

## **APPLICATION CHECKLIST**

### **Transportation Network Service**

Use this checklist to make sure you have enclosed all required items or your application will not be processed. You cannot operate in Pennsylvania until you receive a License from the Commission.

- ✓ The original Application with original signatures (unless eFiled with the Commission's online eFiling system at [www.puc.pa.gov](http://www.puc.pa.gov) )
- ✓ A certified check, money order, or check from your attorney for \$350 made payable to "Commonwealth of Pennsylvania;"

If not eFiled, mail your application and attachments to:                    **Secretary, PA Public Utility Commission  
Commonwealth Keystone Building  
Second Floor, 400 North Street  
Harrisburg, PA 17120**

Corporate entities (corporations, LPs, LLPs, and LLCs) and fictitious trade names must be registered with the PA Department of State. Companies incorporated in other states must register as a foreign business corporation. Individuals acting as sole proprietors and partnerships do not have to register.

If you are not registered with the PA Department of State, you can apply at its website at [www.dos.state.pa.us/corps](http://www.dos.state.pa.us/corps) on how to do business in Pennsylvania as:

PA Corporations (Profit and Non-Profit) – apply for Articles of Incorporation

Foreign Corporations – apply for a Certificate of Authority

PA Limited Partnerships (LPs), Limited Liability Partnerships (LLPs), and Limited Liability Companies (LLCs) – apply for an Application of Registration

Fictitious Name Registration – File ONLY IF Trade Name will be different than the business name you register with the PA Department of State.

## **General Information for Preparing and Filing the Application for Transportation Network Service License.**

1. This application is required to request a License to operate as a Transportation Network Company providing transportation for compensation between points in Pennsylvania using a digital network to facilitate prearranged rides..
2. Prior to providing service in Pennsylvania, acceptable evidence of insurance must be filed with the Pennsylvania Public Utility Commission. **Your permanent evidence of insurance will be a Form E certificate for bodily injury and property damage insurance. The Form E certificate may be filed at the same time this Application is filed, or may be filed later, after the Commission tentatively approves the Application. In either case, the Form E certificate must be filed to complete your Application.**
  - a. The Form E certificate is mailed to the Commission directly from the home office of your insurance carrier. The name and address on your Form E must **exactly** match the name and address you have provided on your application. If your insurance company subscribes to NOR (National Online Registries, Inc. at [www.mcinfo.org](http://www.mcinfo.org)), you can request the insurance company to file the Form E certificate electronically through NOR. The electronically filed Form E certificate will reach the Commission more quickly than mailed forms.
  - b. Insurance amounts and coverage must meet or exceed the requirements established by the Public Utility Code. 66 Pa. C.S. § 101 *et seq.*

## Application for Transportation Network Service License

THIS APPLICATION IS TO BE USED WHEN PROVIDING TRANSPORTATION FOR COMPENSATION BETWEEN POINTS IN PENNSYLVANIA USING A DIGITAL NETWORK TO FACILITATE PREARRANGED RIDES.

1. **Legal Name of Applicant** (Individual, Partnership or Corporation)

RubyRide PA, LLC

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- If you are an individual who has not formed any type of corporate entity, you should enter your name **as it will appear on your insurance documents**.
- If you are filing for a partnership, but **not a limited liability partnership**, the names of all partners must be entered on this line. Those names should be entered **as they will appear on your insurance documents**. This includes husbands and wives filing jointly.
- If you are filing for a corporate entity (corporation, limited liability company, or limited liability partnership), **even if you are the sole shareholder member**, you must enter the name **exactly as it appears on the registration papers from the Corporation Bureau of the Pennsylvania Department of State**.

2. **Trade Name** (Attach a copy of fictitious name registration if applicable)

RubyRide

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This is any name which you will be operating under which differs from the **LEGAL NAME OF APPLICANT**. A **TRADE NAME** is considered a **FICTITIOUS NAME** if the identity of the applicant cannot be readily determined. *EXAMPLE: John Doe is the applicant and wants to use the name "Johnboy Trucking" as his trade name. People cannot readily determine that John Doe is the actual operator; therefore, the name is fictitious and must be registered as such. Trade names such as "John Doe Trucking" or "J. Doe Trucking" are not considered fictitious and would not have to be registered.*

3. **Applicant is:**

Sole Proprietor

Partnership

Limited Partnership (Provide list of partners and copy of Certificate of Limited Partnership)

Limited Liability Partnership (Provide list of partners and copy of Statement of Registration)

Limited Liability Company (Provide list of members and copy of Certificate of Organization)

Corporation (Provide list of shareholders, distribution of shares, officers, and copy of Articles of Incorporation)

Foreign Association not formed in PA (Provide copy of Foreign Registration Statement)

4. **Registration with the Department of State** - The applicant certifies that the TNC is registered with the Pennsylvania Department of State to do business in the Commonwealth. Please provide a copy of the TNC applicant's registration with this application.

5. **Please check Applicant's PUC status:**

- Does not now, nor never has had PUC Authority  
 Does not now, but has previously held PUC Authority at A-\_\_\_\_\_  
 Holds current PUC Authority at A-\_\_\_\_\_

6. **Dual Motor Carrier** - Please indicate whether the Applicant is a call demand carrier.

- The Applicant WILL BE operating as a Dual Motor Carrier.  
 The Applicant WILL NOT BE operating as a Dual Motor Carrier

7. **Physical Address** (do not use PO Box)

6101 Penn Avenue 2<sup>nd</sup> Floor  
Street Address

Pittsburgh, PA 15206  
City, State and Zip Code

412-742-8243  
Telephone Number

Allegheny  
County

The address entered here should reflect the actual location of the business. This is the address the Commission needs in order to dispatch Enforcement Officers to inspect equipment.

8. **Mailing Address** (if different from Physical Address)

624 Hastings #1  
Street Address

Pittsburgh, PA 15206  
City, State and Zip Code

This is the address to which the Commission will send all official documents issued by the Commission. Leave blank if **MAILING ADDRESS** is the same as the **PHYSICAL ADDRESS**.

9. **Website**

www.rubyride.co  
Website Address

The applicant certifies that it will establish and maintain a website that complies with Chapter 26. This includes language directing the public to the PA Public Utility Commission for complaints. For clarity, the language used is as follows:

"You can also file a complaint through the PA Public Utility Commission's Bureau of Consumer Services at 1-800-692-7380 or [http://www.puc.pa.gov/contact\\_us.aspx](http://www.puc.pa.gov/contact_us.aspx)."

10. **Registered Agent**

Jeffrey Ericson  
Agent's Name

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6101 Penn Avenue  
Street Address

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Pittsburgh, PA 15206  
City, State and Zip Code

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412-742-8243  
Telephone Number

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Allegheny  
County

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11. **Attorney** (if applicable)

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Attorney's Name & Telephone Number for this Filing

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Attorney's Address

An attorney's name should only be entered if an attorney is filing the application for a client and the application is being sent under the attorney's cover letter.

12. **Affiliated Interests** – List the applicant's affiliation (owner, manager, controls) with any other carrier, with the description of affiliation.  
NONE

13. **General Description of Nature and Scope of Business** - Provide a general description of the nature and scope of the proposed TNC service to be offered, including the company's business model, the use of independent drivers or employee drivers, the use of driver-owned vehicles or company-owned vehicles, the names and roles of any affiliates involved in providing the service, and other relevant features of the proposed TNC service.

RubyRide is a Pittsburgh, PA based transportation network company.

RubyRide provides local transportation for communities on a subscription or sponsored basis. Our customers pay a fixed monthly fee for unlimited local trips within a given boundary – usually an area of 4 to 8 square miles with amenities like grocery shopping, schools, and other basic destinations. They may request trips on demand or in advance (one time or on a recurring basis) to locations within this area for no additional fee. They may request trips to destinations outside of the boundary for an additional fee, which will always be presented prior to initiating the trip. Drivers are employees primarily operating their own vehicles and are recruited from within the local area. RubyRide will provide Wheelchair Accessible Vehicles to meet

US Title VI and PA Title 66 Chapter 26 requirements and offer reliable non-medical wheelchair service to customers. This is necessary as it is not practically possible to recruit drivers who already own wheelchair vehicles in the TNC model.

**14. Driver Standards** – Please explain:

- a. Your standards for drivers;
  - i. Our standards meet or exceed Title 66 Chapter 2604 in all cases. Drivers must:
    - 1. Be between 21 years of age and 75 years of age.
    - 2. Show at least one year driving history
    - 3. Physically able to meet the demands of driving safely and caring for passengers. Able to pass an occupational physical.
    - 4. Pass a criminal and sex offender background check in against a national database and any county databases where the applicant has resided in the last 7 years.
    - 5. Show a valid drivers' license issued by the subject state (PA in this case) with all required endorsements. Driver must have no major moving violations on record. DUIs, reckless driving, and speeding greater than 20 miles per hour over the limit are automatic disqualifications. Two or more moving violations in the last 3 years are also moving violations. Minor infractions trigger an interview with candidate.
    - 6. E-Verify employment trace to verify legal work status in US.
    - 7. Show proof of insurance on any vehicle that they drive. Insurance must meet local minimum comprehensive coverages. Note: some drivers only operate RubyRide supplied vehicles (typically specialized for carrying wheelchair-bound passengers). Those drivers are not required to provide proof-of-insurance and are not permitted to operate their own vehicle for the company.
    - 8. Pass a pre-employment 10-panel drug screening and pass consequential random drug screenings as well.
    - 9. Complete all required training to a satisfactory level
    - 10. Agree to company terms-of-service and employment agreement.
  - b. Your system for ensuring compliance with criminal background and license check requirements;
    - i. We use a service called turning.io that conducts the background checks on a national basis and reports any inconsistencies to the applicant and to us. The applicant has the right to challenge incorrect information. The same service conducts drivers' license investigations and provides electronic records to us with the status – pass, fail, or inconsistent. The background check and license investigation is completed annually.
  - c. Your driver training program;
    - i. Our drivers are extensively trained. Training falls into the following categories:
      - 1. Customer Service training: drivers are trained to create a safe and welcoming space for passengers. Starting with personal protocol – greetings, introductions, explanations of service to new customers, and extending to reminders for safe execution of service – “We’ll get going as soon as you are buckled up!” Drivers are also given advice on treating all customers with dignity, regardless of race, age, sexual orientation or political affiliation. We also train drivers to manage difficult customers and to enforce standards of decency.

2. Operational Safety Training. Our technology measures drivers' quality of operation. Jack-rabbit starts, hard brakes, speeding, and phone use while in motion are all captured by the technology. We train our drivers to drive smoothly, safely, and of course within the posted speed limits. We provide advanced defensive driving tactics and teach drivers best practices when loading and unloading passengers along the street.
  3. Technology training. Our business model and our technology are designed to eliminate the need for distracting technology during a trip. Drivers are not allowed to operate a phone or device (or even touch the screen) while the vehicle is in motion.
- d. Your policy regarding alcohol and drug use by your drivers;
    - i. Drug use is not tolerated. Failure or refusal of random 10-panel drug test triggers automatic dismissal.
    - ii. Evidence of operation while under the influence of any drug that may impair the ability to operate safely or that is illegal triggers automatic suspension while a drug test is administered. Refusal to submit to drug test results in immediate termination.
    - iii. Evidence of operation while intoxicated triggers automatic suspension while a BAC test is administered. Refusal to submit to drug test results in immediate termination.
    - iv. Driver may not use tobacco products within two hours of the beginning of a shift; may not smoke in any vehicle used for transporting passengers; may not smoke while on duty, even if on break or away from the vehicle. Passengers should never be exposed to tobacco smoke or the smell of tobacco in a vehicle or on a drivers' clothes.
  - e. How your policy or your written policy will ensure that drivers have the necessary insurance coverage;
    - i. Drivers are required to maintain comprehensive insurance on their own vehicle that meets state minimum requirements. Insurance shall be in force the entire time of employment.
    - ii. RubyRide maintains liability coverage that is in force during periods 2 and 3 of a trip cycle (on the way to pick up a passenger and while passengers are in the vehicle). This insurance covers any liability arising as a result of the actions of the driver.
    - iii. RubyRide has elected to maintain excess coverage to supplement the drivers' insurance during periods 1, 2, and 3 (any time that a driver is on duty).
  - f. How your policy or your written policy will ensure your drivers will continuously comply with all requirements under Chapter 26, including providing service to people with disabilities;
    - i. We provide a Wheelchair Accessible Vehicle for the use of our passengers in every region and in sufficient quantity to provide quality service for all passengers regardless of need. These vehicles are leased locally and insured to the same levels as the rest of our service. In addition, drivers qualified to operate these vehicles receive additional training for a variety of passenger needs, including (but not limited to) door-through-door service and operation of a wheelchair vehicle.
    - ii. RubyRide uses a data management system to track the various requirements of Chapter 26 and assist drivers in maintaining compliance. Drivers are reminded of impending renewals and prompted to provide updated proof-of-compliance.

- iii. Our customer's data is a privileged resource. Our software platform meets DoD Information Assurance Certification and Accreditation Process (DIACAP), and Department of Defense (DoD) Cloud Security Model (CSM) Levels 3-5 and has since day one. This is a higher level of security than our national competitors aspire to.
- g. How your policy or your written policy will ensure your drivers will be informed of nondiscrimination policies.
  - i. Our brand, training, and policies promote the creation of a safe space within the confines of every RubyRide vehicle. We hire drivers for attitude and customer service, then train for driving skills.
  - ii. RubyRide's policy explicitly states that all Customers, passengers, agents and drivers are to be treated with dignity and respect. We reserve the right to bar any person who fails to honor this creed – whether they be driver, staff person, passenger, customer, or guest – from the use of our service and platform. We conduct driver training to reinforce this, and support our drivers when they are the victim.

15 **Vehicle Safety Program** – Please explain:

- a. How your policy or your written policy will ensure that vehicles will continuously comply with Pennsylvania's equipment standards (67 Pa. Code, Chapter 175) and Chapter 26.
  - i. Every local operating unit enforces the vehicle standards independently. This means that we have local eyes on the ground in to verify the quality of service and the quality of our fleet. Local unit managers are rewarded by for maintaining a quality fleet.
  - ii. Our software platform tracks the make, model and condition of each vehicle. Passengers are given the opportunity to comment on the quality of their experience, including the quality of the vehicle.
- b. Plans for ensuring that vehicles which no longer meet vehicle age and/or vehicle mileage standards shall be replaced in a timely fashion.
  - i. Vehicles that no longer meet our standards are removed from operation by the unit manager. Vehicles with a model year more than 10 model years of age or more than 350,000 miles of travel will be removed from service except in unusual circumstances, and then only with evidence of excellent mechanical condition.
  - ii. Drivers must have a valid certificate of inspection in the vehicle at all times.
- c. How your policy or your written policy will ensure vehicles engaged in TNC service display their respective TNC placard in accordance with Chapter 26.
  - i. RubyRide vehicles are marked during operations with a 12" round door magnet sign on either side of the automobile. We require all drivers to display brand signage while operating, both for visibility and for the safety of our customers. All drivers are provided free of charge with door magnet signs when starting and may request replacements due to wear or damage twice a year.

16. **Autonomous Vehicle Safety** – Please certify that all autonomous vehicles and their operation in TNC service comply with all applicable PennDOT regulations.

\*Not Applicable – no Autonomous programs. Should this change in the future we will amend our application.

The certification must be signed here by the applicant appearing on Line 1 by the named individual, all partners if a partnership, a member (if a limited liability company), or by the President or Officer (if a corporation)

17. **Customer Service Standards** – Please describe your customer service standards. Within your description, please explain:

RubyRide has high customer service standards. Drivers regularly serve the same customers, which fosters a better environment for service. After each trip the customer has the option of rating the driver, including ‘favoriting’ a driver, which increases the potential that a driver will be assigned to that same passenger in the future. Rankings below 4 (out of 5) are reviewed by the unit manager – additional training, correction or other resolution is possible.

- a. Your plan to inform customers of how to file complaints with the PUC;
  - i. RubyRide will provide information to help Passengers contact the PUC in 1 of 3 places:
    1. In the support section of our mobile application for PA customers.
    2. Phone operators and customer service personnel have contact information.
    3. In each vehicle the driver will have contact information along with the other required information.
  - b. Your intended customer complaint resolution procedure.
    - i. Customers unhappy with our service will have access to three levels of resolution:
      1. A staff member in each operating unit is available at least during normal business hours to handle complaints. This person has the authority to resolve minor issues and escalate larger issues.
      2. Phone operators have authority to address minor complaints and make minor account corrections. They can escalate larger issues.
      3. Regional managers have the authority to solve large complaints, including staffing changes, refunds and other solutions.

18. **Insurance** – Describe steps you have taken to obtain liability insurance coverage for your business. Upon tentative approval of the application, you will be required to have an acceptable Form E certificate of insurance filed by the insurance carrier. Note: An acceptable Form E certificate may be filed at the time of filing the application.

RubyRide currently carries insurance in excess of PA requirements. Our carrier has indicated that they will continue to cover our business as we expand into Pennsylvania and every other state in the US. Our policy may not be cancelled until June 30, 2020. Insurance Declarations Page included.

19. **Financial Data** –You must submit documentation as evidence of your current financial position.

We have sufficient cash to operate in our limited initial scale. Insurance is already paid for and in place and we have investors in place to fund growth expenses. Per 2603.1(a)(8) “Insurance satisfying the requirements of this section shall be deemed to satisfy the financial responsibility requirement

for a motor vehicle under 75 Pa.C.S. Ch. 17 (relating to financial responsibility) ”

RubyRide proof of Insurance is included with this submittal. Our liability coverage applies nationally to RubyRide, Inc. and all of its subsidiaries, one of which is RubyRide PA, LLC (the applicant).

20. **Certification:**

Applicant certifies that it is not now engaged in unauthorized intrastate transportation for compensation between points in Pennsylvania and will not engage in said transportation unless and until authorization is received from the Pennsylvania Public Utility Commission.

Applicant further certifies that it understands the requirements of the Pennsylvania Public Utility Commission, especially as they relate to safety and insurance and that it may be subject to civil penalties, suspension or cancellation of the License for failure to comply with Commission requirements. **TNC applicant certifies that it will comply with all of the requirements under Chapter 26.**

Applicant further certifies that it understands that it is subject to an annual assessment based upon its reported annual gross Pennsylvania intrastate receipts derived from all fares charged to customers for the provision of TNC service. Applicant acknowledges that failure to report revenue and pay its annual assessment may result in civil penalties, suspension or cancellation of the certificate.

## Verification of Application

I/We hereby state that the statement(s) made in this application is/are true and correct to the best of my/our knowledge and belief.

The undersigned understands that false statements herein are made subject to the penalties of 18 Pa. C.S. Section 4904 relating to unsworn falsification to authorities.

Jeffrey K Ericson, CEO  
(Print Name)

  
(Signature)

07 / 23 / 2019

(Date)

The verification of the application must be completed by the applicant appearing on Line 1 by the named individual, all partners if a partnership, a member (if a limited liability company), or by the President or Officer (if a corporation).

# RubyRide PA LLC

## BALANCE SHEET

As of May 31, 2019

	TOTAL
<b>ASSETS</b>	
Current Assets	
Bank Accounts	
Operating Acct Business***6120	5,852.26
<b>Total Bank Accounts</b>	<b>\$5,852.26</b>
Accounts Receivable	
Accounts Receivable	0.00
<b>Total Accounts Receivable</b>	<b>\$0.00</b>
Other Current Assets	
Computer Equipment	4,042.46
Due From Metropia	78,257.57
Due From RR Pima Transit LLC	1,816.99
Due From RubyRide Inc	17,240.00
Prepaid Liability Insurance	2,796.35
Prepaid Ride Share Auto Liability Insurance	22,595.45
<b>Total Other Current Assets</b>	<b>\$126,748.82</b>
<b>Total Current Assets</b>	<b>\$132,601.08</b>
Fixed Assets	
2016 Transit Connect XLT Leased Asset	32,445.00
Vehicle Fleet	1,184.60
<b>Total Fixed Assets</b>	<b>\$33,629.60</b>
<b>TOTAL ASSETS</b>	<b>\$166,230.68</b>
<b>LIABILITIES AND EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	80,889.51
<b>Total Accounts Payable</b>	<b>\$80,889.51</b>
Other Current Liabilities	
2016 Ford Van Lease	31,795.00
Deferred Income	78,257.57
Due to Phil Leavitt	20,000.00
Due to Wellington	1,000.00
<b>Total Other Current Liabilities</b>	<b>\$131,052.57</b>
<b>Total Current Liabilities</b>	<b>\$211,942.08</b>
Long-Term Liabilities	
Due to RubyRide Inc.	0.00
<b>Total Long-Term Liabilities</b>	<b>\$0.00</b>
<b>Total Liabilities</b>	<b>\$211,942.08</b>
Equity	
Owners Draw & Contributions	-41,488.77
Retained Earnings	-28,358.87

	TOTAL
Net Income	24,136.24
<b>Total Equity</b>	<b>\$ -45,711.40</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$166,230.68</b>

# RubyRide PA LLC

## PROFIT AND LOSS

June 2018 - May 2019

	JUN 2018	JUL 2018	AUG 2018	SEP 2018	OCT 2018	NOV 2018	DEC 2018	JAN 2019	FEB 2019	MAR 2019	APR 2019	MAY 2019	TOTAL
<b>Income</b>													
North Mankato, MN Project											7,200.00		\$7,200.00
Tuscon Project Income	36,077.35		25,567.88	16,230.97	5,556.75	12,613.17	11,568.14	13,378.30		26,418.50	10,125.38	9,304.81	\$166,841.25
<b>Total Income</b>	<b>\$36,077.35</b>	<b>\$0.00</b>	<b>\$25,567.88</b>	<b>\$16,230.97</b>	<b>\$5,556.75</b>	<b>\$12,613.17</b>	<b>\$11,568.14</b>	<b>\$13,378.30</b>	<b>\$0.00</b>	<b>\$26,418.50</b>	<b>\$17,325.38</b>	<b>\$9,304.81</b>	<b>\$174,041.25</b>
<b>Cost of Goods Sold</b>													
Fuel	227.19	78.12	135.06	58.71	109.60	54.06	35.00	28.67		20.08			\$746.49
<b>Total Cost of Goods Sold</b>	<b>\$227.19</b>	<b>\$78.12</b>	<b>\$135.06</b>	<b>\$58.71</b>	<b>\$109.60</b>	<b>\$54.06</b>	<b>\$35.00</b>	<b>\$28.67</b>	<b>\$0.00</b>	<b>\$20.08</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$746.49</b>
<b>GROSS PROFIT</b>	<b>\$35,850.16</b>	<b>\$ -78.12</b>	<b>\$25,432.82</b>	<b>\$16,172.26</b>	<b>\$5,447.15</b>	<b>\$12,559.11</b>	<b>\$11,533.14</b>	<b>\$13,349.63</b>	<b>\$0.00</b>	<b>\$26,398.42</b>	<b>\$17,325.38</b>	<b>\$9,304.81</b>	<b>\$173,294.76</b>
<b>Expenses</b>													
Accounting Fees	2,065.00	750.00	1,875.00	2,100.00	4,075.00	5,262.44	125.00	150.00	387.50	537.50	175.00	200.00	\$17,702.44
Accounting Software	30.00	30.00	30.00	30.00	84.06	84.06	84.06	80.19	54.06	113.42	56.36	112.72	\$788.93
Advertising & Marketing	243.42	40.04	1,667.10	780.75	232.09	251.40	262.11	949.00	535.49	589.53	535.41	2,514.17	\$8,600.51
Bank Charges & Fees	44.00	44.00	26.00	19.00	18.00	18.00	111.00			37.00		1.95	\$318.95
Computer Hardware			404.46										\$404.46
Consulting	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	\$36,000.00
Contractors		180.00	120.00						127.20				\$427.20
Corporate Taxes					600.00					659.00			\$1,259.00
Employee Drug/Background Testing	-0.99	331.49	42.00	328.50									\$701.00
Employee Hiring Advertising		264.19	64.19	164.19	664.19	25.00	609.00	609.00	602.00			64.19	\$3,065.95
Fees and Charges		350.00		10.10	70.00		751.39	372.38	318.66	255.38	121.10	0.25	\$2,249.26
General Liability Insurance		254.33	254.33	254.33	254.33	254.33							\$1,271.65
GPS Development	2,100.00	5,400.00			5,700.00	8,552.00							\$21,752.00
Insurance Software Development	1,289.28	-1,279.05		2,046.60	1,635.61		-600.37						\$3,092.07
Legal & Professional Services	-65.00	607.00	1,430.00	162.50	314.00	1,992.00		160.02				430.00	\$5,030.52
Meals & Entertainment	137.88	105.95	76.46	290.05	129.33	39.51	24.33	170.43		148.79	261.91	128.13	\$1,512.77
Memberships/Dues								1,170.00			899.00		\$2,069.00
Office Expenses					32.23	29.95		15.44			140.00	14.99	\$232.61
Office Software	330.84	334.25	337.09	273.40	418.20	276.89	251.53	256.53	256.53	256.58	256.58	274.49	\$3,522.91
Office Supplies	10.00												\$10.00
Platform Development	12,000.00	12,000.00	15,000.00	4,450.00	3,700.00	2,200.00	3,718.91				2,250.00		\$55,318.91
Postage & Delivery	750.00	6.70			-743.30		14.97	36.65		21.96			\$86.98
Rent		282.98	282.98	282.98	411.60		0.00					154.35	\$1,414.89
Repairs & Maintenance			507.40										\$507.40
Storage Rental				86.96	86.96	86.96	86.96	86.96	86.96	0.00	86.96	86.96	\$695.68
Taxes & Licenses												350.00	\$350.00
Telephone & Internet	273.27	191.30	283.54	16.24	193.37	208.54	161.89	615.50	245.21	573.44		399.39	\$3,161.69
Travel	1,179.76	1,626.11	1,341.90	1,421.65	512.58			1,195.93	1,292.01	111.75	1,973.93	2,379.82	\$13,035.44
Web Design - North Mankato												531.98	\$531.98
Web Hosting							224.58						\$224.58
<b>Total Expenses</b>	<b>\$23,387.46</b>	<b>\$24,519.29</b>	<b>\$26,742.45</b>	<b>\$15,717.25</b>	<b>\$21,388.25</b>	<b>\$22,281.08</b>	<b>\$8,825.36</b>	<b>\$8,868.03</b>	<b>\$6,905.62</b>	<b>\$6,304.35</b>	<b>\$9,756.25</b>	<b>\$10,643.39</b>	<b>\$185,338.78</b>

	JUN 2018	JUL 2018	AUG 2018	SEP 2018	OCT 2018	NOV 2018	DEC 2018	JAN 2019	FEB 2019	MAR 2019	APR 2019	MAY 2019	TOTAL
NET OPERATING INCOME	\$12,462.70	\$ -24,597.41	\$ -1,309.63	\$455.01	\$ -15,941.10	\$ -9,721.97	\$2,707.78	\$4,481.60	\$ -6,905.62	\$20,094.07	\$7,569.13	\$ -1,338.58	\$ -12,044.02
Other Income													
Gain on Sale of Asset	750.00												\$750.00
<b>Total Other Income</b>	<b>\$750.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$750.00</b>
Other Expenses													
Automobile Insurance	3,225.00	3,225.00		3,225.00	3,225.00	3,225.00							\$16,125.00
Other Miscellaneous Expense								-309.00					\$ -309.00
Parking	21.10	5.90	34.60	20.40	54.20	1.41	9.94	3.66	8.15	24.49	13.18	23.88	\$220.91
<b>Total Other Expenses</b>	<b>\$3,246.10</b>	<b>\$3,230.90</b>	<b>\$34.60</b>	<b>\$3,245.40</b>	<b>\$3,279.20</b>	<b>\$3,226.41</b>	<b>\$9.94</b>	<b>\$ -305.34</b>	<b>\$8.15</b>	<b>\$24.49</b>	<b>\$13.18</b>	<b>\$23.88</b>	<b>\$16,036.91</b>
NET OTHER INCOME	\$ -2,496.10	\$ -3,230.90	\$ -34.60	\$ -3,245.40	\$ -3,279.20	\$ -3,226.41	\$ -9.94	\$305.34	\$ -8.15	\$ -24.49	\$ -13.18	\$ -23.88	\$ -15,286.91
NET INCOME	\$9,966.60	\$ -27,828.31	\$ -1,344.23	\$ -2,790.39	\$ -19,220.30	\$ -12,948.38	\$2,697.84	\$4,786.94	\$ -6,913.77	\$20,069.58	\$7,555.95	\$ -1,362.46	\$ -27,330.93