



## Staff Report

**TO:** Board of Harbor Commissioners

**FROM:** Kin Yip Chan, Accounting Technician

**THRU:** James B. Pruett, General Manager

**DATE:** January 15, 2025

**SUBJECT:** Review December Bills and Claims in the Amount of \$760,715.16.

Total Disbursements being submitted for your review or approval:

Description	Total	Admin	PPH	OPM
Items Already Approved	\$ 1,812.17	1,812.17	-	-
Pre-Approved Items	\$ 225,070.65	61,004.41	113,684.46	50,381.78
Payroll - Deductions & Benefits	\$ 288,141.84	74,593.14	133,991.21	79,557.49
Capital Projects	\$ 245,690.50	-	93,690.50	152,000.00
<b>Total Bills &amp; Claims for Review:</b>	<b>\$ 760,715.16</b>	<b>\$ 137,409.72</b>	<b>\$ 341,366.17</b>	<b>\$ 281,939.27</b>

**Gross Total Payroll: (includes Payroll amounts above)**

Payroll Paydate 12/06/24	\$ 201,473.54	62,394.61	90,828.48	48,250.45
Payroll Paydate 12/20/24	\$ 205,123.84	60,063.89	91,390.25	53,669.70
<b>Total Payroll for Period:</b>	<b>\$ 406,597.38</b>	<b>\$ 122,458.50</b>	<b>\$ 182,218.73</b>	<b>\$ 101,920.15</b>

Background: The Board approved Pre-Approved Items up to \$500,000 for December. Actual Pre-Approved Items for the period are \$225,070.65. The Board has already approved Payroll and Capital Project costs.

**Recommended Motion:**

1. Accept Pre-Approved Items in the amount of \$225,070.65 for December.
2. Approve \$500,000 in Pre-Approved Items for February 2025.

**Attachment:**

- 1) [Bills and Claims](#)