



TOWN OF APPLE VALLEY

TOWN COUNCIL STAFF REPORT

To: Honorable Mayor and Town Council **Date:** February 11, 2014

From: Marc Puckett, Assistant Town Manager **Item No:** 3
Finance & Administration

Subject: DECEMBER 2013 - PAYROLL / BENEFITS WARRANTS SCHEDULE

T.M. Approval: _____ **Budgeted Item:** Yes No N/A

RECOMMENDED ACTION:

That the Town Council receive, ratify and file the payroll/benefits warrants as presented.

SUMMARY:

Pursuant to the Town's Municipal Code, the register of demands shall be presented to the Town Council at the next regular meeting thereof after preparation. The Town Council may approve, conditionally or partially approve or reject such register of demands and in connection therewith consider the recommendations of the Town Manager and Director of Finance. Further, the State Government Code provides that Staff may process and pay prior to ratification by the Town Council, demands properly made in the ordinary course of business, the just obligations of the Town, such as routine salaries and wages, and other like expenditures for which there is an express budget appropriation, and in connection with which there is no dispute as to the obligation and amount being payable. The Payroll / Benefits warrants issued from December 1 through December 31, 2013, in the amount of \$521,310.84, net of voids, covering issued warrant #'s 62339 – 62390 and direct deposit advice #'s 9948089 – 9948371 are herewith submitted for approval.

BACKGROUND:

Per Section 3.16.040 through 3.18.030 were applicable: Every claim and demand for employee payments and benefits, upon approval by individual departments, was collected and audited for accuracy. Every claim was due and owing by the Town; Budgeted or otherwise appropriated funds are available to said claim; the claim contains the approval of other departments and officials as required.

DATE	TOTAL
12/06/2013	\$ 259,694.72
12/20/2013	\$ 261,616.12
	<u>\$ 521,310.84</u>

FISCAL IMPACT:

The payroll and benefit warrants issued, covering warrant #'s 62339– 62390 and direct deposit advice #'s 9948089 – 9948371 inclusive, totaled \$ 521,310.84. Sufficient funding is appropriated and available in such amounts necessary to cover the demands included herein.