Form 5500

Department of the Treasury
Internal Revenue Service

Department of Labor
Employee Benefits Security Administration

Pension Benefit Guaranty Corporation

Annual Return/Report of Employee Benefit Plan

This form is required to be filed for employee benefit plans under sections 104 and 4065 of the Employee Retirement Income Security Act of 1974 (ERISA) and sections 6057(b) and 6058(a) of the Internal Revenue Code (the Code).

▶ **Complete all entries in accordance with the instructions to the Form 5500.**

OMB Nos. 1210-0110
1210-0089

2018

This Form is Open to Public Inspection

Part I Annual Report Identification Information

For calendar plan year 2018 or fiscal plan year beginning 01/01/2018 and ending 12/31/2018

A This return/report is for:
- [ ] a multiemployer plan
- [ ] a multiple-employer plan (Filers checking this box must attach a list of participating employer information in accordance with the form instructions.)
- [X] a single-employer plan
- [ ] a DFE (specify) ____

B This return/report is:
- [ ] the first return/report
- [ ] the final return/report
- [ ] an amended return/report
- [ ] a short plan year return/report (less than 12 months)

C If the plan is a collectively-bargained plan, check here. . . . . ▶ [ ]

D Check box if filing under:
- [X] Form 5558
- [ ] automatic extension
- [ ] the DFVC program
- [ ] special extension (enter description)

Part II Basic Plan Information—enter all requested information

1a Name of plan
401(K) PLAN OF PROCTOR & PROCTOR, INC.

1b Three-digit plan number (PN) ▶ 001

1c Effective date of plan 01/01/1984

2a Plan sponsor's name (employer, if for a single-employer plan)
Mailing address (include room, apt., suite no. and street, or P.O. Box)
City or town, state or province, country, and ZIP or foreign postal code (if foreign, see instructions)
PROCTOR & PROCTOR, INC.

2373 W TENNESSEE ST
TALLAHASSEE, FL 32304

2b Employer Identification Number (EIN)
59-0411230

2c Plan Sponsor's telephone number
850-422-2277

2d Business code (see instructions)
441110

Caution: A penalty for the late or incomplete filing of this return/report will be assessed unless reasonable cause is established.

Under penalties of perjury and other penalties set forth in the instructions, I declare that I have examined this return/report, including accompanying schedules, statements and attachments, as well as the electronic version of this return/report, and to the best of my knowledge and belief, it is true, correct, and complete.

SIGN HERE	Filed with authorized/valid electronic signature.	10/11/2019	THEO PROCTOR III
	Signature of plan administrator	Date	Enter name of individual signing as plan administrator
SIGN HERE			
	Signature of employer/plan sponsor	Date	Enter name of individual signing as employer or plan sponsor
SIGN HERE			
	Signature of DFE	Date	Enter name of individual signing as DFE

3a Plan administrator's name and address [X] Same as Plan Sponsor

3b Administrator's EIN

3c Administrator's telephone number

4 If the name and/or EIN of the plan sponsor or the plan name has changed since the last return/report filed for this plan, enter the plan sponsor's name, EIN, the plan name and the plan number from the last return/report:
a Sponsor's name
c Plan Name

4b EIN

4d PN

5 Total number of participants at the beginning of the plan year	**5**	146
6 Number of participants as of the end of the plan year unless otherwise stated (welfare plans complete only lines **6a(1), 6a(2), 6b, 6c,** and **6d**).		
a(1) Total number of active participants at the beginning of the plan year	**6a(1)**	132
a(2) Total number of active participants at the end of the plan year	**6a(2)**	144
b Retired or separated participants receiving benefits	**6b**	11
c Other retired or separated participants entitled to future benefits	**6c**	0
d Subtotal. Add lines **6a(2)**, **6b**, and **6c**	**6d**	155
e Deceased participants whose beneficiaries are receiving or are entitled to receive benefits.	**6e**	0
f Total. Add lines **6d** and **6e**.	**6f**	155
g Number of participants with account balances as of the end of the plan year (only defined contribution plans complete this item)	**6g**	99
h Number of participants who terminated employment during the plan year with accrued benefits that were less than 100% vested	**6h**	0
7 Enter the total number of employers obligated to contribute to the plan (only multiemployer plans complete this item)	**7**	

8a If the plan provides pension benefits, enter the applicable pension feature codes from the List of Plan Characteristics Codes in the instructions:
2E 2F 2G 2J 2K 2T 3D

b If the plan provides welfare benefits, enter the applicable welfare feature codes from the List of Plan Characteristics Codes in the instructions:

9a Plan funding arrangement (check all that apply)		**9b** Plan benefit arrangement (check all that apply)	
(1)	[ ] Insurance	**(1)**	[ ] Insurance
(2)	[ ] Code section 412(e)(3) insurance contracts	**(2)**	[ ] Code section 412(e)(3) insurance contracts
(3)	[X] Trust	**(3)**	[X] Trust
(4)	[ ] General assets of the sponsor	**(4)**	[ ] General assets of the sponsor

10 Check all applicable boxes in 10a and 10b to indicate which schedules are attached, and, where indicated, enter the number attached. (See instructions)

a Pension Schedules

(1) [X] **R** (Retirement Plan Information)

(2) [ ] **MB** (Multiemployer Defined Benefit Plan and Certain Money Purchase Plan Actuarial Information) - signed by the plan actuary

(3) [ ] **SB** (Single-Employer Defined Benefit Plan Actuarial Information) - signed by the plan actuary

b General Schedules

(1) [X] **H** (Financial Information)

(2) [ ] **I** (Financial Information – Small Plan)

(3) [ ] ___ **A** (Insurance Information)

(4) [X] **C** (Service Provider Information)

(5) [ ] **D** (DFE/Participating Plan Information)

(6) [ ] **G** (Financial Transaction Schedules)

Part III Form M-1 Compliance Information (to be completed by welfare benefit plans)

11a If the plan provides welfare benefits, was the plan subject to the Form M-1 filing requirements during the plan year? (See instructions and 29 CFR 2520.101-2.) ..... ☐ Yes ☐ No

If "Yes" is checked, complete lines 11b and 11c.

11b Is the plan currently in compliance with the Form M-1 filing requirements? (See instructions and 29 CFR 2520.101-2.) ..... ☐ Yes ☐ No

11c Enter the Receipt Confirmation Code for the 2018 Form M-1 annual report. If the plan was not required to file the 2018 Form M-1 annual report, enter the Receipt Confirmation Code for the most recent Form M-1 that was required to be filed under the Form M-1 filing requirements. (Failure to enter a valid Receipt Confirmation Code will subject the Form 5500 filing to rejection as incomplete.)

Receipt Confirmation Code_____

SCHEDULE C (Form 5500)	Service Provider Information	OMB No. 1210-0110
Department of the Treasury Internal Revenue Service Department of Labor Employee Benefits Security Administration Pension Benefit Guaranty Corporation	This schedule is required to be filed under section 104 of the Employee Retirement Income Security Act of 1974 (ERISA). ▶ **File as an attachment to Form 5500.**	**2018** **This Form is Open to Public Inspection.**

For calendar plan year 2018 or fiscal plan year beginning 01/01/2018 and ending 12/31/2018

A Name of plan
401(K) PLAN OF PROCTOR & PROCTOR, INC.

B Three-digit plan number (PN) ▶ 001

C Plan sponsor's name as shown on line 2a of Form 5500
PROCTOR & PROCTOR, INC.

D Employer Identification Number (EIN)
59-0411230

Part I Service Provider Information (see instructions)

You must complete this Part, in accordance with the instructions, to report the information required for **each person** who received, directly or indirectly, $5,000 or more in total compensation (i.e., money or anything else of monetary value) in connection with services rendered to the plan or the person's position with the plan during the plan year. If a person received **only** eligible indirect compensation for which the plan received the required disclosures, you are required to answer line 1 but are not required to include that person when completing the remainder of this Part.

1 Information on Persons Receiving Only Eligible Indirect Compensation

a Check "Yes" or "No" to indicate whether you are excluding a person from the remainder of this Part because they received only eligible indirect compensation for which the plan received the required disclosures (see instructions for definitions and conditions). . . . . [X] Yes [ ] No

b If you answered line 1a "Yes," enter the name and EIN or address of each person providing the required disclosures for the service providers who received only eligible indirect compensation. Complete as many entries as needed (see instructions).

(b) Enter name and EIN or address of person who provided you disclosures on eligible indirect compensation

SMITH BRUER ADVISORS

47-1875221

(b) Enter name and EIN or address of person who provided you disclosures on eligible indirect compensation

TWO WEST ADVISORS

27-3055170

(b) Enter name and EIN or address of person who provided you disclosures on eligible indirect compensation

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2. Information on Other Service Providers Receiving Direct or Indirect Compensation. Except for those persons for whom you answered "Yes" to line 1a above, complete as many entries as needed to list each person receiving, directly or indirectly, $5,000 or more in total compensation (i.e., money or anything else of value) in connection with services rendered to the plan or their position with the plan during the plan year. (See instructions).

(a) Enter name and EIN or address (see instructions)

(b) Service Code(s)	**(c)** Relationship to employer, employee organization, or person known to be a party-in-interest	**(d)** Enter direct compensation paid by the plan. If none, enter -0-.	**(e)** Did service provider receive indirect compensation? (sources other than plan or plan sponsor)	**(f)** Did indirect compensation include eligible indirect compensation, for which the plan received the required disclosures?	**(g)** Enter total indirect compensation received by service provider excluding eligible indirect compensation for which you answered "Yes" to element (f). If none, enter -0-.	**(h)** Did the service provider give you a formula instead of an amount or estimated amount?
			Yes ☐ No ☐	Yes ☐ No ☐		Yes ☐ No ☐

(a) Enter name and EIN or address (see instructions)

(b) Service Code(s)	**(c)** Relationship to employer, employee organization, or person known to be a party-in-interest	**(d)** Enter direct compensation paid by the plan. If none, enter -0-.	**(e)** Did service provider receive indirect compensation? (sources other than plan or plan sponsor)	**(f)** Did indirect compensation include eligible indirect compensation, for which the plan received the required disclosures?	**(g)** Enter total indirect compensation received by service provider excluding eligible indirect compensation for which you answered "Yes" to element (f). If none, enter -0-.	**(h)** Did the service provider give you a formula instead of an amount or estimated amount?
			Yes ☐ No ☐	Yes ☐ No ☐		Yes ☐ No ☐

(a) Enter name and EIN or address (see instructions)

(b) Service Code(s)	**(c)** Relationship to employer, employee organization, or person known to be a party-in-interest	**(d)** Enter direct compensation paid by the plan. If none, enter -0-.	**(e)** Did service provider receive indirect compensation? (sources other than plan or plan sponsor)	**(f)** Did indirect compensation include eligible indirect compensation, for which the plan received the required disclosures?	**(g)** Enter total indirect compensation received by service provider excluding eligible indirect compensation for which you answered "Yes" to element (f). If none, enter -0-.	**(h)** Did the service provider give you a formula instead of an amount or estimated amount?
			Yes ☐ No ☐	Yes ☐ No ☐		Yes ☐ No ☐

2. Information on Other Service Providers Receiving Direct or Indirect Compensation. Except for those persons for whom you answered "Yes" to line 1a above, complete as many entries as needed to list each person receiving, directly or indirectly, $5,000 or more in total compensation (i.e., money or anything else of value) in connection with services rendered to the plan or their position with the plan during the plan year. (See instructions).

(a) Enter name and EIN or address (see instructions)

(b) Service Code(s)	**(c)** Relationship to employer, employee organization, or person known to be a party-in-interest	**(d)** Enter direct compensation paid by the plan. If none, enter -0-.	**(e)** Did service provider receive indirect compensation? (sources other than plan or plan sponsor)	**(f)** Did indirect compensation include eligible indirect compensation, for which the plan received the required disclosures?	**(g)** Enter total indirect compensation received by service provider excluding eligible indirect compensation for which you answered "Yes" to element (f). If none, enter -0-.	**(h)** Did the service provider give you a formula instead of an amount or estimated amount?
			Yes ☐ No ☐	Yes ☐ No ☐		Yes ☐ No ☐

(a) Enter name and EIN or address (see instructions)

(b) Service Code(s)	**(c)** Relationship to employer, employee organization, or person known to be a party-in-interest	**(d)** Enter direct compensation paid by the plan. If none, enter -0-.	**(e)** Did service provider receive indirect compensation? (sources other than plan or plan sponsor)	**(f)** Did indirect compensation include eligible indirect compensation, for which the plan received the required disclosures?	**(g)** Enter total indirect compensation received by service provider excluding eligible indirect compensation for which you answered "Yes" to element (f). If none, enter -0-.	**(h)** Did the service provider give you a formula instead of an amount or estimated amount?
			Yes ☐ No ☐	Yes ☐ No ☐		Yes ☐ No ☐

(a) Enter name and EIN or address (see instructions)

(b) Service Code(s)	**(c)** Relationship to employer, employee organization, or person known to be a party-in-interest	**(d)** Enter direct compensation paid by the plan. If none, enter -0-.	**(e)** Did service provider receive indirect compensation? (sources other than plan or plan sponsor)	**(f)** Did indirect compensation include eligible indirect compensation, for which the plan received the required disclosures?	**(g)** Enter total indirect compensation received by service provider excluding eligible indirect compensation for which you answered "Yes" to element (f). If none, enter -0-.	**(h)** Did the service provider give you a formula instead of an amount or estimated amount?
			Yes ☐ No ☐	Yes ☐ No ☐		Yes ☐ No ☐

Part I Service Provider Information (continued)

3. If you reported on line 2 receipt of indirect compensation, other than eligible indirect compensation, by a service provider, and the service provider is a fiduciary or provides contract administrator, consulting, custodial, investment advisory, investment management, broker, or recordkeeping services, answer the following questions for (a) each source from whom the service provider received $1,000 or more in indirect compensation and (b) each source for whom the service provider gave you a formula used to determine the indirect compensation instead of an amount or estimated amount of the indirect compensation. Complete as many entries as needed to report the required information for each source.

(a) Enter service provider name as it appears on line 2	**(b)** Service Codes (see instructions)	**(c)** Enter amount of indirect compensation
(d) Enter name and EIN (address) of source of indirect compensation	**(e)** Describe the indirect compensation, including any formula used to determine the service provider's eligibility for or the amount of the indirect compensation.	

(a) Enter service provider name as it appears on line 2	**(b)** Service Codes (see instructions)	**(c)** Enter amount of indirect compensation
(d) Enter name and EIN (address) of source of indirect compensation	**(e)** Describe the indirect compensation, including any formula used to determine the service provider's eligibility for or the amount of the indirect compensation.	

(a) Enter service provider name as it appears on line 2	**(b)** Service Codes (see instructions)	**(c)** Enter amount of indirect compensation
(d) Enter name and EIN (address) of source of indirect compensation	**(e)** Describe the indirect compensation, including any formula used to determine the service provider's eligibility for or the amount of the indirect compensation.	

Part II Service Providers Who Fail or Refuse to Provide Information

4 Provide, to the extent possible, the following information for each service provider who failed or refused to provide the information necessary to complete this Schedule.

(a) Enter name and EIN or address of service provider (see instructions)	**(b)** Nature of Service Code(s)	**(c)** Describe the information that the service provider failed or refused to provide

(a) Enter name and EIN or address of service provider (see instructions)	**(b)** Nature of Service Code(s)	**(c)** Describe the information that the service provider failed or refused to provide

(a) Enter name and EIN or address of service provider (see instructions)	**(b)** Nature of Service Code(s)	**(c)** Describe the information that the service provider failed or refused to provide

(a) Enter name and EIN or address of service provider (see instructions)	**(b)** Nature of Service Code(s)	**(c)** Describe the information that the service provider failed or refused to provide

(a) Enter name and EIN or address of service provider (see instructions)	**(b)** Nature of Service Code(s)	**(c)** Describe the information that the service provider failed or refused to provide

(a) Enter name and EIN or address of service provider (see instructions)	**(b)** Nature of Service Code(s)	**(c)** Describe the information that the service provider failed or refused to provide

Part III Termination Information on Accountants and Enrolled Actuaries (see instructions)

(complete as many entries as needed)

a Name:	**b** EIN:
c Position:	
d Address:	**e** Telephone:

Explanation:

a Name:	**b** EIN:
c Position:	
d Address:	**e** Telephone:

Explanation:

a Name:	**b** EIN:
c Position:	
d Address:	**e** Telephone:

Explanation:

a Name:	**b** EIN:
c Position:	
d Address:	**e** Telephone:

Explanation:

a Name:	**b** EIN:
c Position:	
d Address:	**e** Telephone:

Explanation:

SCHEDULE H (Form 5500)

Department of the Treasury
Internal Revenue Service

Department of Labor
Employee Benefits Security Administration

Pension Benefit Guaranty Corporation

Financial Information

This schedule is required to be filed under section 104 of the Employee Retirement Income Security Act of 1974 (ERISA), and section 6058(a) of the Internal Revenue Code (the Code).

▶ **File as an attachment to Form 5500.**

OMB No. 1210-0110

2018

This Form is Open to Public Inspection

For calendar plan year 2018 or fiscal plan year beginning 01/01/2018 and ending 12/31/2018

A Name of plan
401(K) PLAN OF PROCTOR & PROCTOR, INC.

B Three-digit plan number (PN) ▶ 001

C Plan sponsor's name as shown on line 2a of Form 5500
PROCTOR & PROCTOR, INC.

D Employer Identification Number (EIN)
59-0411230

Part I Asset and Liability Statement

1 Current value of plan assets and liabilities at the beginning and end of the plan year. Combine the value of plan assets held in more than one trust. Report the value of the plan's interest in a commingled fund containing the assets of more than one plan on a line-by-line basis unless the value is reportable on lines 1c(9) through 1c(14). Do not enter the value of that portion of an insurance contract which guarantees, during this plan year, to pay a specific dollar benefit at a future date. **Round off amounts to the nearest dollar.** MTIAs, CCTs, PSAs, and 103-12 IEs do not complete lines 1b(1), 1b(2), 1c(8), 1g, 1h, and 1i. CCTs, PSAs, and 103-12 IEs also do not complete lines 1d and 1e. See instructions.

Assets		(a) Beginning of Year	(b) End of Year
a Total noninterest-bearing cash	1a		
b Receivables (less allowance for doubtful accounts):			
(1) Employer contributions	1b(1)	2521	2852
(2) Participant contributions	1b(2)	17028	21744
(3) Other	1b(3)		
c General investments:			
(1) Interest-bearing cash (include money market accounts & certificates of deposit)	1c(1)		
(2) U.S. Government securities	1c(2)		
(3) Corporate debt instruments (other than employer securities):			
(A) Preferred	1c(3)(A)		
(B) All other	1c(3)(B)		
(4) Corporate stocks (other than employer securities):			
(A) Preferred	1c(4)(A)		
(B) Common	1c(4)(B)		
(5) Partnership/joint venture interests	1c(5)		
(6) Real estate (other than employer real property)	1c(6)		
(7) Loans (other than to participants)	1c(7)		
(8) Participant loans	1c(8)	36647	83668
(9) Value of interest in common/collective trusts	1c(9)		
(10) Value of interest in pooled separate accounts	1c(10)		
(11) Value of interest in master trust investment accounts	1c(11)		
(12) Value of interest in 103-12 investment entities	1c(12)		
(13) Value of interest in registered investment companies (e.g., mutual funds)	1c(13)	5239413	5024413
(14) Value of funds held in insurance company general account (unallocated contracts)	1c(14)		
(15) Other	1c(15)		

			(a) Beginning of Year	(b) End of Year
1d	Employer-related investments:			
	(1) Employer securities	1d(1)		
	(2) Employer real property	1d(2)		
e	Buildings and other property used in plan operation	1e		
f	Total assets (add all amounts in lines 1a through 1e)	1f	5295609	5132677
	Liabilities			
g	Benefit claims payable	1g		
h	Operating payables	1h		
i	Acquisition indebtedness	1i		
j	Other liabilities	1j	16408	24142
k	Total liabilities (add all amounts in lines 1g through1j)	1k	16408	24142
	Net Assets			
l	Net assets (subtract line 1k from line 1f)	1l	5279201	5108535

Part II Income and Expense Statement

2 Plan income, expenses, and changes in net assets for the year. Include all income and expenses of the plan, including any trust(s) or separately maintained fund(s) and any payments/receipts to/from insurance carriers. Round off amounts to the nearest dollar. MTIAs, CCTs, PSAs, and 103-12 IEs do not complete lines 2a, 2b(1)(E), 2e, 2f, and 2g.

	Income		(a) Amount	(b) Total
a	**Contributions:**			
	(1) Received or receivable in cash from: **(A)** Employers	2a(1)(A)	363318	
	(B) Participants	2a(1)(B)	47255	
	(C) Others (including rollovers)	2a(1)(C)	505	
	(2) Noncash contributions	2a(2)		
	(3) Total contributions. Add lines **2a(1)(A), (B), (C),** and line **2a(2)**	2a(3)		411078
b	**Earnings on investments:**			
	(1) Interest:			
	(A) Interest-bearing cash (including money market accounts and certificates of deposit)	2b(1)(A)		
	(B) U.S. Government securities	2b(1)(B)		
	(C) Corporate debt instruments	2b(1)(C)		
	(D) Loans (other than to participants)	2b(1)(D)		
	(E) Participant loans	2b(1)(E)	2046	
	(F) Other	2b(1)(F)		
	(G) Total interest. Add lines **2b(1)(A)** through **(F)**	2b(1)(G)		2046
	(2) Dividends: **(A)** Preferred stock	2b(2)(A)		
	(B) Common stock	2b(2)(B)		
	(C) Registered investment company shares (e.g. mutual funds)	2b(2)(C)	121263	
	(D) Total dividends. Add lines **2b(2)(A)**, **(B)**, and **(C)**	2b(2)(D)		121263
	(3) Rents	2b(3)		
	(4) Net gain (loss) on sale of assets: **(A)** Aggregate proceeds	2b(4)(A)		
	(B) Aggregate carrying amount (see instructions)	2b(4)(B)		
	(C) Subtract line **2b(4)(B)** from line **2b(4)(A)** and enter result	2b(4)(C)		0
	(5) Unrealized appreciation (depreciation) of assets: **(A)** Real estate	2b(5)(A)		
	(B) Other	2b(5)(B)		
	(C) Total unrealized appreciation of assets. Add lines **2b(5)(A)** and **(B)**	2b(5)(C)		0

		(a) Amount	(b) Total
(6) Net investment gain (loss) from common/collective trusts	2b(6)		
(7) Net investment gain (loss) from pooled separate accounts	2b(7)		
(8) Net investment gain (loss) from master trust investment accounts	2b(8)		
(9) Net investment gain (loss) from 103-12 investment entities	2b(9)		
(10) Net investment gain (loss) from registered investment companies (e.g., mutual funds)	2b(10)		-507576
c Other income	2c		310
d Total income. Add all **income** amounts in column (b) and enter total	2d		27121
Expenses			
e Benefit payment and payments to provide benefits:			
(1) Directly to participants or beneficiaries, including direct rollovers	2e(1)	141315	
(2) To insurance carriers for the provision of benefits	2e(2)		
(3) Other	2e(3)		
(4) Total benefit payments. Add lines **2e(1)** through **(3)**	2e(4)		141315
f Corrective distributions (see instructions)	2f		24142
g Certain deemed distributions of participant loans (see instructions)	2g		
h Interest expense	2h		
i Administrative expenses: (1) Professional fees	2i(1)		
(2) Contract administrator fees	2i(2)	32330	
(3) Investment advisory and management fees	2i(3)		
(4) Other	2i(4)		
(5) Total administrative expenses. Add lines **2i(1)** through **(4)**	2i(5)		32330
j Total expenses. Add all **expense** amounts in column (b) and enter total	2j		197787
Net Income and Reconciliation			
k Net income (loss). Subtract line **2j** from line **2d**	2k		-170666
l Transfers of assets:			
(1) To this plan	2l(1)		
(2) From this plan	2l(2)		

Part III Accountant's Opinion

3 Complete lines 3a through 3c if the opinion of an independent qualified public accountant is attached to this Form 5500. Complete line 3d if an opinion is not attached.

a The attached opinion of an independent qualified public accountant for this plan is (see instructions):

(1) [X] Unqualified **(2)** [ ] Qualified **(3)** [ ] Disclaimer **(4)** [ ] Adverse

b Did the accountant perform a limited scope audit pursuant to 29 CFR 2520.103-8 and/or 103-12(d)? [ ] Yes [X] No

c Enter the name and EIN of the accountant (or accounting firm) below:

(1) Name: MASTERS, SMITH & WISBY P.A. **(2)** EIN: 59-1466001

d The opinion of an independent qualified public accountant is **not attached** because:

(1) [ ] This form is filed for a CCT, PSA, or MTIA. **(2)** [ ] It will be attached to the next Form 5500 pursuant to 29 CFR 2520.104-50.

Part IV Compliance Questions

4 CCTs and PSAs do not complete Part IV. MTIAs, 103-12 IEs, and GIAs do not complete lines 4a, 4e, 4f, 4g, 4h, 4k, 4m, 4n, or 5. 103-12 IEs also do not complete lines 4j and 4l. MTIAs also do not complete line 4l.

During the plan year:

		Yes	No	Amount
a Was there a failure to transmit to the plan any participant contributions within the time period described in 29 CFR 2510.3-102? Continue to answer "Yes" for any prior year failures until fully corrected. (See instructions and DOL's Voluntary Fiduciary Correction Program.)	4a		X	
b Were any loans by the plan or fixed income obligations due the plan in default as of the close of the plan year or classified during the year as uncollectible? Disregard participant loans secured by participant's account balance. (Attach Schedule G (Form 5500) Part I if "Yes" is checked.)	4b		X	

			Yes	No	Amount
c	Were any leases to which the plan was a party in default or classified during the year as uncollectible? (Attach Schedule G (Form 5500) Part II if "Yes" is checked.)	4c		X	
d	Were there any nonexempt transactions with any party-in-interest? (Do not include transactions reported on line 4a. Attach Schedule G (Form 5500) Part III if "Yes" is checked.)	4d		X	
e	Was this plan covered by a fidelity bond?	4e	X		500000
f	Did the plan have a loss, whether or not reimbursed by the plan's fidelity bond, that was caused by fraud or dishonesty?	4f		X	
g	Did the plan hold any assets whose current value was neither readily determinable on an established market nor set by an independent third party appraiser?	4g		X	
h	Did the plan receive any noncash contributions whose value was neither readily determinable on an established market nor set by an independent third party appraiser?	4h		X	
i	Did the plan have assets held for investment? (Attach schedule(s) of assets if "Yes" is checked, and see instructions for format requirements.)	4i	X		
j	Were any plan transactions or series of transactions in excess of 5% of the current value of plan assets? (Attach schedule of transactions if "Yes" is checked, and see instructions for format requirements.)	4j		X	
k	Were all the plan assets either distributed to participants or beneficiaries, transferred to another plan, or brought under the control of the PBGC?	4k		X	
l	Has the plan failed to provide any benefit when due under the plan?	4l		X	
m	If this is an individual account plan, was there a blackout period? (See instructions and 29 CFR 2520.101-3.)	4m		X	
n	If 4m was answered "Yes," check the "Yes" box if you either provided the required notice or one of the exceptions to providing the notice applied under 29 CFR 2520.101-3.	4n			

5a Has a resolution to terminate the plan been adopted during the plan year or any prior plan year? ☐ Yes ☒ No
If "Yes," enter the amount of any plan assets that reverted to the employer this year _____.

5b If, during this plan year, any assets or liabilities were transferred from this plan to another plan(s), identify the plan(s) to which assets or liabilities were transferred. (See instructions.)

5b(1) Name of plan(s)	**5b(2)** EIN(s)	**5b(3)** PN(s)

5c If the plan is a defined benefit plan, is it covered under the PBGC insurance program (See ERISA section 4021.)? ..... ☐ Yes ☐ No ☐ Not determined
If "Yes" is checked, enter the My PAA confirmation number from the PBGC premium filing for this plan year_____. (See instructions.)

SCHEDULE R (Form 5500)

Department of the Treasury
Internal Revenue Service

Department of Labor
Employee Benefits Security Administration

Pension Benefit Guaranty Corporation

Retirement Plan Information

This schedule is required to be filed under sections 104 and 4065 of the Employee Retirement Income Security Act of 1974 (ERISA) and section 6058(a) of the Internal Revenue Code (the Code).

▶ **File as an attachment to Form 5500.**

OMB No. 1210-0110

2018

This Form is Open to Public Inspection.

For calendar plan year 2018 or fiscal plan year beginning 01/01/2018 and ending 12/31/2018

A Name of plan
401(K) PLAN OF PROCTOR & PROCTOR, INC.

B Three-digit plan number (PN) ▶ 001

C Plan sponsor's name as shown on line 2a of Form 5500
PROCTOR & PROCTOR, INC.

D Employer Identification Number (EIN)
59-0411230

Part I Distributions

All references to distributions relate only to payments of benefits during the plan year.

1 Total value of distributions paid in property other than in cash or the forms of property specified in the instructions **1**

2 Enter the EIN(s) of payor(s) who paid benefits on behalf of the plan to participants or beneficiaries during the year (if more than two, enter EINs of the two payors who paid the greatest dollar amounts of benefits):

EIN(s): 59-0411230

Profit-sharing plans, ESOPs, and stock bonus plans, skip line 3.

3 Number of participants (living or deceased) whose benefits were distributed in a single sum, during the plan year **3**

Part II Funding Information (If the plan is not subject to the minimum funding requirements of section 412 of the Internal Revenue Code or ERISA section 302, skip this Part.)

4 Is the plan administrator making an election under Code section 412(d)(2) or ERISA section 302(d)(2)? ..... ☐ **Yes** ☐ **No** ☐ **N/A**

If the plan is a defined benefit plan, go to line 8.

5 If a waiver of the minimum funding standard for a prior year is being amortized in this plan year, see instructions and enter the date of the ruling letter granting the waiver. **Date:** Month _____ Day _____ Year _____

If you completed line 5, complete lines 3, 9, and 10 of Schedule MB and do not complete the remainder of this schedule.

6 **a** Enter the minimum required contribution for this plan year (include any prior year accumulated funding deficiency not waived) **6a**

b Enter the amount contributed by the employer to the plan for this plan year **6b**

c Subtract the amount in line 6b from the amount in line 6a. Enter the result (enter a minus sign to the left of a negative amount) **6c**

If you completed line 6c, skip lines 8 and 9.

7 Will the minimum funding amount reported on line 6c be met by the funding deadline? ..... ☐ **Yes** ☐ **No** ☐ **N/A**

8 If a change in actuarial cost method was made for this plan year pursuant to a revenue procedure or other authority providing automatic approval for the change or a class ruling letter, does the plan sponsor or plan administrator agree with the change? ..... ☐ **Yes** ☐ **No** ☐ **N/A**

Part III Amendments

9 If this is a defined benefit pension plan, were any amendments adopted during this plan year that increased or decreased the value of benefits? If yes, check the appropriate box. If no, check the "No" box. ..... ☐ **Increase** ☐ **Decrease** ☐ **Both** ☐ **No**

Part IV ESOPs (see instructions). If this is not a plan described under section 409(a) or 4975(e)(7) of the Internal Revenue Code, skip this Part.

10 Were unallocated employer securities or proceeds from the sale of unallocated securities used to repay any exempt loan? ..... ☐ **Yes** ☐ **No**

11 **a** Does the ESOP hold any preferred stock? ..... ☐ **Yes** ☐ **No**

b If the ESOP has an outstanding exempt loan with the employer as lender, is such loan part of a "back-to-back" loan? (See instructions for definition of "back-to-back" loan.) ..... ☐ **Yes** ☐ **No**

12 Does the ESOP hold any stock that is not readily tradable on an established securities market? ..... ☐ **Yes** ☐ **No**

Part V Additional Information for Multiemployer Defined Benefit Pension Plans

13 Enter the following information for each employer that contributed more than 5% of total contributions to the plan during the plan year (measured in dollars). See instructions. *Complete as many entries as needed to report all applicable employers.*

a Name of contributing employer

b EIN **c** Dollar amount contributed by employer

d Date collective bargaining agreement expires *(If employer contributes under more than one collective bargaining agreement, check box* ☐ *and see instructions regarding required attachment. Otherwise, enter the applicable date.)* Month _____ Day _____ Year _____

e Contribution rate information *(If more than one rate applies, check this box* ☐ *and see instructions regarding required attachment. Otherwise, complete lines 13e(1) and 13e(2).)*
(1) Contribution rate (in dollars and cents) _____
(2) Base unit measure: ☐ Hourly ☐ Weekly ☐ Unit of production ☐ Other (specify):

---

a Name of contributing employer

b EIN **c** Dollar amount contributed by employer

d Date collective bargaining agreement expires *(If employer contributes under more than one collective bargaining agreement, check box* ☐ *and see instructions regarding required attachment. Otherwise, enter the applicable date.)* Month _____ Day _____ Year _____

e Contribution rate information *(If more than one rate applies, check this box* ☐ *and see instructions regarding required attachment. Otherwise, complete lines 13e(1) and 13e(2).)*
(1) Contribution rate (in dollars and cents) _____
(2) Base unit measure: ☐ Hourly ☐ Weekly ☐ Unit of production ☐ Other (specify): _____

---

a Name of contributing employer

b EIN **c** Dollar amount contributed by employer

d Date collective bargaining agreement expires *(If employer contributes under more than one collective bargaining agreement, check box* ☐ *and see instructions regarding required attachment. Otherwise, enter the applicable date.)* Month _____ Day _____ Year _____

e Contribution rate information *(If more than one rate applies, check this box* ☐ *and see instructions regarding required attachment. Otherwise, complete lines 13e(1) and 13e(2).)*
(1) Contribution rate (in dollars and cents) _____
(2) Base unit measure: ☐ Hourly ☐ Weekly ☐ Unit of production ☐ Other (specify): _____

---

a Name of contributing employer

b EIN **c** Dollar amount contributed by employer

d Date collective bargaining agreement expires *(If employer contributes under more than one collective bargaining agreement, check box* ☐ *and see instructions regarding required attachment. Otherwise, enter the applicable date.)* Month _____ Day _____ Year _____

e Contribution rate information *(If more than one rate applies, check this box* ☐ *and see instructions regarding required attachment. Otherwise, complete lines 13e(1) and 13e(2).)*
(1) Contribution rate (in dollars and cents) _____
(2) Base unit measure: ☐ Hourly ☐ Weekly ☐ Unit of production ☐ Other (specify): _____

---

a Name of contributing employer

b EIN **c** Dollar amount contributed by employer

d Date collective bargaining agreement expires *(If employer contributes under more than one collective bargaining agreement, check box* ☐ *and see instructions regarding required attachment. Otherwise, enter the applicable date.)* Month _____ Day _____ Year _____

e Contribution rate information *(If more than one rate applies, check this box* ☐ *and see instructions regarding required attachment. Otherwise, complete lines 13e(1) and 13e(2).)*
(1) Contribution rate (in dollars and cents) _____
(2) Base unit measure: ☐ Hourly ☐ Weekly ☐ Unit of production ☐ Other (specify): _____

---

a Name of contributing employer

b EIN **c** Dollar amount contributed by employer

d Date collective bargaining agreement expires *(If employer contributes under more than one collective bargaining agreement, check box* ☐ *and see instructions regarding required attachment. Otherwise, enter the applicable date.)* Month _____ Day _____ Year _____

e Contribution rate information *(If more than one rate applies, check this box* ☐ *and see instructions regarding required attachment. Otherwise, complete lines 13e(1) and 13e(2).)*
(1) Contribution rate (in dollars and cents) _____
(2) Base unit measure: ☐ Hourly ☐ Weekly ☐ Unit of production ☐ Other (specify): _____

14 Enter the number of participants on whose behalf no contributions were made by an employer as an employer of the participant for:

a The current year	**14a**	
b The plan year immediately preceding the current plan year	**14b**	
c The second preceding plan year	**14c**	

15 Enter the ratio of the number of participants under the plan on whose behalf no employer had an obligation to make an employer contribution during the current plan year to:

a The corresponding number for the plan year immediately preceding the current plan year	**15a**	
b The corresponding number for the second preceding plan year	**15b**	

16 Information with respect to any employers who withdrew from the plan during the preceding plan year:

a Enter the number of employers who withdrew during the preceding plan year	**16a**	
b If line 16a is greater than 0, enter the aggregate amount of withdrawal liability assessed or estimated to be assessed against such withdrawn employers	**16b**	

17 If assets and liabilities from another plan have been transferred to or merged with this plan during the plan year, check box and see instructions regarding supplemental information to be included as an attachment. ☐

Part VI Additional Information for Single-Employer and Multiemployer Defined Benefit Pension Plans

18 If any liabilities to participants or their beneficiaries under the plan as of the end of the plan year consist (in whole or in part) of liabilities to such participants and beneficiaries under two or more pension plans as of immediately before such plan year, check box and see instructions regarding supplemental information to be included as an attachment ☐

19 If the total number of participants is 1,000 or more, complete lines (a) through (c)

a Enter the percentage of plan assets held as:
Stock: _____% Investment-Grade Debt: _____% High-Yield Debt: _____% Real Estate: _____% Other: _____%

b Provide the average duration of the combined investment-grade and high-yield debt:
☐ 0-3 years ☐ 3-6 years ☐ 6-9 years ☐ 9-12 years ☐ 12-15 years ☐ 15-18 years ☐ 18-21 years ☐ 21 years or more

c What duration measure was used to calculate line 19(b)?
☐ Effective duration ☐ Macaulay duration ☐ Modified duration ☐ Other (specify):

Financial Statements

401(k) Plan of Proctor & Proctor, Inc.

December 31, 2018 and 2017



TABLE OF CONTENTS

	Page
INDEPENDENT AUDITORS' REPORT	1
FINANCIAL STATEMENTS:	
Statements of Net Assets Available for Benefits	3
Statement of Changes in Net Assets Available for Benefits	4
Notes to Financial Statements	5
SUPPLEMENTAL SCHEDULE:	
Schedule H, Line 4i - Schedule of Assets (Held at End of Year)	11

MSW
MASTERS, SMITH & WISBY, P.A.
ACCOUNTANTS & BUSINESS ADVISORS

STEVEN D. RAWLINS, CPA
GARY M. HUGGETT, CPA
DAVID W. HOWIE, CPA

INDEPENDENT AUDITORS' REPORT

To the Administrative Committee
401(k) Plan of Proctor & Proctor, Inc.
Tallahassee, Florida

We have audited the accompanying financial statements of 401(k) Plan of Proctor and Proctor, Inc., which comprise the statements of net assets available for benefits as of December 31, 2018 and 2017, and the related statement of changes in net assets available for benefits for the year ended December 31, 2018, and the related notes to the financial statements.

Management's Responsibility for the Financial Statements

Plan management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation and maintenance of internal control relevant to the preparation and fair presentation of the financial statements that are free from material misstatement, whether due from fraud or error.

Auditors' Responsibility for the Financial Statements

Our responsibility is to express an opinion on these financial statements based on conducting our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditors' judgment, including the assessment of the risks of material misstatements of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the Plan's internal control. Accordingly, we express non such opinion. an audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the net assets available for benefits of 401(k) Plan of Proctor and Proctor, Inc., as of December 31, 2018 and 2017 and the changes in net assets available for benefits for the year ended December 31, 2018 in accordance with accounting principles generally accepted in the United States of America.

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MEMBERS OF THE AMERICAN AND FLORIDA INSTITUTES OF CERTIFIED PUBLIC ACCOUNTANTS

Report on the Supplemental Information

Our audits were conducted for the purpose of forming an opinion on the financial statements as whole. The supplemental schedule of Schedule H, Line 4i - Schedule of Assets (Held at End of Year), which is the responsibility of Plan Management, is presented for the purpose of additional analysis and is not a required part of the financial statements but is required by the Department of Labor's Rules and Regulations for the Reporting and Disclosure under the Employee Retirement Income Security Act of 1974. Such information is the responsibility of the Plan's management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audits of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated in all material respects in relation to the financial statements as a whole.

Masters, Smith & Wisby P.A.

Certified Public Accountants
Jacksonville, Florida

October 10, 2019

401(K) PLAN OF PROCTOR & PROCTOR, INC.

STATEMENTS OF NET ASSETS AVAILABLE FOR BENEFITS

	December 31	
	2018	2017
Assets:		
Investments, at fair value:		
Mutual Funds	$ 5,024,413	$ 5,239,413
Receivables:		
Employee contributions	21,744	17,028
Employer's contributions	2,852	2,521
Notes receivable from participants	83,668	36,647
Total Assets	5,132,677	5,295,609
Liabilities:		
Corrective distributions payable	24,142	16,408
Net Assets Available for Benefits	$ 5,108,535	$ 5,279,201

See notes to financial Statements

401(K) PLAN OF PROCTOR & PROCTOR, INC.

STATEMENT OF CHANGES IN NET ASSETS AVAILABLE FOR BENEFITS

	Year Ended December 31 2018
Additions to Net Assets Attributed to:	
Investment Income:	
Net depreciation in fair market value of investments	$ (507,576)
Interest, dividends and other income	123,619
Contributions:	
Participants'	363,318
Employer	47,255
Rollovers	505
Total Additions to Net Assets	27,121
Deductions from Net Assets Attributed to:	
Benefits paid to participants	141,315
Corrective distributions	24,142
Administrative expenses	32,330
Total Deductions from Net Assets	197,787
Net Change	(170,666)
Net Assets Available for Benefits at Beginning of Year	5,279,201
Net Assets Available for Benefits at End of Year	$ 5,108,535

A. Description of Plan:

The following description of the 401(k) Plan of Proctor & Proctor, Inc. (the "Plan") provides only general information. Participants should refer to the Plan agreement for a more complete description of the Plan's provisions.

General:

The Plan was established to provide retirement benefits for employees of Proctor & Proctor, Inc. (the "Company" or "Employer"). Eligible employees become participants in the Plan following a twelve consecutive month period beginning on the date of hire during which the employee is credited with at least 1,000 hours of service and attainment of age 21, as defined in the Plan agreement. The Plan is subject to the requirements of the Employee Retirement Income Security Act of 1974 (ERISA).

Contributions:

Participants may make pre-tax and after-tax contributions to the Plan based on annual compensation. Participants may contribute amounts representing distributions from other qualified defined benefit or contribution plans. The Company makes matching contributions of 25% up to 4% of compensation for eligible employees. The Company may also make discretionary profit-sharing contributions. Participants direct the investment of their contributions into the various investment options offered by the Plan. Total contributions, both participant and employer, including discretionary, are subject to the limits of the Internal Revenue Code (the "IRC") Section 415(c). Participant contributions and employer matching contributions of certain highly compensated participants may also be limited based on contribution nondiscrimination tests described in IRC Section 401(k) and 401(m).

Participant Accounts:

Each participant's account is credited with the participant's contribution, the Employer's contribution, and an allocation of the Plan's earnings and administrative expenses. The Plan's earnings are allocated according to participants' relative account balances.

Participant Loans:

Participants may borrow from their fund accounts a maximum of $50,000 or 50% of their vested account balance, whichever is less. The loans are secured by the balance in the participant's account and bear interest at local prevailing rates as determined by the plan administrator. Principal and interest is paid ratably through payroll deductions.

A. Description of Plan (continued):

Vesting:

Participants are immediately vested in their pre-tax and rollover contributions plus actual earnings thereon. That portion of the participants' account that is attributable to employer contributions vests ratably over six years of service. Participants' accounts become fully vested upon attainment of the normal retirement age, early retirement age, upon retirement due to disability, upon death and upon termination of the Plan.

Amounts forfeited by terminating participants may be used to reduce Employer contributions. Forfeited non-vested accounts were $4,816 and $5,054 for the years ended December 31, 2018 and 2017, respectively.

Net assets available for Plan benefits include the accounts of active participants, as well as certain separated, vested, and retired participants who have elected to receive their benefits in installment payments. These participants share in the earnings of the investments funding such accounts.

Distributions to Participants:

Amounts credited to an individual participant's account are distributed at termination of employment as a lump sum, in installments or as an annuity. The full value of an employee's account balance is payable at their normal retirement age, even if the employee continues to work, or the employee may defer payment until April 1 of the calendar year following the later of attainment of age 70 1/2 or retirement. There are no amounts allocated to withdrawing participants as of December 31, 2018 and 2017. In certain hardship situations, as described in the Plan agreement, participants may withdraw part of their account balances while actively employed, but such withdrawals are limited to the amount dictated by the hardship. Participants' withdrawals are limited to required and/or optional deferred account balances and may not include any interest earned thereon.

B. Summary of Accounting Policies:

Basis of Accounting:

The financial statements of the Plan are prepared under the accrual method of accounting.

Investment Valuation and Income Recognition:

Investments in mutual funds and exchanged traded funds are based on quoted net asset values of the shares as reported by the fund on an openly traded market. Fair value is the price that would be received to sell an asset or paid to transfer a liability in an orderly transaction between market participants at the measurement date. Investments in collective investment funds are not directly traded on active markets but are valued at nest asset value ("NAV") as reported by the custodian to the Plan. These investments utilize various investment strategies; they do not have any unfunded commitments and can be redeemed on a daily basis. See Note D for discussion of fair value measurements.

Purchases and sales of securities are recorded on a trade–date basis. Interest income is recorded on the accrual basis. Dividends are recorded on the ex-dividend date. Net appreciation includes the Plan's gains and losses on investments bought and sold as well as held during the year.

B. Summary of Accounting Policies: (continued)

Payment of Benefits:

Benefits are recorded when paid.

Notes Receivables from Participants:

Notes receivable from participants are reported at their unpaid principal balances plus any accrued but unpaid interest. Delinquent participant loans are reclassified as distributions based on the terms of the Plan document.

Uses of Estimates:

The preparation of financial statements in conformity with generally accepted accounting principles requires the plan administrator to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results may differ from those estimates.

Plan Administration Expense:

Recordkeeping, custodial and investment management fees are paid by the Plan, certain other administrative expenses are paid by the plan sponsor.

Date of Management's Review:

Subsequent events were evaluated through October 10, 2019, the date the financial statements were available to be issued.

C. Plan Termination:

Although it has not expressed any intent to do so, the Company has the right to terminate the Plan at any time. In the event of Plan termination, the respective participant interest, net of any termination fees, will become fully vested and will be distributed to each participant within 90 days of the termination.

D. Fair Value Measurements:

The Plan's investments are reported at fair value in the accompanying statement of net assets available for benefits. The methods used to measure fair value may produce an amount that may not be indicative of net realizable value or reflective of future fair values. Furthermore, although the Plan believes its valuation methods are appropriate and consistent with other market participants, the use of different methodologies or assumptions to determine the fair value of certain financial instruments could result in a different fair value measurement at the reporting date.

FASB ASC topic 820 on *Fair Value Measurements and Disclosures*, establishes a framework for measuring fair value. That framework provides a fair value hierarchy that prioritizes the inputs to valuation techniques used to measure fair value. The hierarchy gives the highest priority to unadjusted quoted market prices in active markets for identical assets (Level 1) and the lowest priority to unobservable inputs (Level 3). The Plan uses appropriate valuation techniques based on the

D. Fair Value Measurements (continued):

available inputs to measure the fair value of its investments. When available, the Plan measures fair value using Level 1 inputs because they generally provide the most reliable evidence of fair value. The hierarchy is measured in three levels based on the reliability of the inputs:

Level 1 Valuations based on unadjusted quoted prices in active markets for identical assets that the Plan has the ability to access at the measurement date.

Level 2 Valuations based on inputs other than quoted prices included within Level 1 that are observable for the asset, either directly or indirectly. Observable inputs include quoted prices for similar assets in active or non-active markets.

Level 3 Valuations derived through the use of valuation models or methodologies using significant unobservable inputs. Level 3 valuations incorporate certain assumptions and projections that are not observable in the market and as a result significant professional judgment may be used in determining the fair values.

The following are the major categories of assets measured at fair value on a recurring basis during the years ended December 31, 2018 and 2017:

December 31, 2018		Fair Value Hierarchy Level		
	Fair Value	Level 1	Level 2	Level 3
Mutual Funds	$5,024,413	$5,024,413	$-	$-
Total	$5,024,413	$5,024,413	$-	$-

December 31, 2017		Fair Value Hierarchy Level		
	Fair Value	Level 1	Level 2	Level 3
Mutual funds	$5,239,413	$5,239,413	$-	$-
Total	$5,239,413	$5,239,413	$-	$-

E. Tax Status:

Effective with the change in record-keeper during 2014, the Plan adopted the Prototype Non-standardized Profit-Sharing Plan with CODA provided by Corporate Benefit Administrators, Inc. The Internal Revenue Service has determined and informed Corporate Benefit Administrators, Inc., by letter dated March 31, 2014, that the prototype plan is designed in accordance with applicable sections of the Internal Revenue Code (IRC).

E. Tax Status (continued):

Accounting principles in the United States of America require plan management to evaluate tax positions taken by the Plan and recognize a tax liability if the Plan has taken an uncertain tax position that more likely than not would not be sustained by the relevant taxing authorities. The plan administrator has analyzed the tax positions taken by the Plan, and has concluded that as of December 31, 2018 and 2017, there are no uncertain positions taken or expected to be taken that would require recognition of a liability or disclosure in the financial statements. .

F. Risk and Uncertainties:

The Plan invests in various investment securities. Investment securities are exposed to various risks such as interest rate, market and credit risks. Due to the level of risk associated with certain investment securities, it is at least reasonably possible that changes in the values of investment securities will occur in the near term and that such change could materially affect participants' account balances and the amounts reported in the Statement of Net Assets Available for Benefits.

G. Related Party Transactions:

Certain Plan investments are mutual funds managed by Dimensional Fund Advisors, the Plan custodian, an affiliate of Dimensional Retirement Plan Services LLC, the Plan record-keeper and as such these transactions qualify as party-in-interest transactions. These fees are a component of the net investment return. Plan administrative expenses paid to other advisors and services providers amounted to $32,330

H. Subsequent Events:

On June 10, 2019, the plan changed recordkeepers from Dimensional Fund Advisors to the Newport Group.

SUPPLEMENTAL SCHEDULE

401(K) PLAN OF PROCTOR & PROCTOR, INC.
EIN: 59-0411230 PN 001

SCHEDULE H, LINE 4i - SCHEDULE OF ASSETS (HELD AT END OF YEAR)
December 31, 2018

(a)	(b) Identity of Issuer, Borrower, Lessor or Similar Party	(c) Description of investment including maturity date, rate of interest, collateral, par, or maturity value	(d) Cost**	(e) Current Value
*	Dimensional Fund Advisors	U.S Large Cap Value Portfolio - Institutional		$ 46,079
*	Dimensional Fund Advisors	U.S Small Cap Portfolio - Institutional		1,637
*	Dimensional Fund Advisors	DFA World Ex US Core Equity		16,491
*	Dimensional Fund Advisors	DFA US Small Cap Growth Portfolio		36,777
	Fidelity	Fidelity Cash Reserve		93,647
	TIAA-CREF	TIAA - CREF Large Cap Growth Index		43,058
	Vanguard	Vanguard 500 Index Admiral		9,975
	Blackrock	Blackrock Small Cap Index		13,253
	Blackrock	Blackrock Bond Index		847
*	Dimensional Fund Advisors	2005 Dimensional Target Date Retirement Income		14,778
*	Dimensional Fund Advisors	2015 Dimensional Target Date Retirement Income		35,823
*	Dimensional Fund Advisors	2020 Dimensional Target Date Retirement Income		368,596
*	Dimensional Fund Advisors	2025 Dimensional Target Date Retirement Income		1,261,992
*	Dimensional Fund Advisors	2030 Dimensional Target Date Retirement Income		1,822,929
*	Dimensional Fund Advisors	2035 Dimensional Target Date Retirement Income		228,329
*	Dimensional Fund Advisors	2040 Dimensional Target Date Retirement Income		366,433
*	Dimensional Fund Advisors	2045 Dimensional Target Date Retirement Income		342,445
*	Dimensional Fund Advisors	2050 Dimensional Target Date Retirement Income		118,010
*	Dimensional Fund Advisors	2055 Dimensional Target Date Retirement Income		107,312
*	Dimensional Fund Advisors	2060 Dimensional Target Date Retirement Income		53,594
	Fidelity	Fidelity Mid Cap Index		26,868
	Vanguard	Vanguard Russell 2000 Growth Index		1,967
	Vanguard	Vanguard Russell 2000 Valur Index		13,573
				5,024,413
*	Participant loans	Participant loans with interest rates ranging from 4.25% to 5.25%		83,668
				$ 5,108,081

* Party-in-Interest

** Cost information is omitted as all investments are participant directed

See independent auditors' report

Financial Statements

401(k) Plan of Proctor & Proctor, Inc.

December 31, 2018 and 2017



TABLE OF CONTENTS

	Page
INDEPENDENT AUDITORS' REPORT	1
FINANCIAL STATEMENTS:	
Statements of Net Assets Available for Benefits	3
Statement of Changes in Net Assets Available for Benefits	4
Notes to Financial Statements	5
SUPPLEMENTAL SCHEDULE:	
Schedule H, Line 4i - Schedule of Assets (Held at End of Year)	11

MSW
MASTERS, SMITH & WISBY, P.A.
ACCOUNTANTS & BUSINESS ADVISORS

STEVEN D. RAWLINS, CPA
GARY M. HUGGETT, CPA
DAVID W. HOWIE, CPA

INDEPENDENT AUDITORS' REPORT

To the Administrative Committee
401(k) Plan of Proctor & Proctor, Inc.
Tallahassee, Florida

We have audited the accompanying financial statements of 401(k) Plan of Proctor and Proctor, Inc., which comprise the statements of net assets available for benefits as of December 31, 2018 and 2017, and the related statement of changes in net assets available for benefits for the year ended December 31, 2018, and the related notes to the financial statements.

Management's Responsibility for the Financial Statements

Plan management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation and maintenance of internal control relevant to the preparation and fair presentation of the financial statements that are free from material misstatement, whether due from fraud or error.

Auditors' Responsibility for the Financial Statements

Our responsibility is to express an opinion on these financial statements based on conducting our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditors' judgment, including the assessment of the risks of material misstatements of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the Plan's internal control. Accordingly, we express non such opinion. an audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the net assets available for benefits of 401(k) Plan of Proctor and Proctor, Inc., as of December 31, 2018 and 2017 and the changes in net assets available for benefits for the year ended December 31, 2018 in accordance with accounting principles generally accepted in the United States of America.

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MEMBERS OF THE AMERICAN AND FLORIDA INSTITUTES OF CERTIFIED PUBLIC ACCOUNTANTS

Report on the Supplemental Information

Our audits were conducted for the purpose of forming an opinion on the financial statements as whole. The supplemental schedule of Schedule H, Line 4i - Schedule of Assets (Held at End of Year), which is the responsibility of Plan Management, is presented for the purpose of additional analysis and is not a required part of the financial statements but is required by the Department of Labor's Rules and Regulations for the Reporting and Disclosure under the Employee Retirement Income Security Act of 1974. Such information is the responsibility of the Plan's management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audits of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated in all material respects in relation to the financial statements as a whole.

Masters, Smith & Wisby P.A.

Certified Public Accountants
Jacksonville, Florida

October 10, 2019

401(K) PLAN OF PROCTOR & PROCTOR, INC.

STATEMENTS OF NET ASSETS AVAILABLE FOR BENEFITS

	December 31	
	2018	2017
Assets:		
Investments, at fair value:		
Mutual Funds	$ 5,024,413	$ 5,239,413
Receivables:		
Employee contributions	21,744	17,028
Employer's contributions	2,852	2,521
Notes receivable from participants	83,668	36,647
Total Assets	5,132,677	5,295,609
Liabilities:		
Corrective distributions payable	24,142	16,408
Net Assets Available for Benefits	$ 5,108,535	$ 5,279,201

See notes to financial Statements

401(K) PLAN OF PROCTOR & PROCTOR, INC.

STATEMENT OF CHANGES IN NET ASSETS AVAILABLE FOR BENEFITS

	Year Ended December 31 2018
Additions to Net Assets Attributed to:	
Investment Income:	
Net depreciation in fair market value of investments	$ (507,576)
Interest, dividends and other income	123,619
Contributions:	
Participants'	363,318
Employer	47,255
Rollovers	505
Total Additions to Net Assets	27,121
Deductions from Net Assets Attributed to:	
Benefits paid to participants	141,315
Corrective distributions	24,142
Administrative expenses	32,330
Total Deductions from Net Assets	197,787
Net Change	(170,666)
Net Assets Available for Benefits at Beginning of Year	5,279,201
Net Assets Available for Benefits at End of Year	$ 5,108,535

A. Description of Plan:

The following description of the 401(k) Plan of Proctor & Proctor, Inc. (the "Plan") provides only general information. Participants should refer to the Plan agreement for a more complete description of the Plan's provisions.

General:

The Plan was established to provide retirement benefits for employees of Proctor & Proctor, Inc. (the "Company" or "Employer"). Eligible employees become participants in the Plan following a twelve consecutive month period beginning on the date of hire during which the employee is credited with at least 1,000 hours of service and attainment of age 21, as defined in the Plan agreement. The Plan is subject to the requirements of the Employee Retirement Income Security Act of 1974 (ERISA).

Contributions:

Participants may make pre-tax and after-tax contributions to the Plan based on annual compensation. Participants may contribute amounts representing distributions from other qualified defined benefit or contribution plans. The Company makes matching contributions of 25% up to 4% of compensation for eligible employees. The Company may also make discretionary profit-sharing contributions. Participants direct the investment of their contributions into the various investment options offered by the Plan. Total contributions, both participant and employer, including discretionary, are subject to the limits of the Internal Revenue Code (the "IRC") Section 415(c). Participant contributions and employer matching contributions of certain highly compensated participants may also be limited based on contribution nondiscrimination tests described in IRC Section 401(k) and 401(m).

Participant Accounts:

Each participant's account is credited with the participant's contribution, the Employer's contribution, and an allocation of the Plan's earnings and administrative expenses. The Plan's earnings are allocated according to participants' relative account balances.

Participant Loans:

Participants may borrow from their fund accounts a maximum of $50,000 or 50% of their vested account balance, whichever is less. The loans are secured by the balance in the participant's account and bear interest at local prevailing rates as determined by the plan administrator. Principal and interest is paid ratably through payroll deductions.

A. Description of Plan (continued):

Vesting:

Participants are immediately vested in their pre-tax and rollover contributions plus actual earnings thereon. That portion of the participants' account that is attributable to employer contributions vests ratably over six years of service. Participants' accounts become fully vested upon attainment of the normal retirement age, early retirement age, upon retirement due to disability, upon death and upon termination of the Plan.

Amounts forfeited by terminating participants may be used to reduce Employer contributions. Forfeited non-vested accounts were $4,816 and $5,054 for the years ended December 31, 2018 and 2017, respectively.

Net assets available for Plan benefits include the accounts of active participants, as well as certain separated, vested, and retired participants who have elected to receive their benefits in installment payments. These participants share in the earnings of the investments funding such accounts.

Distributions to Participants:

Amounts credited to an individual participant's account are distributed at termination of employment as a lump sum, in installments or as an annuity. The full value of an employee's account balance is payable at their normal retirement age, even if the employee continues to work, or the employee may defer payment until April 1 of the calendar year following the later of attainment of age 70 1/2 or retirement. There are no amounts allocated to withdrawing participants as of December 31, 2018 and 2017. In certain hardship situations, as described in the Plan agreement, participants may withdraw part of their account balances while actively employed, but such withdrawals are limited to the amount dictated by the hardship. Participants' withdrawals are limited to required and/or optional deferred account balances and may not include any interest earned thereon.

B. Summary of Accounting Policies:

Basis of Accounting:

The financial statements of the Plan are prepared under the accrual method of accounting.

Investment Valuation and Income Recognition:

Investments in mutual funds and exchanged traded funds are based on quoted net asset values of the shares as reported by the fund on an openly traded market. Fair value is the price that would be received to sell an asset or paid to transfer a liability in an orderly transaction between market participants at the measurement date. Investments in collective investment funds are not directly traded on active markets but are valued at nest asset value ("NAV") as reported by the custodian to the Plan. These investments utilize various investment strategies; they do not have any unfunded commitments and can be redeemed on a daily basis. See Note D for discussion of fair value measurements.

Purchases and sales of securities are recorded on a trade–date basis. Interest income is recorded on the accrual basis. Dividends are recorded on the ex-dividend date. Net appreciation includes the Plan's gains and losses on investments bought and sold as well as held during the year.

B. Summary of Accounting Policies: (continued)

Payment of Benefits:

Benefits are recorded when paid.

Notes Receivables from Participants:

Notes receivable from participants are reported at their unpaid principal balances plus any accrued but unpaid interest. Delinquent participant loans are reclassified as distributions based on the terms of the Plan document.

Uses of Estimates:

The preparation of financial statements in conformity with generally accepted accounting principles requires the plan administrator to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results may differ from those estimates.

Plan Administration Expense:

Recordkeeping, custodial and investment management fees are paid by the Plan, certain other administrative expenses are paid by the plan sponsor.

Date of Management's Review:

Subsequent events were evaluated through October 10, 2019, the date the financial statements were available to be issued.

C. Plan Termination:

Although it has not expressed any intent to do so, the Company has the right to terminate the Plan at any time. In the event of Plan termination, the respective participant interest, net of any termination fees, will become fully vested and will be distributed to each participant within 90 days of the termination.

D. Fair Value Measurements:

The Plan's investments are reported at fair value in the accompanying statement of net assets available for benefits. The methods used to measure fair value may produce an amount that may not be indicative of net realizable value or reflective of future fair values. Furthermore, although the Plan believes its valuation methods are appropriate and consistent with other market participants, the use of different methodologies or assumptions to determine the fair value of certain financial instruments could result in a different fair value measurement at the reporting date.

FASB ASC topic 820 on *Fair Value Measurements and Disclosures*, establishes a framework for measuring fair value. That framework provides a fair value hierarchy that prioritizes the inputs to valuation techniques used to measure fair value. The hierarchy gives the highest priority to unadjusted quoted market prices in active markets for identical assets (Level 1) and the lowest priority to unobservable inputs (Level 3). The Plan uses appropriate valuation techniques based on the

D. Fair Value Measurements (continued):

available inputs to measure the fair value of its investments. When available, the Plan measures fair value using Level 1 inputs because they generally provide the most reliable evidence of fair value. The hierarchy is measured in three levels based on the reliability of the inputs:

Level 1 Valuations based on unadjusted quoted prices in active markets for identical assets that the Plan has the ability to access at the measurement date.

Level 2 Valuations based on inputs other than quoted prices included within Level 1 that are observable for the asset, either directly or indirectly. Observable inputs include quoted prices for similar assets in active or non-active markets.

Level 3 Valuations derived through the use of valuation models or methodologies using significant unobservable inputs. Level 3 valuations incorporate certain assumptions and projections that are not observable in the market and as a result significant professional judgment may be used in determining the fair values.

The following are the major categories of assets measured at fair value on a recurring basis during the years ended December 31, 2018 and 2017:

December 31, 2018		Fair Value Hierarchy Level		
	Fair Value	Level 1	Level 2	Level 3
Mutual Funds	$5,024,413	$5,024,413	$-	$-
Total	$5,024,413	$5,024,413	$-	$-

December 31, 2017		Fair Value Hierarchy Level		
	Fair Value	Level 1	Level 2	Level 3
Mutual funds	$5,239,413	$5,239,413	$-	$-
Total	$5,239,413	$5,239,413	$-	$-

E. Tax Status:

Effective with the change in record-keeper during 2014, the Plan adopted the Prototype Non-standardized Profit-Sharing Plan with CODA provided by Corporate Benefit Administrators, Inc. The Internal Revenue Service has determined and informed Corporate Benefit Administrators, Inc., by letter dated March 31, 2014, that the prototype plan is designed in accordance with applicable sections of the Internal Revenue Code (IRC).

E. Tax Status (continued):

Accounting principles in the United States of America require plan management to evaluate tax positions taken by the Plan and recognize a tax liability if the Plan has taken an uncertain tax position that more likely than not would not be sustained by the relevant taxing authorities. The plan administrator has analyzed the tax positions taken by the Plan, and has concluded that as of December 31, 2018 and 2017, there are no uncertain positions taken or expected to be taken that would require recognition of a liability or disclosure in the financial statements. .

F. Risk and Uncertainties:

The Plan invests in various investment securities. Investment securities are exposed to various risks such as interest rate, market and credit risks. Due to the level of risk associated with certain investment securities, it is at least reasonably possible that changes in the values of investment securities will occur in the near term and that such change could materially affect participants' account balances and the amounts reported in the Statement of Net Assets Available for Benefits.

G. Related Party Transactions:

Certain Plan investments are mutual funds managed by Dimensional Fund Advisors, the Plan custodian, an affiliate of Dimensional Retirement Plan Services LLC, the Plan record-keeper and as such these transactions qualify as party-in-interest transactions. These fees are a component of the net investment return. Plan administrative expenses paid to other advisors and services providers amounted to $32,330

H. Subsequent Events:

On June 10, 2019, the plan changed recordkeepers from Dimensional Fund Advisors to the Newport Group.

SUPPLEMENTAL SCHEDULE

401(K) PLAN OF PROCTOR & PROCTOR, INC.
EIN: 59-0411230 PN 001

SCHEDULE H, LINE 4i - SCHEDULE OF ASSETS (HELD AT END OF YEAR)
December 31, 2018

(a)	(b) Identity of Issuer, Borrower, Lessor or Similar Party	(c) Description of investment including maturity date, rate of interest, collateral, par, or maturity value	(d) Cost**	(e) Current Value
*	Dimensional Fund Advisors	U.S Large Cap Value Portfolio - Institutional		$ 46,079
*	Dimensional Fund Advisors	U.S Small Cap Portfolio - Institutional		1,637
*	Dimensional Fund Advisors	DFA World Ex US Core Equity		16,491
*	Dimensional Fund Advisors	DFA US Small Cap Growth Portfolio		36,777
	Fidelity	Fidelity Cash Reserve		93,647
	TIAA-CREF	TIAA - CREF Large Cap Growth Index		43,058
	Vanguard	Vanguard 500 Index Admiral		9,975
	Blackrock	Blackrock Small Cap Index		13,253
	Blackrock	Blackrock Bond Index		847
*	Dimensional Fund Advisors	2005 Dimensional Target Date Retirement Income		14,778
*	Dimensional Fund Advisors	2015 Dimensional Target Date Retirement Income		35,823
*	Dimensional Fund Advisors	2020 Dimensional Target Date Retirement Income		368,596
*	Dimensional Fund Advisors	2025 Dimensional Target Date Retirement Income		1,261,992
*	Dimensional Fund Advisors	2030 Dimensional Target Date Retirement Income		1,822,929
*	Dimensional Fund Advisors	2035 Dimensional Target Date Retirement Income		228,329
*	Dimensional Fund Advisors	2040 Dimensional Target Date Retirement Income		366,433
*	Dimensional Fund Advisors	2045 Dimensional Target Date Retirement Income		342,445
*	Dimensional Fund Advisors	2050 Dimensional Target Date Retirement Income		118,010
*	Dimensional Fund Advisors	2055 Dimensional Target Date Retirement Income		107,312
*	Dimensional Fund Advisors	2060 Dimensional Target Date Retirement Income		53,594
	Fidelity	Fidelity Mid Cap Index		26,868
	Vanguard	Vanguard Russell 2000 Growth Index		1,967
	Vanguard	Vanguard Russell 2000 Valur Index		13,573
				5,024,413
*	Participant loans	Participant loans with interest rates ranging from 4.25% to 5.25%		83,668
				$ 5,108,081

* Party-in-Interest

** Cost information is omitted as all investments are participant directed

See independent auditors' report

Financial Statements

401(k) Plan of Proctor & Proctor, Inc.

December 31, 2018 and 2017



TABLE OF CONTENTS

	Page
INDEPENDENT AUDITORS' REPORT	1
FINANCIAL STATEMENTS:	
Statements of Net Assets Available for Benefits	3
Statement of Changes in Net Assets Available for Benefits	4
Notes to Financial Statements	5
SUPPLEMENTAL SCHEDULE:	
Schedule H, Line 4i - Schedule of Assets (Held at End of Year)	11

MSW
MASTERS, SMITH & WISBY, P.A.
ACCOUNTANTS & BUSINESS ADVISORS

STEVEN D. RAWLINS, CPA
GARY M. HUGGETT, CPA
DAVID W. HOWIE, CPA

INDEPENDENT AUDITORS' REPORT

To the Administrative Committee
401(k) Plan of Proctor & Proctor, Inc.
Tallahassee, Florida

We have audited the accompanying financial statements of 401(k) Plan of Proctor and Proctor, Inc., which comprise the statements of net assets available for benefits as of December 31, 2018 and 2017, and the related statement of changes in net assets available for benefits for the year ended December 31, 2018, and the related notes to the financial statements.

Management's Responsibility for the Financial Statements

Plan management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation and maintenance of internal control relevant to the preparation and fair presentation of the financial statements that are free from material misstatement, whether due from fraud or error.

Auditors' Responsibility for the Financial Statements

Our responsibility is to express an opinion on these financial statements based on conducting our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditors' judgment, including the assessment of the risks of material misstatements of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the Plan's internal control. Accordingly, we express non such opinion. an audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the net assets available for benefits of 401(k) Plan of Proctor and Proctor, Inc., as of December 31, 2018 and 2017 and the changes in net assets available for benefits for the year ended December 31, 2018 in accordance with accounting principles generally accepted in the United States of America.

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Report on the Supplemental Information

Our audits were conducted for the purpose of forming an opinion on the financial statements as whole. The supplemental schedule of Schedule H, Line 4i - Schedule of Assets (Held at End of Year), which is the responsibility of Plan Management, is presented for the purpose of additional analysis and is not a required part of the financial statements but is required by the Department of Labor's Rules and Regulations for the Reporting and Disclosure under the Employee Retirement Income Security Act of 1974. Such information is the responsibility of the Plan's management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audits of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated in all material respects in relation to the financial statements as a whole.

Masters, Smith & Wisby P.A.

Certified Public Accountants
Jacksonville, Florida

October 10, 2019

401(K) PLAN OF PROCTOR & PROCTOR, INC.

STATEMENTS OF NET ASSETS AVAILABLE FOR BENEFITS

	December 31	
	2018	2017
Assets:		
Investments, at fair value:		
Mutual Funds	$ 5,024,413	$ 5,239,413
Receivables:		
Employee contributions	21,744	17,028
Employer's contributions	2,852	2,521
Notes receivable from participants	83,668	36,647
Total Assets	5,132,677	5,295,609
Liabilities:		
Corrective distributions payable	24,142	16,408
Net Assets Available for Benefits	$ 5,108,535	$ 5,279,201

See notes to financial Statements

401(K) PLAN OF PROCTOR & PROCTOR, INC.

STATEMENT OF CHANGES IN NET ASSETS AVAILABLE FOR BENEFITS

	Year Ended December 31 2018
Additions to Net Assets Attributed to:	
Investment Income:	
Net depreciation in fair market value of investments	$ (507,576)
Interest, dividends and other income	123,619
Contributions:	
Participants'	363,318
Employer	47,255
Rollovers	505
Total Additions to Net Assets	27,121
Deductions from Net Assets Attributed to:	
Benefits paid to participants	141,315
Corrective distributions	24,142
Administrative expenses	32,330
Total Deductions from Net Assets	197,787
Net Change	(170,666)
Net Assets Available for Benefits at Beginning of Year	5,279,201
Net Assets Available for Benefits at End of Year	$ 5,108,535

A. Description of Plan:

The following description of the 401(k) Plan of Proctor & Proctor, Inc. (the "Plan") provides only general information. Participants should refer to the Plan agreement for a more complete description of the Plan's provisions.

General:

The Plan was established to provide retirement benefits for employees of Proctor & Proctor, Inc. (the "Company" or "Employer"). Eligible employees become participants in the Plan following a twelve consecutive month period beginning on the date of hire during which the employee is credited with at least 1,000 hours of service and attainment of age 21, as defined in the Plan agreement. The Plan is subject to the requirements of the Employee Retirement Income Security Act of 1974 (ERISA).

Contributions:

Participants may make pre-tax and after-tax contributions to the Plan based on annual compensation. Participants may contribute amounts representing distributions from other qualified defined benefit or contribution plans. The Company makes matching contributions of 25% up to 4% of compensation for eligible employees. The Company may also make discretionary profit-sharing contributions. Participants direct the investment of their contributions into the various investment options offered by the Plan. Total contributions, both participant and employer, including discretionary, are subject to the limits of the Internal Revenue Code (the "IRC") Section 415(c). Participant contributions and employer matching contributions of certain highly compensated participants may also be limited based on contribution nondiscrimination tests described in IRC Section 401(k) and 401(m).

Participant Accounts:

Each participant's account is credited with the participant's contribution, the Employer's contribution, and an allocation of the Plan's earnings and administrative expenses. The Plan's earnings are allocated according to participants' relative account balances.

Participant Loans:

Participants may borrow from their fund accounts a maximum of $50,000 or 50% of their vested account balance, whichever is less. The loans are secured by the balance in the participant's account and bear interest at local prevailing rates as determined by the plan administrator. Principal and interest is paid ratably through payroll deductions.

A. Description of Plan (continued):

Vesting:

Participants are immediately vested in their pre-tax and rollover contributions plus actual earnings thereon. That portion of the participants' account that is attributable to employer contributions vests ratably over six years of service. Participants' accounts become fully vested upon attainment of the normal retirement age, early retirement age, upon retirement due to disability, upon death and upon termination of the Plan.

Amounts forfeited by terminating participants may be used to reduce Employer contributions. Forfeited non-vested accounts were $4,816 and $5,054 for the years ended December 31, 2018 and 2017, respectively.

Net assets available for Plan benefits include the accounts of active participants, as well as certain separated, vested, and retired participants who have elected to receive their benefits in installment payments. These participants share in the earnings of the investments funding such accounts.

Distributions to Participants:

Amounts credited to an individual participant's account are distributed at termination of employment as a lump sum, in installments or as an annuity. The full value of an employee's account balance is payable at their normal retirement age, even if the employee continues to work, or the employee may defer payment until April 1 of the calendar year following the later of attainment of age 70 1/2 or retirement. There are no amounts allocated to withdrawing participants as of December 31, 2018 and 2017. In certain hardship situations, as described in the Plan agreement, participants may withdraw part of their account balances while actively employed, but such withdrawals are limited to the amount dictated by the hardship. Participants' withdrawals are limited to required and/or optional deferred account balances and may not include any interest earned thereon.

B. Summary of Accounting Policies:

Basis of Accounting:

The financial statements of the Plan are prepared under the accrual method of accounting.

Investment Valuation and Income Recognition:

Investments in mutual funds and exchanged traded funds are based on quoted net asset values of the shares as reported by the fund on an openly traded market. Fair value is the price that would be received to sell an asset or paid to transfer a liability in an orderly transaction between market participants at the measurement date. Investments in collective investment funds are not directly traded on active markets but are valued at nest asset value ("NAV") as reported by the custodian to the Plan. These investments utilize various investment strategies; they do not have any unfunded commitments and can be redeemed on a daily basis. See Note D for discussion of fair value measurements.

Purchases and sales of securities are recorded on a trade–date basis. Interest income is recorded on the accrual basis. Dividends are recorded on the ex-dividend date. Net appreciation includes the Plan's gains and losses on investments bought and sold as well as held during the year.

B. Summary of Accounting Policies: (continued)

Payment of Benefits:

Benefits are recorded when paid.

Notes Receivables from Participants:

Notes receivable from participants are reported at their unpaid principal balances plus any accrued but unpaid interest. Delinquent participant loans are reclassified as distributions based on the terms of the Plan document.

Uses of Estimates:

The preparation of financial statements in conformity with generally accepted accounting principles requires the plan administrator to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results may differ from those estimates.

Plan Administration Expense:

Recordkeeping, custodial and investment management fees are paid by the Plan, certain other administrative expenses are paid by the plan sponsor.

Date of Management's Review:

Subsequent events were evaluated through October 10, 2019, the date the financial statements were available to be issued.

C. Plan Termination:

Although it has not expressed any intent to do so, the Company has the right to terminate the Plan at any time. In the event of Plan termination, the respective participant interest, net of any termination fees, will become fully vested and will be distributed to each participant within 90 days of the termination.

D. Fair Value Measurements:

The Plan's investments are reported at fair value in the accompanying statement of net assets available for benefits. The methods used to measure fair value may produce an amount that may not be indicative of net realizable value or reflective of future fair values. Furthermore, although the Plan believes its valuation methods are appropriate and consistent with other market participants, the use of different methodologies or assumptions to determine the fair value of certain financial instruments could result in a different fair value measurement at the reporting date.

FASB ASC topic 820 on *Fair Value Measurements and Disclosures*, establishes a framework for measuring fair value. That framework provides a fair value hierarchy that prioritizes the inputs to valuation techniques used to measure fair value. The hierarchy gives the highest priority to unadjusted quoted market prices in active markets for identical assets (Level 1) and the lowest priority to unobservable inputs (Level 3). The Plan uses appropriate valuation techniques based on the

D. Fair Value Measurements (continued):

available inputs to measure the fair value of its investments. When available, the Plan measures fair value using Level 1 inputs because they generally provide the most reliable evidence of fair value. The hierarchy is measured in three levels based on the reliability of the inputs:

Level 1 Valuations based on unadjusted quoted prices in active markets for identical assets that the Plan has the ability to access at the measurement date.

Level 2 Valuations based on inputs other than quoted prices included within Level 1 that are observable for the asset, either directly or indirectly. Observable inputs include quoted prices for similar assets in active or non-active markets.

Level 3 Valuations derived through the use of valuation models or methodologies using significant unobservable inputs. Level 3 valuations incorporate certain assumptions and projections that are not observable in the market and as a result significant professional judgment may be used in determining the fair values.

The following are the major categories of assets measured at fair value on a recurring basis during the years ended December 31, 2018 and 2017:

December 31, 2018		Fair Value Hierarchy Level		
	Fair Value	Level 1	Level 2	Level 3
Mutual Funds	$5,024,413	$5,024,413	$-	$-
Total	$5,024,413	$5,024,413	$-	$-

December 31, 2017		Fair Value Hierarchy Level		
	Fair Value	Level 1	Level 2	Level 3
Mutual funds	$5,239,413	$5,239,413	$-	$-
Total	$5,239,413	$5,239,413	$-	$-

E. Tax Status:

Effective with the change in record-keeper during 2014, the Plan adopted the Prototype Non-standardized Profit-Sharing Plan with CODA provided by Corporate Benefit Administrators, Inc. The Internal Revenue Service has determined and informed Corporate Benefit Administrators, Inc., by letter dated March 31, 2014, that the prototype plan is designed in accordance with applicable sections of the Internal Revenue Code (IRC).

E. Tax Status (continued):

Accounting principles in the United States of America require plan management to evaluate tax positions taken by the Plan and recognize a tax liability if the Plan has taken an uncertain tax position that more likely than not would not be sustained by the relevant taxing authorities. The plan administrator has analyzed the tax positions taken by the Plan, and has concluded that as of December 31, 2018 and 2017, there are no uncertain positions taken or expected to be taken that would require recognition of a liability or disclosure in the financial statements. .

F. Risk and Uncertainties:

The Plan invests in various investment securities. Investment securities are exposed to various risks such as interest rate, market and credit risks. Due to the level of risk associated with certain investment securities, it is at least reasonably possible that changes in the values of investment securities will occur in the near term and that such change could materially affect participants' account balances and the amounts reported in the Statement of Net Assets Available for Benefits.

G. Related Party Transactions:

Certain Plan investments are mutual funds managed by Dimensional Fund Advisors, the Plan custodian, an affiliate of Dimensional Retirement Plan Services LLC, the Plan record-keeper and as such these transactions qualify as party-in-interest transactions. These fees are a component of the net investment return. Plan administrative expenses paid to other advisors and services providers amounted to $32,330

H. Subsequent Events:

On June 10, 2019, the plan changed recordkeepers from Dimensional Fund Advisors to the Newport Group.

SUPPLEMENTAL SCHEDULE

401(K) PLAN OF PROCTOR & PROCTOR, INC.
EIN: 59-0411230 PN 001

SCHEDULE H, LINE 4i - SCHEDULE OF ASSETS (HELD AT END OF YEAR)
December 31, 2018

(a)	(b) Identity of Issuer, Borrower, Lessor or Similar Party	(c) Description of investment including maturity date, rate of interest, collateral, par, or maturity value	(d) Cost**	(e) Current Value
*	Dimensional Fund Advisors	U.S Large Cap Value Portfolio - Institutional		$ 46,079
*	Dimensional Fund Advisors	U.S Small Cap Portfolio - Institutional		1,637
*	Dimensional Fund Advisors	DFA World Ex US Core Equity		16,491
*	Dimensional Fund Advisors	DFA US Small Cap Growth Portfolio		36,777
	Fidelity	Fidelity Cash Reserve		93,647
	TIAA-CREF	TIAA - CREF Large Cap Growth Index		43,058
	Vanguard	Vanguard 500 Index Admiral		9,975
	Blackrock	Blackrock Small Cap Index		13,253
	Blackrock	Blackrock Bond Index		847
*	Dimensional Fund Advisors	2005 Dimensional Target Date Retirement Income		14,778
*	Dimensional Fund Advisors	2015 Dimensional Target Date Retirement Income		35,823
*	Dimensional Fund Advisors	2020 Dimensional Target Date Retirement Income		368,596
*	Dimensional Fund Advisors	2025 Dimensional Target Date Retirement Income		1,261,992
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*	Dimensional Fund Advisors	2045 Dimensional Target Date Retirement Income		342,445
*	Dimensional Fund Advisors	2050 Dimensional Target Date Retirement Income		118,010
*	Dimensional Fund Advisors	2055 Dimensional Target Date Retirement Income		107,312
*	Dimensional Fund Advisors	2060 Dimensional Target Date Retirement Income		53,594
	Fidelity	Fidelity Mid Cap Index		26,868
	Vanguard	Vanguard Russell 2000 Growth Index		1,967
	Vanguard	Vanguard Russell 2000 Valur Index		13,573
				5,024,413
*	Participant loans	Participant loans with interest rates ranging from 4.25% to 5.25%		83,668
				$ 5,108,081

* Party-in-Interest

** Cost information is omitted as all investments are participant directed

See independent auditors' report

Financial Statements

401(k) Plan of Proctor & Proctor, Inc.

December 31, 2018 and 2017



TABLE OF CONTENTS

	Page
INDEPENDENT AUDITORS' REPORT	1
FINANCIAL STATEMENTS:	
Statements of Net Assets Available for Benefits	3
Statement of Changes in Net Assets Available for Benefits	4
Notes to Financial Statements	5
SUPPLEMENTAL SCHEDULE:	
Schedule H, Line 4i - Schedule of Assets (Held at End of Year)	11

MSW
MASTERS, SMITH & WISBY, P.A.
ACCOUNTANTS & BUSINESS ADVISORS

STEVEN D. RAWLINS, CPA
GARY M. HUGGETT, CPA
DAVID W. HOWIE, CPA

INDEPENDENT AUDITORS' REPORT

To the Administrative Committee
401(k) Plan of Proctor & Proctor, Inc.
Tallahassee, Florida

We have audited the accompanying financial statements of 401(k) Plan of Proctor and Proctor, Inc., which comprise the statements of net assets available for benefits as of December 31, 2018 and 2017, and the related statement of changes in net assets available for benefits for the year ended December 31, 2018, and the related notes to the financial statements.

Management's Responsibility for the Financial Statements

Plan management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation and maintenance of internal control relevant to the preparation and fair presentation of the financial statements that are free from material misstatement, whether due from fraud or error.

Auditors' Responsibility for the Financial Statements

Our responsibility is to express an opinion on these financial statements based on conducting our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditors' judgment, including the assessment of the risks of material misstatements of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the Plan's internal control. Accordingly, we express non such opinion. an audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the net assets available for benefits of 401(k) Plan of Proctor and Proctor, Inc., as of December 31, 2018 and 2017 and the changes in net assets available for benefits for the year ended December 31, 2018 in accordance with accounting principles generally accepted in the United States of America.

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MEMBERS OF THE AMERICAN AND FLORIDA INSTITUTES OF CERTIFIED PUBLIC ACCOUNTANTS

Report on the Supplemental Information

Our audits were conducted for the purpose of forming an opinion on the financial statements as whole. The supplemental schedule of Schedule H, Line 4i - Schedule of Assets (Held at End of Year), which is the responsibility of Plan Management, is presented for the purpose of additional analysis and is not a required part of the financial statements but is required by the Department of Labor's Rules and Regulations for the Reporting and Disclosure under the Employee Retirement Income Security Act of 1974. Such information is the responsibility of the Plan's management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audits of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated in all material respects in relation to the financial statements as a whole.

Masters, Smith & Wisby P.A.

Certified Public Accountants
Jacksonville, Florida

October 10, 2019

401(K) PLAN OF PROCTOR & PROCTOR, INC.

STATEMENTS OF NET ASSETS AVAILABLE FOR BENEFITS

	December 31	
	2018	2017
Assets:		
Investments, at fair value:		
Mutual Funds	$ 5,024,413	$ 5,239,413
Receivables:		
Employee contributions	21,744	17,028
Employer's contributions	2,852	2,521
Notes receivable from participants	83,668	36,647
Total Assets	5,132,677	5,295,609
Liabilities:		
Corrective distributions payable	24,142	16,408
Net Assets Available for Benefits	$ 5,108,535	$ 5,279,201

See notes to financial Statements

401(K) PLAN OF PROCTOR & PROCTOR, INC.

STATEMENT OF CHANGES IN NET ASSETS AVAILABLE FOR BENEFITS

	Year Ended December 31 2018
Additions to Net Assets Attributed to:	
Investment Income:	
Net depreciation in fair market value of investments	$ (507,576)
Interest, dividends and other income	123,619
Contributions:	
Participants'	363,318
Employer	47,255
Rollovers	505
Total Additions to Net Assets	27,121
Deductions from Net Assets Attributed to:	
Benefits paid to participants	141,315
Corrective distributions	24,142
Administrative expenses	32,330
Total Deductions from Net Assets	197,787
Net Change	(170,666)
Net Assets Available for Benefits at Beginning of Year	5,279,201
Net Assets Available for Benefits at End of Year	$ 5,108,535

A. Description of Plan:

The following description of the 401(k) Plan of Proctor & Proctor, Inc. (the "Plan") provides only general information. Participants should refer to the Plan agreement for a more complete description of the Plan's provisions.

General:

The Plan was established to provide retirement benefits for employees of Proctor & Proctor, Inc. (the "Company" or "Employer"). Eligible employees become participants in the Plan following a twelve consecutive month period beginning on the date of hire during which the employee is credited with at least 1,000 hours of service and attainment of age 21, as defined in the Plan agreement. The Plan is subject to the requirements of the Employee Retirement Income Security Act of 1974 (ERISA).

Contributions:

Participants may make pre-tax and after-tax contributions to the Plan based on annual compensation. Participants may contribute amounts representing distributions from other qualified defined benefit or contribution plans. The Company makes matching contributions of 25% up to 4% of compensation for eligible employees. The Company may also make discretionary profit-sharing contributions. Participants direct the investment of their contributions into the various investment options offered by the Plan. Total contributions, both participant and employer, including discretionary, are subject to the limits of the Internal Revenue Code (the "IRC") Section 415(c). Participant contributions and employer matching contributions of certain highly compensated participants may also be limited based on contribution nondiscrimination tests described in IRC Section 401(k) and 401(m).

Participant Accounts:

Each participant's account is credited with the participant's contribution, the Employer's contribution, and an allocation of the Plan's earnings and administrative expenses. The Plan's earnings are allocated according to participants' relative account balances.

Participant Loans:

Participants may borrow from their fund accounts a maximum of $50,000 or 50% of their vested account balance, whichever is less. The loans are secured by the balance in the participant's account and bear interest at local prevailing rates as determined by the plan administrator. Principal and interest is paid ratably through payroll deductions.

A. Description of Plan (continued):

Vesting:

Participants are immediately vested in their pre-tax and rollover contributions plus actual earnings thereon. That portion of the participants' account that is attributable to employer contributions vests ratably over six years of service. Participants' accounts become fully vested upon attainment of the normal retirement age, early retirement age, upon retirement due to disability, upon death and upon termination of the Plan.

Amounts forfeited by terminating participants may be used to reduce Employer contributions. Forfeited non-vested accounts were $4,816 and $5,054 for the years ended December 31, 2018 and 2017, respectively.

Net assets available for Plan benefits include the accounts of active participants, as well as certain separated, vested, and retired participants who have elected to receive their benefits in installment payments. These participants share in the earnings of the investments funding such accounts.

Distributions to Participants:

Amounts credited to an individual participant's account are distributed at termination of employment as a lump sum, in installments or as an annuity. The full value of an employee's account balance is payable at their normal retirement age, even if the employee continues to work, or the employee may defer payment until April 1 of the calendar year following the later of attainment of age 70 1/2 or retirement. There are no amounts allocated to withdrawing participants as of December 31, 2018 and 2017. In certain hardship situations, as described in the Plan agreement, participants may withdraw part of their account balances while actively employed, but such withdrawals are limited to the amount dictated by the hardship. Participants' withdrawals are limited to required and/or optional deferred account balances and may not include any interest earned thereon.

B. Summary of Accounting Policies:

Basis of Accounting:

The financial statements of the Plan are prepared under the accrual method of accounting.

Investment Valuation and Income Recognition:

Investments in mutual funds and exchanged traded funds are based on quoted net asset values of the shares as reported by the fund on an openly traded market. Fair value is the price that would be received to sell an asset or paid to transfer a liability in an orderly transaction between market participants at the measurement date. Investments in collective investment funds are not directly traded on active markets but are valued at nest asset value ("NAV") as reported by the custodian to the Plan. These investments utilize various investment strategies; they do not have any unfunded commitments and can be redeemed on a daily basis. See Note D for discussion of fair value measurements.

Purchases and sales of securities are recorded on a trade–date basis. Interest income is recorded on the accrual basis. Dividends are recorded on the ex-dividend date. Net appreciation includes the Plan's gains and losses on investments bought and sold as well as held during the year.

B. Summary of Accounting Policies: (continued)

Payment of Benefits:

Benefits are recorded when paid.

Notes Receivables from Participants:

Notes receivable from participants are reported at their unpaid principal balances plus any accrued but unpaid interest. Delinquent participant loans are reclassified as distributions based on the terms of the Plan document.

Uses of Estimates:

The preparation of financial statements in conformity with generally accepted accounting principles requires the plan administrator to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results may differ from those estimates.

Plan Administration Expense:

Recordkeeping, custodial and investment management fees are paid by the Plan, certain other administrative expenses are paid by the plan sponsor.

Date of Management's Review:

Subsequent events were evaluated through October 10, 2019, the date the financial statements were available to be issued.

C. Plan Termination:

Although it has not expressed any intent to do so, the Company has the right to terminate the Plan at any time. In the event of Plan termination, the respective participant interest, net of any termination fees, will become fully vested and will be distributed to each participant within 90 days of the termination.

D. Fair Value Measurements:

The Plan's investments are reported at fair value in the accompanying statement of net assets available for benefits. The methods used to measure fair value may produce an amount that may not be indicative of net realizable value or reflective of future fair values. Furthermore, although the Plan believes its valuation methods are appropriate and consistent with other market participants, the use of different methodologies or assumptions to determine the fair value of certain financial instruments could result in a different fair value measurement at the reporting date.

FASB ASC topic 820 on *Fair Value Measurements and Disclosures*, establishes a framework for measuring fair value. That framework provides a fair value hierarchy that prioritizes the inputs to valuation techniques used to measure fair value. The hierarchy gives the highest priority to unadjusted quoted market prices in active markets for identical assets (Level 1) and the lowest priority to unobservable inputs (Level 3). The Plan uses appropriate valuation techniques based on the

D. Fair Value Measurements (continued):

available inputs to measure the fair value of its investments. When available, the Plan measures fair value using Level 1 inputs because they generally provide the most reliable evidence of fair value. The hierarchy is measured in three levels based on the reliability of the inputs:

Level 1 Valuations based on unadjusted quoted prices in active markets for identical assets that the Plan has the ability to access at the measurement date.

Level 2 Valuations based on inputs other than quoted prices included within Level 1 that are observable for the asset, either directly or indirectly. Observable inputs include quoted prices for similar assets in active or non-active markets.

Level 3 Valuations derived through the use of valuation models or methodologies using significant unobservable inputs. Level 3 valuations incorporate certain assumptions and projections that are not observable in the market and as a result significant professional judgment may be used in determining the fair values.

The following are the major categories of assets measured at fair value on a recurring basis during the years ended December 31, 2018 and 2017:

December 31, 2018		Fair Value Hierarchy Level		
	Fair Value	Level 1	Level 2	Level 3
Mutual Funds	$5,024,413	$5,024,413	$-	$-
Total	$5,024,413	$5,024,413	$-	$-

December 31, 2017		Fair Value Hierarchy Level		
	Fair Value	Level 1	Level 2	Level 3
Mutual funds	$5,239,413	$5,239,413	$-	$-
Total	$5,239,413	$5,239,413	$-	$-

E. Tax Status:

Effective with the change in record-keeper during 2014, the Plan adopted the Prototype Non-standardized Profit-Sharing Plan with CODA provided by Corporate Benefit Administrators, Inc. The Internal Revenue Service has determined and informed Corporate Benefit Administrators, Inc., by letter dated March 31, 2014, that the prototype plan is designed in accordance with applicable sections of the Internal Revenue Code (IRC).

E. Tax Status (continued):

Accounting principles in the United States of America require plan management to evaluate tax positions taken by the Plan and recognize a tax liability if the Plan has taken an uncertain tax position that more likely than not would not be sustained by the relevant taxing authorities. The plan administrator has analyzed the tax positions taken by the Plan, and has concluded that as of December 31, 2018 and 2017, there are no uncertain positions taken or expected to be taken that would require recognition of a liability or disclosure in the financial statements. .

F. Risk and Uncertainties:

The Plan invests in various investment securities. Investment securities are exposed to various risks such as interest rate, market and credit risks. Due to the level of risk associated with certain investment securities, it is at least reasonably possible that changes in the values of investment securities will occur in the near term and that such change could materially affect participants' account balances and the amounts reported in the Statement of Net Assets Available for Benefits.

G. Related Party Transactions:

Certain Plan investments are mutual funds managed by Dimensional Fund Advisors, the Plan custodian, an affiliate of Dimensional Retirement Plan Services LLC, the Plan record-keeper and as such these transactions qualify as party-in-interest transactions. These fees are a component of the net investment return. Plan administrative expenses paid to other advisors and services providers amounted to $32,330

H. Subsequent Events:

On June 10, 2019, the plan changed recordkeepers from Dimensional Fund Advisors to the Newport Group.

SUPPLEMENTAL SCHEDULE

401(K) PLAN OF PROCTOR & PROCTOR, INC.
EIN: 59-0411230 PN 001

SCHEDULE H, LINE 4i - SCHEDULE OF ASSETS (HELD AT END OF YEAR)
December 31, 2018

(a)	(b) Identity of Issuer, Borrower, Lessor or Similar Party	(c) Description of investment including maturity date, rate of interest, collateral, par, or maturity value	(d) Cost**	(e) Current Value
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