

STAFF REPORT



MEETING DATE:	6/30/15
SUBJECT:	Review and Approve Disbursements
AGENDA ITEM:	5-3
STAFF CONTACT:	Dave Wallace, Chief Fiscal Officer

STAFF RECOMMENDATION:

It is recommended that the board of directors review and approve disbursements for the period of April 1, 2015, to May 31, 2015.

A handwritten signature in blue ink, appearing to read "D. Little", is written over a horizontal line.

Daniel S. Little, AICP, Executive Director

Attachment: SRTA Disbursements – April 1, 2015, to May 31, 2015

Shasta Regional Transportation Agency
Transactions by Account
April 1 to May 31, 2015

10:15 AM
06/12/2015
Accrual Basis

Type	Date	Num	Name	Memo	Credit
General Journal	04/05/2015	580	Teamwork HR	PAYROLL ENDING APRIL 5, 2015	32,583.29
Bill Pmt -Check	04/07/2015	1885	Apex Technology Management	Monthly Computer	1,239.75
Bill Pmt -Check	04/07/2015	1886	AT Conference	Conference Call	6.56
Bill Pmt -Check	04/07/2015	1887	Civic Plus	Web Hosting	3,838.00
Bill Pmt -Check	04/07/2015	1888	DKS Associates	Activity Based Model Consulting	13,230.00
Bill Pmt -Check	04/07/2015	1889	Environmental Systems Research Institute	GIS License	830.00
Bill Pmt -Check	04/07/2015	1890	MJM Services	March 2015 Cleaning	325.25
Bill Pmt -Check	04/07/2015	1891	Pacific Benefit Consultants Inc	FSA Plan	75.00
Bill Pmt -Check	04/07/2015	1892	Pages	Sign Lamination	131.15
Bill Pmt -Check	04/07/2015	1893	PG&E	Natural Gas	23.59
Bill Pmt -Check	04/07/2015	1894	Record Searchlight	00607708-Public Notices	538.80
Bill Pmt -Check	04/07/2015	1895	Rincon Consultants Inc	RTP Consulting	4,587.50
Bill Pmt -Check	04/07/2015	1896	Shasta Living Streets	Streets Alive Event	2,000.00
Bill Pmt -Check	04/07/2015	1897	Western Business Products	Copier Maintenance	17.97
Transfer	04/09/2015		SRTA	Transfer 2% Bike & Ped deposited in operating	33,305.00
Transfer	04/09/2015		SRTA	Transfer Non-motorized deposited to operating	100,000.00
Bill Pmt -Check	04/13/2015	Payroll	Dan Little	CalCOG Conference and APA National Conf.	3,492.83
Bill Pmt -Check	04/14/2015	Payroll	Keith Williams	CBAC Meeting	211.75
Bill Pmt -Check	04/15/2015	1898	City of Redding Utilities	0216105-7 Electric	389.88
Bill Pmt -Check	04/15/2015	1899	Kibler & Kibler	Final on Architectural	4,759.60
Bill Pmt -Check	04/15/2015	1900	Kristen Schreder	Schreder @ CalCOG Leadership Forum	821.35
General Journal	04/19/2015	589	Teamwork HR	Payroll Ending April 19, 2015	28,677.06
Bill Pmt -Check	04/23/2015	1902	Forest Design	Landscape Clean-up	880.00
Bill Pmt -Check	04/23/2015	1903	Janie Coffman	Petty cash Reimbursement	57.23
Bill Pmt -Check	04/23/2015	1904	MJM Services	Janitorial	250.00
Bill Pmt -Check	04/23/2015	1905	Office Depot	59088894-Office Supplies	83.96
Bill Pmt -Check	04/23/2015	1906	Western Business Products	Copier Services	262.94
Bill Pmt -Check	04/29/2015	1907	AT&T Elevator	Elevator Phone	52.24
Bill Pmt -Check	04/29/2015	1908	AT&T Mobility	New Phone and Monthly Bill	872.25
Bill Pmt -Check	04/29/2015	1909	Kenny, Snowden & Norine	Legal on Building	962.50
Bill Pmt -Check	04/29/2015	1910	Mountain Echo	Public Notice	108.80
Bill Pmt -Check	04/29/2015	1911	Office Depot	59088894-Office Supplies	27.08
Bill Pmt -Check	04/29/2015	1912	Shasta County Dept of Public Works	Burney Bike & Ped Project	21,433.14
Bill Pmt -Check	04/29/2015	1914	Utility Telephone	Telephone	287.75
Bill Pmt -Check	04/29/2015	Payroll	Dan Little	Dan Little Final Travel	589.47
General Journal	04/30/2015	597	Fed Ex	Postage	35.98
General Journal	04/30/2015	600	Facebook	April 2015	50.00
General Journal	04/30/2015	601	SRTA	Balance Adjustment	0.08
Bill Pmt -Check	05/01/2015	Debit Card	Facebook	April 2015	31.73
General Journal	05/03/2015	599	Teamwork HR	Payroll Ending May 3, 2015	32,864.10
Bill Pmt -Check	05/04/2015	1915	Apex Technology Management	Shasta County RTPA	1,239.75
Bill Pmt -Check	05/04/2015	1916	AT Conference	Conference Calls	23.16
Bill Pmt -Check	05/04/2015	1917	EAP Inc	EAP Fee	75.00
Bill Pmt -Check	05/04/2015	1918	Office Depot	59088894-Office Supplies	62.36
Bill Pmt -Check	05/04/2015	1919	Pacific Benefit Consultants Inc	FSA Monthly Fee	75.00
Bill Pmt -Check	05/05/2015	1920	Rincon Consultants Inc	RTP Consultant	2,703.85
Bill Pmt -Check	05/07/2015	Payroll	Janie Coffman	Local Mileage Reimbursement	67.27
Bill Pmt -Check	05/07/2015	Payroll	Sean Tiedgen	Travel to ZEV Conference	355.38

Bill Pmt -Check	05/07/2015	Debit Card	Safeway	Food for Bike Event	64.54
Bill Pmt -Check	05/08/2015	1921	Apex Technology Management	Shasta County RTPA	143.71
Bill Pmt -Check	05/08/2015	1922	PG&E	April Common Area Natural Gas	3.79
Bill Pmt -Check	05/08/2015	1924	Shasta Lake Bulletin	Public Notice	118.13
Bill Pmt -Check	05/08/2015	1925	Western Business Products	Copier Service	525.78
Bill Pmt -Check	05/08/2015	1923	PG&E	April Natural Gas	24.38
Bill Pmt -Check	05/11/2015	1926	City of Redding Utilities	0216105-7	189.45
Bill Pmt -Check	05/11/2015	1927	City of Redding Utilities	0216105-7	15.13
Bill Pmt -Check	05/11/2015	1928	City of Redding Utilities	0216105-7	446.99
Bill Pmt -Check	05/11/2015	1929	Zimmer Constructiojn	ADA Estimates for Building	629.00
Bill Pmt -Check	05/11/2015	Debit Card	CPE Depot	Continuing Education	149.00
Bill Pmt -Check	05/15/2015	Debit Card	AT&T Retail	IPAD Device	104.01
Bill Pmt -Check	05/15/2015	Debit Card	National Seminars	Training Seminars	160.00
General Journal	05/17/2015	609	Teamwork HR	Payroll Ending May 17, 2015	29,243.96
Bill Pmt -Check	05/18/2015	1930	Mt Shasta Area Newspapers	Public Notice	105.75
Bill Pmt -Check	05/18/2015	1931	Record Searchlight	00607708-Public Notices	117.10
Bill Pmt -Check	05/18/2015	1932	Shasta County Health & Human Services	2nd Quarter SRTS Reimbursement	20,521.42
Bill Pmt -Check	05/18/2015	1933	Shasta Regional Transportation Agency	Reimburse FSA Account for Termination	460.52
Bill Pmt -Check	05/22/2015	Payroll	Dan Little	CalCOG Meeting Travel	162.60
Bill Pmt -Check	05/22/2015	Payroll	Jennifer Pollom	Travel for Exam	336.40
Bill Pmt -Check	05/27/2015	Debit Card	Charter Business	Internet Service	125.00
Bill Pmt -Check	05/29/2015	1934	Alliant Insurance Services, Inc	ACIP Crime Renewal	950.00
Bill Pmt -Check	05/29/2015	1935	AT&T Mobility	Cell Phones	232.84
Bill Pmt -Check	05/29/2015	1936	CALCOG	D Little at CalCOG	25.00
Bill Pmt -Check	05/29/2015	1943	Charter Business	Internet Service	125.00
Bill Pmt -Check	05/29/2015	1937	Divine Handyman	May Building Repairs	287.75
Bill Pmt -Check	05/29/2015	1938	Forest Design	May Landscaping	235.00
Bill Pmt -Check	05/29/2015	1939	Kenny, Snowden & Norine	Legal Services	872.51
Bill Pmt -Check	05/29/2015	1940	MJM Services	May Janitorial	270.00
Bill Pmt -Check	05/29/2015	1941	Pacific Benefit Consultants Inc	FSA Adm	75.00
Bill Pmt -Check	05/29/2015	1942	SFE Fire Protection	Fire Extinguisher	15.00
Bill Pmt -Check	05/29/2015	1944	Western Business Products	Copier Charges	273.16
General Journal	05/31/2015	624	Teamwork HR	Payroll Ending May 31, 2015	33,337.55
General Journal	05/31/2015	630	Tri Counties Bank	May 2015 Bank Charge	5.95
General Journal	05/31/2015	631	SRTA	Balance Adjustment	0.01
					<u>384,886.78</u>