



FORENSIC ACCOUNTING CONSULTING

LINDA L. SAUNDERS, CFE, CPA Certified in Financial Forensics by the AICPA

September 24, 2020

Fort Worden PDA Counsel
Attn.: Mr. John Watts, Attorney
200 Battery Way
Port Townsend, WA 98368

VIA E-Mail

Re: Fort Worden PDA
Forensic Accounting Expert Findings to date

Dear Mr. Watts:

CONFIDENTIAL—ATTORNEY WORK-PRODUCT INFORMATION IN ANTICIPATION OF POTENTIAL LITIGATION

I was hired by you as an independent forensic accountant to help analyze Fort Worden PDA's financial records after the resignation of their Chief Financial Officer, Diane Moody, in July 2020. To date, I have specifically verified allegations of two potentially fraudulent transactions that were reported to the Port Townsend Police Department in approximately August 2020, totaling \$10,054. After my initial 20-hour review, which included document examinations and interviews with the current accounting staff, it is my professional opinion as an investigative forensic accountant, that Diane Moody must be charged with felony thefts of these alleged misappropriated funds from the Fort Worden Public Development Authority.

In my professional opinion, I believe am providing sufficient probable cause within this report for law enforcement to request that the Jefferson County Prosecutor's Office put forth criminal charges of these alleged misappropriations of public funds from the Fort Worden PDA. I make this assertion based on my twenty-six years as a professional forensic accounting consultant, in addition to my over 26 weeks of classroom training and work experience with the IRS as, first, a Revenue Agent, and then as a Special Agent with the IRS Criminal Investigation Division. I have attached my Curriculum Vitae to support my credentials. (See Exhibit 1-FAC-Expert-CV) I have testified before Judge Harper and the former Superior Court Judge in civil cases, and I have worked as a testifying expert for attorney Mindy Walker before she was elected as our District Court Judge. I give the law enforcement branch my permission to vet my credentials with either Judge Harper or Judge Mindy Walker, if they so choose.

I was originally provided an E-mail dated August 20, 2020 from Fort Worden's Director of Finance & Administration, Sonya Baumstein, who originally began investigating the PDA's financial records after Diane Moody's resignation as Chief Financial Officer. (See Exhibit 2—PDA0041-43) Per Ms. Baumstein's August tracings, she discovered two

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checks written in 2019 by the PDA Chief Financial Officer. The PDA alleged, per Ms. Baumstein's E-mail, that Ms. Moody misappropriated one check for \$4,822.16 on approximately 9/16/2019 (Exhibit 3—Bates #PDA0018-19) and one check for \$5,232 (Exhibit 4—Bates #PDA0016-17) on December 6, 2019. Both checks were signed by Ms. Moody. These checks totaling 10,054.16 are above the \$5,000 felony theft amount under the Revised Code of Washington.

To verify the accounting for these checks, I obtained a copy of the PDA's QuickBooks (QB) program, and I was able to independently verify that Ms. Moody was the employee who wrote these two checks, based on the QB Audit Trail. (See Exhibit 5—Bates #QB0004). This QB audit feature tracks each transaction input by various employees authorized with passwords to access QB. Per Exhibit 5, "dmoody" was the authorized user for all the TJ Construction transactions. The two checks above were paid to Vendor TJ Construction, per Exhibit 6—Bates #QB0003, which I downloaded from the PDA's electronic QuickBooks system.

From my independent verification with the Secretary of State's Office (SOS), TJ Construction was filed as Tomas James Construction, LLC, per SOS. This limited liability company is owned by Diane Moody's husband Tomas James, and she was the "Registered Agent" of her husband's and her company (Exhibit 7—Bates #FAC0124). The SOS listed the same PO Box 2072 as was listed in the checks and the one invoice for TJ Construction. Ms. Moody's street address in QB and in the SOS document were both listed as 1221 49th Street, Port Townsend. This company was administratively dissolved per the SOS on 3/3/2019, over nine months prior to receiving the first check on 9/16/2019. See Exhibit 8—Bates #FAC0125-126 that I downloaded from the SOS website on 9/13/2020. In the PDA Finance & Administration employee, Sonya Baumstein's statement, (EX-2, page PDA0042-Admin-Control), the PDA must have licensed and bonded vendors, and this LLC had been dissolved months prior to the TJ Construction check dates. Ms. Baumstein stated in her E-mail that she queried PDA departmental staff who would have had to authorize any work, and none of the various maintenance or operations department had any work done by TJ Construction. I did not interview non-accounting staff, but the Finance and Administration officer was quite thorough in her examination, per her statements her EX-2-E-mail 8/20/2020. Staff would be fact witnesses to these statements.

I also interviewed the Fort Worden Bookkeeper, Carolyn Zipeto, independently, and she walked me through the same process of approval and recording that Ms. Baumstein explained in her E-mail (EX-2). Ms. Zipeto and I reviewed the QB file that we each had copied to our desktop computers. She showed me the process where QB is able to capture and create PDF copies of invoices that are paid to match checks paid to vendors. There was only one invoice for TJ Construction's payments—check #6192 for \$4,822.16

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(EX-3). That pdf file was named "FW Sept 2019 invoice.pdf." (See Exhibit # 9—Bates # PDA0044). This invoice had no authorization signed off by a department employee who would have approved this work. Ms. Zipeto provided me with a properly authorized invoice as a sample for vendor "Platt." (See Exhibit 10— Bates #PDA0045) This sample from vendor Platt was signed off and dated by a PDA employee and was reflected in the QB invoice back-up that was scanned into the QB program. This \$4,822.16 invoice had no such authorization. The other check #6408 for \$5,232 (EX-4) did not have an invoice attached to the QB verification system, and Ms. Baumstein could find no such document in paper copies. Both Ms. Baumstein and Ms. Zipeto would also make knowledgeable fact witnesses.

The backs of the checks generally give some indication of where the check may have been deposited. I could not find any information on the back of the \$5,232 check (EX-4-PDF0017), but the back of the \$4,822.16 check showed that this check was deposited to a Wells Fargo bank (EX-3-Bates #PDA0019). I found Ms. Moody's Direct Deposit information in the QB Employee Information. (See Exhibit 11—Bates #QB0001) Her PDA net earnings were deposited semi-monthly to her Wells Fargo bank account #xxx0336.

In my professional opinion, a search warrant to access Ms. Moody's Wells Fargo account #xxx0336 and any other bank accounts held by Ms. Moody, or her husband (or significant other) Tomas James would not only document exactly where these \$10,034 in public funds were deposited, it would very likely yield evidence of further wrongdoing.

I have only begun my overall forensic accounting examination, but it is highly likely that the two checks written by Ms. Moody were not the only checks or funds taken by the CFO. She was hired by the PDA in July 2015, and as the Chief Financial Officer, she had nearly total control over the finances of Fort Worden. She easily over-rode the internal controls in writing the two checks to TJ Construction in 2019 without being detected until after her resignation. In my professional investigative experience, in tracing employee theft/misappropriation cases over the past twenty-six years, it is extremely rare that, with such control over entity finances, that a five-year employee would commit only two isolated (and large) incidents of financial self-dealing during her tenure. She also did the accounting for one of the funding arms of Fort Worden, the Fort Worden Foundation. With a \$7-million-dollar annual Fort Worden budget, and such control over its finances, Diane Moody's bank records must be scoured to determine whether her lifestyle fit the profile of her income from Fort Worden.

Additionally, a search warrant to retrieve her personal computer that, per staff statements, was used for the Fort Worden business for years prior to issuing her a PDA-owned computer is also critically important. This computer will very likely yield additional evidence of wrongdoing.

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IN SUMMARY

The State Auditor's Office Fraud Department will be working in conjunction with my examination. Ms. Moody has suggested to a PDA employee that she may stay in the Port Townsend area and start up her own bookkeeping business in Jefferson County. It is critical that this be fully investigated at the earliest possible time. We must complete this investigation to avoid the risk that someone else could receive inappropriate accounting work here on the Peninsula. In my professional forensic accounting opinion, there is no reasonable doubt that she took the \$10,054 in funds that were unauthorized from this public entity. These acts of self-dealing require more investigation, and law enforcement action in the way of search warrants will greatly expedite this process.

Sincerely,

Linda L. Saunders

Linda L. Saunders, CPA/CFF, CFE
Forensic Accounting Consulting

Exhibits 1-11 attached

FORT WORDEN PUBLIC DEVELOPMENT AUTHORITY

9/23/2020

**FORENSIC ACCOUNTING CONSULTING
REPORT EXHIBIT INDEX**

EXHIBIT #	EXHIBIT DESCRIPTION	File Name
EXHIBIT 0	Exhibit Index	EX-0-Ft-Worden-Exhibits.pdf
EXHIBIT 1	Linda Saunders Curriculum Vitae	EX-1-FAC-Expert-CV-9-2019.pdf
EXHIBIT 2	Victim's Discovery of alleged misappropriations of checks	EX-2-E-mail-from-S-Baumstein-Bates #PDA0041-43.pdf
EXHIBIT 3	PDA Check #6192 dated 9/16/19 for \$4,882.18 to TJ Construction	EX-3-Bates #PDA0018-19.pdf
EXHIBIT 4	PDA Check #6408 dated 12/6/19 for \$5,232 to TJ Construction	EX-4-Bates #PDA0016-17.pdf
EXHIBIT 5	QuickBooks Audit Trail for all TJ Construction transactions	EX-5-Bates #QB0004.pdf
EXHIBIT 6	QuickBooks Vendor TJ Construction transactions since 6/7/14	EX-6-Bates #QB0003.pdf
EXHIBIT 7	Secretary of State Business Information for Tomas James Constr.	EX-7-Bates #FAC0124.pdf
EXHIBIT 8	SOS miscellaneous details of being Administratively Dissolved	EX-8-Bates #FAC0125-126.pdf
EXHIBIT 9	TJ Construction Invoice #301 for \$4,822.16 dated 9/13/2019	EX-9-Bates # PDA0044.pdf
EXHIBIT 10	Sample invoice with proper receipt information from department	EX-10-Bates #PDA0045.pdf
EXHIBIT 11	Diane Moody Employee Information from QuickBooks	EX-11-Bates #QB0001.pdf



FORENSIC ACCOUNTING CONSULTING

LINDA L. SAUNDERS, CPA/CFF, CFE

EXHIBIT 1 (pg. 1 of 3)

SPECIALIZED BACKGROUND FOR FRAUD EXPERT LINDA L. SAUNDERS, CPA/CFF, CFE

UNIVERSITIES –

- ◆ Undergraduate degree in accounting (BA) – University of Puget Sound, Tacoma 1981
- ◆ Graduate degree in public administration (MPA) – Oklahoma University, Norman, OK 1993

SPECIAL TRAINING IN FEDERAL TAXATION AND PROVING INCOME FROM IRS –

- ◆ Schools as Internal Revenue Agent (tax auditor for businesses and corporations):
 - * 6 weeks in residence Federal Income Tax for Individuals (San Francisco, CA)
 - * 5 weeks in residence Federal Income Tax for Corporations (San Francisco, CA)
 - * 3 weeks in residence Federal Income Tax for Partnerships (San Francisco, CA)
- ◆ Schools as Internal Revenue Special Agent (criminal investigator for income tax fraud):
 - * 8 weeks Criminal Investigations Course
 - * In residence at Federal Law Enforcement Training Center (FLETC), Glynco, GA
 - * 4 months correspondence course Advanced Criminal Investigations for IRS
 - * 5 weeks in residence IRS Indirect Methods of Proving Cash (FLETC, Glynco, GA)

MAINTAIN CONTINUING PROFESSIONAL EDUCATION REQUIREMENTS TO RETAIN CERTIFICATION CURRENCY AS –

- * Certified Public Accountant (CPA)
- * Certified Fraud Examiner (CFE)
- * Certified in Financial Forensics (CFF) by AICPA

UNIVERSITY ADJUNCT PROFESSOR (UNDER-GRADUATE AND GRADUATE LEVELS) – Courses taught:

- * Accounting
- * Finance
- * Human Resources Management
- * Taxation

(See complete Curriculum Vitae for detailed experience information)



FORENSIC ACCOUNTING CONSULTING

LINDA L. SAUNDERS, CPA/CFF, CFE

EXHIBIT 1 (pg. 2 of 3)

CURRICULUM VITAE

**FORENSIC
ACCOUNTANT**
1994-present

Owner of *Forensic Accounting Consulting* – Offer investigative accounting services for civil and criminal cases. Specialties include expert witness for accounting and fraud matters; intensive interviews while conducting fraud investigations; search for assets; analyze documents used in litigation including employee embezzlement, elder exploitation, tracing of trust transactions, and divorce proceedings. Trained in Scientific Content Analysis and Reid Interview & Interrogation techniques. Affiliated with Hersman Serles, CPAs, Feb-Aug 1999.

**ADJUNCT
PROFESSOR**
1995-1999

City University adjunct faculty for undergraduate and graduate MBA program. Instructed finance/accounting classes at Tacoma & Silverdale campuses and MBA courses at German sites. Held Olympic College Business & Economics Occupational Teaching Certificate from past adjunct teaching assignments in Bremerton, WA.

**MILITARY
RESERVIST**
1981-2002

Retired U.S. Coast Guard Reserve Officer. Enlisted storekeeper four years, Officer 1985 to 2002. Positions held: Fisheries Officer, Incident Command System Trainer, Search & Rescue Controller, Composite Naval Coastal Warfare Administrative Department Head, Intelligence Analyst, Operations Officer, and Readiness & Mobilization Officer. Held \$25,000 Coast Guard contracting warrant; awarded Coast Guard Achievement Medals 1997 & 2001, CG Commendation Medal 2002.

**FINANCIAL
MANAGER &
CONTROLLER**
1990-1993

Resource Management Director, Yokota Air Force Morale, Welfare, Recreation and Services Squadron two years plus Deputy one year. Controller of \$40M income and expense budget, \$4M capital budget, \$51M annual cash flow; managed NCR computerized accounting system in accordance with generally accepted accounting principles; \$25,000 warranted contracting officer; negotiated \$500,000/month in contracts; managed and supervised 40 culturally diverse, international employees in Japan.

**UNIVERSITY
REPRESENTATIVE**
1990

University of Oklahoma Advanced Program Representative, Yokota Air Base, Japan. Managed over 50 current student files and monthly financial records for MPA classes. Documented grades, enrollments, withdrawals, tuition assistance, book sales, and inventory. Only on-site representative for students; hired by main campus in Norman, OK; worked while full-time MPA student to receive scholarship.

**BANKING
SUPERVISOR**
1989

National Bank of Fort Sam Houston accounting supervisor four months for the U.S. military banking facilities in Japan. Reconciled daily accounts for eight branch offices. Compiled monthly account reconciliations and bad debt write-offs for headquarters in Texas. Resigned to pursue Public Administration graduate program full-time.

**GOVERNMENT
AUDITOR-STATE**
1987-1989

Washington State Auditor's Office field auditor-in-charge for municipal audits of medium sized cities (30-40,000 pop.) in South King County, WA. Presented financial reports in accordance with generally accepted accounting principles; earned public CPA experience requirement for WA state CPA public license. Used extensive written and oral communication skills between and among municipal officers and State Auditor's Office. Also audited municipal corporations in City of Seattle, such as Pike Place Market, Seattle Art Museum, and Native America Indian Hospital.

(Continued next page)

CONTROLLER 1987	Acting Controller of Washington State Ferry system, Seattle, within Washington State Department of Transportation. Supervised 16 accounting technicians in four departments: accounts receivable, accounts payable, payroll, and revenue control. Invested daily cash excesses within bond covenant agreements and state financial guidelines. During 5 month tenure was liaison with big six CPA firm during comprehensive annual audit. Temporarily detailed to this position while state DOT auditor (see next entry below).
GOVERNMENT AUDITOR-STATE 1985-1987	Supervisory auditor for Washington State Department of Transportation; managed audits of \$1.3 billion I-90 highway construction contracts in Seattle area. Supervised two journeymen auditors; conducted internal and external audits of DOT and architectural/engineering firm contractors in accordance with federal procurement regulations; developed and managed computerized audit inventory of over fifty A/E contractors with over 200 sub-contractors. Trained new auditors in federal regulations and state audit guidelines.
GOVERNMENT AUDITOR-FEDERAL 1984-1985	Field auditor for U. S. Department of Transportation, Office of Inspector General, Seattle. Conducted financial and compliance audits for Federal Aviation Administration, Federal Highway Administration, and U. S. Coast Guard. Developed and implemented audit programs to determine proper accounting for and expenditures of federal funds. Special projects included: Bid protest on FAA Flight Service Station contract; real property audit of Coast Guard assets in Alaska; and Federal Highway Administration's huge expenditures to utilize the last of the highway construction funds promulgated during the Eisenhower Administration.
CRIMINAL INVESTIGATOR 1982-1984	Internal Revenue Service Special Agent sixteen months in Phoenix, AZ. Received 13 weeks in-residence training in criminal law, interview techniques, indirect methods of proving income, and investigative techniques for white collar crime at Federal Law Enforcement Training Center, Glynco, Georgia. Investigated criminal allegations of income tax evasion. Developed raw data, evaluated significance through public records, criminal background checks, tax information, and informant contacts; issued summons and subpoenas to obtain evidence; extensive liaison relationships with federal, state, and local law enforcement officials.
GOVERNMENT AUDITOR-FEDERAL 1979-1982	Internal Revenue Service Revenue Agent (field auditor), King and Pierce Counties, WA for business and corporate income tax returns. Examined books and records, interviewed third parties, analyzed bank documents. Specialized exclusively in potentially fraudulent cases years 1981-82. Recognized for achievements related to project where substantial under-reported income was uncovered for a group of drywall contractors.
GOVERNMENT AUDITOR-FEDERAL 1978-1979	Audit intern for U. S. Department of Labor, Office of Inspector General, Seattle, WA, while University of Puget Sound undergraduate accounting student. Worked and attended university classes alternating semesters. Audited Comprehensive Employment and Training Act (CETA) programs throughout the United States. Extensive research of federal regulations to determine eligibility of CETA participants and allowability of federal costs incurred.
PROFESSIONAL DESIGNATIONS & AFFILIATIONS	WA State CPA 1986, Certified Fraud Examiner 1994, Certified in Financial Forensics 2009. Member American Institute of CPAs, WA State Society of CPAs (Past Chair—Fraud Sub-committee), Association of Certified Fraud Examiners (Past Chapter President), Northwest Fraud Investigators, American Society of Women Accountants, and Association of Government Accountants. Certified as Washington State Woman Owned Business Enterprise. Frequent professional speaker on fraud & forensic accounting topics.
EDUCATION	Associate of Science, Business, Olympic Community College 1978; Bachelor of Arts, Accounting, University of Puget Sound 1981; Master of Public Administration, University of Oklahoma 1993. Meet continuing education requirements as CPA and CFE.

From: [DAVID TIMMONS](#)
To: [Linda Saunders, CFE, CPA/CFE](#); [John Watts](#); [John Watts](#)
Subject: FW: Theft
Date: Friday, September 4, 2020 10:02:40 AM
Attachments: [image002.png](#)
[image003.png](#)
[4EC34FA66D574D6293C01A481BD006C5.png](#)

Here is what we submitted. John will need to have Sonya provide you with the checks.

DT

Sent from [Mail](#) for Windows 10

From: [Sonya Baumstein](#)
Sent: Saturday, August 22, 2020 2:58 PM
To: [Jeff Jackson](#)
Cc: [DAVID TIMMONS](#)
Subject: Fw: Theft

From: Sonya Baumstein
Sent: Friday, August 21, 2020 12:53:35 PM
To: John Watts
Cc: dgtimmons3@msn.com; Holly Height
Subject: RE: Theft

Please note a correction below in yellow: the service was delivered in 2019 not in 2020. Apologies for the error.

Thanks,
Sonya

From: Sonya Baumstein
Sent: Thursday, August 20, 2020 5:03 PM
To: John Watts <jwatts@fortworden.org>
Cc: dgtimmons3@msn.com; Holly Height <hheight@fortworden.org>
Subject: Theft

Hi John,

Today after a conversation with Holly re: businesses Diane Moody has owned, I did a vendor search on Quickbooks on a whim. I found a company that lined up with the search Holly had completed called "TJ Construction" with Diane's husband's email address as the contact point + a business PO Box that matched what Holly had found. Her husband's name is Tomas James. The PDA had paid TJ Construction \$10,054.16 between September and December of 2019 with seemingly no service being delivered, no supporting documents and no financial control systems followed. Here is the

information I have put together and given Holly in printed format, and what is attached above:

TJ Construction

- The company is owned by Diane Moody and her husband Tomas James per Secretary of State and Department of Revenue Filings
- The entity is only current with its business license. It was administratively dissolved by Secretary of State on 3/3/2019 and its construction license was suspended on 1/11/2019
- On 9/15/19 a bill for \$4822.16 was entered into our system by Diane Moody for work done on "270 and 272 stairwell for Materials and Time + Sales Tax", this invoice is attached.
- On 12/10/19 a bill for \$5232.00 was entered into our system by Diane Moody for Time and Materials but did not have an attached invoice.
- Both invoices were paid via check by Diane Moody (see QB Audit Trail) the same day they were entered into Quickbooks. She had signed for both of them. Check proofs attached
- Seemingly in 2016 she conducted business on behalf of TJ Construction using her FW email address (see TJ files)

Administrative Control Breach

- There is no contract for the entity either in paper or electronic format, a required step for service providers at the fort. Any contract for projects over \$10,000 must be signed by the Executive Director and taken to the board for approval.
- No current or former director or employee involved with ongoing maintenance/facilities oversaw the work done by this vendor in or around 9/15/2019 and 12/10/2019, including Daniele Costello, David Beckman or Jess Morris per verbal report on 8/20/20
- The contractor was not bonded nor licensed to work on property. Had this vendor been properly vetted, we would have not allowed them to work on property during the period billed for.

Fiduciary Control Breach

- The singular invoice on file was made out to Washington State Parks. I confirmed with them they had no such vendor and had not ordered the work. A contract of that size for them would have gone to the state for approval.
- Per Quickbooks (accounting software) audit trail, Diane Moody created the bill, cut the check, and signed it on both dates in question (9/15/19, a Saturday, and 12/10/19, a Tuesday). No approved AP list mentioning TJ could be located in the finance department.
 - **This is not standard process.** We have a 3 touch system: 1. Accountant enters the invoice after receiving appropriate approval from supervisor (in this case it would have been Dave Robison), 2. Supervisor routes the invoice to Finance Dept who enters as an account payable. 3. Either myself or Diane would run an AP report, checking over the vendors and inquiring with both bookkeepers as to what the costs were, choose the vendors to be paid, then CFO would sign approval. 4. Checks were cut most typically by head bookkeeper, then signed by Executive Director upon his review of the Approved AP List.
- Invoices must have exact hours + materials or supporting estimate they are based off of. Our finance department would not accept vague invoices like the one submitted for work completed.

We would not pay out a bill without having the invoice in hand, however we only have invoice support for 1 of the 2 paid invoices

- We have no record of in the finance department of this entity doing work, billing or being contracted for work (Diane's emails included) except for an email from billing@fortworden.org (Donna Mine, a previous employee) who was seeking the W-9 for the company. We never received a W9 electronically, have nothing on paper file and would not pay ahead of receipt of a W9. However, an EIN has been put into the vendor information on QB
- The transaction on 9/15/19 was done on a Saturday when none of our finance staff was in office, including typically Diane.

Note: Our company protocol with any other theft has always been anything over \$25 must be reported to the police and the state.

Sonya Baumstein

Director of Finance & Administration
Fort Worden
360-344-4408

*Follow along to learn more about
what's happening at Fort Worden year round!*



FORT WORDEN PDA NOTICE REGARDING PUBLIC DISCLOSURE

Public documents and records are available to the public as required under the Washington State Public Records Act (RCW 42.56). The information contained in all correspondences with a government entity may be disclosable to third party requesters under the Public Records Act.

8/20/2020

Imaging - View Transaction


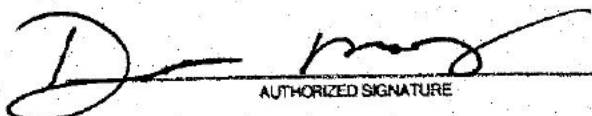
 Fort Worden PDA 200 Battery Way Port Townsend, WA 98368		First Federal Bank 1321 Sims Way PO Box 1510 Port Townsend, WA 98368 98-7084/3251		6192
		9/16/2019		
PAY TO THE ORDER OF TJ Construction		\$ **4,822.16		
Four Thousand Eight Hundred Twenty-Two and 16/100*****		DOLLARS		
TJ Construction P O Box 2072 Port Townsend WA 98368		VOID AFTER 90 DAYS		
MEMO		 AUTHORIZED SIGNATURE		
Repair stairs and porch 270/272				
⑈006192⑈ [1]				

Photo Safe Deposit®
Details on Back.

8/20/2020


Imaging - View Transaction

1389167334

CREDITED TO THE ACCOUNT OF
WITHIN NAMED PAYEE
LACK OF ENDORSEMENT GUARANTEED
WELLS FARGO BANK, N.A. AU 62962
AU 62962

8/20/2020

Imaging - View Transaction

 Fort Worden PDA 200 Battery Way Port Townsend, WA 98368	First Federal Bank 1321 Sims Way PO Box 1510 Port Townsend, WA 98368 98-7084/3251	6408
PAY TO THE ORDER OF TJ Construction		12/6/2019
Five Thousand Two Hundred Thirty-Two and 00/100*****		\$ **5,232.00
TJ Construction P O Box 2072 Port Townsend WA 98368		DOLLARS
MEMO Repairs	VOID AFTER 90 DAYS	Photo Safe Deposit®
0006408 [1]		Details on Back.

8/20/2020

Imaging - View Transaction

X

ENDORSE HERE

CHECK BOX FOR MOBILE/REMOTE DEPOSIT
NOTE: NAME OF FINANCIAL INSTITUTION MUST BE ABOVE

Security features exceed industry standards and include:

• ImageMatch® - Matching account and check number on back (item no. 12 to 60)

• MobileMark® - Mobile Deposit check mark or adequate check has been deposited via mobile device

• The Security Window - pattern on back designed to deter fraud

• Microprint (MP) lines pooled on front and back

• The words "ORIGINAL DOCUMENT" across the back

• Photo Safe Deposit - Icon visible on front and back

Do not cash if:

• Any of the features listed above are missing or appear altered

• Fugitive tax on back looks pink or has disappeared

• Brown stains or colored spots appear on both front and back, and in Chemical Wash Detection Box

UP

Chemical Wash Detection Box

8:01 AM

09/16/20

FORT WORDEN PDA
Audit Trail for TJ Construction transactions

Entered/Last Modified

Num	Entered/Last Modified	Last modified by	State	Date	Name	Memo	Account	Split	Debit	Credit
Transactions entered or modified by dmoody [Deleted User]										
Bill 301										
301	09/15/2019 11:58:52	dmoody [Deleted User]	Latest	09/16/2019	TJ Construction TJ Construction	Repair stairs and porch 270/272 Time and Materials	2000 Operating:2001 Operating Payable Bank 7000 Repairs & Maintenance:7007 Facility Building Repairs:7007 Services 7000 Repairs & Maintenance:7007 Facility Building Repairs:7007 Services	-SPLIT- 2000 Operating:2001 Operating Payable Bank 2000 Operating:2001 Operating Payable Bank	2,411.08 2,411.08	4,822.16
Bill 307										
307	12/10/2019 15:34:16	dmoody [Deleted User]	Latest	11/19/2019	TJ Construction TJ Construction	Repairs Tme and Materials	2000 Operating:2001 Operating Payable Bank 7000 Repairs & Maintenance:7007 Facility Building Repairs:7007 Services	7000 Repairs & Maintenance:7007 Facility Building ... 2000 Operating:2001 Operating Payable Bank	5,232.00	5,232.00
Bill Pmt -Check 6192										
6192	09/15/2019 11:59:48	dmoody [Deleted User]	Latest	09/16/2019	TJ Construction TJ Construction	Repair stairs and porch 270/272	1000 Operating Accounts:1001 Operating -6909 2000 Operating:2001 Operating Payable Bank	2000 Operating:2001 Operating Payable Bank 1000 Operating Accounts:1001 Operating -6909	4,822.16	4,822.16
Bill Pmt -Check 6408										
6408	12/10/2019 14:09:21	dmoody [Deleted User]	Latest	12/06/2019	TJ Construction TJ Construction	Repairs	1000 Operating Accounts:1001 Operating -6909 2000 Operating:2001 Operating Payable Bank	2000 Operating:2001 Operating Payable Bank 1000 Operating Accounts:1001 Operating -6909	5,232.00	5,232.00

QB0004

12:58 PM

09/23/20

FORT WORDEN PDA
Vendor TJ Construction
All Transactions June 6, 2014 through August 27, 2020

Type	Date	Num	Memo	Account	Clr	Split	Debit	Credit
TJ Construction								
Bill	09/16/2019	301	Repair stairs and porch 270/272	2001 Operating Payable Bank		-SPLIT-		4,822.16
Bill Pmt -Check	09/16/2019	6192	Repair stairs and porch 270/272	1001 Operating -6909	X	2001 Operating Payable Bank		4,822.16
Bill	11/19/2019	307	Repairs	2001 Operating Payable Bank		7007 Services		5,232.00
Bill Pmt -Check	12/06/2019	6408	Repairs	1001 Operating -6909	X	2001 Operating Payable Bank		5,232.00

BUSINESS INFORMATION

Business Name:

TOMAS JAMES CONSTRUCTION, LLC

UBI Number:

603 552 248

Business Type:

WA LIMITED LIABILITY COMPANY

Business Status:

ADMINISTRATIVELY DISSOLVED

Principal Office Street Address:

1221 49TH ST, PORT TOWNSEND, WA, 98368, UNITED STATES

Principal Office Mailing Address:

Expiration Date:

10/31/2018

Jurisdiction:

UNITED STATES, WASHINGTON

Formation/ Registration Date:

10/17/2015

Period of Duration:

PERPETUAL

Inactive Date:

03/03/2019

Nature of Business:

REGISTERED AGENT INFORMATION

Registered Agent Name:

DIANE MOODY

Street Address:

1221 49TH ST, PORT TOWNSEND, WA, 98368-0000, UNITED STATES

Mailing Address:

PO BOX 2072, PORT TOWNSEND, WA, 98368-0000, UNITED STATES

GOVERNORS

Title	Governors Type	Entity Name	First Name	Last Name
GOVERNOR	INDIVIDUAL		TOMAS	JAMES
GOVERNOR	INDIVIDUAL		DIANE	MOODY



Washington Secretary of State
Corporations and Charities Division
801 Capitol Way South
PO Box 40234
Olympia, WA 98504-0234
(360) 725-0377
corps@sos.wa.gov

03/03/2019

TOMAS JAMES CONSTRUCTION, LLC
DIANE MOODY
PO BOX 2072
PORT TOWNSEND WA 98368

ADMINISTRATIVE DISSOLUTION

Dear Sir/Madam,

UBI #: 603 552 248
Entity Name: TOMAS JAMES CONSTRUCTION, LLC

The above listed entity has not filed its annual report that was due on 10/31/2018. As a result, the entity is no longer in active status.

In accordance with RCW23.95.605-610, the above entity is hereby administratively dissolved as of: **03/03/2019**.

This action was taken due to failure of the entity to file a required report within the time set forth by law.

Under RCW 23.95.615, a domestic entity that is administratively dissolved may apply for reinstatement no later than five (5) years after the effective date of administrative dissolution noted above. RCW 23.95.615 identifies the requirements for an application for reinstatement.

You can access the Washington Secretary of State, Corporations and Charities Filing System (CCFS) online to reactivate your entity using the following website <https://www.sos.wa.gov/corps>.

Sincerely,

Washington Secretary of State
Corporations and Charities Division
corps@sos.wa.gov

Note: If your documents were recently submitted, please disregard this notice. If you have any questions concerning this matter please contact our office at the address or phone number shown above.

FAC0125

Business Search Corporations and Charities Filing System



BUSINESS INFORMATION

Business Name:

TOMAS JAMES CONSTRUCTION, LLC

UBI Number:

603 552 248

FILING HISTORY

Filing Number	Filing Date Time	Effective Date	Filing Type	Action
0011746552	03/03/2019 12:35:39 AM	03/03/2019	ADMINISTRATIVE DISSOLUTION	View Documents
0011220944	11/01/2018 02:10:04 AM	11/01/2018	DELINQUENT ANNUAL REPORT NOTICE	View Documents
0011041965	09/01/2018 07:06:22 AM	09/01/2018	ANNUAL REPORT DUE DATE NOTICE	View Documents
0009708959	10/26/2017 12:00:00 AM		ANNUAL REPORT	View Documents
0009365371	12/05/2016 12:00:00 AM		ANNUAL REPORT	View Documents
0001816976	10/19/2015 04:41:38 PM		INITIAL REPORT	View Documents
0001780180	10/19/2015 04:39:17 PM		CERTIFICATE OF FORMATION	View Documents

FAC0126

EXHIBIT 8

EXHIBIT 9

Invoice

TJ Construction

P O B o x 2072



Port Townsend, WA 98368

Date	Invoice #
9/13/2019	301

Bill To
Fort Worden State Parks 200 Battery Way Port Townsend WA 98368

Description	Amount
Repair stairs and porch-Time	4,000.00
Materials	424.00
Sales Tax	398.16
Total	\$4,822.16

PDA0044

		Electrical Supplies for Commercial / Industrial Controls / Utilities / Datacom / Tools				DATE 1/27/20 TIME 9:22:36		PAGE 1							
10605 SW Allen Blvd. • Beaverton, Oregon 97005 Port Angeles PO BOX 418759 BOSTON MA 02241 8759		BRANCHES THROUGHOUT THE WEST TO SERVE YOU		Port Angeles 3414 E Hwy 101 Port Angeles WA 98362 Phone #360 457 9550		PAYMENT DOCUMENT # DATE CUST # BRANCH		CHARGE Z587301 1/27/20 339088 122 Web Order# 1037507-122							
Fort Worden Public Development 200 Battery Way Port Townsend WA 98368 Phone #: 360 344 4400		SHIP TO Fort Worden Public Development Fort Worden Public Development 200 Battery Way Attn Facilities Port Townsend WA 98368		SPECIAL INSTRUCTIONS ORDER BY: JASON DEMPSEY PICKUP BY: Jason Dempsey (360) 344-4400		REPRINT									
CUST PO #		JOB NAME		JOB #		SLS		SALES		ORDER DATE		SHIPPING METHOD			
7010/SUPPLIES/Y9E						B22		ERE		1/27/20		OUR TRUCK		PREPAID	
LINE	PRODUCT / DESCRIPTION				U/M	ORD	SH	BO	UNIT PRICE	DISCOUNT	EXT AMOUNT				
001	LEVGFNT2W 0140487 A01 004 D00					1	1	0	19.71200		19.71				
002	APP8365N 0306883 B12 002 E00					1	1	0	183.06000		1.83				
003	APP8362 0255333 B12 002 E00					1	1	0	205.82100		2.06				
004	APP4SDEK 0518464 B12 001 D00					2	2	0	223.96500		4.48				
INVOICES AND STATEMENTS ONLINE 24/7 / WWW.PLATT.COM															
Account No. <u>7010/supplies</u> Class <u>7010</u> Job <u>Y 9E</u> Memo <u>Add outlet in kitchen</u> Sign/Date <u>[Signature] 1-28-20</u>															
NO. CTNS		WEIGHT		SHIPPED VIA		SHIP DATE		FILLED BY		CHECKED BY		PRICED BY		ENTERED BY	
				END OF ORDER				JF							
RECEIVED BY				RECEIVED BY (PRINT NAME)				DATE RECEIVED				AMOUNT		28.08	
												TAX 9.000 %		2.53	
												Shipping & Handling		.00	
												TOTAL DUE		30.61	
SPECIAL ORDER MATERIALS NOT SUBJECT TO RETURN. CLAIMS FOR BREAK-AGE, SHORTAGE OR DAMAGE MUST BE FILED WITH CARRIER, MINIMUM RESTOCKING CHARGE 25% ON ACCEPTED RETURNS.															

Platt Electric Supply's Terms and Conditions apply to Products and Services Sold and/or rented. Platt's Terms are available at <https://www.platt.com/service/terms-and-conditions>

PDA0045

[Tracker](#) [Bill Tracker](#) [Calendar](#) [Acct](#) [Invoice](#) [Bill](#) [Customers](#) [Vendors](#) [Employees](#) [Docs](#) [Reports](#) [Credit Cards](#)

ALL SCHEDULE **Semimonthly** ?
 Direct Deposit
 Taxes...

PAY FREQUENCY **Semimonthly**
 Sick/Vacation...

CLASS **Fort Worden PDA:Fort...**

INGS

ITEM NAME	HOURLY/ANNUAL RATE
Hourly	38.22
ocation Used	38.22
k Pay Used - Hrly	38.22
sonal Day	38.22

Use time data to create paychecks

ADDITIONS, DEDUCTIONS AND COMPANY CONTRIBUTIONS

ITEM NAME	AMOUNT	LIMIT
EM-WA-Admin CL...	-0.08	0.00
WC-Admin CI-530...	0.12	0.00
Additional Life Insu...	-14.00	0.00

Direct Deposit

CHOOSE HOW TO PAY

☐ Use Direct Deposit for: **Moody, Diane M**

☒ Deposit full amount
 ☐ Split payment

FULL AMOUNT

Deposit the full amount to:

Bank Name **Wells Fargo**
 Account Type **Checking**

Account No. **8303770336**
 Routing No. **123006800**

By clicking OK, I certify that deposits will not be routed ultimately to a [foreign bank account](#)