

AGENDA ITEM SUMMARY

DATE 10/09/13 DEPARTMENT: Finance & Records DEPT. HEAD SIGNATURE: MHC

SUBJECT

Council Approval of Claims costs incurred during the month of September 2013 and claims that are set to be paid by contract for October 2013.

AUTHORITY:  ID Code 50-1017     IAR \_\_\_\_\_     City Ordinance/Code \_\_\_\_\_

BACKGROUND:

Claims are processed for approval three times per month under the following procedure:

1. Invoices received, approved and coded to budget by Department Head.
2. Invoice entry into data base by finance department.
3. Open invoice report and check register report printed for council review at city council meeting.
4. Following council approval, mayor and clerk sign checks and check register report.
5. Signed check register report is entered into Minutes book.

FISCAL IMPACT / PROJECT FINANCIAL ANALYSIS:

Budget Line Item # \_\_\_\_\_ YTD Line Item Balance \$ \_\_\_\_\_

Payments are for expenses incurred during the previous month, per an accrual accounting system.

ACKNOWLEDGEMENT BY OTHER AFFECTED CITY DEPARTMENTS:

___ City Attorney	___ Clerk / Finance Director	___ Engineer	___ Mayor
___ P & Z Commission	___ Parks & Lands Board	___ Public Works	___ Other

RECOMMENDATION FROM APPLICABLE DEPARTMENT HEAD:

Review report's, ask questions about expenses and procedures, approve claims for payment.

FOLLOW UP NOTES:

Unpaid Invoice Report - MARY'S APPROVAL  
Posting period: 13/13

City of Hailey

Report Criteria:

Vendor: Vendor Number = 658 849 4390, 2817, 5410

Invoice Number	Sequence Number	Description	Type	Invoice Date	Due Date	Invoice Amount	Discount Amount	Net Invoice Check Amount	GL Account Number
<b>658 HAILEY CHAMBER OF COMMERCE</b>									
<b>HAILEY LOT2012-2013</b>									
HAILEY LOT	1	CHAMBER LOT EXPENSES 2012-201	Invoice	09/30/2013	09/30/2013	16,546.50		16,546.50	100-10-4170
Total HAILEY LOT2012-2013:						16,546.50	.00	16,546.50	
Total 658 HAILEY CHAMBER OF COMMERCE :						16,546.50	.00	16,546.50	
<b>5410 HDR ENGINEERING INC</b>									
00108050-B									
00108050-B	1	BIG WOOD TMDL, NPDES PERMIT R	Invoice	09/30/2013	09/30/2013	2,094.37		2,094.37	210-70-4132
Total 00108050-B:						2,094.37	.00	2,094.37	
00108102-B									
00108102-B	1	SOLIDS HANDLING IMPROVEMENTS	Invoice	09/30/2013	09/30/2013	13,861.05		13,861.05	210-70-4131
Total 00108102-B:						13,861.05	.00	13,861.05	
Total 5410 HDR ENGINEERING INC:						15,955.42	.00	15,955.42	
<b>849 IDAHO STATE TAX COMMISSION</b>									
07/01/13-09/30/13									
07/01/13-09/	1	07/01/13-09/30/13 STATE SALES & US	Invoice	09/30/2013	09/30/2013	151.09		151.09	100-00-2031
Total 07/01/13-09/30/13:						151.09	.00	151.09	
Total 849 IDAHO STATE TAX COMMISSION :						151.09	.00	151.09	
<b>4390 MOLONEY &amp; O'NEILL</b>									
092013+100713									
092013+100	1	admin fee for Sept 2013	Invoice	09/20/2013	09/30/2013	100.00		100.00	100-15-4131
092013+100	2	admin fee for Sept 2013	Invoice	09/20/2013	09/30/2013	100.00		100.00	200-15-4131
092013+100	3	admin fee for Sept 2013	Invoice	09/20/2013	09/30/2013	100.00		100.00	210-15-4131
092013+100	4	admin fee for Oct 2013	Invoice	09/20/2013	09/30/2013	100.00		100.00	100-15-4131
092013+100	5	admin fee for Oct 2013	Invoice	09/20/2013	09/30/2013	100.00		100.00	200-15-4131

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Invoice Number	Sequence Number	Description	Type	Invoice Date	Due Date	Invoice Amount	Discount Amount	Net Invoice Check Amount	GL Account Number
092013+100	6	admin fee for Oct 2013	Invoice	09/20/2013	09/30/2013	100.00		100.00	210-15-4131
Total 092013+100713:									
Total 4390 MOLONEY & O'NEILL:									
2817 UNITED OIL									
738795	1	7/16 - 7/31/13 Charges	Invoice	07/31/2013	09/30/2013	307.41	.00	307.41	100-55-4171
Total 738795:									
738796									
738796	1	GAS HAILEY PD	Invoice	07/31/2013	09/30/2013	1,139.98	.00	1,139.98	100-25-4171
Total 738796:									
738801									
738801	1	GAS BELLEVUE	Invoice	07/31/2013	09/30/2013	402.68	.00	402.68	100-25-4171
Total 738801:									
740215									
740215	1	GAS HAILEY	Invoice	08/15/2013	09/30/2013	1,096.12	.00	1,096.12	100-25-4171
Total 740215:									
740220									
740220	1	GAS BELLEVUE	Invoice	08/15/2013	09/30/2013	419.37	.00	419.37	100-25-4171
Total 740220:									
741544									
741544	1	GAS HAILEY PD	Invoice	08/31/2013	09/30/2013	1,128.04	.00	1,128.04	100-25-4171
Total 741544:									
741549									
741549	1	GAS BELLEVUE	Invoice	08/31/2013	09/30/2013	472.53	.00	472.53	100-25-4171

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Invoice Number	Sequence Number	Description	Type	Invoice Date	Due Date	Invoice Amount	Discount Amount	Net Invoice Check Amount	GL Account Number
Total 741549:									
						472.53	.00	472.53	
742952									
742952	1	9/1 - 9/15/13 charges	Invoice	09/15/2013	09/30/2013	233.62		233.62	100-55-4171
Total 742952:									
						233.62	.00	233.62	
742953									
742953	1	GAS HAILEY PD	Invoice	09/15/2013	09/30/2013	692.75		692.75	100-25-4171
Total 742953:									
						692.75	.00	692.75	
742958									
742958	1	GAS BELLEVUE	Invoice	09/15/2013	09/30/2013	360.90		360.90	100-25-4171
Total 742958:									
						360.90	.00	360.90	
744229									
744229	1	PUMPED FUEL PARKS	Invoice	09/30/2013	09/30/2013	92.95		92.95	100-50-4171
Total 744229:									
						92.95	.00	92.95	
744232									
744232	1	COMM DEV fuel	Invoice	09/30/2013	09/30/2013	109.65		109.65	100-20-4171
Total 744232:									
						109.65	.00	109.65	
744233									
744233	1	PUMPED FUEL STREETS	Invoice	09/30/2013	09/30/2013	758.39		758.39	100-40-4171
Total 744233:									
						758.39	.00	758.39	
744236									
744236	1	FUEL - 97 CHEVY BLAZER	Invoice	09/30/2013	09/30/2013	16.55		16.55	100-42-4171
744236	2	FUEL - 97 CHEVY BLAZER	Invoice	09/30/2013	09/30/2013	19.31		19.31	200-42-4171
744236	3	FUEL - 97 CHEVY BLAZER	Invoice	09/30/2013	09/30/2013	19.29		19.29	210-42-4171
Total 744236:									
						55.15	.00	55.15	

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Invoice Number	Sequence Number	Description	Type	Invoice Date	Due Date	Invoice Amount	Discount Amount	Net Invoice Check Amount	GL Account Number
Total 2817 UNITED OIL :									
						7,269.54	.00	7,269.54	
Total :									
						40,522.55	.00	40,522.55	
Grand Totals:									
						40,522.55	.00	40,522.55	

Summary by General Ledger Account Number

GL Account Number	Debit	Credit	Net
100-00-20317	151.09	.00	151.09
100-10-41707	16,546.50	.00	16,546.50
100-15-41313	200.00	.00	200.00
100-20-41719	109.65	.00	109.65
100-25-41719	5,712.37	.00	5,712.37
100-40-41719	758.39	.00	758.39
100-42-41719	16.55	.00	16.55
100-50-41719	92.95	.00	92.95
100-55-41719	541.03	.00	541.03
200-15-41313	200.00	.00	200.00
200-42-41719	19.31	.00	19.31
210-15-41313	200.00	.00	200.00
210-42-41719	19.29	.00	19.29
210-70-41313	13,861.05	.00	13,861.05
210-70-41321	2,094.37	.00	2,094.37
Grand Totals:			40,522.55
			.00
			40,522.55

Summary by General Ledger Posting Period

GL Posting Period	Debit	Credit	Net
09/13	109.65	.00	109.65
13/13	40,412.90	.00	40,412.90

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Summary by General Ledger Posting Period

GL Posting Period	Debit	Credit	Net
	40,522.55	.00	40,522.55

Grand Totals:

Report Criteria:  
Vendor: Vendor Number = 658,849,4390,2817,5410