



**PO Box 1350**  
**Carmel Valley, CA 93924**

# Invoice

Date	Invoice #
4/30/2020	10919

Bill To:
Kensington Fire Protection District 217 Arlington Avenue Kensington, CA 94707

P.O. No.	Due Date	Inv Sent
	5/30/2020	5/13/2020

Date	Description	Amount
4/30/2020	Contract Services for April - please see attached  Balance billed to date is \$173,670 against an NTE of \$285,000	25,388.35

	<b>Total</b>	<b>\$25,388.35</b>
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**Kensington Fire Protection District**

Month: **April, 2020**

Advisor Name	Hours and Rates by Pay Period				
	1st -15th		16th - EOM		Monthly
	Reg Hrs	Bill Rate	Reg Hrs	Bill Rate	Total Billed
Shaghayegh S Amiri	19.50	\$ 95.00	15.50	\$ 95.00	\$ 3,325.00
Andrea M Ausberry	3.65	\$ 90.00	0.29	\$ 90.00	\$ 354.60
Mary J Brown	1.50	\$ 110.00	0.00	\$ -	\$ 165.00
Tiffany Buraglio	1.00	\$ 95.00	0.00	\$ -	\$ 95.00
Glenn Lazof	42.80	\$ 150.00	21.10	\$ 150.00	\$ 9,585.00
John Mercurio	26.00	\$ 105.00	23.75	\$ 105.00	\$ 5,223.75
Jolene R Miller	0.25	\$ 80.00	2.00	\$ 80.00	\$ 180.00
Shahrzad Pantera	36.50	\$ 95.00	31.50	\$ 95.00	\$ 6,460.00
<b>Totals</b>	<b>131.20</b>		<b>94.14</b>		<b>\$ 25,388.35</b>

## Attendance - Time Card Detail

Company Name REGIONAL GOVERNMENT SERVICES  
 User Name Shailvina Pannu  
 Report Run Date 05/05/2020

Date Range 04/01/2020 to 04/30/2020  
 Department Group 3750 - Kensington Fire PD

Highlight when a day's "Total Time" is Greater Than (Default 8). The highlight will be visible on printed versions. 8

Include Comments Yes

Include signature message on PDF export No

Signature message I have reviewed the time clock punches above and acknowledge that they are correct, complete, and accurately reflect any and all breaks for the dates listed.

**AMIRI, SHAGHAYEGH S. (00843)**

Date	Start Day	Department Group	Department	Location	Shift	Reg	Ovt	Other	Total
04/01/2020	Wednesday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	2.500	0.000	0.000	2.500
Employee Comments: Working on agenda and responding to emails.									
04/02/2020	Thursday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	2.000	0.000	0.000	2.000
Employee Comments: Working on the agenda									
04/03/2020	Friday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	6.000	0.000	0.000	6.000
Employee Comments: Agenda packet preparation, emails & posting									
04/06/2020	Monday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	1.500	0.000	0.000	1.500
Employee Comments: Zoom Test meeting									
04/08/2020	Wednesday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	4.000	0.000	0.000	4.000
Employee Comments: Board Meeting & video recording set up/download									
04/14/2020	Tuesday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	3.500	0.000	0.000	3.500
Employee Comments: Special meeting agenda prep, posting & emails. Uploaded zoom meeting to website.									
04/16/2020	Thursday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	1.000	0.000	0.000	1.000
Employee Comments: Emails									
04/17/2020	Friday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	1.000	0.000	0.000	1.000
Employee Comments: Emails									
04/18/2020	Saturday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	2.500	0.000	0.000	2.500
Employee Comments: Emails & Agenda Prep									
04/26/2020	Sunday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	2.000	0.000	0.000	2.000
Employee Comments: Emails & EPC Agenda prep and posting.									
04/27/2020	Monday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	1.000	0.000	0.000	1.000
Employee Comments: Meeting Minutes									
04/29/2020	Wednesday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	3.000	0.000	0.000	3.000
Employee Comments: Special meeting agenda prep & emails									
04/30/2020	Thursday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	5.000	0.000	0.000	5.000
Employee Comments: Emails, special meeting & regular meeting agenda prep/posting. Zoom Test call w/Julie & Glenn									

Regular Overtime 35.000 0.000

Double Time 0.000  
Total Hours 35.000

**AUSBERRY, ANDREA M. (00781)**

Date	Start Day	Department Group	Department	Location	Shift	Reg	Ovt	Other	Total
04/01/2020	Wednesday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	1.080	0.000	0.000	1.080
04/02/2020	Thursday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	2.570	0.000	0.000	2.570
04/28/2020	Tuesday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	0.290	0.000	0.000	0.290

Employee Comments: Transition document coordination communication.

Regular 3.940  
Overtime 0.000  
Double Time 0.000  
Total Hours 3.940

**BROWN, MARY J. (00845)**

Date	Start Day	Department Group	Department	Location	Shift	Reg	Ovt	Other	Total
04/06/2020	Monday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	0.500	0.000	0.000	0.500
Employee Comments: Talk w Amiri re Agenda									
04/10/2020	Friday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	0.500	0.000	0.000	0.500
Employee Comments: Email Amiri re special meeting protocol									
04/13/2020	Monday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	0.500	0.000	0.000	0.500

Employee Comments: Special Meeting protocol

Regular 1.500  
Overtime 0.000  
Double Time 0.000  
Total Hours 1.500

**BURAGLIO, TIFFANY (00011)**

Date	Start Day	Department Group	Department	Location	Shift	Reg	Ovt	Other	Total
04/02/2020	Thursday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	1.000	0.000	0.000	1.000

Regular 1.000  
Overtime 0.000  
Double Time 0.000  
Total Hours 1.000

**LAZOF, GLENN (00033)**

Date	Start Day	Department Group	Department	Location	Shift	Reg	Ovt	Other	Total
04/01/2020	Wednesday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	8.900	0.000	0.000	8.900

Employee Comments: Agenda and Packet, Financials, Other reports include RGS agenda items. Payments check printing, lack of county response, inter-fund transfers, Assist Dir with e-mail, PERS Circular Review, Check printing solutions

04/02/2020	Thursday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-	RGS	Regular	6.500	0.000	0.000	6.500
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						Finance					(Manual Entry)
Employee Comments: April 8 meeting, Call with Pres. CPA support, Financials in Packet. Agenda setting meeting											
04/03/2020	Friday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	3.700	0.000	0.000	3.700		
Employee Comments: CPA, Virtual meeting, VM and E-mail, Packet Materials.											
04/06/2020	Monday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	2.800	0.000	0.000	2.800		
Employee Comments: Mail Chimp, Safety Precautions per Chief Pigoni, AP review, Electronic Transmittal, Confirm deposit to Mech Bank, IT issues											
04/07/2020	Tuesday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	5.100	0.000	0.000	5.100		
Employee Comments: IT issues. Meeting issues, engage CPA ph conf with Bd Pres, Dir Padian, Water Bill											
04/08/2020	Wednesday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	6.300	0.000	0.000	6.300		
Employee Comments: Unpaid Transmittal, fireplug update, Financials Review, Meeting prep, Remittance payment issues, banking, Board Meeting											
04/13/2020	Monday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	3.800	0.000	0.000	3.800		
Employee Comments: PRA Procedure Review, Infofor with BHI, PERS not receiving payments, response for public inquiries, Review Mechanics Bank Reconciliation											
04/14/2020	Tuesday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	2.400	0.000	0.000	2.400		
Employee Comments: PERS payments, Lease with KPPCSD GM, IT, Special MTG, OPEB report, IT, Zoom Purchase, Invoice approval process.											
04/15/2020	Wednesday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	3.300	0.000	0.000	3.300		
Employee Comments: Engage CPA, Special MTG, IT and AP, zoom account, Special Meeting											
04/16/2020	Thursday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	2.400	0.000	0.000	2.400		
Employee Comments: Conf with Pres., Change of e-mail host, supplemental transmittal, establishment of District Zoom account											
04/17/2020	Friday	3750 - Kensington Fire PD	3750-001 - Kensington-COVID19 Finance	RGS	Regular (Manual Entry)	3.300	0.000	0.000	3.300		
Employee Comments: IT, AP, Transmittal, Maze CPA, Reconciling payment made to PERS, April Account, Building Renovation, Wildland Management											
04/20/2020	Monday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	1.700	0.000	0.000	1.700		
Employee Comments: PERS payments, IT, EPC Agenda, BHI Contr Execution											
04/21/2020	Tuesday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	1.000	0.000	0.000	1.000		
Employee Comments: CPA, BHI and Interim arrangements, CoCo county revenue Journal, CBERT (PERS Trust)											
04/22/2020	Wednesday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	2.700	0.000	0.000	2.700		
Employee Comments: E-mail retention, Actuarial, CAL PERS, CBERT Trust, Transmittal											
04/23/2020	Thursday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	2.200	0.000	0.000	2.200		
Employee Comments: Prep and Meeting with Pres. PERS pmts, CBERT and Report thereon											
04/24/2020	Friday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	1.700	0.000	0.000	1.700		
Employee Comments: IT, Desk Guide, file CBERT Trust, Obtain info needed by Actuary. Spec mtg, and reg mtg planning, AP Guidance											
04/27/2020	Monday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	1.700	0.000	0.000	1.700		
Employee Comments: PERS, Building MTC Sink, Special MTG, Staff Report, Dental Bennies, Match to Diablo Fire Safe, Transmittal, Lease Motion											
04/28/2020	Tuesday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	4.400	0.000	0.000	4.400		
Employee Comments: CPA, PERS payment, Transmittals and County Payments, RGS Report, File Trans from RGS VPN to District Computer has docs from RGS era, Desk manual. Staff Report											

Regular	63.900
Overtime	0.000
Double Time	0.000
Total Hours	63.900

**MERCURIO, JOHN (00851)**

Date	Start Day	Department Group	Department	Location	Shift	Reg	Ovt	Other	Total
04/01/2020	Wednesday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	0.250	0.000	0.000	0.250
Employee Comments: Read and respond to emails									
04/02/2020	Thursday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	1.250	0.000	0.000	1.250
Employee Comments: Video conference, read and respond to emails									
04/03/2020	Friday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	4.000	0.000	0.000	4.000
Employee Comments: Phone calls with Shahrzad Pantera and Glenn Lazof, site visit to fire district office to print and prep checks to vendors.									
04/06/2020	Monday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	4.000	0.000	0.000	4.000
Employee Comments: Read and respond to emails, investigate log-in problem, sorting and forwarding fire emails, voicemail check and response, board meeting webinar practice session									
04/07/2020	Tuesday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	4.500	0.000	0.000	4.500
Employee Comments: Read and respond to emails, phone call with Glenn Lazof, attempt at securing missing Delta Dental invoices									
04/08/2020	Wednesday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	1.250	0.000	0.000	1.250
Employee Comments: Read and respond to emails, check voice mail, participate in set up of board webinar meeting									
04/09/2020	Thursday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	1.000	0.000	0.000	1.000
Employee Comments: Research Delta Dental and EBMUD bills, read and forward emails and check voicemail of fire district									
04/13/2020	Monday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	2.250	0.000	0.000	2.250
Employee Comments: Check fire district email and voicemail, Read and respond to team emails, phone call with Glenn Lazof, initiate Nerd Crossing support request for assistance with email issue									
04/14/2020	Tuesday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	5.000	0.000	0.000	5.000
Employee Comments: Read and respond to fire district and RGS team emails, BLS monthly reporting, Team video conference.									
04/15/2020	Wednesday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	2.500	0.000	0.000	2.500
Employee Comments: Create Nerd Crossing support ticket, read and respond to emails, process fire district emails and voicemail, phone call with Glenn Lazof, coordinate creation of new VPN for fire district computer access									
04/16/2020	Thursday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	0.750	0.000	0.000	0.750
Employee Comments: Read and respond to RGS and fire district emails, check fire Voicemail									
04/20/2020	Monday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	1.500	0.000	0.000	1.500
Employee Comments: Read and respond to KFPD and RGS emails, check and respond to fire voicemail									
04/21/2020	Tuesday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	3.250	0.000	0.000	3.250
Employee Comments: Read and respond to KFPD and RGS emails, video conference with Glenn Lazof, phone call to Jim Hammack, email migration issue coordination, check and respond to fire voicemail									
04/22/2020	Wednesday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	2.750	0.000	0.000	2.750
Employee Comments: Read and respond to KFPD and RGS emails, Glenn Lazof phone call, Phone calls to Nicolay consulting and Delta Dental, check and respond to fire voicemail									
04/23/2020	Thursday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	1.750	0.000	0.000	1.750
Employee Comments: Read and respond to KFPD and RGS emails, GASB 75 project, check and respond to fire voicemail									
04/24/2020	Friday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	2.500	0.000	0.000	2.500
Employee Comments: Read and respond to KFPD and RGS emails, check and respond to fire voicemail, verify KFPD desk manual word doc, video conference on email migration, phone calls with Glenn Lazof and Delta Dental									
04/27/2020	Monday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	2.500	0.000	0.000	2.500

Entry)

65 Employee Comments: Read and respond to KFPD and RGS emails, check and respond to fire voicemail, phone call with Glenn Lazof, coordinate sink repair at Station

04/28/2020	Tuesday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	4,500	0.000	0.000	4,500
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Employee Comments: Read and respond to KFPD and RGS emails, check and respond to fire voicemail, review fire district AOL emails, email report to Glenn Lazof reporting on composition of AOL emails, review draft of district's Fire Plug newsletter, teleconference with KFPD finance team

04/29/2020	Wednesday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	0.750	0.000	0.000	0.750
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Employee Comments: Read and respond to RGS emails, check and respond to fire voicemail, phone call with Glenn Lazof, submit request for VPN setup for new employee, emails related to district's GASB 75 project

04/30/2020	Thursday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	3,500	0.000	0.000	3,500
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Employee Comments: Read and respond to RGS emails, check and respond to fire voicemail, submit support ticket for fire email failure, phone calls and emails regarding electrical problem at Station 65, team teleconference regarding KFPD board meeting agenda

Regular	49.750
Overtime	0.000
Double Time	0.000
Total Hours	49.750

**MILLER, JOLENE R. (00698)**

Date	Start Day	Department Group	Department	Location	Shift	Reg	Ovt	Other	Total
04/07/2020	Tuesday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	0.250	0.000	0.000	0.250

Employee Comments: Fireplug newsletter checkin with John

04/30/2020	Thursday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	2.000	0.000	0.000	2.000
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Employee Comments: Fire Plug Newsletter Draft

Regular	2.250
Overtime	0.000
Double Time	0.000
Total Hours	2.250

**PANTERA, SHAHRZAD (00693)**

Date	Start Day	Department Group	Department	Location	Shift	Reg	Ovt	Other	Total
04/01/2020	Wednesday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	4.000	0.000	0.000	4.000

Employee Comments: AP Prep, bookkeeping and financial filling

04/02/2020	Thursday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	4.000	0.000	0.000	4.000
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Employee Comments: Kensington AP, Transmittal prep= financial prep

04/03/2020	Friday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	2.000	0.000	0.000	2.000
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Employee Comments: AP- bookkeeping

04/06/2020	Monday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	4.500	0.000	0.000	4.500
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Employee Comments: AR-Invoice generation and sending of invoices, e-mail correspondence, Account reconciliation- AP prep

04/07/2020	Tuesday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	2.500	0.000	0.000	2.500
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Employee Comments: Task list, team meeting, e-mail correspondence

04/08/2020	Wednesday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	3.000	0.000	0.000	3.000
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Employee Comments: team meeting, task list, e-mail correspondence

04/09/2020	Thursday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular	4.000	0.000	0.000	4.000
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Finance						(Manual Entry)				
Employee Comments: Financial board meeting report review, prep, transmittal prep, QB update- GL review										
04/10/2020	Friday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	3.000	0.000	0.000	3.000	
Employee Comments: Follow up on 4-8 board meeting, prep of transmittal submission report, email correspondance										
04/13/2020	Monday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	4.000	0.000	0.000	4.000	
Employee Comments: processing of 4-8-20 scan of invoices and statements- e-mail correspondance, following up on transmittal and CalPERS										
04/14/2020	Tuesday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	4.000	0.000	0.000	4.000	
Employee Comments: e-mail correspondance, submitting of March transmittal, AP prep										
04/15/2020	Wednesday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	1.500	0.000	0.000	1.500	
Employee Comments: E-mail correspondance, meeting , filling										
04/16/2020	Thursday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	3.000	0.000	0.000	3.000	
Employee Comments: Financial tasks, bookkeeping, e-mails, invoice approvals										
04/17/2020	Friday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	3.500	0.000	0.000	3.500	
Employee Comments: transmittal, invoice prep, bookkeeping										
04/20/2020	Monday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	3.000	0.000	0.000	3.000	
Employee Comments: e-mails, coordination and organizations of files and invoices- follow up on the transmittal										
04/21/2020	Tuesday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	2.000	0.000	0.000	2.000	
Employee Comments: e-mail, task list, invoice approvals										
04/22/2020	Wednesday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	2.000	0.000	0.000	2.000	
Employee Comments: task list update, transmittal ,										
04/24/2020	Friday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	4.000	0.000	0.000	4.000	
Employee Comments: Task list, invoice approvals, emails, transmittal										
04/27/2020	Monday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	3.000	0.000	0.000	3.000	
Employee Comments: prep of transmittal and e-mail and phone correspondance										
04/28/2020	Tuesday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	4.000	0.000	0.000	4.000	
Employee Comments: Setup VPN, bookkeeping, transmittal for special meeting, team meeting										
04/29/2020	Wednesday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	3.000	0.000	0.000	3.000	
Employee Comments: Meeting with CPA, gathering of transmittals, e-mail correspondance										
04/30/2020	Thursday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	4.000	0.000	0.000	4.000	
Employee Comments: e-mails, invoice organizations, working with CPA on data, transmittal prep and review, invoice authorization										

Regular	68.000
Overtime	0.000
Double Time	0.000
<b>Total Hours</b>	<b>68.000</b>

Regular	225.340
Overtime	0.000
Double Time	0.000
<b>Total Hours</b>	<b>225.340</b>