

**PAYROLL & MATERIAL CLAIMS REPORT**

<b>Payroll &amp; Material Claims</b>				<b>Employee Count</b>					
Date	Payroll	Vendor	Total	Full-time	Half-time	Part-time	Seasonal	Elected	Total
Mar-19	\$3,511,276.04	\$1,719,025.40	\$5,230,301.44	523	13	136	0	7	679
Apr-19	\$3,671,958.30	\$2,662,675.28	\$6,334,633.58	521	13	155	11	7	707
May-19	\$5,086,731.40	\$3,442,073.78	\$8,528,805.18	519	14	158	65	7	763
Jun-19	\$3,694,335.28	\$1,806,973.94	\$5,501,309.22	519	14	175	67	7	782
Jul-19	\$3,638,409.15	\$4,218,179.65	\$7,856,588.80	522	14	168	63	7	774
Aug-19	\$3,751,348.38	\$5,373,699.19	\$9,125,047.57	521	14	166	53	7	761
Sep-19	\$3,635,686.91	\$3,617,304.62	\$7,252,991.53	522	14	172	8	7	723
Oct-19	\$3,786,132.73	\$3,930,327.44	\$7,716,460.17	525	13	160	1	7	706
Nov-19	\$5,351,191.85	\$3,991,798.33	\$9,342,990.18	526	13	162	1	7	709
Dec-19	\$3,726,272.51	\$4,273,968.36	\$8,000,240.87	526	13	146	0	7	692
Jan-20	\$3,886,422.68	\$3,190,448.65	\$7,076,871.33	525	13	143	0	7	688
Feb-20	\$3,672,896.72	\$2,645,111.02	\$6,318,007.74	524	13	145	0	7	689
Mar-20	\$3,711,335.27	\$1,966,824.00	\$5,678,159.27	524	13	146	1	7	691
<i>1 mo. change:</i>				0	0	1	1	0	2

DATE: April 2, 2020

1. Total payroll and material claims: **\$5,678,159.27**

Of which: Payroll related: \$3,711,335.27 [691 employees (+2)]

Vendor claims: \$1,966,824.00

2. Large Vendor claims:

**Large Vendor Claims (Highlighted Vendor Payments)**

ICRMP	348,934.00	Liability Ins- 50% Annual Policy Premium
Core & Main (formerly HD Supply)	190,637.43	Water- Meters, Duct Fittings, Materials Bid
Mastercraft	108,769.99	Other Activity- Remove/Install Pool Heaters; Rec- Pool Chemicals
Wells Fargo Purchase Card	225,246.48	March P-card cycle( transactions; report on reverse)
Bannock Co. Solid Waste	90,509.65	Sanitation - Landfill fees
Idaho Power Co	141,155.76	Multiple Funds - electric utility
Intermountain Gas	21,843.71	Multiple Funds - utility
Pocatello City of- Utility Bill Dept.	4,312.96	Multiple Funds -Water, Sewer, Garbage
<b>Remaining Large Vendor Claims</b>		
Alfa Laval Inc	22,500.00	WPC- Spiral Heat Exchangers
Blue Cross of Idaho	16,326.71	Retiree & Cobra Medical Premiums
City-Street & Traffic Depts	11,625.59	UB- Refund
Commercial Tire Inc	19,148.90	Sanitation- Tires; Fleet- Tires & Svc
Conrad & Bischoff Inc.	35,990.03	Fuel Fund & Transit- Fuel
Direct Communications Rockland Inc	24,085.00	Emergency Repair- Fiber@ Airport; I.T.- Internet
Emergency Responder Health Center	21,000.00	Fire- Annual Exams
Federal Resources Supply Co	51,592.80	Other Activity- Hazmat TruDefender FTIR Chem ID System
Idaho Department of Water Resources	50,462.40	Water- Aquifer Recharge
Intermountain Claims	22,842.60	Workers Comp Monthly Admin Fees
J C Berry & Sons (Berry Oil)	17,538.35	Fuel Fund- Fuel
Land View Inc	17,342.70	WPC- Alum, Sodium Hypochlorite
Modern Roofing & Insulation Co Inc	13,277.00	City Hall- Sr Center Gutter Replacement; Street/Sanitation- WashBay Roof Repairs
NWFF Employee Benefit Trust	109,506.51	Fire & Amb- Medical Insurance
Pumpco Inc	17,325.37	WPC- Pump Rebuild
Steel Design	28,106.12	WPC- Storage Building Upgrage
T-O Engineering Company	16,536.59	Airport Construction- Taxiway, Apron, & Other Projects
Western Recycling	24,318.51	Sanitation- Recycle Charges
Wilbur-Ellis Company	10,788.75	Airport- Weed Killer
Williams Engineering Inc	12,018.84	Water- Eng Svcs Pocatello Creek
<b>Large Vendor Subtotal</b>	<b>\$1,673,742.75</b>	Explains 85.10% of all vendor claims

**Of note:** Total vendor claims for the month of March FY 2020 were up \$247,798.60 compared to March FY 2019. This month reflected insurance, capital construction expenses, equipment, fuel, vehicles, repairs, supplies, and utility payments. It was a typical payroll month with 2 payrolls. Employee count reflected changes in full-time, half-time, part-time, & seasonal employees this month with a net increase of 2. The Wells Fargo Purchase Card Program totaled \$225,246.48 in a 28-day cycle with 1,002 transactions, summarized below:

### March Purchase Card Activity Report

#### 1. Cycle statistics:

<b>Purchase Card Activity Summary</b>					
<b>Cycle Date</b>	<b># Transactions</b>	<b>Amount</b>	<b>Avg Transaction Size</b>	<b># of Cardholders</b>	<b># of Cardholders with Transactions</b>
Mar-19	1,117	\$296,366.15	\$265.32	263	161
Apr-19	1,478	\$426,974.58	\$288.89	270	179
May-19	1,359	\$272,961.92	\$200.85	271	157
Jun-19	1,343	\$294,846.60	\$219.54	266	172
Jul-19	1,138	\$315,950.13	\$277.64	265	162
Aug-19	1,239	\$266,472.64	\$215.07	263	164
Sep-19	1,445	\$499,087.14	\$345.39	261	183
Oct-19	1,213	\$554,582.88	\$457.20	264	167
Nov-19	1,192	\$327,732.07	\$274.94	265	159
Dec-19	1,114	\$277,388.22	\$249.00	267	153
Jan-20	836	\$258,000.99	\$308.61	264	150
Feb-20	1,360	\$251,844.62	\$185.18	269	163
Mar-20	1,002	\$225,246.48	\$224.80	268	147

Cycle dates went 2/21/2020 thru 3/20/2020 (28 days)

#### 2. Transactions > \$10,000:

These 3 purchase agents had monthly totals greater than \$10,000, composed of multiple smaller purchases:

Scharfen, Beau -WPC	\$ 35,099.71	Pumps, Generator Repair, Welder, Welding Supplies, Conduit Drains, Thermostats, Valves, Brass Filters, PSI Guages, Switches, Motors, Fittings, Conduit, other parts & supplies.
Figueroa, Juan - I.T.	\$ 13,566.40	Software Licenses, Surface Pro Go, Computers, Monitors, other parts & supplies.
Hoskins, Andres -Transit	\$ 12,593.08	Tires, Brakes, Slack Adjusters, Injectors, Starters, other parts & supplies.