

AGENDA: April 19, 2007

TO: Regional Transportation Commission – Transportation Policy Workshop
FROM: Daniel Nikuna, Fiscal Officer and Luis Pavel Mendez, Deputy Director
RE: Quarterly Warrants Reports and Monthly Credit Card Reports

RECOMMENDATION

The Budget and Administration/Personnel (B&A/P) Committee and staff recommend that the Regional Transportation Commission (RTC):

1. Review and accept the list of all checks issued from November 2006 through March 2007 and the credit card statements from December 2006 through March 2007;
 2. Direct that the quarterly reports on issued checks and monthly credit card reports be provided to the B&A/P Committee; and
 3. Authorize the B&A/P Committee to review and accept these quarterly issued checks reports and monthly credit card reports on behalf of the Regional Transportation Commission and revise the RTC Administrative and Fiscal Policies accordingly.
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BACKGROUND

At its September 2006 meeting, the Regional Transportation Commission approved the Administrative and Fiscal Policies, which became effective on November 4, 2006. Section 5.11 of the Administrative and Fiscal Policies states, “On a quarterly basis, the Executive Director shall provide the RTC Board with a listing of all warrants paid and credit card statements for the reporting period.”

The attached Quarterly Warrant Reports (Attachments 1 & 2) and credit card statement reports (Attachment 3) were provided to the Budget and Administration/Personnel (B&A/P) Committee for review at their April 12, 2007 meeting. As of the writing of this staff report, the B&A/P Committee had not yet taken place. Staff will report any revisions to the recommendations in this staff report that may result from the B&A/P Committee meeting.

DISCUSSION

To satisfy the requirements of the RTC Administrative and Fiscal Policies, staff produced the attached Quarterly Warrants Reports (Attachments 1 and 2), which list chronologically all checks paid from November 1 to December 31, 2006 and from January 1 to March 31, 2007. The RTC uses the services of the Santa Cruz County Auditor to generate checks for payments by the RTC for services and purchases. The Quarterly Warrants Reports are generated from the

information provided by the Santa Cruz County Auditor's online accounting system.

Consistent with Section 5.3B of the Administrative and Fiscal policies, the credit cards have been issued to the Executive Director, the Administrative Service Officer who is the designated RTC Purchasing Agent, and to one Administrative Assistant. The first billing cycle for the RTC's own credit cards was in December, 2006. The major charges for the cards are travel related. The credit card monthly statement reports provided by US Bank from December 2006 to March 2007 are included as Attachment 3.

The B&A/P Committee and staff recommend that the RTC review and approve the Quarterly Warrants Reports and the monthly credit card statement reports.

At other agencies such as the Santa Cruz Metropolitan Transit District (SCMTD) and the County of Santa Cruz these reports on paid checks are provided directly to the agency's board, which is consistent with the RTC's Administrative and Fiscal Policies. However, these other agencies do not have committee's similar to the RTC's B&A/P Committee. Because these reports have detailed financial information it may be more appropriate for the B&A/P Committee to review the reports and accept them on behalf of the RTC. Therefore, **the B&A/P Committee and staff recommend that the RTC direct that the quarterly warrant reports and credit card statements be provided to the B&A/P Committee, authorize the B&A/P Committee to review and accept the reports on issued checks and credit card statements on behalf of the RTC and approve the corresponding amendment to the RTC's Fiscal and Administrative Policies.** The required revision would be to Section 5.1I of the RTC's Administrative and Fiscal Policies as follows:

“On a quarterly basis, the Executive Director shall provide the RTC's Board Budget & Administration/Personnel Committee with a listing of all warrants paid and credit card statements for the reporting period.”

SUMMARY

The B&A/P Committee and staff recommend that the Regional Transportation Commission review and accept the Quarterly Warrants Reports and the monthly credit card statement reports and authorize the B&A/P Committee to review and accept these reports on behalf of the RTC. Any suggestions to improve the reports would be appreciated.

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- Attachment:
1. Quarterly Warrants Report for November 1 to December 31, 2006
 2. Quarterly Warrants Report for January 1 to March 31, 2007
 3. Monthly Credit Card Statement Reports for December 2006 to March 2007