



## Town Council Agenda Report

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Date: December 10, 2019 Item No. 5

To: Honorable Mayor and Town Council

Subject: NOVEMBER 2019 PAYROLL / BENEFITS WARRANTS SCHEDULE

From: Douglas Robertson, Town Manager

Submitted by: Sydnie Harris, Director of Finance

Budgeted Item:  Yes  No  N/A

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### **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 November 1 through November 30, 2019, in the amount of \$ 741,551.33 net of voids, covering issued warrant #'s 66268 – 66333 and direct deposit advice #'s 9970772 – 9971192 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.

<b>DATE</b>	<b>TOTAL</b>
11/1/2019	\$ 239,407.96
11/15/2019	\$ 241,861.34
11/29/2019	\$ 260,282.03
<b>TOTAL:</b>	<b>\$ 741,551.33</b>

**FISCAL IMPACT:**

The payroll and benefit warrants issued, covering warrant #'s 66268 - 66333 and direct deposit advice #'s 9970772 – 9971192 inclusive, totaled \$ 741,551.33. Sufficient funding is appropriated and available in such amounts necessary to cover the demands included herein.