



CITY OF UNALASKA FY25 COMMUNITY SUPPORT APPLICATION

CITY OF UNALASKA FY25 COMMUNITY
SUPPORT
APPLICATION TITLE
PAGE

ORGANIZATION: Unalaska Visitors Bureau FORMED: 2000

MAILING ADDRESS: P.O. Box 545 CITY Unalaska STATE AK ZIP 99685

CHIEF EXECUTIVE'S NAME & TITLE: Katherine McGlashan, Executive Director

CONTACT'S NAME & TITLE (if different): _____

TELEPHONE NUMBER: (907)581-2612 FAX NUMBER: (907)581-2613

EMAIL: Director@unalaska.org AMOUNT OF FY24 AWARD: \$ 210,000

IF REQUESTING MORE FOR FY25 THAN AWARDED IN FY24 BRIEFLY EXPLAIN WHY:
From 2019-2023 UVB has only purchased 15,000 Visitor Guides. The demand is higher and more cruise ships are visiting the Port of Dutch Harbor. The additional \$8,000 request for FY25 is to order 25,000 Visitor Guides.

Organization's Fiscal Year: From July 1 to June 30

FY25 REQUEST: \$ 218,000 LOCAL PROGRAM BUDGET TOTAL: \$ 413,250

SUMMARY OF FY25 SOURCES OF INCOME:

Grants	City	<u>52.75</u> %	Fees/Earned Income	<u>29.28</u> %
	State	<u>0</u> %	Fundraising	<u>11.49</u> %
	Federal	<u>0</u> %	In Kind	<u>4.36</u> %
	Other Grants	<u>0</u> %	Other Income	<u>2.12</u> %

Please list the primary budget categories the City will be funding (do not include sub items):

*IRS Non-Profit Status: Is the organization's IRS filing current? Yes X No

NA (Qawalangin Camp)

*Alaska Incorporation Status: Is the organization's State filing current? Yes X No

By signing below, the chair/president of the Board of Directors and the Director/Executive acknowledge all contents of this application have been reviewed and approved by the Board of Directors. The signatures further indicate that all contents of the City of Unalaska Community Support FY25 Application packet and the Community Support Guidelines, both approved by the Unalaska City Council, have also been reviewed and will be followed by the organization.



 Chair/President, Board of Directors

1/31/2024

 Date



 Director/Executive Director/General Manager

1/30/2024

 Date

I. EXECUTIVE SUMMARY

- A. **Executive Summary:** UVB Mission Statement: *The Unalaska/Port of Dutch Harbor Convention & Visitors Bureau (Unalaska Visitors Bureau) is established to promote and encourage tourism and to support the development and sustainability of tourism infrastructure in the Unalaska/Port of Dutch Harbor region.*

The Unalaska Visitors Bureau (UVB) seeks to promote the community and region of Unalaska as a visitor destination. Through marketing Unalaska as a travel destination, UVB encourages economic growth and diversity through destination development and bringing new money into the community by way of visitor spending. UVB creates and distributes the Unalaska/Port of Dutch Harbor Visitor & Relocation Guide statewide, nationally, and internationally. Information requests come in from a variety of people including those interested in the region of Unalaska, visitors planning their trips, and individuals who are relocating to our community. In addition, Unalaska City School District and the City of Unalaska often utilize our informative printed media when recruiting and welcoming new employees. UVB also facilitates and organizes the visits of cruise ships, as well as welcomes the Alaska Marine Highway System (AMHS) ferry during its chain sailings. UVB also hosts social media guests as means of travel exposure.

UVB provides information to all who inquire about services and activities in our region, whether those inquiries come from out-of-state or local community members. Maintaining relationships and memberships with various industries ranging from local Unalaska businesses to major statewide or regional tourism associations is vital to UVB. Through engaging with other organizations relevant to UVB's purpose, we can create stronger industry ties throughout the state. These relationships help us gain more support and visibility as an organization, which in turn strengthens our programs. UVB plans to continue reaching out to local, statewide, and nationwide organizations that will assist us with bettering our programs and services.

For FY25, UVB is applying for \$218,000 from the City of Unalaska, which is \$8,000 more from what we asked for and received for FY24. The \$8,000 is to order 10,000 more Unalaska/Port of Dutch Harbor Visitor & Relocation Guides. After 20 cruise ship visits in 2023, and 22 cruise ships are scheduled for 2024 the interest in visiting our community is on the rise. It is through the Community Support Grant that UVB is able to market Unalaska to potential visitors, produce the Unalaska/Port of Dutch Harbor Visitor & Relocation Guide, to have the funds to distribute the guides around the world, to be able to participate in important associations and travel to conferences, to operate a facility that is available for community members and visitors to easily obtain important information about Unalaska and organize the complex facilitation of cruise ship visits. In awarding this grant to UVB, the City of Unalaska will allow continued services of programs offered through UVB.

Our location at the Safeway Plaza is a more accessible location and has been beneficial to UVB. Visitors, and community members drop in on our days of operation. UVB added an artist spotlight in the office hanging local professional photography & art to promote Unalaska. While we support this artist, he/she is supporting us by selling her work of photography or art of Unalaska in our office. We have been working on marketing and print media projects. Currently, as of January 2024, we have 22 cruise ship visits on the calendar. We are confident we will have another successful tourism year. The financial support we receive from the City of Unalaska is instrumental in keeping the UVB operational, we have worked hard to change the program and structure and provide professional services for each and every visitor that arrives.

II. ORGANIZATION INFORMATION

B. Organizational Description:

Below is an overview of programs and services provided by UVB:

- Communicate with cruise lines to organize and facilitate cruise ship visits
- Welcome and offer assistance to AMHS ferry passengers upon arrival
- Place advertisements promoting Unalaska on social media, print media, and websites
- Design and print local information such as maps and trail information
- Recruit, support, and train volunteers for the Unalaska Ambassadors Program to serve cruise passengers
- Attend conferences to track travel trends and network with other travel professionals
- Maintain positive working relationships with travel businesses and organizations such as: air carrier services, AMHS, SWAMC, Alaska Travel Industry Association, etc.
- Engage with local businesses, tour operators, and non-profits to maintain positive community interaction as well as local partnership(s)
- Respond to visitor inquiries via email and phone calls all year round
- Solicit for appropriate social media and travel writers to visit Unalaska, encourage written articles that promote the destination, assist with hosting expenses
- Encourage exploration and travel throughout our Region and State
- Provide high quality and informative welcome folders & information to visitors, UCSD teacher recruits, potential City employees, and new community members (when requested)
- Utilize social media, flyers, and email to keep the community informed of local events, arriving cruise and ferry dates, and other pertinent information
- Fundraise to help support our organizational programs
- Provide local businesses opportunities to promote their businesses by participating in UVB gift shop merchandise items, Wine Tasting Extravaganza, Photo Contests, and artist spotlight at the UVB office
- Advocate for developing and enhancing visitor related facilities
- Participation in community events to enhance community awareness of UVB
- Welcome “walk-in” visitors and provide them with any needed information
- Assist local businesses with advertising and marketing opportunities
- Produce and distribute 20,000 Unalaska Visitor & Relocation Guides in the US and internationally, as well as providing an electronic version on our website

C. Organization History and Experience: The Unalaska Visitors Bureau was incorporated in 2000, after the dissolving of the former CVB and Unalaska Chamber of Commerce. UVB has been operating for over 24 years, developing informative media about Unalaska and offering guidance to those interested in visiting the region. Throughout those year, UVB has proved essential services to a quickly growing cruise ship marketing call to the Port of Dutch Harbor.

In response to tourism growth, UVB has been the forefront in welcoming cruise ship passengers and facilitating their activities including: arranging transportation, providing passengers with visitor information, coordinating visitor attraction tours based on what hours the cruise ships will be in port, informing the community of details regarding cruise ship arrivals, and planning of activities for cruise ship passengers. Many administrative hours go in to organizing each visit, especially for the larger cruise ships. It can take months to finalize plans for cruise ship visits, as communication is often via zoom meetings to cruise line headquarters and email

communication with a variety of ship personnel. UVB educates these cruise lines on the lifestyle of our island by letting cruise lines know what we can and cannot accommodate for ships without drastically interrupting our busy working community. Outside of UVB staff and board hours, the volunteers who assist with cruise ship visits are who make it possible to have successful outcomes with happy visitors. It is due to the in-kind donations of City staff hours along with the Community Support Grant that truly makes UVB's cruise ship program possible. Over years of providing these services, we have been able to standardize protocols for organizing cruise ship visits. This helps UVB be able to better plan for future seasons that will bring more cruise ships and a higher passenger volume. With Transpacific and Northwest Passage sailings becoming more popular, Unalaska will most likely be seeing a steady increase in cruise ship calls to the Port of Dutch Harbor.

- D. Community Relevance:** The UVB is the sole entity that promotes and encourages travel to Unalaska. UVB works closely with multiple businesses, as well as the city, to positively portray Unalaska/Dutch Harbor for future visitors as well as potential new community members. UVB's mission and services actively support economic development within the community by supporting the growth of local tourism industry businesses and marketing Unalaska to potential travelers. UVB provides advertising opportunities that give local businesses access to the visitor market through marketing programs.

UVB coordinates cruise ship passenger tours to local attractions such as the Russian Orthodox Church, the Museum of the Aleutians, and the WWII Visitor Center. We give them a thorough history of Unangan Culture, Fisheries, WWII, and our Island. When they arrive, we also notify these entities of changes in the Alaska Marine Highway System Ferry schedule so they can adjust their hours of operation. Social Media guests have also visited and they also get a tour and history of our community. Their platforms are Facebook, Instagram, & YouTube. This exposure means more interest in visitors from around the world. The UVB provides packets filled with information on local resources to Unalaska City School District to be taken to conferences when recruiting teacher candidates. Welcome packets are available for new City employees as well. During the beginning of fishing seasons, visitor guides and maps are taken to processing plant offices to be distributed to newly arrived workers. UVB utilizes KUCB to inform the public of cruise ship visits and has partnered with Unalaska Community Broadcasting to create promotional footage of Unalaska.

- E. Program/Service Delivery:** UVB staff is currently made up of three positions: Executive Director, Destination Coordinator, and a Seasonal Worker. The two full-time, exempt positions are the Executive Director and Destination Coordinator. The Destination Coordinator position serves as essential support for the Executive Director during the busy season, fulfilling daily errands, office tasks, and is often the first point of contact for visitors. These positions are important to the functionality and success of UVB. UVB's board of directors is very involved in assisting our staff when needed, particularly during fundraising and assisting with cruise ship visits. It would be nearly impossible to guide hundreds or thousands of extra people during cruise ship visits if we were to only utilize UVB staff. Participants of the Unalaska Ambassador Program act as UVB representatives when cruise ships are in town, welcoming passengers with visitor information and guidance throughout town.

The Executive Director oversees all of the functions and goals of the organization while adhering to the Board-approved budget. The Destination Coordinator facilitates community outreach, responds to information requests, and carries out general office procedures. During cruise ship season this position communicates with cruise lines to organizes cruise ship visits, records data to create reports about the cruise industry in Unalaska, keeps the community informed on cruise ship visits, oversees the Ambassador program and continues to develop

UVB's cruise ship program.

- F. Director/Staff/Volunteer training:** The director attends the Alaska Travel Industry Association (ATIA) Conference and other relevant conferences or conventions when travel funds are available (i.e. Alaska Heritage & Cultural Tourism Conference & American Indian Alaskan Native Tourism Association) for networking purposes and continued education through training sessions. Online training for nonprofit operations is also utilized through our membership with The Foraker Group.

Staff is trained through on-the-job training, online classes, and attends conventions or conferences when able. The director mentors staff on UVB policies, services, and how to provide excellent customer service. The UVB board and staff have yearly board training in addition to access online training through The Foraker Group. Our Unalaska Ambassadors receive a packet with information, have meetings on how to appropriately represent UVB, and are directed to work closely with the UVB staff and board at events or cruise ship visits. UVB also communicates with other local non-profits on arranging for continuing education and training options to be brought to Unalaska.

- G. Director and Staff Evaluation:** The UVB Executive Director is formally evaluated annually by the board, and the director performs evaluations of the staff members throughout the year.

- H. Governing Body/Board:** The UVB Board of Directors consists of five seats which are filled by community members and who serve at-large. The UVB board is a self-selecting body. Board candidates are selected from interested community members. The Executive Committee is comprised of the Chairman and Secretary. The board has oversight on and approves the budget, works with the director to set attainable goals, and regularly meets to oversee the operations of the UVB. Bylaws, policy, and procedures are in place to be followed by the board of directors. The board meets quarterly at minimum and performs a self-evaluation yearly. The board also has an annual strategic planning session to ensure strong communication is occurring between board members and the Executive Director.

Current Chart of Board of Directors as of January 31st, 2024

Seat A: Johanna Tellman

Appointed February 2020, 4 years of service on UVB Board

Affiliations: Northern Alaska Contractors

Board Training: Qawalangin Tribe Council Member, Former IFHS Clinic Board, Foraker training 2022

Seat B: Nick Tutiakoff

Appointed January 30th, 2023, 1 year of service on UVB Board

Affiliations: City of Unalaska, Fish on Charters

Board Training: Qawalangin Tribe Member, APIA Board Member

Seat C: Luisito Sevilla

Appointed January 15th, 2024

Affiliations: Matson

Board Training:

Unalaska Visitors Bureau

City of Unalaska FY25 Community Support Application

Seat D: Nichel Kernin

Appointed February 2021, 3 years of service on UVB Board

Affiliations: Self employed - Ruggedweaves

Board Training: Foraker training 2022

Seat E: Jeanette Leon

Appointed May 27th, 2023 1 year of service on UVB Board

Affiliations: Unalaska City School District

Board Training:

- I. **Program Evaluation:** Direct service success is evaluated by returning cruise ships, passenger response, expanding cruise line numbers, and growing cruise ship calls to the Port of Dutch Harbor. Outreach effectiveness is measured by the number of requests for information on the Unalaska region and where these requests come from. Locally, we can assess our effectiveness by event attendance and how aware the community is based on their preparedness for cruise ship visits and ferry sailings. We interact with local businesses to provide current up-to-date information about large groups visiting the island, and how they can best advertise to these groups.

We also track visitor guide requests, social media interaction, gift shop inventory/sales, and activity on Alaska travel websites to get a continued sense of status in relation to previously set goals. In 2023 UVB had to add 5,000 additional visitor guides to the 15,000 already ordered. In 2025 UVB is ordering 25,000 to keep up with the high demand of interest to travel to Unalaska, Ak. The requests are from all around the world, and the U.S.A. Even though our visitor guide is on our website electronically the requests continue to rise.

III. PROPOSAL

- J. **Need:** UVB’s main mission is to encourage tourism in Unalaska through marketing our region as a travel destination. There is no other organization that works to market Unalaska nor provides the services that UVB provides for the community. UVB serves the 4,700 residents of Unalaska, and 5,000+ transient workers, business travelers, visiting friends and families, cruise ship and ferry passengers, scientific researchers, and other travelers who choose Unalaska as their destination. Without UVB, visitors and new community members would have very limited resources to readily access information about Unalaska.

UVB works with cruise lines to encourage successful sailings to Unalaska and coordinate their guest excursions while they are in port. The cruise passengers bring additional revenue to the local businesses while gaining a positive experience of Unalaska that they then share with other potential visitors. Cruise passengers are our best advocates that promote Unalaska/Dutch Harbor. UVB seeks to amplify the welcoming nature of the community by facilitating well-prepared activities and organized transportation for cruise ship passengers. Without UVB, it would be unlikely that any other current, local organization could arrange facilitation of these visits. It is due to our Community Support Grant funding and the dedication of individual community members who volunteer that we can fulfill the expectations of these cruise ship passengers.

Aside from the needs of visiting cruise ships, UVB promotes the City of Unalaska and Port of Dutch Harbor by participating in statewide ATIA marketing programs, creating, and distributing a visitor guide, developing visitor maps, and creating easy access to local information relevant to the region. To best represent Unalaska, UVB continuously updates these items to reflect any changes and growth in the community. These informational programs also allow our citizens to be more aware of UVB's presence in the community.

UVB creates opportunities for local community members to access training needed for tourism-based businesses and offers local businesses access to the travel market through many advertising outlets. Through various marketing platforms, we can promote Unalaska as a unique location rich in history, diverse in population, where adventure abounds. UVB's mission supports economic growth and diversity in the region, and advocates statewide for the travel and tourism industry in Southwest Alaska.

- K. Target Population:** UVB's efforts are aimed towards providing information about Unalaska to individual travelers, cruise ship and ferry passengers, visiting friends and family, and new community members. While the UVB's marketing program is geared towards potential travelers, the entire community can benefit from UVB's various efforts to promote travel to Unalaska. Broadening the outreach efforts to potential visitors via online and printed media that is also available for community businesses to access advertising opportunities through UVB.

UVB is consistently working to improve and develop the media produced through the organization's programs. Our visitor guide, maps, community information, and various other published information is regularly updated and refined to accurately represent our growing community to potential visitors or new residents. This information is utilized not only by the business and leisure travelers to Unalaska, but also by our residents and community-based businesses.

Community members and social media visitors who generously donate photos and footage of Unalaska help UVB to better showcase our Region through high quality media development. Having a diverse collection of photos allows UVB to give potential visitors outside of Unalaska information and photos on our Region whether visiting or relocating.

Unalaska has historically been promoted as a fishing and transportation hub, and not as a visitor destination. With marketing promoting Unalaska/Dutch Harbor as a Cultural visitor destination, adventurous travelers can see that there is more to Unalaska outside of the fishing and shipping industries.

- L. Proposal Description/Proposed Project:** UVB hopes to continue widening and improving the organization's networks with the statewide travel industry to better keep up with travel trends. When we are aware of travel trends, we can better adjust how to reach our target population based on what they are interested in. Effective destination development will rely on quality data and feedback from various sectors of the tourism industry. Strengthening Unalaska's tourism and travel industry will provide better accommodations for visitors, increasing their time spent in the community, more spending at local businesses, and give them a better overall experience while visiting Unalaska/Dutch Harbor.

M. Goals & Objectives:

GOAL FY25 – 1: Continuation of FY24 to promote Indigenous Cultural Tourism & how to implement more awareness.

Objective 1.1: Continuation of working with entities promoting 'Cultural Heritage Tourism'. American Indian Alaska Native Tourism Association, Alaska Travel Industry Association, Alaska Native Heritage Museum.

Timeline: Beginning of FY25

Objective 1.2: Assist the Qawalangin Tribe or any other Tribe in our Region in available grants to partner with to promote Unangan Cultural Tourism.

Timeline: Mid-year FY25

Objective 1.3: Continue to host and reach out to 'Social Media' Influencers, educate them on our culture, history, and our community for more exposure worldwide.

Timeline: Year round

Objective 1.4: Continue to work with local artists that promote our community or culture for possible selling of items in UVB office. Possibly showcase Unangan artifacts in the UVB office, partnering with MOTA.

Timeline: Year round

Objective 1.5: Attend conferences that help UVB to attract more visitors, and to see what is trending in the 'Tourism' industry.

Timeline: Year round

Anticipated Impact: Through educating ourselves in Cultural Tourism UVB and local entities can attract and influence tourists to make Unalaska their Cultural travel destination.

GOAL FY25 – 2: Optimizing UVB

Timeline: Year round

Objective 2.1: Increasing tourism traffic (cruise ship, foot, social media, individual travelers, etc.) by the use of social media, website, printed media, and expanding with advertising in different locations with companies we haven't advertised with.

Timeline: Year round

Objective 2.2: Create a short survey for 'Cruise Ship Guest's' after our day or touring our Island to find out if their expectations were met and how can we improve our program.

Timeline: Year round

Objective 2.3: Create a more user-friendly map of Unalaska, Ak. for all visitors and residents.

Timeline: Year round

Objective 2.4: Research on signage for tourists that arrive in our community on orientation or more direction of our community. Make the signage in Unangam Tunuu and in English.

Timeline: Mid-Year FY25

Objective 2.5: Inquire about visible 'road crossing(s)' for cruise ship passengers and residents around our community, especially by the airport intersection, and possibly from the Grand Aleutian to the Norwegian Rat Saloon.

Timeline: Mid-Year FY25

Anticipated Impact: Unalaska will become a culturally rich travel destination where individual Unanganax and organizations will have programs that share their stories and visions for sustainable, regenerative tourism in the Aleutians. Visitors will become (more) aware of the significant cultural history of the Unalaska region and the Unangan people.

- N. Other Resources:** UVB is privileged to be part of a giving community. We receive in-kind support mostly through our dedicated volunteers; City staff hours spent volunteering for cruise ships, and community members who assist with event set-up. UVB benefits from cooperative relationships with other local non-profits: We trade with local businesses like KUCB for advertising space, attend monthly interagency meetings, and do our part to promote the abundant resources we have in our community for residents and visitors.
- O. Financial Management:** UVB's board of directors is comprised of five community members and is the governing body of the corporation. The board approves the budget and creates the guidelines surrounding the budget. The Executive Director oversees the daily financials by keeping track of expenses and income, then recording the financials in UVB's QuickBooks program. Our accountant has remote access to our QuickBooks program and can check in on financials at any time. UVB creates a system of accountability by regularly monthly reporting to keep the board up to date on organization spending. The bookkeeper reconciles the accounts monthly and reports to the board the status of account balances, profit & loss, accounts receivable, and accounts payable. Either two board members or a board member and director sign all checks. Invoices and payment information is always presented during check signings and Board members are encouraged to ask questions about organization spending when necessary. Our accountant arranges for an annual, third-party financial review that provides UVB with test work and inquires to make sure all financial transactions are accounted for during the fiscal year being audited.

IV. GOALS ANALYSIS/CHANGES FROM PREVIOUS YEAR'S PROGRAM

- P. Goals & Objectives:** Our main goals submitted in our FY25 City Grant is to continue to educate & promote UVB and local native entities on Cultural Tourism. The Executive Director obtained a 'Cultural Tourism Certificate' through George Washington University, also the Executive Director and Destinations Coordinator traveled to American Indian Alaska Native Tourism Association Conference in October of 2023. This inspired UVB to have a more hands-on approach to slowly integrate Cultural Tourism into UVB's program.
- Q. Significant Changes from Previous Year:** UVB is now operating under a new Executive Director and staff. With a new vision and direction of the UVB Board of Directors is looking forward to a successful tourism season, with some possible new programs to implement to entice and attract visitors and tourists from all over the world. We will be keeping an eye on the continuation of the rise of cruise ship visits. In 2023 we had 20 cruise ships arrive in our Port of Dutch Harbor, for this year 2024 we have 22 scheduled.

FY25 GRANT PROGRAM ESTIMATED EXPENDITURES - Unalaska Visitors Bureau

****Use this to complete letter O, in Section III of application****

FY25 COMMUNITY SUPPORT ESTIMATED EXPENDITURES SUMMARY	City Request	%
	\$ 218,000.00	52.75%

Cash	%	Other	%	In Kind	%	Total	
\$ 174,450.00	42.21%	\$ -	0.00%	\$ 20,800.00	5.03%	\$ 413,250.00	100%

BUDGET LINE ITEMS	CITY REQUEST	
Personnel - Salaries	City Request	%
Executive Director - Salary FT	\$ 63,000.00	90%
Destination Coordinator	\$ 30,000.00	67%
Seasonal Employees - Hourly PT	\$ 3,000.00	38%
	\$ -	#DIV/0!
	\$ -	#DIV/0!
	\$ -	#DIV/0!
	\$ -	#DIV/0!
	\$ -	#DIV/0!
	\$ -	#DIV/0!
Personnel - Salaries Subtotal	\$ 96,000.00	78%
Personnel - Benefits	City Request	%
Executive Director - Benefits	\$ 4,000.00	50%
Destination Coordinator - Benefits		0%
Personnel - Benefits Subtotal	\$ 4,000.00	42%
Personnel - Payroll Expenses	City Request	%
Payroll Taxes	\$ 10,000.00	77%
	\$ -	#DIV/0!
Personnel - Payroll Expenses Subtotal	\$ 10,000.00	77%
Personnel - Salary & Benefits Total	\$ 110,000.00	76%

OTHER							
Cash	%	Other	%	In Kind	%	Total	%
\$ 7,000.00	10%	\$ -	0%	\$ -	0%	\$ 70,000.00	100%
\$ 15,000.00	33%	\$ -	0%	\$ -	0%	\$ 45,000.00	100%
\$ 5,000.00	63%	\$ -	0%	\$ -	0%	\$ 8,000.00	100%
\$ -	#DIV/0!	\$ -	#DIV/0!	\$ -	#DIV/0!	\$ -	#DIV/0!
\$ -	#DIV/0!	\$ -	#DIV/0!	\$ -	#DIV/0!	\$ -	#DIV/0!
\$ -	#DIV/0!	\$ -	#DIV/0!	\$ -	#DIV/0!	\$ -	#DIV/0!
\$ -	#DIV/0!	\$ -	#DIV/0!	\$ -	#DIV/0!	\$ -	#DIV/0!
\$ -	#DIV/0!	\$ -	#DIV/0!	\$ -	#DIV/0!	\$ -	#DIV/0!
\$ -	#DIV/0!	\$ -	#DIV/0!	\$ -	#DIV/0!	\$ -	#DIV/0!
\$ -	#DIV/0!	\$ -	#DIV/0!	\$ -	#DIV/0!	\$ -	#DIV/0!
\$ 27,000.00	22%	\$ -	0%	\$ -	0%	\$ 123,000.00	#VALUE!
Cash	%	Other	%	In Kind	%	Total	%
\$ 4,000.00	50%	\$ -	0%	\$ -	0%	\$ 8,000.00	100%
\$ 1,500.00	100%	\$ -	0%	\$ -	0%	\$ 1,500.00	100%
\$ 5,500.00	58%	\$ -	0%	\$ -	0%	\$ 9,500.00	100%
Cash	%	Other	%	In Kind	%	Total	%
\$ 3,000.00	23%	\$ -	0%	\$ -	0%	\$ 13,000.00	100%
\$ -	#DIV/0!	\$ -	#DIV/0!	\$ -	#DIV/0!	\$ -	#DIV/0!
\$ 3,000.00	23%	\$ -	0%	\$ -	0%	\$ 13,000.00	100%
\$ 35,500.00	24%	\$ -	0%	\$ -	0%	\$ 145,500.00	100%

Facilities	City Request	%
Rent/Leases	\$ 15,000.00	79%
Postage & Freight	\$ 2,000.00	
Communications/Telephone/Fax/Internet	\$ 5,500.00	76%
Insurance	\$ 7,500.00	94%
Facilities Total	\$ 30,000.00	80%

Cash	%	Other	%	In Kind	%	Total	%
\$ 4,000.00	21%	\$ -	0%	\$ -	0%	\$ 19,000.00	100%
\$ 1,300.00						\$ 3,300.00	
\$ 1,700.00	24%	\$ -	0%	\$ -	0%	\$ 7,200.00	100%
\$ 500.00	6%	\$ -	0%	\$ -	0%	\$ 8,000.00	100%
\$ 7,500.00	20%	\$ -	0%	\$ -	0%	\$ 37,500.00	100%

Program Costs/Supplies	City Request	%
Program Supplies	\$ 2,500.00	23%
Printing - Brochures	\$ 5,000.00	59%
Community Outreach Costs	\$ 1,500.00	60%
Advertising	\$ 15,000.00	81%
Dues/Fees/Subscriptions	\$ 2,000.00	53%
Program Costs Total	\$ 26,000.00	59%

Cash	%	Other	%	In Kind	%	Total	%
\$ 8,000.00	75%	\$ -	0%	\$ 150.00	1%	\$ 10,650.00	100%
\$ 3,000.00	35%	\$ -	0%	\$ 500.00	6%	\$ 8,500.00	100%
\$ 500.00	20%	\$ -	0%	\$ 500.00	20%	\$ 2,500.00	100%
\$ 1,500.00	8%	\$ -	0%	\$ 2,000.00	11%	\$ 18,500.00	100%
\$ 1,500.00	40%	\$ -	0%	\$ 250.00	7%	\$ 3,750.00	100%
\$ 14,500.00	33%	\$ -	0%	\$ 3,400.00	8%	\$ 43,900.00	100%

Equipment	City Request	%
Equipment Purchase/Lease	\$ 1,500.00	41%
Vehicle Purchase		
Vehicle Insurance		
Vehicle Maintenance / Fuel		
Equipment Maintenance	\$ 1,000.00	42%
Equipment Total	\$ 2,500.00	5%

Cash	%	Other	%	In Kind	%	Total	%
\$ 2,000.00	54%	\$ -	0%	\$ 200.00	5%	\$ 3,700.00	100%
\$ 40,000.00						\$ 40,000.00	
\$ 2,000.00						\$ 2,000.00	
\$ 3,000.00						\$ 3,000.00	
\$ 1,000.00	42%	\$ -	0%	\$ 400.00	17%	\$ 2,400.00	100%
\$ 48,000.00	94%	\$ -	0%	\$ 600.00	1%	\$ 51,100.00	100%

Commodities (food, cleaning products)	City Request	%	Cash	%	Other	%	In Kind	%	Total	%
Office Supplies	\$ 1,500.00	50%	\$ 1,500.00	50%	\$ -	0%	\$ -	0%	\$ 3,000.00	100%
Commodities Total	\$ 1,500.00	50%	\$ 1,500.00	50%	\$ -	0%	\$ -	0%	\$ 3,000.00	100%

City of Unalaska FY24 Community Support Program Budget

Travel	City Request	%	Cash	%	Other	%	In Kind	%	Total	%
Travel - Staff	\$ 7,000.00	48%	\$ 5,500.00	38%	\$ -	0%	\$ 2,000.00	14%	\$ 14,500.00	100%
Travel - Other	\$ 1,700.00	43%	\$ 2,000.00	50%	\$ -	0%	\$ 300.00	8%	\$ 4,000.00	100%
Travel Total	\$ 8,700.00	47%	\$ 7,500.00	41%	\$ -	0%	\$ 2,300.00	12%	\$ 18,500.00	100%

Training	City Request	%	Cash	%	Other	%	In Kind	%	Total	%
Travel - Staff	\$ 3,000.00	60%	\$ 2,000.00	40%	\$ -	0%	\$ -	0%	\$ 5,000.00	100%
Travel - Other	\$ 1,000.00	67%	\$ 500.00	33%	\$ -	0%	\$ -	0%	\$ 1,500.00	100%
Training Total	\$ 4,000.00	62%	\$ 2,500.00	38%	\$ -	0%	\$ -	0%	\$ 6,500.00	100%

Professional Services	City Request	%	Cash	%	Other	%	In Kind	%	Total	%
Audit	\$ 7,000.00	70%	\$ 3,000.00	30%	\$ -	0%	\$ -	0%	\$ 10,000.00	100%
Bookkeeping	\$ 17,000.00	54%	\$ 13,000.00	41%	\$ -	0%	\$ 1,500.00	5%	\$ 31,500.00	100%
Design Servcs/Branding Mktg -2025 Visitor Guide	\$ 8,000.00	16%	\$ 36,000.00	73%	\$ -	0%	\$ 5,000.00	10%	\$ 49,000.00	100%
Website Maintenance/Domain/Technology	\$ 2,000.00	58%	\$ 450.00	13%	\$ -	0%	\$ 1,000.00	29%	\$ 3,450.00	100%
Professional Services Total	\$ 34,000.00	36%	\$ 52,450.00	56%	\$ -	0%	\$ 7,500.00	8%	\$ 93,950.00	100%

Other/Misc.	City Request	%	Cash	%	Other	%	In Kind	%	Total	%
Fundraising Overhead/Bank Fees	\$ 1,300.00	13%	\$ 5,000.00	51%	\$ -	0%	\$ 3,500.00	36%	\$ 9,800.00	100%
Miscellaneous	\$ -	0%	\$ -	0%	\$ -	0%	\$ 3,500.00	100%	\$ 3,500.00	100%
Other/Misc. Total	\$ 1,300.00	10%	\$ 5,000.00	38%	\$ -	0%	\$ 7,000.00	53%	\$ 13,300.00	100%

Project Totals	City Request	%	Cash	%	Other	%	In Kind	%	Total	%
Project Totals	\$ 218,000.00	52.75%	\$ 174,450.00	42.21%	\$ -	0.00%	\$ 20,800.00	5.03%	\$ 413,250.00	100%

City of Unalaska FY25 Community Support Program Budget

Expenditures:

Personnel - Salaries:

Executive Director: This position leads the staff of the organization and oversees all operations of UVB. The Executive Director takes direction from the UVB Board of Directors to facilitate the program. The ED Salary is \$70,000, full time. The City of Unalaska Community Grant would pay \$63,000 of the \$70,000 salary.

Destination Coordinator: This position is responsible for the management and administration of daily office operations and main point of contact for visitors. Additionally, this position is responsible for managing and administering daily information requests for the UVB. Data collection and facilitation of mass distribution of Unalaska Visitor & Relocation Guides is also fulfilled by this position. This position is also crucial during cruise ship season oversees coordinating cruise ship visits, organizing events surrounding cruise ship arrivals, collecting data, and creating reports relating to the cruise industry in Unalaska, keeping the community informed of cruise ships visits, and strengthening the cruise ship program within UVB. This position is involved with all the cruise ship season (May – October). Salary for FY25 is \$45,000 with \$30,000 funding for this position coming from the City of Unalaska Community Grant.

Seasonal Employees: There has been \$8,000 budgeted for “Seasonal Employees” in FY25. This position will include assisting the Executive Director or the Destination Coordinator during the year, this position helps with the extra load of events, photography, and cruise ship visit facilitation. Having an extra hand in these areas is beneficial. The City of Unalaska Community Grant would pay \$3,000 to this position.

Personnel - Benefits: An annual amount of \$8,000 is contributed to the Executive Director ‘Benefits’ budget. \$4,000 of that is being asked for in the City Grant. The breakdown of the benefits are as follows; A travel benefit of \$3,000 of two RT Tickets to Anchorage, and \$5,000 for a Roth IRA. The Destination Coordinator will receive one RT Ticket to Anchorage at their date of hire of \$1,500 UVB will pay this annual amount.

Personnel – Payroll Expenses: Expenses for payroll to go towards payroll taxes.

Facilities – Rent/Leases: Funding for office space rental. The UVB signed a lease and moved into the Safeway building in July 2020. Expected lease rate for FY25 is \$1,557 per month (\$19,000 annually).

Facilities – Postage/Freight: Postage for Visitor Guide shipment worldwide, first class mail through USPS and Stamps.com.

Facilities – Utilities/Telephone/Internet: This line includes our phone, long distance, toll-free number, fax line, mobile phone for UVB, and internet.

Facilities – Insurance: This covers general liability, property, and worker’s compensation. We also have an Umbrella Insurance policy that covers our activities with the cruise ships during their visits.

Program – Promotion Materials: Inventory items to sell in UVB’s gift shop. Includes items to better our image during promotion of Unalaska (specific paper to print media on, business cards to network with, any items that would be showcased at tradeshow). Minimally includes some special supplies for events (Wine Tasting Extravaganza, UVB Annual Meeting).

Program – Printing & Media Production: Printing includes maps, brochures, welcome folders, visitor guides, coupon books, rack cards, and other UVB advertising/outreach material.

Program – Community Outreach Costs: Costs associated with participating in community events, hosting educational and travel industry engagement opportunities, coordination of local educational courses that support the development of local tourism infrastructure.

Program – Advertising & Destination Marketing: UVB budget for placing ads on websites, in magazines, and on ‘apps’ through organizations like Alaska Magazine, Alaska App, Go-Alaska, TravelAlaska.com, ATIA, etc. Booths and vendor presence at tradeshow. Marketing media creation for potential visitors and visitors on site.

Program – Dues/Fees/Subscription/Conference Registration: These expenditures include membership renewals for ATIA, Anchorage Distribution Center, membership dues for various CVBs/Chambers in Alaska, Foraker Group annual fees, Visit Anchorage membership fees, Destination Marketing Association West fees, USA Travel Association fees,, and other annual beneficial fees and memberships that UVB wishes to continue. Will also include Bank Fees for accepting credit card payments and sending or receiving direct deposits. This also includes an annual fee of \$120 for our USPS Post Office box. Registration fees for conventions and conferences may also be covered by this line item.

Equipment – Purchase/Lease: We purchased a new CC machine that is catered more to UVB’s sale needs, also this budget line is for FY25 outside of general updates needed for office machines.

Equipment – Maintenance: Costs to maintain office technology for UVB.

Commodities – Office Supplies: Expenditure line for cleaning supplies as well as basic office items such as writing utensils, paper, staples, checks, envelopes, printer toner/ink, folders, etc.

Travel – Staff & Board: Budget to cover travel fees to conferences such as ATIA Conference, SWAMC, travel tradeshow and expos relevant to UVB’s program and mission, and we are hopeful to begin participation in statewide Cruise Lines International Association Pacific Northwest Symposium.

Travel – Hosting: Budget to cover costs for VIP travel & tourism industry visitors such as travel/social media influencers, educators, consultants, etc.

Training – Staff & Board Training & Education: Budget for staff and board training through the Foraker Group, or another credited organization for non-profit management and development consulting.

Training – Other: Budget to include coordination of educational opportunities related to the growth of the travel and tourism industry in the Unalaska region.

Professional Services – Audit: Includes all audit/financial review fees and 990 tax prep fees incurred over a fiscal year.

Professional Services – Accountant: This includes the fees for our accountant, Rhonda Wayner of Arctic Tern Professional Services.

Professional Services – Website/Technical: Fees for technology support for UVB website, computers, printers, etc.

Other/Misc. – Fundraising Overhead: Cost to put on the Wine Tasting Extravaganza, our fundraising event held annually at the Grand Aleutian Hotel- includes food, room rental, wine glasses, decorations, etc.

Unalaska Visitors Bureau

City of Unalaska FY25 Community Support Application

**CITY OF UNALASKA FY25 COMMUNITY GRANT PROGRAM ESTIMATED
REVENUES - Unalaska Visitors Bureau**

****Use this to complete letter O, in Section III of application****

Estimated Revenue Total	\$ 413,250.00	100%
--------------------------------	----------------------	-------------

Fees for Services (cash)	Amounts	% of Total Revenue
Cruise Ship Coordination Income	\$ 90,000.00	21.78%
Visitor Guide Advertising Sales	\$ 31,000.00	7.50%
	\$ -	0.00%
Fees for Services Total	\$ 121,000.00	29.28%

Grants	Amounts	% of Total Revenue
Local - City	\$ 218,000.00	52.75%
State -	\$ -	0.00%
Federal -	\$ -	0.00%
Other -		0.00%
Grants Total	\$ 218,000.00	52.75%

Fundraising (cash)	Amounts	% of Total Revenue
Wine Event & Auction	\$ 40,000.00	9.68%
UVB Store Sales	\$ 5,000.00	1.21%
Industry Donations or Scholarships	\$ 2,500.00	0.60%
	\$ -	0.00%
	\$ -	0.00%
Fundraising Total	\$ 47,500.00	11.49%

In Kind Donations	Amounts	% of Total Revenue
Program Costs/Supplies Donated	\$ 3,000.00	0.73%
Donated/Discounted Travel	\$ 5,000.00	1.21%
Professional Services Donated	\$ 3,000.00	0.73%
Fundraising/Other/Misc. Donated Services & Time	\$ 7,000.00	1.69%
	\$ -	0.00%
	\$ -	0.00%
	\$ -	0.00%
In Kind Donation Total	\$ 18,000.00	4.36%

Other Sources of Revenue	Amounts	% of Total Revenue
Misc. Cash & Other Contributions	\$ 1,575.00	0.38%
UVB Reserve Funds From Savings Account/Cash on Hand	\$ 7,175.00	1.74%
	\$ -	0.00%
Other Sources of Revenue Total	\$ 8,750.00	2.12%

Estimated Revenue Total	\$ 413,250.00	100%
--------------------------------	----------------------	-------------

Revenues:

Fees for Services - Cruise Ship Coordination: The administrative planning and facilitation of cruise ship visits to our community generates considerable revenue for UVB. We are hopeful to get repetitive and new cruise visits in FY25.

Grants – Local, City of Unalaska: The City of Unalaska Community Support Grant is our only grant funding source.

Fundraising – Silent Auction & Special Events: Our annual events include the Wine Tasting Gala (income from ticket sales, business sponsorship tables, silent auction, and UVB merchandise sold with annual logo design).

In-Kind – Event & Meeting Locations: Estimated in-kind expenses for special events and various meetings throughout the year.

In-Kind – Program Costs/Supplies Donated: Items not used by other businesses that are donated or gifted to UVB, extra supplies from community events given to UVB, discounts from businesses around down. Parks, Culture & Recreation often allows UVB to use items for fundraisers or cruise ship activity as zero cost.

In-Kind – Travel Donated (Miles/Discounted Rates): Air-miles bought or gifted at a discounted rate to put towards travel. Also, hotel coupons and food vouchers given during conferences.

In-Kind – Professional Services Donated: Extra services for discounted rates, non-profit discounts, or donated services.

In-Kind – Fundraising/Other/Misc. Donated Services, Time, Items: This includes any unsolicited donations and refunds that may occur. Our largest item in miscellaneous fundraising is the time donated to UVB by volunteers throughout the cruise ship season and event set-up.

Other Sources of Revenue – Misc. Cash & Other Contributions: This is a low number generated from our general banking account through KeyBank and various, infrequent cash donations

Other Sources of Revenue – Reserve Funds from Saving Acct/Cash On Hand: UVB's savings account in estimated amount of \$7,175.

R. Financial Management: UVB's board of directors is comprised of five community members and is the governing body of the corporation. The board approves the budget and creates the guidelines surrounding the budget. The Executive Director oversees the daily financials by keeping track of expenses and income, then recording the financials in UVB's QuickBooks program. Our accountant has remote access to our QuickBooks program and can check in on financials at any time. UVB creates a system of accountability by regularly reporting keeps the board up to date on organization spending. The accountant reconciles the accounts monthly and reports to the board the status of account balances, profit & loss, accounts receivable, and accounts payable. Either two board members or a board member and director sign all checks. Invoices and payment information is always presented during check signings and Board members are encouraged to ask questions about organization spending when necessary. Our bookkeeper arranges for an annual, third-party financial review that provides UVB with test work and inquires to make sure all financial transactions are accounted for during the fiscal year being audited.

V. GOALS ANALYSIS/CHANGES FROM PREVIOUS YEAR'S PROGRAM

S. Goals & Objectives: Our main goals submitted in our FY25 City Grant is increasing tourism traffic, and to continue to educate & promote UVB and the Unangan culture. The increasing numbers of cruise ships arriving, State ferry arrivals, and social media professionals visiting, will have us keeping up with the demand with tours, visitor guide requests, email inquiries, and phone calls that are crucial for UVB. The Executive Director did obtain a certification in 'Cultural Heritage Tourism' through George Washington University, she trying to implement more tour programs working with other entities to offer more than what we have set, but we are limited due to lack of staff/budget.

T. Significant Changes from Previous Year: For FY25, UVB changed the 'Cruise Ship Coordinator' and 'Operations Asst.' to one F/T position of 'Destination Coordinator'. This is beneficial to have a full-time employee in the office at all times with the ED. With 22 cruise ships arriving, they are now emailing earlier, and calling earlier to schedule their tour with UVB. We are hoping to purchase a UVB vehicle/van to support our tours and everyday activities for our non-profit. Signage would be useful for our tourists for direction, and how can we get more pedestrian crossing on the roads from the 3 way stop at the airport and the crossing from the Grand Aleutian to the Norwegian Rat would be great for safety of the visiting passengers and pedestrians.

FY22-23 CITY OF UNALASKA REVENUE REPORT Mid-Year ___ Final_X___

Organization Name: Unalaska Visitors Bureau

___X___ Original ___ Revised

Revenue Sources

	Budgeted Revenue	Revenue - Mid Year Report	Revenue - Final Report	YTD Revenue	% Budget
Fees for Services					
Cruise Ship Coordination	\$ 68,000.00	\$ 101,183.77	\$ 62,306.57	\$ 163,490.34	240.43%
Visitor Guide Income	\$ 28,000.00	\$ 2,980.68	\$ -	\$ 2,980.68	10.65%
Subtotal	\$ 96,000.00	\$ 104,164.45	\$ 62,306.57	\$ 166,471.02	173.41%

	Budgeted Revenue	Revenue - Mid Year Report	Revenue - Final Report	YTD Revenue	% Budget
Grants					
City of Unalaska	\$ 210,000.00	\$ 105,000.00	\$ 105,000.00	\$ 210,000.00	100.00%
Carryforward funds	\$ -	\$ 16,006.58	\$ -	\$ 16,006.58	#DIV/0!
Subtotal	\$ 210,000.00	\$ 121,006.58	\$ 105,000.00	\$ 226,006.58	107.62%

	Budgeted Revenue	Revenue - Mid Year Report	Revenue - Final Report	YTD Revenue	% Budget
Fundraising					
Event Income	\$ 25,000.00	\$ 690.00	\$ 49,555.00	\$ 50,245.00	200.98%
CVB Store Sales (COGS)	\$ 8,500.00	\$ 610.27	\$ 4,657.99	\$ 5,268.26	61.98%
Subtotal	\$ 33,500.00	\$ 1,300.27	\$ 54,212.99	\$ 55,513.26	165.71%

	Budgeted Revenue	Revenue - Mid Year Report	Revenue - Final Report	YTD Revenue	% Budget
In Kind Contributions					
Rent for Special Events & Meetings	\$ 3,000.00	\$ -	\$ 2,500.00	\$ 2,500.00	83.33%
Program Costs/Supplies Donated	\$ 3,400.00	\$ -	\$ -	\$ -	0.00%
Donated/Discounted Travel	\$ 1,500.00	\$ -	\$ -	\$ -	0.00%
Professional Services Donated	\$ 3,000.00	\$ -	\$ -	\$ -	0.00%
Fundraising/Other/Misc. Donated Services & Time	\$ 7,000.00	\$ -	\$ 3,520.00	\$ 3,520.00	50.29%
Subtotal	\$ 17,900.00	\$ -	\$ 6,020.00	\$ 6,020.00	33.63%

	Budgeted Revenue	Revenue - Mid Year Report	Revenue - Final Report	YTD Revenue	% Budget
Other Sources					
Misc. Cash & Other Contributions	\$ 1,075.00	\$ 2,942.12	\$ 1,804.97	\$ 4,747.09	441.59%
UVB Reserve Funds from Savings Account/Cash	\$ 8,775.00	\$ -	\$ -	\$ -	0.00%
Subtotal	\$ 9,850.00	\$ 2,942.12	\$ 1,804.97	\$ 4,747.09	48.19%

	FY22 Total Budget	Revenue - Mid Year Report	Revenue - Final Report	Received YTD	% Received
Total Revenues	\$ 367,250.00	\$ 229,413.42	\$ 229,344.53	\$ 458,757.95	124.92%

CITY OF UNALASKA COMMUNITY SUPPORT FY22-23 FINANCIAL SUMMARY
Unalaska Visitors Bureau

Mid-Year Final X

 X Original Revised

Expenditures

Personnel	City of Unalaska Approved Budget	City Funds Expended - Mid Year Report		City Funds Expended - Final Report		Expended YTD	% Expended
Executive Director - Salary FT	\$ 63,000.00	\$ 25,519.14	\$ -	\$ 31,919.88	\$ -	\$ 57,439.02	91.17%
Operations Assistant - Salary FT	\$ 30,000.00	\$ 15,036.00	\$ -	\$ 16,353.81	\$ -	\$ 31,389.81	104.63%
Cruise Ship Coordinator - Salary PT	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Seasonal/Temp Employees - Hourly PT	\$ 3,000.00	\$ 3,650.00	\$ -	\$ -	\$ -	\$ 3,650.00	121.67%
Executive Director Benefits	\$ 4,000.00	\$ 1,600.00	\$ -	\$ 2,650.00	\$ -	\$ 4,250.00	106.25%
Payroll Taxes	\$ 10,000.00	\$ 4,227.67	\$ -	\$ 10,488.41	\$ -	\$ 14,716.08	147.16%
Subtotal	\$ 110,000.00	\$ 50,032.81	\$ -	\$ 61,412.10	\$ -	\$ 111,444.91	101.31%

Facilities	City of Unalaska Approved Budget	City Funds Expended - Mid Year Report		City Funds Expended - Final Report		Expended YTD	% Expended
Rent/Lease	\$ 15,000.00	\$ 7,342.50	\$ -	\$ 8,811.00	\$ -	\$ 16,153.50	107.69%
Postage/Freight	\$ 2,000.00	\$ 876.60	\$ -	\$ 1,272.29	\$ -	\$ 2,148.89	107.44%
Utilities/Telephone/Internet	\$ 5,500.00	\$ 5,487.21	\$ -	\$ 188.45	\$ -	\$ 5,675.66	103.19%
Insurance	\$ 5,000.00	\$ 2,428.00	\$ -	\$ 653.00	\$ -	\$ 3,081.00	61.62%
Subtotal	\$ 27,500.00	\$ 16,134.31	\$ -	\$ 10,924.74	\$ -	\$ 27,059.05	98.40%

Program Costs	City of Unalaska Approved Budget	City Funds Expended - Mid Year Report		City Funds Expended - Final Report		Expended YTD	% Expended
Program Supplies	\$ 900.00	\$ 897.44	\$ -	\$ 84.68	\$ -	\$ 982.12	109.12%
Printing & Media Production	\$ 15,000.00	\$ 10,364.79	\$ -	\$ 5,694.48	\$ -	\$ 16,059.27	107.06%
Community Outreach Costs	\$ 4,700.00	\$ 1,396.05	\$ -	\$ 2,044.92	\$ -	\$ 3,440.97	73.21%
Advertising	\$ 14,500.00	\$ 11,774.86	\$ -	\$ 1,689.84	\$ -	\$ 13,464.70	92.86%
Dues/Fees/Subscriptions	\$ 2,000.00	\$ 1,882.15	\$ -	\$ 311.88	\$ -	\$ 2,194.03	109.70%
Subtotal	\$ 37,100.00	\$ 26,315.29	\$ -	\$ 9,825.80	\$ -	\$ 36,141.09	97.42%

Equipment	City of Unalaska Approved Budget	City Funds Expended - Mid Year Report		City Funds Expended - Final Report		Expended YTD	% Expended
Equipment Purchase/Lease	\$ 2,500.00	\$ 384.67	\$ -	\$ -	\$ -	\$ 384.67	15.39%
Subtotal	\$ 2,500.00	\$ 384.67	\$ -	\$ -	\$ -	\$ 384.67	15.39%

Commodities	City of Unalaska Approved Budget	City Funds Expended - Mid Year Report		City Funds Expended - Final Report		Expended YTD	% Expended
Office Supplies	\$ 600.00	\$ 630.48	\$ -	\$ -	\$ -	\$ 630.48	105.08%
Subtotal	\$ 600.00	\$ 630.48	\$ -	\$ -	\$ -	\$ 630.48	105.08%

Travel	City of Unalaska Approved Budget	City Funds Expended - Mid Year Report		City Funds Expended - Final Report		Expended YTD	% Expended
Travel - Staff	\$ 7,000.00	\$ 4,635.54	\$ -	\$ 3,057.61	\$ -	\$ 7,693.15	109.90%
Subtotal	\$ 7,000.00	\$ 4,635.54	\$ -	\$ 3,057.61	\$ -	\$ 7,693.15	109.90%

Equipment	City of Unalaska Approved Budget	City Funds Expended - Mid Year Report		City Funds Expended - Final Report		Expended YTD	% Expended
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!
Subtotal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!

Training	City of Unalaska Approved Budget	City Funds Expended - Mid Year Report		City Funds Expended - Final Report		Expended YTD	% Expended
Training - Staff	\$ 4,000.00	\$ 2,837.30	\$ -	\$ 1,255.58	\$ -	\$ 4,092.88	102.32%
Training - Other	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Subtotal	\$ 4,000.00	\$ 2,837.30	\$ -	\$ 1,255.58	\$ -	\$ 4,092.88	102.32%

Professional Services	City of Unalaska Approved Budget	City Funds Expended - Mid Year Report		City Funds Expended - Final Report		Expended YTD	% Expended
Audit	\$ 7,000.00	\$ 1,131.16	\$ -	\$ 6,421.34	\$ -	\$ 7,552.50	107.89%
Bookkeeping	\$ 11,000.00	\$ 11,500.00	\$ -	\$ -	\$ -	\$ 11,500.00	104.55%
Design Services/Branding/Marketing	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Website Maintenance/Technology	\$ 2,000.00	\$ 1,365.97	\$ -	\$ 730.42	\$ -	\$ 2,096.39	104.82%
Subtotal	\$ 20,000.00	\$ 13,997.13	\$ -	\$ 7,151.76	\$ -	\$ 21,148.89	105.74%

Other/Misc.	City of Unalaska Approved Budget	City Funds Expended - Mid Year Report		City Funds Expended - Final Report		Expended YTD	% Expended
Fundraising Overhead	\$ 1,300.00	\$ 834.42	\$ -	\$ 570.46	\$ -	\$ 1,404.88	108.07%
Miscellaneous	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Subtotal	\$ 1,300.00	\$ 834.42	\$ -	\$ 570.46	\$ -	\$ 1,404.88	108.07%

	FY22 Total Budget	City Funds Expended - Mid Year Report		City Funds Expended - Final Report		Expended YTD	% Expended
Total Expenditures	\$ 210,000.00	\$ 115,801.95	\$ -	\$ 82,162.64	\$ -	\$ 210,000.00	100.00%
				Budget Surplus	\$ -		
				Due Back to City	\$ -		

State of Alaska
Department of Community and Economic Development
Division of Banking, Securities and Corporations

CERTIFICATE
OF
INCORPORATION
Nonprofit Corporation

The undersigned, as Commissioner of Community and Economic Development of the State of Alaska, hereby certifies that Articles of Incorporation of

**UNALASKA PORT OF DUTCH HARBOR CONVENTION AND VISITORS
BUREAU**

have been received in this office and have been found to conform to law.

ACCORDINGLY, the undersigned, as Commissioner of Community and Economic Development, and by virtue of the authority vested in me by law, hereby issues this Certificate of Incorporation and attaches hereto the original copy of the Articles of Incorporation.

IN TESTIMONY WHEREOF, I execute this certificate and
affix the Great Seal of the State of Alaska on
FEBRUARY 18, 2000.

Deborah B. Sedwick

Deborah B. Sedwick
Commissioner of Community
and Economic Development

Alaska Business License # 1112175

Alaska Department of Commerce, Community, and Economic Development

Division of Corporations, Business, and Professional Licensing
PO Box 110806, Juneau, AK 99811-0806

This is to certify that

UNALASKA VISITORS BUREAU

PO BOX 545, UNALASKA, AK 99685

owned by

UNALASKA PORT OF DUTCH HARBOR CONVENTION AND VISITORS BUREAU

is licensed by the department to conduct business for the period

November 21, 2023 to December 31, 2025
for the following line(s) of business:

81 - Other Services (except Public Administration)



This license shall not be taken as permission to do business in the state without having complied with the other requirements of the laws of the State or of the United States.

This license must be posted in a conspicuous place at the business location.
It is not transferable or assignable.

Julie Sande
Commissioner



UNALASKA COMMUNITY BROADCASTING
KUCB 89.7FM · CHANNEL 8 TV
WWW.KUCB.ORG · 907.581.1888 · PO BOX 181 UNALASKA, AK 99685

City of Unalaska Grant Review Committee
PO Box 610
Unalaska, AK 99685

Dear Committee Members,

January 29, 2024

I am writing to express my support for continued funding to Unalaska's Visitors Bureau (UVB). UVB is unique in their mission to promote and encourage tourism and support the development of the visitor industry in our community. Given the City's effort to diversify local economy, the UVB is more important now than ever before.

In the past two years, UVB has shown fresh energy under the leadership of Katherine McGlashan. I am impressed by her goals, which tie the mission of the UVB to Unanga's culture of the region. Her goals integrate the knowledge of elders, and focus on cultural tourism. I am also impressed by recent increases of visitors to Unalaska including a record cruise ship season in 2023 and even more ships slated to visit in 2024.

KUCB works closely with all of Unalaska's nonprofits. We routinely publicize their events and services and we invite staff to be guests on our interview programs. UVB's Executive Director Katherine McGlashan works hard on outreach and education and is a frequent voice on local airwaves. She is open and helpful with journalists, including KUCB's news staff. She also works with travel writers and this year welcomed a travel vlogger who produced a fantastic YouTube video about Unalaska.

UVB's location in the Safeway Mall makes the organization accessible to locals and visitors alike and the organization is a vibrant and active part of our community. If you are in doubt as to whether or not to fully fund the UVB, I encourage you to stop by their office. You will find an inviting space with friendly and knowledgeable staff. And a staff that is working hard to showcase Unalaska as a culturally rich and sustainable travel destination.

The UVB is an essential service for Unalaska, and their services are unduplicated. They have a demonstrated commitment to our community, and I support their application for funding.

Sincerely,

Lauren Adams General
Manager, KUCB



PO Box 144
Unalaska, AK 99685

Phone: (907) 581-1202
Fax: (907) 581-2331

January 29, 2024

Katherine McGlashan
Unalaska/Port of Dutch Harbor Convention and Visitors Bureau
PO Box 545
Unalaska, AK 99685

Dear Ms. McGlashan:

I am writing this letter of support for the Unalaska/Port of Dutch Harbor Convention and Visitors Bureau's City of Unalaska FY 25 Grant application request.

The Iliuliuk Family and Health Services clinic provides the community of Unalaska and the Bering Sea fishing fleet with comprehensive primary medical and emergency care services. Our staff and visitors utilize the many services the UVB promotes in the community of Unalaska and Dutch Harbor. The materials developed through the UVB help IFHS inform potential new employees as well.

I support the Unalaska/Port of Dutch Harbor Convention and Visitors Bureau in their efforts to provide tourism while supporting the development and sustainability of tourism infrastructure in Unalaska, Alaska.

Sincerely,

A handwritten signature in black ink, appearing to read "Noel Rea", is written over a horizontal line.

Noel Rea, CEO
Iliuliuk Family and Health Services, Inc.
Unalaska, AK 99685
(907)359-4009



MUSEUM OF THE ALEUTIANS

(907) 581-5150 • 314 Salmon Way Unalaska AK 99685 P.O. Box 648 Unalaska AK 99685 • www.Aleutians.org

January 27, 2024

Mayor Vince Tutiakoff, Members of the City Council, and Review Committee,

On behalf of the Museum of the Aleutians board and staff, I would like to offer this letter of support for the Unalaska Visitors Bureau's application for the City of Unalaska Community Support Grant. The Unalaska Visitors Bureau, or UVB, partners with the Museum of the Aleutians each year to provide services to the visitors who come to us by plane, cruise ship, and the Alaska Maritime highway. They work with the tour industry to ensure our community is represent in a positive and informative way. They are also leading the development of tourism in our community, helping to shape a robust and regionally driven tourism.

Each year, they play a crucial role in supporting the Museum by delivering essential services that establish a connection between us and our visitors. They streamline the operational aspects that bring in hundreds, and at times, thousands of visitors to the Museum. Their responsibility extends to orchestrating the entire cruise ship season, ensuring seamless coordination among various organizations. This coordination guarantees that we are well-informed about the arrival schedules of these visitors and adequately prepared to welcome them.

Beyond operational support, they serve as a valuable resource for visitors, furnishing them with destination information and outlining the available opportunities. This, in turn, enables visitors to contribute to the Museum and the local community. Recognizing tourism as a burgeoning economic factor for the Museum, as well as for other businesses and the City, their role becomes even more critical.

The Museum of the Aleutians fully endorses UCB's request for funding.

Sincerely,

Virginia Hatfield

Virginia Hatfield
Executive Director



**Unalaska / Port of Dutch Harbor
Convention and Visitors Bureau**

Compiled Financial Statements
For the Year Ended June 30, 2023

**Unalaska / Port of Dutch Harbor
Convention and Visitors Bureau**

Table of Contents

Accountant's Compilation Report	1
Statement of Financial Position	2
Statement of Activities	3
Statement of Functional Expenses	4
Statement of Cash Flows	5
Notes to Financial Statements	6 - 10

ACCOUNTANT'S COMPILATION REPORT

To the Board of Directors of
Unalaska / Port of Dutch Harbor
Convention and Visitors Bureau
Unalaska, AK 99685

Management is responsible for the accompanying financial statements of Unalaska / Port of Dutch Harbor Convention and Visitors Bureau (a nonprofit corporation), which comprise the statement of financial position as of June 30, 2023, and the related statements of activities, functional expenses and cash flows for the year then ended, and the related notes to the financial statements in accordance with accounting principles generally accepted in the United States of America. I have performed a compilation engagement in accordance with Statements on Standards for Accounting and Review Services promulgated by the Accounting and Review Services Committee of the AICPA. I did not audit or review the financial statements nor were we required to perform any procedures to verify the accuracy or completeness of the information provided by management. Accordingly, I do not express an opinion, a conclusion, nor provide any form of assurance on these financial statements.

Lisa Taylor, CPA

Handwritten signature of Lisa Taylor, CPA, in black ink.

Anchorage, AK 99517
January 18, 2024

**Unalaska / Port of Dutch Harbor Convention
and Visitors Bureau**
Statement of Financial Position
As of June 30, 2023

Assets

Current assets:	
Cash	\$ 233,692
Accounts receivable	63,620
Prepaid	15,945
Inventory	<u>31,397</u>
Total current assets	344,654
Noncurrent assets:	
Fixed assets:	
Property and equipment	46,887
Less: accumulated depreciation	<u>(46,887)</u>
Total fixed assets	<u>-</u>
Total noncurrent assets	<u>-</u>
Total assets	<u><u>344,654</u></u>

Liabilities and Net Assets

Liabilities	
Current liabilities:	
Accounts payable	55,948
Accrued payroll	<u>1,131</u>
Total current liabilities	57,079
Net Assets	
Without donor restrictions	<u>287,575</u>
Total liabilities and net assets	<u><u>\$ 344,654</u></u>

**Unalaska / Port of Dutch Harbor Convention
and Visitors Bureau**

Statement of Activities

For the Year Ended June 30, 2023

	<u>Without Donor Restrictions</u>
Revenues and support	
Grants	\$ 226,007
Program Revenue	
Event income	50,245
Public support/Coop Ads/Visitor Guide	3,406
Cruise ship coordination	163,490
CBV Store	<u>5,285</u>
Total program revenue	222,426
Other Income	
Interest income	22
Contributed nonfinancial asset	-
Other income	<u>2,933</u>
Total other income	<u>2,955</u>
Total revenues and support	451,388
Expenses	
Program services	335,723
Supporting activities	
Management and general	32,310
Fundraising	<u>20,842</u>
Total supporting activities	53,152
Nonfinancial contributions	<u>-</u>
Total expenses	<u>388,875</u>
Change in Net Assets	62,513
Net assets, beginning of year	<u>225,062</u>
Net assets, end of year	\$ <u><u>287,575</u></u>

See accountant's compilation report and accompanying notes to financial statements.

**Unalaska / Port of Dutch Harbor Convention
and Visitors Bureau**

Statement of Functional Expenses
For the Year Ended June 30, 2023

	<u>Program Activities</u>			<u>Supporting Activities</u>		<u>Total</u>
	<u>City</u>	<u>Visitor</u>	<u>Covid</u>	<u>General</u>		
			<u>City of</u>	<u>Fund-</u>	<u>Operating/</u>	
	<u>Grant</u>	<u>Services</u>	<u>Unalaska</u>	<u>raising</u>	<u>Admin</u>	
Expenses						
Advertising	\$ 13,185	-	-	-	56	13,241
Bank fees	-	97	-	1,304	486	1,887
Board & staff expenses	3,493	2,300	-	1,131	1,529	8,453
Community Outreach	3,000	-	-	-	-	3,000
Contract labor	-	1,000	-	-	-	1,000
Cost of goods	-	(254)	-	-	-	(254)
Cruise Ship activities	-	96,510	-	-	-	96,510
Depreciation	40	-	-	-	-	40
Equipment related expense	385	-	-	-	50	435
Event expense	-	4,154	-	12,023	-	16,177
Fees, dues & subscriptions	2,194	-	-	-	300	2,494
Fundraising expense	1,405	-	-	118	-	1,523
Insurance	3,081	-	-	-	-	3,081
Miscellaneous	-	-	-	230	-	230
Personnel expenses	111,445	-	-	-	2,595	114,040
Postage & shipping	2,149	119	-	1,364	292	3,924
Product development	17,109	15,413	-	316	-	32,838
Professional fees	20,849	-	-	-	17,053	37,902
Rent	16,153	-	-	-	-	16,153
Supplies	1,107	331	-	33	3,802	5,273
Telephone & internet	5,676	1,759	-	80	1,790	9,305
Travel & tradeshows	8,769	4,254	-	4,243	4,357	21,623
Total	<u>210,040</u>	<u>125,683</u>	<u>-</u>	<u>20,842</u>	<u>32,310</u>	<u>388,875</u>
Transfers to (from) other fu	-	-	16,007	-	(16,007)	-
Total expenses \$	<u><u>210,040</u></u>	<u><u>125,683</u></u>	<u><u>16,007</u></u>	<u><u>20,842</u></u>	<u><u>16,303</u></u>	<u><u>388,875</u></u>

See accountant's compilation report and accompanying notes to financial statements.

**Unalaska / Port of Dutch Harbor Convention
and Visitors Bureau**

Statement of Cash Flows
For the Year Ended June 30, 2023

Reconciliation of change in net income to net cash
flows from operating activities

Change in Net Assets	\$ 62,513
Cash flows from operating activities:	
Adjustments to reconcile change in net income to net cash provided by operating activities:	
Changes in operating assets and liabilities that provided (used) cash:	
Accounts receivable	(63,620)
Prepaid	(15,945)
Inventory	(8,576)
Unearned revenue	(16,007)
Accounts payable	39,630
Accrued payroll	(3,333)
Increase (decrease) in operating liabilities:	<u>(67,851)</u>
Net cash provided by operating activities	\$ <u><u>(5,338)</u></u>
Cash flows from investing activities:	
Capital asset addition	<u>40</u>
Net cash (used) by investing activities	<u>40</u>
Net increase (decrease) in cash	(5,298)
Cash, beginning of year	<u>238,990</u>
Cash, end of year	\$ <u><u>233,692</u></u>

**Unalaska / Port of Dutch Harbor Convention
and Visitors Bureau**

Notes to Financial Statements
For the Year Ended June 30, 2023

Note 1 – Nature of Organization and Summary of Significant Accounting Policies

Unalaska/Port of Dutch Harbor Convention and Visitors Bureau (the Organization) is a nonprofit organization located in Unalaska, Alaska. The Organization was established exclusively to promote and encourage tourism and the visitor industry for the City of Unalaska and the Port of Dutch Harbor. The Organization focuses on supporting the development and sustainability of tourism infrastructure in the region. The financial statements and notes are the representations of the Organization’s management, which is responsible for their integrity and objectivity. These accounting principles conform to generally accepted accounting principles.

Basis of Accounting and Financial Statement Presentation

Basis of Accounting: The Organization’s accounting records are maintained on the accrual basis of accounting under which revenues are recognized when earned and expenses when incurred. Contributions and pledges are recorded in the period received in the appropriate class of net assets based upon any donor-imposed stipulations.

Financial Statement Presentation: The financial statements of the Organization have been prepared in accordance with U.S. generally accepted accounting principles (“US GAAP”), which require the Organization to report information regarding its financial position and activities according to the following net asset classifications:

Net Assets without donor restrictions: Net assets that are not subject to donor-imposed restrictions and may be expended for any purpose in performing the primary objectives of the organization. These net assets may be used at the discretion of the Organization and its management.

Net Assets with donor restrictions: Net assets subject to stipulations by donors. Some donor restrictions are temporary in nature; those restrictions will be met by actions of the Organization or by the passage of time. Other donor restrictions may be perpetual in nature, whereby the donor has stipulated the funds be maintained in perpetuity.

Donor restricted contributions are reported as increases in net assets with donor restrictions. When a restriction expires, net assets are reclassified from net assets with donor restrictions to net assets without donor restrictions in the statement of activities.

Measure of Operations: The statements of activities report all changes in net assets, including changes in net assets from operating and nonoperating activities. Operating activities consist of those items attributable to the Organization’s ongoing activities. Nonoperating activities are limited to resources that generate return from investments and other activities considered to be of a more unusual or nonrecurring nature.

**Unalaska / Port of Dutch Harbor Convention
and Visitors Bureau**

Notes to Financial Statements
For the Year Ended June 30, 2023

Income Tax Status

The Organization is exempt from income taxes as a nonprofit corporation organized under Section 501(c)(6) of the Internal Revenue Code, except on net income derived from unrelated business activities of which there is none for the year ended June 30, 2023, and has been classified as an organization that is not a private foundation under Section 509(a)(2) of the Internal Revenue Code. The Organization believes that it has appropriate support for any tax positions taken, and as such does not have any uncertain tax position that are material to the financial statements.

Cash and Cash Equivalents

For purposes of reporting cash flows, the Organization considers all highly liquid investments with an initial maturity of three months or less to be cash and cash equivalents. The Organization believes it is not exposed to any significant credit risk on cash and cash equivalents.

Inventories

Inventories are valued at the lower of cost (first in, first out) or market value and consists of retail merchandise. At June 30, 2023 inventories were \$31,397.

Advertising Expenses

The Organization uses advertising costs to promote its status and raise awareness for its purpose. Advertising costs are expensed as incurred. Total advertising expense for the year ended June 30, 2023 was \$13,185.

Property and Equipment

Property and equipment are carried at cost. Depreciation of property and equipment is provided using the straight-line method for financial reporting purposes over the estimated useful lives of 3 to 10 years on furniture, fixtures and equipment.

Functional Allocation of Expenses

The costs of providing the various programs and other activities have been summarized on a functional basis in the statements of activities and change in net assets. Accordingly, certain costs have been allocated among the programs and supporting services benefited.

Income Taxes

The Organization files information return of organizations exempt from income tax in the U.S. federal jurisdiction. The Organization is a domestic entity electing to be classified as a non-profit organization and must file Form 990 annually under the Internal Revenue Code.

**Unalaska / Port of Dutch Harbor Convention
and Visitors Bureau**

Notes to Financial Statements, continued

Use of Estimates

Management uses estimates and assumptions in preparing these financial statements in accordance with generally accepted accounting principles. Those estimates and assumptions affect the reported amounts of assets and liabilities, the disclosure of contingent assets and liabilities, and the reported revenues and expenses. Actual results could vary from estimates that were used.

Restricted and Unrestricted Revenue Recognition

Unrestricted contributions are recognized as revenue when received. Contributions that are restricted by the donor are reported as increases in unrestricted net assets if the restrictions expire (that is, when the stipulated time restriction ends, or purpose restriction is accomplished) in the reporting period in which the revenue is recognized. All other donor-restricted contributions are reported as increases in either temporarily or permanently restricted net assets, depending upon the natures of the restrictions. When a restriction expires, temporarily restricted net assets are reclassified to unrestricted net assets and reported in the Statement of Activities as net assets released from restriction.

Note 2 – Availability and Liquidity

The Organization's goal is generally to maintain financial assets to meet 60 days of operating expenses. As part of its liquidity plan, excess cash is invested in short-term investments, including money market accounts and certificates of deposit.

The following represents the Organization's financial assets at:

	<u>June 30, 2023</u>
Cash & cash equivalents	\$ 233,692
Accounts receivable	63,620
Prepaid	15,945
Inventory	<u>22,821</u>
Financial assets available to meet general expenses over the next 12 months	<u>\$ 344,654</u>

**Unalaska / Port of Dutch Harbor
Convention**

Notes to Financial Statements, continued

Note 3 – Cash

For purposes of the financial statement presentation, cash includes bank accounts and cash on hand. Cash consisted of the following at June 30, 2023:

	<u>Book Balance</u>	<u>Bank Balance</u>
Checking	\$ 52,266	\$ 22,021
Savings	181,226	229,148
Cash on Hand	200	-
	<u>\$ 233,692</u>	<u>\$ 251,168</u>

At June 30, 2023 the Organization’s cash accounts were insured through the FDIC for \$250,000.

Note 4 – Prepaid Amounts

The Organization paid in advance for printing and advertising costs that were utilized in the next fiscal period.

Note 4 – Accounts Receivable

The Organization bills for advertising services and has not adjusted for allowance for doubtful accounts.

Note 5 – Concentration of Revenue

The Organization received 50% of its revenue from the City of Unalaska in the form of grants and in-kind contributions for the year ended June 30, 2023.

Note 6 – Contingencies

The Organization has received grants for specific purposes that are subject to review and audit by the grantor agency. Entitlement to these resources is generally conditional upon compliance with the terms and conditions of grant agreements and applicable federal regulations, including the expenditure of resources for allowable purposes. Any disallowance resulting from review or audit by the grantor may become a liability of the Organization.

**Unalaska / Port of Dutch Harbor Convention
and Visitors Bureau**

Notes to Financial Statements, continued

Note 7 – Subsequent Events

The Organization has evaluated subsequent events through January 18, 2024, the date on which the financial statements were available to be issued. In the opinion of management, no events occurred subsequent to June 30, 2023 through January 18, 2024 that require adjustment or disclosure in the accompanying financial statements

Return of Organization Exempt From Income Tax

Under section 501(c), 527, or 4947(a)(1) of the Internal Revenue Code (except private foundations)

2021

Department of the Treasury
Internal Revenue Service

▶ Do not enter social security numbers on this form as it may be made public.
▶ Go to www.irs.gov/Form990 for instructions and the latest information.

Open to Public Inspection

A For the **2021** calendar year, or tax year beginning 7/01, **2021**, and ending 6/30, **2022**

B Check if applicable: <input type="checkbox"/> Address change <input type="checkbox"/> Name change <input type="checkbox"/> Initial return <input type="checkbox"/> Final return/terminated <input type="checkbox"/> Amended return <input type="checkbox"/> Application pending	C Unalaska Port of Dutch Harbor Convention P.O. Box 545 Unalaska, AK 99685	D Employer identification number 92-0149050 E Telephone number 907-581-2612 G Gross receipts \$ 343,358.
--	--	---

F Name and address of principal officer: Same As C Above	H(a) Is this a group return for subordinates? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No H(b) Are all subordinates included? <input type="checkbox"/> Yes <input type="checkbox"/> No If "No," attach a list. See instructions.
--	--

I Tax-exempt status:	501(c)(3) <input checked="" type="checkbox"/> 501(c) (<u>6</u>) (insert no.)	4947(a)(1) or	527
-----------------------------	--	---------------	-----

J Website: ▶ www.unalaska.org	H(c) Group exemption number ▶
--	--------------------------------------

K Form of organization: <input checked="" type="checkbox"/> Corporation <input type="checkbox"/> Trust <input type="checkbox"/> Association <input type="checkbox"/> Other ▶	L Year of formation: 1994	M State of legal domicile: AK
---	----------------------------------	--------------------------------------

Part I Summary

	1 Briefly describe the organization's mission or most significant activities: <u>Promoting and encouraging tourism and supporting the development and sustainability of tourism infrastructure in the Unalaska/Dutch Harbor region.</u>		
Activities & Governance	2 Check this box <input type="checkbox"/> if the organization discontinued its operations or disposed of more than 25% of its net assets.		
	3 Number of voting members of the governing body (Part VI, line 1a)	3	5
	4 Number of independent voting members of the governing body (Part VI, line 1b)	4	5
	5 Total number of individuals employed in calendar year 2021 (Part V, line 2a)	5	7
	6 Total number of volunteers (estimate if necessary)	6	5
	7a Total unrelated business revenue from Part VIII, column (C), line 12	7a	0.
	b Net unrelated business taxable income from Form 990-T, Part I, line 11	7b	0.
Revenue	8 Contributions and grants (Part VIII, line 1h)	Prior Year	Current Year
	9 Program service revenue (Part VIII, line 2g)	306,409.	257,277.
	10 Investment income (Part VIII, column (A), lines 3, 4, and 7d)	27.	27.
	11 Other revenue (Part VIII, column (A), lines 5, 6d, 8c, 9c, 10c, and 11e)	15,717.	58,338.
	12 Total revenue – add lines 8 through 11 (must equal Part VIII, column (A), line 12)	322,153.	343,358.
Expenses	13 Grants and similar amounts paid (Part IX, column (A), lines 1-3)		
	14 Benefits paid to or for members (Part IX, column (A), line 4)		
	15 Salaries, other compensation, employee benefits (Part IX, column (A), lines 5-10)	171,313.	126,060.
	16a Professional fundraising fees (Part IX, column (A), line 11e)		
	b Total fundraising expenses (Part IX, column (D), line 25) ▶ <u>16,505.</u>		
	17 Other expenses (Part IX, column (A), lines 11a-11d, 11f-24e)	158,892.	192,078.
18 Total expenses. Add lines 13-17 (must equal Part IX, column (A), line 25)	330,205.	318,138.	
19 Revenue less expenses. Subtract line 18 from line 12	-8,052.	25,220.	
Net Assets or Fund Balances	20 Total assets (Part X, line 16)	Beginning of Current Year	End of Year
	21 Total liabilities (Part X, line 26)	261,400.	261,851.
	22 Net assets or fund balances. Subtract line 21 from line 20	61,558.	36,789.
		199,842.	225,062.

Part II Signature Block

Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete. Declaration of preparer (other than officer) is based on all information of which preparer has any knowledge.

Sign Here	Signature of officer	Date
	Rhonda Wayner Type or print name and title	Accountant

Paid Preparer Use Only	Print/Type preparer's name	Preparer's signature	Date	Check <input checked="" type="checkbox"/> if self-employed	PTIN P01639611
	Firm's name ▶	Melissa K Hartford			Firm's EIN ▶
	Firm's address ▶	6430 Bridget Dr Anchorage, AK 99502			Phone no. 907-854-2058

May the IRS discuss this return with the preparer shown above? See instructions Yes No