

TO: Auditor Controller of Contra Costa County:

TRANSMITTAL - APPROVAL

Forwarded herewith are the following invoices and claims for goods and services received which have been approved for payment:

**KENSINGTON FPD
TRANSMITTAL - APPROVAL
Invoices**

PY/CY:
BATCH #.:
DATE : 5/17/2023
LOCATION #: 13
FILENAME: KENSINGTON

VEND #	VENDOR NAME	INVOICE DATE	DESCRIPTION	FUND /ORG	SUB-ACCT	TASK	OPT.	ACTIVITY /WORK AUTH.	ENCUMB (P.O.) / Invoice #	P/C	PAYMENT AMOUNT
50151	El Cerrito	5/1/2023	Fire Protection Services 05/01/2023	7840	2328						330,554.02
	Applied Materials & Engineering	5/8/2023	PSB Renovation Soft Costs	7847	2310				1220810-0423		9,240.00
50131	Meyers Nave	4/19/2023	PSB Renovation Soft Costs	7847	2310				204642		12,235.86
50359	ZFA Structural Engineers	4/28/2023	PSB Renovation Soft Costs	7847	2310				61826		7,840.92
50358	Marjang Design	5/12/2023	PSB Renovation Soft Costs	7847	2310				2106-18		18,415.34
50180	Mack5	4/30/2023	PSB Renovation Soft Costs	7847	2310				(pending update)		23,265.00
50390	CWS	4/30/2023	PSB Renovation Hard Costs	7847	2310				Pmt App #6		116,434.57
50147	KFPD Revolving Fund	5/17/2023	Reimburse Revolving fund	7840	2490						189,641.09
	TOTAL										707,626.80

Kensington FPD Approval

Board President

General Manager

Kensington Fire Protection District
 Checking Account Replenishment
 May 17, 2023

Transactions:

Payee	Date	Expenses	Description
VSP	04/03/2023	\$ 323.10	VSP Payment
Google	04/05/2023	\$ 324.00	Email Service
M Morris-Mayorga	04/07/2023	\$ 5,738.19	Payroll
Fed/State	04/07/2023	\$ 2,890.41	Payroll Tax Withholding
Heartland Payroll	04/07/2023	\$ 98.61	Payroll Processing Fee
CalPERS	04/10/2023	\$ 4,365.77	Retiree Health
Vistaprint	04/12/2023	\$ 916.46	Signs and Door Hangers
Nerd Crossing	04/17/2023	\$ 41.25	IT Services - Non-Maintenance Work
Nerd Crossing	04/17/2023	\$ 250.00	IT Services - February
Nerd Crossing	04/17/2023	\$ 250.00	IT Services - March
Mailstream	04/18/2023	\$ 671.10	Spring Newsletter Deposit
Uprinting	04/18/2023	\$ 969.26	Magnets
Stericycle	04/19/2023	\$ 323.56	Disposal Services
M Morris-Mayorga	04/21/2023	\$ 5,702.43	Payroll
Fed/State	04/21/2023	\$ 2,802.11	Payroll Tax Withholding
Heartland Payroll	04/21/2023	\$ 98.61	Payroll Processing Fee
EBMUD	04/21/2023	\$ 241.06	Water/Sewer
Copy Central	04/24/2023	\$ 268.28	Board Packets
Comcast	04/24/2023	\$ 201.60	Internet
PG&E	04/25/2023	\$ 10.18	Gas service
Zoom	04/06/2023	\$ 140.00	Zoom Payment
Hulu	04/19/2023	\$ 69.99	Monthly TV Subscription for Temp Facility
CrashPlan	04/20/2023	\$ 9.99	Monthly Payment for Cloud Backup
Ooma, Inc.	04/24/2023	\$ 81.29	Office Telephone
Unitarian Church of Berkeley (Check #995191)	04/04/2023	\$ 3,900.00	Temp Facility Lot Rental
Mack 5 (Check #995194)	04/10/2023	\$ 17,890.00	PSB Renovation Const Mgmt (missed in transition)
Hansell Design (Check #995196)	04/10/2023	\$ 3,112.50	Project Management/Management Transition
ZFA Structural Engineers (Check #995197)	04/11/2023	\$ 3,822.41	PSB Renovation Engineering
BHI Management Consulting (Check #995198)	04/18/2023	\$ 4,500.00	GM Recruitment (Feb)
BHI Management Consulting (Check #995199)	04/25/2023	\$ 3,375.00	GM Recruitment (March)
Maze & Associates (Check #995200)	04/24/2023	\$ 3,000.00	Accounting Services
Mun CPAs (Check #995201)	04/18/2023	\$ 12,500.00	Audit and State Controller's FTR
Fernando Herrera (Check #995202)	04/17/2023	\$ 140.00	Temp Facility Relocation - Waste Removal
Meyers Nave (Check #995203)	04/19/2023	\$ 4,332.42	Legal Services
BKF Engineers (Check #995204)	04/18/2023	\$ 114.00	Temp Facility Engineering
Hansell Design (Check #995205)	04/20/2023	\$ 5,025.00	Project Management/Management Transition
Corovan Moving & Storage (Check #995206)	04/25/2023	\$ 872.51	Fire Station Storage
Rex Key & Security (Check #995207)	04/27/2023	\$ 270.00	Temp Facility Deadbolt
Increase to Checking Account Funding Per Board Policy	05/17/2023	\$ 100,000.00	Operations Manual Policy 8 - Checking Account
Net Withdrawals for Replenishment		\$ 189,641.09	
		\$ -	
Replenishment Adjusted for Monthly Bills		\$ 189,641.09	

(Note: \$100k funding is being requested adequately manage flow of invoices/payments while waiting for County to process reimbursement)

Board President Date

General Manager Date

KENSINGTON FIRE PROTECTION DISTRICT OPERATIONS MANUAL

Policy Title and Number: 8 Checking Account

8.10 The District shall maintain a revolving fund checking account at a local bank. The balance in said account shall at no time exceed \$200,000. The General Manager or their designee shall request replenishment of this fund from the County through its accounts payable process.

8.20 Checks written on the account must be authorized by the KFPD budget. Two signatures are required on every check. Said signatures shall be those of the General Manager and/or the Directors on the Finance Committee.

8.30 Documentation such as receipts and/or invoices shall be maintained for the amount of each expenditure.

8.40 Voided checks shall be maintained in the District's files with the signature portion removed.