

## Town of Pitkin Check Detail May 1 - 20, 2024

Date	Name	Account	Original Amount
05/15/2024	Clayton M. Buchner, Attorney at Law,...	1001 - Cash - Oper...	-900.00
		5060 - Service Provi...	900.00
TOTAL			900.00
05/20/2024	Eddy Balch	1001 - Cash - Oper...	-300.00
		5040 - Service Provi...	300.00
TOTAL			300.00
05/20/2024	Sara Gibb	1001 - Cash - Oper...	-1,154.37
		6900.1 - Wages - To...	1,250.00
		2210 - FICA , Medic...	-191.25
		6510 - FICA & Medi...	95.62
TOTAL			1,154.37
05/20/2024	Sara Gibb RE	1001 - Cash - Oper...	-6.03
		6302 - Office Suppli...	6.03
TOTAL			6.03
05/20/2024	Fensco Inc	1001 - Cash - Oper...	-2,496.00
		5160.3 - Streets - Di...	2,496.00
TOTAL			2,496.00

Sara Gibb  
Clerk/Treasurer

Town of Pitkin

Period 04/01/2024 to 04/30/2024

Project or client	Start date	Start	End	Break	Length	Length (hours & minutes)	Hourly rate	Notes	Tracked by
ToP	Apr 30, 2024	8:53 AM	8:58 AM	0.00	0.08	5m	0.00	Bank	Timer
ToP	Apr 28, 2024	12:35 PM	4:00 PM	0.98	2.43	2h 26m	0.00	RFP, website updates, agenda, email, filing, phone call	Timer
ToP	Apr 26, 2024	12:21 PM	1:08 PM	0.00	0.78	47m	0.00	Minutes, email	Timer
ToP	Apr 25, 2024	9:05 AM	8:02 PM	7.67	3.28	3h 17m	0.00	Email, phone calls, minutes, filing	Timer
ToP	Apr 24, 2024	5:55 PM	7:08 PM	0.00	1.22	1h 13m	0.00	Email, finances, phone call, paperwork	Timer
ToP	Apr 22, 2024	6:25 PM	9:05 PM	1.57	1.10	1h 6m	0.00	Email, filing, finances	Timer
ToP	Apr 21, 2024	1:36 PM	8:04 PM	5.42	1.05	1h 3m	0.00	Email, scanning, miscellaneous paperwork, initiate RFP wording	Timer
ToP	Apr 18, 2024	5:21 PM	6:48 PM	0.00	1.45	1h 27m	0.00	Website, email, post meeting, finances, miscellaneous filing	Timer
ToP	Apr 16, 2024	5:55 PM	8:04 PM	0.90	1.25	1h 15m	0.00	Post meeting	Timer
ToP	Apr 15, 2024	6:25 PM	10:07 PM	0.00	3.70	3h 42m	0.00	Meeting	Timer
ToP	Apr 15, 2024	9:32 AM	9:44 AM	0.00	0.20	12m	0.00	Email	Timer
ToP	Apr 14, 2024	5:16 PM	8:25 PM	2.75	0.40	24m	0.00	Meeting prep	Timer
ToP	Apr 12, 2024	3:57 PM	6:51 PM	0.30	2.60	2h 36m	0.00	Meeting prep, website updates, posting	Timer
ToP	Apr 11, 2024	5:41 PM	8:35 PM	0.72	2.18	2h 11m	0.00	Meeting prep	Timer
ToP	Apr 11, 2024	8:12 AM	8:27 AM	0.00	0.25	15m	0.00	Meeting prep	Timer
ToP	Apr 10, 2024	6:33 PM	8:49 PM	0.25	2.02	2h 1m	0.00	Meeting prep	Timer
ToP	Apr 9, 2024	12:43 PM	8:54 PM	6.68	1.50	1h 30m	0.00	Phone call, email, draft documents, miscellaneous meeting prep	Timer
ToP	Apr 8, 2024	6:45 PM	9:26 PM	0.00	2.68	2h 41m	0.00	ZB meeting	Timer
ToP	Apr 7, 2024	3:42 PM	7:02 PM	2.57	0.77	46m	0.00	Posting, swearing in Mayor, finances	Timer
ToP	Apr 5, 2024	6:24 PM	7:41 PM	0.00	1.28	1h 17m	0.00	Filing	Timer
ToP	Apr 5, 2024	5:41 PM	6:23 PM	0.00	0.70	42m	0.00		Timer
ToP	Apr 4, 2024	5:47 PM	4:42 PM	19.70	3.22	3h 13m	0.00	Email, drafting, meeting prep, phone calls	Timer
<b>Totals:</b>				49.50	34.15	34h 9m			

