



Jeff Silvestrini, Chair  
Mayor, Millcreek

Jeff Scott, Vice Chair  
Commissioner, Box Elder County

Mark Allen  
Mayor, Washington Terrace

Dirk Burton  
Mayor, West Jordan

Mike Caldwell  
Mayor, Ogden

Robert Dahle  
Mayor, Holladay

Jim Harvey  
Commissioner, Weber County

Scott Jenkins  
Commissioner, Weber County

Erin Mendenhall  
Mayor, Salt Lake City

Mike Newton  
Commissioner, Morgan County

Kristie Overson  
Mayor, Taylorsville

Joy Petro  
Mayor, Layton

John Pohlman  
Mayor, Fruit Heights

Mark Shepherd  
Mayor, Clearfield

Bob Stevenson  
Commissioner, Davis County

Troy Walker  
Mayor, Draper

Scott Wardle  
Councilmember, Tooele County

Jenny Wilson  
Mayor, Salt Lake County

Aimee Winder Newton  
Councilmember, Salt Lake County

Senator Wayne Harper  
Utah State Senate

Representative Mike Schultz  
Utah House of Representatives

Carlton Christensen  
Utah Transit Authority

Carlos Braceras  
Utah Department of Transportation

Dawn Ramsey  
Utah League of Cities & Towns

Lorene Kamalu  
Utah Association of Counties

Ari Bruening  
Envision Utah

Laura Hanson  
State Planning Coordinator

Andrew Gruber  
Executive Director

## WFRC Budget Committee AGENDA January 12, 2023

WFRC Budget Committee meeting will be held on **Thursday, Jan 12, 2023 at 2:00pm via Zoom:**

<https://us02web.zoom.us/j/86072411165?pwd=eEZiSjhHYk02a0kwaWw5WENoeDJHdz09>

Meeting ID: 860 7241 1165 Passcode: 485818

One tap mobile +12532158782,,86072411165#

The agenda will be as follows:

- Welcome and Introductions**
- ACTION:** [Minutes](#) of October 12, 2022 and [Financial statements/check registers](#) for Sept, Oct, and Nov 2022, and the Budget Expenditure report to date
- Public Comment**
- ACTION:** [Review changes](#) to WFRC Accounting and Administrative Policy
- Executive Director Report**
- Other Business**  
Next meeting: March 9, 2023

Informational materials can be located on WFRC's website at [www.wfrc.org](http://www.wfrc.org).

Wasatch Front Regional Council is an Equal Opportunity program. Public participation is solicited without regard to age, sex, disability, race, color or national origin. Auxiliary aids or translation services are available upon request by contacting WFRC's Title VI Administrator. Call 801-363-4250 (hearing impaired individuals may use Relay Utah by dialing 711) or email [apearson@wfrc.org](mailto:apearson@wfrc.org) at least 72 hours in advance.

Wasatch Front Regional Council is choosing to continue holding all public meetings electronically, without an anchor location, until it is deemed safe enough to hold public meetings in person.

Wasatch Front Regional Council es una organización de Oportunidad Igual. Se solicita la participación del público, sin importar la edad, el sexo, la discapacidad, la raza, color o nacionalidad. Personas que requieren servicios de traducción deben contactar al Administrador de Título VI de WFRC por teléfono a 801-363-4250 (personas con discapacidad auditiva pueden llamar a Spanish Relay Utah - 1-888-346-3162) o por correo electrónico [apearson@wfrc.org](mailto:apearson@wfrc.org), por lo menos 72 horas antes de la reunión.

Wasatch Front Regional Council ha elegido seguir manteniendo todas las juntas públicas electrónicamente, sin un lugar de anclaje, hasta que sea considerado lo suficientemente seguro para tener juntas públicas en persona



## **WFRC BUDGET COMMITTEE**

### **Minutes**

**October 12, 2022**

A meeting was held virtually on Wednesday October 12, 2022, via Zoom, in Salt Lake City, Utah.  
The following were present:

<b>2022 BUDGET COMMITTEE</b>		<b>IN ATTENDANCE</b>
<b>DAVIS COUNTY</b>		
Commissioner Bob Stevenson		yes
<b>MORGAN COUNTY</b>		
Commissioner Mike Newton		no
<b>SALT LAKE COUNTY</b>		
Councilmember Aimee Winder Newton		no
Mayor Jeff Silvestrini		yes
<b>TOOELE COUNTY</b>		
Councilmember Scott Wardle		yes
<b>WEBER COUNTY</b>		
Mayor Mike Caldwell		yes
<b>BOX ELDER COUNTY</b>		
Commissioner Jeff Scott		yes
<b>Others in Attendance</b>		
Andrew Gruber, WFRC	Wayne Bennion, WFRC	
Marian Florence, WFRC	Andrea Pearson, WFRC	
Kevrine Wells, WFRC	Tim Rees, Auditor with KHSA	

### **1. Introductions and Consent Agenda [00:00:10]**

Mayor Mike Caldwell, Chair, called the meeting to order at 11am.[00:02:05] Introductions were completed via roll call.

#### **ACTION: Approval of Minutes of May 12, 2022 [00:00:25]**

Commissioner Bob Stevenson made a motion to approve the minutes as written, and Commissioner Jeff Scott seconded. The approval vote was unanimous.

#### **[00:01:25] Financial statements/check registers for April, May, June, July, August, and September 2022, and the Budget Expenditure report to date**

Commissioner Bob Stevenson made a motion to approve the financial statements as provided, and Councilmember Scott Wardle seconded. The approval vote was unanimous.

### **2. Public Comment [00:03:20]**

Mayor Caldwell opened the meeting for public comments. There were none.

### **3. Budget Amendments and Audit Report**

#### **3a. ACTION: Review and recommend the FY22 WFRC Audit Report to WFRC Council for approval [00:03:30]**

Andrew Gruber, WFRC, presented the FY22 WFRC Audit Report and turned the time to Marian Florence, WFRC, for a brief discussion of the materials. An annual audit of the Council's financial records was performed by Tim Rees from the auditing firm of Karren Hendrix Stagg & Allen and a final draft of the audit report was included in the meeting materials.

The auditors have issued an ***unqualified opinion***. There were no findings or questioned costs. A summary of the audit results may be found on page 51 of the report.

**[00:14:34]** Mayor Jeff Silvestrini made a motion to recommend that the Council take action to accept the WFRC FY22 Audit Report as presented. Commissioner Bob Stevenson seconded the motion and the affirmative vote was unanimous.

**3b. ACTION: Review and recommend the FY23 WFRC Budget and Unified Planning Work Program (UPWP) to WFRC Council for approval [00:15:23]**

Andrew Gruber, WFRC, reminded the Committee that each October, WFRC closes the financial books on the previous fiscal year, which includes verifying the final expenditures and determining what expenditures and revenues will carry forward from the previous fiscal year (FY22) into the current fiscal year (FY23). WFRC routinely carries forward funding for projects that are multi-year in nature; i.e., a project may be fully budgeted in the first year but the work is conducted over two or more years, and the associated expenditures and revenues are therefore carried forward into the next fiscal year. This requires an amendment to the current fiscal year (FY23) budget.

As WFRC completed FY22 and the final expenditures were reviewed, actual spending came in lower than budgeted by \$5,443,616. This resulted principally from spending on some contractual items that were budgeted in FY22 carrying over into FY23.

In addition, since the adoption of the WFRC budget in May 2022, two new grants have been secured or anticipated:

- state funding for the statewide Comprehensive Economic Development Strategy (CEDS);
- federal funding for development of a region-wide Safety Action Plan through the Safe Streets for All (SS4A) discretionary grant program. This also necessitates an *amendment to the FY23 Unified Planning Work Program*. WFRC staff, a planning committee with representation from across the region, and a consultant team will develop a Safety Action Plan for the entire WFRC region to identify effective strategies and project types for reducing transportation fatalities and serious injuries. This Plan will allow local governments to be eligible to apply for SS4A funding to implement safety improvements identified in the Plan.

**[00:21:07]** Marian Florence, WFRC, provided more explanation of the proposed budget amendments. **[00:29:26]** Commissioner Bob Stevenson made a motion to recommend that the Council take action to approve the FY23 WFRC Budget and Unified Planning Work Program (UPWP) as presented. Mayor Jeff Silvestrini seconded the motion and the affirmative vote was unanimous.

**4. Executive Director Report [00:29:57]**

Andrew Gruber, WFRC, expressed his thanks to Marian and Kevrine for their dedicated work as WFRC's finance team. Mr. Gruber then informed the Committee that in the January 2023 meeting, we will be presenting some proposed updates and modifications to the WFRC Accounting & Administrative Policy.

**5. Other Business and Adjournment [00:34:33]**

The next meeting of the Budget Committee will be in January 2023. More information and calendar appointments will be forthcoming. Mayor Caldwell asked if there were any other business items to discuss. There were none. Mayor Jeff Silvestrini made a motion to adjourn the meeting and Commissioner Jeff Scott seconded. The affirmative motion was unanimous and the meeting adjourned at 11:37am.

**Wasatch Front Regional Council**  
**Checking**  
**Bank Reconciliation - 09/01/2022 to 09/30/2022**

---

Bank Statement Balance:	\$989,623.93
Calculated Book Balance:	\$989,623.93
General Ledger Balance:	\$989,623.93
Calculated Book Balance vs General Ledger Balance:	\$0.00



10/5/22

**Wasatch Front Regional Council**  
**Checking**  
**Bank Reconciliation - 09/01/2022 to 09/30/2022**

**Bank Statement Start Balance: \$1,945,952.47**

**Reconciled Deposits & Transfers**

Type	Reference	Date	Amount
Transfer	Transfer	09/08/2022	-1,000,000.00
Deposit		09/08/2022	12,500.00
Deposit		09/15/2022	4,197.05
Deposit		09/19/2022	15,000.00
Deposit		09/23/2022	356,397.80
Deposit		09/26/2022	3,668.75
Deposit		09/26/2022	36,000.00
Deposit		09/26/2022	315,000.00
Deposit		09/27/2022	1,594.21
Deposit		09/27/2022	2,000.00
Deposit		09/27/2022	13,755.00
Deposit		09/27/2022	13,755.00

**Reconciled Deposits & Transfers Total: (\$226,132.19)**

**Reconciled Checks & Withdrawals**

Payee Name	Reference	Date	Amount
Johner, Jory	X999	08/25/2022	0.00
Utah State Tax Commission	999999	08/31/2022	5,252.72
Internal Revenue Service	999999	08/31/2022	16,216.60
Utah Retirement Systems (URS)	999999	08/31/2022	49,059.56
Les Olson Company	ACH.0907221115.44	09/07/2022	52.81
UNUM Life Insurance Co.	ACH.0907221115.72	09/07/2022	157.95
PEHP FLEX Benefits	ACH.0907221115.54	09/07/2022	909.20
SEUALG (Southeastern Utah Assoc of Local Go	ACH.0907221115.209	09/07/2022	1,071.43
Avenue Consultants	ACH.0907221115.4	09/07/2022	1,553.75
Alta Planning and Design	ACH.0907221115.2	09/07/2022	3,397.55
Barker Leavitt, PLLC	ACH.0907221115.6	09/07/2022	8,000.00
Environmental Systems Research Institute (ESR	ACH.0907221115.22	09/07/2022	13,229.00
Fehr & Peers	ACH.0907221115.24	09/07/2022	14,251.90
Resource Systems Group, Inc (RSG)	ACH.0907221115.61	09/07/2022	15,133.71
Logan Simpson Design, Inc	ACH.0907221115.183	09/07/2022	16,771.80
Bentley Systems, Inc.	ACH.0907221115.8	09/07/2022	23,112.50
MHTN Architects	ACH.0907221115.49	09/07/2022	24,000.00
VODA Landscape & Planning	ACH.0907221115.83	09/07/2022	26,451.00
Public Employees Health Program (PEHP)	ACH.0907221115.59	09/07/2022	42,141.95
Day, Chris	X999	09/10/2022	0.00
Utah State Tax Commission	999999	09/14/2022	2,738.56
Utah State Tax Commission	999999	09/15/2022	5,528.89
Internal Revenue Service	999999	09/15/2022	18,271.70
Utah Retirement Systems (URS)	999999	09/15/2022	49,488.94
	0915221200	09/15/2022	94,387.71
Strindberg & Scholnick, LLC	ACH.0921221442.196	09/21/2022	157.50
Utah Foundation	ACH.0921221442.77	09/21/2022	300.00
Bio-West	ACH.0921221442.219	09/21/2022	500.00
PEHP FLEX Benefits	ACH.0921221442.54	09/21/2022	909.20
RRJ Consulting	ACH.0921221442.62	09/21/2022	2,000.00
Kimley Horn	ACH.0921221442.41	09/21/2022	2,727.00
Penna Powers	ACH.0921221442.56	09/21/2022	3,202.00
Intelitechs	ACH.0921221442.36	09/21/2022	5,299.99
Utah State Division of Finance	ACH.0921221442.81	09/21/2022	6,239.56
Fehr & Peers	ACH.0921221442.24	09/21/2022	7,496.13
Township + Range LLC	ACH.0921221442.70	09/21/2022	9,222.50
Landmark Design	ACH.0921221442.42	09/21/2022	12,128.69
Resource Systems Group, Inc (RSG)	ACH.0921221442.61	09/21/2022	17,502.51
Design Workshop, Inc	ACH.0921221442.20	09/21/2022	24,522.08
Fielding Group, LLC	ACH.0921221442.26	09/21/2022	36,948.55
IBI Group	ACH.0921221442.35	09/21/2022	41,515.23
White, Marcia L	X999	09/30/2022	0.00
Lincoln National Life Ins Co	999999	09/30/2022	2,344.01
Utah State Tax Commission	ACH	09/30/2022	5,598.74
Internal Revenue Service	ACH	09/30/2022	17,544.72
	0930221200	09/30/2022	102,858.71

**Reconciled Checks & Withdrawals Total: \$730,196.35**

**Bank Statement End Balance: \$989,623.93**

**Wasatch Front Regional Council**  
**Check Register**  
**Checking - 09/01/2022 to 09/30/2022**

Payee Name	Reference Number	Invoice Number	Invoice Ledger Date	Payment Date	Amount	Description	Ledger Account
Alta Planning and Design	ACH.0907221	00-2021-188-9	08/31/2022	09/07/2022	3,397.55	July Services - Layton ATP	105340.30.351024 - Consult Serv: L
					<b>\$3,397.55</b>		
Avenue Consultants	ACH.0907221	7851	06/30/2022	09/07/2022	1,553.75	June consulting - Taylorsville Active Comm	105340.30.330261 - Consult Serv: T
					<b>\$1,553.75</b>		
Barker Leavitt, PLLC	ACH.0907221	110-0822	08/31/2022	09/07/2022	8,000.00	Legislative Consulting - August billing	105340.50.341200 - Consult Serv: L
					<b>\$8,000.00</b>		
Bentley Systems, Inc.	ACH.0907221	48327138	08/31/2022	09/07/2022	8,389.84	CUBE licensing WFRC share of Bentley softw	105670.20.322210 - Software: CPG
Bentley Systems, Inc.	ACH.0907221	48327138	08/31/2022	09/07/2022	14,722.66	CUBE licensing Partner share of Bentley	105670.10.301200 - Software: Local
					\$23,112.50		
					<b>\$23,112.50</b>		
Bio-West	ACH.0921221	30360111	09/16/2022	09/21/2022	500.00	UDOT Pedestrian Summit - Sponsorship	105610.10.301200 - Supplies: Local
					<b>\$500.00</b>		
Design Workshop, Inc	ACH.0921221	0071871	09/12/2022	09/21/2022	18,592.15	Make Ogden Ordinance - August Services	105340.30.351025 - Consult Serv:
Design Workshop, Inc	ACH.0921221	71977	09/12/2022	09/21/2022	5,929.93	SLC Building Heights & Ped Space Code - Au	105340.30.330213 - Consult Serv: S
					\$24,522.08		
					<b>\$24,522.08</b>		
Environmental Systems Research	ACH.0907221	94314762	08/31/2022	09/07/2022	13,229.00	GIS Software annual renewal - Analytics	105670.20.322210 - Software: CPG
					<b>\$13,229.00</b>		
Fehr & Peers	ACH.0907221	155616	08/31/2022	09/07/2022	3,530.80	Wasatch Blvd Corridor Study	105340.30.330210 - Consult Serv:
Fehr & Peers	ACH.0907221	156794	08/31/2022	09/07/2022	10,721.10	Wasatch Blvd Corridor Study	105340.30.330210 - Consult Serv:
					\$14,251.90		
Fehr & Peers	ACH.0921221	157226	09/12/2022	09/21/2022	1,250.60	Alta Parking Study - July Services	105340.30.330252 - Consult Serv: A
Fehr & Peers	ACH.0921221	157228	09/12/2022	09/21/2022	1,970.13	Clearfield Parking Study - July Services	105340.30.330252 - Consult Serv: A
Fehr & Peers	ACH.0921221	157289	09/15/2022	09/21/2022	4,275.40	Wasatch Blvd Corridor Study - July	105340.30.330210 - Consult Serv:
					\$7,496.13		
					<b>\$21,748.03</b>		
Fielding Group, LLC	ACH.0921221	467	09/15/2022	09/21/2022	36,948.55	Building Lease - September	105441.99.999000 - Building Lease
					<b>\$36,948.55</b>		
IBI Group	ACH.0921221	10014902	06/30/2022	09/21/2022	38,260.57	June services - Morgan County Small Area	105340.30.352012 - Consult Serv:
IBI Group	ACH.0921221	10015202	09/15/2022	09/21/2022	3,254.66	Morgan County Mountain Green Small Area PI	105340.30.352012 - Consult Serv:
					\$41,515.23		
					<b>\$41,515.23</b>		
Intelitechs	ACH.0921221	16490	09/01/2022	09/21/2022	249.99	Microsoft Office - Byron	105670.20.322210 - Software: CPG
Intelitechs	ACH.0921221	16785	09/01/2022	09/21/2022	5,050.00	Monthly billing - Sept	105430.99.999000 - Maintenance: I
					\$5,299.99		
					<b>\$5,299.99</b>		

**Wasatch Front Regional Council**  
**Check Register**  
**Checking - 09/01/2022 to 09/30/2022**

Payee Name	Reference Number	Invoice Number	Invoice Ledger Date	Payment Date	Amount	Description	Ledger Account
Internal Revenue Service	999999	PR091022-38	09/15/2022	09/15/2022	3,670.54	Medicare Tax	1021000 - Federal Tax W/H Payable
Internal Revenue Service	999999	PR091022-38	09/15/2022	09/15/2022	14,601.16	Federal Income Tax	1021000 - Federal Tax W/H Payable
					<b>\$18,271.70</b>		
Internal Revenue Service	ACH	PR092522-38	09/30/2022	09/30/2022	3,698.84	Medicare Tax	1021000 - Federal Tax W/H Payable
Internal Revenue Service	ACH	PR092522-38	09/30/2022	09/30/2022	13,845.88	Federal Income Tax	1021000 - Federal Tax W/H Payable
					<b>\$17,544.72</b>		
					<b>\$35,816.42</b>		
Kimley Horn	ACH.0921221	22135034	09/06/2022	09/21/2022	2,727.00	Kearns On Street Parking - July	105340.30.330211 - Consult Serv: K
					<b>\$2,727.00</b>		
Landmark Design	ACH.0921221	14	09/14/2022	09/21/2022	3,463.69	Fruit Heights General Plan - Aug	105340.30.351019 - Consult Serv: F
Landmark Design	ACH.0921221	2	09/06/2022	09/21/2022	6,700.00	South Ogden General Plan - July	105340.30.351016 - Consult Serv: S
Landmark Design	ACH.0921221	3	09/06/2022	09/21/2022	1,965.00	South Ogden General Plan - Aug	105340.30.351016 - Consult Serv: S
					<b>\$12,128.69</b>		
					<b>\$12,128.69</b>		
Les Olson Company	ACH.0907221	EA1176260	08/31/2022	09/07/2022	52.81	Monthly Billing	105610.99.999000 - Supplies: Indire
					<b>\$52.81</b>		
Lincoln National Life Ins Co	999999	09302022	09/30/2022	09/30/2022	95.66	Adjustment - Sept	105210.99.998000 - Fringe Benefits:
Lincoln National Life Ins Co	999999	PR091022-46	09/15/2022	09/30/2022	1,109.28	Life Ins W/H	1022300 - Lincoln Life Insurance W/
Lincoln National Life Ins Co	999999	PR092522-46	09/30/2022	09/30/2022	1,139.07	Life Ins W/H	1022300 - Lincoln Life Insurance W/
					<b>\$2,344.01</b>		
					<b>\$2,344.01</b>		
Logan Simpson Design, Inc	ACH.0907221	30142	08/31/2022	09/07/2022	16,771.80	Bountiful - July Services	105340.30.351010 - Consult Serv: B
					<b>\$16,771.80</b>		
MHTN Architects	ACH.0907221	0029065	08/31/2022	09/07/2022	24,000.00	Midvale State St. Corridor - July services	105340.30.330212 - Consult Serv:
					<b>\$24,000.00</b>		
PEHP FLEX Benefits	ACH.0907221	PR082522-54	08/31/2022	09/07/2022	909.20	Flex Spend Acct	1022400 - Flexible Spending Accou
PEHP FLEX Benefits	ACH.0921221	PR091022-54	09/15/2022	09/21/2022	909.20	Flex Spend Acct	1022400 - Flexible Spending Accou
					<b>\$1,818.40</b>		
Penna Powers	ACH.0921221	026070	09/19/2022	09/21/2022	2,642.00	Strategic Communication Services - August	105340.20.322224 - Consult Serv: C
Penna Powers	ACH.0921221	026072	09/19/2022	09/21/2022	46.67	UTP - August services MAG	105340.40.322215.0027 - Consult S
Penna Powers	ACH.0921221	026072	09/19/2022	09/21/2022	139.99	UTP - August services WFRC portion	105340.20.322215.0027 - Consult S
Penna Powers	ACH.0921221	026072	09/19/2022	09/21/2022	186.67	UTP - August services UDOT	105340.40.322215.0027 - Consult S
Penna Powers	ACH.0921221	026072	09/19/2022	09/21/2022	186.67	UTP - August services UTA	105340.40.322215.0027 - Consult S
					<b>\$3,202.00</b>		
					<b>\$3,202.00</b>		
Public Employees Health Program	ACH.0907221	083122	08/31/2022	09/07/2022	-1,272.11	Adjustments to August billiing	105240.99.998000 - Fringe Benefit -
Public Employees Health Program	ACH.0907221	PR081022-59	08/15/2022	09/07/2022	71.55	Vision Ins	1022000 - PEHP Insurance W/H Pa

**Wasatch Front Regional Council**  
**Check Register**  
**Checking - 09/01/2022 to 09/30/2022**

Payee Name	Reference Number	Invoice Number	Invoice Ledger Date	Payment Date	Amount	Description	Ledger Account
Public Employees Health Program	ACH.0907221	PR081022-59	08/15/2022	09/07/2022	1,567.75	Dental Ins	1022000 - PEHP Insurance W/H Pa
Public Employees Health Program	ACH.0907221	PR081022-59	08/15/2022	09/07/2022	19,888.08	Health Ins	1022000 - PEHP Insurance W/H Pa
Public Employees Health Program	ACH.0907221	PR082522-59	08/31/2022	09/07/2022	74.75	Vision Ins	1022000 - PEHP Insurance W/H Pa
Public Employees Health Program	ACH.0907221	PR082522-59	08/31/2022	09/07/2022	1,594.25	Dental Ins	1022000 - PEHP Insurance W/H Pa
Public Employees Health Program	ACH.0907221	PR082522-59	08/31/2022	09/07/2022	20,217.68	Health Ins	1022000 - PEHP Insurance W/H Pa
					<b>\$42,141.95</b>		
					<b>\$42,141.95</b>		
Resource Systems Group, Inc (RS	ACH.0907221	50367	08/31/2022	09/07/2022	521.83	Household Travel Survey - July Cache	105340.40.322215.3423 - Consult S
Resource Systems Group, Inc (RS	ACH.0907221	50367	08/31/2022	09/07/2022	739.25	Household Travel Survey - July Dixie	105340.40.322215.3423 - Consult S
Resource Systems Group, Inc (RS	ACH.0907221	50367	08/31/2022	09/07/2022	1,217.59	Household Travel Survey - July UTA	105340.40.322215.3423 - Consult S
Resource Systems Group, Inc (RS	ACH.0907221	50367	08/31/2022	09/07/2022	2,609.12	Household Travel Survey - July MAG	105340.40.322215.3423 - Consult S
Resource Systems Group, Inc (RS	ACH.0907221	50367	08/31/2022	09/07/2022	3,479.62	Household Travel Survey - July UDOT	105340.40.322215.3423 - Consult S
Resource Systems Group, Inc (RS	ACH.0907221	50367	08/31/2022	09/07/2022	6,566.30	Household Travel Survey - July WFRC	105340.50.322215.3423 - Consult S
					<b>\$15,133.71</b>		
Resource Systems Group, Inc (RS	ACH.0921221	50429	09/16/2022	09/21/2022	603.50	Household Travel Survey - Aug Cache	105340.40.322215.3423 - Consult S
Resource Systems Group, Inc (RS	ACH.0921221	50429	09/16/2022	09/21/2022	854.96	Household Travel Survey - Aug Dixie	105340.40.322215.3423 - Consult S
Resource Systems Group, Inc (RS	ACH.0921221	50429	09/16/2022	09/21/2022	1,408.17	Household Travel Survey - Aug UTA	105340.40.322215.3423 - Consult S
Resource Systems Group, Inc (RS	ACH.0921221	50429	09/16/2022	09/21/2022	3,017.52	Household Travel Survey - Aug MAG	105340.40.322215.3423 - Consult S
Resource Systems Group, Inc (RS	ACH.0921221	50429	09/16/2022	09/21/2022	4,024.27	Household Travel Survey - Aug UDOT	105340.40.322215.3423 - Consult S
Resource Systems Group, Inc (RS	ACH.0921221	50429	09/16/2022	09/21/2022	7,594.09	Household Travel Survey - Aug WFRC	105340.50.322215.3423 - Consult S
					<b>\$17,502.51</b>		
					<b>\$32,636.22</b>		
RRJ Consulting	ACH.0921221	WFRC202209	09/06/2022	09/21/2022	2,000.00	Legislative Consulting - Sept	105340.50.341200 - Consult Serv: L
					<b>\$2,000.00</b>		
SEUALG (Southeastern Utah Asso	ACH.0907221	03082022JP	08/31/2022	09/07/2022	1,071.43	Sponsorship - One Utah Fall Summit	105610.10.301200 - Supplies: Local
					<b>\$1,071.43</b>		
Strindberg & Scholnick, LLC	ACH.0921221	37252	08/02/2022	09/21/2022	157.50	legal services	105348.10.301200 - Legal Serv: Loc
					<b>\$157.50</b>		
Township + Range LLC	ACH.0921221	2110-10	09/15/2022	09/21/2022	2,302.50	Walk White City - Aug	105340.30.330217 - Consult Serv:
Township + Range LLC	ACH.0921221	2203.03	09/15/2022	09/21/2022	972.38	Context Sensitivity - Aug MAG	105340.40.322215.0029 - Consult S
Township + Range LLC	ACH.0921221	2203.03	09/15/2022	09/21/2022	2,268.87	Context Sensitivity - Aug WFRC	105340.20.322215.0029 - Consult S
Township + Range LLC	ACH.0921221	2206-01	09/13/2022	09/21/2022	3,678.75	Draper Town Center Station Area Plan - Aug	105340.30.330255 - Consult Serv: D
					<b>\$9,222.50</b>		
					<b>\$9,222.50</b>		
UNUM Life Insurance Co.	ACH.0907221	0905590-001 5	08/31/2022	09/07/2022	157.95	LTC - August Billing	105242.99.998000 - Fringe Benefit -
					<b>\$157.95</b>		
Utah Foundation	ACH.0921221	7070	09/19/2022	09/21/2022	300.00	Utah Foundation Luncheon registration - AG,	105610.10.301200 - Supplies: Local
					<b>\$300.00</b>		



**Wasatch Front Regional Council**  
**Check Register**  
**Checking - 09/01/2022 to 09/30/2022**

Payee Name	Reference Number	Invoice Number	Invoice Ledger Date	Payment Date	Amount	Description	Ledger Account
Utah Retirement Systems (URS)	999999	PR091022-80	09/15/2022	09/15/2022	50.00	Roth IRA	1023200 - Roth IRA W/H Payable
Utah Retirement Systems (URS)	999999	PR091022-80	09/15/2022	09/15/2022	335.30	Loan	1023300 - Loan Payment W/H Paya
Utah Retirement Systems (URS)	999999	PR091022-80	09/15/2022	09/15/2022	500.00	457(b) Add'l	1023100 - 457(b) W/H Payable
Utah Retirement Systems (URS)	999999	PR091022-80	09/15/2022	09/15/2022	1,860.37	URS 401(k) Tier 2	1023000 - 401(k) W/H Payable
Utah Retirement Systems (URS)	999999	PR091022-80	09/15/2022	09/15/2022	6,226.21	401(k) DC	1023000 - 401(k) W/H Payable
Utah Retirement Systems (URS)	999999	PR091022-80	09/15/2022	09/15/2022	6,268.38	457(b)	1023100 - 457(b) W/H Payable
Utah Retirement Systems (URS)	999999	PR091022-80	09/15/2022	09/15/2022	14,002.10	401(k) EE & Match	1023000 - 401(k) W/H Payable
Utah Retirement Systems (URS)	999999	PR091022-80	09/15/2022	09/15/2022	20,246.58	URS State Retirement	1023000 - 401(k) W/H Payable
					<u>\$49,488.94</u>		
					<b>\$49,488.94</b>		
Utah State Division of Finance	ACH.0921221	2308227151200	08/10/2022	09/21/2022	4,983.58	Pcard - AP August	1020190 - P-Card Clearing
Utah State Division of Finance	ACH.0921221	2308227151201	08/10/2022	09/21/2022	1,093.16	Pcard - RH August	1020190 - P-Card Clearing
Utah State Division of Finance	ACH.0921221	2308227151203	08/10/2022	09/21/2022	162.82	Pcard - AG August	1020190 - P-Card Clearing
					<u>\$6,239.56</u>		
					<b>\$6,239.56</b>		
Utah State Tax Commission	999999	9152022	09/14/2022	09/14/2022	2,738.56	Quarter 2 Adjustment	1021200 - State Tax W/H Payable
Utah State Tax Commission	999999	PR091022-82	09/15/2022	09/15/2022	5,528.89	State Income Tax	1021200 - State Tax W/H Payable
					<u>\$8,267.45</u>		
Utah State Tax Commission	ACH	PR092522-82	09/30/2022	09/30/2022	5,598.74	State Income Tax	1021200 - State Tax W/H Payable
					<u><b>\$13,866.19</b></u>		
VODA Landscape & Planning	ACH.0907221	083122	08/31/2022	09/07/2022	26,451.00	SSL/Mill Creek Digital Mobility - July services	105340.30.330216 - Consult Serv: S
					<u><b>\$26,451.00</b></u>		
					<u><b>\$462,421.05</b></u>		

# Commercial Checking Acct Public Funds

Account number: 1890008079 ■ September 1, 2022 - September 30, 2022 ■ Page 1 of 2

WELLS  
FARGO

WASATCH FRONT REGIONAL COUNCIL/WASATCH  
FRONT ECONOMIC DEVELOPMENT DISTRICT  
41 N RIO GRANDE ST STE 103  
SALT LAKE CITY UT 84101-1385

## Questions?

Call your Customer Service Officer or Client Services  
1-800-AT WELLS (1-800-289-3557)  
5:00 AM TO 6:00 PM Pacific Time Monday - Friday

Online: [wellsfargo.com](https://wellsfargo.com)

Write: Wells Fargo Bank, N. A. (119)  
Gib - Local Government (Utah)  
P.O. Box 6995  
Portland, OR 97228-6995

## Account summary

### Commercial Checking Acct Public Funds

Account number	Beginning balance	Total credits	Total debits	Ending balance
1890008079	\$1,945,952.47	\$773,867.81	-\$1,730,196.35	\$989,623.93

## Credits

Electronic deposits/bank credits

Effective date	Posted date	Amount	Transaction detail
	09/08	12,500.00	Desktop Check Deposit
	09/15	4,197.05	Desktop Check Deposit
	09/19	15,000.00	Desktop Check Deposit
	09/22	356,397.80	Finet EFT 8019577760 220920 202209200392623 NTE*23A0151834 *81353E *Was
	09/26	3,668.75	Finet EFT 8019577760 220923 202209230393162 NTE*23A0157540 *81353E *Was
	09/26	36,000.00	Finet EFT 8019577760 220923 202209230393161 NTE*23A0157539 *81353E *Was
	09/26	157,500.00	Finet EFT 8019577760 220923 202209230393159 NTE*23A0157537 *81353E *Was
	09/26	157,500.00	Finet EFT 8019577760 220923 202209230393160 NTE*23A0157538 *81353E *Was
	09/27	31,104.21	Desktop Check Deposit
		\$773,867.81	Total electronic deposits/bank credits
		\$773,867.81	Total credits

## Debits

Electronic debits/bank debits

Effective date	Posted date	Amount	Transaction detail
	09/01	5,252.72	Utah801/297-7703 Tax Paymnt xxxxx5936 Wasatch Front Regional
	09/01	16,216.60 <	Business to Business ACH Debit - IRS Usatapytmt 090122 270264402038416 Wasatch Front Regional

*Electronic debits/bank debits (continued)*

<i>Effective date</i>	<i>Posted date</i>	<i>Amount</i>	<i>Transaction detail</i>
	09/02	2,344.01 <	Business to Business ACH Debit - *Lincoln Natlife Prempymnt 1555992 91000019878696
	09/02	49,059.56	Utah State Retir Urs Paymnt U999500733340 Wasatch Front Reg Coun
	09/07	190,234.55	ACH Prep Origintn - Wasatch Front Re - File 7878782339 Coid 1870285777
	09/08	1,000,000.00 <	Business to Business ACH Debit - Utah State Treas Mixed 220907 0533 Wasatch Front Regional
	09/13	94,387.71	ACH Prep Origintn - Wasatch Front Re - File 7878782339 Coid 1870285777
	09/15	18,271.70 <	Business to Business ACH Debit - IRS Usataxpymt 091522 270265824013983 Wasatch Front Regional
	09/16	2,738.56	Utah801/297-7703 Tax Paymnt xxxxx8560 Wasatch Front Regional
	09/16	5,528.89	Utah801/297-7703 Tax Paymnt 1985591040 Wasatch Front Regional
	09/16	49,488.94	Utah State Retir Urs Paymnt U999500733341 Wasatch Front Reg Coun
	09/22	170,670.94	ACH Prep Origintn - Wasatch Front Re - File 7878782339 Coid 1870285777
	09/28	102,858.71	ACH Prep Origintn - Wasatch Front Re - File 7878782339 Coid 1870285777
	09/29	5,598.74	Utah801/297-7703 Tax Paymnt xxxxx4000 Wasatch Front Regional
	09/30	17,544.72 <	Business to Business ACH Debit - IRS Usataxpymt 093022 270267360527030 Wasatch Front Regional
		\$1,730,196.35	Total electronic debits/bank debits
		\$1,730,196.35	Total debits

< Business to Business ACH: If this is a business account, this transaction has a return time frame of one business day from post date. This time frame does not apply to consumer accounts.

## Daily ledger balance summary

<i>Date</i>	<i>Balance</i>	<i>Date</i>	<i>Balance</i>	<i>Date</i>	<i>Balance</i>
08/31	1,945,952.47	09/13	600,957.32	09/26	1,084,521.89
09/01	1,924,483.15	09/15	586,882.67	09/27	1,115,626.10
09/02	1,873,079.58	09/16	529,126.28	09/28	1,012,767.39
09/07	1,682,845.03	09/19	544,126.28	09/29	1,007,168.65
09/08	695,345.03	09/22	729,853.14	09/30	989,623.93
Average daily ledger balance		\$986,237.55			

## STATEMENT OF ACCOUNT

## PTIF

## UTAH PUBLIC TREASURERS' INVESTMENT FUND

Marlo M. Oaks, Utah State Treasurer, Fund Manager

PO Box 142315

350 N State Street, Suite 180

Salt Lake City, Utah 84114-2315

Local Call (801) 538-1042 Toll Free (800) 395-7665

[www.treasurer.utah.gov](http://www.treasurer.utah.gov)

WASATCH FRONT REGIONAL COUNCIL

LOVEIT BAUMGARDNER

41 NO. RIO GRANDE ST., STE 103

SALT LAKE CTY UT 84101

**Account****Account Period****533**

September 01, 2022 through September 30, 2022

**Summary**

Beginning Balance	\$ 1,398,774.99	Average Daily Balance	\$ 2,165,441.66
Deposits	\$ 1,004,411.94	Interest Earned	\$ 4,411.94
Withdrawals	\$ 0.00	360 Day Rate	2.4449
Ending Balance	\$ 2,403,186.93	365 Day Rate	2.4789

Date	Activity	Deposits	Withdrawals	Balance
09/01/2022	FORWARD BALANCE	\$ 0.00	\$ 0.00	\$ 1,398,774.99
09/08/2022	funds tr	\$ 1,000,000.00	\$ 0.00	\$ 2,398,774.99
09/30/2022	REINVESTMENT	\$ 4,411.94	\$ 0.00	\$ 2,403,186.93
09/30/2022	ENDING BALANCE	\$ 0.00	\$ 0.00	\$ 2,403,186.93

## STATEMENT OF ACCOUNT

## PTIF

## UTAH PUBLIC TREASURERS' INVESTMENT FUND

Marlo M. Oaks, Utah State Treasurer, Fund Manager

PO Box 142315

350 N State Street, Suite 180

Salt Lake City, Utah 84114-2315

Local Call (801) 538-1042 Toll Free (800) 395-7665

[www.treasurer.utah.gov](http://www.treasurer.utah.gov)

WASATCH FRONT REG COUNS/BLDG FD

LOVEIT BAUMGARDNER

41 NORTH RIO GRANDE ST., STE 103

SALT LAKE CTY UT 84101

**Account****Account Period****8761**

September 01, 2022 through September 30, 2022

**Summary**

Beginning Balance	\$ 1,173,080.87	Average Daily Balance	\$ 1,173,080.87
Deposits	\$ 2,390.07	Interest Earned	\$ 2,390.07
Withdrawals	\$ 0.00	360 Day Rate	2.4449
Ending Balance	\$ 1,175,470.94	365 Day Rate	2.4789

<b>Date</b>	<b>Activity</b>	<b>Deposits</b>	<b>Withdrawals</b>	<b>Balance</b>
09/01/2022	FORWARD BALANCE	\$ 0.00	\$ 0.00	\$ 1,173,080.87
09/30/2022	REINVESTMENT	\$ 2,390.07	\$ 0.00	\$ 1,175,470.94
09/30/2022	ENDING BALANCE	\$ 0.00	\$ 0.00	\$ 1,175,470.94

**Wasatch Front Regional Council**  
**Checking**  
**Bank Reconciliation - 10/01/2022 to 10/31/2022**

---

Bank Statement Balance:	\$2,049,329.99
Calculated Book Balance:	\$2,049,329.99
General Ledger Balance:	\$2,049,329.99
Calculated Book Balance vs General Ledger Balance:	\$0.00

A handwritten signature in black ink, appearing to be 'M. H.', followed by a horizontal line.

11/8/22

**Wasatch Front Regional Council**  
**Checking**  
**Bank Reconciliation - 10/01/2022 to 10/31/2022**

**Bank Statement Start Balance: \$989,623.93**

**Reconciled Deposits & Transfers**

Type	Reference	Date	Amount
Deposit		10/03/2022	760,000.00
Deposit		10/05/2022	7,543.37
Deposit		10/05/2022	219,774.00
Deposit		10/07/2022	2,000.00
Deposit		10/07/2022	147,808.00
Deposit		10/11/2022	3,058.55
Deposit		10/11/2022	49,966.80
Deposit		10/25/2022	6,832.25
Deposit		10/25/2022	23,894.01
Deposit		10/26/2022	6,309.71
Deposit		10/26/2022	373,856.36

**Reconciled Deposits & Transfers Total: \$1,601,043.05**

**Reconciled Checks & Withdrawals**

Payee Name	Reference	Date	Amount
Head, Byron	X999	09/10/2022	0.00
Utah Retirement Systems (URS)	ACH	09/30/2022	49,164.38
Utah Local Governments Trust (ULGT)	ACH.1012221058.79	10/12/2022	462.00
PEHP FLEX Benefits	ACH.1012221058.54	10/12/2022	909.20
Pelorus Methods	ACH.1012221058.55	10/12/2022	1,900.00
RRJ Consulting	ACH.1012221058.62	10/12/2022	2,000.00
Logan Simpson Design, Inc	ACH.1012221058.183	10/12/2022	3,333.20
Alta Planning and Design	ACH.1012221058.2	10/12/2022	4,708.10
IBI Group	ACH.1012221058.35	10/12/2022	5,486.37
Kimley Horn	ACH.1012221058.41	10/12/2022	5,662.50
Avenue Consultants	ACH.1012221058.4	10/12/2022	7,455.94
Barker Leavitt, PLLC	ACH.1012221058.6	10/12/2022	8,000.00
Utah State Division of Finance	ACH.1012221058.81	10/12/2022	8,406.98
Resource Systems Group, Inc (RSG)	ACH.1012221058.61	10/12/2022	8,472.87
Intelitechs	ACH.1012221058.36	10/12/2022	9,003.01
Fehr & Peers	ACH.1012221058.24	10/12/2022	12,447.15
Utah League of Cities and Towns (ULCT)	ACH.1012221058.78	10/12/2022	13,510.00
Nelson Nygaard Consulting Association, Inc	ACH.1012221058.186	10/12/2022	16,180.63
MHTN Architects	ACH.1012221058.49	10/12/2022	18,000.00
Public Employees Health Program (PEHP)	ACH.1012221058.59	10/12/2022	42,856.76
Utah Department of Transportation (UDOT)	ACH.1012221058.225	10/12/2022	49,282.88
Pearson, Andrea	X999	10/13/2022	0.00
Pearson, Andrea	X999	10/14/2022	0.00
Utah State Tax Commission	EFT	10/14/2022	5,209.39
Internal Revenue Service	EFT	10/14/2022	15,673.35
	1014221200	10/14/2022	90,543.72
Utah Department of Workforce Services (DWS)	999999	10/17/2022	1,019.94
Utah Retirement Systems (URS)	ACH	10/17/2022	46,684.63
Utah State Tax Commission	ACH	10/31/2022	2,466.82
Lincoln National Life Ins Co	ACH	10/31/2022	2,831.61
Internal Revenue Service	999999	10/31/2022	15,644.13
	1031221200	10/31/2022	94,021.43

**Reconciled Checks & Withdrawals Total: \$541,336.99**

**Bank Statement End Balance: \$2,049,329.99**

**Wasatch Front Regional Council**  
**Check Register**  
**Checking - 10/01/2022 to 10/31/2022**

Payee Name	Reference Number	Invoice Number	Invoice Ledger Date	Payment Date	Amount	Description	Ledger Account
Alta Planning and Design	ACH.1012221	00-2021-188-10	09/29/2022	10/12/2022	4,708.10	Layton Active Transportation Plan - August billi	105340.30.351024 - Consult Serv: L
					<b>\$4,708.10</b>		
Avenue Consultants	ACH.1012221	8104	09/20/2022	10/12/2022	7,455.94	Kearns and Magna ATP - August billing	105340.30.330257 - Consult Serv: K
					<b>\$7,455.94</b>		
Barker Leavitt, PLLC	ACH.1012221	1100922	09/30/2022	10/12/2022	8,000.00	Legislative Consulting - Sept billing	105340.50.341200 - Consult Serv: L
					<b>\$8,000.00</b>		
Fehr & Peers	ACH.1012221	157868	09/29/2022	10/12/2022	200.24	Parking Modernization - July Billing MAG	105340.40.322215.0018 - Consult S
Fehr & Peers	ACH.1012221	157868	09/29/2022	10/12/2022	500.49	Parking Modernization - July Billing SLCo	105340.40.322215.0018 - Consult S
Fehr & Peers	ACH.1012221	157868	09/29/2022	10/12/2022	500.49	Parking Modernization - July Billing WFRC	105340.20.322215.0018 - Consult S
Fehr & Peers	ACH.1012221	157868	09/29/2022	10/12/2022	800.79	Parking Modernization - July Billing UDOT	105340.40.322215.0018 - Consult S
Fehr & Peers	ACH.1012221	157868	09/29/2022	10/12/2022	800.79	Parking Modernization - July Billing UTA	105340.40.322215.0018 - Consult S
Fehr & Peers	ACH.1012221	158024	09/29/2022	10/12/2022	1,807.00	Alta Parking Study - August Services	105340.30.330252 - Consult Serv: A
Fehr & Peers	ACH.1012221	158064	09/29/2022	10/12/2022	559.94	Parking Modernization - August Billing MAG	105340.40.322215.0018 - Consult S
Fehr & Peers	ACH.1012221	158064	09/29/2022	10/12/2022	1,399.48	Parking Modernization - August Billing SLCo	105340.40.322215.0018 - Consult S
Fehr & Peers	ACH.1012221	158064	09/29/2022	10/12/2022	1,399.49	Parking Modernization - August Billing WFRC	105340.20.322215.0018 - Consult S
Fehr & Peers	ACH.1012221	158064	09/29/2022	10/12/2022	2,239.22	Parking Modernization - August Billing UDOT	105340.40.322215.0018 - Consult S
Fehr & Peers	ACH.1012221	158064	09/29/2022	10/12/2022	2,239.22	Parking Modernization - August Billing UTA	105340.40.322215.0018 - Consult S
					<b>\$12,447.15</b>		
					<b>\$12,447.15</b>		
IBI Group	ACH.1012221	10015341	09/30/2022	10/12/2022	5,486.37	Morgan County Mountain Green Small Area PI	105340.30.352012 - Consult Serv:
					<b>\$5,486.37</b>		
Intelitechs	ACH.1012221	100122	10/01/2022	10/12/2022	5,050.00	Monthly services - October	105430.99.999000 - Maintenance: I
Intelitechs	ACH.1012221	16807	09/30/2022	10/12/2022	950.88	laptop for Jordon	105610.99.999000 - Supplies: Indire
Intelitechs	ACH.1012221	16816	09/30/2022	10/12/2022	3,002.13	Computer for LRP plus Microsoft Office	105610.10.301200 - Supplies: Local
					<b>\$9,003.01</b>		
					<b>\$9,003.01</b>		
Internal Revenue Service	999999	PR102522-38	10/31/2022	10/31/2022	3,444.20	Medicare Tax	1021000 - Federal Tax W/H Payable
Internal Revenue Service	999999	PR102522-38	10/31/2022	10/31/2022	12,199.93	Federal Income Tax	1021000 - Federal Tax W/H Payable
					<b>\$15,644.13</b>		
Internal Revenue Service	EFT	PR101022-38	10/14/2022	10/14/2022	3,446.06	Medicare Tax	1021000 - Federal Tax W/H Payable
Internal Revenue Service	EFT	PR101022-38	10/14/2022	10/14/2022	12,227.29	Federal Income Tax	1021000 - Federal Tax W/H Payable
					<b>\$15,673.35</b>		
					<b>\$31,317.48</b>		
Kimley Horn	ACH.1012221	22382408	09/30/2022	10/12/2022	5,662.50	Kearns On Street Parking- August services	105340.30.330211 - Consult Serv: K
					<b>\$5,662.50</b>		
Lincoln National Life Ins Co	ACH	103122	10/31/2022	10/31/2022	638.36	Oct Adjustment	105210.99.998000 - Fringe Benefits:
Lincoln National Life Ins Co	ACH	PR101022-46	10/14/2022	10/31/2022	1,095.09	Life Ins W/H	1022300 - Lincoln Life Insurance W/
Lincoln National Life Ins Co	ACH	PR102522-46	10/31/2022	10/31/2022	1,098.16	Life Ins W/H	1022300 - Lincoln Life Insurance W/
					<b>\$2,831.61</b>		
					<b>\$2,831.61</b>		



**Wasatch Front Regional Council**  
**Check Register**  
**Checking - 10/01/2022 to 10/31/2022**

Payee Name	Reference Number	Invoice Number	Invoice Ledger Date	Payment Date	Amount	Description	Ledger Account
Logan Simpson Design, Inc	ACH.1012221	30283	09/30/2022	10/12/2022	3,333.20	Bountiful - August billing	105340.30.351010 - Consult Serv: B
					<b>\$3,333.20</b>		
MHTN Architects	ACH.1012221	0029153	09/30/2022	10/12/2022	18,000.00	Midvale State St. Corridor - August services	105340.30.330212 - Consult Serv:
					<b>\$18,000.00</b>		
Nelson Nygaard Consulting Associ	ACH.1012221	83102	09/30/2022	10/12/2022	1,348.39	Zero Fare August billing - MAG	105340.40.322215.0025 - Consult S
Nelson Nygaard Consulting Associ	ACH.1012221	83102	09/30/2022	10/12/2022	4,045.15	Zero Fare August billing - WFRC	105340.20.322215.0025 - Consult S
Nelson Nygaard Consulting Associ	ACH.1012221	83102	09/30/2022	10/12/2022	4,045.16	Zero Fare August billing - UDOT	105340.40.322215.0025 - Consult S
Nelson Nygaard Consulting Associ	ACH.1012221	83102	09/30/2022	10/12/2022	6,741.93	Zero Fare August billing - UTA	105340.40.322215.0025 - Consult S
					<b>\$16,180.63</b>		
					<b>\$16,180.63</b>		
PEHP FLEX Benefits	ACH.1012221	PR092522-54	09/30/2022	10/12/2022	909.20	Flex Spend Acct	1022400 - Flexible Spending Accou
					<b>\$909.20</b>		
Pelorus Methods	ACH.1012221	221003	09/23/2022	10/12/2022	1,900.00	Accounting Software Qtrly billing 10/1 - 12/31	105670.99.999000 - Software: Indire
					<b>\$1,900.00</b>		
Public Employees Health Program	ACH.1012221	09302022	09/30/2022	10/12/2022	-916.60	Pehp Oct Billing Adjustment	105210.99.998000 - Fringe Benefits:
Public Employees Health Program	ACH.1012221	PR091022-59	09/15/2022	10/12/2022	74.75	Vision Ins	1022000 - PEHP Insurance W/H Pa
Public Employees Health Program	ACH.1012221	PR091022-59	09/15/2022	10/12/2022	1,594.25	Dental Ins	1022000 - PEHP Insurance W/H Pa
Public Employees Health Program	ACH.1012221	PR091022-59	09/15/2022	10/12/2022	20,217.68	Health Ins	1022000 - PEHP Insurance W/H Pa
Public Employees Health Program	ACH.1012221	PR092522-59	09/30/2022	10/12/2022	74.75	Vision Ins	1022000 - PEHP Insurance W/H Pa
Public Employees Health Program	ACH.1012221	PR092522-59	09/30/2022	10/12/2022	1,594.25	Dental Ins	1022000 - PEHP Insurance W/H Pa
Public Employees Health Program	ACH.1012221	PR092522-59	09/30/2022	10/12/2022	20,217.68	Health Ins	1022000 - PEHP Insurance W/H Pa
					<b>\$42,856.76</b>		
					<b>\$42,856.76</b>		
Resource Systems Group, Inc (RS	ACH.1012221	50462	09/30/2022	10/12/2022	8,472.87	Regional Freight - August Billing	105340.20.322215.3426 - Consult S
					<b>\$8,472.87</b>		
RRJ Consulting	ACH.1012221	WFRC202210	10/04/2022	10/12/2022	2,000.00	Legislative Consulting - Oct	105340.50.341200 - Consult Serv: L
					<b>\$2,000.00</b>		
Utah Department of Transportation	ACH.1012221	RE226*249	09/30/2022	10/12/2022	49,282.88	Streetlight Services - Yr 2	105610.10.301200 - Supplies: Local
					<b>\$49,282.88</b>		
Utah Department of Workforce Ser	999999	09302022	09/30/2022	10/17/2022	-725.68	Q3 SUTA payment adjustment	105210.99.998000 - Fringe Benefits:
Utah Department of Workforce Ser	999999	PR082522-76	08/31/2022	10/17/2022	859.62	State Unemployment	1021201 - Unemployment Payable
Utah Department of Workforce Ser	999999	PR091022-76	09/15/2022	10/17/2022	886.00	State Unemployment	1021201 - Unemployment Payable
					<b>\$1,019.94</b>		
					<b>\$1,019.94</b>		
Utah League of Cities and Towns (	ACH.1012221	09152022	09/30/2022	10/12/2022	3,510.00	ULCT Conference - 6 attendees	105330.20.322210 - Training: CPG -
Utah League of Cities and Towns (	ACH.1012221	1254	09/30/2022	10/12/2022	10,000.00	2022 Annual Convention Planners Day	105610.10.301200 - Supplies: Local
					<b>\$13,510.00</b>		
					<b>\$13,510.00</b>		

**Wasatch Front Regional Council**  
**Check Register**  
**Checking - 10/01/2022 to 10/31/2022**

<b>Payee Name</b>	<b>Reference Number</b>	<b>Invoice Number</b>	<b>Invoice Ledger Date</b>	<b>Payment Date</b>	<b>Amount</b>	<b>Description</b>	<b>Ledger Account</b>
Utah Local Governments Trust (UL	ACH.1012221	1602239	09/30/2022	10/12/2022	462.00	Worker's Comp - October	105210.99.998000 - Fringe Benefits:
					<b>\$462.00</b>		
Utah Retirement Systems (URS)	ACH	PR101022-80	10/14/2022	10/17/2022	268.45	Roth IRA	1023200 - Roth IRA W/H Payable
Utah Retirement Systems (URS)	ACH	PR101022-80	10/14/2022	10/17/2022	335.30	Loan	1023300 - Loan Payment W/H Paya
Utah Retirement Systems (URS)	ACH	PR101022-80	10/14/2022	10/17/2022	500.00	457(b) Add'l	1023100 - 457(b) W/H Payable
Utah Retirement Systems (URS)	ACH	PR101022-80	10/14/2022	10/17/2022	1,989.86	URS 401(k) Tier 2	1023000 - 401(k) W/H Payable
Utah Retirement Systems (URS)	ACH	PR101022-80	10/14/2022	10/17/2022	5,870.54	401(k) DC	1023000 - 401(k) W/H Payable
Utah Retirement Systems (URS)	ACH	PR101022-80	10/14/2022	10/17/2022	6,193.75	457(b)	1023100 - 457(b) W/H Payable
Utah Retirement Systems (URS)	ACH	PR101022-80	10/14/2022	10/17/2022	12,853.69	401(k) EE & Match	1023000 - 401(k) W/H Payable
Utah Retirement Systems (URS)	ACH	PR101022-80	10/14/2022	10/17/2022	18,673.04	URS State Retirement	1023000 - 401(k) W/H Payable
					<b>\$46,684.63</b>		
					<b>\$46,684.63</b>		
Utah State Division of Finance	ACH.1012221	2309256151300	09/30/2022	10/12/2022	4,529.92	Pcard - Andrea	1020190 - P-Card Clearing
Utah State Division of Finance	ACH.1012221	2309256151301	09/30/2022	10/12/2022	3,872.56	Pcard - Rosie	1020190 - P-Card Clearing
Utah State Division of Finance	ACH.1012221	2309256151303	09/30/2022	10/12/2022	4.50	Pcard - Andrew	1020190 - P-Card Clearing
					<b>\$8,406.98</b>		
					<b>\$8,406.98</b>		
Utah State Tax Commission	ACH	103122	10/31/2022	10/31/2022	-2,738.56	Q3 Adjustment	1021200 - State Tax W/H Payable
Utah State Tax Commission	ACH	PR102522-82	10/31/2022	10/31/2022	5,205.38	State Income Tax	1021200 - State Tax W/H Payable
					<b>\$2,466.82</b>		
Utah State Tax Commission	EFT	PR101022-82	10/14/2022	10/14/2022	5,209.39	State Income Tax	1021200 - State Tax W/H Payable
					<b>\$7,676.21</b>		
					<b>\$307,607.46</b>		

# Commercial Checking Acct Public Funds

Account number: 1890008079 ■ October 1, 2022 - October 31, 2022 ■ Page 1 of 2

WELLS  
FARGO

WASATCH FRONT REGIONAL COUNCIL/WASATCH  
FRONT ECONOMIC DEVELOPMENT DISTRICT  
41 N RIO GRANDE ST STE 103  
SALT LAKE CITY UT 84101-1385

## Questions?

Call your Customer Service Officer or Client Services  
1-800-AT WELLS (1-800-289-3557)  
5:00 AM TO 6:00 PM Pacific Time Monday - Friday

Online: [wellsfargo.com](https://www.wellsfargo.com)

Write: Wells Fargo Bank, N. A. (119)  
Gib - Local Government (Utah)  
P.O. Box 6995  
Portland, OR 97228-6995

## Account summary

### Commercial Checking Acct Public Funds

Account number	Beginning balance	Total credits	Total debits	Ending balance
1890008079	\$989,623.93	\$1,601,043.05	-\$541,336.99	\$2,049,329.99

## Credits

Electronic deposits/bank credits

Effective date	Posted date	Amount	Transaction detail
	10/03	760,000.00	Finet EFT 8019577760 220930 202209300393946 NTE*23A0170248 *81353E *Was
	10/04	219,774.00	Desktop Check Deposit
	10/05	7,543.37	Finet EFT 8019577760 221004 202210040394255 NTE*23A0177585 *81353E *Was
	10/07	149,808.00	Desktop Check Deposit
	10/11	53,025.35	Desktop Check Deposit
	10/25	6,832.25	Desktop Check Deposit
	10/25	23,894.01	Finet EFT 8019577760 221024 202210240396136 NTE*23A0213358 *81353E *Was
	10/26	6,309.71	Finet EFT 8019577760 221025 202210250396272 NTE*23A0218980 *81353E *Was
	10/26	373,856.36	Finet EFT 8019577760 221025 202210250396273 NTE*23A0218981 *81353E *Was
		\$1,601,043.05	Total electronic deposits/bank credits
		\$1,601,043.05	Total credits

## Debits

Electronic debits/bank debits

Effective date	Posted date	Amount	Transaction detail
	10/03	49,164.38	Utah State Retir Urs Paymnt U999500733342 Wasatch Front Reg Coun
	10/04	2,831.61	< Business to Business ACH Debit - *Lincoln Natlife Prempaymnt 1555992 91000019906912

*Electronic debits/bank debits (continued)*

<i>Effective date</i>	<i>Posted date</i>	<i>Amount</i>	<i>Transaction detail</i>
	10/12	90,543.72	ACH Prep Origintn - Wasatch Front Re - File 7878782339 Coid 1870285777
	10/12	218,077.59	ACH Prep Origintn - Wasatch Front Re - File 7878782339 Coid 1870285777
	10/12	1,019.94 <	Business to Business ACH Debit - Workforce Servic Wages 221011 1763036 Wasatch Front Regional
	10/14	5,209.39	Utah801/297-7703 Tax Paymnt 1836060416 Wasatch Front Regional
	10/14	15,673.35 <	Business to Business ACH Debit - IRS Usataxpymt 101422 270268772660227 Wasatch Front Regional
	10/19	46,684.63	Utah State Retir Urs Paymnt U999500733343 Wasatch Front Reg Coun
	10/27	94,021.43	ACH Prep Origintn - Wasatch Front Re - File 7878782339 Coid 1870285777
	10/31	2,466.82	Utah801/297-7703 Tax Paymnt 1454411520 Wasatch Front Regional
	10/31	15,644.13 <	Business to Business ACH Debit - IRS Usataxpymt 103122 270270491734019 Wasatch Front Regional
		\$541,336.99	Total electronic debits/bank debits
		\$541,336.99	Total debits

< Business to Business ACH: If this is a business account, this transaction has a return time frame of one business day from post date. This time frame does not apply to consumer accounts.

## Daily ledger balance summary

<i>Date</i>	<i>Balance</i>	<i>Date</i>	<i>Balance</i>	<i>Date</i>	<i>Balance</i>
09/30	989,623.93	10/11	2,127,778.66	10/25	1,781,296.30
10/03	1,700,459.55	10/12	1,818,137.41	10/26	2,161,462.37
10/04	1,917,401.94	10/14	1,797,254.67	10/27	2,067,440.94
10/05	1,924,945.31	10/19	1,750,570.04	10/31	2,049,329.99
10/07	2,074,753.31				
Average daily ledger balance		\$1,847,148.79			

STATEMENT OF ACCOUNT

PTIF

UTAH PUBLIC TREASURERS' INVESTMENT FUND

Marlo M. Oaks, Utah State Treasurer, Fund Manager

PO Box 142315

350 N State Street, Suite 180

Salt Lake City, Utah 84114-2315

Local Call (801) 538-1042 Toll Free (800) 395-7665

[www.treasurer.utah.gov](http://www.treasurer.utah.gov)

WASATCH FRONT REGIONAL COUNCIL

LOVEIT BAUMGARDNER

41 NO. RIO GRANDE ST., STE 103

SALT LAKE CTY UT 84101

**Account**

**Account Period**

**533**

October 01, 2022 through October 31, 2022

**Summary**

Beginning Balance	\$ 2,403,186.93	Average Daily Balance	\$ 2,403,186.93
Deposits	\$ 5,840.33	Interest Earned	\$ 5,840.33
Withdrawals	\$ 0.00	360 Day Rate	2.8222
Ending Balance	\$ 2,409,027.26	365 Day Rate	2.8614

Date	Activity	Deposits	Withdrawals	Balance
10/01/2022	FORWARD BALANCE	\$ 0.00	\$ 0.00	\$ 2,403,186.93
10/31/2022	REINVESTMENT	\$ 5,840.33	\$ 0.00	\$ 2,409,027.26
10/31/2022	ENDING BALANCE	\$ 0.00	\$ 0.00	\$ 2,409,027.26

## STATEMENT OF ACCOUNT

## PTIF

## UTAH PUBLIC TREASURERS' INVESTMENT FUND

Marlo M. Oaks, Utah State Treasurer, Fund Manager

PO Box 142315

350 N State Street, Suite 180

Salt Lake City, Utah 84114-2315

Local Call (801) 538-1042 Toll Free (800) 395-7665

[www.treasurer.utah.gov](http://www.treasurer.utah.gov)

WASATCH FRONT REG COUNS/BLDG FD

LOVEIT BAUMGARDNER

41 NORTH RIO GRANDE ST., STE 103

SALT LAKE CTY UT 84101

**Account****Account Period****8761**

October 01, 2022 through October 31, 2022

**Summary**

Beginning Balance	\$ 1,175,470.94	Average Daily Balance	\$ 1,175,470.94
Deposits	\$ 2,856.68	Interest Earned	\$ 2,856.68
Withdrawals	\$ 0.00	360 Day Rate	2.8222
Ending Balance	\$ 1,178,327.62	365 Day Rate	2.8614

Date	Activity	Deposits	Withdrawals	Balance
10/01/2022	FORWARD BALANCE	\$ 0.00	\$ 0.00	\$ 1,175,470.94
10/31/2022	REINVESTMENT	\$ 2,856.68	\$ 0.00	\$ 1,178,327.62
10/31/2022	ENDING BALANCE	\$ 0.00	\$ 0.00	\$ 1,178,327.62

**Wasatch Front Regional Council**  
**Checking**  
**Bank Reconciliation - 11/01/2022 to 11/30/2022**

---

**Bank Statement Balance:      \$1,283,544.83**

<b>Outstanding Checks &amp; Withdrawals</b>				
<u>Payee Name</u>	<u>Reference</u>	<u>Paid Date</u>	<u>Void Date</u>	<u>Amount</u>
Utah Retirement Systems (URS)	ACH	11/30/2022		46,705.50
<b>Outstanding Checks &amp; Withdrawals Total:</b>				<b>\$46,705.50</b>
<b>Calculated Book Balance:</b>				<b>\$1,236,839.33</b>
<b>General Ledger Balance:</b>				<b>\$1,236,839.33</b>
<b>Calculated Book Balance vs General Ledger Balance:</b>				<b>\$0.00</b>

12/8/22



**Wasatch Front Regional Council**  
**Check Register**  
**Checking - 11/01/2022 to 11/30/2022**

Payee Name	Reference Number	Invoice Number	Invoice Ledger Date	Payment Date	Amount	Description	Ledger Account	Activity Code
Alta Planning and Design	ACH.11072213	00-2021-188-11	10/31/2022	11/07/2022	6,378.85	Layton Active Transportation Plan - Sept	105340.30.351024 - Consult Serv: Layt	
Alta Planning and Design	ACH.11212209	2021-188-12	11/18/2022	11/21/2022	0.35	Layton ATP- Inv # 10 .35 missed	105340.30.351025 - Consult Serv: Ogd	
Alta Planning and Design	ACH.11212209	2021-188-12	11/18/2022	11/21/2022	7,188.05	Layton Active Transportation Plan - Oct	105340.30.351024 - Consult Serv: Layt	
					<u>\$7,188.40</u>			
					<b>\$13,567.25</b>			
Avenue Consultants	ACH.11012209	8171	10/20/2022	11/01/2022	5,009.69	Kearns and Magna ATP - September billing	105340.30.330257 - Consult Serv: Kear	
Avenue Consultants	ACH.11012209	8228	10/20/2022	11/01/2022	6,118.50	Taylorsville Active Communities Plan September billi	105340.30.330261 - Consult Serv: Tayl	
					<u>\$11,128.19</u>			
Avenue Consultants	ACH.11072213	8102	10/31/2022	11/07/2022	2,987.00	Taylorsville Active Communities Plan August	105340.30.330261 - Consult Serv: Tayl	
Avenue Consultants	ACH.11212209	8267	11/18/2022	11/21/2022	9,694.02	Kearns and Magna ATP - Oct	105340.30.330257 - Consult Serv: Kear	
Avenue Consultants	ACH.11212209	8281	11/18/2022	11/21/2022	6,000.00	Taylorsville Active Communities Plan- Oct	105340.30.330261 - Consult Serv: Tayl	
					<u>\$15,694.02</u>			
					<b>\$29,809.21</b>			
Barker Leavitt, PLLC	ACH.11072213	110-1022	11/02/2022	11/07/2022	8,000.00	Legislative Consulting - Oct billing	105340.50.341200 - Consult Serv: Legi	
					<u>\$8,000.00</u>			
Davis County Commissioner	ACH.11072213	103122	10/31/2022	11/07/2022	889.97	Commissioner Stevenson travel to NARC	105580.10.301200 - Travel: Local Fund	
					<u>\$889.97</u>			
Department of Technology Services (	ACH.11072213	2303R278000003	11/04/2022	11/07/2022	7,145.06	GIS - UGRC Sept	105340.20.322215.3425 - Consult Serv	
					<u>\$7,145.06</u>			
Design Workshop, Inc	ACH.11012209	0072174	10/20/2022	11/01/2022	13,825.00	Make Ogden Ordinance - September Services	105340.30.351025 - Consult Serv: Ogd	
Design Workshop, Inc	ACH.11012209	0072179	10/20/2022	11/01/2022	4,837.50	SLC Building Heights & Ped Space - September	105340.30.330213 - Consult Serv: SLC	
					<u>\$18,662.50</u>			
Design Workshop, Inc	ACH.11212209	72606	11/18/2022	11/21/2022	8,930.10	Make Ogden Ordinance - Oct	105340.30.351025 - Consult Serv: Ogd	
					<u>\$27,592.60</u>			
Fehr & Peers	ACH.11012209	156554	10/20/2022	11/01/2022	5,822.20	Alta Parking Study - Sept	105340.30.330252 - Consult Serv: Alta	
Fehr & Peers	ACH.11012209	158133	10/20/2022	11/01/2022	14,404.81	Wasatch Blvd Corridor Study - August	105340.30.330210 - Consult Serv: Was	
					<u>\$20,227.01</u>			
Fehr & Peers	ACH.11072213	158025	10/31/2022	11/07/2022	3,343.60	Clearfield Parking Study - August	105340.30.351022 - Consult Serv: Clea	
Fehr & Peers	ACH.11072213	159239	10/31/2022	11/07/2022	1,679.13	Wasatch Blvd Corridor Study - Sept	105340.30.330210 - Consult Serv: Was	
Fehr & Peers	ACH.11072213	159278	10/31/2022	11/07/2022	1,810.90	Clearfield Parking Study - Sept	105340.30.351022 - Consult Serv: Clea	
					<u>\$6,833.63</u>			
Fehr & Peers	ACH.11212209	159753	11/18/2022	11/21/2022	2,129.00	Professional Services for Wasatch Blvd Corridor - O	105340.30.330210 - Consult Serv: Was	
					<u>\$29,189.64</u>			
Fielding Group, LLC	ACH.11012209	476	10/20/2022	11/01/2022	36,948.55	Building Lease - October	105441.99.999000 - Building Lease Co	
Fielding Group, LLC	ACH.11072213	480	11/03/2022	11/07/2022	36,948.55	Building Lease - November	105441.99.999000 - Building Lease Co	
					<u>\$73,897.10</u>			
GSBS PC	ACH.11072213	40812	06/30/2022	11/07/2022	1,846.35	Ballpark May expenses	105340.30.330259 - Consult Serv: SLC	
GSBS PC	ACH.11212209	41237	11/18/2022	11/21/2022	10,926.65	Sandy General Plan - Oct	105340.30.330215 - Consult Serv: San	
					<u>\$12,773.00</u>			
Hub International Insurance Services	ACH.11212209	2872034	11/18/2022	11/21/2022	400.00	SPD, Enhanced Module	105210.99.998000 - Fringe Benefits: In	
					<u>\$400.00</u>			



**Wasatch Front Regional Council**  
**Check Register**  
**Checking - 11/01/2022 to 11/30/2022**

Payee Name	Reference Number	Invoice Number	Invoice Ledger Date	Payment Date	Amount	Description	Ledger Account	Activity Code
Intelitechs	ACH.11012209	17190	10/07/2022	11/01/2022	950.88	Laptop - Nikki	105610.10.301200 - Supplies: Local Fu	
Intelitechs	ACH.11212209	143271	11/18/2022	11/21/2022	5,059.96	Technology support - Nov	105430.99.999000 - Maintenance: Indir	
					<b>\$6,010.84</b>			
Internal Revenue Service	ACH	PR111022-38	11/15/2022	11/15/2022	3,458.80	Medicare Tax	1021000 - Federal Tax W/H Payable	
Internal Revenue Service	ACH	PR111022-38	11/15/2022	11/15/2022	12,328.75	Federal Income Tax	1021000 - Federal Tax W/H Payable	
					<b>\$15,787.55</b>			
					<b>\$15,787.55</b>			
Karren Hendrix Staggs Allen	ACH.11012209	131301	10/06/2022	11/01/2022	14,000.00	Audit services	105341.99.999000 - Accounting and Au	
					<b>\$14,000.00</b>			
Kimley Horn	ACH.11072213	22551314	10/31/2022	11/07/2022	5,802.80	Kearns On Street Parking - Sept	105340.30.330211 - Consult Serv: Kear	
					<b>\$5,802.80</b>			
Landmark Design	ACH.11012209	15	10/20/2022	11/01/2022	4,082.61	Fruit Heights General Plan - Sept	105340.30.351019 - Consult Serv: Fruit	
Landmark Design	ACH.11012209	4	10/20/2022	11/01/2022	6,818.75	South Ogden General Plan - Sept	105340.30.351016 - Consult Serv: So	
					<b>\$10,901.36</b>			
Landmark Design	ACH.11212209	16	11/18/2022	11/21/2022	6,898.27	Fruit Heights General Plan- Oct	105340.30.351019 - Consult Serv: Fruit	
Landmark Design	ACH.11212209	5	11/18/2022	11/21/2022	18,309.99	South Ogden General Plan - Oct	105340.30.351016 - Consult Serv: So	
					<b>\$25,208.26</b>			
					<b>\$36,109.62</b>			
Les Olson Company	ACH.11072213	EA1191705	10/20/2022	11/07/2022	412.35	Monthly Contract Billing	105610.99.999000 - Supplies: Indirect	
Les Olson Company	ACH.11072213	EA1197844	10/20/2022	11/07/2022	35.62	Monthly Contract Billing - Oct	105610.99.999000 - Supplies: Indirect	
					<b>\$447.97</b>			
					<b>\$447.97</b>			
Lincoln National Life Ins Co	ACH	112022	11/30/2022	11/30/2022	-47.68	Life, LTD, STD Nov Adjustment	105210.99.998000 - Fringe Benefits: In	
Lincoln National Life Ins Co	ACH	PR111022-46	11/15/2022	11/30/2022	1,149.46	Life Ins W/H	1022300 - Lincoln Life Insurance W/H	
Lincoln National Life Ins Co	ACH	PR112522-46	11/30/2022	11/30/2022	1,149.28	Life Ins W/H	1022300 - Lincoln Life Insurance W/H	
					<b>\$2,251.06</b>			
					<b>\$2,251.06</b>			
Linguistica International, Inc.	ACH.11012209	54672	10/20/2022	11/01/2022	240.00	Translator - Wasatch Choice Advisory Committee	105340.20.322210 - Consult Serv: CP	
					<b>\$240.00</b>			
Logan Simpson Design, Inc	ACH.11212209	30474	11/18/2022	11/21/2022	10,010.00	Bountiful - Sept	105340.30.351010 - Consult Serv: Bou	
					<b>\$10,010.00</b>			
MHTN Architects	ACH.11012209	0029202	10/06/2022	11/01/2022	16,700.00	Midvale State St. Corridor - Sept. services	105340.30.330212 - Consult Serv: Midv	
MHTN Architects	ACH.11212209	29270	11/18/2022	11/21/2022	8,100.00	Midvale State St. Corridor - Oct	105340.30.330212 - Consult Serv: Midv	
					<b>\$24,800.00</b>			
Nelson Nygaard Consulting Associati	ACH.11072213	83291	11/02/2022	11/07/2022	1,121.25	Zero Fare Sept billing - MAG	105340.40.322215.0025 - Consult Serv	
Nelson Nygaard Consulting Associati	ACH.11072213	83291	11/02/2022	11/07/2022	3,363.75	Zero Fare Sept billing - UDOT	105340.40.322215.0025 - Consult Serv	
Nelson Nygaard Consulting Associati	ACH.11072213	83291	11/02/2022	11/07/2022	3,363.75	Zero Fare Sept billing - WFRC	105340.20.322215.0025 - Consult Serv	
Nelson Nygaard Consulting Associati	ACH.11072213	83291	11/02/2022	11/07/2022	5,606.25	Zero Fare Sept billing - UTA	105340.40.322215.0025 - Consult Serv	
					<b>\$13,455.00</b>			
Nelson Nygaard Consulting Associati	ACH.11212209	83558	11/18/2022	11/21/2022	756.67	Zero Fare Oct - MAG	105340.40.322215.0025 - Consult Serv	
Nelson Nygaard Consulting Associati	ACH.11212209	83558	11/18/2022	11/21/2022	2,270.00	Zero Fare Oct - UDOT	105340.40.322215.0025 - Consult Serv	
Nelson Nygaard Consulting Associati	ACH.11212209	83558	11/18/2022	11/21/2022	2,270.00	Zero Fare Oct - WFRC	105340.20.322215.0025 - Consult Serv	

**Wasatch Front Regional Council**  
**Check Register**  
**Checking - 11/01/2022 to 11/30/2022**

Payee Name	Reference Number	Invoice Number	Invoice Ledger Date	Payment Date	Amount	Description	Ledger Account	Activity Code
Nelson Nygaard Consulting Associati	ACH.11212209	83558	11/18/2022	11/21/2022	3,783.33	Zero Fare Oct - UTA	105340.40.322215.0025 - Consult Serv	
					\$9,080.00			
					<b>\$22,535.00</b>			
PEHP FLEX Benefits	ACH.11012209	PR101022-54	10/14/2022	11/01/2022	825.87	Flex Spend Acct	1022400 - Flexible Spending Account	
PEHP FLEX Benefits	ACH.11072213	PR102522-54	10/31/2022	11/07/2022	825.87	Flex Spend Acct	1022400 - Flexible Spending Account	
PEHP FLEX Benefits	ACH.11212209	PR111022-54	11/15/2022	11/21/2022	825.87	Flex Spend Acct	1022400 - Flexible Spending Account	
					<b>\$2,477.61</b>			
Penna Powers	ACH.11012209	026193	10/25/2022	11/01/2022	7,474.25	Strategic Communication Services - Sept	105340.20.322224 - Consult Serv: CP	
Penna Powers	ACH.11012209	026195	10/21/2022	11/01/2022	221.88	UTP Sept Services - MAG	105340.40.322215.0027 - Consult Serv	
Penna Powers	ACH.11012209	026195	10/21/2022	11/01/2022	665.62	UTP Sept Services - WFRC portion	105340.20.322215.0027 - Consult Serv	
Penna Powers	ACH.11012209	026195	10/21/2022	11/01/2022	887.50	UTP Sept Services - UDOT	105340.40.322215.0027 - Consult Serv	
Penna Powers	ACH.11012209	026195	10/21/2022	11/01/2022	887.50	UTP Sept Services - UTA	105340.40.322215.0027 - Consult Serv	
					\$10,136.75			
Penna Powers	ACH.11212209	26291	11/18/2022	11/21/2022	2,755.00	Strategic Communication Services - Oct	105340.20.322224 - Consult Serv: CP	
Penna Powers	ACH.11212209	26291	11/18/2022	11/21/2022	3,683.75	ATO Video	105340.50.334200 - Consult Serv: Eco	
Penna Powers	ACH.11212209	26292	11/18/2022	11/21/2022	79.17	UTP -Oct services MAG	105340.40.322215.0027 - Consult Serv	
Penna Powers	ACH.11212209	26292	11/18/2022	11/21/2022	237.49	UTP -Oct services WFRC	105340.20.322215.0027 - Consult Serv	
Penna Powers	ACH.11212209	26292	11/18/2022	11/21/2022	316.67	UTP -Oct services UDOT	105340.40.322215.0027 - Consult Serv	
Penna Powers	ACH.11212209	26292	11/18/2022	11/21/2022	316.67	UTP -Oct services UTA	105340.40.322215.0027 - Consult Serv	
					\$7,388.75			
					<b>\$17,525.50</b>			
Psomas	ACH.11012209	188405	10/21/2022	11/01/2022	13,892.50	Riverdale City - August Services	105340.30.351036 - Consult Serv:River	
					<b>\$13,892.50</b>			
Public Employees Health Program (	ACH.11072213	103122	10/31/2022	11/07/2022	55.23	PEHP Nov Billing Adj	105210.99.998000 - Fringe Benefits: In	
Public Employees Health Program (	ACH.11072213	PR101022-59	10/14/2022	11/07/2022	74.75	Vision Ins	1022000 - PEHP Insurance W/H Payab	
Public Employees Health Program (	ACH.11072213	PR101022-59	10/14/2022	11/07/2022	1,594.25	Dental Ins	1022000 - PEHP Insurance W/H Payab	
Public Employees Health Program (	ACH.11072213	PR101022-59	10/14/2022	11/07/2022	20,217.68	Health Ins	1022000 - PEHP Insurance W/H Payab	
Public Employees Health Program (	ACH.11072213	PR102522-59	10/31/2022	11/07/2022	74.75	Vision Ins	1022000 - PEHP Insurance W/H Payab	
Public Employees Health Program (	ACH.11072213	PR102522-59	10/31/2022	11/07/2022	1,645.36	Dental Ins	1022000 - PEHP Insurance W/H Payab	
Public Employees Health Program (	ACH.11072213	PR102522-59	10/31/2022	11/07/2022	21,140.40	Health Ins	1022000 - PEHP Insurance W/H Payab	
					\$44,802.42			
					<b>\$44,802.42</b>			
Resource Systems Group, Inc (RSG)	ACH.11012209	50512	10/21/2022	11/01/2022	10,759.73	Regional Freight - Sept Billing	105340.20.322215.3426 - Consult Serv	
Resource Systems Group, Inc (RSG)	ACH.11012209	50519	10/21/2022	11/01/2022	573.28	Household Travel Survey - Sept Cache	105340.40.322215.3423 - Consult Serv	
Resource Systems Group, Inc (RSG)	ACH.11012209	50519	10/21/2022	11/01/2022	812.14	Household Travel Survey - Sept Dixie	105340.40.322215.3423 - Consult Serv	
Resource Systems Group, Inc (RSG)	ACH.11012209	50519	10/21/2022	11/01/2022	1,337.64	Household Travel Survey - Sept UTA	105340.40.322215.3423 - Consult Serv	
Resource Systems Group, Inc (RSG)	ACH.11012209	50519	10/21/2022	11/01/2022	2,866.38	Household Travel Survey - Sept MAG	105340.40.322215.3423 - Consult Serv	
Resource Systems Group, Inc (RSG)	ACH.11012209	50519	10/21/2022	11/01/2022	3,822.70	Household Travel Survey - Sept UDOT	105340.40.322215.3423 - Consult Serv	
Resource Systems Group, Inc (RSG)	ACH.11012209	50519	10/21/2022	11/01/2022	7,213.71	Household Travel Survey - Sept WFRC	105340.50.322215.3423 - Consult Serv	
					\$27,385.58			
Resource Systems Group, Inc (RSG)	ACH.11212209	50626	11/11/2022	11/21/2022	1,535.66	Household Travel Survey - Oct Cache	105340.40.322215.3423 - Consult Serv	
Resource Systems Group, Inc (RSG)	ACH.11212209	50626	11/11/2022	11/21/2022	2,175.52	Household Travel Survey - Oct Dixie	105340.40.322215.3423 - Consult Serv	
Resource Systems Group, Inc (RSG)	ACH.11212209	50626	11/11/2022	11/21/2022	3,583.21	Household Travel Survey - Oct UTA	105340.40.322215.3423 - Consult Serv	
Resource Systems Group, Inc (RSG)	ACH.11212209	50626	11/11/2022	11/21/2022	7,678.31	Household Travel Survey - Oct MAG	105340.40.322215.3423 - Consult Serv	
Resource Systems Group, Inc (RSG)	ACH.11212209	50626	11/11/2022	11/21/2022	10,240.07	Household Travel Survey - Oct UDOT	105340.40.322215.3423 - Consult Serv	
Resource Systems Group, Inc (RSG)	ACH.11212209	50626	11/11/2022	11/21/2022	19,323.73	Household Travel Survey - Oct WFRC	105340.50.322215.3423 - Consult Serv	
Resource Systems Group, Inc (RSG)	ACH.11212209	50628	11/18/2022	11/21/2022	9,708.85	Regional Freight - Oct	105340.20.322215.3426 - Consult Serv	
					\$54,245.35			
					<b>\$81,630.93</b>			

**Wasatch Front Regional Council**  
**Check Register**  
**Checking - 11/01/2022 to 11/30/2022**

Payee Name	Reference Number	Invoice Number	Invoice Ledger Date	Payment Date	Amount	Description	Ledger Account	Activity Code
RRJ Consulting	ACH.11072213	WFRC202211	11/01/2022	11/07/2022	2,000.00	Legislative Consulting - Nov	105340.50.341200 - Consult Serv: Legi	
					<b>\$2,000.00</b>			
Township + Range LLC	ACH.11012209	2110-11	10/21/2022	11/01/2022	9,553.75	Walk White City - Sept	105340.30.330217 - Consult Serv: Wal	
Township + Range LLC	ACH.11012209	2206-02	10/21/2022	11/01/2022	1,411.25	Draper Town Center SAP - Sept	105340.30.330255 - Consult Serv: Dra	
					<b>\$10,965.00</b>			
Township + Range LLC	ACH.11212209	2203-05	11/18/2022	11/21/2022	357.75	Context Sensitivity - Oct MAG	105340.40.322215.0029 - Consult Serv	
Township + Range LLC	ACH.11212209	2203-05	11/18/2022	11/21/2022	834.75	Context Sensitivity - Oct WFRC	105340.20.322215.0029 - Consult Serv	
Township + Range LLC	ACH.11212209	2203.04	11/18/2022	11/21/2022	1,548.75	Context Sensitivity - Sept MAG	105340.40.322215.0029 - Consult Serv	
Township + Range LLC	ACH.11212209	2203.04	11/18/2022	11/21/2022	3,613.75	Context Sensitivity - Sept WFRC	105340.20.322215.0029 - Consult Serv	
Township + Range LLC	ACH.11212209	2210-12	11/18/2022	11/21/2022	3,250.00	Walk White City - Oct	105340.30.330217 - Consult Serv: Wal	
					<b>\$9,605.00</b>			
					<b>\$20,570.00</b>			
University of Utah	ACH.11012209	100122	10/21/2022	11/01/2022	7,500.00	Wasatch Transportation Academy Project support -	105340.20.322210 - Consult Serv: CP	
					<b>\$7,500.00</b>			
UNUM Life Insurance Co.	ACH.11012209	0905590-001 Oct	09/30/2022	11/01/2022	165.45	LTC - October billing	105210.99.998000 - Fringe Benefits: In	
UNUM Life Insurance Co.	ACH.11072213	103122	10/31/2022	11/07/2022	156.90	LTC - Nov	105210.99.998000 - Fringe Benefits: In	
					<b>\$322.35</b>			
Utah Local Governments Trust (ULG)	ACH.11072213	1602787	11/02/2022	11/07/2022	9.42	Worker's Comp Audit adjustment	105210.99.998000 - Fringe Benefits: In	
Utah Local Governments Trust (ULG)	ACH.11072213	1602789	11/02/2022	11/07/2022	447.08	Worker's Comp - November	105210.99.998000 - Fringe Benefits: In	
					<b>\$456.50</b>			
					<b>\$456.50</b>			
Utah Retirement Systems (URS)	ACH	PR102522-80	10/31/2022	11/01/2022	265.16	Roth IRA	1023200 - Roth IRA W/H Payable	
Utah Retirement Systems (URS)	ACH	PR102522-80	10/31/2022	11/01/2022	335.30	Loan	1023300 - Loan Payment W/H Payable	
Utah Retirement Systems (URS)	ACH	PR102522-80	10/31/2022	11/01/2022	500.00	457(b) Add'l	1023100 - 457(b) W/H Payable	
Utah Retirement Systems (URS)	ACH	PR102522-80	10/31/2022	11/01/2022	1,989.80	URS 401(k) Tier 2	1023000 - 401(k) W/H Payable	
Utah Retirement Systems (URS)	ACH	PR102522-80	10/31/2022	11/01/2022	5,871.14	401(k) DC	1023000 - 401(k) W/H Payable	
Utah Retirement Systems (URS)	ACH	PR102522-80	10/31/2022	11/01/2022	6,191.96	457(b)	1023100 - 457(b) W/H Payable	
Utah Retirement Systems (URS)	ACH	PR102522-80	10/31/2022	11/01/2022	12,863.91	401(k) EE & Match	1023000 - 401(k) W/H Payable	
Utah Retirement Systems (URS)	ACH	PR102522-80	10/31/2022	11/01/2022	18,679.65	URS State Retirement	1023000 - 401(k) W/H Payable	
Utah Retirement Systems (URS)	ACH	PR111022-80	11/15/2022	11/15/2022	265.16	Roth IRA	1023200 - Roth IRA W/H Payable	
Utah Retirement Systems (URS)	ACH	PR111022-80	11/15/2022	11/15/2022	335.30	Loan	1023300 - Loan Payment W/H Payable	
Utah Retirement Systems (URS)	ACH	PR111022-80	11/15/2022	11/15/2022	500.00	457(b) Add'l	1023100 - 457(b) W/H Payable	
Utah Retirement Systems (URS)	ACH	PR111022-80	11/15/2022	11/15/2022	1,990.01	URS 401(k) Tier 2	1023000 - 401(k) W/H Payable	
Utah Retirement Systems (URS)	ACH	PR111022-80	11/15/2022	11/15/2022	5,890.60	401(k) DC	1023000 - 401(k) W/H Payable	
Utah Retirement Systems (URS)	ACH	PR111022-80	11/15/2022	11/15/2022	6,230.46	457(b)	1023100 - 457(b) W/H Payable	
Utah Retirement Systems (URS)	ACH	PR111022-80	11/15/2022	11/15/2022	12,906.76	401(k) EE & Match	1023000 - 401(k) W/H Payable	
Utah Retirement Systems (URS)	ACH	PR111022-80	11/15/2022	11/15/2022	18,767.79	URS State Retirement	1023000 - 401(k) W/H Payable	
Utah Retirement Systems (URS)	ACH	PR112522-80	11/30/2022	11/30/2022	265.16	Roth IRA	1023200 - Roth IRA W/H Payable	
Utah Retirement Systems (URS)	ACH	PR112522-80	11/30/2022	11/30/2022	335.30	Loan	1023300 - Loan Payment W/H Payable	
Utah Retirement Systems (URS)	ACH	PR112522-80	11/30/2022	11/30/2022	500.00	457(b) Add'l	1023100 - 457(b) W/H Payable	
Utah Retirement Systems (URS)	ACH	PR112522-80	11/30/2022	11/30/2022	1,989.96	URS 401(k) Tier 2	1023000 - 401(k) W/H Payable	
Utah Retirement Systems (URS)	ACH	PR112522-80	11/30/2022	11/30/2022	5,873.51	401(k) DC	1023000 - 401(k) W/H Payable	
Utah Retirement Systems (URS)	ACH	PR112522-80	11/30/2022	11/30/2022	6,193.74	457(b)	1023100 - 457(b) W/H Payable	
Utah Retirement Systems (URS)	ACH	PR112522-80	11/30/2022	11/30/2022	12,865.69	401(k) EE & Match	1023000 - 401(k) W/H Payable	
Utah Retirement Systems (URS)	ACH	PR112522-80	11/30/2022	11/30/2022	18,682.14	URS State Retirement	1023000 - 401(k) W/H Payable	
					<b>\$140,288.50</b>			
					<b>\$140,288.50</b>			
Utah State Division of Finance	ACH.11072213	23102840703005	10/26/2022	11/07/2022	7,919.36	Pcard - AP	1020190 - P-Card Clearing	

**Wasatch Front Regional Council**  
**Check Register**  
**Checking - 11/01/2022 to 11/30/2022**

<u>Payee Name</u>	<u>Reference Number</u>	<u>Invoice Number</u>	<u>Invoice Ledger Date</u>	<u>Payment Date</u>	<u>Amount</u>	<u>Description</u>	<u>Ledger Account</u>	<u>Activity Code</u>
Utah State Division of Finance	ACH.11072213	23102840703017	10/26/2022	11/07/2022	6,090.97	Pcard - RH	1020190 - P-Card Clearing	
Utah State Division of Finance	ACH.11072213	23102840703038	10/26/2022	11/07/2022	2,842.00	Pcard - AG	1020190 - P-Card Clearing	
					<u>\$16,852.33</u>			
Utah State Division of Finance	ACH.11212209	23113181032016	11/18/2022	11/21/2022	2,631.59	Pcard RH	1020190 - P-Card Clearing	
Utah State Division of Finance	ACH.11212209	23113181032036	11/18/2022	11/21/2022	455.44	Pcard AG	1020190 - P-Card Clearing	
Utah State Division of Finance	ACH.11212209	23113181032055	11/18/2022	11/21/2022	5,440.15	Pcard AP	1020190 - P-Card Clearing	
					<u>\$8,527.18</u>			
					<b>\$25,379.51</b>			
Utah State Tax Commission	ACH	PR111022-82	11/15/2022	11/15/2022	5,226.52	State Income Tax	1021200 - State Tax W/H Payable	
					<b>\$5,226.52</b>			
Zions Bank Public Finance	ACH.11072213	6517	10/31/2022	11/07/2022	225.00	HTRZ White Paper - Sept	105340.20.322215.3424 - Consult Serv	
Zions Bank Public Finance	ACH.11072213	6518	10/31/2022	11/07/2022	10,837.50	Safe Streets - Sept	105340.10.301200 - Consult Serv: Loc	
					<u>\$11,062.50</u>			
					<b>\$11,062.50</b>			
					<b>\$714,393.51</b>			

# Commercial Checking Acct Public Funds

Account number: 1890008079 ■ November 1, 2022 - November 30, 2022 ■ Page 1 of 2

WELLS  
FARGO

WASATCH FRONT REGIONAL COUNCIL/WASATCH  
FRONT ECONOMIC DEVELOPMENT DISTRICT  
41 N RIO GRANDE ST STE 103  
SALT LAKE CITY UT 84101-1385

## Questions?

Call your Customer Service Officer or Client Services  
1-800-AT WELLS (1-800-289-3557)  
5:00 AM TO 6:00 PM Pacific Time Monday - Friday

Online: [wellsfargo.com](https://www.wellsfargo.com)

Write: Wells Fargo Bank, N. A. (119)  
Gib - Local Government (Utah)  
P.O. Box 6995  
Portland, OR 97228-6995

## Account summary

### Commercial Checking Acct Public Funds

Account number	Beginning balance	Total credits	Total debits	Ending balance
1890008079	\$2,049,329.99	\$840,001.47	-\$1,605,786.63	\$1,283,544.83

## Credits

Electronic deposits/bank credits

Effective date	Posted date	Amount	Transaction detail
	11/02	19,574.93	Finet EFT 8019577760 221101 202211010397148 NTE*23A0235229 *81353E *Was
	11/02	35,247.24	Finet EFT 8019577760 221101 202211010397219 NTE*23A0235318 *81353E *Was
	11/02	40,838.35	Finet EFT 8019577760 221101 202211010397149 NTE*23A0235230 *81353E *Was
	11/02	45,257.28	Finet EFT 8019577760 221101 202211010397147 NTE*23A0235228 *81353E *Was
	11/04	3,040.01	Finet EFT 8019577760 221103 202211030397510 NTE*23A0240867 *81353E *Was
	11/04	75,000.00	Salt Lake County Net Pay 221102 0000003582 Wasatch Front Regional
	11/14	12,822.68	Desktop Check Deposit
	11/16	7,290.45	Finet EFT 8019577760 221115 202211150398657 NTE*23A0259808 *81353E *Was
	11/18	24,564.99	Desktop Check Deposit
	11/23	7,628.98	Finet EFT 8019577760 221122 202211220399434 NTE*23A0271199 *81353E *Was
	11/23	370,025.38	Finet EFT 8019577760 221122 202211220399435 NTE*23A0271200 *81353E *Was
	11/30	198,711.18	Desktop Check Deposit
		\$840,001.47	Total electronic deposits/bank credits
		\$840,001.47	Total credits

## Debits

### Electronic debits/bank debits

<i>Effective date</i>	<i>Posted date</i>	<i>Amount</i>	<i>Transaction detail</i>
	11/01	200,629.64	ACH Prep Origintn - Wasatch Front Re - File 7878782339 Coid 1870285777
	11/01	46,696.92	Utah State Retir Urs Paymnt U999500733344 Wasatch Front Reg Coun
	11/02	2,251.06 <	Business to Business ACH Debit - *Lincoln Natlife Prempaymnt 1555992 91000019929323
	11/07	166,891.70	ACH Prep Origintn - Wasatch Front Re - File 7878782339 Coid 1870285777
	11/14	95,020.85	ACH Prep Origintn - Wasatch Front Re - File 7878782339 Coid 1870285777
	11/15	15,787.55 <	Business to Business ACH Debit - IRS Usatxpymt 111522 270271944354714 Wasatch Front Regional
	11/16	5,226.52	Utah801/297-7703 Tax Paymnt 1160089344 Wasatch Front Regional
	11/18	46,886.08	Utah State Retir Urs Paymnt U999500733345 Wasatch Front Reg Coun
	11/21	183,318.54	ACH Prep Origintn - Wasatch Front Re - File 7878782339 Coid 1870285777
	11/21	750,000.00 <	Business to Business ACH Debit - Utah State Treas Mixed 221118 0533 Wasatch Front Regional
	11/28	93,077.77	ACH Prep Origintn - Wasatch Front Re - File 7878782339 Coid 1870285777
		\$1,605,786.63	Total electronic debits/bank debits
		\$1,605,786.63	Total debits

< Business to Business ACH: If this is a business account, this transaction has a return time frame of one business day from post date. This time frame does not apply to consumer accounts.

## Daily ledger balance summary

<i>Date</i>	<i>Balance</i>	<i>Date</i>	<i>Balance</i>	<i>Date</i>	<i>Balance</i>
10/31	2,049,329.99	11/14	1,769,620.31	11/21	800,257.06
11/01	1,802,003.43	11/15	1,753,832.76	11/23	1,177,911.42
11/02	1,940,670.17	11/16	1,755,896.69	11/28	1,084,833.65
11/04	2,018,710.18	11/18	1,733,575.60	11/30	1,283,544.83
11/07	1,851,818.48				
Average daily ledger balance		\$1,596,048.67			

The United States Postal Service (USPS) continues to adapt to the global impact of the labor market and supply chain issues. As a result, there could be a change to when you receive mail from Wells Fargo, and when we receive mail from you.

The USPS now advises a delivery time of five business days for First Class mail. Items such as deposit adjustment notices, returned items, lockbox items, and other documents delivered by mail are subject to the new delivery standard.

If you have questions, speak to your banker about what electronic delivery options are available for your account or service.

## STATEMENT OF ACCOUNT

## PTIF

## UTAH PUBLIC TREASURERS' INVESTMENT FUND

Marlo M. Oaks, Utah State Treasurer, Fund Manager

PO Box 142315

350 N State Street, Suite 180

Salt Lake City, Utah 84114-2315

Local Call (801) 538-1042 Toll Free (800) 395-7665

[www.treasurer.utah.gov](http://www.treasurer.utah.gov)

WASATCH FRONT REGIONAL COUNCIL

LOVEIT BAUMGARDNER

41 NO. RIO GRANDE ST., STE 103

SALT LAKE CTY UT 84101

**Account****Account Period****533**

November 01, 2022 through November 30, 2022

**Summary**

Beginning Balance	\$ 2,409,027.26	Average Daily Balance	\$ 2,659,027.26
Deposits	\$ 757,362.51	Interest Earned	\$ 7,362.51
Withdrawals	\$ 0.00	360 Day Rate	3.3226
Ending Balance	\$ 3,166,389.77	365 Day Rate	3.3688

Date	Activity	Deposits	Withdrawals	Balance
11/01/2022	FORWARD BALANCE	\$ 0.00	\$ 0.00	\$ 2,409,027.26
11/21/2022	funds tr	\$ 750,000.00	\$ 0.00	\$ 3,159,027.26
11/30/2022	REINVESTMENT	\$ 7,362.51	\$ 0.00	\$ 3,166,389.77
11/30/2022	ENDING BALANCE	\$ 0.00	\$ 0.00	\$ 3,166,389.77

STATEMENT OF ACCOUNT

PTIF

UTAH PUBLIC TREASURERS' INVESTMENT FUND

Marlo M. Oaks, Utah State Treasurer, Fund Manager

PO Box 142315

350 N State Street, Suite 180

Salt Lake City, Utah 84114-2315

Local Call (801) 538-1042 Toll Free (800) 395-7665

[www.treasurer.utah.gov](http://www.treasurer.utah.gov)

WASATCH FRONT REG COUNS/BLDG FD

LOVEIT BAUMGARDNER

41 NORTH RIO GRANDE ST., STE 103

SALT LAKE CTY UT 84101

**Account**

**Account Period**

**8761**

November 01, 2022 through November 30, 2022

**Summary**

Beginning Balance	\$ 1,178,327.62	Average Daily Balance	\$ 1,178,327.62
Deposits	\$ 3,262.64	Interest Earned	\$ 3,262.64
Withdrawals	\$ 0.00	360 Day Rate	3.3226
Ending Balance	\$ 1,181,590.26	365 Day Rate	3.3688

Date	Activity	Deposits	Withdrawals	Balance
11/01/2022	FORWARD BALANCE	\$ 0.00	\$ 0.00	\$ 1,178,327.62
11/30/2022	REINVESTMENT	\$ 3,262.64	\$ 0.00	\$ 1,181,590.26
11/30/2022	ENDING BALANCE	\$ 0.00	\$ 0.00	\$ 1,181,590.26



**Wasatch Front Regional Council**  
**Standard Financial Report (by Object)**  
**10 Special Projects - 11/01/2022 to 11/30/2022**  
**41.67% of the fiscal year has expired**

	2023 Year-to-Date Actual	2023 Budget	Amount Remaining	% Earned/ Used
<b>Change In Net Position</b>				
<b>Revenue:</b>				
<b>Intergovernmental revenue</b>				
<b>Federal</b>				
Federal - Direct	32,193.66	134,694.00	102,500.34	23.90%
Federal - Pass-Through	1,765,857.11	9,233,445.00	7,467,587.89	19.12%
<b>Total Federal</b>	<b>1,798,050.77</b>	<b>9,368,139.00</b>	<b>7,570,088.23</b>	<b>19.19%</b>
<b>State Revenue</b>				
State - Other	1,021,000.00	2,822,000.00	1,801,000.00	36.18%
State - TLC	716,315.68	641,816.00	(74,499.68)	111.61%
State - UDOT	85,924.44	588,769.00	502,844.56	14.59%
<b>Total State Revenue</b>	<b>1,823,240.12</b>	<b>4,052,585.00</b>	<b>2,229,344.88</b>	<b>44.99%</b>
<b>Local</b>				
Dedicated Project Funds	1,850,045.81	2,851,873.00	1,001,827.19	64.87%
Local - Mountainland AoG	13,721.65	50,982.00	37,260.35	26.91%
Local - UTA TLC	344,923.99	344,924.00	0.01	100.00%
Local - UTA Joint Projects	83,347.18	100,547.00	17,199.82	82.89%
Local - UTA Transit Sales Tax	276,798.33	276,798.00	(0.33)	100.00%
Local - Counties	334,706.00	334,706.00	0.00	100.00%
<b>Total Local</b>	<b>2,903,542.96</b>	<b>3,959,830.00</b>	<b>1,056,287.04</b>	<b>73.32%</b>
<b>Total Intergovernmental revenue</b>	<b>6,524,833.85</b>	<b>17,380,554.00</b>	<b>10,855,720.15</b>	<b>37.54%</b>
Interest	22,183.94	15,000.00	(7,183.94)	147.89%
Miscellaneous revenue	(0.01)	0.00	0.01	0.00%
<b>Total Revenue:</b>	<b>6,547,017.78</b>	<b>17,395,554.00</b>	<b>10,848,536.22</b>	<b>37.64%</b>
<b>Expenditures:</b>				
<b>Wages and benefits</b>				
Salaries and wages	1,349,245.85	3,738,362.00	2,389,116.15	36.09%
Fringe benefits	618,742.51	1,281,750.00	663,007.49	48.27%
<b>Total Wages and benefits</b>	<b>1,967,988.36</b>	<b>5,020,112.00</b>	<b>3,052,123.64</b>	<b>39.20%</b>
Dues & Subscriptions	15,110.70	30,508.00	15,397.30	49.53%
Training	22,132.93	87,650.00	65,517.07	25.25%
Consulting services	805,665.91	11,055,430.00	10,249,764.09	7.29%
Legal	157.50	10,000.00	9,842.50	1.58%
Audit and Accounting	14,000.00	19,318.00	5,318.00	72.47%
Maintenance	25,709.96	64,851.00	39,141.04	39.64%
Building lease	184,742.75	438,721.00	253,978.25	42.11%
Liability insurance	15,198.52	15,500.00	301.48	98.05%
Telephone	15,312.02	38,359.00	23,046.98	39.92%
Travel	35,799.59	101,020.00	65,220.41	35.44%
Supplies and Software	120,235.30	330,667.00	210,431.70	36.36%
Equipment	0.00	10,000.00	10,000.00	0.00%
Indirect Costs	0.00	0.00	0.00	2,244.16%
Printing	0.00	11,600.00	11,600.00	0.00%
Planned Carryover	0.00	161,818.00	161,818.00	0.00%
<b>Total Expenditures:</b>	<b>3,222,053.54</b>	<b>17,395,554.00</b>	<b>14,173,500.46</b>	<b>18.52%</b>
<b>Total Change In Net Position</b>	<b>3,324,964.24</b>	<b>0.00</b>	<b>(3,324,964.24)</b>	<b>0.00%</b>

## **Memo to the Proposed Administrative and Accounting Policy Changes: Draft for Budget Committee Review**

**DATE:** January 12, 2023  
**AGENDA ITEM:** 4  
**SUBJECT:** **ACTION:** Approve adjustments to WFRC Administrative and Accounting Policy  
**PREPARED BY:** Marian Florence, Chief Financial Officer

### **BACKGROUND:**

In August 2020, when WFRC last updated its Administrative and Accounting Policy, we provided that we would periodically review our policies to ensure that they reflect current best practices and any updates in State or Federal fiscal guidance. As a result of updates to some applicable guidelines and some post-pandemic changes to WFRC processes, staff reviewed WFRC's existing Administrative and Accounting Policy and procedures, and recommends updating the Policy.

As part of the review, staff requested input and received guidance from the Utah State Auditor's Office, Federal Highway Administration, and our external auditor. For instance, recent legislation amended state procurement code related to the procurement of professional services, which we have included in WFRC practice and in this updated Policy. WFRC has also made the following updates to its financial processes which should be reflected in our Policy:

- An Accounting Specialist has joined the WFRC staff, providing increased internal control and capacity.
- WFRC has upgraded its accounting software to a system specifically designed for municipalities and local governments.
- Payroll is now processed in house, not by a third party.
- Payments are made by ACH, not by physical check.

Therefore, we propose updating the WFRC Administrative and Accounting Policy to include:

- A statement of purpose and list of laws and regulations followed at WFRC.
- Language to meet requirements in the new Fraud Risk Assessment (adopted in 2020): Fraud Hotline, Ethical Behavior, Conflict of Interest, IT/Computer Security, and Travel Policy. All these policies are in place, but are not explicitly included in the current Policy. New language is based on the Utah Administrative Code and model policy templates.
- Language from Money Management Council (a division of the Utah State Treasurer's Office to whom we have been reporting our publicly held funds twice a year as required) clarifying deposit and loan account signatory requirements.
- Language clarifying the role of the Budget/Audit Committee in ensuring internal auditing at WFRC and the role of staff in assessing and monitoring internal controls.
- Language to state that WFRC is using GASB accounting standards (it is best practice to include this in policy) and define financial reporting terms used at WFRC. These sections will facilitate the work of our external auditors, and meet state requirements. Terms defined include measurability of revenues, journal entries, liabilities and accrued liabilities, debt.
- An updated capitalization threshold (\$5,000). This is the State-recommended threshold for accounting for the depreciation of items, and affects our budget and reporting requirements by removing the requirement to depreciate items with a purchase price under \$5000. WFRC does not typically purchase supplies over this threshold, so the depreciation line on the WFRC budget will subsequently be adjusted or deleted. This update was also recommended by our auditor.

- Language further defining:
  - insurance coverage requirements
  - the schedule and scope of the external audit
  - financial reporting requirements to the WFRC Council
  - procurement policy to reflect updated language regarding professional services
  - investment practices as defined by the office of the State Auditor
  - program accounting
  - commitment to segregation of duties and internal controls
  - records retention as defined by the office of the State Auditor

Several sections of the Policy were retained from the existing WFRC Accounting and Administrative Policy with no substantive updates, including:

- Designation of Treasurer and Clerk
- Ethics
- Budgeting
- Accounts Receivable
- Use of Purchasing Cards
- Cost Allocation and Travel Policy
- Personnel

All components addressed in the existing Policy have been incorporated into the proposed updated Policy with updated language.

**RECOMMENDATION:**

The WFRC Budget Committee and staff recommend that the Council approve a motion “to adopt the amended WFRC Administrative and Accounting Policy.”

**CONTACT PERSON:**

Marian Florence, Chief Financial Officer, [mflorence@wfr.org](mailto:mflorence@wfr.org) 801-363-4250 x1120

**EXHIBITS:** Existing Administrative and Accounting Policy (2020)  
 Draft Amended Administrative and Accounting Policy  
 Administrative and Accounting Policy outline

# Wasatch Front Regional Council / Wasatch Front Economic Development District

## Administrative and Accounting Policy (adopted August 27, 2020)



**WASATCH FRONT REGIONAL COUNCIL /  
WASATCH FRONT ECONOMIC DEVELOPMENT DISTRICT  
ADMINISTRATIVE AND ACCOUNTING POLICY  
08/27/20 (revised)**

**TABLE OF CONTENTS**

1.	Designation of the Treasurer and Clerk.....	2
2.	Ethics .....	2
3.	Budget Committee Serves as Audit Committee .....	2
4.	Budget .....	4
5.	Accounting .....	5
6.	Procurement .....	5
7.	Purchasing Cards.....	7
8.	Accounts Payable .....	7
9.	Payroll .....	8
10.	Cost Allocation .....	8
11.	General Ledger .....	9
12.	Accounts Receivable .....	9
13.	Other Assets .....	10
14.	Records Management and Retention.....	10
15.	Personnel .....	11
16.	Management Reports .....	11
17.	Compliance .....	11

## **1. DESIGNATION OF THE TREASURER AND CLERK**

In compliance with Utah Code 17B-1-633 (1) and Utah Code 17B-1-631 (1) the Wasatch Front Regional Council/Wasatch Front Economic Development District (WFRC) designates the Budget Committee Chair as its Treasurer and the Council's Chief Financial Officer as its Clerk.

The duties of the Treasurer include:

- Sign checks after determining that sufficient funds are available.
- Maintain custody of all money
- Deposit and invest all money in accordance with the Utah State Money Management Act
- Receive all public funds and money payable to the Council.
- Keep an accurate, detailed account of all money received.
- Issue a receipt for money received.

In accordance with Utah State code 51-7-15, Money Management Administration, WFRC provides crime insurance for its Treasurer in an amount to satisfy the state requirement.

The duties of the Clerk include:

- Attend meetings and keep a record of the proceedings
- Maintain financial records
- Prepare checks after determining that the claim:
  - o Was authorized by the board or financial officer
  - o Does not over expend the budget
- Present a financial report to the board at least quarterly

The Treasurer and the Clerk may make appropriate delegations of duties as long as the principle of separation of duties is maintained AND the Treasurer and Clerk retain overall responsibility AND provide adequate oversight of the designated responsibilities

## **2. ETHICS**

WFRC Council members and staff are subject to the Utah Public Officers' and Employees' Ethics Act (Title 67, Chapter 16). This Act prohibits: improper disclosure of private; protected or controlled information; use of official position to secure special compensation, gifts or privileges; engage in activities that would impair independent or good judgement; engage in any activity which is, or appears to be, in conflict with public duties; failure to comply with public disclosure or transparency and; destruction of public records and information.

## **3. BUDGET COMMITTEE SERVES AS AUDIT COMMITTEE**

The WFRC Budget Committee shall function as the WFRC Audit Committee. The Committee members collectively should possess the knowledge in accounting, auditing, and financial reporting needed to understand and evaluate WFRC's financial statements, the external audit, and WFRC's internal audit activities. Accordingly, the Committee's members, collectively, should:

- 1) Possess the requisite knowledge necessary to understand technical and complex financial reporting issues.
- 2) Have the ability to communicate with auditors, public finance officers and the governing body.
- 3) Be knowledgeable about internal controls, financial statement audits and management/operational audits. If no Committee members have sufficient personal internal control or finance knowledge, the Committee may gain this knowledge via a financial expert (either volunteer or paid) advisor. The financial expert advisor will
  - a. Be independent of management
  - b. Be present for meetings
  - c. Not be a member of the Committee
  - d. Not vote on Committee actions

### **Duties and responsibilities**

- 1) External Audit Focus
  - a. Provide recommendations regarding the selection of the external auditor.
  - b. Meet with the external auditor prior to commencement of the audit to, among other things, review the engagement letter.
  - c. Review and discuss with the external auditor any risk assessment of the WFRC's fiscal operations developed as part of the auditor's responsibilities under governmental auditing standards for a financial statement audit and federal single audit standards, if applicable.
  - d. Receive and review the draft annual audit report and accompanying draft management letter, including the external auditor's assessment of the entity's system of internal controls, and, working directly with the external auditor, assist the governing body in interpreting such documents.
  - e. Make a recommendation to the governing body on accepting the annual audit report.
  - f. Review every corrective action plan developed by Council management and assist the governing body in the implementation of such plans.
- 2) Internal Audit Focus
  - a. Assist in the oversight of the internal audit function, to ensure that high risk areas and key control activities are periodically evaluated and tested.
  - b. Review significant recommendations, findings, and results of internal audit activities.
  - c. Monitor implementation of recommendations.
- 3) Administrative Matters
  - a. Hold regularly scheduled meetings.
  - b. Review and propose revisions to these Accounting and Administrative Policies and Procedures, as necessary.

### **Membership**

The membership duties of the WFRC Audit Committee include the following:

- 1) Good Faith – Members of the Committee shall perform their duties in good faith, in a manner they reasonably believe to be in the best interests of the Committee and WFRC with such care as a generally prudent person in a similar position would use under similar circumstances.
- 2) Independence – An individual may not serve on an audit committee if he or she:
  - a. Is employed by WFRC (other than governing board members).
  - b. Currently provides, or within the prior two years, has provided, goods or services to WFRC.
  - c. Is a family member of an employee or officer.
  - d. Is the owner of or has a direct and material interest in a company providing goods or services to WFRC.
- 3) Confidentiality – During the exercise of duties and responsibilities, the Committee members may have access to confidential information. The Committee shall have an obligation to WFRC to maintain the confidentiality of such information.

### **Meetings and Notification**

The WFRC Audit Committee shall meet a minimum of three times each year. An agenda of each meeting should be clearly determined in advance and the Audit Committee should receive supporting documents in advance, for reasonable review and consideration. Minutes of the meeting shall be kept and posted as required.

### **Reporting Requirements**

The WFRC Audit Committee has the duty and responsibility to report its activities to the Council as needed, but not less than annually. The Committee shall cause to be developed and made publicly available minutes or a summary of minutes of meetings which clearly record the actions and recommendations of the Committee. The Audit Committee shall report on matters that it deems significant, which may include but are not limited to:

- 1) The scope and breadth of Committee activities so that the Council is kept informed of its work.
- 2) Review of the WFRC's draft annual audit report and accompanying management letter and their review of significant findings.
- 3) Suspected fraud, waste or abuse, or significant internal control findings and activities of the internal control function.
- 4) Indications of material or significant non-compliances with laws or WFRC policies and regulations.

## **4. BUDGET**

WFRC receives its revenues from member contributions and various granting agencies that contract with WFRC for specified work programs. Each year WFRC staff prepares a budget and a Unified Planning Work Program (UPWP) for the next fiscal year that begins on July 1. The budget includes prior year actual expenditures, current year estimated expenditures and anticipated budgeted expenditures for the next



fiscal year. The budget also provides details of the sources of funds, expenditures by function and expenditures by work program. The UPWP describes the anticipated work to be accomplished. The budget and UPWP are presented to Council at their regularly scheduled meeting held the 4<sup>th</sup> Thursday of March. Once the Council has reviewed the draft it is released to the member County Councils of Government for their review and comment. The draft budget is also posted on the WFRS website.

A final draft budget and UPWP are presented to the Council for approval at their regularly scheduled meeting held on the 4<sup>th</sup> Thursday of May. No less than ten days prior to this meeting the final draft budget is made available to the public. No less than 7 days prior to the Council meeting, notice is posted in at least one issue of a newspaper of general circulation and on the Utah Public Notice Website that a public hearing will be held before a call for a vote to approve the budget.

The budget may be amended during the year to include additional funds from grants or contracts for specific projects. These budget amendments are subject to the same notification and public hearing as is required during the initial adoption. The Council staff, with prior written approval from the Council Chair and the Budget Committee Chair, may move budgeted expenses from one budgeted line item to another without a public hearing or formal budget amendment as long as the adjustment does not increase total expenditures of the fund, create on-going additional payroll expenses or impact debt service. Any such changes shall be reported to the Council in the regularly provided financial reports.

## **5. ACCOUNTING**

WFRS contracts with various granting agencies for specified projects. Once a project has been approved, the Chief Financial Officer (CFO) sets up the grant accounting framework and expenses can then be charged. The original signed contract is kept by the accounting department.

Each quarter the CFO prepares a report that compares year-to-date expenditures with the approved budget. This report, along with monthly check registers and balance sheets are provided to the Council prior to their regularly scheduled meetings.

All policies and procedure guidelines are designed to comply with federal and state accounting and administrative standards. The WFRS uses an outside auditing firm selected and directed by the Council for an annual audit of the Council's financial records. Copies of the annual audit are provided to the Council, Federal Clearinghouse, the Utah State Auditor's Office, and its funding agencies and to others upon request.

## **6. PROCUREMENT**

The procurement policies are intended to ensure fair and equitable treatment for all persons who wish to do business with WFRS and to foster effective broad-based competition within the free enterprise system to ensure that WFRS will receive the best possible service or product at the lowest possible price. WFRS shall designate a Procurement Agent who shall be responsible for:

- 1) Ensuring that all procurement complies with federal and state regulations where applicable.
- 2) Ensuring that all procurement is allowed under the Council's approved budget.

- 3) Ensuring that all procurement complies with all terms and conditions of the grant for which the purchase is being made.
- 4) Overseeing the Small Purchase procedures.
- 5) Identifying and documenting single source procurements.
- 6) Soliciting bids, quotes and proposals for goods or services and preparing contracts for Executive Director's signature when needed.

There are generally four classes of procurement: small purchase less than \$5,000; purchases over \$5,000 but under \$25,000; single source; and competitive bid (over \$25,000).

**Small Purchase** – Purchases less than \$5,000 do not require bids or quotes however effort should be made to use assorted vendors who provide comparable merchandise/service at comparable prices. Purchases may not be artificially divided so as to constitute a small purchase. All small purchases must have a properly completed and approved purchase order prior to making the purchase. The purchase order may be signed by the Procurement Agent or his designee. A copy of the completed and signed purchase order is to be given to the accounting department. When possible WFRC should use providers who have contracted with the State of Utah in order to receive best prices and terms.

**Purchases over \$5,000 and under \$25,000** – Purchases over \$5,000 and under \$25,000 will require three quotes that are to be documented. Requests for quotes shall include a description of the product or service and terms of the sale. Documentation shall include any written quotes and/or a completed quote form that includes the name of vendor, vendor contact name, vendor address and phone number, product/service description and total cost. Selection of a vendor will be made on the basis quality of the service or product and cost. All quotes and/or quote forms shall be attached to the signed purchase order and given to the accounting department.

**Single Source** – This may be used when there is only one provider available or there is a clear advantage to WFRC for using the single source. This may also be used to resolve an emergency situation. A purchase shall be deemed an emergency purchase if it is required to maintain health and safety and/or to avoid an interruption in work activity such as a mechanical, structural, plumbing, or equipment malfunction. All single source procurement decisions must be documented by the Procurement Agent and approved by the Executive Director.

**Competitive bid** – Goods or services with an annual aggregate total price of more than \$25,000 must be procured through a competitive bid process. An invitation to bid shall include a description of the goods or services and all terms and conditions that will apply. Public notice shall be placed in a general circulation publication not less than 15 days prior to close of bid solicitation. A committee shall be identified to make the selection based on the requirements set forth in the invitation to bid. The sealed bids shall be opened publicly in the presence of one or more witnesses at the time and place designated in the invitation for bids. The names of the bidders, the amounts of the bids, and any other relevant information shall be recorded and available for public inspection. Bids shall be unconditionally accepted without alteration or correction. The bid shall be awarded to the lowest bidder who meets the requirements and criteria set forth in the invitation to bid. All bid documentation shall be given to the WFRC accounting department.

In lieu of WFRC initiating a competitive bid process, the Procurement Agent may use contractors

from the WFRC or UDOT Consultant Pool who have been pre-qualified and selected using the competitive bid process. If this method is used no more than \$150,000 in services per contract may be awarded to any single provider. Written explanation must be documented in writing and provided to the WFRC accounting department.

**INTERNAL CONTROL:** The Procurement Agent is separate from the accounting process and is responsible for ensuring all purchases are authorized by WFRC budget and made using the policy set forth in this section.

## **7. PURCHASING CARDS**

The WFRC may issue Purchasing Cards to selected employees. Those employees are responsible for ensuring that all purchases made using their card are properly pre-approved according to the Council's procurement policy (see above) or its approved travel policies contained within the WFRC Employee Handbook. The employee shall reconcile the statement for their card with receipts each month within 5 days of receiving the statement. Under no circumstances may the purchasing card be used for personal purchase. Upon termination any purchasing card shall be surrendered immediately along with any receipts, purchase orders and other documentation.

**INTERNAL CONTROL:** The statements and documentation are given to the Procurement Agent who reviews the material and provides approval. The accounting department reviews the statements and receipts for proper pre-approval before entering the expense into the Accounts Payable system. When the statement is selected for payment the material and the Accounts Payable check is given to the Executive Director and the Council Chairperson for their review and signature.

## **8. ACCOUNTS PAYABLE**

Vendor invoices (accompanied by purchase orders and receiving documentation when necessary) are entered into the Accounts Payable system by the accounting department as they are received. Invoices are selected by the CFO for payment according to due date and cash availability. At no time shall checks or payments be disbursed that create an overdraft on the bank account. Invoices may be paid by check or electronic transfer. Prior to payment, printed checks or electronic transfers that are prepared by the accounting department are given, along with all supporting documentation, to the Executive Director or Deputy Director for review and approval. Once reviewed and approved by Executive Director or Deputy Director the checks or electronic transfers and supporting documentation are presented to the WFRC Chairperson or WFRC Vice-Chairperson or Budget Committee Chairperson for review and approval. All checks or electronic transfers require two of the following approvals: WFRC Chairperson, WFRC Vice Chairperson, WFRC Budget Committee Chairperson, the Executive Director or the Deputy Director. At least one approval must be an elected official. The approved checks or electronic transfers are returned to the Administrative Assistant for mailing or processing. The invoices and supporting documentation along with check stubs or electronic transfer identification are filed alphabetically by vendor and kept together by fiscal year. This alphabetical file contains a record of all A/P disbursements.

Each month the CFO obtains a copy of the check and electronic transfer register that provides a record of all Accounts Payable disbursements and is used by the CFO to reconcile the bank account. The bank

reconciliation and bank statement are provided to the Executive Director and the WFRC Chairperson for review each month.

**INTERNAL CONTROL:** Invoices are reviewed for approval prior to generating a check or electronic transfer. Checks are pre-numbered and accounted for (void checks are marked as such and filed with accounting working papers). The accounting software also generates a check number that must match the pre-printed check number. If the software generated numbers do not match up with the numbers on the pre-printed checks it would indicate a missing check or a check voided through the software and would trigger investigation. All disbursements are issued through the Accounts Payable software system and require two authorized approvals. The CFO reconciles the bank statement to the general ledger each month and provides a copy of the bank statement and reconciliation to the Executive Director, Treasurer and WFRC Chair for review and approval.

## **9. PAYROLL**

Direct deposit payroll is prepared semi-monthly by an outside payroll processing vendor. Hours worked by hourly employees are gathered by the accounting department for payroll and reconciled monthly to timesheets that are signed by the employee and the employee's supervisor. Any salary changes are documented by a memo signed by the Executive Director and kept in the personnel files. The payroll journal is printed and reviewed by the CFO before being given to the Executive Director and the Chairperson or Vice-Chairperson for review and approval. The payroll processing vendor also generates an electronic transfer for payment of all payroll taxes and guarantees accuracy and timeliness. The payroll processing vendor also prepares and electronically files quarterly and year end payroll tax returns and W-2's, copies of which are delivered to WFRC for review.

**INTERNAL CONTROL:** Payroll is reviewed and approved by the CFO, Executive Director and the WFRC Chairperson. Salary amounts are documented and signed by the Executive Director. Hours reported for payroll are verified by timesheets signed by the employee and the employee's supervisor. A third party guarantees accuracy and timeliness of payroll tax payment (subject to WFRC's ability to meet cash requirements) and returns.

## **10. COST ALLOCATION**

Labor costs represent the majority of total expenditures. Each employee keeps a timesheet that records how much time is spent on each work item. All time worked is accounted for on the timesheets. These timesheets are signed by the employee and submitted to the appropriate supervisors monthly for review and signature and are then given to the accounting department for payroll cost allocation. A spreadsheet is prepared that totals gross salary and benefits and arrives at a cost per hour for each employee. Using the time sheets the accounting department allocates the cost per hour per employee to the various work programs in the general ledger.

When a cost can be determined to benefit a specific program it is expensed directly to that program. Fixed asset costs are charged to the programs by way of depreciation. Travel expenses are reimbursed as per the personnel policy using GSA rates and guidelines based on actual expense receipts. Every effort is made to

assign costs accurately and fairly to each program. Those shared expenses that benefit several or all programs are accounted for as indirect expense and allocated to each program based on hours worked each month (as per time sheets). Further detail on cost allocation is provided in WFRC's Cost Allocation Plan.

**INTERNAL CONTROL:** Each fiscal year the CFO prepares a Cost Allocation Plan that is reviewed by the Executive Director and submitted to the Utah Department of Transportation's Director of Fiscal Audit (WFRC's federal cognitive agency designee). The UDOT Director of Fiscal Audit issues a letter approving the plan that is kept on file with the accounting department and made available to funding agencies upon request. The allocation of charges can be monitored using the budget to actual expense reports provided quarterly to the Council.

## **11. GENERAL LEDGER**

Each month the CFO transfers the entries from the Accounts Payable, Accounts Receivable, and Payroll (used for allocating payroll costs generating the payroll summary entry) software systems to the general ledger. General journal entries are made for depreciation, bank reconciliation, payroll, closing and recurring allocations. The CFO keeps a 'working papers' file by month that contains supporting documentation for entries made to the general journal. General ledger accounts are reviewed for accuracy using external documentation where available. The general ledger work should be completed no later than twenty five days following the end of the month. Any exceptions to this are discussed with the Executive Director.

**INTERNAL CONTROL:** All entries to the general ledger are made by the CFO. Supporting documentation for general journal entries is maintained. The general ledger detail is provided monthly to the Executive Director for review. Where possible, real accounts are verified with external documentation (bank statements, inventories, etc.). EDP files are backed up daily and hard copies are generated monthly.

## **12. ACCOUNTS RECEIVABLE**

Each month or on a quarterly basis (as determined by the funding agency) the CFO requests reimbursement from the funding agencies for WFRC's actual expenses for the prior month(s). Some local contributions are requested in advance and held as deferred revenue until needed for matching requirements or other approved expenditures. Requesting reimbursements should occur no later than twenty five days following the end of the month. Any exceptions to this are discussed with the Executive Director. At no time should reimbursement requests exceed actual costs incurred. Some requests for reimbursement must be accompanied by progress reports, product samples, etc. These are prepared by individuals other than the CFO.

Checks for A/R remittances are received by the Administrative Assistant who date stamps the check (or stub), endorses them 'for deposit only', makes a photo copy of each check, and deposits them using a check scanner. WFRC receives all remittances by either check or electronic deposit. Supporting documentation for electronic deposits is kept in the monthly working papers file. Any cash deposited is negligible (postage or copies paid for by employees). The Administrative Assistant makes the deposit and obtains a dated receipt from the bank. Checks are deposited daily when received. The Administrative Assistant gives the bank receipt and check copies to the accounting department for posting to accounts receivable and filing.

Any funds not received within six weeks of the date of reimbursement request are followed up with a phone call or written note and any problems are noted and addressed.

**INTERNAL CONTROL:** The Administrative Assistant is responsible for the custody of the cash receipts and the CFO is responsible for the accounting function only. Any write offs of accounts receivable must be approved by the Executive Director. Exception may be made for amounts under \$10.00.

### **13.     OTHER ASSETS**

Office equipment is purchased by the WFRC General Fund. Usage allocations for equipment costs are assigned to individual programs using straight-line depreciation. All equipment having a useful life of more than one year is included in the fixed asset group of accounts however purchases which are less than \$1,000 are expensed in the month of purchase. When fixed assets are purchased, they are assigned an inventory number and placed on a fixed asset list that records original cost, accumulated depreciation, net book value and the employee in possession of the asset. At least once every two years a physical inventory is taken and compared with fixed asset list. When equipment is determined by the Equipment Committee to be beyond its useful life a list of said equipment is given to the Director of Operations who is charged with overseeing the sale or disposal of the asset by the Equipment Committee. Retired assets are disposed of on a highest bid basis.

Personnel policy prohibits the personal use of WFRC resources by employees. Employees may purchase incidental postage or copies at WFRC cost however they have been advised not to use WFRC assets or open account arrangements with WFRC vendors for personal use. WFRC will not advance money to employees other than pre-approved travel advances that must be returned and/or accounted for within one month of the travel for which the advance was given. All travel expense reports and advances must be approved by the Executive Director or Area Coordinators.

**INTERNAL CONTROL:** The Director of Operations reviews and approves of any disposition of fixed assets and is advised of any missing assets. The purchase order process prohibits employees from charging personal purchases to WFRC open accounts with vendors. Inventory of fixed assets is maintained.

### **14.     RECORDS MANAGEMENT AND RETENTION**

WFRC is committed to proper maintenance and retention of records. The Public Records Management Act (PRMA), mandates state ownership of government records and requires their effective management (Utah Code 63A-12). Additionally, WFRC is committed to following the Government Records Access and Management Act (GRAMA), the comprehensive law dealing with management of government records and access to those records (Utah Code 63G-2).

Falsifying records, deliberately concealing records, destroying records in bad faith, exploiting confidential information, or otherwise mishandling records is not acceptable. Employees must take steps to ensure potentially relevant information is not inadvertently destroyed pursuant to document retention schedules or by routine computer operations or common computer settings, such as the automated deletion of

emails.

As a state agency, WFRC will also adhere to the Utah State General Records Retention Schedule. It can be found on the Utah Division of Archives and Records Services website.

<https://archives.utah.gov/recordsmanagement/grs/stgrslist.html>

WFRC will, at a minimum:

1. establish and maintain a records management system on a continuing and active basis;
2. create and maintain records containing adequate and proper documentation of the organization, functions, policies, decisions, procedures, and essential transactions, designed to furnish information to any agency or person affected by the activities of WFRC;
3. identify and take adequate steps to protect confidential and vital records;
4. ensure that all information potentially relevant to any GRAMA request, internal or government investigation or lawsuit filed or reasonably anticipated to be filed against WFRC is preserved and provided upon request in a timely manner and;
5. cooperate with the Utah Division of Archives and Records Services and all other State Agencies in the conduct of agency records management requirements and requests.

## **15. PERSONNEL**

Personnel policies are established by the Council and made available to all employees. The Executive Director is responsible for administering the personnel policies. All changes to personnel policy require Council approval.

## **16. MANAGEMENT REPORTS**

Each month the CFO prepares and distributes to the Executive Director and the Area Coordinators an expense/budget comparison report for each active program. This report is used to monitor the monthly and accumulated expenses charged to each program and relates this information to both time and budget completion and allows management to direct WFRC resources appropriately.

Each month the CFO reviews the outstanding accounts payable and accounts receivable and discusses any cash flow or collection problems that exist with the Executive Director and the Area Coordinators. In addition, the CFO prepares a projection of cash flow and cash requirements and requests management input for future planning of cash needs.

Interim verbal and written reports regarding accounts receivable and accounts payable are made when significant changes in status occur.

## **17. COMPLIANCE**

WFRC will comply with all state and federal regulations regarding financial reporting, budget, public notice, records management and retention, and transparency.

Council members and staff are subject to the Utah Public Officers' and Employees' Ethics Act (Title 67, Chapter 16).

**INTERNAL CONTROL:** WFRC will appoint a Compliance Administrator responsible for ensuring compliance with applicable regulations. The Compliance Administrator will maintain a log of compliance actions and make that log available to Council members.





Wasatch Front Regional Council/  
Wasatch Front Economic Development District

Administrative and Accounting Policies  
updated January 2023

Purpose

Designation of the Treasurer and Clerk

General Policies

Ethics/Fraud Hotline/Conflict of Interest

Record Keeping

Record Retention and Disposal

Segregation of Duties

External Audit

Audit Committee

Membership

Duties & Responsibilities

Meetings and Notification

Reporting Requirements

Budgeting

Measurability of Revenues

Journal Entries

Financial Statement Reporting

Capitalization of Property

Liabilities

Accrued Liabilities

Debt

Asset Protection

IT/Computer Security

Insurance and Bonding

Banking

Deposit and Loan Accounts, Signature Authority

Investments

Accounts Receivable

Electronic Funds Transfer

Use of Purchasing Cards

Procurement

Small Purchase

Purchases over \$5,000 and under \$25,000

Single Source

Competitive bid

Consultant Pool: (Design Professional Services)

Human Resources and Payroll

Payroll Related Expenditures

Cost Allocation and Travel Policy

Personnel

## Purpose

Wasatch Front Regional Council shall establish and maintain financial policies and procedures with adequate internal controls to:

- Ensure smooth fiscal operations.
- Safeguard assets.
- Document financial processes.
- Provide timely, complete and accurate financial data to its stakeholders.
- Comply with laws, rules and governmental reporting requirements.

### ***Designation of the Treasurer and Clerk***

In compliance with Utah State Code 17B-1-601 et seq, Wasatch Front Regional Council/Wasatch Front Economic Development District (WFRC) designates the Budget Committee Chair as its Treasurer and the Chief Financial Officer as its Clerk.

The duties of the Treasurer or Treasurer's delegate include:

- Authorize payments after determining that sufficient funds are available.
- Maintain custody of all money
- Deposit and invest all money in accordance with the Utah State Money Management Act
- Receive all public funds and money payable to WFRC.
- Keep an accurate, detailed account of all money received.
- Issue a receipt for money received.

In accordance with Utah State Code 51-7-15, Money Management Administration, WFRC provides crime insurance for its Treasurer in an amount to satisfy the state requirement.

The duties of the Clerk or Clerk's delegate include:

- Attend meetings and keep a record of the proceedings
- Maintain financial records
- Prepare payments after determining that the claim:
  - Was authorized by the Council or financial officer
  - Does not over expend the budget
- Present a financial report to the Council at least quarterly

The Treasurer and the Clerk may make appropriate delegations of duties as long as the principle of separation of duties is maintained AND the Treasurer and Clerk retain overall responsibility AND provide adequate oversight of the designated responsibilities

## General Policies

WFRC shall follow all applicable state and federal laws and regulations in the United States of America and the State of Utah such as (but not limited to):

- Title VI of the Civil Rights Act (1964) and all Federal statutes relating to nondiscrimination.
- Department of Labor regulations, including the Fair Labor Standards Act.
- The Family and Medical Leave Act (FMLA).
- The Consolidated Omnibus Budget Reconciliation Act (COBRA).
- The Immigration Reform and Control Act.
- Internal Revenue Service and Social Security Administration Regulations.
- The Americans with Disabilities Act (ADA).
- Title 51, Chapter 4, Deposit of Funds Due State.
- Title 67, Chapter 16, Utah Public Officers' and Employees' Ethics Act.
- Utah Code Annotated 17-16a-6, 7, and 8 Conflict of Interest Policy
- Title 63G, Chapter 2, Government Records Access and Management Act.
- Title 51, Chapter 2a, Accounting Reports from Political Subdivisions, Interlocal Organizations, and Other Local Entities Act.
- Open and Public Meetings Act (Title 52, Chapter 4)
- Additional state legal compliance guides as published by the office of the state auditor.
- Subsection 51-7-3(26), Definition of Public Funds.
- 2 C.F.R. 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.
- Other applicable state and federal laws and regulations will be adopted and followed as program funds and grant funding is accepted and received.

### ***Ethics/Fraud Hotline/Conflict of Interest***

WFRC Council members and staff are subject to the Utah Public Officers' and Employees' Ethics Act (Title 67, Chapter 16). This Act prohibits improper disclosure of private, protected or controlled information, use of official position to secure special compensation, gifts or privileges, engagement in activities that would impair independent or good judgment, engagement in any activity which is, or appears to be, in conflict with public duties, failure to comply with public disclosure or transparency and destruction of public records and information.

The Council is committed to legal, ethical and proper administration of the resources received by WFRC. Employees or others who are aware of or suspect waste or misuse of public funds or property, violation of a law, rule, Council policy or gross mismanagement, are requested to promptly report it to the CFO, Executive Director and/or the Council. WFRC's Personnel Policy states that any employee who suspects or knows of any fraud, waste or abuse of resources must report such to any member of the Area Coordinator team, senior management, or the external independent auditor. WFRC has established an email "hotline" for any person that knows of or suspects fraud to report such. Employees who report such matters are protected by Section 3 of the Utah Protection of Public Employees Act (see Utah Code 67-21). All Officers of the Council and employees shall provide annually a statement of ethical behavior and a disclosure of any conflict of interest in compliance with Utah Code [17-16a-6, 7, and 8](#).

### ***Record Keeping***

To provide an accurate record of all financial transactions (a good audit trail), the organization's books, records, and accounts are maintained in conformity with Generally Accepted Accounting Principles (GAAP) and Governmental Accounting Standards Board (GASB) standards as expressly required by state law. Audited financial statements certified by an independent auditor will be prepared annually. Further, the organization specifically requires that:

- No funds or accounts may be established or maintained at the organization or at any financial institution without authorization and for purposes that are not fully and accurately described within the books and records of the organization.
- Receipts and disbursements must be adequately described and reflected in the organization's books and records to accurately record the transaction detail.
- No false, embellished or fictitious entries may be made on the books or records nor any false or misleading reports issued.
- WFRC accounts, books and records shall from time to time be adjusted, in accordance with GAAP and GASB standards, to reflect actual results when the need for adjustment is identified.
- WFRC records shall be maintained at or under control of WFRC and may not be kept at personal residences, unless authorized by the Council.

### ***Record Retention and Disposal***

WFRC shall appoint a Records Officer to ensure records are maintained for the minimum period according to state law and the [guidelines](#) of the Utah State Archives. Generally, records are maintained as follows (subject to current regulations of Archives):

- |  |                      |
|--|----------------------|
| ● Council Meeting Minutes:                       | permanent retention. |
| ● Council Meeting Agenda:                        | 2 years.             |
| ● Annual Financial Reports:                      | permanent retention. |
| ● Procurement Records:                           | 4 years.             |
| ● General Ledger                                 | 10 years.            |
| ● Bank, Finance, Facility and Insurance Records: | 4 years.             |
| ● Fixed Asset List:                              | 10 years.            |

The following records supporting federal contracts, as required by U.S. Office of Management and Budget, are retained for the indicated minimum periods, or consistent with state law, for three years after submission of the final report of expenditures: general ledger, trial balance, accounts payable and accounts receivable ledger, payroll register, petty cash book, check register and invoices except for:

- If any litigation, claim, or audit is started before the expiration of the 3-year period, the records shall be retained until all litigation, claims or audit findings involving the records have been resolved and final action taken.
- Records for real property and equipment acquired with Federal funds shall be retained for 3 years after final disposition.

### ***Segregation of Duties***

The Council recognizes the role of segregation of duties in protecting the assets of the organization. The Executive Director shall ensure that internal control procedures maintain appropriate segregation of duties.

### ***External Audit***

The Council (after receiving a recommendation from the audit committee) engages a qualified independent certified public accounting firm to conduct an independent fiscal audit of the WFRC financial records annually.

WFRC should distribute a request for proposal (RFP) (at minimum every 5 years) as required in Utah Administrative Code R123-5-4, following RFP requirements in Utah Procurement Code 63G-6a.

The audit shall be performed in accordance with Generally Accepted Auditing Standards (GAAS) generally accepted in the United States of America, Government Auditing Standards issued by the Comptroller General of the United States, 2003 Revision (GAS) and, if applicable, the U.S Office of Management and Budget's relevant circulars. The selected firm must be properly licensed to perform the audit and certify WFRC's financial statements. Furthermore, they must be familiar with all relevant standards and related state and federal regulations in order to properly conduct and certify WFRC's fiscal audit.

### ***Audit Committee***

The WFRC Budget Committee shall function as the WFRC Audit Committee. The Committee members collectively should possess the knowledge in accounting, auditing, and financial reporting needed to understand and evaluate WFRC's financial statements, the external audit, and WFRC's internal audit activities.

### **Membership**

The membership duties of the WFRC Audit Committee include the following:

1. Good Faith – Members of the Committee shall perform their duties in good faith, in a manner they reasonably believe to be in the best interests of the Committee and WFRC with such care as a generally prudent person in a similar position would use under similar circumstances.
2. Independence – An individual may not serve on an audit committee if he or she:
  - a. Is employed by WFRC.
  - b. Currently provides, or within the prior two years, has provided, goods or services to WFRC.
  - c. Is a family member of an employee or officer.
  - d. Is the owner of or has a direct and material interest in a company providing goods or services to WFRC
3. Confidentiality – During the exercise of duties and responsibilities, the Committee members may have access to confidential information. The Committee shall have an obligation to WFRC to maintain the confidentiality of such information.

### **Duties & Responsibilities**

1. External Audit Focus
  - a. Provide recommendations regarding the selection of the external auditor
  - b. Review and discuss with the external auditor any risk assessment of the WFRC's fiscal operations developed as part of the auditor's responsibilities under governmental auditing standards for a financial statement audit and federal single audit standards, if applicable.
  - c. Receive and review the draft annual audit report and accompanying draft management letter, including the external auditor's assessment of the entity's system of internal controls, and, working directly with the external auditor, assist the governing body in interpreting such documents.
  - d. Make a recommendation to the governing body on accepting the annual audit report.
  - e. Review every corrective action plan developed by WFRC management and assist the governing body in the implementation of such plans.
2. Internal Audit Focus
  - a. Ensure that high risk areas and key control activities are periodically evaluated and tested, and review the results of regular internal audits.
  - b. Participate in the evaluation of the performance of the internal audit function.
  - c. Oversee Hotline complaints received and investigated.
3. Administrative Matters
  - a. Hold regularly scheduled meetings

- b. Review and propose revisions to these Accounting and Administrative Procedures, as necessary.

### **Meetings and Notification**

The WFRC Audit Committee shall meet a minimum of three times each year. An agenda of each meeting should be clearly determined in advance and the Audit Committee should receive supporting documents in advance, for reasonable review and consideration. Minutes of the meeting shall be kept and posted.

### **Reporting Requirements**

The WFRC Audit Committee has the duty and responsibility to report its activities to the Council as needed, but not less than annually. Periodic written reports of Audit Committee activities are an important communication link between the Audit Committee and the Council on key decisions and responsibilities. The Audit Committee's reporting requirements are to:

- Report on the scope and breadth of committee activities so that the Council is kept informed of its work.
- Provide minutes or a summary of minutes of meetings which clearly record the actions and recommendations of the Committee.
- Report on their review of the WFRC's draft annual audit report and accompanying management letter and their review of significant findings.
- Report on suspected fraud, waste or abuse, or significant internal control findings and activities of the internal control function.
- Report on indications of material or significant non-compliances with laws or WFRC policies and regulations.
- Report on any other matters that the committee believes should be disclosed to the Council.

### **Budgeting**

WFRC receives its revenues from member contributions and various granting agencies that contract with WFRC for specified work programs. Each year WFRC staff prepare a budget and a Unified Planning Work Program (UPWP) for the following fiscal year. The budget includes prior year actual expenditures, current year estimated expenditures and anticipated budgeted expenditures for the next fiscal year. The budget also provides details of the sources of funds, expenditures by function and expenditures by work program. The UPWP describes the anticipated work to be accomplished. The budget and UPWP are presented to Council at their regularly scheduled meeting held in March or April. Once the Council has reviewed the draft it is released to the member County Councils of Government for their review and comment. The draft budget is also posted on the WFRC website.

A final draft budget and UPWP are presented to the Council for approval at their regularly scheduled meeting held in May or June. No less than ten days prior to this meeting the final draft budget is made available to the public. No less than 7 days prior to the Council meeting, notice is posted on the WFRC website and the Utah Public Notice Website that a public hearing will be held before a call for a vote to approve the budget.

The budget may be amended during the year to include additional funds from grants or contracts for specific projects. These budget amendments are subject to the same notification and public hearing as is required during the initial adoption. WFRC staff, with prior written approval from the Council Chair and the Budget Committee Chair, may move budgeted expenses from one budgeted line item to another without a public hearing or formal budget amendment as long as the adjustment does not increase total expenditures of the fund, create on-going additional payroll expenses or impact debt service. Any such changes shall be reported to the Council in the regularly provided financial reports.



Key budgeting information:

- The fiscal year is July 1 through June 30.
- Budgets and interim actual reports shall be maintained in the modified accrual basis of accounting.
- Year-end financial statement reporting shall be presented in both the full accrual basis and the modified accrual basis (based on GASB standards) for Entity Wide and Fund level reporting.

***Measurability of Revenues***

Wasatch Front Regional Council recognizes funds as measurable and recorded in the accounting records if the revenues are collected within ninety (90) days of year end. A receivable may be recorded on the books if it is anticipated that the funds will be received within this timeline. In the event the funds are not received, an adjustment will be entered on the books before issuing the audited financial statements.

***Journal Entries***

In accordance with law, rules and applicable accounting standards, WFRC may from time to time need to adjust the books to reflect transactions as they actually occurred using journal entries. Each journal entry shall be substantiated by supporting documentation detailing the need for the change and recorded in the accounting system.

***Financial Statement Reporting***

WFRC will provide the following reports to the Council:

Quarterly

- Program level reporting
- Balance Sheet
- Statement of Revenues and Expenditures

Annually

- Financial statements for audit, with supporting statements as needed.
- Annual budget(s).

***Capitalization of Property***

All tangible personal property, land, capital improvements or buildings with a useful beyond a single annual reporting period and a unit acquisition cost that exceeds the Council-authorized capitalization threshold of \$5,000 are recorded and capitalized on the property schedule. The asset capitalized cost includes actual costs, tax, shipping/handling, and other expenses incurred to bring the asset ready for its intended use.

Additionally, these policies apply to capital assets:

- All capitalized assets will be depreciated using the straight-line method of depreciation in accordance with such asset's useful life and governmental & financial accounting standards.
- The depreciation expense will be recorded in the year end statement of revenues, expenses, and changes in net assets.
- WFRC shall maintain records of all federal and state government-furnished capital assets (where required), including those in restricted programs, with proper program identification and segregation of property and equipment acquired through government contracts, funds or programs. For restricted programs, ensure these assets are only used for allowable purposes per program regulations and dispose of these assets in a manner consistent with program rules (there are limitations on asset disposal in certain federal programs).



- No item on the property schedule shall be disposed of or removed from the premises without prior approval of the Chief Financial Officer.
- All Assets shall be disposed consistent with applicable regulations, including any regulations applicable to restricted funds with which they were purchased, according to state or federal regulations as appropriate.
- Personnel policy restricts the personal use of WFRC resources by employees.

### ***Liabilities***

Encumbrances, debt, liabilities or other obligations are recognized and measured in conformity with GAAP and GASB standards in both the modified and full accrual basis of accounting. Liabilities also include certain other deferred amounts that are not obligated, but are recognized and measured in conformity with GAAP and GASB standards.

### ***Accrued Liabilities***

Certain employee benefits and payroll tax liabilities, together with professional fees, rent, and insurance costs incurred, but unpaid, are reflected as a liability when entitlement to payment occurs.

### ***Debt***

Short-term debt consists of financing expected to be paid within one year of the date of the annual audited financial statements and shall not be recorded as a liability on the balance sheet. Long-term debt consists of financing that is not expected to be repaid within one year and shall be recorded as a liability on the balance sheet. All short-term and long-term debt must be approved by the Council. Loan agreements approved by the Council shall be in writing and specify all applicable terms, including the purpose of the loan, the interest rate, and the repayment schedule. Capital leases shall be reported per GASB 87.

## **Asset Protection**

### ***IT/Computer Security***

To minimize unauthorized access to WFRC data, WFRC's accounting software will be maintained properly to ensure adequate internal controls and security measures are established/functioning (e.g. encryption where appropriate, user maintenance, secure password protection, etc.).

Fiscal records shall be maintained in an organized system ordered by period (month/fiscal year, etc.), numerically or alphabetically as appropriate. Any fiscal record(s) shall be produced upon request (within a reasonable time frame) for active authorized individuals (chair, treasurer, Executive Director). Fiscal records shall be retained on site or at the Utah State Archives according to established retention schedules.

All WFRC Data is stored in online password-protected files, with access limited to those employees working on specific programs. WFRC employs or contracts with an IT company or professional to ensure security and provide regular training to employees.

### ***Insurance and Bonding***

WFRC must maintain at least the minimum levels required of appropriate commercial coverage, as deemed appropriate by the Council per state law or rule, for the following insurance products or policies:

- General liability.
- Business & personal property.
- Property (building/facilities/earthquake coverage)
- Public Officials Errors and Omissions

- Sexual Harassment
- Workers' Compensation.
- Unemployment Insurance (a tax).
- Crime Insurance or Public Officials Bond.
- Other insurance as needed.

## Banking

### ***Deposit and Loan Accounts, Signature Authority***

The Council authorizes deposit and loan accounts for general or specific purposes. Fiscal assets may only be kept at any bank or financial institution that is currently on the approved list of institutions by the Utah Money Management Council.

WFRC staff shall ensure that at least two of the following *active* individuals (currently serving in good standing) are Account Owners (and signers) on all accounts at all financial institutions or mortgage/loan providers (as permitted by the financial institution):

- The Council Chair.
- The Treasurer.
- The Executive Director.
- The Deputy Director

WFRC staff shall ensure that current signature cards are on file at financial institutions. The Council may authorize other active individuals to be additional signers on WFRC's financial accounts who are Council members or employees of WFRC, serving in a necessarily related fiscal role. To properly segregate duties, the Council Chair, Treasurer, Executive Director, Deputy Director or others authorized by the Council, are the only individuals with signature authority and are responsible for reviewing and authorizing all fiscal transactions.

The CFO and Accounting Specialist shall not be signers on financial accounts, but may be granted limited online access to financial accounts to upload ACH information, view reports, download statements, and view account balances for convenience as authorized by the Council.

Council members or employees who are given signature authority over bank accounts must act in an ethical and responsible manner, consistent with the law; and shall cooperate freely when their service ends and they must be removed from bank accounts. WFRC staff shall ensure these expectations are properly disclosed to account signers when these individuals are added to WFRC's bank accounts.

### ***Investments***

WFRC shall follow state law and rule, including those of the Utah Money Management Council (MMC) regarding investing WFRC's fiscal assets. By law, WFRC shall not deposit fiscal assets into brokerage accounts and are limited to institutions approved by the MMC.

While ensuring sufficient cash balances are maintained in the general operating account to cover all regular monthly expenditures, the organization shall consider the deposit interest rates of the Public Treasurers Investment Fund (PTIF) compared to other approved institutions and propose to the Council investment plans consistent with this policy. All transfers of cash between accounts must be made within Council policy and reported to the Council. The order of investment objectives are safety, liquidity and return.

### ***Accounts Receivable***

WFRC receives all remittances by either check or electronic deposit (EFT). Supporting documentation for electronic deposits is retained in WFRC files. Any cash deposited is negligible (e.g., postage or copies paid for by employees).

### ***Electronic Funds Transfer***

WFRC uses electronic fund transfer (EFT) for payment to all vendors. Authorized account signers may approve EFT transactions as needed for approved procurement transactions only, following all applicable policies and procedures.

### ***Use of Purchasing Cards***

WFRC may issue Purchasing Cards to selected employees. Those employees are responsible for ensuring that all purchases made using their card are properly pre-approved according to the Council's procurement policy (see below) or its approved travel policies contained within the WFRC Personnel Policies. The employee shall reconcile the statement for their card with receipts each month within 5 days of receiving the statement. Under no circumstances may the purchasing card be used for personal purchase. Upon termination any purchasing card shall be surrendered immediately along with any receipts, purchase orders and other documentation.

## **Procurement**

The procurement [policies](#) are intended to ensure fair and equitable treatment of potential vendors, to foster effective broad-based competition within the free enterprise system, and to ensure that WFRC will receive the best possible service or product at the lowest possible price. WFRC shall designate a Procurement Agent who shall be responsible for:

- Ensuring that all procurement complies with federal and state regulations where applicable.
- Ensuring that all procurement is allowed under the Council's approved budget.
- Ensuring that all procurement complies with all terms and conditions of the grant for which the purchase is being made.
- Overseeing the Small Purchase procedures.
- Identifying and documenting single source procurements.
- Soliciting bids, quotes and proposals for goods or services and preparing contracts for the Executive Director's signature when needed.

WFRC distinguishes between general purchases and design professional services purchased from a pre-qualified pool of vendors. There are generally four classes of general purchase [procurement](#): small purchase less than \$5,000; purchases over \$5,000 but under \$25,000; competitive bid (over \$25,000); and sole source. For design professional services purchased from a pre-qualified pool of vendors, WFRC follows [Rule R33-5](#) as described below.

### **Small Purchase**

Purchases less than \$5,000 do not require bids or quotes; however, effort should be made to use assorted vendors who provide comparable merchandise/service at comparable prices. Purchases may not be artificially divided so as to constitute a small purchase. All small purchases must have a properly completed and approved purchase order prior to making the purchase. The purchase order may be signed by the Procurement Agent or their designee. A copy of the completed and signed purchase order is to be given to the accounting department. When possible WFRC should use providers who have contracted with the State of Utah in order to receive best prices and terms.

### **Purchases over \$5,000 and under \$25,000**

Purchases over \$5,000 and under \$25,000 will require three bids or quotes that are to be documented. Requests for bids or quotes shall include a description of the product or service and terms of the sale. Documentation shall include any written quotes and/or a completed quote form that includes the name of vendor, vendor contact name, vendor address and phone number, product/service description and total cost. Selection of a vendor will be made on the basis of quality of the service or product and cost. All bids or quotes and/or bid or quote forms shall be attached to the signed purchase order and given to the accounting department.

### **Competitive bid**

Goods or services with an annual aggregate total price of more than \$25,000 must be procured through a competitive bid process. An invitation to bid shall include a description of the goods or services and all terms and conditions that will apply. Public notice shall be posted not less than 7 [days](#) prior to close of bid solicitation. A committee shall be identified to make the selection based on the requirements set forth in the invitation to bid. The names of the bidders, the amounts of the bids, and any other relevant information shall be recorded and available for public inspection. Bids shall be unconditionally accepted without alteration or correction. The bid shall be awarded according to the criteria set forth in the invitation to bid. All bid documentation shall be filed with the award letter and contract. No member of the selection committee may have a conflict of interest with any bidder.

### **Sole Source**

Sole Source awards should only be used when justified after reasonable research has been conducted to determine if there are other available sources and an analysis has been conducted to determine if a sole source is cost justified. Justification for a sole source includes circumstances where there is only one provider available, use of a specific provider is a condition of the donation or grant, or there is an emergency circumstance that may create harm or risk to health, welfare, safety or property. . All sole source procurement decisions must be documented as required by [State rule](#)

### **Consultant Pool: (Design Professional Services)**

The small purchase threshold for professional services is [\\$100,000](#). These consulting services may be procured by direct negotiation after reviewing the qualifications of at least three professional firms included in the Wasatch Front Regional Council (WFRC) & Mountainland Association of Governments (MAG) Planning and Model Development Consultant Pool. Professional services costing more than \$100,000 will be awarded after a competitive review of at least three proposals from pre-qualified vendors.

## **Human Resources and Payroll**

### ***Payroll Related Expenditures***

The Council, with authority delegated to the Executive Director, shall ensure that payroll-related expenditures are earned, accurate, and approved (authorized) before payment is made. Additionally, the following applies to payroll-related expenditures:

- Employees will be paid for all services (stipends, additional work, etc.) related to their position through payroll and not as a 1099 employee or service provider.
- Each employee keeps a timesheet based on their current work assignment that records time spent in each program. All time worked is accounted for, reviewed and signed for by the employee and reviewed by the appropriate supervisor on a regular basis. Employees document their time and

effort on a Personnel Activity Report consistent with 2 C.F.R. § 200.430 and applicable state law and rule. Personnel Activity Reports are reviewed for accuracy to ensure ongoing compliance with federal and state program regulations.

- Pay advances are not authorized. All payments to employees are to be made only after wages are earned.
- All employee payroll amounts are calculated based upon approved rates included in the individual's personnel file. Any changes to pay rates or benefits must be properly authorized in writing by appropriate individuals or the Council where applicable.
- All payroll taxes and benefits are properly calculated and any deposits made in a timely manner.
- All payroll tax reports are prepared in a timely manner and reviewed for accuracy prior to filing.

### ***Cost Allocation and Travel Policy***

When a cost can be determined to benefit a specific program it is expensed directly to that program. Expenses that benefit several or all programs are accounted for as indirect expenses and allocated to each program based on hours worked each month. Further detail on cost allocation is provided in WFRC's Cost Allocation Plan, which is reviewed and approved annually by UDOT.

Travel expenses are reimbursed in accordance with WFRC personnel policy using GSA rates and guidelines based on actual expense receipts.

### ***Personnel***

Personnel policies are established by the Council and made available to all employees. The Executive Director is responsible for administering the personnel policies. All changes to personnel policy require Council approval.

## **New Administrative and Accounting Policies Outline**

Blue sections are new/updated

Green sections are from the original policy

1. Purpose  
New - defines purpose of the policy
2. Designation of the Treasurer and Clerk  
Original with updates to payment authorization process (no physical checks)
3. General Policies -  
A list of laws and regulations that WFRC follows - these come from the assurances that we are required to make when applying for federal funds, so it is good practice to keep them at the top of our policies
4. Ethics/Fraud Hotline/Conflict of Interest  
Original language about ethics; Fraud hotline language added from Fraud Risk Assessment requirement (already in Personnel Policy but required here as well)  
Statement of Ethical Behavior and Conflict of Interest required from Fraud Risk Assessment
5. Record Keeping  
Defines the accounting standards followed at WFRC - for audit purposes
6. Record Retention and Disposal  
Language designating a Records Officer and general records retention policy
7. Segregation of Duties  
New language to codify WFRC commitment to internal controls and segregation of duties. In practice, this is embodied in the duties of CFO, Accounting Specialist, and Procurement Agent.
8. External Audit  
Outlines the schedule and scope of the annual audit
9. Audit Committee  
Original language stating that the Budget Committee serves as the Audit Committee; updated to reduce redundancy and clarify the internal audit function (with the addition of financial office staff we are able to perform these functions internally and not hire outside financial experts or internal auditors). Internal audit remains a priority, and the Council is still able to hire outside auditors, but not bound by policy to do so. *Removed requirement for audit committee to meet with external auditor prior to commencement of audit.*
10. Budgeting  
Original language updated to allow for schedule changes for the Budget Committee and Council meetings
11. Measurability of Revenues  
Language stating the period of time used to define "measurable" - required for audit
12. Journal Entries  
Language allowing for journal entries, a practice which has changed with our new accounting system (we use them far less frequently now)
13. Financial Statement Reporting  
New language outlining financial reporting deadlines

14. Capitalization of Property  
New language recommended by our auditor to update our capitalization threshold to \$5000 and define our depreciation policy
15. Liabilities  
New language defining this term for auditors
16. Accrued Liabilities  
New language defining this term for auditors
17. Debt  
New language defining this term for auditors
18. IT/Computer Security  
New language included as a requirement on the Fraud Risk Assessment
19. Insurance and Bonding  
New language to outline the required insurance
20. Deposit and Loan Accounts, Signature Authority  
New language to specify authorized signatories, and to outline depository requirements per the Money Management Council
21. Investments  
New language to define the investment policies of WFRC, which holds funds in two investment accounts
22. Accounts Receivable  
Original language but with updated paragraph explaining the deposit procedure (mostly EFT, basically no cash). Removed language describing outdated process.
23. Electronic Funds Transfer  
New language to accurately describe current payment process
24. Use of Purchasing Cards  
Original language, updated to remove redundancy
25. Procurement  
Modified to abide by Uniform Guidance 2 CFR 200.320 and bring TLC procurement process in alignment with WFRC policies
26. Payroll Related Expenditures  
New language to ensure compliance with Federal law regarding documentation required for work with Federal grants.
27. Cost Allocation and Travel Policy  
Original language - travel policy is required by the Fraud Risk Assessment, and deleted sections are covered under "Payroll Related Expenses"
28. Personnel  
Original language

#### **Administrative and Accounting Policies OLD Outline -**

**Blue sections** are updated in the new policy as described above.

**Red sections** are replaced in the new policy by the sections indicated.

1. Designation of Treasurer and Clerk  
Included - updated



2. Ethics  
Included - added Fraud Hotline language
3. Budget Committee Serves as Audit Committee  
Included - updated language
4. Budget  
Included - updated language
5. Accounting  
Included in "Audit"
6. Procurement  
Included - updated language
7. Purchasing Cards  
Included - removed redundant language
8. Accounts Payable  
Updated in "Electronic Funds Transfer"
9. Payroll  
Updated in "Payroll Related Expenditures" to address Federal PARS requirements
10. Cost Allocation  
Included - updated language
11. General Ledger  
Included in "Record Keeping"
12. Accounts Receivable  
Included -updated language
13. Other Assets  
Useful language included in "Capitalization of Property"
14. Records Management and Retention  
Included and incorporated under "Record Keeping" and "Record Retention and Disposal"
15. Personnel  
Included
16. Management Reports  
Useful language included in "Financial Statement Reporting"
17. Compliance  
Replaced generalized statement with list of relevant federal and state law and rule in "General Policies"