

Town of Pitkin
Check Detail
 May 1 - 13, 2019

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Check		05/13/2019	Rachel New		1001 · Cash - Oper...		-300.00
				5040 · Service Provi...		-300.00	300.00
TOTAL						-300.00	300.00
Check		05/13/2019	Sara Gibb		1001 · Cash - Oper...		-738.80
				6900.1 · Wages - To...		-800.00	800.00
				2210 · FICA , Medic...		122.40	-122.40
				6510 · FICA & Medi...		-61.20	61.20
TOTAL						-738.80	738.80
Check		05/13/2019	James McDonald		1001 · Cash - Oper...		-500.00
				5060 · Service Provi...		-500.00	500.00
TOTAL						-500.00	500.00
Check		05/13/2019	GCEA		1001 · Cash - Oper...		-34.09
				5260.2 · Town Hall -...		-34.09	34.09
TOTAL						-34.09	34.09

RACHEL NEW

INVOICE

970-232-0315
pitkinmayor@gmail.com

422 Main Street
Pitkin, Colorado
81241

Attention: Sara Gibb
Town of Pitkin

PO Box 9
Pitkin, Colorado, 81241
Date: 4/4/19

Invoice #1
Term: 30 Days

Description	Quantity	Unit Price	Cost
Mayor	1	\$ 300	\$ 300
Total			\$ 300

Sincerely,

Rachel Neq

Employee: Sara Gibb
Position: Clerk/Treasurer
Period: April 1, 2019 - April 30, 2019

4/1/19 1.45h (Paperwork - CTF, email; Email)
4/2/19 0.73h (Email, meeting prep, posting, paperwork)
4/3/19 3.97h
Meeting prep, website, minutes; Minutes, website, email, meeting prep ; Finances, meeting prep, email

4/4/19 4.27h
Finances, meeting prep, email; Phone calls, meeting prep; Work session

4/5/19 2.33h
Meeting prep; Copies, posting; Meeting prep, website

4/8/19 3.28h
Meeting prep, email; Email; Email; Phone call; Meeting

4/9/19 1.63h
Filing, website, ; Email, bills, paperwork ; Phone call, paperwork

4/10/19 0.77h (Email, finances)
4/11/19 1.2h (Minutes, computer updates, email, paperwork)
4/12/19 0.68h (Website, email ; Phone call)
4/15/19 2.75h (Email, bills, filing ; ZB meeting)
4/16/19 0.6h (Email, filing)
4/17/19 0.77h (Website, email; Website, email, paperwork)
4/18/19 0.97h (Paperwork, minutes, email)
4/19/19 0.75h (Paperwork, email)
4/22/19 0.62h (Email, paperwork)
4/23/19 0.77h (Email, filing)
4/24/19 0.43h (Email, paperwork)
4/25/19 0.32h (Email, filing)
4/26/19 0.4h (Email, paperwork)
4/28/19 1.05h (Computer updates, email, filing)
4/29/19 0.58h
Email, phone call; Phone, email, paperwork; Bow, PO

4/30/19 0.88h (Email, paperwork, minutes ; Email)

Total: 31.2h