

**Town of Pitkin**  
**Check Detail**  
 May 1 - 11, 2020

<u>Date</u>	<u>Name</u>	<u>Account</u>	<u>Paid Amount</u>
05/11/2020	James McDonald	<b>1001 · Cash - Operating</b>	
		5060 · Service Provided - Legal	-500.00
TOTAL			-500.00
05/11/2020	Sara Gibb	<b>1001 · Cash - Operating</b>	
		6900.1 · Wages - Town Clerk	-1,038.40
		2210 · FICA , Medicare, & FIT Payable	158.88
		6510 · FICA & Medicare Expense	-79.44
TOTAL			-958.96
05/11/2020	Sara Gibb RE	<b>1001 · Cash - Operating</b>	
		6300 · Office Supplies & Postage	-16.02
		6301 · Utilities - phone	-31.30
TOTAL			-47.32
05/11/2020	Pitkin Historical an...	<b>1001 · Cash - Operating</b>	
		5070 · Pitkin Historical & Community	-420.05
TOTAL			-420.05
05/11/2020	Gunnison Country ...	<b>1001 · Cash - Operating</b>	
		6020 · Election Expenses	-117.54
TOTAL			-117.54
05/11/2020	GCEA	<b>1001 · Cash - Operating</b>	
		5260.2 · Town Hall - Utilities	-34.30
TOTAL			-34.30

Employee: Sara Gibb  
Position: Clerk/Treasurer  
Period: April, 2020

Clerk/treasurer:

4/1/20 1.45h (Election; Election )

4/2/20 2.4h (Election, phone call, email; Election) 3.6h subtracted (paused)

4/3/20 4.37h (Email, mail; Election ) 0.53h subtracted (paused)

4/4/20 1.47h (Election) 0.18h subtracted (paused)

4/5/20 4.02h (Election; Election) 1.27h subtracted (paused)

4/6/20 2.55h (Election; Election; Election) 4/7/20 4.8h (Election; Election )  
8.08h subtracted (paused)

4/8/20 1.17h 1.53h subtracted (paused) Phone call, election; Email, phone calls; Phone call, email ; Election

4/9/20 3.55h (Election ; Election; Website, email; Finances ) 1.35h subtracted (paused)

4/10/20 1.12h (DOLA online meeting ; , email )

4/13/20 2.4h 0.5h subtracted (paused) Phone call; Phone calls, email; Town hall, swear in trustees ; Website, email,  
platform research

4/14/20 1.52h (Email, finances ; CORA JjG; Finances, website )

4/15/20 3.12h 0.23h subtracted (paused) Email, election, website ; Finances, paperwoek; Town hall; CORA JS; Website  
updates

4/16/20 3.63h 1.07h subtracted (paused) Meeting prep; Website meeting, website, finances, meeting prep ; Website

4/17/20 2.65h (Meeting prep, website, posting ; Zoom testing ) 1.9h subtracted (paused)

4/19/20 2.15h (Meeting prep, paperwork, bills ) 3.08h subtracted (paused)

4/20/20 4.07h 5.83h subtracted (paused) Email phone call ; Phone calls, email, paperwork; Meeting, phone calls, email,  
audit, bills

4/21/20 1.5h (Audit; Website ) 0.48h subtracted (paused)

4/22/20 1.73h (Bills; Website, email; PO Pitkin; Website, posting)

4/23/20 0.72h (Email, paperwork)

4/24/20 0.2h (Email, phone call)

4/28/20 1.02h (Email, posting, website ; Email)

4/29/20 0.33h (Phone call, email )

Total: 51.92h



Zoom Video Communications Inc.  
55 Almaden Blvd, 6<sup>th</sup> Floor  
San Jose, CA 95113  
billing@zoom.us

Invoice Date: 04/17/2020  
Invoice #: INV15961962  
Payment Terms: Due Upon Receipt  
Due Date: 04/17/2020  
Account Number: 122622428  
Currency: USD  
Account Information: Sara Gibb  
P.O. Box 9,  
Pitkin, Colorado 81241  
United States  
thetownofpitkin@gmail.com

Purchase Order #:

TaxExemptCertificateID:

[Zoom W-9](#)

#### CHARGE DETAILS

Charge Description	Service Period	Subtotal	Tax	TOTAL
<b>Charge Name: Standard Pro Monthly</b> Quantity: 1 Unit Price: \$14.99	04/17/2020-05/16/2020	\$14.99	\$1.03	\$16.02

#### INVOICE TOTALS

	<b>Subtotal:</b>	\$14.99
	<b>Total (Including Tax):</b>	\$16.02
	<b>Invoice Balance:</b>	\$0.00

#### TAX DETAILS

Charge Name	Tax Name	Jurisdiction	Charge Amount	Tax Amount
Standard Pro Monthly	Sales Tax NF	City	\$14.99	\$0.45
Standard Pro Monthly	Sales Tax NF	County	\$14.99	\$0.15
Standard Pro Monthly	Sales Tax NF	State	\$14.99	\$0.43
			<b>Total Tax</b>	<b>\$1.03</b>

#### TRANSACTIONS

<b>Invoice Total</b>				<b>\$16.02</b>
Transaction Date	Transaction Number	Transaction Type	Description	Applied Amount
04/17/2020	P-16713926	Payment		(\$16.02)



# INVOICE

Invoice <b>Balance</b>	\$0.00
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Zoom Phone services provided by Zoom Voice Communications, Inc. Rates, terms and conditions for Zoom Phone services are set by Zoom Voice Communications, Inc.

Print Close



Print Date : 5/6/2020

# Thank you for your payment!

Transaction Id 962160820

Billing Account	Payment amount	Payment method	Payment date
442338371-00001	\$31.30	CC	Wed May 06 2020 20:04:59 GMT-0600 (Mountain Daylight Time)

*Reimburse  
SARA Gibbs*



Gunnison Country Publications, LLC  
218 N Wisconsin  
Gunnison CO 81230

970-641-1414

Pitkin, Town of  
PO Box 9  
Pitkin, CO 81241

Our goal is to assist all local businesses during this tremendously difficult time. Please know that we are willing to work in any way we can to help your business. Don't hesitate to call us if you'd like to discuss this statement, or anything else. 641-1414

STATEMENT

DATE
4/30/20

Activity From: 3/27/20 To: 4/29/20 Balance Forward: \$90.97

DATE	REF. NO.	DESCRIPTION	CHARGES	PAYMENTS	BALANCE
4/23/20	00016117	04/23/2020-Legal:798	\$26.57		\$117.54

**Amount Due**

\$117.54

Questions or concerns about your bill? Email [billing@gunnisontimes.com](mailto:billing@gunnisontimes.com)

# PHCA Invoice

**PHCA**

PO Box 218  
 Pitkin, CO  
 970-497-6337

**Invoice No.** 2020 -4  
**Invoice Date:** April 30, 2020  
**Bill To:** **Town of Pitkin**  
**Address:** Pitkin, CO 81241  
**Phone:**  
**E-mail:** [TheTownofPitkin@gmail.com](mailto:TheTownofPitkin@gmail.com)

Description	Column1	Hours of Usage	Amount
Monthly Rental - April			\$ 300.00
Propane			\$ 87.50
Electric			\$ 32.55

\*\* Electric heaters were installed October 19th. Latest electric bill is from Mar 12 - Apr 12 for \$61.55 (less \$29 base cost)  
 Town use of the NCC for the Mar 12- Apr 12 bill was 100%.

	Invoice Subtotal	\$	420.05
	Tax Rate		
	Sales Tax		
	Other		
	<b>TOTAL</b>	<b>\$</b>	<b>420.05</b>

**Make all checks payable to PHCA**  
 Total due by the 15th of the following month.

**Thank you!**