



February 2026 Board Meeting Minutes

Regular meetings 3rd Thursday every month

<p>Date/Time: Thursday February 19, 5:30 - 7:30pm Meeting Location: Seattle City Hall, rm L280 Online option via WebEx: https://seattle.webex.com/seattle/j.php?MTID=mbd809efc732765889405b07136c499c1</p>		
<p>5:30pm</p>	<p>Call to Order The regular meeting of the Seattle Social Housing Developer Board of Directors was called to order by Board Chair ChrisTiana ObeySumner at 5:30pm.</p> <p>Role Call Board Members Present:</p> <ul style="list-style-type: none"> • Ryan Driscoll • Leah Salerno • Becca Book • Carl Nelson • ChrisTiana ObeySumner • Joshua Nadel • Kaileah Baldwin • Tom Barnard • Katie LeBret <p>A quorum was established</p> <p>SSHD Staff Present:</p> <ul style="list-style-type: none"> • Tiffani McCoy • Ginger Segel • Mizan Howard • Lilly Fowler <p>Public Attendance</p> <ul style="list-style-type: none"> • Jan Duras • Darryl B 	<p>ChrisTiana ObeySumner <i>(Board Chair)</i></p>

	<ul style="list-style-type: none"> • Jester • Robert Lua • Monika Hoang • Jeff Paul • Ben Ferlo • Judie Messier • Sam Wolfson • Pablo Ringo • Emery Pugh • Brian Abeel • Zach • Jason Skipper • Kate Rubin • JM • Dan 	
5:33	<p>Kaileah Baldwin moved to amend the agenda to immediately add two items: A vote on whether to affirm the officer elections performed at the feb 9 special board meeting, and a vote on whether to affirm the compensation for the interim CEO.</p> <p>Josh and Carl both seconded.</p> <p>9 yes. 0 no. 0 abstain.</p> <p>Motion passes.</p>	
5:35	<p>Reviewed the nominations and vote outcomes for the board positions of Chair, Treasurer, Secretary, and Board Committee & Member Liaison from the 2/9 special board meeting. Kaileah asked if anyone wanted to change their vote for any of the board positions. No one wished to modify their votes.</p> <p>Vote to affirm the results of board elections from 2/9.</p> <p>9 yes. 0 no. 0 abstain</p> <p>Motion passes</p>	Kaileah Baldwin (vice chair)
5:39	<p>Reviewed vote to approve interim CEO compensation from 2/9 special board meeting. No board member wished to modify their vote.</p> <p>Vote to affirm the compensation for interim CEO.</p> <p>9 yes. 0 no. 0 abstain.</p> <p>Motion passes</p>	Kaileah Baldwin (vice chair)

5:40	<p>ChrisTiana ObeySumner moved to approve the agenda. Carl Seconded.</p> <p>9 yes. 0 no. 0 abstain. Motion passes</p> <p>ChrisTiana ObeySumner moved to approve the minutes for the 2/9 special board meeting. Carl and Katie seconded.</p> <p>9 yes. 0 no. 0 abstain. Motion passes, minutes approved.</p>	
5:41	<p>Call for Public Testimony. No public testimony was offered.</p>	
<p>5:42</p> <p>5:45</p> <p>5:55</p> <p>6:05</p>	<p>Finance Report Reviews</p> <p>Josh Nadel gave an overview of how he would lead a walk through of the monthly finance reviews for Nov '25, Dec '25, and Jan '26.</p> <p>November 2025 Finance Review The board reviewed the statements of income and expenses which compared budgeted expenditures to actual expenditures for Nov '25. The Board also reviewed the balance sheets for Nov '25.</p> <p>December 2025 Finance Review The board reviewed the statements of income and expenses which compared budgeted expenditures to actual expenditures for Dec '25. The Board also reviewed the balance sheets for Dec '25.</p> <p>January 2026 Finance Review The board reviewed the statements of income and expenses which compared budgeted expenditures to actual expenditures for Jan '26. The Board also reviewed the balance sheets for Jan '26.</p> <p>Votes for approval</p> <ul style="list-style-type: none"> • <i>Josh Nadel moved to approve November spending report and balance sheet. Kaileah seconded.</i> <ul style="list-style-type: none"> ○ <i>9 yes. 0 no. 0 abstain, approval passes.</i> • <i>Josh Nadel moved to approve December spending report and balance sheet. Carl</i> 	<p>Josh Nadel (<i>Finance Committee Chair; Treasurer</i>)</p>

	<p><i>seconded</i></p> <ul style="list-style-type: none"> ○ 9 yes. 0 no. 0 abstain, approval passes. <ul style="list-style-type: none"> ● <i>Josh Nadel moved to approved January report and balance sheet. Carl seconded.</i> <ul style="list-style-type: none"> ○ 9 yes. 0 no. 0 abstain. Approval passes. 	
6:15	<p>Approval of November, December, and January Minutes</p> <p><i>Votes for Approval of minutes:</i></p> <ul style="list-style-type: none"> ● <i>Carl Nelson moves to approve the November Minutes amended so the financial review for the month is attached. Becca Seconded.</i> <ul style="list-style-type: none"> ○ 9 yes. 0 no. 0 abstain. Motion passes, minutes approved. ● <i>Carl Nelson moves to approve the December Minutes amended so the financial review for the month is attached. Leah Seconded.</i> <ul style="list-style-type: none"> ○ 9 yes. 0 no. 0 abstain. Motion passes, minutes approved. ● <i>Carl Nelson moves to approve the November Minutes amended so the financial review for the month is attached. Katie Seconded.</i> <ul style="list-style-type: none"> ○ 9 yes. 0 no. 0 abstain. Motion passes, minutes approved. 	Christiana (Board Chair)
6:16	<p>30/60/90 CEO Plan</p> <ul style="list-style-type: none"> ● Onboarding Plan: Interim Chief Executive Officer ● Kaileah walked through the onboarding plan and explained the changes that were made based on board member review and feedback since the discussion at the 2/9 special meeting. ● Board members discussed the onboarding plan. <p>Kaileah Baldwin moved to adopt the 30/60/90 interim CEO Plan. Leah Seconded.</p> <p>8 yes. 0 no. 1 abstain. Motion passes, plan adopted.</p>	Kaileah (Vice Chair)
6:18	<p><i>Carl Nelson Moved to have the 10 minute break early, from 6:18 – 6:28. Katie Seconded.</i></p> <p><i>9 yes. 0 no. 0 abstain. Motion passes, break begins at 6:18.</i></p>	
6:28	<p>Christiana called the meeting back to order after the break.</p>	

<p>6:29</p> <p>6:49</p>	<p>Acquisitions Values Screen</p> <ul style="list-style-type: none"> • Ginger presented on the results of the Acquisitions Values Screening tool that Board members completed prior to the board meeting. • Ginger and Tiffani answered questions from the board. • The board, Ginger, and Tiffani discussed the Values screen and its role in the acquisition process if approved by the board. <p>Josh Nadel moved to approve the use of the acquisition values screening tool and results by SSHD staff. Kaileah Seconded.</p> <p>8 yes. 0 no. 0 abstain. Motion passed.</p> <p>*Board member Becca Book was participating remotely and briefly dropped off the meeting call from 6:48-6:50 due to connection issues.</p>	<p>Ginger Segel (Chief Real Estate Development Officer); Tiffani McCoy (Interim CEO)</p>
<p>6:50</p>	<p>Employee Handbook</p> <ul style="list-style-type: none"> • The board discussed the full employee handbook and the memo provided to them explaining pertinent information and co-authors is provided, as well as policy changes. <p>Carl Nelson moved to approve the employee handbook. Leah Seconded.</p> <p>9 yes. 0 no. 0 abstain. Motion passes</p>	
<p>6:53</p>	<p>Board Development Committee Charter Discussion and Proposal</p> <ul style="list-style-type: none"> • <i>Ryan explained he proposed charter to create a committee to create annual board development plans, standardize and support board members' onboarding, and help in the creation of programming for SSHD residents to prepare them for stepping into board positions. It also names them as part of the board that will assist in the new board member elections.</i> <p>Kaileah Baldwin proposed an amendment to the proposed charter to make the Board Committee &</p>	<p>Ryan Driscoll (Board Committee & Member Liaison)</p>

	<p>member liaison the chair of the Board development committee.</p> <p>Ryan agreed that this would be a friendly amendment to his proposal to approve the committee charter and that they could be voted on together.</p> <p>Tom Barnard moved to approve the proposed committee charter with Kaileah's amendment regarding the committee chair. Becca seconded.</p> <p>9 yes. 0 no. 0 abstain.</p> <p>Motion passes.</p>	
7:19	<p>Reminders & Announcements</p> <p>Discussion about proposed updates to communications committee charter. Board members discussed the proposed changes and whether the committee should be disbanded or have modifications to the charter.</p> <p>Ryan Driscoll moved to table further discussion and a decision on the communication committee charter until the March meeting. Kaileah Seconded. 9 yes. 0 no. 0 abstain. Motion passed.</p>	
7:27	<p>Carl Nelson moved to adjourn the meeting. Katie Seconded. 9 yes. 0 no. 0 abstain. Motion passed.</p>	
7:28 pm	Adjourn	ChrisTiana



MEMORANDUM

DATE: February 18, 2026
TO: SSHD Finance Committee and Board of Directors
FROM: Koll Husemoen
Interim CFO
SUBJECT: January 2026 Board Financial Report

Attached is the Seattle Social Housing Developer Board Financial Report. Highlights of the financial activity through January 31, 2026 include:

- Cash on hand as of January 31, 2026, is \$1,472,659.
- Through January, \$108,830 in cash has been spent on payroll, services and board stipends.
- The total requested on the Advance of the Tax Revenue from the City of Seattle is \$1,999,999.
- All accounts payable outstanding at the end of December have been paid in January.
- Professional services' expenses, at \$55,691, are currently the largest of the operating expenses.
- The financials present positive operating income and net position, as a result of the accruing of the tax revenue. The accrual is based on a conservative annual accrual of \$119,166,667. The accrual will be tried up at year-end based on the actual tax revenue reported to the City of Seattle.

Seattle Social Housing Developer

Statement of Net Position

For the Year Ending January 31, 2026

Substantially all disclosures required by GAAP are omitted

Assets

Current Assets

Cash and Cash Equivalents	\$ 1,472,659
Due from Other Governments	119,166,667
Prepaid Items	33,924
Total Current Assets	<u>120,673,250</u>

Deferred Outflows of Resources - Pension

6,766

Liabilities

Current Liabilities

Accounts Payable	27,105
Payroll Liabilities	31,642
Interest Payable	25,473
Total Current Liabilities	<u>84,220</u>

Long-term Liabilities

City of Seattle Loan (advance on tax)	<u>1,999,999</u>
Total Long-term Liabilities	<u>1,999,999</u>

Total Liabilities

2,084,219

Net Position

Unrestricted Net Position	<u>118,595,797</u>
Total Net Position	<u>\$ 118,595,797</u>

Seattle Social Housing Developer
Statement of Revenues, Expenses, and Changes in Net Position
For the Year Ending January 31, 2026

Substantially all disclosures required by GAAP are omitted

Operating Revenues

Local Grants	\$ -
Tax Revenue	4,166,667
Miscellaneous - Reimbursement of Prior Year Expenses	0
Total Operating Revenues	<u>4,166,667</u>

Operating Expenses

Payroll, Salaries and Taxes	50,139
Board Stipends	3,000
Professional Services	55,691
Other Administration	406
Total Operating Expenses	<u>109,236</u>

Operating Revenue 4,057,430

Non-operating Revenue (Expenses)

Interest Earnings	0
Interest Expense	-

Increase in Net Position 4,057,430

Net Position - Beginning of Year 114,538,367

Net Position - End of Year \$ 118,595,797

Seattle Social Housing Developer

Statement of Cash Flows

For the Year Ending January 31, 2026

Substantially all disclosures required by GAAP are omitted

Cash Flows from Operating Activities:	
Operating Grant Received from City of Seattle	\$ (0)
Refund from vendor	(1)
Payments related to employees, wages and benefits	(42,919)
Cash payments to suppliers for goods and services	(138,175)
Cash payments to board	(3,000)
Net Cash Provided from (Used for) Operating Activities	<u>(184,095)</u>
Cash Provided from noncapital financing activities:	
Loan Proceeds from the City of Seattle	-
Cash flows from investing activities:	
Interest Received	-
Net Increase in Cash and Cash Equivalents	(184,095)
Cash and Cash Equivalents January 1, 2026	1,656,754
Cash and Cash Equivalents at December 31, 2026	<u><u>\$ 1,472,659</u></u>

Reconciliation of Cash Flow from Operating Income to Operating Activities

Operating (Loss)	\$ 4,057,430
Adjustments to Reconcile Income from Operations to Net Cash Provided by Operating Activities:	
Change in Assets and Liabilities	
Decrease (Increase) in Receivables	(4,166,667)
Decrease (Increase) in Prepaid Items	(3,175)
Increase(Decrease) in Accounts Payable	(78,905)
Increase(Decrease) in Payroll Liabilities	7,223
Total Adjustments	<u>(4,241,524)</u>
Net Cash Provided from (Used for) Operating Activities	<u><u>\$ (184,094)</u></u>

Seattle Social Housing Developer

Statement of Budget to Actual

For the Year Ending January 31, 2026

Substantially all disclosures required by GAAP are omitted

	2026	Year Ending	% of Budget
	Approved Budget	12/31/2026	Used
		Actuals	
REVENUES - SOURCE OF FUNDING			
City of Seattle Funding	\$ -	\$ -	#DIV/0!
Tax Revenue	50,000,000	4,166,667	NA
Rental Income	4,255,255		
Interest Income	2,136,810	-	NA
Miscellaneous - Reimbursement of Prior Year Expenses	-	-	NA
Total - Revenues	\$ 56,392,065	\$ 4,166,667	7%
EXPENSES - USE OF FUNDING			
<i>Board Compensation</i>	\$ 86,400	\$ 3,000	3.5%
Administrative Costs	\$1,854,137		
Board Meeting Costs (Room, beverages & Video	-	-	#DIV/0!
Liability, D&O Insurance, and Worker's Compensation	-	-	#DIV/0!
Other technology needs / Branding Materials	-	406	#DIV/0!
Other Admin/Misc.	-	-	#DIV/0!
<i>Office/Shared Space</i>			
<i>Hosting/Hospitality</i>			
<i>Telephone, Mileage, etc.</i>			
<i>Office Set-up/Misc.</i>			
Finance and Accounting Costs			
Bookkeeping/Fiscal Services	-	17,217	#DIV/0!
Audit Services	-	-	#DIV/0!
Professional Memberships			
Professional Development/Conferences/Subscriptions	1,303,000	-	0.0%
Personnel Costs			
CEO/Executive Director		42,880	#DIV/0!
Taxes and Benefits		7,260	#DIV/0!
Legal Services			
		-	#DIV/0!
Consultant Services			
Compensation Consultant		38,474	#DIV/0!
Public Outreach/Communications Consultant (Pyramid)		-	#DIV/0!
Strategic Planning (Amy Besunder)		-	#DIV/0!
Recruitment (Amy Besunder)		-	#DIV/0!
Other - TBD		-	#DIV/0!
Other	7,783,936	-	
Advocacy Work		-	
Technology contract		-	
Gabriel Mendoza - Social Media Agenda		-	
Spectrum - Consulting		-	
Cogency Global Inc - Statutory Representation		-	
Total - Expenses	\$ 11,027,473	\$ 109,238	1.0%
Interest Expense	\$ -	\$ -	
Increase in Net Position	45,364,592	4,057,429	
Beginning Net Position	114,538,367	114,538,367	
Ending Net Position	\$ 159,902,959	\$ 118,595,797	
Percentage of Ending Net Position to Beginning Net Position			104%

Seattle Social Housing Developer Transaction Report

For the Month Endin January 31, 2026

Date	Num	Name	Amount
01/08/2026	BA43	WA DRS	959.00
01/09/2026	2016	Foster Garvey	88,837.31
01/09/2026	ACH54	Amy Besunder	5,037.50
01/09/2026	ACH55	Teresa D Johnson CPA Inc	6,512.60
01/09/2026	ACH56	Shannon Yoder Graphic Design	500.00
01/22/2026	91	DS Forensics, Inc	5,100.00
01/22/2026	92	Compass MSP	6,724.62
01/22/2026	95	Teresa D Johnson CPA Inc	8,448.40
01/22/2026	94	Reneris	10,000.00
01/22/2026	2017	KRB Consulting + Coaching	3,835.00
01/30/2026		Thomas Barnard	1,000.00
01/30/2026		Kaileah Baldwin	1,000.00
01/30/2026		Katie LeBret	1,000.00
			\$ 138,954.43

I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described, or that any advance payment is due and payable pursuant to a contract or is available as an option for full or partial fulfillment of a contractual obligation. and that the claim is a just, due and unpaid obligation against the (city/county/district). and that I am authorized to authenticate and certify to said claim.

Auditing Officer

Approved:

Chair of the Board



MEMORANDUM

DATE: February 18, 2026
TO: SSHD Finance Committee and Board of Directors
FROM: Koll Husemoen
Interim CFO
SUBJECT: December 2025 Board Financial Report

Attached is the Seattle Social Housing Developer Board Financial Report. Highlights of the financial activity through December 31, 2025, include:

- Cash on hand as of December 31, 2025, is \$1,656,753.
- Through December, \$1,036,698 in cash has been spent on payroll, services and board stipends.
- The total requested on the Advance of the Tax Revenue from the City of Seattle is \$1,999,999.
- All accounts payable outstanding at the end of December have been paid in January.
- Professional services' expenses, at \$730,797, are currently the largest of the operating expenses. Legal services continue to be the largest of professional services, with \$343,120 incurred through December.
- The financials present positive operating income and net position, as a result of the accruing of the tax revenue. The accrual is based on a conservative annual accrual of \$115,000,000. The accrual will be trued up at year-end based on the actual tax revenue reported to the City of Seattle.

Seattle Social Housing Developer

Statement of Net Position

As of December 31, 2025

Substantially all disclosures required by GAAP are omitted

Assets

Current Assets

Cash and Cash Equivalents	\$ 1,656,753
Due from Other Governments	115,000,000
Prepaid Items	30,750
Total Current Assets	<u>116,687,503</u>

Deferred Outflows of Resources - Pension

6,766

Liabilities

Current Liabilities

Accounts Payable	106,010
Payroll Liabilities	24,420
Interest Payable	25,473
Total Current Liabilities	<u>155,903</u>

Long-term Liabilities

City of Seattle Loan (advance on tax)	<u>1,999,999</u>
Total Long-term Liabilities	<u>1,999,999</u>

Total Liabilities

2,155,902

Net Position

Unrestricted Net Position	<u>114,538,366</u>
Total Net Position	<u>\$ 114,538,366</u>

Seattle Social Housing Developer
Statement of Revenues, Expenses, and Changes in Net Position
For the Year Ending December 31, 2025

Substantially all disclosures required by GAAP are omitted

Operating Revenues

Local Grants	\$ 445,500
Tax Revenue	115,000,000
Miscellaneous - Reimbursement of Prior Year Expenses	4,708
Total Operating Revenues	<u>115,450,208</u>

Operating Expenses

Payroll, Salaries and Taxes	267,399
Board Stipends	33,600
Professional Services	730,797
Other Administration	4,902
Total Operating Expenses	<u>1,036,698</u>

Operating Revenue	114,413,509
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Non-operating Revenue (Expenses)

Interest Earnings	115
Interest Expense	(25,473)

Increase in Net Position	114,388,151
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Net Position - Beginning of Year	<u>150,215</u>
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Net Position - End of Year	<u><u>\$ 114,538,366</u></u>
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Seattle Social Housing Developer

Statement of Cash Flows

For the Year Ending December 31, 2025

Substantially all disclosures required by GAAP are omitted

Cash Flows from Operating Activities:	
Operating Grant Received from City of Seattle	\$ 445,500
Refund from vendor	4,707
Payments related to employees, wages and benefits	(261,497)
Cash payments to suppliers for goods and services	(692,617)
Cash payments to board	(33,600)
Net Cash Provided from (Used for) Operating Activities	<u>(537,507)</u>
Cash Provided from noncapital financing activities:	
Loan Proceeds from the City of Seattle	1,999,999
Cash flows from investing activities:	
Interest Received	115
Net Increase in Cash and Cash Equivalents	1,462,607
Cash and Cash Equivalents January 1, 2025	194,146
Cash and Cash Equivalents at December 31, 2025	<u>\$ 1,656,753</u>

Reconciliation of Cash Flow from Operating Income to Operating Activities

Operating (Loss)	\$ 114,413,509
Adjustments to Reconcile Income from Operations to Net Cash Provided by Operating Activities:	
Change in Assets and Liabilities	
Decrease (Increase) in Receivables	(115,000,000)
Decrease (Increase) in Prepaid Items	(2,720)
Increase(Decrease) in Accounts Payable	45,800
Increase(Decrease) in Payroll Liabilities	5,904
Total Adjustments	<u>(114,951,016)</u>
Net Cash Provided from (Used for) Operating Activities	<u>\$ (537,507)</u>

Seattle Social Housing Developer

Statement of Budget to Actual

For the Year Ending December 31, 2025

Substantially all disclosures required by GAAP are omitted

	2025	Year Ending	% of Budget
	Approved Budget	12/31/2025	Used
		Actuals	
REVENUES - SOURCE OF FUNDING			
City of Seattle Funding	\$ 445,500	\$ 445,500	100%
Tax Revenue	-	115,000,000	NA
Interest Income	-	115	NA
Miscellaneous - Reimbursement of Prior Year Expenses	-	4,708	NA
Total - Revenues	\$ 445,500	\$ 115,450,323	25915%
EXPENSES - USE OF FUNDING			
<i>Board Compensation</i>	\$ 21,600	\$ 33,600	155.6%
Administrative Costs			
Board Meeting Costs (Room, beverages & Video	2,500	465	18.6%
Liability, D&O Insurance, and Worker's Compensation	9,132	11,337	124.1%
Other technology needs / Branding Materials	5,000	4,129	82.6%
Other Admin/Misc.	40,000	309	0.8%
<i>Office/Shared Space</i>			
<i>Hosting/Hospitality</i>			
<i>Telephone, Mileage, etc.</i>			
<i>Office Set-up/Misc.</i>			
Finance and Accounting Costs			
Bookkeeping/Fiscal Services	56,694	78,399	138.3%
Audit Services	5,000	-	0.0%
Professional Memberships	6,000	-	0.0%
Professional Development/Conferences/Subscriptions	8,500	-	0.0%
Personnel Costs			
CEO/Executive Director	210,000	210,841	100.4%
Taxes and Benefits	73,250	56,557	77.2%
Legal Services	50,000	343,120	686.2%
Consultant Services			
Compensation Consultant	10,000	-	0.0%
Public Outreach/Communications Consultant (Pyramid)	50,000	155,860	311.7%
Strategic Planning (Amy Besunder)	25,000	44,505	178.0%
Recruitment (Amy Besunder)	125,000	-	0.0%
Other - TBD	18,922		515.7%
Other		39,019	
Advocacy Work		2,250	
Gabriel Mendoza - Social Media Agenda		31,000	
Spectrum - Consulting		25,193	
Cogency Global Inc - Statutory Representation		115	
Total - Expenses	\$ 716,599	\$ 1,036,697	144.7%
Interest Expense	\$ -	\$ 25,473	
Increase in Net Position	(271,099)	114,388,152	
Beginning Net Position	146,099	150,215	
Ending Net Position	\$ (125,000)	\$ 114,538,366	
Percentage of Ending Net Position to Beginning Net Position		78398%	

Seattle Social Housing Developer Transaction Report

For the Month Ending December 31, 2025

Date	Num	Name	Amount
12/01/2025	BA40	WA DRS	959.00
12/08/2025	BA41	WA DRS	959.00
12/08/2025	2014	Housing Development Consortium	928.00
12/09/2025	ACH45	Amy Besunder	7,200.00
12/09/2025	ACH46	Gabriel Mendoza	6,000.00
12/09/2025	ACH47	Teresa D Johnson CPA Inc	4,709.03
12/22/2025	BA42	WA DRS	1,051.21
12/19/2025	2015	Reneris	10,000.00
12/22/2025	ACH48	Thomas Barnard	1,000.00
12/22/2025	ACH49	Kaileah Baldwin	1,000.00
12/22/2025	ACH50	Katie LeBret	1,000.00
12/22/2025	ACH51	ChrisTiana ObeySumner	400.00
12/22/2025	ACH52	Pyramid Communications, Inc	27,645.18
12/22/2025	ACH53	ViewPoint Coaching & Consulting, LLC	2,250.00
12/01/2025	BA44	Kaiser Foundation Health Plan	2,098.16
			\$ 67,199.58

I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described, or that any advance payment is due and payable pursuant to a contract or is available as an option for full or partial fulfillment of a contractual obligation, and that the claim is a just, due and unpaid obligation against the (city/county/district), and that I am authorized to authenticate and certify to said claim.

Auditing Officer

Approved:

Chair of the Board