

OKLAHOMA COUNTY CONSERVATION DISTRICT
Financial Statement - March 1-31, 2021

Attachment

\$12,337.74

- 1. Previous Balance of All Funds
- 2. Checking Account Balance Brought Forward
- 3. Deposits to Checking:

<u>DATE</u>	<u>RECEIVED OF</u>	<u>AMOUNT</u>
3/2/2021	Oklahoma Conservation Commission	\$2,520.42
3/3/2021	Oklahoma Conservation Commission	\$4,012.57
3/15/2021	Oklahoma Conservation Commission	\$6,110.90
3/18/2021	Oklahoma Conservation Commission	\$494.84
3/29/2021	NACD	\$11,391.25
Total Deposits to Checking		<u>\$24,529.98</u>

\$3,564.08

- 4. Disbursements From Checking Account:

<u>CHECK#</u>	<u>DATE</u>	<u>PAID TO</u>	<u>AMOUNT</u>
Debit	3/3/2021	Oklahoma Tax Commission	\$197.00
Debit	3/3/2021	Department of Treasury	\$1,699.78
3500	3/3/2021	Nationwide Retirement Services	\$50.00
3501	3/3/2021	Cardmember Service	\$165.00
3502	3/3/2021	Witty Ideas	\$1,050.00
3503	3/31/2021	Oklahoma Cons. Commission	\$456.13
3504	3/31/2021	Rebecca Inmon	\$1,915.52
3405	3/31/2021	Kevin Mink	\$1,876.20
3406	3/31/2021	Don Bartolina	\$897.75
3507	3/31/2021	Taylor Emery	\$1,612.41
3508	3/31/2021	Manuel Marin	\$581.81
Total Disbursements From Checking Account			<u>\$10,501.60</u>

\$17,592.46

Current Checking Account Balance

- 5. Money Market Account - Bank of Oklahoma

<u>Date</u>	<u>Payee</u>	<u>Balance Forward</u>
3/5/2021	Bank of Oklahoma	<u>\$8,759.63</u>
	Interest	\$0.20

\$8,759.83

Current Money Market Balance

Oklahoma County Conservation District - Financial Statement: March 1-31, 2021

6. Petty Cash Fund	Balance Forward	\$14.03
	<u>Description</u>	<u>\$0.00</u>

\$14.03

Current Petty Cash Balance	
Current Balance NACD TA Grant Funds	\$19,006.83
Current Balance CARE Grant	\$985.02
Current Balance District Funds	\$6,374.47
Balance of All Funds March 31, 2021	<u>\$26,366.32</u>

7. Bills to be Approved for Payment:

<u>Pay To</u>	<u>Description</u>	<u>Amount</u>
Oklahoma Tax Commission	March payroll taxes	\$190.00
Department of Treasury	March FICA, Medicare, Fed. Taxes	\$1,679.92
Nationwide Retirement Services	Deferred compensation	\$50.00
OESC	Quarterly unemployment	\$292.59
Cardmember Service	Vehicle maintenance & gas	\$127.21
Fuzzell's Business Equipment	Copier maintenance (2 quarters)	\$279.66
Kevin Mink	Quarterly CARE salary	\$1,567.69
Rebecca Inmon	Quarterly CARE salary	\$1,508.69
		<u>\$5,695.76</u>

8. Accounts Receivable Due:

<u>Ticket#</u>	<u>From</u>	<u>Description</u>	<u>Amount</u>
none	Oklahoma Conservation Commission	Blue Thumb education supplies	\$1,050.00
none	OACD	Quarterly CARE salaries	\$4,750.00
none	Oklahoma Conservation Commission	March salaries/operating expense	\$4,387.92
none	Oklahoma Conservation Commission	March special project salaries	\$497.30
none	Oklahoma Conservation Commission	Election expense-Notice of filing period	\$52.65
none	Oklahoma Conservation Commission	April salary, Inmon	\$2,520.42
	Total Accounts Receivable Due		<u>\$13,258.29</u>

\$25,154.99

9. Projected Checking Account Balance

Approved: _____ Date: _____
 Chair, Board of Directors

Profit and Loss Statement
Oklahoma County Conservation District
FY 2021 Year to Date

Income

Description	Amount
Reimburse salaries	\$68,210.99
Reimburse Operating expense	\$3,644.54
Misc. Income / Transfers	\$10,150.00
Grants	\$50,123.75
Cost-share program payments	\$19,669.09
Total Income	\$151,798.37

Expenses

Description	Amount
Salaries	\$72,800.54
Taxes	\$22,202.03
Employee Insurance/ retirement	\$4,685.18
Deferred Comp	\$575.00
Meetings & travel	\$325.00
Vehicle expense	\$184.01
Supplies & equipment	\$347.73
Education & outreach	\$3,881.42
Postage & printing	\$258.30
Member Dues	\$875.00
Cost-Share payments	\$19,669.09
Misc. expense/ transfers	\$20,054.00
Total Expenses	\$145,857.30

Net Profit **\$5,941.07**
(Gross Receipts less Expenses)

DISTRICT EMPLOYEE PAYROLL WORKSHEET

Inmon

Employee Name	Rebecca Inmon
Conservation District Name & Number	Oklahoma County CD#56
Period Beginning & Ending	March 1-31, 2021
Participates in Step-up? ("Y" for yes, "N" for no)	N

	OCC Reimbursable	Local	Totals (OCC + Local)
1 Monthly / Hourly Rate of Pay	\$13.55	\$200.00	\$213.55
2 Total Hours in Pay Status	173.00	1.00	173.00
3 Total Gross Earnings (Line 1 x Line 2)	\$2,344.15	\$200.00	\$2,544.15
4 EBA (enter zero if negative) (from Confirmation of Benefits)	\$0.00	\$0.00	\$0.00
5 Total Pre-Tax Amount (enter zero if negative) (from Confirmation of Benefits)	\$40.01	\$0.00	\$40.01
6 Total Social Security Earnings (Line 3 + Line 4 - Line 5)	\$2,304.14	\$200.00	\$2,504.14
7 Employee FICA (Line 6)* 6.2 Percent	\$142.86	\$12.40	\$155.26
8 Employee MQFE (Line 6)* 1.45 Percent	\$33.41	\$2.90	\$36.31
9 Employee's Share of Retirement (Line 3)* 3.5 Percent	\$82.05	\$7.00	\$89.05
10 Employee's Share of Retirement - Step Up (Line 3)* 2.91 Percent	\$0.00	\$0.00	\$0.00
11 Deferred Compensation	\$50.00	\$0.00	\$50.00
12 Pre-Tax Gross Earnings (Line 3+Line 4 -Line 5 -Line 9 -Line 10 - Line 11)	\$2,172.09	\$193.00	\$2,365.09
13 Federal Withholding (figured on Line 12)	\$160.00	\$22.00	\$182.00
14 State Withholding (figured on Line 12)	\$66.00	\$10.00	\$76.00
15 EBA (enter zero if positive) (from Confirmation of Benefits)	\$40.01	\$0.00	\$40.01
16 Total Other Items Selected (From Confirmation of Benefits)	\$0.00	\$0.00	\$0.00
17 Total Deductions (Line 7 + Line 8 + Line 9 + Line 10 + Line 11 + Line 13 + Line 14+ Line 15 + Line 16)	\$574.33	\$54.30	\$628.63
18 EBA (enter zero if negative)	\$0.00	\$0.00	\$0.00
19 Net Earnings (Line 3 - Line 17 + Line 18)	\$1,769.82	\$145.70	\$1,915.52
20 Total OCC Reimbursable (Line 3 + (Line 6 * 7.65%) + Line 18)	\$2,520.42		

This is to certify that the above-named employee has been regularly employed by this district for the period specified above and is entitled to the amount claimed.

Rebecca Inmon
Employee

J. L. Kye 3-3-20 21
Chair

DAILY ACTIVITY TIMESHEET AND LEAVE RECORD

Oklahoma County CONSERVATION DISTRICT

MONTH & YEAR: March-2021

EMPLOYEE: Rebecca Inmon

DATE	LIST TYPE OF WORK AND LOCATION FOR EACH DAY IN PAY STATUS	ST	AL	SL	EL	H	CTA	CTU	LWOP	SHL
01-Mar-21	Virtual OACD State Meeting, financial statement, correspondence, agenda	8								
02-Mar-21	Post agenda, reports, board packet, review cost share infor, write checks, Fin state, board prep, NRCS corres	8								
03-Mar-21	Post board packet online, board meeting notes, financial worksheets, bank statements, board meeting	8								
04-Mar-21	Board meeting minutes, Level 2 Dongin, Cedar mgt webinar	8								
05-Mar-21	Board meeting minutes, Claims to OCC, Assist Mink, scan minutes/reports, pay bills, AL	6	2							
08-Mar-21	TA grant infor/make contacts. Update legislative contacts, minutes to partners, CARE infor for K. McKenson, SL (12:30-1:30)	7		1						
09-Mar-21	AL (8-12) Board meeting minutes, CARE readings, timesheet	4	4							
10-Mar-21	Grove Valley school, Postage webpage/FB, cost share contacts, assist Alvin Lee, AL	7	1							
11-Mar-21	File maintenanc, post cost share infor webpage, update director attendance log, NRCS mail, team mgt homework	8								
12-Mar-21	Contact C. Pittman, review election rules, Timesheet, vehicle log, assist C. Bratten	7	1							
15-Mar-21	Corres, monthly CARE teleconf, update financial worksheets/claims/allocation register, interview C. Pittman	8								
16-Mar-21	Timesheet, emails/corres, file maint, AL	3	5							
17-Mar-21	Financial updates, cost share folders, IT issues, cost share sign-up-Stanfield, Atkinson, Roberts	8								
18-Mar-21	Southern Plains podcast, financials, District teams training, review WORMS training, corres.	8								
19-Mar-21	Annual Leave		8							
20-Mar-21	Oklahoma Black Historical Research Project webinar						5			
22-Mar-21	Sick Leave, timesheet, post to Facebook, corres., Comp time	2		1				5		
23-Mar-21	Corres/emails, CARE WEWAIT zoom training, Pittman CARE article, CARE video-Tragedy of Broken Trust	8								
24-Mar-21	SL, cost share, edit Pitman article, staff call w/Bartolina, review OCHS annual report, corres, admin	6		2						
25-Mar-21	CARE zoom training, cost share Spencer, CARE contacts-Logan County, CARE invoice, Contact C. Green	8								
26-Mar-21	Contacts-Election board, director Godfrey, Logan County CD, Pitman pics-post article, CARE report infor	8								
29-Mar-21	CARE quarterly report, Lake Thunderbird Alliance board meeting	8								
30-Mar-21	Alcorn Univ-SDA Policy Research Ctr webinar, CARE report, payroll, AL	7	1							
31-Mar-21	Payroll, earnings records, pre-claim summaries, notice of filing period to Oklahoman, Level 2, cost share, TA request	8								
TOTALS	TOTAL HOURS	153.00	22.00	4.00	0.00	0.00	5.00	5.00	0.00	0.00

LEAVE SUMMARY	Forward	Used	End of Month Accruals	Ending Balance
AL	459.62	22	16.66	454.28
SL	742	4	10	748
CT				0

Employee Signature: *Rebecca G Inmon* Date: *4/1/21*

Supervisor Signature: _____ Date: _____

ST=standard time AL=annual leave SL=sick leave EL=enforced leave H=holiday CTA=compensatory time accrued
 CTU=compensatory time used LWOP=leave without pay SHL=shared leave

DISTRICT EMPLOYEE PAYROLL WORKSHEET

Mink

Employee Name	Kevin Mink
Conservation District Name & Number	Oklahoma County #56
Period Beginning & Ending	March 1-31, 2021
Participates in Step-up? ("Y" for yes, "N" for no)	N

	OCC Reimbursable	Local	Totals (OCC + Local)
1 Monthly / Hourly Rate of Pay	\$17.50	\$0.00	\$17.50
2 Total Hours in Pay Status	134.00	0.00	134.00
3 Total Gross Earnings (Line 1 x Line 2)	\$2,345.00	\$0.00	\$2,345.00
4 EBA (enter zero if negative) (from Confirmation of Benefits)	\$0.00	\$0.00	\$0.00
5 Total Pre-Tax Amount (enter zero if negative) (from Confirmation of Benefits)	\$7.51	\$0.00	\$7.51
6 Total Social Security Earnings (Line 3 + Line 4 - Line 5)	\$2,337.49	\$0.00	\$2,337.49
7 Employee FICA (Line 6)* 6.2 Percent	\$144.92	\$0.00	\$144.92
8 Employee MQFE (Line 6)* 1.45 Percent	\$33.89	\$0.00	\$33.89
9 Employee's Share of Retirement (Line 3)* 3.5 Percent	\$82.08	\$0.00	\$82.08
10 Employee's Share of Retirement - Step Up (Line 3)* 2.91 Percent	\$0.00	\$0.00	\$0.00
11 Deferred Compensation	\$0.00	\$0.00	\$0.00
12 Pre-Tax Gross Earnings (Line 3+Line 4-Line 5-Line 9-Line 10 - Line 11)	\$2,255.41	\$0.00	\$2,255.41
13 Federal Withholding (figured on Line 12)	\$132.00	\$0.00	\$132.00
14 State Withholding (figured on Line 12)	\$66.00	\$0.00	\$66.00
15 EBA (enter zero if positive) (from Confirmation of Benefits)	\$7.51	\$0.00	\$7.51
16 Total Other Items Selected (From Confirmation of Benefits)	\$2.40	\$0.00	\$2.40
17 Total Deductions (Line 7 + Line 8 + Line 9 + Line 10 + Line 11 + Line 13 + Line 14+ Line 15 + Line 16)	\$468.80	\$0.00	\$468.80
18 EBA (enter zero if negative)	\$0.00	\$0.00	\$0.00
19 Net Earnings (Line 3 - Line 17 + Line 18)	\$1,876.20	\$0.00	\$1,876.20
20 Total OCC Reimbursable (Line 3 + (Line 6 * 7.65%) + Line 18)	\$2,523.82		

This is to certify that the above-named employee has been regularly employed by this district for the period specified above and is entitled to the amount claimed.


Employee

Chair

DAILY ACTIVITY TIMESHEET AND LEAVE RECORD

OKLAHOMA COUNTY CONSERVATION DISTRICT

MONTH & YEAR: March-2021

EMPLOYEE: Kevin Mink

DATE	LIST TYPE OF WORK AND LOCATION FOR EACH DAY IN PAY STATUS	ST	AL	SL	EL	H	CTA	CTU	LWOP	SHL	Comp Time Accrued		Comp Time Used		Shared Leave Used (not donated)	
											0.00	0.00	0.00	0.00		
01-Mar-21	OACD State Meeting	6														
02-Mar-21	OACD State Meeting	6														
03-Mar-21	Cleveland County Yard by Yard discussion; Arbuckle CD outreach for OFM event	5														
04-Mar-21	Skyline OKC garden consult; YxY Website/Survey meeting w/ Shellie	5														
05-Mar-21	Firestone - truck tire repair; Cotton County YxY training	8														
08-Mar-21	Payne County CD YxY Training	5														
09-Mar-21	Delaware County CD Virtual YxY Training; Survey123 Review	5														
10-Mar-21	Murray County CD Yard by Yard Training	5														
11-Mar-21	Shawnee CD Yard by Yard Training	5														
12-Mar-21	Muskogee County Conservation District Yard by Yard Training	8														
15-Mar-21	Will Rogers Gardens -Site Inventory & Analysis	6														
16-Mar-21	Science Museum site CTA; Keith Owen NACD phone call	6														
17-Mar-21	Sick Leave			6												
18-Mar-21	Sick Leave			6												
19-Mar-21	Sick Leave			8												
22-Mar-21	email correspondence; Will Rogers site inventory & analysis - trees, soils, and infrastructure	5														
23-Mar-21	YxY online survey development; CARE Native American Producer webinar; OFM Post	6														
24-Mar-21	Will Rogers site visit & soil sample collection	5														
25-Mar-21	CARE champion identification webinar	5														
26-Mar-21	Yard by Yard Spring launch meeting; office pollinator garden maintenance	8														
29-Mar-21	Will Rogers grading & circulation design; YxY FB page design	5														
30-Mar-21	Online Checklist update w/ Shellie; preparation for Spring Yard by Yard launch	5														
31-Mar-21	OFM post; emails; Yard by Yard updates	5														
TOTALS		114.00	0.00	20.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

LEAVE SUMMARY	Forward		Used		End of Month Accruals		Ending Balance	
	AL	SL	CT	0	7.3	7.3	46.7	18.7
	39.4	31.4		0	7.3	7.3	46.7	18.7
				20				0

Employee Signature: *Kevin Mink* Date: 3/31/21

Supervisor Signature: _____ Date: _____

ST=standard time AL=annual leave SL=sick leave EL=enforced leave H=holiday CTA=compensatory time accrued
 CTU=compensatory time used LWOP=leave without pay SHL=shared leave

DISTRICT EMPLOYEE PAYROLL WORKSHEET

Bartolina

Employee Name	Don Bartolina
Conservation District Name & Number	Oklahoma County #56
Period Beginning & Ending	March 1-31, 2021
Participates in Step-up? ("Y" for yes, "N" for no)	N

	OCC Reimbursable	Local	Totals (OCC + Local)
1 Monthly / Hourly Rate of Pay	\$16.84	\$0.00	\$16.84
2 Total Hours in Pay Status	60.00	0.00	60.00
3 Total Gross Earnings <i>(Line 1 x Line 2)</i>	\$1,010.40	\$0.00	\$1,010.40
4 EBA (enter zero if negative) <i>(from Confirmation of Benefits)</i>	\$0.00	\$0.00	\$0.00
5 Total Pre-Tax Amount (enter zero if negative) <i>(from Confirmation of Benefits)</i>	\$0.00	\$0.00	\$0.00
6 Total Social Security Earnings <i>(Line 3 + Line 4 - Line 5)</i>	\$1,010.40	\$0.00	\$1,010.40
7 Employee FICA <i>(Line 6) * 6.2 Percent</i>	\$62.64	\$0.00	\$62.64
8 Employee MQFE <i>(Line 6) * 1.45 Percent</i>	\$14.65	\$0.00	\$14.65
9 Employee's Share of Retirement <i>(Line 3) * 3.5 Percent</i>	\$35.36	\$0.00	\$35.36
10 Employee's Share of Retirement - Step Up <i>(Line 3) * 2.91 Percent</i>	\$0.00	\$0.00	\$0.00
11 Deferred Compensation	\$0.00	\$0.00	\$0.00
12 Pre-Tax Gross Earnings <i>(Line 3 + Line 4 - Line 5 - Line 9 - Line 10 - Line 11)</i>	\$975.04	\$0.00	\$975.04
13 Federal Withholding <i>(figured on Line 12)</i>	\$0.00	\$0.00	\$0.00
14 State Withholding <i>(figured on Line 12)</i>	\$0.00	\$0.00	\$0.00
15 EBA (enter zero if positive) <i>(from Confirmation of Benefits)</i>	\$0.00	\$0.00	\$0.00
16 Total Other Items Selected <i>(From Confirmation of Benefits)</i>	\$0.00	\$0.00	\$0.00
17 Total Deductions <i>(Line 7 + Line 8 + Line 9 + Line 10 + Line 11 + Line 13 + Line 14 + Line 15 + Line 16)</i>	\$112.65	\$0.00	\$112.65
18 EBA (enter zero if negative)	\$0.00	\$0.00	\$0.00
19 Net Earnings <i>(Line 3 - Line 17 + Line 18)</i>	\$897.75	\$0.00	\$897.75
20 Total OCC Reimbursable <i>(Line 3 + (Line 6 * 7.65%) + Line 18)</i>	\$1,087.70		

This is to certify that the above-named employee has been regularly employed by this district for the period specified above and is entitled to the amount claimed.



Employee

Chair

DAILY ACTIVITY TIMESHEET AND LEAVE RECORD

MONTH & YEAR: March-2021 Oklahoma County CONSERVATION DISTRICT

EMPLOYEE: Don Bartolina

DATE	LIST TYPE OF WORK AND LOCATION FOR EACH DAY IN PAY STATUS	ST	AL	SL	EL	H	Comp Time Accrued	CTA	CTU	LWOP	SHL	Shared Leave Used (not donated)						
													Ann. Leave	Sick Leave	En. Leave	Holiday	Comp Time Used	Leave Without Pay
01-Mar-21	OACD meeting, board meeting agenda	8																
02-Mar-21	OACD meeting, land and range contest, prepare board meeting	8																
03-Mar-21	Review board meeting materials, board meeting	6																
04-Mar-21	NRCS cedar removal webinar	3																
05-Mar-21	District operations, follow-up on board meeting actions	2																
08-Mar-21	Discuss annual plan, follow-up USDA grant and OACD awards	3																
11-Mar-21	District operations	3																
12-Mar-21	CARE Program	3																
15-Mar-21	CARE teleconference with Logan County, follow-up	3																
18-Mar-21	District operations	3																
20-Mar-21	Oklahoma Black Historical Research Project Inc. webinar	3																
23-Mar-21	CARE WEWAIT zoom training	3																
24-Mar-21	Staff contacts, review election process, discuss possible NRD	3																
25-Mar-21	CARE zoom training-selecting champions, review information	4																
29-Mar-21	District operations	3																
31-Mar-21	Time and attendance, discuss agenda items for April board meeting	2																
TOTALS											60.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
LEAVE SUMMARY		Forward		Used		End of Month Accruals		Ending Balance										
		AL						0		4/5/2021								
		SL						0		Date								
		CT						0		Date								

Employee Signature: *Don Bartolina* Date: 4/5/2021

Supervisor Signature: _____ Date: _____

ST- standard time AL- annual leave SL- sick leave EL- enforced leave H- holiday CTA- compensatory time accrued
 CTU- compensatory time used LWOP- leave without pay SHL- shared leave

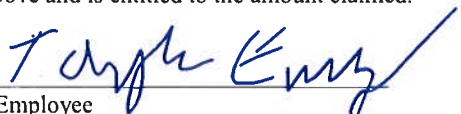
DISTRICT EMPLOYEE PAYROLL WORKSHEET

Emery

Employee Name	Taylor Emery
Conservation District Name & Number	Oklahoma County 56
Period Beginning & Ending	March 1-31, 2021
Participates in Step-up? ("Y" for yes, "N" for no)	N

	OCC Reimbursable	Local	Totals (OCC + Local)
1 Monthly / Hourly Rate of Pay	\$3.38	\$19.12	\$22.50
2 Total Hours in Pay Status	84.00	84.00	84.00
3 Total Gross Earnings (Line 1 x Line 2)	\$283.92	\$1,606.08	\$1,890.00
4 EBA (enter zero if negative) (from Confirmation of Benefits)	\$0.00	\$0.00	\$0.00
5 Total Pre-Tax Amount (enter zero if negative) (from Confirmation of Benefits)	\$0.00	\$0.00	\$0.00
6 Total Social Security Earnings (Line 3 + Line 4 - Line 5)	\$283.92	\$1,606.08	\$1,890.00
7 Employee FICA (Line 6)* 6.2 Percent	\$17.60	\$99.58	\$117.18
8 Employee MQFE (Line 6)* 1.45 Percent	\$4.12	\$23.29	\$27.41
9 Employee's Share of Retirement (Line 3)* 3.5 Percent	\$0.00	\$0.00	\$0.00
10 Employee's Share of Retirement - Step Up (Line 3)* 2.91 Percent	\$0.00	\$0.00	\$0.00
11 Deferred Compensation	\$0.00	\$0.00	\$0.00
12 Pre-Tax Gross Earnings (Line 3+Line 4 -Line 5 -Line 9 -Line 10 - Line 11)	\$283.92	\$1,606.08	\$1,890.00
13 Federal Withholding (figured on Line 12)	\$85.00	\$0.00	\$85.00
14 State Withholding (figured on Line 12)	\$48.00	\$0.00	\$48.00
15 EBA (enter zero if positive) (from Confirmation of Benefits)	\$0.00	\$0.00	\$0.00
16 Total Other Items Selected (From Confirmation of Benefits)	\$0.00	\$0.00	\$0.00
17 Total Deductions (Line 7 + Line 8 + Line 9 + Line 10 + Line 11 + Line 13 + Line 14+ Line 15 + Line 16)	\$154.72	\$122.87	\$277.59
18 EBA (enter zero if negative)	\$0.00	\$0.00	\$0.00
19 Net Earnings (Line 3 - Line 17 + Line 18)	\$129.20	\$1,483.21	\$1,612.41
20 Total OCC Reimbursable (Line 3 + (Line 6 * 7.65%) + Line 18)	\$305.64		

This is to certify that the above-named employee has been regularly employed by this district for the period specified above and is entitled to the amount claimed.


Employee

Chair

MONTH & YEAR: March-2021


Oklahoma County CONSERVATION DISTRICT

EMPLOYEE: Taylor Emery

OCC-5B (01/21)

DAILY ACTIVITY TIMESHEET AND LEAVE RECORD

DATE	LIST TYPE OF WORK AND LOCATION FOR EACH DAY IN PAY STATUS	ST	AL	SL	EL	H	CTA	CTU	LWOP	SHL	Comp Time					
											Accrued	Used				
01-Mar-21	NRCS file research, Work from home	4														
02-Mar-21	NRCS file research, Work from home	3														
04-Mar-21	NRCS file research, Work from home	3														
05-Mar-21	NRCS file research, Work from home	3														
08-Mar-21	NRCS file research, Work from home	5														
09-Mar-21	NRCS file research, Work from home	5														
10-Mar-21	NRCS file research, Work from home	5														
11-Mar-21	NRCS file research, Work from home	4														
12-Feb-21	NRCS file research, Work from home	4														
15-Mar-21	NRCS file research, Work from home	5														
16-Mar-21	NRCS file research, Work from home	5														
17-Mar-21	NRCS file research, Work from home	5														
18-Mar-21	NRCS file research, Work from home	5														
19-Mar-21	NRCS file research, Work from home	3														
22-Mar-21	NRCS file research, Work from home	3														
23-Mar-21	NRCS file research, Work from home	3														
24-Mar-21	NRCS file research, Work from home	3														
25-Mar-21	NRCS file research, Work from home	4														
26-Mar-21	NRCS file research, Work from home	4														
29-Mar-21	NRCS file research, Work from home	4														
30-Mar-21	NRCS file research, Work from home	4														
TOTALS											84.00	0.00	0.00	0.00	0.00	0.00
LEAVE SUMMARY	Forward											Used	Ending Balance			
	AL												0			
	SL												0			
	CT												0			

Employee Signature:  Date: 3/31/2021

Supervisor Signature: _____ Date: _____

ST - standard time AL - annual leave SL - sick leave EL - enforced leave H - holiday CTA - compensatory time accrued
 CTU - compensatory time used LWOP - leave without pay SHL - shared leave

DISTRICT EMPLOYEE PAYROLL WORKSHEET

Marin

Employee Name	Manuel Marin
Conservation District Name & Number	Oklahoma County #56
Period Beginning & Ending	March 1-31, 2021
Participates in Step-up? ("Y" for yes, "N" for no)	N

	OCC Reimbursable	Local	Totals (OCC + Local)
1 Monthly / Hourly Rate of Pay	\$3.38	\$19.12	\$22.50
2 Total Hours in Pay Status	28.00	28.00	28.00
3 Total Gross Earnings <i>(Line 1 x Line 2)</i>	\$94.64	\$535.36	\$630.00
4 EBA (enter zero if negative) <i>(from Confirmation of Benefits)</i>	\$0.00	\$0.00	\$0.00
5 Total Pre-Tax Amount (enter zero if negative) <i>(from Confirmation of Benefits)</i>	\$0.00	\$0.00	\$0.00
6 Total Social Security Earnings <i>(Line 3 + Line 4 - Line 5)</i>	\$94.64	\$535.36	\$630.00
7 Employee FICA <i>(Line 6) * 6.2 Percent</i>	\$5.87	\$33.19	\$39.06
8 Employee MQFE <i>(Line 6) * 1.45 Percent</i>	\$1.37	\$7.76	\$9.13
9 Employee's Share of Retirement <i>(Line 3) * 3.5 Percent</i>	\$0.00	\$0.00	\$0.00
10 Employee's Share of Retirement - Step Up <i>(Line 3) * 2.91 Percent</i>	\$0.00	\$0.00	\$0.00
11 Deferred Compensation	\$0.00	\$0.00	\$0.00
12 Pre-Tax Gross Earnings <i>(Line 3+Line 4 -Line 5 -Line 9 -Line 10 - Line 11)</i>	\$94.64	\$535.36	\$630.00
13 Federal Withholding <i>(figured on Line 12)</i>	\$0.00	\$0.00	\$0.00
14 State Withholding <i>(figured on Line 12)</i>	\$0.00	\$0.00	\$0.00
15 EBA (enter zero if positive) <i>(from Confirmation of Benefits)</i>	\$0.00	\$0.00	\$0.00
16 Total Other Items Selected <i>(From Confirmation of Benefits)</i>	\$0.00	\$0.00	\$0.00
17 Total Deductions <i>(Line 7 + Line 8 + Line 9 + Line 10 + Line 11 + Line 13 + Line 14+ Line 15 + Line 16)</i>	\$7.24	\$40.95	\$48.19
18 EBA (enter zero if negative)	\$0.00	\$0.00	\$0.00
19 Net Earnings <i>(Line 3 - Line 17 + Line 18)</i>	\$87.40	\$494.41	\$581.81
20 Total OCC Reimbursable <i>(Line 3 + (Line 6 * 7.65%) + Line 18)</i>	\$101.88		

This is to certify that the above-named employee has been regularly employed by this district for the period specified above and is entitled to the amount claimed.


Employee

Chair

DAILY ACTIVITY TIMESHEET AND LEAVE RECORD

Oklahoma County CONSERVATION DISTRICT

MONTH & YEAR: March-2021

EMPLOYEE: MANUEL MARIN

DATE	LIST TYPE OF WORK AND LOCATION FOR EACH DAY IN PAY STATUS	ST	AL	SL	EL	H	CTA	CTU	LWOP	SHL	Comp Time					
											Accrued	Used				
01-Mar-21	LUJAN RESEARCH HOME	3														
02-Mar-21	LUJAN RESEARCH HOME	3														
05-Mar-21	LUJAN RESEARCH HOME	4														
10-Mar-21	LUJAN RESEARCH HOME	2														
11-Mar-21	LUJAN EDITING HOME	3														
12-Mar-21	LUJAN EDITING HOME	4														
15-Mar-21	LUJAN EDITING HOME	2														
17-Mar-21	LUJAN EDITING HOME	1														
19-Mar-21	LUJAN EDITING HOME	4														
22-Mar-21	LUJAN EDITING HOME	1														
23-Mar-21	LUJAN EDITING HOME	1														
TOTALS											28.00	0.00	0.00	0.00	0.00	0.00
LEAVE SUMMARY	Forward											Used	Ending Balance			
	AL												0			
	SL												0			
	CT												0			

Employee Signature: *Manuel Marin* Date: 04/10/21

Supervisor Signature: _____ Date: _____

ST=standard time AL=annual leave SL=sick leave EL=enforced leave H=holiday CTA=compensatory time accrued
 CTU=compensatory time used LWOP=leave without pay SHL=shared leave

STATE OF OKLAHOMA
Notarized Claim Voucher
And

Disbursement of Payroll Withholdings

CLAIM OF: Oklahoma County CD #56

ALT. NAME:

Vend I.D.: 73-0722673 LOC.: _____

ASSIGNMENT SECTION

ASSIGNEE: _____

Vend I.D.: _____ LOC.: _____

I hereby assign this claim to the above assignee and authorize the State Treasurer to issue a warrant in payment to said assignee.

Claimant _____

Date _____

OSF - AUDITED BY: _____

FOR AGENCY USE:

For Agency Use Only:

TOTAL CLAIM AMOUNT

Agency, Board, Comm., Dept.:

AGENCY BUSINESS UNIT

CLAIM VOUCHER NO.

WARRANT NO.

ORDER NO.	AMOUNT	OBJECT ACCOUNT	OBJECT SUB-ACCT	FUNDING CLASS	ACT/SUB DEPT	BUDGET REF YR	CFDA CHARTFIELD	PROGRAM	PROJECT	OPER UNIT	RESERVED	RESERVED
TOTAL												

DATE	ITEM	QUANTITY	ARTICLE	UNIT PRICE	AMOUNT CLAIMED	OBJECT ACCOUNT
4/7/2021	08		NRCS shared staff March salary		\$ 2,523.82	
	12		Unallocated March salary		\$ 1,087.70	
	12		Unallocated employer retirement		\$ 166.72	
	26		Vehicle motor fuel		\$ 55.21	
	46		Vehicle tire repair		\$ 72.00	
	79		Quarterly unemployment		\$ 202.81	
	86		Copier rental - two quarters		\$ 279.66	
TOTAL AMOUNT APPROVED					\$	4,387.92

THE SECTION BELOW IS NOT REQUIRED FOR WITHHOLDING PAYMENTS-EXCEPT FOR WITHHOLDING REFUNDS

The undersigned contractor, vendor, individual, or duly sworn agent, of lawful age, upon oath says that this claim is true and correct. Affiant further states that the work, services, or materials as shown by this claim have been completed or supplied in accordance with the plans, specifications, orders, requests, and all other terms of the contract. Affiant also states that any refunds represented by this payment are due. (NOTE: Claimant signature only for payroll withholding refunds.)

I hereby approve this claim for payment and certify it complies with the purchasing laws of this State. And as appropriate, with the payroll withholding rules and regulations of this State.

State of Oklahoma County of Oklahoma

Agency's Approving Officer _____

Claimant _____

Subscribed and sworn before me _____

Notary Public (or Clerk or Judge) _____

My Commission expires Nov. 8, 2022

Title _____

Date _____

STATE OF OKLAHOMA
Notarized Claim Voucher
And

Disbursement of Payroll Withholdings

CLAIM OF: Oklahoma County CD #56

ALT. NAME:

Vend I.D.: 73-0722673 LOC.: _____

ASSIGNMENT SECTION

ASSIGNEE:

Vend I.D.: _____ LOC.: _____

I hereby assign this claim to the above assignee and authorize the State Treasurer to issue a warrant in payment to said assignee.

Claimant

Date

OSF - AUDITED BY: _____

FOR AGENCY USE:

ORDER NO.	AMOUNT	OBJECT ACCOUNT	OBJECT SUB-ACCT	FUNDING CLASS	ACT/SUB DEPT	BUDGET REF YR	CFDA CHARTFIELD	PROGRAM	PROJECT	OPER UNIT	RESERVED	RESERVED	
TOTAL													
DATE	ITEM	QUANTITY	ARTICLE					UNIT PRICE	AMOUNT CLAIMED	OBJECT ACCOUNT			
4/7/2021	93		Election expense - notice of filing period						\$ 52.65				

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I hereby approve this claim for payment and certify it complies with the purchasing laws of this State. And as appropriate, with the payroll withholding rules and regulations of this State.

State of Oklahoma County of Oklahoma

Agency's Approving Officer

Subscribed and sworn before me

My Commission expires 8-Nov , 2022

Date

Notary Public (or Clerk or Judge)

Title

Claimant

STATE OF OKLAHOMA
Notarized Claim Voucher
And

Disbursement of Payroll Withholdings

CLAIM OF: Oklahoma County CD #56

ALT. NAME:

Vend I.D.: 73-0722673 LOC.:

ASSIGNMENT SECTION

ASSIGNEE:

Vend I.D.: LOC.:

I hereby assign this claim to the above assignee and authorize the State Treasurer to issue a warrant in payment to said assignee.

OSF - AUDITED BY:

FOR AGENCY USE:

Claimant _____ Date _____

For Agency Use Only:			
TOTAL CLAIM AMOUNT	AGENCY BUSINESS UNIT	CLAIM VOUCHER NO.	WARRANT NO.

Agency, Board, Comm., Dept.:

ORDER NO.	AMOUNT	OBJECT ACCOUNT	OBJECT SUB-ACCT	FUNDING CLASS	ACT/SUB DEPT	BUDGET REF YR	CFDA CHARTFIELD	PROGRAM	PROJECT	OPER UNIT	RESERVED	RESERVED
TOTAL												

DATE	ITEM	QUANTITY	ARTICLE	UNIT PRICE	AMOUNT CLAIMED	OBJECT ACCOUNT
4/7/2021	99		Special project - Emery March salary		\$ 305.64	
	99		Special project - Marin March salary		\$ 101.88	
	99		Quarterly unemployment		\$ 89.78	
TOTAL AMOUNT APPROVED					\$	497.30

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Claimant _____

State of Oklahoma County of Oklahoma

Subscribed and sworn before me _____

Notary Public (or Clerk or Judge) _____

My Commission expires Nov 8, 2022

Title _____

Date _____

STATE OF OKLAHOMA
Notarized Claim Voucher
And

Disbursement of Payroll Withholdings

CLAIM OF: Oklahoma County CD #56

ALT. NAME:

Vend I.D.: 73-0722673 LOC.:

ASSIGNMENT SECTION

ASSIGNEE:

Vend I.D.: LOC.:

I hereby assign this claim to the above assignee and authorize the State Treasurer to issue a warrant in payment to said assignee.

OSF - AUDITED BY:

FOR AGENCY USE:

Claimant _____ Date _____

ORDER NO.	AMOUNT	OBJECT ACCOUNT	OBJECT SUB-ACCT	FUNDING CLASS	ACT/SUB DEPT	BUDGET REF YR	CFDA CHARTFIELD	PROGRAM	PROJECT	OPER UNIT	RESERVED	RESERVED
TOTAL												

DATE	ITEM	QUANTITY	ARTICLE	UNIT PRICE	AMOUNT CLAIMED	OBJECT ACCOUNT
4/7/2021	02		Secretary II salary - April		\$ 2,520.42	
					TOTAL AMOUNT APPROVED	\$ 2,520.42

THE SECTION BELOW IS NOT REQUIRED FOR WITHHOLDING PAYMENTS-EXCEPT FOR WITHHOLDING REFUNDS

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I hereby approve this claim for payment and certify it complies with the purchasing laws of this State. And as appropriate, with the payroll withholding rules and regulations of this State.

Claimant _____

State of Oklahoma County of Oklahoma

Agency's Approving Officer _____

Subscribed and sworn before me _____

Title _____ Date _____

Notary Public (or Clerk or Judge) _____

My Commission expires Nov 8, 2022

**District FY 21 Allocation and Expense Register
Oklahoma County Conservation District**

Claim/Req. Date	Personnel Inmon (2)	Personnel Mink (08)	Personnel Bartolina (12)	Operating Expenses	Description	Copier Rental	Special Project	Description	Total Allocation	Reimb N/A Allocation	Description
	\$33,726.53	\$39,378.37	\$19,625.00	\$6,000.00		\$ 560.00	\$10,000.00		\$109,289.90		
7/13/2020	\$2,520.48								\$2,520.48		
8/5/2020	\$2,520.48	\$3,496.50	\$1,015.18	\$167.00	surety bond	\$139.83	\$389.33	Emery salary	\$8,283.92		
			\$155.60	\$400.00	OACD dues						
9/2/2020	\$2,520.48	\$3,082.05	\$761.39	\$99.71	vehicle expense		\$371.13	Emery salary			
			\$116.70	\$85.05	postage		\$345.66	Marin salary	\$7,382.17		
10/7/2020	\$2,520.48	\$2,761.79	\$543.85	\$21.39	office supplies		\$342.03	Emery salary			
	\$3,444.80		\$83.36	\$1,335.00	auditing		\$331.11	Marin salary			
				\$112.01	unemployment		\$107.35	unemployment	\$11,603.17		
11/4/2020	\$2,520.48	\$2,592.24	\$725.13	\$21.39	office supplies		\$269.25	Emery salary			
			\$111.14	\$41.50	motor fuel		\$302.00	Marin salary			
				\$400.00	NACD dues						
				\$8.25	Postage				\$6,991.38		
12/2/2020	\$2,520.48	\$2,403.86	\$725.13	\$50.00	registration	\$139.83	\$283.81	Emery salary		\$1,000.00	TA grant Admin
			\$111.14				\$294.72	Marin salary	\$6,528.97		
1/6/2021	\$2,520.42	\$3,138.57	\$725.13	\$19.50	unemployment		\$294.72	Emery salary			
			\$111.14				\$211.04	Marin salary	\$7,070.27		
2/3/2021	\$2,520.42	\$3,051.30	\$725.13	\$75.00	membership		\$280.17	Emery salary			
			\$111.14	\$50.00	registration		\$269.25	Marin salary	\$7,082.41		
3/3/2021	\$2,520.42	\$2,260.08	\$725.13	\$225.00	registration		\$272.89	Emery salary		\$1,050.00	BT ed. Supplies
		\$269.13	\$111.14				\$221.95	Marin salary	\$6,605.74		
4/7/2021	\$2,520.42	\$2,523.82	\$1,087.70	\$55.21	motor fuel		\$305.64	Emery salary		\$52.65	Election expense
			\$166.72	\$72.00	tire repair	\$279.66	\$101.88	Marin salary			
				\$202.81	unemployment		\$89.78	unemployment	\$7,405.64		
Total Used	\$28,649.36	\$25,579.34	\$8,111.85	\$3,440.82		\$559.32	\$5,133.46		\$71,474.15		
Balance	\$5,077.17	\$13,799.03	\$11,513.15	\$2,559.18		\$0.68	\$4,866.54		\$37,815.75		