



**FINANCE COMMITTEE MEETING  
OF THE BOARD OF TRUSTEES  
LOCATION: TELECONFERENCE – SEE BELOW**

**November 4, 2024**

**5:30 PM**

**AGENDA**

The Finance Committee is not a decision-making body and can only make recommendations to the Board. The full Board makes all decisions at the monthly meeting of the Board of Trustees.

**IMPORTANT NOTICE REGARDING MEETINGS:**

- The District's Board Room is open to the public at this time.
- The meeting will be conducted via teleconference using Zoom.
- All public members seeking to observe and/or address the local legislative body may participate in the meeting telephonically or electronically as described below.

**HOW TO OBSERVE THE MEETING:**

**Telephone:** Listen to the meeting via Zoom at **(408) 636-0968** or **(669) 900-6833**.

Enter the **Meeting ID# 650-344-8592** followed by the pound (#) key. If the line is busy, more phone numbers can be found on Zoom's website at <https://zoom.us/u/abb4GNs5xM>.

**Computer:** Watch the live streaming of the meeting from a computer by navigating to <https://zoom.us/j/6503448592> using a computer with internet access that meets Zoom's system requirements (see <https://support.zoom.us/hc/en-us/articles/201362023-System-Requirements-for-PC-Mac-and-Linux>)

**Mobile:** Log in through the Zoom mobile app on a smartphone and enter **Meeting ID# 650-344-8592**.

**ACCESSIBILITY INFORMATION:**

Board Meetings are accessible to people with disabilities and others who need assistance. Individuals who need special assistance or a disability-related modification or accommodation (including auxiliary aids or services) to observe and/or participate in this meeting and access meeting-related materials should contact Brian Weber, District Manager, at least 48 hours before the meeting, at (650) 344-8592 or [bweber@smcmvcd.org](mailto:bweber@smcmvcd.org). Advanced notification will enable the District to resolve such requests swiftly to ensure accessibility.

**PUBLIC RECORDS:**

Public records that relate to any item on the open session agenda for a meeting are available for public inspection. Those records distributed after the agenda posting deadline for the meeting are available for public inspection, and at



the same time, they are distributed to all or a majority of the members of the Board. The Board has designated the District’s website at <https://www.smcmvcd.org/board-meetings> as the place to make those public records available for inspection. The documents may also be obtained by calling the District Manager.

**1. CALL TO ORDER**

**2. ROLL CALL**

- Ron Collins (Chair), City of San Carlos \_\_\_\_\_
- Muhammad Baluom, City of Millbrae \_\_\_\_\_
- Ray Williams, Town of Portola Valley \_\_\_\_\_
- Robert Riechel, City of San Bruno \_\_\_\_\_
- Michael Yoshida, City of South San Francisco \_\_\_\_\_
- Mason Brutschy, Town of Atherton \_\_\_\_\_
- Kati Martin, City of Half Moon Bay \_\_\_\_\_

**3. PUBLIC COMMENTS AND ANNOUNCEMENTS**

This time is reserved for members of the public to address the Finance Committee of the Board relative to matters of the Committee not on the agenda. No action may be taken on non-agenda items unless authorized by law. Comments will be limited to three minutes per person (or six minutes where a translator is used).

**4. REGULAR AGENDA**

**A. Status of the Construction Project at 1415 North Carolan, Burlingame**

**Report by:** District Manager, Brian Weber

**ACTION:** No action necessary, informational only



**B. Review the Preliminary Financial Report for FY 2024-25 as of September 30, 2024**

**Report by:** Finance Director, Richard Arrow, CPA

**ACTION:** Recommend the Board approve the Financial Report for FY 2024-25 as of September 30, 2024.

**C. Retirement of a 2014 Nissan technician pickup truck from fixed asset inventory**

**Report by:** District Manager, Brian Weber

**ACTION:** Recommend the Board approve the retirement of a 2014 Nissan technician pickup truck from asset inventory

**D. Update regarding the Annual Comprehensive Financial Report as of June 30, 2024**

**Report by:** Finance Director, Richard Arrow, CPA

**ACTION:** No action necessary, information only



---

**1415 N. Carolan Ave. Project Management Report**

---

**Reporting date**

10/1/2024 –10/31/2024

**Project objective(s)**

1. Eliminate the need for leased property
2. Meet District staff, parking, and equipment storage space short and long-term needs
3. Develop a financial strategy that pays for construction and associated costs
4. Prioritize building projects based on need and cost

**Work completed in October**

1. Met with Aetypic and CPM regarding the project
2. Received updated cost estimate based on schematic drawings
3. Met with CPM to review and revised the proofed cost estimate

**Work planned to be completed in November**

1. Meet with CPM and Aetypic twice monthly
2. Revise the cost and spending plan
3. Receive 100% complete plans for review

**Outlook for the remainder of 2024**

1. Work with Aetypic and CPM to get construction drawings completed
2. Work with the Real Estate/Finance Committee and Aetypic to ensure accurate project costs.
3. Create and present a financial plan with implementation and funding options to the Committees and Board.

**Budget status and outlook**

Total budget approved for Phase 2:	<b>\$ 555,923</b>
Budget spent for Phase 2 (construction plans):	<b>\$ 99,191</b>
Total budget spent since property purchase:	<b>\$256,442 *</b>

- See attached detail Agenda Item 4A.1

**SAN MATEO COUNTY MOSQUITO  
Transaction Report  
July 1, 2021-October 30, 2024**

6000 CAPITAL IMPROVEMENTS  
6010 Building Improvements

Account	Date	Transaction type	Num	Name	Memo/Description	Account full name	Account	Amount	Balance
6010 Building Improvements	08/12/2021	Bill	18823561-1st half Dp	Bay Alarm Company	1415 N. Carolan-Alarm Installation-1st Half Deposit	6000 CAPITAL IMPROVEMENTS:6010 Building Improvements	Accounts Payable	\$ 1,889	\$ 1,889.00
6010 Building Improvements	08/27/2021	Bill	74937	All Fence Company Inc.	Repair & replace chain link fence @ 1415 N Carolan	6000 CAPITAL IMPROVEMENTS:6010 Building Improvements	Accounts Payable	\$ 1,685	\$ 5,149.00
6010 Building Improvements	09/08/2021	Bill	18989742-2nd half Dp	Bay Alarm Company	1415 N. Carolan-Alarm Installation-2nd Half Deposit	6000 CAPITAL IMPROVEMENTS:6010 Building Improvements	Accounts Payable	\$ 1,889	\$ 7,038.00
6010 Building Improvements	12/11/2021	Bill	C57-406	Bay Area Paving Co. Inc.	Replaced cracked driveway and sidewalk (1415 N. Carolan) POW02706-1767	6000 CAPITAL IMPROVEMENTS:6010 Building Improvements	Accounts Payable	\$ 7,866	\$ 16,478.50
6010 Building Improvements	05/17/2022	Journal Entry	05172022A		Re-code 1415 N Carolan Ground Mulch Cover Refresh	6000 CAPITAL IMPROVEMENTS:6010 Building Improvements		\$ 3,090	\$ 71,807.50
6010 Building Improvements	05/17/2022	Journal Entry	05172022A		Re-code 1415 N Carolan Landscape Improvements	6000 CAPITAL IMPROVEMENTS:6010 Building Improvements		\$ 4,878	\$ 76,685.50
6010 Building Improvements	06/24/2022	Journal Entry	06242022A		Re-code to 6010-1415 N Carolan Intrusion Alarm Install-1st 1/2 Dep	6000 CAPITAL IMPROVEMENTS:6010 Building Improvements		\$ 325	\$ 80,910.50
6010 Building Improvements	06/24/2022	Journal Entry	06242022A		Re-code to 6010-1415 N Carolan Intrusion Alarm Install-2nd 1/2 Dep	6000 CAPITAL IMPROVEMENTS:6010 Building Improvements		\$ 325	\$ 81,235.50
6010 Building Improvements	11/03/2022	Bill	AET-2022-007	Aetypic, Inc.	Geotechnical Services: 1415 N. Carolan Ave Improvement Project	6000 CAPITAL IMPROVEMENTS:6010 Building Improvements	Accounts Payable	\$ 11,352	\$ 103,383.48
6010 Building Improvements	12/08/2022	Bill	AET-2022-K003	Aetypic, Inc.	Professional Services thru 11/25/22: 1415 N. Carolan Improv Project	6000 CAPITAL IMPROVEMENTS:6010 Building Improvements	Accounts Payable	\$ 96,421	\$ 199,804.58
6010 Building Improvements	04/12/2023	Bill	AET-2023-C003	Aetypic, Inc.	Professional Services thru 03/31/2023: 1415 N. Carolan Improv Project	6000 CAPITAL IMPROVEMENTS:6010 Building Improvements	Accounts Payable	\$ 12,947	\$ 212,751.08
6010 Building Improvements	06/30/2023	Bill	AET-2023-F007	Aetypic, Inc.	Professional Services thru 06/30/2023: 1415 N. Carolan Improv Project	6000 CAPITAL IMPROVEMENTS:6010 Building Improvements	Accounts Payable	\$ 14,585	\$ 227,336.08
6010 Building Improvements	12/08/2023	Bill	23-15-01	Capital Program Management Inc.	Construction Mgmt Services thru 11/30/2023: Proj No. 23-15 (1415 N Carolan)	6000 CAPITAL IMPROVEMENTS:6010 Building Improvements	Accounts Payable	\$ 989	\$ 84,448.58
6010 Building Improvements	01/08/2024	Bill	23-15-02	Capital Program Management Inc.	Construction Mgmt Services thru 12/31/2023: Proj No. 23-15 (1415 N Carolan)	6000 CAPITAL IMPROVEMENTS:6010 Building Improvements	Accounts Payable	\$ 2,720	\$ 87,168.08
6010 Building Improvements	02/06/2024	Bill	AET-2024-A004	Aetypic, Inc.	Professional Services thru 01/26/2024 (1415 N. Carolan Improv Project)	6000 CAPITAL IMPROVEMENTS:6010 Building Improvements	Accounts Payable	\$ 400	\$ 87,568.08
6010 Building Improvements	02/06/2024	Bill	AET-2023-J008	Aetypic, Inc.	Professional Services thru 02/27/2023 (1415 N. Carolan Improv Project)	6000 CAPITAL IMPROVEMENTS:6010 Building Improvements	Accounts Payable	\$ 5,798	\$ 93,364.08
6010 Building Improvements	02/09/2024	Bill	23-15-03	Capital Program Management Inc.	Construction Mgmt Services thru 01/31/2024: Proj No. 23-15 (1415 N Carolan)	6000 CAPITAL IMPROVEMENTS:6010 Building Improvements	Accounts Payable	\$ 4,662	\$ 98,026.08
6010 Building Improvements	03/08/2024	Bill	23-15-04	Capital Program Management Inc.	Construction Mgmt Services thru 02/29/2024: Proj No. 23-15 (1415 N Carolan)	6000 CAPITAL IMPROVEMENTS:6010 Building Improvements	Accounts Payable	\$ 3,830	\$ 101,855.58
6010 Building Improvements	04/08/2024	Bill	23-15-05	Capital Program Management Inc.	Construction Mgmt Services thru 03/31/2024: Proj No. 23-15 (1415 N Carolan)	6000 CAPITAL IMPROVEMENTS:6010 Building Improvements	Accounts Payable	\$ 3,830	\$ 105,685.08
6010 Building Improvements	05/10/2024	Bill	23-15-06	Capital Program Management Inc.	Construction Mgmt Services thru 04/30/2024: Proj No. 23-15 (1415 N Carolan)	6000 CAPITAL IMPROVEMENTS:6010 Building Improvements	Accounts Payable	\$ 4,183	\$ 109,874.58
6010 Building Improvements	06/10/2024	Bill	23-15-07	Capital Program Management Inc.	Construction Mgmt Services thru 05/31/2024: Proj No. 23-15 (1415 N Carolan)	6000 CAPITAL IMPROVEMENTS:6010 Building Improvements	Accounts Payable	\$ 2,054	\$ 111,901.08
6010 Building Improvements	06/30/2024	Bill	AET-2024-F009	Aetypic, Inc.	Professional Services thru 03/30/2024 (1415 N. Carolan Improv Project)	6000 CAPITAL IMPROVEMENTS:6010 Building Improvements	Accounts Payable	\$ 29,285	\$ 141,186.08
6010 Building Improvements	06/30/2024	Bill	24-14-01	Capital Program Management Inc.	Construction Mgmt Services thru 06/30/2024: Proj No. 23-15 (1415 N Carolan)	6000 CAPITAL IMPROVEMENTS:6010 Building Improvements	Accounts Payable	\$ 4,607	\$ 145,792.58
6010 Building Improvements	08/09/2024	Bill	24-14-02	Capital Program Management Inc.	Construction Mgmt Services thru 07/31/2024: Proj No. 23-15 (1415 N Carolan)	6000 CAPITAL IMPROVEMENTS:6010 Building Improvements	Accounts Payable	\$ 8,250	\$ 154,042.08
6010 Building Improvements	09/04/2024	Bill	AET-2024-H006	Aetypic, Inc.	Professional Services thru 8/31/2024 (1415 N. Carolan Improv Project)	6000 CAPITAL IMPROVEMENTS:6010 Building Improvements	Accounts Payable	\$ 16,967	\$ 173,008.78
6010 Building Improvements	09/09/2024	Bill	24-14-03	Capital Program Management Inc.	Construction Mgmt Services thru 08/31/2024: Proj No. 23-15 (1415 N Carolan)	6000 CAPITAL IMPROVEMENTS:6010 Building Improvements	Accounts Payable	\$ 5,137	\$ 178,145.28
6010 Building Improvements	10/09/2024	Bill	24-14-04	Capital Program Management Inc.	Construction Mgmt Services thru 09/30/2024: Proj No. 24-14 (1415 N Carolan)	6000 CAPITAL IMPROVEMENTS:6010 Building Improvements	Accounts Payable	\$ 5,106	\$ 183,251.28
<b>Total for 6010 Building Improvements</b>								<b>\$ 266,442</b>	
<b>Total for 6000 CAPITAL IMPROVEMENTS with sub-accounts</b>								<b>\$ 266,442</b>	

Accrual Basis Wednesday, October 30, 2024 05:54 PM GMTZ



**Item 4B**

**Preliminary  
Monthly Financial Report  
Month Ending September 2024**

**Staff Recommendation:** Motion to recommend approval of the September 30, 2024, preliminary Financial Report.

**Statement of Revenues, Expenditures and Change in Fund Balance**

Total revenues received from July 1 through September 30, 2024 (YTD) were \$ 453,852, total expenditures YTD were \$ 2,135,267, and the change in fund balance was (\$ 1,681,415). The District had \$ 3,302,410 in cash available in County Treasury and \$ 5,511,828 in CalCLASS.

	<b>General</b>	<b>Capital</b>	<b>Total</b>
	<b>Fund</b>	<b>Fund</b>	<b>Funds</b>
<b>Beginning Fund Balance 7/1/2024:</b>	\$ 10,450,609	\$ 678,478	\$ 11,129,087
Revenues/Resources	\$ 453,852	\$ -	\$ 453,852
Due To (From) Funds	33,892	(33,892)	-
Expenditures	\$ 2,072,046	\$ 63,221	\$ 2,135,267
<b>Change in Fund Balance</b>	<b>(1,584,302)</b>	<b>(97,113)</b>	<b>\$ (1,681,415)</b>
<b>* Ending Fund Balance</b>	<b>\$ 8,866,307</b>	<b>\$ 581,364</b>	<b>\$ 9,447,672</b>

<b>* Components of Fund Balance:</b>			
<b>Nonspendable (Inventory)</b>	\$ 170,595	\$ -	\$ 170,595
<b>Pension Rate Stabilization Reserve</b>	\$ 114,879	\$ -	\$ 114,879
<b>Assigned (Capital Improvements)</b>	\$ -	\$ 581,364	\$ 581,364
<b>Public Health Emergency Fund</b>	\$ 200,000	\$ -	\$ 200,000
<b>Natural Disaster Emergency Fund</b>	\$ 200,000	\$ -	\$ 200,000
<b>Real Property Acquisiton Fund</b>	\$ 6,684,670	\$ -	\$ 6,684,670
<b>Debt Service Repayment Fund</b>	\$ -	\$ -	\$ -
<b>Unrestricted Fund Balance</b>	\$ 1,496,163	\$ -	\$ 1,496,163
<b>Total</b>	<b>\$ 8,866,307</b>	<b>\$ 581,364</b>	<b>\$ 9,447,672</b>



**Budget Variances**

**Revenues**

Actual revenues received through September 30, 2024, were \$ 453,852, which exceeded the budget by \$ 17,094. This difference is immaterial.

**Expenditures**

Expenditures through September 30, 2024, were \$ 2,135,267, which were under the budget by \$ 82,622 primarily due to the timing of expenditures contained in the table below:

Budget Category		Variance	% of YTD Budget	Explanation
Salaries & Wages	Under	\$48,255	94.4%	Timing differences between budget and actual
Employee Benefits	Over	\$38,079	108.1%	Timing differences between budget and actual
Adminisration	Under	\$7,164	92.5%	Timing differences between budget and actual
Insurance	Under	\$12,964	93.2%	Timing differences between budget and actual
Operations	Under	\$15,280	75.8%	Timing differences between budget and actual
Public Outreach	Under	\$9,169	72.7%	Timing differences between budget and actual
Computer Hardware & Software	Under	\$15,339	38.5%	Timing differences between budget and actual
Training, Board and Staff	Under	\$15,137	50.3%	Timing differences between budget and actual

The Board’s budget level of control is at the category level, for example Salaries, Benefits, Admin., Operations, etc. The above table provides explanations for variances over \$ 5,000.

**Questions**

Please direct all inquiries related to this financial reporting package to the District Manager, Brian Weber, before the board meeting to allow for adequate research. He can be reached at the District office at (650) 344-8592 or via email at [bweber@smcmvcd.org](mailto:bweber@smcmvcd.org).

**Approval**

This month’s financial statements are fairly presented. The District Manager and Finance Director approved all disbursements and the monthly bank reconciliation. A Board Officer and the District Manager signed all check.



**Attachments:**

1. Statement of Financial Position/Balance Sheet

2. Statement of Revenues, Expenditures and Change in Fund Balance

3. Budget Variance Reports

Month

YTD

YTD compared with adopted budget.

4. Accounts Receivable Aging Summary

On the September 30, 2024, accounts receivable outstanding greater than 90 days total is \$ 123.25 from the San Francisco Parks Department. Staff are currently contacting agencies to ensure collections.

5. Cash Activity & Reconciliation to County

The District's accounting system is fully reconciled with the County statement.

6. Payroll Disbursement

All payroll disbursements were made to employees and trustees for their monthly stipends. All employees were paid per District salary and wage schedule and longevity policies.

7. Check Detail

This month, the District wrote General Fund checks numbers from 3008 through 3049. Last month's check number ended at 3007. All checks written were to vendors on account, retired employees, or reimbursements to current employees, per District policy. In September 2024, 42 checks written from the General Fund totaled \$ 138,211.84. In addition, the District wrote 3 checks from the Capital Fund totaling \$ 31,225.58 (check numbers 1287 through 1289).

8. Purchase Card Report and Bank Statement

All card purchases for the month were from commercial vendors and met the District purchase card policy. A copy of the purchase card bank statement is attached. Also, descriptions of all purchases from Amazon are included in the attached detailed purchase card transactions report.

---



San Mateo County Mosquito & Vector Control District  
 Balance Sheet  
 As of Sep 30, 2024

	Total Sep 30, 24	General Fund	Capital Fund
<b>ASSETS</b>			
<b>Current Assets</b>			
<b>Checking/Savings</b>			
1010 · Cash-County Treasury-GF x2706	2,708,548	2,708,548	
1013 · Checking -US Bank - GF x3353	(4,858)	(4,858)	
1018 · Cash-Cal CLASS	5,511,828	5,511,828	
1020 · Cash-County Treasury-CPF x2705	593,862	-	593,862
1023 · Checking -US Bank - CPF x4183	-	-	-
1026 · County Funds - FMV	(44,372)	(44,822)	450
1030 · Petty Cash	400	400	
1035 · PARS Pension Rate Stabilization	114,879	114,879	
<b>Total Checking/Savings</b>	<b>8,880,287</b>	<b>8,285,975</b>	<b>594,312</b>
<b>Accounts Receivable</b>			
1100 · Accounts Receivable	48,465	48,465	
1105 · Interest Receivable	-	-	
<b>Total Accounts Receivable</b>	<b>48,465</b>	<b>48,465</b>	<b>-</b>
<b>Other Current Assets</b>			
1106 · Other Receivables	1,863	1,863	
1220 · VCJPA-Member Contingency Fund	500,948	500,948	
1230 · Pesticide Inventory	170,595	170,595	
1300 · Prepaid Items	-	-	
<b>Total Other Current Assets</b>	<b>673,406</b>	<b>673,406</b>	<b>-</b>
<b>Total Current Assets</b>	<b>9,602,158</b>	<b>9,007,846</b>	<b>594,312</b>
<b>TOTAL ASSETS</b>	<b>9,602,158</b>	<b>9,007,846</b>	<b>594,312</b>
<b>LIABILITIES &amp; FUND BALANCE</b>			
<b>Liabilities</b>			
<b>Current Liabilities</b>			
<b>Accounts Payable</b>			
2000 · Accounts Payable	132,512	119,564	12,948
<b>Total Accounts Payable</b>	<b>132,512</b>	<b>119,564</b>	<b>12,948</b>
<b>Credit Cards</b>			
1040 · US Bank Purchase Card	21,974	21,974	
<b>Total Credit Cards</b>	<b>21,974</b>	<b>21,974</b>	<b>-</b>
<b>Other Current Liabilities</b>			
2200 · Accrued Wages	-	-	
<b>Total Other Current Liabilities</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Current Liabilities</b>	<b>154,486</b>	<b>141,538</b>	<b>12,948</b>
<b>Total Liabilities</b>	<b>154,486</b>	<b>141,538</b>	<b>12,948</b>
<b>Fund Balance</b>			
Beginning Fund Balance, 7/1/2024	11,129,087	10,450,609	678,478
Due To (From) Funds	-	33,892	(33,892)
Revenues Over Expenditures	(1,681,415)	(1,618,194)	(63,221)
<b>Ending Fund Balance *</b>	<b>9,447,672</b>	<b>8,866,307</b>	<b>581,364</b>
<b>TOTAL LIABILITIES &amp; FUND BALANCE</b>	<b>9,602,158</b>	<b>9,007,846</b>	<b>594,312</b>
Check Total:	0	0	(0)
<b>* COMPONENTS OF ENDING FUND BALANCE</b>			
Nonspendable (Inventory)	170,595	170,595	-
Pension Rate Stabilization Reserve	114,879	114,879	
Assigned (Capital Improvements)	581,364	-	581,364
Public Health Emergency Fund	200,000	200,000	-
Natural Disaster Emergency Fund	200,000	200,000	-
Real Property Acquisiton Fund	6,684,670	6,684,670	-
Debt Service Repayment Fund	-	-	-
Unrestricted Fund Balance (Includes Working Capital)	1,496,163	1,496,163	-
<b>Total Fund Balance</b>	<b>9,447,672</b>	<b>8,866,307</b>	<b>581,364</b>

	General	Capital	Total
	Fund	Fund	Funds
<b>Beginning Fund Balance 7/1/2024:</b>	\$ 10,450,609	\$ 678,478	\$ 11,129,087
Revenues/Resources	\$ 453,852	\$ -	\$ 453,852
Due To (From) Funds	33,892	(33,892)	\$ -
Expenditures	\$ 2,072,046	\$ 63,221	\$ 2,135,267
<b>Change in Fund Balance</b>	(1,584,302)	(97,113)	\$ (1,681,415)
<b>* Ending Fund Balance</b>	\$ 8,866,307	\$ 581,364	\$ 9,447,672

<b>* Components of Fund Balance:</b>			
Nonspendable (Inventory)	\$ 170,595	\$ -	\$ 170,595
Pension Rate Stabilization Reserve	\$ 114,879	\$ -	\$ 114,879
Assigned (Capital Improvements)	\$ -	\$ 581,364	\$ 581,364
Public Health Emergency Fund	\$ 200,000	\$ -	\$ 200,000
Natural Disaster Emergency Fund	\$ 200,000	\$ -	\$ 200,000
Real Property Acquisiton Fund	\$ 6,684,670	\$ -	\$ 6,684,670
Debt Service Repayment Fund	\$ -	\$ -	\$ -
Unrestricted Fund Balance	\$ 1,496,163	\$ -	\$ 1,496,163
<b>Total</b>	\$ 8,866,307	\$ 581,364	\$ 9,447,672

Statement of Revenues, Expenditures Budget vs. Actual  
July 2024 through June 2025

Month of Report:  
**Sep, 2024**

**GENERAL FUND:**

Ordinary Revenues/Expenditures

Revenues

	Annual Budget	YTD Actual	Annual Variance	%	YTD Budget	YTD Variance	%	Monthly Budget	Monthly Actual	Monthly Variance	%
Total 4000 · PROGRAM REVENUES	2,935,053	59,271	(2,875,782)	2.0%	133,090	(73,819)	44.5%	56,597	15,743	(40,854)	27.8%
Total 4100 · PROPERTY TAX REVENUES	3,904,536	987	(3,903,549)	0.0%	7,007	(6,020)	14.1%	3,743	573	(3,170)	15.3%
Total 4200 · OTHER TAX REVENUES	850,000	321,216	(528,784)	37.8%	292,034	29,182	110.0%	-	-	-	0.0%
Total 4300 · OTHER REVENUES	399,000	72,377	(326,623)	18.1%	4,627	67,750	1564.2%	1,961	24,245	22,284	1236.4%

Total Revenues

	8,088,589	453,852	(7,634,737)	5.6%	436,758	17,094	103.9%	62,301	40,561	(21,740)	65.1%
--	-----------	---------	-------------	------	---------	--------	--------	--------	--------	----------	-------

Expenditures

Total 5000 · SALARIES & WAGES	3,474,347	819,878	2,654,469	23.6%	868,133	(48,255)	94.4%	439,049	271,628	(167,421)	61.9%
Total 5100 · EMPLOYEE BENEFITS	1,537,067	509,682	1,027,385	33.2%	471,603	38,079	108.1%	112,715	106,242	(6,473)	94.3%
Total 5200 · TRAINING - BOARD & STAFF	90,586	15,320	75,266	16.9%	30,457	(15,137)	50.3%	4,603	4,376	(227)	95.1%
Total 5300 · ADMINISTRATION	414,650	88,761	325,889	21.4%	95,925	(7,164)	92.5%	45,873	15,768	(30,105)	34.4%
Total 5400 · INSURANCE	190,812	177,848	12,964	93.2%	190,812	(12,964)	93.2%	-	-	-	0.0%
Total 5450 · COMPUTER HARDWARE & SOFTWARE	75,969	9,615	66,354	12.7%	24,954	(15,339)	38.5%	587	592	5	100.9%
Total 5500 · FACILITIES MAINTENANCE	54,640	6,609	48,031	12.1%	11,329	(4,720)	58.3%	4,646	3,357	(1,289)	72.2%
Total 5550 · UTILITIES	73,963	20,146	53,817	27.2%	16,456	3,690	122.4%	5,837	6,927	1,090	118.7%
Total 5600 · FLEET MAINTENANCE	52,686	10,140	42,546	19.2%	16,202	(6,062)	62.6%	2,384	2,467	83	103.5%
Total 5700 · OPERATIONS	253,722	47,896	205,826	18.9%	63,176	(15,280)	75.8%	14,918	14,942	24	100.2%
Total 5800 · LABORATORY	105,394	23,622	81,772	22.4%	19,565	4,057	120.7%	6,756	7,390	634	109.4%
Total 5900 · PUBLIC OUTREACH	127,070	24,435	102,635	19.2%	33,604	(9,169)	72.7%	5,047	16,012	10,965	317.3%
Total 6500 · DEBT SERVICE	318,095	318,094	1	100.0%	318,095	1	100.0%	-	-	-	0.0%

Total Expenditures

	6,769,001	2,072,046	(4,696,955)	30.6%	2,160,311	(88,265)	95.9%	642,415	449,701	(192,714)	70.0%
--	-----------	-----------	-------------	-------	-----------	----------	-------	---------	---------	-----------	-------

General Fund Net Revenues Over Expenditures

	1,319,588	(1,618,194)	(2,937,782)		(1,723,553)	105,359		(580,114)	(409,140)	170,974	
--	-----------	-------------	-------------	--	-------------	---------	--	-----------	-----------	---------	--

**CAPITAL IMPROVEMENT FUND:**

Total 6000 · CAPITAL IMPROVEMENTS REVENUE	-	-	-	0.0%	-	-	0.0%	-	-	-	0.0%
Total 6000 · CAPITAL IMPROVEMENTS EXPENDITURES	1,319,588	63,221	1,256,367	4.8%	57,578	5,643	109.8%	45,859	44,344	(1,515)	96.7%

Capital Improvement Fund Net Revenue Over Expenditures

	(1,319,588)	(63,221)	1,256,367		(57,578)	(5,643)		(45,859)	(44,344)	1,515	
--	-------------	----------	-----------	--	----------	---------	--	----------	----------	-------	--

**SAN MATEO COUNTY MOSQUITO & VECTOR CONTROL DISTRICT**  
**Statement of Revenues, Expenses & Changes- Budget vs. Actual** □  
 July - September, 2024

	Total			
	Actual	Budget	over Budget	% of Budget
<b>Income</b>				
<b>4000 PROGRAM REVENUES</b>				
4010 Service Abatement Revenue -2451	59,271.12	133,090.00	-73,818.88	44.53%
<b>Total 4000 PROGRAM REVENUES</b>	<b>\$ 59,271.12</b>	<b>\$ 133,090.00</b>	<b>-\$ 73,818.88</b>	<b>44.53%</b>
<b>4100 PROPERTY TAX REVENUES</b>				
4120 Current -Secured SB813-1041	987.37	6,867.00	-5,879.63	14.38%
4130 Prior Y. Unsecured SB813-1042		140.00	-140.00	0.00%
<b>Total 4100 PROPERTY TAX REVENUES</b>	<b>\$ 987.37</b>	<b>\$ 7,007.00</b>	<b>-\$ 6,019.63</b>	<b>14.09%</b>
<b>4200 OTHER TAX REVENUES</b>				
4210 ERAF Rebate-1046	321,216.21	292,034.00	29,182.21	109.99%
<b>Total 4200 OTHER TAX REVENUES</b>	<b>\$ 321,216.21</b>	<b>\$ 292,034.00</b>	<b>\$ 29,182.21</b>	<b>109.99%</b>
<b>4300 OTHER REVENUES</b>				
4310 Interest Earned (Cnty GF+VCJPA)		-1,173.00	1,173.00	0.00%
4312 Interest (Cal CLASS)	71,699.42	5,800.00	65,899.42	1236.20%
4340 VCJPA / Misc. Income -2658	677.86	0.00	677.86	
<b>Total 4300 OTHER REVENUES</b>	<b>\$ 72,377.28</b>	<b>\$ 4,627.00</b>	<b>\$ 67,750.28</b>	<b>1564.24%</b>
<b>Total Income</b>	<b>\$ 453,851.98</b>	<b>\$ 436,758.00</b>	<b>\$ 17,093.98</b>	<b>103.91%</b>
<b>Gross Profit</b>	<b>\$ 453,851.98</b>	<b>\$ 436,758.00</b>	<b>\$ 17,093.98</b>	<b>103.91%</b>
<b>Expenses</b>				
<b>5000 SALARIES &amp; WAGES</b>				
5010 Permanent Employees	690,355.89	714,055.00	-23,699.11	96.68%
5015 Limited Term Employees	50,752.80	52,786.00	-2,033.20	96.15%
5020 Seasonal Employees	75,469.58	95,109.00	-19,639.42	79.35%
5040 Board Trustees Meeting Stipend	3,300.00	6,183.00	-2,883.00	53.37%
<b>Total 5000 SALARIES &amp; WAGES</b>	<b>\$ 819,878.27</b>	<b>\$ 868,133.00</b>	<b>-\$ 48,254.73</b>	<b>94.44%</b>
<b>5100 EMPLOYEE BENEFITS</b>				
5110 Retirement - Employer Contribut	220,517.27	204,101.00	16,416.27	108.04%
5125 Actives - Medical Insurance	92,229.87	91,671.00	558.87	100.61%
5130 Actives - HRA Health Reimb Acct	12,600.00	6,183.00	6,417.00	203.78%
5135 Actives - Dental Insurance	7,988.82	8,675.00	-686.18	92.09%
5140 Actives - Dental Reimbursement	184.80	891.00	-706.20	20.74%
5145 Actives - Vision Insurance	1,397.02	1,519.00	-121.98	91.97%
5150 Group Life Insurance	304.00	326.00	-22.00	93.25%
5153 Trustees - HRA Health Reimb Acct	3,600.00		3,600.00	
5160 Retirees - HRA & Medical Reimb	11,758.98		11,758.98	
5165 Long Term Disability - Standard	4,376.31	4,593.00	-216.69	95.28%
5170 Actives - Other Benefits	1,669.16	0.00	1,669.16	
5175 Social Security & Medicare Tax	16,706.20	15,341.00	1,365.20	108.90%
5180 CA Unemployment/Disability Tax	1,231.87	1,483.00	-251.13	83.07%
5182 Workers Compensation	135,118.00	136,820.00	-1,702.00	98.76%

**SAN MATEO COUNTY MOSQUITO & VECTOR CONTROL DISTRICT**  
**Statement of Revenues, Expenses & Changes- Budget vs. Actual** □  
 July - September, 2024

	Total			
	Actual	Budget	over Budget	% of Budget
<b>Total 5100 EMPLOYEE BENEFITS</b>	\$ 509,682.30	\$ 471,603.00	\$ 38,079.30	108.07%
<b>5200 TRAINING - BOARD &amp; STAFF</b>				
5205 Coastal Regional Continuing Ed.	3,420.00	5,349.00	-1,929.00	63.94%
5210 Conferences / Workshops Board	4,553.39	4,683.00	-129.61	97.23%
5215 Conferences / Workshops Staff	7,346.74	19,067.00	-11,720.26	38.53%
5220 Staff Training		1,358.00	-1,358.00	0.00%
<b>Total 5200 TRAINING - BOARD &amp; STAFF</b>	\$ 15,320.13	\$ 30,457.00	-\$ 15,136.87	50.30%
<b>5300 ADMINISTRATION</b>				
5305 Board Meeting Expenses	1,580.36	1,669.00	-88.64	94.69%
5310 Background / drug screening	174.30	400.00	-225.70	43.58%
5325 HR & Finance Consultant	1,700.45	1,323.00	377.45	128.53%
5330 Memberships & Subscriptions	23,614.03	19,089.00	4,525.03	123.70%
5335 Office Expense	2,178.77	3,765.00	-1,586.23	57.87%
5340 Janitorial/Household Expense	6,868.65	9,229.00	-2,360.35	74.42%
5345 Prof. Services - Engineer Rpt	15,942.56	16,876.00	-933.44	94.47%
5350 Legal Services	7,406.00	5,815.00	1,591.00	127.36%
5360 Permits		227.00	-227.00	0.00%
5375 Audit	20,890.00	29,486.00	-8,596.00	70.85%
5380 Copier and postage	1,951.99	1,612.00	339.99	121.09%
5385 Security and fire alarm	3,424.50	3,159.00	265.50	108.40%
5390 Payroll Service	2,565.55	2,841.00	-275.45	90.30%
5395 Bank Fees (County General Fund)	463.64	233.00	230.64	198.99%
5396 Bank Fees (County Capital Fund)	431.73	201.00	230.73	214.79%
<b>Total 5300 ADMINISTRATION</b>	\$ 89,192.53	\$ 95,925.00	-\$ 6,732.47	92.98%
<b>5400 INSURANCE</b>				
5410 Liability Insurance - VCJPA	125,601.00	130,355.00	-4,754.00	96.35%
5415 Auto Physical Damage	7,444.00	7,444.00	0.00	100.00%
5420 Group Property Program	27,861.00	34,388.00	-6,527.00	81.02%
5425 VCJPA - General Fund Allocation	3,936.00	2,894.00	1,042.00	136.01%
5430 Group Fidelity	5,340.00	6,570.00	-1,230.00	81.28%
5435 Non-owned Aircraft	4,125.00	5,319.00	-1,194.00	77.55%
5436 Cyber Liability	3,541.14	3,394.00	147.14	104.34%
5445 Business Travel Accident Ins		448.00	-448.00	0.00%
<b>Total 5400 INSURANCE</b>	\$ 177,848.14	\$ 190,812.00	-\$ 12,963.86	93.21%
<b>5450 COMPUTER HARDWARE &amp; SOFTWARE</b>				
5460 Computer Hardware	238.13	673.00	-434.87	35.38%
5465 Computer Software	3,242.38	5,051.00	-1,808.62	64.19%
5470 Database & Mapping - License		12,500.00	-12,500.00	0.00%
5475 Website Hosting / Microsoft	6,134.05	6,730.00	-595.95	91.14%
<b>Total 5450 COMPUTER HARDWARE &amp; SOFTWARE</b>	\$ 9,614.56	\$ 24,954.00	-\$ 15,339.44	38.53%

**SAN MATEO COUNTY MOSQUITO & VECTOR CONTROL DISTRICT**  
**Statement of Revenues, Expenses & Changes- Budget vs. Actual** □  
 July - September, 2024

	Total			
	Actual	Budget	over Budget	% of Budget
<b>5500 FACILITIES MAINTENANCE</b>				
5505 Facility - Repairs & Maint	6,608.89	11,329.00	-4,720.11	58.34%
<b>Total 5500 FACILITIES MAINTENANCE</b>	<b>\$ 6,608.89</b>	<b>\$ 11,329.00</b>	<b>-\$ 4,720.11</b>	<b>58.34%</b>
<b>5550 UTILITIES</b>				
5560 Gas & Electricity - PG&E	10,993.96	6,754.00	4,239.96	162.78%
5565 Water	1,001.53	1,142.00	-140.47	87.70%
5570 Phone - VOIP - Fusion/MegaPath	1,622.40	1,621.00	1.40	100.09%
5575 Phone - Land Line-AT&T/Comcast	933.57	1,497.00	-563.43	62.36%
5580 Phone - Mobile Devices-Verizon	5,594.57	5,442.00	152.57	102.80%
<b>Total 5550 UTILITIES</b>	<b>\$ 20,146.03</b>	<b>\$ 16,456.00</b>	<b>\$ 3,690.03</b>	<b>122.42%</b>
<b>5600 FLEET MAINTENANCE</b>				
5610 Garage Tools	280.77	2,351.00	-2,070.23	11.94%
5615 Garage Repairs Outside	4,064.68	7,038.00	-2,973.32	57.75%
5620 Auto, Hotsy, Plug, Boat, Traile	2,838.44	5,969.00	-3,130.56	47.55%
5630 Ops Equipment & Repairs	2,955.99	844.00	2,111.99	350.24%
<b>Total 5600 FLEET MAINTENANCE</b>	<b>\$ 10,139.88</b>	<b>\$ 16,202.00</b>	<b>-\$ 6,062.12</b>	<b>62.58%</b>
<b>5700 OPERATIONS</b>				
5705 Pesticides	15,485.43	23,341.00	-7,855.57	66.34%
5715 Helicopter	6,450.00	8,034.00	-1,584.00	80.28%
5720 Safety Equipment	180.87	299.00	-118.13	60.49%
5725 Apparel - Uniforms & Boots	3,025.74	3,395.00	-369.26	89.12%
5730 Mosquito Fish	21.26	1,171.00	-1,149.74	1.82%
5735 Fuel	22,733.09	26,936.00	-4,202.91	84.40%
<b>Total 5700 OPERATIONS</b>	<b>\$ 47,896.39</b>	<b>\$ 63,176.00</b>	<b>-\$ 15,279.61</b>	<b>75.81%</b>
<b>5800 LABORATORY</b>				
5805 Disease Surveillance	600.03	873.00	-272.97	68.73%
5810 Sentinel Chicken Flocks/Supply	219.13	187.00	32.13	117.18%
5815 Mosquito Blood	1,113.00	1,138.00	-25.00	97.80%
5820 Dry Ice	4,609.23	4,900.00	-290.77	94.07%
5825 Lab Supplies	2,622.76	2,366.00	256.76	110.85%
5830 Lab Biowaste Disposal	312.00	329.00	-17.00	94.83%
5835 Lab Equip. Repair	322.00	0.00	322.00	
5840 Lab Equip. Maintenance	1,320.26	0.00	1,320.26	
5845 Lab PCR Supplies	9,033.88	9,772.00	-738.12	92.45%
5850 Lab PCR Maintenance	3,469.50	0.00	3,469.50	
<b>Total 5800 LABORATORY</b>	<b>\$ 23,621.79</b>	<b>\$ 19,565.00</b>	<b>\$ 4,056.79</b>	<b>120.73%</b>
<b>5900 PUBLIC OUTREACH</b>				
5910 Media and Network	17,138.22	24,724.00	-7,585.78	69.32%
5920 Promotion & Printing	7,296.32	8,880.00	-1,583.68	82.17%
<b>Total 5900 PUBLIC OUTREACH</b>	<b>\$ 24,434.54</b>	<b>\$ 33,604.00</b>	<b>-\$ 9,169.46</b>	<b>72.71%</b>

**SAN MATEO COUNTY MOSQUITO & VECTOR CONTROL DISTRICT**  
**Statement of Revenues, Expenses & Changes- Budget vs. Actual** □  
 July - September, 2024

	Total			
	Actual	Budget	over Budget	% of Budget
<b>6000 CAPITAL IMPROVEMENTS</b>				
6010 Building Improvements	32,352.70	0.00	32,352.70	
6020 Equipment - Operations & Admin	12,947.06	0.00	12,947.06	
6025 Software		40,000.00	-40,000.00	0.00%
6030 Vehicle Leases	17,489.95	17,578.00	-88.05	99.50%
<b>Total 6000 CAPITAL IMPROVEMENTS</b>	<b>\$ 62,789.71</b>	<b>\$ 57,578.00</b>	<b>\$ 5,211.71</b>	<b>109.05%</b>
<b>6500 DEBT SERVICE</b>				
6510 Principal Payments	219,359.16	219,360.00	-0.84	100.00%
6520 Interest Payments	98,734.96	98,735.00	-0.04	100.00%
<b>Total 6500 DEBT SERVICE</b>	<b>\$ 318,094.12</b>	<b>\$ 318,095.00</b>	<b>-\$ 0.88</b>	<b>100.00%</b>
<b>Total Expenses</b>	<b>\$ 2,135,267.28</b>	<b>\$ 2,217,889.00</b>	<b>-\$ 82,621.72</b>	<b>96.27%</b>
<b>Net Operating Income</b>	<b>-\$ 1,681,415.30</b>	<b>-\$ 1,781,131.00</b>	<b>\$ 99,715.70</b>	<b>94.40%</b>
<b>Net Income</b>	<b>-\$ 1,681,415.30</b>	<b>-\$ 1,781,131.00</b>	<b>\$ 99,715.70</b>	<b>94.40%</b>

# SAN MATEO COUNTY MOSQUITO & VECTOR CONTROL DISTRICT

## Statement of Revenues, Expenses & Changes- Budget vs. Actual

September 2024

	Total			
	Actual	Budget	over Budget	% of Budget
<b>Income</b>				
<b>4000 PROGRAM REVENUES</b>				
4010 Service Abatement Revenue -2451	15,742.88	56,597.00	-40,854.12	27.82%
<b>Total 4000 PROGRAM REVENUES</b>	<b>\$ 15,742.88</b>	<b>\$ 56,597.00</b>	<b>-\$ 40,854.12</b>	<b>27.82%</b>
<b>4100 PROPERTY TAX REVENUES</b>				
4120 Current -Secured SB813-1041	572.93	3,676.00	-3,103.07	15.59%
4130 Prior Y. Unsecured SB813-1042		67.00	-67.00	0.00%
<b>Total 4100 PROPERTY TAX REVENUES</b>	<b>\$ 572.93</b>	<b>\$ 3,743.00</b>	<b>-\$ 3,170.07</b>	<b>15.31%</b>
<b>4300 OTHER REVENUES</b>				
4310 Interest Earned (Cnty GF+VCJPA)		-1,173.00	1,173.00	0.00%
4312 Interest (Cal CLASS)	23,652.28	3,134.00	20,518.28	754.70%
4340 VCJPA / Misc. Income -2658	593.00	0.00	593.00	
<b>Total 4300 OTHER REVENUES</b>	<b>\$ 24,245.28</b>	<b>\$ 1,961.00</b>	<b>\$ 22,284.28</b>	<b>1236.37%</b>
<b>Total Income</b>	<b>\$ 40,561.09</b>	<b>\$ 62,301.00</b>	<b>-\$ 21,739.91</b>	<b>65.11%</b>
<b>Gross Profit</b>	<b>\$ 40,561.09</b>	<b>\$ 62,301.00</b>	<b>-\$ 21,739.91</b>	<b>65.11%</b>
<b>Expenses</b>				
<b>5000 SALARIES &amp; WAGES</b>				
5010 Permanent Employees	230,118.65	358,712.00	-128,593.35	64.15%
5015 Limited Term Employees	16,917.60	26,391.00	-9,473.40	64.10%
5020 Seasonal Employees	22,991.90	51,009.00	-28,017.10	45.07%
5040 Board Trustees Meeting Stipend	1,600.00	2,937.00	-1,337.00	54.48%
<b>Total 5000 SALARIES &amp; WAGES</b>	<b>\$ 271,628.15</b>	<b>\$ 439,049.00</b>	<b>-\$ 167,420.85</b>	<b>61.87%</b>
<b>5100 EMPLOYEE BENEFITS</b>				
5110 Retirement - Employer Contribut	64,412.44	64,142.00	270.44	100.42%
5125 Actives - Medical Insurance	28,587.64	30,635.00	-2,047.36	93.32%
5130 Actives - HRA Health Reimb Acct		2,937.00	-2,937.00	0.00%
5135 Actives - Dental Insurance	2,617.32	2,892.00	-274.68	90.50%
5145 Actives - Vision Insurance	457.50	506.00	-48.50	90.42%
5150 Group Life Insurance	99.75	110.00	-10.25	90.68%
5153 Trustees - HRA Health Reimb Acct	1,800.00		1,800.00	
5160 Retirees - HRA & Medical Reimb	1,207.82		1,207.82	
5165 Long Term Disability - Standard	1,458.77	3,061.00	-1,602.23	47.66%
5170 Actives - Other Benefits	-58.20	0.00	-58.20	
5175 Social Security & Medicare Tax	5,437.00	7,881.00	-2,444.00	68.99%
5180 CA Unemployment/Disability Tax	221.70	551.00	-329.30	40.24%
<b>Total 5100 EMPLOYEE BENEFITS</b>	<b>\$ 106,241.74</b>	<b>\$ 112,715.00</b>	<b>-\$ 6,473.26</b>	<b>94.26%</b>
<b>5200 TRAINING - BOARD &amp; STAFF</b>				
5210 Conferences / Workshops Board	1,332.91	544.00	788.91	245.02%
5215 Conferences / Workshops Staff	3,042.93	2,701.00	341.93	112.66%
5220 Staff Training		1,358.00	-1,358.00	0.00%



**SAN MATEO COUNTY MOSQUITO & VECTOR CONTROL DISTRICT**  
**Statement of Revenues, Expenses & Changes- Budget vs. Actual** □  
September 2024

	Total			
	Actual	Budget	over Budget	% of Budget
<b>Total 5200 TRAINING - BOARD &amp; STAFF</b>	\$ 4,375.84	\$ 4,603.00	-\$ 227.16	95.06%
<b>5300 ADMINISTRATION</b>				
5305 Board Meeting Expenses	771.74	818.00	-46.26	94.34%
5325 HR & Finance Consultant	481.73	997.00	-515.27	48.32%
5330 Memberships & Subscriptions	1,472.03	0.00	1,472.03	
5335 Office Expense	168.91	1,161.00	-992.09	14.55%
5340 Janitorial/Household Expense	2,163.63	2,473.00	-309.37	87.49%
5345 Prof. Services - Engineer Rpt		16,876.00	-16,876.00	0.00%
5350 Legal Services	1,230.00	1,838.00	-608.00	66.92%
5375 Audit	7,140.00	18,461.00	-11,321.00	38.68%
5380 Copier and postage	735.75	765.00	-29.25	96.18%
5385 Security and fire alarm	614.25	1,202.00	-587.75	51.10%
5390 Payroll Service	725.75	1,132.00	-406.25	64.11%
5395 Bank Fees (County General Fund)	264.65	82.00	182.65	322.74%
5396 Bank Fees (County Capital Fund)	171.69	68.00	103.69	252.49%
<b>Total 5300 ADMINISTRATION</b>	\$ 15,940.13	\$ 45,873.00	-\$ 29,932.87	34.75%
<b>5450 COMPUTER HARDWARE &amp; SOFTWARE</b>				
5460 Computer Hardware	238.13	60.00	178.13	396.88%
5465 Computer Software	37.50	61.00	-23.50	61.48%
5475 Website Hosting / Microsoft	316.39	466.00	-149.61	67.89%
<b>Total 5450 COMPUTER HARDWARE &amp; SOFTWARE</b>	\$ 592.02	\$ 587.00	\$ 5.02	100.86%
<b>5500 FACILITIES MAINTENANCE</b>				
5505 Facility - Repairs & Maint	3,356.63	4,646.00	-1,289.37	72.25%
<b>Total 5500 FACILITIES MAINTENANCE</b>	\$ 3,356.63	\$ 4,646.00	-\$ 1,289.37	72.25%
<b>5550 UTILITIES</b>				
5560 Gas & Electricity - PG&E	4,207.15	2,851.00	1,356.15	147.57%
5570 Phone - VOIP - Fusion/MegaPath	540.80	540.00	0.80	100.15%
5575 Phone - Land Line-AT&T/Comcast	311.19	575.00	-263.81	54.12%
5580 Phone - Mobile Devices-Verizon	1,867.59	1,871.00	-3.41	99.82%
<b>Total 5550 UTILITIES</b>	\$ 6,926.73	\$ 5,837.00	\$ 1,089.73	118.67%
<b>5600 FLEET MAINTENANCE</b>				
5615 Garage Repairs Outside	158.75	0.00	158.75	
5620 Auto, Hotsy, Plug, Boat, Traile	887.16	1,873.00	-985.84	47.37%
5630 Ops Equipment & Repairs	1,421.49	511.00	910.49	278.18%
<b>Total 5600 FLEET MAINTENANCE</b>	\$ 2,467.40	\$ 2,384.00	\$ 83.40	103.50%
<b>5700 OPERATIONS</b>				
5705 Pesticides	5,195.05	1,297.00	3,898.05	400.54%
5715 Helicopter	2,150.00	2,678.00	-528.00	80.28%
5720 Safety Equipment		209.00	-209.00	0.00%
5725 Apparel - Uniforms & Boots	695.36	1,024.00	-328.64	67.91%

**SAN MATEO COUNTY MOSQUITO & VECTOR CONTROL DISTRICT**  
**Statement of Revenues, Expenses & Changes- Budget vs. Actual** □  
September 2024

	Total			
	Actual	Budget	over Budget	% of Budget
5730 Mosquito Fish		61.00	-61.00	0.00%
5735 Fuel	6,902.07	9,649.00	-2,746.93	71.53%
<b>Total 5700 OPERATIONS</b>	<b>\$ 14,942.48</b>	<b>\$ 14,918.00</b>	<b>\$ 24.48</b>	<b>100.16%</b>
<b>5800 LABORATORY</b>				
5805 Disease Surveillance		418.00	-418.00	0.00%
5810 Sentinel Chicken Flocks/Supply		74.00	-74.00	0.00%
5815 Mosquito Blood	371.00	379.00	-8.00	97.89%
5820 Dry Ice	1,461.58	1,265.00	196.58	115.54%
5825 Lab Supplies	251.83	497.00	-245.17	50.67%
5830 Lab Biowaste Disposal	104.00	113.00	-9.00	92.04%
5845 Lab PCR Supplies	1,731.74	4,010.00	-2,278.26	43.19%
5850 Lab PCR Maintenance	3,469.50	0.00	3,469.50	
<b>Total 5800 LABORATORY</b>	<b>\$ 7,389.65</b>	<b>\$ 6,756.00</b>	<b>\$ 633.65</b>	<b>109.38%</b>
<b>5900 PUBLIC OUTREACH</b>				
5910 Media and Network	10,289.53	5,047.00	5,242.53	203.87%
5920 Promotion & Printing	5,722.51	0.00	5,722.51	
<b>Total 5900 PUBLIC OUTREACH</b>	<b>\$ 16,012.04</b>	<b>\$ 5,047.00</b>	<b>\$ 10,965.04</b>	<b>317.26%</b>
<b>6000 CAPITAL IMPROVEMENTS</b>				
6010 Building Improvements	24,103.20	0.00	24,103.20	
6020 Equipment - Operations & Admin	12,947.06	0.00	12,947.06	
6025 Software		40,000.00	-40,000.00	0.00%
6030 Vehicle Leases	7,122.38	5,859.00	1,263.38	121.56%
<b>Total 6000 CAPITAL IMPROVEMENTS</b>	<b>\$ 44,172.64</b>	<b>\$ 45,859.00</b>	<b>-\$ 1,686.36</b>	<b>96.32%</b>
<b>Total Expenses</b>	<b>\$ 494,045.45</b>	<b>\$ 688,274.00</b>	<b>-\$ 194,228.55</b>	<b>71.78%</b>
<b>Net Operating Income</b>	<b>-\$ 453,484.36</b>	<b>-\$ 625,973.00</b>	<b>\$ 172,488.64</b>	<b>72.44%</b>
<b>Net Income</b>	<b>-\$ 453,484.36</b>	<b>-\$ 625,973.00</b>	<b>\$ 172,488.64</b>	<b>72.44%</b>

**San Mateo County Mosquito & Vector Control District**

09/30/2024

**A/R Aging Summary**

As of September 30, 2024

	<b>Current</b>	<b>1 - 30</b>	<b>31 - 60</b>	<b>61 - 90</b>	<b>91 and over</b>	<b>Total</b>
City of Foster City	11,508.71					11,508.71
City of Pacifica Public Works Wastewater	158.31					158.31
City of Redwood City, Public Works	4,900.43					4,900.43
City of San Francisco, Parks	10,784.02		5,123.23		123.25	16,030.50
City of San Francisco, Public Utilities	140.86		140.86			281.72
City of San Mateo, Wastewater Treatment	602.17					602.17
City of South San Francisco Water Quality	336.12					336.12
San Francisco Int'l Airport	889.01		899.98	440.19		2,229.18
Sewer Authority Mid-Coastside	78.08					78.08
Silicon Valley Clean Water	696.56		348.28			1,044.84
Stanford University - Jasper Ridge	7,166.63		4,128.12			11,294.75
<b>TOTAL</b>	<b>\$ 37,260.90</b>	<b>\$ 0.00</b>	<b>\$ 10,640.47</b>	<b>\$ 440.19</b>	<b>\$ 123.25</b>	<b>\$ 48,464.81</b>

**San Mateo County Mosquito & Vector Control District**

10/29/2024

**A/R Aging Summary**

As of October 29, 2024

	<b>Current</b>	<b>1 - 30</b>	<b>31 - 60</b>	<b>61 - 90</b>	<b>91 and over</b>	<b>Total</b>
City of Foster City	4,912.30					4,912.30
City of Redwood City, Public Works		4,900.43				4,900.43
City of San Francisco, Parks		5,437.58	5,123.23		123.25	10,684.06
City of San Francisco, Public Utilities	70.43					70.43
City of South San Francisco Water Quality	168.06	168.06				336.12
San Francisco Int'l Airport	264.11	624.90			440.19	1,329.20
Stanford University - Jasper Ridge	4,181.30	2,985.33	4,128.12			11,294.75
<b>TOTAL</b>	<b>\$ 9,596.20</b>	<b>\$ 14,116.30</b>	<b>\$ 9,251.35</b>	<b>\$ 0.00</b>	<b>\$ 563.44</b>	<b>\$ 33,527.29</b>

**San Mateo County Mosquito and Vector Control District**  
**Cash Activity & Reconciliation to County Statement**  
**General Fund**  
**September 30, 2024**

**GF-Sep  
2024**

**Beginning Cash per District as of Aug 31, 2024** 3,065,262

<b>Reductions</b>	
Payroll Related (ADP)	(238,298)
Checks Written	(138,212)
Transfer to Cal CLASS	-
Bank Fee	(265)
<b>Total Reductions</b>	<b>(376,775)</b>

<b>Additions</b>	
Abatement Services	11,475
Property Tax Revenue	573
Quarterly Interest	-
ERAF Rebate	-
Special Benefit Assessment	-
Less Dep Permit not in Cnty Cash yet	(13,326)
Misc Deposit	3,154
<b>Total Additions</b>	<b>1,877</b>

**Ending Cash per District as of Sep 30, 2024** 2,690,363

**Cash per County General Fund Statement** 2,690,363

Difference -

COUNTY OF SAN MATEO      Verbose      [ D E T A I L E D   T R I A L   B A L A N C E ]      09/01/2024-09/30/2024      Page 2  
TUE, OCT 15, 2024, 11:51 AM --req: EASRANIN--leg: GL JL--loc: CONTROL---job:17392824 J5997---prog: GL501 <1.86>--report id: GLTBAL01

SORT ORDER: SUB ACCT within SUB UNIT

SELECT ORG SUB UNIT: 02705-02706

Lg SUB UNIT Title	Director	St Tr	FDGP	FUND	SUB FUND	DEPT	DIVISION	SECTION	PROGRAM	BUDGET
GL 02706 County Mosquito Abatemen	Controller	A	07	02706	02706	00140	00000	00000	00000	00000

SUB ACCT	Date	Primary Ref.	Transaction Description	Debit	Credit	Balance
0111 Claim on Cash			Prior to 09/01/24	5,401,128.54	2,335,866.75	3,065,261.79
	09/17/24	RJ15CFT2	Daily Cash Float Tsfr-Op Fd JE	1,303.64	0.00	3,066,565.43
	09/24/24	JE561967	AutoID: JCA925A4 Job: 17362 JE	0.00	264.65	3,066,300.78
	09/26/24	SPS9264	AutoID: ITX926A4 Job: 17354 JE	572.93	0.00	3,066,873.71
	09/30/24	JE562435	AutoID: JNEO02C4 Job: 17373 JE	0.00	376,510.28	2,690,363.43
		DR	* SUB ACCT Total *	5,403,005.11*	2,712,641.68*	2,690,363.43*

San Mateo County Mosquito and Vector Control District  
 Cash Activity & Reconciliation to County Statement  
 Capital Project Fund  
 September 30, 2024

CPF-Sep  
2024

Beginning Cash per District as of <b>Aug 31, 2024</b>	625,260
<b>Reductions</b>	
Checks Written	(31,226)
Bank Fee	(172)
Transfer-Out to General Fund	-
<b>Total Reductions</b>	(31,397)
<b>Additions</b>	
Quarterly Interest	-
Transfer-In from General Fund	-
<b>Total Additions</b>	-
Ending Cash per District as of <b>Sep 30, 2024</b>	<b>593,862</b>
Cash per County Capital Project Fund Statement	593,862
Difference	-

COUNTY OF SAN MATEO      Verbose      [ D E T A I L E D   T R I A L   B A L A N C E ]      09/01/2024-09/30/2024      Page 1  
 TUE, OCT 15, 2024, 11:51 AM --req: EASRANIN--leg: GL JL--loc: CONTROL---job:17392824 J5997---prog: GL501 <1.86>--report id: GLTBAL01

SORT ORDER: SUB ACCT within SUB UNIT

SELECT ORG SUB UNIT: 02705-02706

Lg SUB UNIT Title	Director	St Tr	FDGP	FUND	SUB FUND	DEPT	DIVISION	SECTION	PROGRAM	BUDGET
GL 02705 SMC Mosq Abate-CP Proj F	Controller	A	07	02705	02705	00140	00000	00000	00000	00000
=====										
SUB ACCT	Date	Primary Ref.	Transaction Description	Debit	Credit	Balance				
=====										
0111 Claim on Cash			Prior to 09/01/24	678,028.17	52,768.61	625,259.56				
	09/24/24	JE561967	AutoID: JCA925A4 Job: 17362 JE	0.00	171.69	625,087.87				
	09/30/24	JE562435	AutoID: JNE002C4 Job: 17373 JE	0.00	31,225.58	593,862.29				
	DR		* SUB ACCT Total *	678,028.17*	84,165.88*	593,862.29*				

**San Mateo County Mosquito and Vector Control District**  
**ADP Payroll Disbursement**  
September 30, 2024

<b>Sep</b> <b>2024</b>
---------------------------

September 13, 2024

September 27, 2024

Footnotes:

**Payroll ACH Disbursement (including Net Pay & Taxes )**

Total Net Pay	88,719	87,703
Federal W/H Tax	16,667	16,532
Social Security Tax	1,606	1,443
Medicare	3,931	3,893
CA W/H Tax	7,061	7,009
CA SUI/DI	1,595	1,594
<b>Total</b>	<b>119,581</b>	<b>118,175</b>

— A

ADP Process Fees **PPE 8/10, 8/24** 365

ADP Fee **Time & Attendance 9/13** 178

**Total amount for the period:** 119,946 118,353

**Total amount for the month:** 238,298

**Footnotes:**

A. Social Security expenditure incurred for seasonal employees and Trustees stipends

San Mateo County Mosquito & Vector Control District  
 Check Register (General Fund 02706)  
 As of September 30, 2024

<b>GF-Sep 2024</b>
------------------------

Transaction type	Date	Num	Name	Amount
<b>1013 · Checking - US Bank - GF x3353</b>				
Bill Payment (Check)	09/16/2024	3008	Charles P. Hansen	-603.91
Bill Payment (Check)	09/16/2024	3009	Dennis J Jewell	-603.91
Bill Payment (Check)	09/16/2024	3010	Great-West Life & Annuity Co	-7,522.77
Bill Payment (Check)	09/16/2024	3011	VOID	0.00
Bill Payment (Check)	09/16/2024	3012	San Mateo County Retirement Assoc.	-42,665.85
Bill Payment (Check)	09/16/2024	3013	U.S. Bank PARS Account # 6746022400	-634.41
Bill Payment (Check)	09/16/2024	3014	Brian Weber	-241.50
Bill Payment (Check)	09/16/2024	3015	Matthew Nienhuis	-241.50
Bill Payment (Check)	09/16/2024	3016	Richard Arrow	-241.50
Bill Payment (Check)	09/16/2024	3017	Aim To Please Janitorial Services	-1,633.25
Bill Payment (Check)	09/16/2024	3018	Airgas Dry Ice	-714.84
Bill Payment (Check)	09/16/2024	3019	Amazon Capital Services	-2,810.05
Bill Payment (Check)	09/16/2024	3020	American Fidelity Assurance Company	-1,669.16
Bill Payment (Check)	09/16/2024	3021	Avantpage	-14.00
Bill Payment (Check)	09/16/2024	3022	Bay Alarm Company	-614.25
Bill Payment (Check)	09/16/2024	3023	Bubba's Fire Extinguisher Co-D. Pereira	-289.00
Bill Payment (Check)	09/16/2024	3024	Casey Stevenson	-184.80
Bill Payment (Check)	09/16/2024	3025	Cintas Corporation #0464	-738.80
Bill Payment (Check)	09/16/2024	3026	Colorprint	-3,212.84
Bill Payment (Check)	09/16/2024	3027	Comcast	-140.11
Bill Payment (Check)	09/16/2024	3028	Eco Medical Inc.	-104.00
Bill Payment (Check)	09/16/2024	3029	Flyers Energy LLC	-4,124.86
Bill Payment (Check)	09/16/2024	3030	Franchise Tax Board	-100.00
Bill Payment (Check)	09/16/2024	3031	FRMS	-33,971.65
Bill Payment (Check)	09/16/2024	3032	Grainger	-189.69
Bill Payment (Check)	09/16/2024	3033	Kone Inc.	-1,963.68
Bill Payment (Check)	09/16/2024	3034	Lampire Biological Laboratories, Inc.	-371.00
Bill Payment (Check)	09/16/2024	3035	Leading Edge Aerial Technologies, Inc.	-2,150.00
Bill Payment (Check)	09/16/2024	3036	MacLeod Watts, Inc	-2,140.00
Bill Payment (Check)	09/16/2024	3037	Mary Ann Liebert, Inc.	-925.00
Bill Payment (Check)	09/16/2024	3038	MidAmerica Administrative & Retirement	-1,800.00
Bill Payment (Check)	09/16/2024	3039	O'Reilly Automotive, Inc.	-335.55
Bill Payment (Check)	09/16/2024	3040	PG&E	-4,193.05
Bill Payment (Check)	09/16/2024	3041	Quench USA, Inc.	-225.52
Bill Payment (Check)	09/16/2024	3042	RankPlus SEO	-742.00
Bill Payment (Check)	09/16/2024	3043	Recology San Mateo County	-530.38
Bill Payment (Check)	09/16/2024	3044	RMT Landscape Contractors, Inc.	-869.00
Bill Payment (Check)	09/16/2024	3045	Robert Riechel	-342.75
Bill Payment (Check)	09/16/2024	3046	Spark Creative Design	-2,312.50
Bill Payment (Check)	09/16/2024	3047	Streamline	-431.00
Bill Payment (Check)	09/16/2024	3048	The Pun Group, LLP	-13,750.00
Bill Payment (Check)	09/16/2024	3049	Verizon	-1,863.76
<b>TOTAL CHECKS #3008-3049:</b>				<b>-138,211.84</b>
<b>Total 1013 · Checking -US Bank - x3353 (Charged to General Fund #02706)</b>				<b>-138,211.84</b>

Note: Previous month's check numbers were 2946-3007. Current month's check numbers are 3008-3049 (42 checks).

San Mateo County Mosquito & Vector Control District  
 Check Register (Capital Fund 02705)  
 September 2024

<b>CPF-Sep 2024</b>
-------------------------

Transaction type	Date	Num	Name	Amount
<b>1023 · Checking -US Bank - x4183</b>				
Bill Payment (Check)	09/16/2024	1287	Aetypic, Inc.	-18,966.70
Bill Payment (Check)	09/16/2024	1288	Capital Program Management Inc.	-5,136.50
Bill Payment (Check)	09/16/2024	1289	Enterprise FM Trust	-7,122.38
			<b>TOTAL CHECKS #1287-1289:</b>	<u>-31,225.58</u>
<b>Total 1023 · Checking -US Bank - x4183 (Charged to Capital Project Fund #02705)</b>				<u><u>-31,225.58</u></u>

Note: Previous month's check number were 1285-1286. Current month's check number are 1287-1289 (3 checks).





P.O. BOX 6343  
FARGO ND 58125-6343

Sep  
2024

ACCOUNT NUMBER [REDACTED]  
STATEMENT DATE 09-23-2024  
AMOUNT DUE \$35,735.56  
NEW BALANCE \$35,735.56  
PAYMENT DUE ON RECEIPT



000000898 01 SP 106481138308419 P  
SMCMVCD  
ATTN DISTRICT MANAGER  
1351 ROLLINS RD  
BURLINGAME CA 94010-2409

AMOUNT ENCLOSED  
\$ 21,974.06

Please make check payable to "U.S. Bank"

U.S. BANK CORPORATE PAYMENT SYSTEMS  
P.O. BOX 790428  
ST. LOUIS, MO 63179-0428

[REDACTED] 003573556 003573556

Please tear payment coupon at perforation.

CORPORATE ACCOUNT SUMMARY									
SMCMAD 4246 0445 5564 6301	Previous Balance	Purchases And Other + Charges	Cash Advances +	Cash Advance Fees +	Cash Payment Charges	- Credits	- Payments	New Balance	
Company Total	\$37,700.42	\$22,088.67	\$0.00	\$0.00	\$0.00	\$114.61	\$23,938.92	\$35,735.56	

CORPORATE ACCOUNT ACTIVITY				
SMCMAD [REDACTED]				TOTAL CORPORATE ACTIVITY
				\$23,938.92 CR
Post Date	Tran Date	Reference Number	Transaction Description	Amount
09-09	09-06	74798264253000000000858	PAYMENT - THANK YOU 00000 C	23,938.92 PY

NEW ACTIVITY					
ANGELA NAKANO [REDACTED]		CREDITS	PURCHASES	CASH ADV	TOTAL ACTIVITY
		\$0.00	\$647.47	\$0.00	\$647.47
Post Date	Tran Date	Reference Number	Transaction Description	Amount	
08-23	08-21	24943014235010202648215	THE HOME DEPOT #0632 SAN MATEO CA	72.26	
08-28	08-27	24116414240742327187481	DO MY OWN 866-581-7378 CA	84.22	
08-28	08-27	24717054240262400505449	SIGMA ALDRICH US 800-3253010 MO	137.61	
08-29	08-28	24692164241100361312048	CPI*COLEPARMERINSTRUMT 800-323-4340 IL	353.38	

CUSTOMER SERVICE CALL  800-344-5696	ACCOUNT NUMBER [REDACTED]		ACCOUNT SUMMARY	
	STATEMENT DATE 09/23/24		DISPUTED AMOUNT .00	PREVIOUS BALANCE 37,700.42
SEND BILLING INQUIRIES TO: U.S. Bank National Association C/O U.S. Bancorp Purchasing Card Program P.O. Box 6335 Fargo, ND 58125-6335		AMOUNT DUE  35,735.56	CASH ADVANCES	.00
			CASH ADVANCE FEES	.00
			LATE PAYMENT CHARGES	.00
			CREDITS	114.61
			PAYMENTS	23,938.92
			ACCOUNT BALANCE	35,735.56

Sep  
2024



Company Name: SMCMVCD
Corporate Account Number: [REDACTED]
Statement Date: 09-23-2024

**NEW ACTIVITY**

<b>CASEY STEVENSON</b>	<b>CREDITS</b>	<b>PURCHASES</b>	<b>CASH ADV</b>	<b>TOTAL ACTIVITY</b>
██████████	\$0.00	\$13,177.38	\$0.00	\$13,177.38

Post Date	Tran Date	Reference Number	Transaction Description	Amount
09-09	09-08	24275394250900012000025	AMERICAN STAR MARINE 650-3758333 CA	12,947.06
09-20	09-19	24412954263041190037404	CROWLEY OUTDOORS 303-355-3355 CO	230.32

<b>SMCMVCD ADMIN</b>	<b>CREDITS</b>	<b>PURCHASES</b>	<b>CASH ADV</b>	<b>TOTAL ACTIVITY</b>
██████████	\$0.00	\$7,457.93	\$0.00	\$7,457.93

Post Date	Tran Date	Reference Number	Transaction Description	Amount
08-26	08-23	24207854237179500808892	CAPIO - CA ASSOCIATION OF 530-9245444 CA	30.00
08-27	08-26	24000774240000003041126	WWW THRIVEALLIANCE.ORG WWW THRIVEALL CA	75.00
08-27	08-26	24692164239108418815685	COSTCO DELIVERY 654 800-788-9968 CA	264.33
08-29	08-28	24240524241072204109042	PESTED.COM, LLC 845-491-4048 NY	195.00
08-30	08-30	242042942430000208715094	GOOGLE ADS3907138857 650-2530000 CA	500.00
08-30	08-29	24906414242207891501790	WAVE - *MIMI CHIU MIMIMI 216-9056829 NY	617.40
09-02	09-01	24000774245000017807509	MOSYLE BUS* MOSYLE BUS HTTPSBUSINESS FL	37.50
09-02	09-01	24204294245001601233097	GOOGLE ADS3907138857 650-2530000 CA	84.17
09-02	09-01	24692164245100592730626	YELPINC*855 380 9357 855-380-9357 CA	90.00
09-03	09-02	24692164246101624598394	B2B PRIME*RK4PT5U50 AMZN.COM/BILL WA	547.03
09-05	09-04	24692164248103425678472	SRFAX 866-554-0263 604-713-8000 CA	76.20
09-06	09-04	24692164249103979097631	UNITED 0162418237815 UNITED.COM TX NIENHUIS/MATTHEWFULT 09-09-24 SFO UA H PSP UA Q SFO	521.95
09-09	09-07	24692164251105626760771	TST*ORIGINAL JOES - WEST 650-755-7400 CA	757.76
09-10	09-09	24055234253084018014834	ROCK AUTO ROCKAUTO.COM WI	841.43
09-10	09-09	24116414253714452363595	SPRAYER DEPOT 800-228-0905 FL	134.20
09-10	09-09	24755424254152541548104	ECONOMY SMOG CHECK LLC BURLINGAME CA	31.75
09-10	09-09	24755424254152541548120	ECONOMY SMOG CHECK LLC BURLINGAME CA	31.75
09-11	09-10	24692164254108223020596	RENAISSANCE HOTELS PAL INDIAN WELLS CA 11320 ARRIVAL: 09-09-24	483.56
09-11	09-10	24692164254108223020604	RENAISSANCE HOTELS PAL INDIAN WELLS CA 11326 ARRIVAL: 09-09-24	495.08
09-11	09-10	24692164254108223020620	RENAISSANCE HOTELS PAL INDIAN WELLS CA 11534 ARRIVAL: 09-09-24	483.56
09-11	09-10	24692164254108223020638	RENAISSANCE HOTELS PAL INDIAN WELLS CA 11638 ARRIVAL: 09-09-24	495.08
09-13	09-12	24204294256001656172097	GOOGLE ADS3907138857 650-2530000 CA	500.00
09-13	09-11	24231684256086840981140	SAFEWAY #1547 BURLINGAME CA	13.98
09-16	09-12	24692164257100607201248	RENAISSANCE HOTELS PAL INDIAN WELLS CA 11320 ARRIVAL: 09-09-24	19.43
09-16	09-12	24692164257100607201923	RENAISSANCE HOTELS PAL INDIAN WELLS CA 11534 ARRIVAL: 09-09-24	11.52
09-17	09-16	24755424261152614477554	ECONOMY SMOG CHECK LLC BURLINGAME CA	31.75
09-17	09-16	24755424261152614477562	ECONOMY SMOG CHECK LLC BURLINGAME CA	31.75
09-17	09-16	24755424261152614477588	ECONOMY SMOG CHECK LLC BURLINGAME CA	31.75
09-23	09-22	24431064268060093142576	FASTRAK CSC 415-486-8655 CA	25.00

<b>BRIAN WEBER</b>	<b>CREDITS</b>	<b>PURCHASES</b>	<b>CASH ADV</b>	<b>TOTAL ACTIVITY</b>
██████████	\$114.61	\$805.89	\$0.00	\$891.28

Post Date	Tran Date	Reference Number	Transaction Description	Amount
09-06	09-05	24000974249277401871034	THE UPS STORE 0446 650-6920820 CA	15.00

Sep  
2024

10/23/2024 10:23:00 AM  
10/23/2024 10:23:00 AM  
10/23/2024 10:23:00 AM  
10/23/2024 10:23:00 AM  
10/23/2024 10:23:00 AM

Company Name: SMCMVCD
Corporate Account Number: ██████████
Statement Date: 09-23-2024

**NEW ACTIVITY**

Post Date	Tran Date	Reference Number	Transaction Description	Amount	
09-09	09-08	74430994252082832051215	MICROSOFT*365 MSBILL.INFO WA	69.85	CR
09-09	09-08	74430994252083010887325	MICROSOFT*365 MSBILL.INFO WA	45.78	CR
09-09	09-07	24000974252288504053889	THE UPS STORE 0446 850-8920820 CA	15.00	
09-10	09-10	24492154254743500137334	UBER *TRIP HELP.UBER.COM CA	30.99	
09-11	09-11	24492154255715653810817	UBER *TRIP HELP.UBER.COM CA	16.85	
09-11	09-11	24492154255745651130546	UBER *TRIP HELP.UBER.COM CA	6.19	
09-11	09-11	24492154255745659565826	UBER *TRIP HELP.UBER.COM CA	14.95	
09-11	09-09	24692164254108116020778	UNITED 0164432323605 HOUSTON TX WEBER /FIRST CHE 0-0-0	40.00	
09-12	09-11	24164074255069223339528	FEDEX OFFIC58400055848 INDIAN WELLS CA	2.48	
09-13	09-12	24492154256745912703791	UBER *TRIP HELP.UBER.COM CA	61.45	
09-13	09-12	24692164257100246754936	UNITED 0164433167869 HOUSTON TX WEBER /FIRST CHE 0-0-0	40.00	
09-16	09-12	24692164257100607202160	RENAISSANCE HOTELS PAL INDIAN WELLS CA 11629 ARRIVAL: 09-09-24	562.98	

Department: 00000 Total:  
Division: 00000 Total:

\$21,974.06  
\$21,974.06

**SAN MATEO COUNTY MOSQUITO & VECTOR CONTROL DISTRICT**  
**Credit Card Transaction Report**  
**September 2024**

Account	Date	Name	Memo/Description	Account	Amount
<b>1040 US Bank Purchase Card</b>					
1052 US Bank Visa Angie x8413					
1052 US Bank Visa Angie x8413	08/21/2024	Home Depot	Tools for field bioassay and drain opener	Lab Supplies	\$ 72.26
1052 US Bank Visa Angie x8413	08/27/2024	Misc-Lab	DoMyOwn pest control - insecticide for yj baiting project	Lab Supplies	\$ 84.22
1052 US Bank Visa Angie x8413	08/27/2024	Misc-Lab	Millipore Sigma - lure for yj traps	Lab Supplies	\$ 137.61
1052 US Bank Visa Angie x8413	08/28/2024	Cole-Parmer	Isopropanol for disease testing	Disease Surveillance	\$ 353.38
<b>Total for 1052 US Bank Visa Angie x8413</b>					<b>\$ 647.47</b>
1050 US Bank Visa Admin x5992					
1050 US Bank Visa Admin x5992	08/23/2024	Misc- Outreach	Training for staff-webinar about media interviews/training	Media and Network	\$ 30.00
1050 US Bank Visa Admin x5992	08/26/2024	Costco	Misc. janitorial paper supplies	Janitorial/Household Expense	\$ 116.60
			Misc. office supplies	Office Expense	\$ 147.73
1050 US Bank Visa Admin x5992	08/26/2024	Misc- Outreach	ThriveAlliance.org - Conf. registration for Brian and Rachel	Conferences / Workshops Staff	\$ 75.00
1050 US Bank Visa Admin x5992	08/28/2024	Misc- Ops	Pested.com - 20HR CEU drone pilot training for Sean	Conferences / Workshops Staff	\$ 195.00
1050 US Bank Visa Admin x5992	08/29/2024	Misc- Outreach	Mimi Chui - animation of Spanish version of tick video for outreach	Media and Network	\$ 617.40
1050 US Bank Visa Admin x5992	08/30/2024	Google Inc.	Google ad campaigns for dist. services	Media and Network	\$ 584.17
1050 US Bank Visa Admin x5992	09/01/2024	Mosyle Business	Subscription duration 9/1/24-9/30/24	Computer Software	\$ 37.50
1050 US Bank Visa Admin x5992	09/01/2024	Misc- Outreach	Yelp - enhancements to raise awareness of dist. services	Media and Network	\$ 90.00
1050 US Bank Visa Admin x5992	09/02/2024	Amazon.com	Business prime membership for 10 users	Memberships & Subscriptions	\$ 547.03
1050 US Bank Visa Admin x5992	09/04/2024	SR Fax	Charges for period 9/4/24-9/3/25	Office Expense	\$ 76.20
1050 US Bank Visa Admin x5992	09/04/2024	United Airline	Round-trip flight for Matt - CSDA conference	Conferences / Workshops Staff	\$ 521.95
1050 US Bank Visa Admin x5992	09/07/2024	Misc-Admin	Original Joe's - dinner for the Sept. board meeting	Board Meeting Expenses	\$ 757.76
1050 US Bank Visa Admin x5992	09/09/2024	Rock Auto	Parts to repair and maintain cb jeep fleet	Auto, Hotsy, Plug, Boat, Traile	\$ 841.43
1050 US Bank Visa Admin x5992	09/09/2024	Sprayer Depot	Parts to repair and maintain cb jeep sprayer system	Ops Equipment & Repairs	\$ 134.20
1050 US Bank Visa Admin x5992	09/09/2024	Misc- Ops	SMOGs on fleet vehicles - five vehicles	Garage Repairs Outside	\$ 158.75
1050 US Bank Visa Admin x5992	09/10/2024	Misc-Admin	Renaissance Resort - hotel stay for Rich CSDA conf. 9/9-9/12	Conferences / Workshops Staff	\$ 502.99
1050 US Bank Visa Admin x5992	09/10/2024	Misc-Admin	Renaissance Resort - hotel stay for Trustee Mason CSDA conf. 9/9-9/12	Conferences / Workshops Board	\$ 495.08
1050 US Bank Visa Admin x5992	09/10/2024	Misc-Admin	Renaissance Resort - hotel stay for Trustee R. Riechel CSDA conf. 9/9-9/12	Conferences / Workshops Board	\$ 495.08
1050 US Bank Visa Admin x5992	09/10/2024	Misc-Admin	Renaissance Resort - hotel stay for Matt CSDA conf. 9/9-9/12	Conferences / Workshops Staff	\$ 495.08
1050 US Bank Visa Admin x5992	09/11/2024	Safeway Store	Cookies for Sept. board meeting	Board Meeting Expenses	\$ 13.98
1050 US Bank Visa Admin x5992	09/12/2024	Google Inc.	Google ad campaigns for dist. services Sept. 2024	Media and Network	\$ 500.00

**SAN MATEO COUNTY MOSQUITO & VECTOR CONTROL DISTRICT**  
**Credit Card Transaction Report**  
**September 2024**

Account	Date	Name	Memo/Description	Account	Amount
1050 US Bank Visa Admin x5992	09/20/2024	FasTrak	Replenish 7/15/24-8/14/24	Conferences / Workshops Staff	\$ 25.00
<b>Total for 1050 US Bank Visa Admin x5992</b>					<b>\$ 7,457.93</b>
1045 US Bank Visa Brian x2315					
1045 US Bank Visa Brian x2315	09/05/2024	UPS	Two district documents notarized	Office Expense	\$ 30.00
1045 US Bank Visa Brian x2315	09/08/2024	Microsoft	Service period 8/15/24-7/14/25 19 licenses	Website Hosting / Microsoft	-\$ 68.85
1045 US Bank Visa Brian x2315	09/08/2024	Microsoft	Service period 7/15/24-7/14/25 27 licenses	Website Hosting / Microsoft	-\$ 45.76
1045 US Bank Visa Brian x2315	09/11/2024	FedEx	Fax district document	Office Expense	\$ 2.48
1045 US Bank Visa Brian x2315	09/12/2024	Uber	Transportation for Brian - CSDA conf. 9/9/24-9/12/24	Conferences / Workshops Staff	\$ 130.43
1045 US Bank Visa Brian x2315	09/12/2024	United Airline	Baggage fees for Brian - CSDA conf. 9/9-9/12	Conferences / Workshops Staff	\$ 80.00
1045 US Bank Visa Brian x2315	09/12/2024	Misc-Admin	Renaissance Resort - hotel final chrg for Brian - CSDA conf. 9/9/24-9/12/24	Conferences / Workshops Staff	\$ 562.98
<b>Total for 1045 US Bank Visa Brian x2315</b>					<b>\$ 691.28</b>
1053 US Bank Visa Casey x8447					
1053 US Bank Visa Casey x8447	09/06/2024	Misc- Ops	American Star Machine - replacement engine for the Airboat	Equipment - Operations & Admin	\$ 12,947.06
1053 US Bank Visa Casey x8447	09/06/2024	Misc- Ops	Crowley Marine - replacement prop for Klamath	Ops Equipment & Repairs	\$ 230.32
<b>Total for 1053 US Bank Visa Casey x8447</b>					<b>\$ 13,177.38</b>
<b>Total US Bank Purchase Card</b>					<b>\$ 21,974.06</b>

Accrual Basis Tuesday, October 29, 2024 10:41 PM GMTZ

Agenda Item 4C

**SUBJECT: Retirement of a 2014 Nissan technician pickup truck from fixed asset inventory**

---

**SUMMARY**

Two technician vehicles have reached the end of their useful life, and staff proposes disposing of them according to procedures outlined in the District Policy Manual. Enterprise Fleet Management (“Enterprise”) will handle the public sale of the vehicles, with the proceeds applied toward reducing the lease payment on their replacements. Enterprise estimates the sale will generate approximately \$9,100.

**BACKGROUND AND STATUS**

District Policies 6020 (Fixed Asset Inventory) and 6050 (Disposal of Surplus Equipment) outline the procedures for disposing of equipment and other capital assets. A copy of the fixed asset retirement form (Attachment 4E.1) has been provided to the Finance Committee for review. If the Finance Committee recommends approval, the asset’s retirement will be included in the November Consent Calendar.

Staff requests that the Finance committee recommend that the Board approve the removal of the following item from the District’s capital asset inventory:

**2014 Nissan Frontier Pro4X (4x4)**  
**1N6AD0CU1EN732765**  
**Mileage: 49,335**

**STAFF RECOMMENDATION**

The Finance Committee recommends that the Board approve retiring the item listed in attachment 4C.1 from the District’s fixed asset inventory.

**REFERENCE MATERIALS ATTACHED**

1. Fixed Asset Retirement Request for a 2014 Nissan technician pickup truck VIN 1N6AD0CU1EN732765

**SAN MATEO COUNTY MOSQUITO AND VECTOR CONTROL DISTRICT**

**FIXED ASSET RETIREMENT REQUEST FORM**

**AS OF:** 11/1/2024

<b>Inventory No.</b>	<b>Purchase Date</b>	<b>Capitalized Cost</b>	<b>Accumulated Depreciation</b>	<b>Est. Residual Value</b>	<b>Asset Description</b>	<b>Disposition</b>
1N6AD0CU1EN732765	7/2/2014	\$ 23,975	\$ 23,975	\$ 9,000	2014 Nissan Frontier Pro4X (4x4)	public sale
<b>Total:</b>		\$ 23,975	\$ 23,975	\$ 9,000		

**Finance Admin Signature:** \_\_\_\_\_  
Richard S. Arrow

**District Manager Signature:** \_\_\_\_\_  
Brian Weber

**Board President Signature:** \_\_\_\_\_  
Mason Brutschy

**Date Signed:**

**Recorded on Minutes Dated:**

**Agenda Item 4D**

**REGULAR AGENDA**

**SUBJECT: Update regarding Annual Comprehensive Financial Report as of June 30, 2024**

---

**BACKGROUND AND STATUS**

The District has been in contract with the Pun Group (CPAs) to audit the District Financial Statements as of June 30, 2024. The audit has been progressing satisfactorily. However, there has been a delay in receiving the first draft of the District's ACFR as of June 30, 2024.

The delay is due to unavoidable health issues affecting the Finance Director, which have impacted the timely submission of schedules and confirmations to the Pun Group. However, we are now very close to finalizing all schedules, and we anticipate submitting the complete information to the Pun Group within the coming days.

Once these submissions are complete, the district manager and I will receive the draft ACFR for thorough review. After completing our review, we will request the Pun Group to finalize the FYE 2024 ACFR and submit the document to the Government Finance Officers Association (GOFA). The deadline for this submission is December 31, 2024. GOFA does not require the ACFR to be Board authorized.

Since there will not be a December Board of Trustees meeting, the following is requested:

The Finance Committee convenes a special meeting in November or early December to review and recommend the ACFR for the Board of Trustees' approval at their January 8, 2025, meeting. Since GFOA submission does not require Board approval, this timeline enables management to submit the ACFR by the December 31, 2024, deadline before the January meeting.