

Dora Van Epps

From: tiffany.ray@co.kittitas.wa.us
Sent: Wednesday, April 20, 2016 8:55 AM
To: _Auditor's Accounting
Subject: Warrant Issue Notice

Warrant Issue Notice

To: auditorsaccounting@co.kittitas.wa.us
From: [Tiffany Ray](#)

Funds approved: Yes

Hold warrant issue: No

Funds will be available: 4/18/2016

Available funds amount: \$438,108.42

Original request

To: Treasurer's Accounting

From: Dora Van Epps

Fund: 636021 Station Construction Fund

Action: Void Warrant

Warrant issue date: 4/18/2016

Unaudited amount: (\$438,108.42)

Approval needed by: 4/18/2016 3:00:00 PM

Notes: Void Fire 2 warrants 636-021 -- 362300862 \$20,282.80 dated 4/15/16 and 362300863 \$417,825.62 dated 4/15/16
Dora Van Epps, 4/18/2016 11:46:25 AM

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message id: 38eb45916c6dcdbdac24bb8719d004a14

AP413

Invoice Cancellation Entry Edit List
For the Fund / Sub Fund 636 021 FIRE DISTRICT #2

Signature: _____ / _____ / _____ Date 04/18/16

Batch 101642 GL Period 4 from 04/01/16 to 04/30/16 A.P. GL Code 636 2121340

Sht	Supplier	Code and Name	PO	Invoice	Transaction Description	Typ	Dated Due	Description/Comments	Local Amount	Amount
Seq	GL Code	Description								

1	06633	BANNER BANK/BLEWS CONSTRUCTION		160406001	I	041816	041816	# BLEW'S PAYMENT #11		20,282.80- Y
VOID WARRANT, CANCEL INVOICE PER AMBER SIMON E-MAIL 04/15/16										
. A NEW CHECK WILL BE ISSUED FOR A CORRECTED AMOUNT PER AMB										
ER										

1 636 21500 EXPENDITURES # BLEW'S PAYMENT #11 20,282.80-

2	06342	BLEW'S CONSTRUCTION INC		160406002	I	041816	041816	# PAYMENT #11		417,825.62- Y
VOID WARRANT, CANCEL INVOICE PER AMBER SIMON E-MAIL 04/15/16										
. A NEW CHECK WILL BE ISSUED FOR A CORRECTED AMOUNT PER AMB										
ER										

1 636 21500 EXPENDITURES # PAYMENT #11 417,825.62-

Batch Summary Local Amount

Total Invoices (including attached holdbacks) 438,108.42
Total Holdbacks (cancelled individually) 0.00

Net 438,108.42

Entered Amount 438,108.42
Batch Total 438,108.42

AP413

Invoice Cancellation Entry Edit List
For the Fund / Sub Fund 636 021 FIRE DISTRICT #2

Signature: _____ Signature: _____/____/_____

Batch	101642	GL Period	4 from 04/01/16 to 04/30/16	A.P. GL Code	636 2121340	Date	04/18/16
Sht	Supplier	Code and Name	PO	Invoice	Typ Dated Due	Description/Comments	Amount
Seq	GL Code	Description	Transaction Description	Local Amount			

Batch Variance	0.00
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Total Number of Invoices 2

AP411

Void Check Approval Register

For the Fund / Sub Fund 636 021 FIRE DISTRICT #2

Signature: _____/____/____

Signature: _____/____/____

Batch 101641 GL Period 4 from 04/01/16 to 04/30/16 Bank GL Code 636 2111110 Date 04/18/16

Sheet	Invoice	Type	Dated	Due	Description	PO	Inv. Amount	Paid Amount
Seq	GL Code		Description		Transaction Description		Local Amount	

Check	No. 362300862	041516	Supplier	06633 BANNER BANK/BLEWS CONSTRUCTION			20,282.80	
			Comments	VOID WARRANT, CANCEL INVOICE PER AMBER SIMON E-MAIL 4/15/16. A NEW CHECK WILL BE ISSUED FOR A CORRECTED AMOUNT PER AMBER				

1	160406001		I	041416	041516 # BLEW'S PAYMENT #11		20,282.80	20,282.80
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Check	No. 362300863	041516	Supplier	06342 BLEW'S CONSTRUCTION INC			417,825.62	
			Comments	VOID WARRANT AND CANCEL INVOICE PER AMBER SIMON'S E-MAIL DAT ED 4/15/16. THERE WILL BE A CHECK REISSUED WITH A CORRECTED AMOUNT.				

101	160406002		I	041416	041516 # PAYMENT #11		417,825.62	417,825.62
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Batch Summary

Local Amount

Total Invoices Reinstated	438,108.42
Total Holdbacks Reinstated	0.00
Total Discounts	0.00
Net	438,108.42

Check	Count	2
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AP411 ** Inter Fund GL Transactions for Batch 101641 **

Fnd	Sub	Description	GL Code	Description	Debit	Credit
636	021	STATION CONSTRUCTION FUND	636 2111110	CASH CONTROL	438,108.42	438,108.42
636	021	STATION CONSTRUCTION FUND	636 2121100	WARRANTS PAYABLE CONTROL	438,108.42	
636	021	STATION CONSTRUCTION FUND	636 2121340	VOUCHERS PAYABLE CONTROL		438,108.42
				Total	876,216.84	876,216.84
				Grand Total	876,216.84	876,216.84

AP410

Void Check Edit List

For the Fund / Sub Fund 636 021 FIRE DISTRICT #2

Signature: _____/_____/____ Signature: _____/_____/_____

Batch 101641 GL Period 4 from 04/01/16 to 04/30/16 Bank GL Code 636 2111110 Date 04/18/16

Sheet	Invoice	Type	Dated	Due	Description	PO	Inv. Amount	Paid Amount
Seq	GL Code	Description			Transaction Description		Local Amount	

Check	No. 362300862	041516	Supplier	06633 BANNER BANK/BLEWS CONSTRUCTION				20,282.80
			Comments	VOID WARRANT, CANCEL INVOICE PER AMBER SIMON E-MAIL 4/15/16. A NEW CHECK WILL BE ISSUED FOR A CORRECTED AMOUNT PER AMBER				

1	160406001		I	041416	041516	# BLEW'S PAYMENT #11	20,282.80	20,282.80
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70000	636	2121340	VOUCHERS PAYABLE CONTROL	Auto. AP	- Void Entry		20,282.80-
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Check	No. 362300863	041516	Supplier	06342 BLEW'S CONSTRUCTION INC				417,825.62
			Comments	VOID WARRANT AND CANCEL INVOICE PER AMBER SIMON'S E-MAIL DAT ED 4/15/16. THERE WILL BE A CHECK REISSUED WITH A CORRECTED AMOUNT.				

101	160406002		I	041416	041516	# PAYMENT #11	417,825.62	417,825.62
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70000	636	2121340	VOUCHERS PAYABLE CONTROL	Auto. AP	- Void Entry		417,825.62-
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Batch Summary	Local Amount
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Total Invoices Reinstated	438,108.42
Total Holdbacks Reinstated	0.00
Total Discounts	0.00

Net	438,108.42
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Entered Amount	438,108.42
Batch Total	438,108.42

Batch Variance	0.00
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Check	Count	2
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WARRANT DATE	VENDOR NO.	VENDOR NAME	WARRANT NO.	DETACH AND RETAIN FOR YOUR RECORDS
04/15/2016	06633	BANNER BANK/BLEWS CONSTRUCTION	362300862	
INVOICE DATE	DESCRIPTION		INVOICE NO.	INVOICE AMOUNT
04/14/2016	# BLEW'S PAYMENT #11		160406001	\$20,282.80

636-021

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TO THE TREASURER OF
KITTITAS COUNTY
205 WEST FIFTH
ELLENSBURG, WASHINGTON 98926
(509) 962-7502

DATE	WARRANT NO.	AMOUNT
04/15/2016	362300862	\$20,282.80

US BANK
000/000

96-671
1232

PAY ***Twenty Thousand Two Hundred Eighty Two Dollars And 80 Cent*

To
The
Order
Of

BANNER BANK/BLEWS CONSTRUCTION
ACCT #11241004685
10808 E SPRAGUE AVE
SPOKANE VALLEY WA 99206

TO THE TREASURER OF

Jerry Pettit
Jerry Pettit, Kittitas County Auditor

⑈ 36 230086 2⑈ ⑆ 1 23 206 7 10⑆ 15 360 7 38 94 80⑈

- FIRE 2 -

WARRANT DATE	VENDOR NO.	VENDOR NAME	WARRANT NO.	DETACH AND RETAIN FOR YOUR RECORDS
04/15/2016	06342	BLEW'S CONSTRUCTION INC	362300863	
INVOICE DATE	DESCRIPTION		INVOICE NO.	INVOICE AMOUNT
04/14/2016	# PAYMENT #11		160406002	\$417,825.62

636-021

* WARNING * ORIGINAL DOCUMENT CONTAINS SECURITY FEATURES * SEE BACK FOR DETAILS *



TO THE TREASURER OF
KITTITAS COUNTY
205 WEST FIFTH
ELLENSBURG, WASHINGTON 98926
(509) 962-7502

DATE	WARRANT NO.	AMOUNT
04/15/2016	362300863	\$417,825.62

US BANK
000/000

96-671
1232

PAY ***Four Hundred Seventeen Thousand Eight Hundred Twenty Five Dollars And 62 Cent*

VOID

To
The
Order
Of

BLEW'S CONSTRUCTION INC
12929 E SPRAGUE AVE STE 202
SPOKANE VALLEY WA 99216

TO THE TREASURER OF

Jerry Pettit, Kittitas County Auditor

⑈ 36 2300863 ⑈ ⑆ 123206710 ⑆ 153607389480 ⑈

Dora Van Epps

From: Dora Van Epps
Sent: Friday, April 15, 2016 4:13 PM
To: 'Amber Simon'; treasureraccounting; _Auditor's Accounting
Cc: John Sinclair
Subject: RE: 321 BOND - Expense Vouchers - REVISED.xlsm

Hi Amber,

I will be able to void these per your e-mail on Monday, April 18th. Please scan the April 30th official resolution as soon as you have that for our records.

Thank you,

Dora Van Epps
Fiscal Analyst
Kittitas County Auditor's Office
Accounting Department
205 W 5th Ave, Suite 105
Ellensburg, WA 98926
(509) 962-7621

From: Amber Simon [<mailto:simona@kvfr.org>]
Sent: Friday, April 15, 2016 3:39 PM
To: treasureraccounting; _Auditor's Accounting
Cc: John Sinclair
Subject: 321 BOND - Expense Vouchers - REVISED.xlsm

Greeting all!

Earlier in the week we processed A/P vouchers as usual. At last night's meeting, the Commissioners decided that the contractor's invoice was overstated and they did not approve the vouchers as presented. Instead they instructed me to void the existing checks and instructed the Chief to work with one of the Commissioners to come up with a revised payment amount. I was provided that information this afternoon. So, what this means is that:

1. We need to void the checks there were created as part of the regular voucher run (originals are on my desk and the scanned copies are attached for your reference) and,
2. We need to cut new checks for the revised amount to be sent out as soon as possible next week (spreadsheet with vendor information and amounts is attached).

When I spoke with Lisa B. a little bit ago, she said the preferred day to have the checks ready would be next Friday; however, a two day turnaround could be possible for urgent situations. The Chief relayed to me that he would prefer to go with the two-day turnaround on this.

Auditor's Staff – do you need official resolutions to void the checks? If so, the soonest I can get those is at a special meeting on April 30th.

Treasurer's Staff – if they are not able to void the checks until after the April 30th meeting, do I need to request the maturity of the funds to cover the new checks and then reinvest the amount of the old checks after the voids are done?

In the future we will not be processing the contractor's payments during the regular voucher run. Instead, we will have the Commissioners review and improve the invoice amount before we ask that the checks be cut. This means that we will need to request a special check run for the next few months until the final building payment is made.

Please let me know if there is other information needed.

Have a great weekend!

Amber

Amber Simon
Financial Services Manager
Kittitas County Fire District No. 2
Dbas: Kittitas Valley Fire & Rescue
509-933-7232 (phone)
509-933-7245 (fax)

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