



Personnel Commission  
**AGENDA OF REGULAR MEETING**  
Wednesday, January 09, 2019 - 5:30 P.M.  
Site 18, Room 125  
37230 37<sup>th</sup> Street East, Palmdale, CA 93550

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL: Mr. Don Wilson, Chairperson  
Mrs. Deneese Thompson, Vice Chairperson  
Mrs. Kathleen Duren, Commissioner  
Ms. Mary Theus, Interim Director, Personnel Commission

**I. PRELIMINARY BUSINESS**

- A. Approval of Meeting Minutes – December 12, 2018

**ACTION**  
33-18/19

**II. PUBLIC COMMENTS**

- A. Comments Concerning Items on the Agenda  
B. Comments from Members of the General Public Regarding Non-Agenda Items

**III. CONSENT AGENDA**

Actions proposed for the Consent Agenda are items consistent with adopted rules and regulations of the Personnel Commission and are deemed routine in nature. They will be acted upon in one motion, without discussion, unless members of the Personnel Commission, staff, or a member in the audience requests an items removal. The item will be removed from the motion to approve and will be discussed immediately following the Consent Agenda.

- A. Approval of Consent Agenda  
1. Extension of Eligibility Lists  
2. Ratification of Transfers

**ACTION**  
34-18/19

**IV. UNFINISHED BUSINESS**

None

**V. NEW BUSINESS**

None

**VI. INFORMATION/REPORTS**

- A. Expenses Review – November and December, 2018  
B. Classified Update  
C. Interim Director, Personnel Commission  
D. Comments from Commissioners

**VII. RECESS TO CLOSED SESSION**

- A. With respect to every item of business to be discussed in closed session, pursuant to Government Code, Section 54957  
1. Public Employee: Discipline/Dismissal/Release

**VIII. RECONVENE TO OPEN SESSION**

**IX. REPORT OUT ACTIONS TAKEN (if any) IN CLOSED SESSION**

- A. With respect to every item of business to be discussed in closed session, pursuant to Government Code, Section 54957
  - 1. Public Employee: Discipline/Dismissal/Release

**X. DATE/TIME OF NEXT PERSONNEL COMMISSION MEETING: January 23, 2019 at 5:30 P.M.**

OPEN SESSION ADJOURNMENT \_\_\_\_\_ P.M.

In compliance with the American with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Personnel Commission office at 661 285 2902. Notification 48 hours prior to the meeting will enable to the Commission to make reasonable arrangements to ensure accessibility to this meeting.

As of July 1, 2008, the District is required to make documents (revised or otherwise) distributed to the Personnel Commission within 72 hours of a meeting, simultaneously available for public review, provided such documents are not otherwise exempt from public disclosure. Such documents will be available for public review in the Personnel Commission office.

Personnel Commission Meeting  
of the  
Palmdale School District

**Minutes of December 12, 2018 Regular Meeting**

**CALL TO ORDER**

Chairperson Kathleen Duren called the meeting to order at 5:30 p.m., followed by the Pledge of Allegiance led by Mrs. Duren.

Mrs. Kathleen Duren, Chairperson  
Mr. Don Wilson, Vice Chairperson  
Mrs. Deneese Thompson, Commissioner

A quorum was present

**STAFF PRESENT**

Ms. Mary Theus, Interim Director, Personnel Commission  
Mrs. Susan McCormick, Administrative Secretary

**ORGANIZATIONAL PROCEDURE:  
ELECTION OF OFFICERS**

Ms. Theus opened nominations for Chairperson. Mrs. Thompson nominated Mrs. Duren for Chairperson, who declined the nomination. Mrs. Duren then nominated Mr. Wilson, with Mrs. Thompson providing a second. With no further nominations, the vote was called for and Mr. Wilson was elected unanimously as Chairperson for the year 2019.

Ms. Theus then opened nominations for Vice Chairperson. Mr. Wilson nominated Mrs. Thompson, with Mrs. Duren providing a second. With no further nominations, the vote was called for and Mrs. Thompson was elected unanimously as Vice Chairperson for the year 2019.

The newly elected officers then assumed their positions and the meeting commenced, with Mr. Wilson presiding.

**PRELIMINARY BUSINESS**

Mrs. Thompson moved to approve the minutes of the November 28, 2018, with Mrs. Duren providing a second. With no questions or concerns, the minutes were approved as presented.

**PUBLIC COMMENTS CONCERNING  
AGENDA ITEMS**

None.

**PUBLIC COMMENTS CONCERNING  
NON-AGENDA ITEMS**

None.

**CONSENT AGENDA**

Mrs. Duren moved to approve the Consent Agenda as presented, with Mrs. Thompson providing a second. Mr. Wilson called for the vote, and the motion passed unanimously.

**UNFINISHED BUSINESS**

None.

**NEW BUSINESS**

**Revision to Job Description:**

**Head Start/State Preschool Fiscal Officer**

Mrs. Duren moved to approve the revision to the job description as presented, with Mrs. Thompson providing a second, and discussion was called for. Ms. Theus confirmed that the only change is the job title. With no further discussion, Mr. Wilson called for the vote and the motion passed unanimously.

**INFORMATION / REPORTS**

**Classified Update**

Ms. Theus distributed the Classified Update, noting that the department is very well situated with up-to-date eligibility lists.

**Interim Director, Personnel Commission**

Ms. Theus distributed informational copies of the department update and a District/CSEA joint communique on negotiations.

**Comments from Commissioners**

Mrs. Duren congratulated the Personnel Commission staff on their work in ensuring eligibility lists are up-to-date. She also shared information on her upcoming meeting with Ms. Carmen Calvillo regarding the school secretary duties and job description, and actions taken by school administrators to maintain noon duty personnel. Mrs. Duren also suggested the Commissioners consider sponsoring two CSEA representatives to attend the CSPCA Annual Conference in February, as was done last year. Noting the new leadership in CSEA, she stated this would be a good experience for E-Board members who have not attended, and will help to build rapport with CSEA. Ms. Theus will review the budget for further discussion.

Mr. Wilson noted that in anticipation of his leadership position he has been working on several goals for the upcoming year. He stated that he looks forward to regular meetings with Ms. Theus to better familiarize himself with the policies, procedures, and details of the department's work.

**RECESS TO CLOSED SESSION**

None

**NEXT MEETING**

Mrs. Thompson moved to cancel the next regularly scheduled meeting of the Personnel Commission on December 26, 2018, with the stipulation that a special meeting can be called if necessary. Mrs. Duren provided a second and discussion was called for. Hearing none, Mr. Wilson called for the vote and the motion passed unanimously.

The next regular meeting of the Personnel Commission is scheduled for January 09, 2019 at 5:30 P.M. in Room 125 at Site 18.

**ADJOURNMENT**

On a motion from Mr. Wilson, the meeting was adjourned at 5:56 P.M.

Respectfully submitted,



Mary Theus  
Interim Director, Personnel Commission

**APPROVED:**

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Don Wilson, Chairperson

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Deneese Thompson, Vice Chairperson

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Kathleen Duren, Commissioner

**Classified Update for December 12, 2018**

**1. Testing Status:**

Executive Assistant-Non Confidential

Performance/written exam pending

**2. Postings:**

Bilingual ECE Teacher Assistant

Continuous

ECE Teacher Assistant

Continuous

Occupational Therapist

Continuous

Paraeducator Certified Interpreter

Continuous

Paraeducator Certified Interpreter II

Continuous

**PALMDALE SCHOOL DISTRICT**

**PERSONNEL COMMISSION**

**AGENDA ITEM**

DATE January 09, 2019 \_\_\_\_\_ REPORT

TO: Personnel Commission \_\_\_\_\_ X ACTION

FROM: Mary Theus  
Interim Director, Personnel Commission

RE: EXTENSION OF ELIGIBILITY LIST(S)

STATUS

The eligibility list(s) for the following classifications still contain(s) a sufficient number of qualified ranks.

Job Classification	Effective Date	Expiration Date	Date Extended
Administrative Secretary	02/01/18	01/31/19	07/31/19
Attendance Clerk	01/31/18	01/30/19	07/30/19
Bilingual Administrative Secretary	02/01/18	01/31/19	07/31/19
Bilingual Attendance Clerk	01/31/18	01/30/19	07/30/19
Network Technician	01/17/18	01/16/19	07/16/19

RECOMMENDATION

It is recommended that the eligibility list(s) stated above, be extended for a period of six months.

**PALMDALE SCHOOL DISTRICT**

**PERSONNEL COMMISSION**

**AGENDA ITEM**

DATE January 09, 2019 \_\_\_\_\_ REPORT  
TO: Personnel Commission \_\_\_\_\_ X ACTION  
FROM: Mary Theus  
Interim Director, Personnel Commission  
RE: RATIFICATION OF TRANSFER(S)

STATUS

As provided for in the Personnel Commission Rules and Regulations Section 4, Item 6.18B and in the collective bargaining agreement Article 7.1, the Personnel Commission shall ratify transfers.

RECOMMENDATION

It is recommended that the Personnel Commission ratify the transfer(s) included as "Change of Status" from the Board Agenda.



## TRANSFERS AND REASSIGNMENTS

	<u>Employee Name</u>	<u>Effective Date</u>	<u>Classification(s)</u>	<u>Comments</u>
a.	Allen, Haseena	11/15/18	From Child Nutrition Assistant I (CH) 3.0 hrs/182 days, to Custodian I (M&O) 8.0 hrs/12 mo.	Promotion, Replacement for Genaro Navarro Cuevas
b.	Bates, LaKinya	11/13/18	Special Education Instructional Assistant I, 6.5 hrs/182 days, from (BS) to (SAGE)	Involuntary transfer
c.	Collins, Kenyetta	11/26/18	From Instructional Assistant I (TW) 5.75 hrs/182 days to Special Education Instructional Assistant I (PT) 5.75 hrs/182 days	Replacement for Lana Black
d.	Harvey , Ruth	11/19/18	From Special Education Instructional Assistant I (DW) 5.75 hrs/182 days, to Administrative Clerk I (Risk Mgmt) 5.75 hrs/10 mo.	Promotion, Replacement for Alexandra Burns
e.	Harvey , Ruth	11/27/18	From Administrative Clerk I (Risk Mgmt), 5.75 hrs/10 mo, to Special Education Instructional Assistant (DW), 5.75 hrs/182 days	Voluntary Demotion, Replacement for Ruth Harvey
f.	McMurrey, JuLee	11/15/18	From Child Nutrition Assistant I (DC) 3.0 hrs/182 days, to Child Nutrition Assistant II (SAGE) 5.75 hrs/182 days	Promotion, Replacement for Mickala Enriquez
g.	Mendez, Maribel	11/26/18	From Bilingual Early Childhood Education Teacher Assistant (ECE) 3.75 hrs/182 days, to Special Education Teacher Assistant I (LA) 5.75 hrs/182 days	Voluntary Demotion, Replacement for Rosa Barrios

# Palmdale School District

## Personnel Commission 230

From Date: 11/1/2018

To Date: 11/30/2018

Fiscal Year: 2018-2019

Account Number	Description	Budget	Adjustments	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Bal	%Bud
01 0.00000.0.00000.74400.2421. 2300000	Admin-Extra Hours	\$9,864.00	\$0.00	\$9,864.00	\$0.00	\$151.80	\$9,712.20	\$0.00	\$9,712.20	98.46%
01 0.00000.0.00000.74400.4320. 2300000	Supplies	\$10,000.00	\$0.00	\$10,000.00	\$14.00	\$1,433.66	\$8,566.34	\$1,541.23	\$7,025.11	70.25%
<b>Transaction Detail (Standard)</b>										
<u>Reference Number</u>	<u>Requisition Number</u>	<u>PO/Ship Number</u>	<u>Description</u>	<u>Name</u>	<u>Journal</u>	<u>Amount</u>				
2397	0	0	SPECIAL SALES FOR PERSONNEL COMMISSION - INVOICE #PC110618	amavalos	Adjusting	\$14.00				
Detail Total:						\$14.00				
01 0.00000.0.00000.74400.4380. 2300000	Supplies-Technology	\$1,950.00	\$0.00	\$1,950.00	\$0.00	\$0.00	\$1,950.00	\$0.00	\$1,950.00	100.00%
01 0.00000.0.00000.74400.4420. 2300000	Non Cap Asset	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$0.00	\$1,000.00	\$0.00	\$1,000.00	100.00%
01 0.00000.0.00000.74400.4480. 2300000	Non Cap Asset Technology	\$500.00	\$0.00	\$500.00	\$0.00	\$0.00	\$500.00	\$0.00	\$500.00	100.00%
01 0.00000.0.00000.74400.5210. 2300000	Mileage	\$2,000.00	\$0.00	\$2,000.00	\$234.51	\$257.62	\$1,742.38	\$0.00	\$1,742.38	87.12%
<b>Transaction Detail (Standard)</b>										
<u>Reference Number</u>	<u>Requisition Number</u>	<u>PO/Ship Number</u>	<u>Description</u>	<u>Name</u>	<u>Journal</u>	<u>Amount</u>				
JULYAUG2018MILG	0	0	AP POSTING	THEUS, MARY	Accounts Payable	\$115.70				
SEPTOCT2018MIL G	0	0	AP POSTING	THEUS, MARY	Accounts Payable	\$118.81				
Detail Total:						\$234.51				
01 0.00000.0.00000.74400.5220. 2300000	Conferences/Mileage	\$9,251.00	\$0.00	\$9,251.00	\$5,377.36	\$5,517.36	\$3,733.64	\$4,932.23	(\$1,198.59)	-12.96%
<b>Transaction Detail (Standard)</b>										
<u>Reference Number</u>	<u>Requisition Number</u>	<u>PO/Ship Number</u>	<u>Description</u>	<u>Name</u>	<u>Journal</u>	<u>Amount</u>				
CF19130MI	19160	19162	AP POSTING	CONFERENCES	Accounts Payable	\$82.84				
CF19130MI2	19160	19162	AP POSTING	CONFERENCES	Accounts Payable	\$82.84				
CF19175LG	19167	19166	AP POSTING	CONFERENCES	Accounts Payable	\$907.92				
CF19175LG2	19167	19166	AP POSTING	CONFERENCES	Accounts Payable	\$680.94				
CF19175LG3	19167	19166	AP POSTING	CONFERENCES	Accounts Payable	\$680.94				
CF19175LG4	19167	19166	AP POSTING	CONFERENCES	Accounts Payable	\$680.94				
CF19175LG5	19167	19166	AP POSTING	CONFERENCES	Accounts Payable	\$680.94				
CF19175RG	19167	19166	AP POSTING	CONFERENCES	Accounts Payable	\$1,580.00				
Detail Total:						\$5,377.36				
01 0.00000.0.00000.74400.5310. 2300000	District Membership	\$3,350.00	\$0.00	\$3,350.00	\$0.00	\$3,350.00	\$0.00	\$0.00	\$0.00	0.00%
01 0.00000.0.00000.74400.5712. 2300000	Direct Costs-Printing	\$2,000.00	\$0.00	\$2,000.00	\$0.00	\$238.00	\$1,762.00	\$0.00	\$1,762.00	88.10%

# Palmdale School District

## Personnel Commission 230

From Date: 11/1/2018

To Date: 11/30/2018

Fiscal Year: 2018-2019

Account Number	Description	Budget	Adjustments	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Bal	%Bud
01.0.00000.0.00000.74400.5719.2300000	Direct Costs-Mailing Services	\$1,500.00	\$0.00	\$1,500.00	\$50.68	\$179.32	\$1,320.68	\$0.00	\$1,320.68	88.05%
<b>Transaction Detail (Standard)</b>										
<u>Reference Number</u>	<u>Requisition Number</u>	<u>PO/Ship Number</u>	<u>Description</u>	<u>Name</u>			<u>Journal</u>		<u>Amount</u>	
2232	0	0	JE190209 POSTAGE CHARGEBACKS OCTOBER 2018	amodlin			Adjusting		\$50.68	
							Detail Total:		\$50.68	
01.0.00000.0.00000.74400.5810.2300000	Advertising - Legal	\$9,940.00	\$0.00	\$9,940.00	\$159.19	\$1,188.43	\$8,751.57	\$177.05	\$8,574.52	86.26%
<b>Transaction Detail (Standard)</b>										
<u>Reference Number</u>	<u>Requisition Number</u>	<u>PO/Ship Number</u>	<u>Description</u>	<u>Name</u>			<u>Journal</u>		<u>Amount</u>	
300028390	93096	193028	AP POSTING	A V PRESS			Accounts Payable		\$159.19	
							Detail Total:		\$159.19	
01.0.00000.0.00000.74400.5822.2300000	Legal Expenses	\$152,559.00	\$0.00	\$152,559.00	\$2,011.20	\$8,038.60	\$144,520.40	\$56,961.40	\$87,559.00	57.39%
<b>Transaction Detail (Standard)</b>										
<u>Reference Number</u>	<u>Requisition Number</u>	<u>PO/Ship Number</u>	<u>Description</u>	<u>Name</u>			<u>Journal</u>		<u>Amount</u>	
602841	91247	191250	AP POSTING	FAGEN FRIEDMAN & FULFROST			Accounts Payable		\$1,980.20	
602842	91247	191250	AP POSTING	FAGEN FRIEDMAN & FULFROST			Accounts Payable		\$31.00	
							Detail Total:		\$2,011.20	
01.0.00000.0.00000.74400.5828.2300000	Software Support	\$24,530.00	\$0.00	\$24,530.00	\$0.00	\$24,295.20	\$234.80	\$0.00	\$234.80	0.96%
01.0.00000.0.00000.74400.5830.2300000	Consultants	\$6,000.00	\$0.00	\$6,000.00	\$0.00	\$0.00	\$6,000.00	\$0.00	\$6,000.00	100.00%
01.0.00000.0.00000.74400.5890.2300000	Other Operation Services	\$800.00	\$0.00	\$800.00	\$0.00	\$0.00	\$800.00	\$600.00	\$200.00	25.00%
01.0.00000.0.00000.74400.5899.2300000	Suspense	\$1,098.00	\$0.00	\$1,098.00	\$0.00	\$0.00	\$1,098.00	\$0.00	\$1,098.00	100.00%
<b>Function: Personnel Commission - 74400</b>										
		\$236,342.00	\$0.00	\$236,342.00	\$7,846.94	\$44,649.99	\$191,692.01	\$64,211.91	\$127,480.10	53.94 %
01.0.00000.0.00000.82000.4320.2300000	Supplies	\$1,930.00	\$0.00	\$1,930.00	\$0.00	\$0.00	\$1,930.00	\$0.00	\$1,930.00	100.00%
01.0.00000.0.00000.82000.4393.2300000	Water, Bottled	\$200.00	\$0.00	\$200.00	\$15.68	\$54.88	\$145.12	\$145.12	\$0.00	0.00%
<b>Transaction Detail (Standard)</b>										
<u>Reference Number</u>	<u>Requisition Number</u>	<u>PO/Ship Number</u>	<u>Description</u>	<u>Name</u>			<u>Journal</u>		<u>Amount</u>	
4449953110118	91183	191773	AP POSTING	SPARKLETTS			Accounts Payable		\$15.68	
							Detail Total:		\$15.68	
<b>Function: Operations - 82000</b>										
		\$2,130.00	\$0.00	\$2,130.00	\$15.68	\$54.88	\$2,075.12	\$145.12	\$1,930.00	90.61 %

## Palmdale School District

### Personnel Commission 230

From Date: 11/1/2018

To Date: 11/30/2018

Fiscal Year: 2018-2019

Account Number	Description	Budget	Adjustments	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Bal	%Bud
Grand Total:		\$238,472.00	\$0.00	\$238,472.00	\$7,862.62	\$44,704.87	\$193,767.13	\$64,357.03	\$129,410.10	54.27%

End of Report

# Palmdale School District

## Personnel Commission 230

From Date: 12/1/2018

To Date: 12/31/2018

Fiscal Year: 2018-2019

Account Number	Description	Budget	Adjustments	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Bal	%Bud
01.0.00000.0.00000.74400.2421. 2300000	Admin-Extra Hours	\$9,864.00	\$0.00	\$9,864.00	\$0.00	\$151.80	\$9,712.20	\$0.00	\$9,712.20	98.46%
01.0.00000.0.00000.74400.4320. 2300000	Supplies	\$8,800.00	\$0.00	\$8,800.00	\$867.78	\$2,301.44	\$6,498.56	\$673.45	\$5,825.11	66.19%

Transaction Detail (Standard)							
Reference Number	Requisition Number	PO/Ship Number	Description	Name	Journal	Amount	
PINV0502938	93088	193101	AP POSTING	SOUTHWEST SCHOOL & OFFICE	Accounts Payable	\$561.18	
PINV0503507	93088	193101	AP POSTING	SOUTHWEST SCHOOL & OFFICE	Accounts Payable	\$306.60	
					Detail Total:	\$867.78	

01.0.00000.0.00000.74400.4380. 2300000	Supplies-Technology	\$1,950.00	\$0.00	\$1,950.00	\$0.00	\$0.00	\$1,950.00	\$0.00	\$1,950.00	100.00%
01.0.00000.0.00000.74400.4420. 2300000	Non Cap Asset	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$0.00	\$1,000.00	\$0.00	\$1,000.00	100.00%
01.0.00000.0.00000.74400.4480. 2300000	Non Cap Asset Technology	\$500.00	\$0.00	\$500.00	\$0.00	\$0.00	\$500.00	\$0.00	\$500.00	100.00%
01.0.00000.0.00000.74400.5210. 2300000	Mileage	\$2,000.00	\$0.00	\$2,000.00	\$0.00	\$257.62	\$1,742.38	\$0.00	\$1,742.38	87.12%
01.0.00000.0.00000.74400.5220. 2300000	Conferences/Mileage	\$10,451.00	\$0.00	\$10,451.00	\$1,160.00	\$6,677.36	\$3,773.64	\$3,772.23	\$1.41	0.01%

Transaction Detail (Standard)							
Reference Number	Requisition Number	PO/Ship Number	Description	Name	Journal	Amount	
CF19142RG	19161	19163	AP POSTING	CONFERENCES	Accounts Payable	\$1,160.00	
					Detail Total:	\$1,160.00	

01.0.00000.0.00000.74400.5310. 2300000	District Membership	\$3,350.00	\$0.00	\$3,350.00	\$0.00	\$3,350.00	\$0.00	\$0.00	\$0.00	0.00%
01.0.00000.0.00000.74400.5712. 2300000	Direct Costs-Printing	\$2,000.00	\$0.00	\$2,000.00	\$0.00	\$238.00	\$1,762.00	\$0.00	\$1,762.00	88.10%
01.0.00000.0.00000.74400.5719. 2300000	Direct Costs-Mailing Services	\$1,500.00	\$0.00	\$1,500.00	\$0.00	\$179.32	\$1,320.68	\$0.00	\$1,320.68	88.05%
01.0.00000.0.00000.74400.5810. 2300000	Advertising - Legal	\$9,940.00	\$0.00	\$9,940.00	\$463.00	\$1,651.43	\$8,288.57	\$527.05	\$7,761.52	78.08%

Transaction Detail (Standard)							
Reference Number	Requisition Number	PO/Ship Number	Description	Name	Journal	Amount	
18126PD	93826	193676	AP POSTING	SCHOOL NEWS ROLL CALL, LLC	Accounts Payable	\$263.00	
3281987	93834	193712	AP POSTING	BOXWOOD TECHNOLOGY INC	Accounts Payable	\$200.00	
					Detail Total:	\$463.00	

01.0.00000.0.00000.74400.5822. 2300000	Legal Expenses	\$152,559.00	\$0.00	\$152,559.00	\$0.00	\$8,038.60	\$144,520.40	\$56,961.40	\$87,559.00	57.39%
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# Palmdale School District

## Personnel Commission 230

From Date: 12/1/2018

To Date: 12/31/2018

Fiscal Year: 2018-2019

Account Number	Description	Budget	Adjustments	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Bal	%Bud
01.0.00000.0.00000.74400.5828. 23000000	Software Support	\$24,530.00	\$0.00	\$24,530.00	\$0.00	\$24,295.20	\$234.80	\$0.00	\$234.80	0.96%
01.0.00000.0.00000.74400.5830. 23000000	Consultants	\$6,000.00	\$0.00	\$6,000.00	\$0.00	\$0.00	\$6,000.00	\$0.00	\$6,000.00	100.00%
01.0.00000.0.00000.74400.5890. 23000000	Other Operation Services	\$800.00	\$0.00	\$800.00	\$0.00	\$0.00	\$800.00	\$600.00	\$200.00	25.00%
01.0.00000.0.00000.74400.5899. 23000000	Suspense	\$1,098.00	\$0.00	\$1,098.00	\$0.00	\$0.00	\$1,098.00	\$0.00	\$1,098.00	100.00%
<b>Function: Personnel Commission - 74400</b>		<b>\$236,342.00</b>	<b>\$0.00</b>	<b>\$236,342.00</b>	<b>\$2,490.78</b>	<b>\$47,140.77</b>	<b>\$189,201.23</b>	<b>\$62,534.13</b>	<b>\$126,667.10</b>	<b>53.59 %</b>
01.0.00000.0.00000.82000.4320. 23000000	Supplies	\$1,930.00	\$0.00	\$1,930.00	\$0.00	\$0.00	\$1,930.00	\$0.00	\$1,930.00	100.00%
01.0.00000.0.00000.82000.4393. 23000000	Water, Bottled	\$200.00	\$0.00	\$200.00	\$7.84	\$62.72	\$137.28	\$137.28	\$0.00	0.00%
<b>Function: Operations - 82000</b>		<b>\$2,130.00</b>	<b>\$0.00</b>	<b>\$2,130.00</b>	<b>\$7.84</b>	<b>\$62.72</b>	<b>\$2,067.28</b>	<b>\$137.28</b>	<b>\$1,930.00</b>	<b>90.61 %</b>
<b>Grand Total:</b>		<b>\$238,472.00</b>	<b>\$0.00</b>	<b>\$238,472.00</b>	<b>\$2,498.62</b>	<b>\$47,203.49</b>	<b>\$191,268.51</b>	<b>\$62,671.41</b>	<b>\$128,597.10</b>	<b>53.93%</b>

End of Report

Transaction Detail (Standard)							
Reference Number	Requisition Number	PO/Ship Number	Description	Name	Journal	Amount	
4449953120118	91183	191773	AP POSTING	SPARKLETTS	Accounts Payable	\$7.84	
						Detail Total:	\$7.84