.79%	\$ 7,500.00	1.85%	\$ 8,000.00	1.97%
Professional	\$ 4,250.00	1.17%	\$ 4,313.00	\$ (63.00)	\$ 5,000.00	1.28%	\$ 5,000.00	1.23%	\$ 5,500.00	1.36%
Office Supplies	\$ 3,500.00	0.96%	\$ 6,148.00	\$ (2,648.00)	\$ 4,250.00	1.09%	\$ 4,500.00	1.11%	\$ 4,750.00	1.17%
Utilities	\$ 3,500.00	0.96%	\$ 3,260.00	\$ 240.00	\$ 3,750.00	0.96%	\$ 3,750.00	0.92%	\$ 4,000.00	0.99%
Maintenance	\$ 5,500.00	1.51%	\$ 7,855.00	\$ (2,355.00)	\$ 6,000.00	1.54%	\$ 6,000.00	1.48%	\$ 7,000.00	1.73%
Office Equipment	\$ 5,000.00	1.38%	\$ 4,000.00	\$ 1,000.00	\$ 5,000.00	1.28%	\$ 5,000.00	1.23%	\$ 5,000.00	1.23%
Other	\$ 1,786.20	0.49%	\$ 2,693.00	\$ (906.80)	\$ 2,026.60	0.52%	\$ 2,778.13	0.69%	\$ 2,708.74	0.67%
<b>Total</b>	<b>\$ 363,500.00</b>	<b>100.00%</b>	<b>\$ 345,773.00</b>	<b>\$ 17,727.00</b>	<b>\$ 390,500.00</b>	<b>100.00%</b>	<b>\$ 405,500.00</b>	<b>100.00%</b>	<b>\$ 425,500.00</b>	<b>104.93%</b>
Net Income/(Loss)	\$ -		\$ 64.00		\$ -		\$ -		\$ (0.00)	

**Note> This budget conservatively assumes no increase in the USPS fixed rate contract amount, since the history with the USPS indicates any prediction would be unreliable. POLLC can submit a rate increase request in July 2021.**

Big Sky Post Office  
2016 Labor Budget

	Regular Hours	OT Hours	Hourly Rate	Wages	Plus Burden	Total Wages and Burden
Full Time Manager (Jamie)	1,850	40	\$ 25.00	\$ 47,750.00	\$ 12,415.00	\$ 60,165.00
Full Time Assistant (Matthew)	2,060	40	\$ 22.00	\$ 46,640.00	\$ 12,126.40	\$ 58,766.40
Full Time (Allison)	2,060	40	\$ 18.00	\$ 38,160.00	\$ 9,921.60	\$ 48,081.60
Full Time (Kathy)	2,060	40	\$ 17.00	\$ 36,040.00	\$ 9,370.40	\$ 45,410.40
Part Time (Various)	2,720	40	\$ 18.00	\$ 50,040.00	\$ 7,506.00	\$ 57,546.00
Subtotal	10,750	200		<b>\$ 218,630.00</b>	<b>\$ 51,339.40</b>	\$ 269,969.40
Total Hours***		10,950				
Per Pay Period (Two Weeks)	413.46	7.69		\$ 8,408.85	\$ 1,974.59	\$ 10,383.44
Total Hours Per Pay Period		421.15				

Note> Labor Burden is calculated as 26% of wages for full time staff and 15% for part time staff.

\*\*\* 2005 total hours - 9,204.50 (total worked = 8,758.50; total paid time off =446)  
 \*\*\* 2006 total hours - 9,970.67 (total worked = 9,441; total paid time off =529.67 )  
 \*\*\* 2007 total hours - 9,696.5 (total worked = 9,287; total paid time off = 409.5)  
 \*\*\* 2008 total hours - 9,463.5 (total worked = 9010; total paid time off = 453.5)  
 \*\*\* 2009 total hours - 8,543.5 (total worked = 8,154; total paid time off = 389.5)  
 \*\*\* 2010 total hours - 8,143 (total worked = 7,622.5; total paid time off = 520.5)  
 \*\*\* 2011 total hours - 8,000 (total worked = 7,586.5; total paid time off = 413.5)  
 \*\*\* 2012 total hours - 7,961 (total worked = 7,578.5; total paid time off = 382.5)  
 \*\*\* 2013 total hours - 8,551 (total worked = 8,086; total paid time off = 465) - 27 Payrolls in 2013  
 \*\*\* 2014 total hours - 8,585.1 (total worked = 8,136.5; total paid time off = 448.51)  
 \*\*\* 2015 total hours - 9,146 (total worked = 8698; total paid time off = 448)  
 \*\*\* 2016 total hours - 10,340 (total worked = 9879; total paid time off = 461)  
 \*\*\* 2017 total hours - 10,320 (total worked = 9751; total paid time off = 569)  
 \*\*\* 2018 total hours - 10,614.75 (total worked = 10,167.25; total paid time off = 447.5)  
 \*\*\* 2019 total hours - 10,450.5 (total worked = 10,018.5; total paid time off = 432.0)

**Post Office, LLC**  
**Profit & Loss - Tax Basis**  
 January through December 2019

<b>Income</b>	
USPS St. Louis Deposit	\$ 302,500
BSRAD Reimbursements	43,187
Miscellaneous Income	150
<b>Total Income</b>	\$ 345,837
<b>Expense</b>	
Accounting	\$ 4,314
Annual Report Fee	20
Drinking Water	75
Dues	16,811
Employee Benefits	160
Equipment Rental	4,000
Insurance	18,043
Licenses/Permits	250
Management	6,000
Meals & Entertainment	2,188
Office Supplies	6,147
Payroll Expenses-Wages	194,853
Payroll Taxes	16,787
Property Taxes	6,234
Rent	55,108
Repairs and Maintenance	7,855
SIMPLE Employer Expense	3,668
Telephone	1,223
Utilities	2,037
<b>Total Expense</b>	345,773
<b>Net Income</b>	\$ <b>64</b>

**Post Office, LLC**  
**Balance Sheet - Tax Basis**  
As of December 31, 2019

**ASSETS**

Current Assets	
Checking/Savings	\$ 335
BSRAD Receivable	18,168
Prepaid Insurance	104
Receivable from USPS	<u>26,458</u>
Total Other Current Assets	\$ 44,730
Total Current Assets	\$ 45,066
Fixed Assets	
Accumulated Depreciation	(20,013)
Post Office Equipment	<u>20,013</u>
Total Fixed Assets	0
Other Assets	
Accumulated Amortization	(565)
Organization Costs	<u>565</u>
Total Other Assets	0
<b>TOTAL ASSETS</b>	<b><u><u>\$ 45,066</u></u></b>

**LIABILITIES & EQUITY**

Liabilities	
Current Liabilities	
Accounts Payable	\$ 2,639
Credit Cards	742
Note Payable to Scott Hall, LLC	18,000
Payroll Liabilities	<u>6,094</u>
Total Liabilities	\$ 27,475
Equity	
Partner Capital	17,527
Net Income	<u>64</u>
Total Equity	17,591
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u><u>\$ 45,066</u></u></b>

No assurance is provided on these financial statements.  
Substantially all disclosures ordinarily included in financial statements prepared on the tax-basis of accounting are not included.