



Finance & Human Resources Department

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To: City Council
Finance & Administration Committee

From: Jerry Knutsen, Financial Services Manager

Date: August 28, 2023

Subject: CLAIMS REPORT
Approval of payments for the period: August 1, 2023 through August 15, 2023

BACKGROUND

Per RCW 42.24.080, all claims presented against the city by persons furnishing materials, rendering services, or performing labor must be certified by the appropriate official to ensure that the materials have been furnished, the services rendered, or the labor performed as described, and that the claims are just, due, and unpaid obligations against the city, before payment can be made. Expedited processing of the payment of claims when certain conditions have been met allows for the payment of claims before the legislative body has acted to approve the claims when: (1) the appropriate officers have furnished official bonds; (2) the legislative body has adopted policies that implement effective internal control; (3) the legislative body has provided for review of the documentation supporting the claims within a month of issuance; and (4) that if claims are disapproved, they shall be recognized as receivables and diligently pursued. The City of Snoqualmie meets all requirements of this state law.

Pursuant to Snoqualmie Municipal Code (SMC) Chapter 3.85, all Claims, Demands and Vouchers against the city, provides that the Finance Director or her designee will examine all claims prior to payment and provide periodic reporting of the payments to the City Council for final approval. Per SMC 3.85.040, to meet these requirements, the Finance Director schedules payment of claims and payroll for monthly Finance & Administration Committee review followed by full City Council approval on the consent agenda. Per SMC 3.85.050, documentation supporting claims paid and the Finance Director's written report are made available to all city council members at City Hall for 48 hours prior to the Finance & Administration Committee meeting. Following the 48-hour review period, the Finance & Administration Committee considers the claims as part of its regular agenda and recommends to the full city council whether to approve or disapprove the claims. Consistent with these requirements, this report seeks City Council approval of payment of claims and payroll batches summarized in the table below.

ANALYSIS

All payments made during these periods were found to be valid claims against the city. Details are available in documentation provided for City Council review prior to the Finance & Administration Committee meeting. The City's internal controls include certification of the validity of all expenditures by the appropriate department and an internal audit conducted by designated finance department staff who review all claims and payroll payments. Staff performs system validation and exception reviews to validate payroll records. The Finance Director performs a random sampling review of supporting documentation for claims payments to ensure validity, as well as regularly reviews its processes to ensure appropriate internal controls are in place.

The City issues disbursements for claims and payroll via the following methods:

- Warrant: paper negotiable instruments, very much like, although legally distinct from, checks
- Commercial Credit Card: as authorized by Financial Management Policy
- Electronic Funds Transfer (EFT). EFTs are electronic banking transactions (no paper instrument) of two basic

types: (1) Automated Clearing House (ACH) for Electronic Fund Transfer (EFT) and (2) Wire Transfers a direct transfer between bank accounts

The following table summarizes the claims and payments authorized by the Finance Director:

The foregoing amounts were budgeted in the 2023-2024 biennial budget, and sufficient funds to cover these payments, as appropriate.

CITY OF SNOQUALMIE
Disbursements for Council Approval
Claims, Payroll and Miscellaneous

CLAIMS							
Batch ID	Date	Warrants			ACH		CLAIMS TOTAL
		From #	Thru #	Amount	Qty	Amount	
							\$ -
							-
							-
							-
							-
Grand Total							-

PAYROLL (including Payroll Benefits)							
Batch ID	Date	Warrants			ACH		PAYROLL TOTAL
		From #	Thru #	Amount	Qty	Amount	
D8-2023	8/15/2023				73	\$ 136,845.00	\$ 136,845.00
							-
							-
							-
Grand Total							136,845.00

MISCELLANEOUS DISBURSEMENTS				
Date	Description	ACH Amount	Wire Amount	MISC TOTAL
8/1/2023	Navia - 2023 FSA Plan Reimbursements	\$ 668.00		668.00
8/1/2023	Navia - 2023 HRA Plan Reimbursements	\$ 4,227.04		4,227.04
8/2/2023	Merchant Card Fees - Bankcard	\$ 9,494.65		9,494.65
8/2/2023	Merchant Card Fees - Bluefin	\$ 491.65		491.65
8/2/2023	Merchant Card Fees - Merchant Transact	\$ 826.29		826.29
8/3/2023	Merchant Card Fees - Fiserv Merchant	\$ 125.60		125.60
8/7/2023	Merchant Card Fees - American Express	\$ 1,097.96		1,097.96
8/8/2023	Navia - 2023 FSA Plan Reimbursements	\$ 830.00		830.00
8/8/2023	Navia - 2023 HRA Plan Reimbursements	\$ 3,993.83		3,993.83
				-
				-
Grand Total				21,755.02

Total 158,600.02

The following claims and payments were objected to by Finance Director: **NONE**
(Itemize claims/demands amounts and circumstances, and summarize reasons for objection)

I, the undersigned, do hereby certify under penalty of perjury that the claims and payroll warrant and/or checks itemized above were issued to pay just, due, and unpaid obligations of the City of Snoqualmie for materials furnished, services rendered, or labor performed, and that I am authorized to authenticate and certify the foregoing.


Jerry Knutsen, Financial Services Manager/Auditing Officer

Aug 17, 2023
Date

FINANCE & ADMINISTRATION COMMITTEE RECOMMENDATION



Payroll

Blanket Voucher Document

Claims presented to the City to be paid on 8/15/2023 in the amount of \$ 136,845.00
which includes claim warrants numbered - through -,
totaling \$ 0.00, and direct deposits totaling \$ 136,845.00.

ACH Check Register

User: 'THolden'
 Printed: 08/10/2023 - 4:26PM
 Batch: 00002.08
 Include Partial: TRUE



Check Date	Check	Partial ACH	Employee Name	Amount
08/15/2023	0	False	Reina McCauley	2,400.00
08/15/2023	0	False	Deana Dean	2,000.00
08/15/2023	0	False	Tania Holden	700.00
08/15/2023	0	False	Jimmie Betts Jr.	1,400.00
08/15/2023	0	False	Brendon Ecker	1,775.00
08/15/2023	0	False	Andrew Latham	1,700.00
08/15/2023	0	False	Sarah Reeder	3,050.00
08/15/2023	0	False	Andrew Jongekryg	1,750.00
08/15/2023	0	False	Christopher Miller	2,000.00
08/15/2023	0	False	Jennifer Ferguson	3,000.00
08/15/2023	0	False	Krista Hintz	1,000.00
08/15/2023	0	False	Debbie Kinsman	1,500.00
08/15/2023	0	False	Gerald Knutsen	400.00
08/15/2023	0	False	Kyla Henderson	2,000.00
08/15/2023	0	False	Janna Walker	2,700.00
08/15/2023	0	False	Tami Wood	1,500.00
08/15/2023	0	False	Danna McCall	3,000.00
08/15/2023	0	False	Brian Lynch	1,500.00
08/15/2023	0	False	Melinda Black	1,600.00
08/15/2023	0	False	Stephanie Butler	2,800.00
08/15/2023	0	False	Austin Gutwein	2,100.00
08/15/2023	0	False	Joseph Spears	2,350.00
08/15/2023	0	False	Drew Ward	2,300.00
08/15/2023	0	False	Michael Peter	2,200.00
08/15/2023	0	False	Pamela Mandery	2,000.00
08/15/2023	0	False	James Aguirre	2,500.00
08/15/2023	0	False	Michael Liebetrau	1,250.00
08/15/2023	0	False	Deanna Patterson	1,780.00
08/15/2023	0	False	Craig Miller	2,350.00
08/15/2023	0	False	Marcus Sanchez	2,800.00
08/15/2023	0	False	Joseph Meadows	2,700.00
08/15/2023	0	False	Cory Hendricks	2,400.00
08/15/2023	0	False	Nicholas Schulgen	2,050.00
08/15/2023	0	False	Chase Smith	2,000.00
08/15/2023	0	False	Kim Stonebraker-Weiss	2,000.00
08/15/2023	0	False	James Kaae	2,000.00
08/15/2023	0	False	Jason Weiss	2,000.00
08/15/2023	0	False	Nigel Draveling	1,500.00
08/15/2023	0	False	Dmitriy Vladis	2,000.00
08/15/2023	0	False	Philip Bennett	1,440.00
08/15/2023	0	False	Jordan Jolley	1,950.00
08/15/2023	0	False	Jason Battles	1,800.00
08/15/2023	0	False	Neil MacVicar	1,700.00
08/15/2023	0	False	Ryan Barnet	1,775.00
08/15/2023	0	False	Michael Chambless	4,750.00
08/15/2023	0	False	Kevin Aspy	1,585.00

08/15/2023	0	False	Patrick Fry	2,900.00
08/15/2023	0	False	Andrew Vining	2,950.00
08/15/2023	0	False	Hind Ahmed	3,200.00
08/15/2023	0	False	Thomas Holmes	1,100.00
08/15/2023	0	False	Alec Bagley	1,900.00
08/15/2023	0	False	Joan Quade	1,150.00
08/15/2023	0	False	Ryan Dalziel	1,200.00
08/15/2023	0	False	Jason George	800.00
08/15/2023	0	False	Kevin Halbert	1,350.00
08/15/2023	0	False	Timothy Barrett	1,950.00
08/15/2023	0	False	Donald Harris	200.00
08/15/2023	0	False	Kevin Snyder	1,500.00
08/15/2023	0	False	Christopher Wilson	1,865.00
08/15/2023	0	False	Todd Shinn	1,000.00
08/15/2023	0	False	John Cooper	800.00
08/15/2023	0	False	David Goodman	2,700.00
08/15/2023	0	False	Ilyse Treptow	950.00
08/15/2023	0	False	Jonathan Kesler	2,900.00
08/15/2023	0	False	Rebecca Buelna	1,200.00
08/15/2023	0	False	Dylan Gamble	1,875.00
08/15/2023	0	False	Michael Bailey	1,400.00
08/15/2023	0	False	Tylor Fischer	2,000.00
08/15/2023	0	False	Jacob Fouts	600.00
08/15/2023	0	False	Darby Summers	1,200.00
08/15/2023	0	False	Gregory Heath	2,200.00
08/15/2023	0	False	Matthew West	1,500.00
08/15/2023	0	False	Robert Lasswell	1,400.00
				0.00
				136,845.00
		Total	73	136,845.00






Claims Approval Report F&A 8-22-23, CM 8-28-23

Final Audit Report

2023-08-18

Created:	2023-08-17
By:	Tania Holden (THolden@snoqualmiewa.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAA-V7TOdxxzP29plLOPHJ45UZ9VrW8-n6c

"Claims Approval Report F&A 8-22-23, CM 8-28-23" History

-  Document created by Tania Holden (THolden@snoqualmiewa.gov)
2023-08-17 - 3:15:14 PM GMT
-  Document emailed to Jerry Knutsen (JKnutsen@snoqualmiewa.gov) for signature
2023-08-17 - 3:16:12 PM GMT
-  Email viewed by Jerry Knutsen (JKnutsen@snoqualmiewa.gov)
2023-08-18 - 0:17:45 AM GMT
-  Document e-signed by Jerry Knutsen (JKnutsen@snoqualmiewa.gov)
Signature Date: 2023-08-18 - 0:19:59 AM GMT - Time Source: server
-  Agreement completed.
2023-08-18 - 0:19:59 AM GMT