

CITY OF PROSSER, WASHINGTON
BUDGET & FINANCE COMMITTEE

TUESDAY, JANUARY 13, 2015
5:30 PM

CITY HALL CONFERENCE ROOM
601 7TH STREET

1. Call to Order
2. Approve December 9, 2014 Meeting Minutes
3. Discuss Claim Checks for Period Ending January 13, 2015
4. Discuss December 2014 Payroll Checks and Vacation Buy Outs
5. Next Meeting – January 27, 2015
6. Adjournment

Attachments:

December 9, 2014 Meeting Minutes
Visa Payment Detailed Information
December 2014 Payroll Checks and Vacation Buy Outs

**CITY OF PROSSER, WASHINGTON
BUDGET & FINANCE COMMITTEE
MINUTES
TUESDAY, DECEMBER 9, 2014**

CALL TO ORDER

Council Member Taylor called the meeting of the City of Prosser Budget and Finance Committee to order at 5:33 p.m.

ATTENDANCE

Council Member Taylor, Council Member Becken, Mayor Warden, and Finance Director Mauras were present. Council Member Ward requested an excused absence.

APPROVE NOVEMBER 25, 2014 MEETING MINUTES

A motion was made by Council Member Taylor, seconded by Council Member Becken to approve the November 25, 2014 meeting minutes. Motion carried unanimously.

DISCUSS CLAIM CHECKS FOR PERIOD ENDING DECEMBER 9, 2014

The Committee reviewed the claim checks prepared for City Council approval. The Committee discussed Xpress Bill Pay and vendors of patches for the Police Department.

DISCUSS NOVEMBER 2014 PAYROLL CHECKS AND VACATION BUY OUTS

The Committee reviewed the November 2014 payroll checks and vacation buy outs.

ADJOURNED

The meeting of the Budget and Finance Committee was adjourned at 5:47 p.m.

Council Member Randy Taylor
Budget & Finance Committee Chair

Regina Mauras
Finance Director



U.S. BANK
P.O. BOX 6343
FARGO ND 58125-6343



ACCOUNT NUMBER [REDACTED]
STATEMENT DATE 12-22-2014
AMOUNT DUE \$104.26
NEW BALANCE \$104.26

PAYMENT DUE ON RECEIPT

000010659 1 MB 0.435 106481857750306 P
CITY OF PROSSER
ATTN ELIA BELMARES
601 7TH STREET
PROSSER WA 99350-1459
RECEIVED
DEC 29 2014
CITY OF PROSSER

AMOUNT ENCLOSED
\$

Please make check payable to
U.S. BANK

U.S. BANK
P.O. BOX 790428
ST. LOUIS, MO 63179-0428

Please tear payment coupon at perforation.

CORPORATE ACCOUNT SUMMARY								
CITY OF PROSSER	Previous Balance	Purchases And Other Charges	Cash Advances	Cash Advance Fees	Late Payment Charges	Credits	Payments	New Balance
Company Total	\$599.50	\$104.26	\$0.00	\$0.00	\$0.00	\$0.00	\$599.50	\$104.26

CORPORATE ACCOUNT ACTIVITY			
CITY OF PROSSER			TOTAL CORPORATE ACTIVITY
			\$599.50 CR
Post Date	Tran Date	Reference Number	Transaction Description
12-04	12-04		AUTO PAYMENT DEDUCTION
			599.50 CR

NEW ACTIVITY					
REGINA MAURAS		CREDITS	PURCHASES	CASH ADV	TOTAL ACTIVITY
		\$0.00	\$85.56	\$0.00	\$85.56
Post Date	Tran Date	Reference Number	Transaction Description	Amount	
12-15	12-13	24692164347000702314146	TCD*TTA-RESEARCH &CPE 800-323-8724 TX	85.56	

CUSTOMER SERVICE CALL	ACCOUNT NUMBER		ACCOUNT SUMMARY	
	800-344-5696	[REDACTED]	PREVIOUS BALANCE	599.50
		PURCHASES & OTHER CHARGES	104.26	
	STATEMENT DATE	DISPUTED AMOUNT	CASH ADVANCES	.00
	12/22/14	.00	CASH ADVANCE FEES	.00
			LATE PAYMENT CHARGES	.00
			CREDITS	.00
			PAYMENTS	599.50
			ACCOUNT BALANCE	104.26
SEND BILLING INQUIRIES TO:	AMOUNT DUE			
U.S. BANK P.O. Box 6335 Fargo, ND 58125-6335	104.26			

Please remember to:

- Enclose your check or money order, payable in U.S. dollars, with this payment coupon, but do not staple or tape them together.
- Write your account number on the front of your check or money order.
- Make checks payable to: Corporate Payment Systems
P.O. Box 790428
St. Louis, MO 63179-0428

Please enter new address or telephone number here:

Name _____
Address _____
City _____
State _____ Zip _____
() ()
Home Phone _____ Business Phone _____

CUSTOMER SERVICE 1-800-344-5696

Our Customer Service Representatives are available 24 hours a day, 365 days a year. If you have questions about your Commercial Card account, please call Corporate Payment Systems at 1-800-344-5696 or write to us at Corporate Payment Systems, P.O. Box 6343, Fargo, ND 58125-6343.

MAKING PAYMENTS

The amount shown as Amount Due is payable in full upon delivery of this billing statement.

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If individual employee cardholders are responsible for payment, a check, or other payment acceptable to Corporate Payment Systems, for the Amount Due together with the top portion of this billing statement must be mailed by the individual employee to Corporate Payment Systems, P.O. Box 790428, St. Louis, MO 63179-0428.

A payment of less than the Amount Due, but intended to settle an account in full, must be mailed to Corporate Payment Systems, P.O. Box 790428, St. Louis, MO 63179-0428. Accepting a partial payment will not change any agreement between either the individual employee cardholder or the employer and Corporate Payment Systems in any way.

Use the enclosed envelope to mail your payment to Corporate Payment Systems, P.O. Box 790428, St. Louis, MO 63179-0428. All payments by check or money order and accompanied by a payment coupon will be credited to your account on the day of receipt if received at this address by 1:00 p.m. on any banking day. Banking days are all calendar days except Saturday, Sunday and federal holidays. Other payments will be credited to your account within five days of receipt by Corporate Payment Systems.

LOST OR STOLEN CARDS

If a Card is lost or stolen, the individual employee cardholder must call Corporate Payment Systems immediately at 1-800-344-5696 and notify the employer in accordance with the employer's policies and/or instructions.

BILLING INQUIRIES

Before disputing or questioning a charge on your statement, take the following actions:

- Determine if other employees of the corporation / institution may have participated in the transaction.
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- The date you contacted the merchant to attempt to resolve this issue and the merchant's response.

Many inquiries can be corrected over the phone, but phoning alone does not preserve your rights. To preserve your rights, we must receive your written communication no later than 60 days after we sent you the first bill on which the error or problem appeared. Please send a letter with your name, account number and the above information to: CORPORATE PAYMENT SYSTEMS, P.O. BOX 6335, FARGO, ND 58125-6335. You do not have to pay the amount of the charge that is in dispute while we are investigating; however, you are obligated to pay any charges that are not in question. While we investigate your dispute, we cannot report you as delinquent or take any action to collect the amount you question.

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P.O. Box 790428
St. Louis, MO 63179-0428

Please enter new address or telephone number here:

Name _____
Address _____
City _____
State _____ Zip _____
() ()
Home Phone Business Phone

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U.S. BANK
 P. O. Box 6343
 Fargo, ND 58125-6343

ACCOUNT NUMBER [REDACTED]

AMOUNT DUE \$0.00



000010661 1 MB 0.435 106481857750308 P
 PAUL WARDEN
 CITY OF PROSSER
 601 7TH STREET
 PROSSER WA 99350-1459

"MEMO STATEMENT ONLY"
 DO NOT REMIT PAYMENT

RECEIVED
 DEC 29 2014
 CITY OF PROSSER

MESSAGES:

TRAN DATE	POST DATE	MCC CODE	TRANSACTION DESCRIPTION	REFERENCE #	AMOUNT
12-03	12-04	5411	PROSSER FOOD DEPOT PROSSER WA	24224434338105011277127	18.70

001-511-60-49

PW

CUSTOMER SERVICE CALL 800-344-5696	ACCOUNT NUMBER	ACCOUNT SUMMARY	
	STATEMENT DATE	PURCHASES, FEES & ADJUSTMENTS	\$18.70
MANAGING ACCOUNT NUMBER CONTACT AND ADDRESS CITY OF PROSSER ELJA BELMARES 601 7TH STREET PROSSER, WA 99350	12/22/14	CHECKS/CASH ADVANCES	\$0.00
		DISPUTE AMOUNT	\$0.00
		CREDITS	\$0.00
		STATEMENT TOTAL	\$18.70

Please remember to:

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- Write your account number on the front of your check or money order.
- Make checks payable to: Corporate Payment Systems
P.O. Box 790428
St. Louis, MO 63179-0428

Please enter new address or telephone number here:

Name _____

Address _____

City _____

State _____ Zip _____

() ()

Home Phone _____ Business Phone _____

CUSTOMER SERVICE 1-800-344-5696

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Village Park HOA
meeting-12-3-2014
Refreshments



1309 Meade Avenue
Prosser, IA 50350
(569)786-432

You: Cashier Today Is: Hannah

SUPER CHILL WATE	3.49 F
You Saved 1.00	
CREATIVE CUP- RE	2.99 T
CHOCOLATE CHUNK	3.99 F
SUGAR COOKIES FR	3.99 F
OATMEAL RAISIN C	3.99 F
TAX	0.25
*** BALANCE	18.70

Visa Card - SWIPED DATA

CARD NUMBER: *****

EXP/VAL CODE: 064391

SEQUENCE NUMBER: 5909

TERMINAL ID: 824048

TOTAL AMOUNT: \$18.70 Purchase

RESPONSE CODE: APPROVED

12/13/14 03:05PM 35642 5

Visa	18.70
CHANGE	0.00
TOTAL NUMBER OF ITEMS SOLD :	5

TOTAL SAVED! : 1.00

12/13/14 03:05PM 868 5 296 35642

BUY LOCAL

Your Store Manager:

Paul Shepard

Visit us at:

<http://www.costcutterfoods.com>

All refunds require receipt.



U.S. BANK
P. O. Box 6343
Fargo, ND 58125-6343

2014

ACCOUNT NUMBER

AMOUNT DUE

\$0.00



000010660 1 MB 0.435 106481857750307 P
REGINA MAURAS
CITY OF PROSSER
601 7TH STREET
PROSSER WA 99350-1459

"MEMO STATEMENT ONLY"
DO NOT REMIT PAYMENT

RECEIVED
DEC 29
CITY OF PROSSER

MESSAGES:

TRAN DATE	POST DATE	MCC CODE	TRANSACTION DESCRIPTION	REFERENCE #	AMOUNT
12-13	12-15	8299	TCD*TTA-RESEARCH &CPE 800-323-8724 TX	24692164347000702314146	85.56

001-514-23-49

R Mauras

CUSTOMER SERVICE CALL 800-344-5696	ACCOUNT NUMBER	ACCOUNT SUMMARY	
	STATEMENT DATE 12/22/14	PURCHASES, FEES & ADJUSTMENTS	\$85.56
MANAGING ACCOUNT NUMBER CONTACT AND ADDRESS CITY OF PROSSER ELIA BELMARES 601 7TH STREET PROSSER, WA 99350		CHECKS/CASH ADVANCES	\$0.00
		DISPUTE AMOUNT	\$0.00
		CREDITS	\$0.00
		STATEMENT TOTAL	\$85.56

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- Write your account number on the front of your check or money order.
- Make checks payable to: Corporate Payment Systems
P.O. Box 790428
St. Louis, MO 63179-0428

Please enter new address or telephone number here:

Name

Address

City

State

Zip

()
Home Phone

()
Business Phone

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CPEasy Order Confirmation

Bisk
CPEasy www.cpeasy.com

Order Date: 12/12/2014 10:51:06 AM
Payment method: Credit Card Ending: [REDACTED]
Email: rmauras@ci.prosser.wa.us

Order Confirmation #: 170462
SalesRep: None

Ship to

Name: Regina Mauras
Address: 601 7th Street
City: Prosser
State: Washington
Zip Code: 99350-1459
Phone:

Bill to:

Name: Regina Mauras
Address: 601 7th Prosser
City: WA
State: Washington
Zip Code: 99350
Phone:

Products Ordered:

Product Description	Product Code	Price	Qty
Ethics Standards for Washington CPAs	ONL5964	\$79.00	1

x 0.083 sales tax
85.56

Regina Mauras

To check your order or if you have question, please contact Customer Service Department at 800-280-9718 or custsvc@CPEasy.com.

EARNING ITEM SUMMARY

City Of Prosser
MCAG #: 0205

12/01/2014 To: 12/31/2014

Time: 08:43:03 Date: 01/07/2015
Page: 1

BUILDING

Group	Pay Item	Date	Hours	Pay
BUILDING	Draw	12/15/2014		2,150.00
	Draw			-2,150.00
	Hourly		71.25	1,391.51
	Hourly Alt		59.00	1,336.35
	Salary		149.33	5,639.92
	Cell Phone Allow			99.34
	Holiday Used		32.00	312.48
	Sick Used		21.75	424.78
	Vac Used		16.00	156.24
	Vac Buy Out		40.00	1,301.60
TOTAL BUILDING			389.33	10,662.22

CLERK

Group	Pay Item	Date	Hours	Pay
CLERK	Draw	12/15/2014		1,800.00
	Draw			-1,800.00
	Salary		125.33	4,759.73
	Cell Phone Allow			49.67
	Hol F Used		8.00	
	Holiday Used		16.00	
	Sick Used		16.00	
	Vac Used		8.00	
	Vac Buy Out		40.00	1,098.40
TOTAL CLERK			213.33	5,907.80

COUNCIL

Group	Pay Item	Date	Hours	Pay
COUNCIL	Board Meeting	12/31/2014	23.00	460.00
	Council Meeting		17.00	680.00
	RFA		1.00	20.00
	Salary		181.33	6,100.00
	Cell Phone Allow			49.67
	Travel Reimburs			28.00
	Holiday Used		16.00	
TOTAL COUNCIL			238.33	7,337.67

FINANCE

Group	Pay Item	Date	Hours	Pay
FINANCE	Draw	12/15/2014		2,100.00
	Draw			-2,100.00
	Hourly		483.95	7,854.54
	Salary		387.99	16,269.06
	Cell Phone Allow			99.34
	BiLingual Pay			25.00

EARNING ITEM SUMMARY

City Of Prosser
MCAG #: 0205

12/01/2014 To: 12/31/2014

Time 08:43:03 Date: 01/07/2015
Page: 2

FINANCE

Group	Pay Item	Date	Hours	Pay
	Education Pay			50.00
	Hol F Used		8.00	
	Holiday Used		100.80	858.53
	Sick Used		35.00	97.80
	Vac Used		69.00	355.80
	Vac Buy Out		80.00	2,053.60
TOTAL FINANCE			1,164.74	27,663.67

PLANNING

Group	Pay Item	Date	Hours	Pay
PLANNING	Salary	12/31/2014	157.33	3,990.13
	Cell Phone Allow			49.67
	Holiday Used		16.00	
	Vac Buy Out		40.00	920.80
TOTAL PLANNING			213.33	4,960.60

POLICE

Group	Pay Item	Date	Hours	Pay
POLICE	Draw	12/15/2014		9,294.00
	Draw			-9,294.00
	Hourly		119.00	2,600.15
	Salary		1,867.96	61,431.07
	Overtime		29.50	1,246.61
	Overtime Hol (.5		56.00	791.92
	Overtime Hol (1.		28.00	1,187.72
	Shift Pay			359.40
	Evidence Pay			50.00
	FTO Pay			200.00
	BiLingual Pay			80.00
	Education Pay			275.00
	Comp Used		13.50	
	Comp Earned		8.75	
	Military Earned		252.00	
	Hol F Used		64.00	
	Holiday Used		32.00	349.60
	Sick Used		6.50	
	Vac Used		153.00	895.85
	Vac Buy Out		138.00	3,259.56
TOTAL POLICE			2,768.21	72,726.88

PUBLIC WORKS

Group	Pay Item	Date	Hours	Pay
PUBLIC WORKS	Draw	12/15/2014		6,263.00
	Draw			-6,263.00

EARNING ITEM SUMMARY

City Of Prosser
MCAG #: 0205

12/01/2014 To: 12/31/2014

Time08:43:03 Date: 01/07/2015

Page: 3

PUBLIC WORKS

Group	Pay Item	Date	Hours	Pay
	Hourly		2,150.50	53,282.06
	Salary		125.33	6,926.40
	Overtime		69.00	2,725.99
	Shift Pay			1,615.00
	Cell Phone Allow			745.05
	Travel Reimburs			56.00
	BiLingual Pay			50.00
	Hol F Used		80.00	1,900.88
	Holiday Used		256.00	6,098.56
	Sick Used		118.00	2,917.10
	Vac Used		218.50	5,317.73
	Vac Buy Out		320.00	8,614.00
TOTAL PUBLIC WORKS			3,337.33	90,248.77
TOTAL			8,324.60	219,507.61

EARNING ITEM SUMMARY

City Of Prosser
MCAG #: 0205

12/01/2014 To: 12/31/2014

Time: 08:43:33 Date: 01/07/2015
Page: 1

BUILDING

Group	Pay Item	Date	Hours	Pay
BUILDING	Vac Buy Out	12/31/2014	40.00	1,301.60
TOTAL BUILDING			40.00	1,301.60

CLERK

Group	Pay Item	Date	Hours	Pay
CLERK	Vac Buy Out	12/31/2014	40.00	1,098.40
TOTAL CLERK			40.00	1,098.40

FINANCE

Group	Pay Item	Date	Hours	Pay
FINANCE	Vac Buy Out	12/31/2014	80.00	2,053.60
TOTAL FINANCE			80.00	2,053.60

PLANNING

Group	Pay Item	Date	Hours	Pay
PLANNING	Vac Buy Out	12/31/2014	40.00	920.80
TOTAL PLANNING			40.00	920.80

POLICE

Group	Pay Item	Date	Hours	Pay
POLICE	Vac Buy Out	12/31/2014	138.00	3,259.56
TOTAL POLICE			138.00	3,259.56

PUBLIC WORKS

Group	Pay Item	Date	Hours	Pay
PUBLIC WORKS	Vac Buy Out	12/31/2014	320.00	8,614.00
TOTAL PUBLIC WORKS			320.00	8,614.00

TOTAL			658.00	17,247.96
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