



KEY LARGO FIRE RESCUE & EMERGENCY MEDICAL SERVICES DISTRICT

*Seat 1: William A. Andersen; Seat 2: Jennifer Miller; Seat 3: Mark Wheaton,
Seat 4: Tom Tharp, Seat 5: Marilyn Beyer*

To: Key Largo Fire Rescue & EMS District Board
 From: Jennifer Zimmer,
 Bishop, Rosasco & Co., CPAs
 Date: September 18, 2012
 Subject: Check Request for Overtime Reimbursement for the Fire Department

Attached is a check request for a payroll reimbursement for the paid employees of the Fire Department. This pay period includes the dates of Tropical Storm Isaac, and the Fire Department incurred overtime expenses related to the storm. However, due to budgetary constraints, Finance could not reimburse the Department for the overtime costs, and related payroll tax expenses incurred. The Department has requested that the Board approve the reimbursement of all overtime and related payroll tax expenses incurred during this pay period. Below is a breakdown of the costs:

Name	Date of TS	Isaac OT	OT Rate	# of hrs of TS Isaac OT	\$ amount	# of hrs of Other OT	\$ amount of Other OT	Total
Fundora	8/27/2012		\$23.93	24	\$574.32	20.5	\$490.57	\$1,064.89
Garrido	8/26/2012		\$24.26	24	\$582.24	43.5	\$1,055.31	\$1,637.55
	8/26/12							
Sommers	8/27/12		\$13.50	43	\$580.50		\$0.00	\$580.50
Jones			\$13.50	<u>0</u>	<u>\$0.00</u>	<u>9.75</u>	<u>\$131.63</u>	<u>\$131.63</u>
				91	\$1,737.06	73.75	\$1,677.50	\$3,414.56
Related Payroll Taxes					\$132.89		\$128.33	<u>\$261.21</u>
Total Request for Reimbursement								\$3,675.77

Key Largo Volunteer Fire Rescue Department

Check Request

Check Request # 11/12-564

Date 9/11/2012

Description	Amount
P/E 10/02/11 - 120 · REGULAR SALARY & WAGES:FIREFIGHTER SALARY	11,783.06
P/E 10/02/11 - 120 · REGULAR SALARY & WAGES:OFFICE SALARY	2,220.00
P/E 10/02/11 - 120 · REGULAR SALARY & WAGES:PAYROLL PROCESSING FEES	14.60
P/E 10/02/11 - 210 · PAYROLL TAX EXPENSE - 7.65%	1,071.23
REIMBURSEMENT OF EXPENSES - RETURN TO STAFF	
Total Reimbursable Expenses	15,088.89

APPROVAL



FIRE CHIEF, SERGIO J GARCIA OR BATTALION CHIEF JAMES GRIFFETH



CORP PRESIDENT, FRANK CONKLIN OR VICE PRES WILLIAM MEEHAN


BOARD APPROVAL

Finance Dept Use Only:

Date Received: **SEP 12 2012** 

Finance Review & Approval

Processed: Date: **SEP 13 2012**

By: 

Total

\$15,088.89

KEY LARGO VOLUNTEER FIRE & RESCUE
Payroll Summary
September 7, 2012

	<u>FUNDORA, ERIC</u>	<u>GARCIA JR, SER...</u>	<u>GARRIDO, DAVID</u>	<u>JONES, CHRISTO...</u>	<u>JONES, PHILIP D</u>	<u>MARIN, PEDRO L</u>
Employee Wages, Taxes and Adjustments						
Gross Pay						
Firefighter Hourly	1,690.70	1,188.00	1,018.71	1,044.00	719.04	774.00
Firefighter Overtime (x1.5)	1,064.89	0.00	1,637.55	131.63	0.00	0.00
Firefighter Vacation	0.00	0.00	0.00	216.00	719.04	0.00
Newman	0.00	0.00	0.00	0.00	0.00	0.00
Total Gross Pay	<u>2,755.59</u>	<u>1,188.00</u>	<u>2,656.26</u>	<u>1,391.63</u>	<u>1,438.08</u>	<u>774.00</u>
Adjusted Gross Pay	2,755.59	1,188.00	2,656.26	1,391.63	1,438.08	774.00
Taxes Withheld						
Federal Withholding	-516.00	-127.00	-318.00	-158.00	-187.00	-87.00
Medicare Employee	-39.95	-17.23	-38.52	-20.18	-20.86	-11.22
Social Security Employee	-115.73	-49.90	-111.56	-58.45	-60.40	-32.51
Total Taxes Withheld	<u>-671.68</u>	<u>-194.13</u>	<u>-468.08</u>	<u>-236.63</u>	<u>-268.26</u>	<u>-130.73</u>
Deductions from Net Pay						
Union Dues	-19.84	0.00	-19.84	0.00	-19.84	0.00
Total Deductions from Net Pay	<u>-19.84</u>	<u>0.00</u>	<u>-19.84</u>	<u>0.00</u>	<u>-19.84</u>	<u>0.00</u>
Net Pay	<u>2,064.07</u>	<u>993.87</u>	<u>2,168.34</u>	<u>1,155.00</u>	<u>1,149.98</u>	<u>643.27</u>
Employer Taxes and Contributions						
Medicare Company	39.95	17.23	38.52	20.18	20.86	11.22
Social Security Company	170.84	73.65	164.69	86.28	89.16	47.98
Total Employer Taxes and Contributions	<u>210.79</u>	<u>90.88</u>	<u>203.21</u>	<u>106.46</u>	<u>110.02</u>	<u>59.20</u>

KEY LARGO VOLUNTEER FIRE & RESCUE
Payroll Summary
 September 7, 2012

941
9/12

	<u>NEWMAN, LINDA E</u>	<u>SOMMERS, CHA...</u>	<u>TOTAL</u>
Employee Wages, Taxes and Adjustments			
Gross Pay			
Firefighter Hourly	0.00	999.00	7,433.45
Firefighter Overtime (x1.5)	0.00	580.50	3,414.57
Firefighter Vacation	0.00	0.00	935.04
Newman	2,220.00	0.00	2,220.00
Total Gross Pay	<u>2,220.00</u>	<u>1,579.50</u>	<u>14,003.06</u>
Adjusted Gross Pay	2,220.00	1,579.50	14,003.06
Taxes Withheld			
Federal Withholding	-253.00	-222.00	-1,868.00
Medicare Employee	-32.19	-22.91	-203.06
Social Security Employee	-93.24	-66.34	-588.13
Total Taxes Withheld	<u>-378.43</u>	<u>-311.25</u>	<u>-2,659.19</u>
Deductions from Net Pay			
Union Dues	0.00	0.00	-59.52
Total Deductions from Net Pay	<u>0.00</u>	<u>0.00</u>	<u>-59.52</u>
Net Pay	<u><u>1,841.57</u></u>	<u><u>1,268.25</u></u>	<u><u>11,284.35</u></u>
Employer Taxes and Contributions			
Medicare Company	32.19	22.91	203.06
Social Security Company	137.64	97.93	868.17
Total Employer Taxes and Contributions	<u><u>169.83</u></u>	<u><u>120.84</u></u>	<u><u>1,071.23</u></u>

FWIT 1,868
 Med 406¹²
 SS 1,456³⁰
 DUE 3,730⁴²

ERIC FUNDORA **RATE OF PAY:** \$15.95

30 DAY PERIOD: AUGUST 5 THROUGH SEP 1, 2012

PAY PERIOD #2 AUGUST 19, 2012 THROUGH SEP. 1, 2012

DAY OF WEEK	DATE	TIME IN	TIME OUT	REGULAR HOURS	SICK HOURS	VACATION HOURS	PTO HOURS	HOLIDAY HOURS	TOTAL HOURS
SUNDAY	8/19/2012	7:00 AM	12 MIDNIGHT	17					17
SUN-MON	8/19/12-8/20/12	12 MIDNIGHT	7:00 AM	7					7
MONDAY	8/20/2012	7:00 AM	12 MIDNIGHT	17					17
MON-TUES	8/20/12-8/21/12	12 MIDNIGHT	7:00 AM	7					7
THURSDAY	8/23/2012	7:00 AM	6:30 P.M.	11.5					11.5
SATURDAY	8/25/2012	12:00 NOON	12 MIDNIGHT	12					12
SAT-SUN	8/25/12-8/26/12	12 MIDNIGHT	7:00 AM	7					7
SUNDAY	8/26/2012	7:00 AM	12 MIDNIGHT	17					17
SUN-MON	8/26/12-8/27/12	12 MIDNIGHT	7:00 AM	7					7
MONDAY	8/27/2012	7:00 AM	12 MIDNIGHT	17					17
MON-TUES	8/27/12-8/28/12	12 MIDNIGHT	7:00 AM	7					7
FRIDAY	8/31/2012	7:00 AM	12 MIDNIGHT	17					17
FRI-SAT	8/31/12-9/1/12	12 MIDNIGHT	7:00 AM	7					7
				150.5	0	0	0	0	150.5

PAY PERIOD # 2 TOTAL HRS WORKED PP#2 **150.5**

TOTAL HRS WORKED PP#1 **106**

TTL HRS PP#1 & PP#2 **256.5**

PAY:

<u>106</u> Regular	\$15.95	\$1,690.70
<u>44.5</u> Overtime	\$23.93	\$1,064.66
<u>0</u> Holiday	\$15.95	\$0.00
<u>0</u> Sick	\$15.95	\$0.00
<u>0</u> PTO	\$15.95	\$0.00
<u>0</u> Vacation	\$15.95	\$0.00

ERIC FUNDORA **TOTAL GROSS PAYROLL** **\$2,755.36**



REQUEST FOR OVERTIME

Timesheet and Overtime Request should match exactly

Use a new form for each pay period

Employee Name

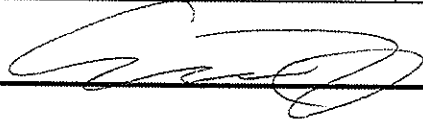
U E Fundora

Date request submitted

8-26-12

Date work is to be performed	Time work is to be performed	Number of Hours of overtime	Account Number to be charged	Justification of Overtime
8-27-12	0700-0700	24		Tropical Storm Isaac

Employee Signature



Chief or Assistant Chief Signature

Date of Approval

DAVID GARRIDO IS A FULL TIME EMPLOYEE. HE RECEIVES HOLIDAY BENEFIT PLUS 1.5 OT PAY IF HE WORKS HOLIDAY.

DAVID GARRIDO		RATE OF PAY: \$9.00		30 DAY PERIOD: AUGUST 5 THROUGH SEP 1, 2012								
PAY PERIOD #2		AUGUST 19, 2012 THROUGH SEP. 1, 2012										
DAY OF WEEK	DATE	TIME IN	TIME OUT				REGULAR HOURS	SICK HOURS	VACATION HOURS	PTO HOURS	HOLIDAY HOURS	TOTAL HOURS
SUNDAY	8/19/2012	7:00 AM	5 P.M.				10					10
TUESDAY	8/21/2012	7:00 AM	12 MIDNIGHT				17					17
TUES-WED	8/21/12-8/22/12	12 MIDNIGHT	7:00 AM				7					7
WEDNESDAY	8/22/2012	7:00 AM	12 MIDNIGHT				17					17
WED-THURS	8/29/12-8/30/12	12 MIDNIGHT	7:00 AM				7					7
SUNDAY	8/26/2012	6:30 A.M.	12 MIDNIGHT				17.5					17.5
SUN-MON	8/26/12-8/27/12	12 MIDNIGHT	7:00 AM				7					7
MONDAY	8/27/2012	7:00 AM	12 MIDNIGHT				17					17
MON-TUES	8/27/12-8/28/12	12 MIDNIGHT	7:00 AM				7					7
TUESDAY	8/28/2012	7:00 AM	12 MIDNIGHT				17					17
TUES-WED	8/28/12-8/29/12	12 MIDNIGHT	7:00 AM				7					7
							130.5	0	0	0	0	130.5

PAY PERIOD # 2 TOTAL HRS WORKED PP#2 130.5

TOTAL HRS WORKED PP#1 149

TTL HRS PP#1 & PP#2 279.5

PAY:	63 Regular	\$16.17	\$1,018.71
	67.5 Overtime	\$24.26	\$1,637.21
	Holiday	\$16.17	\$0.00
	0 Sick	\$16.17	\$0.00
	0 PTO	\$16.17	\$0.00
	0 Vacation	\$16.17	\$0.00
	TOTAL GROSS PAYROLL		\$2,655.92

HOLIDAY BENEFIT, NOT WORK

DAVID GARRIDO

CHARLES SOMMERS RATE OF PAY: \$9.00

30 DAY PERIOD: AUGUST 5 THROUGH SEP 1, 2012

PAY PERIOD #2 AUGUST 19, 2012 THROUGH SEP. 1, 2012

DAY OF WEEK	DATE	TIME IN	TIME OUT	REGULAR HOURS	SICK HOURS	VACATION HOURS	PTO HOURS	HOLIDAY HOURS	TOTAL HOURS
SUNDAY	8/19/2012	7:00 AM	12 MIDNIGHT	17					17
SUN-MON	8/19/12-8/20/12	12 MIDNIGHT	7:00 AM	7					7
SATURDAY	8/25/2012	7:00 AM	12 MIDNIGHT	17					17
SAT-SUN	8/25/12-8/26/12	12 MIDNIGHT	7:00 AM	7					7
SUNDAY	8/26/2012	7:00 AM	12 MIDNIGHT	17					17
SUN-MON	8/26/12-8/27/12	12 MIDNIGHT	7:00 AM	7					7
MONDAY	8/27/2012	7:00 AM	12 MIDNIGHT	17					17
MON-TUES	8/27/12-8/28/12	12 MIDNIGHT	7:00 AM	7					7
TUESDAY	8/28/2012	7:00 AM	12:25 PM	5.5					5.5
TUESDAY	8/28/2012	3:00 PM	7:30 PM	4.5					4.5
FRIDAY	8/31/2012	7:00 AM	12 MIDNIGHT	17					17
FRI-SAT	8/31/12-9/1/12	12 MIDNIGHT	7:00 AM	7					7
SATURDAY	9/1/2012	7:00 AM	12 MIDNIGHT	17					17
SAT-SUN	9/1/12-9/2/12	12 MIDNIGHT	7:00 AM	7					7
				154	0	0	0	0	154

PAY PERIOD # 2 TOTAL HRS WORKED PP#2 **154**

TOTAL HRS WORKED PP#1 **101**

TTL HRS PP#1 & PP#2 **255**

PAY: 111 Regular \$9.00 \$999.00
 43 Overtime \$13.50 \$580.50
 0 Holiday \$13.50 \$0.00
 0 Sick \$9.00 \$0.00
 0 PTO \$9.00 \$0.00
 0 Vacation \$9.00 \$0.00

CHARLES SOMMERS TOTAL GROSS PAYROLL **\$1,579.50**



REQUEST FOR OVERTIME

Timesheet and Overtime Request should match exactly

Use a new form for each pay period

Employee Name

Charles Sommers

Date request submitted

8/26/2012

PLEASE NOTE: Overtime hours approved may or may not equate to time and one half hourly rate.

Date work is to be performed	Time work is to be performed	Number of Hours of overtime	Account Number to be charged	Justification of Overtime
8/26/2012	0700-0700	24		Hurricane Isaac coverage
8/27/2012	0700-0700	24		Hurricane Isaac coverage
8/28/2012	0700-1900	12		Coverage for CJ

Employee Signature

Chief or Assistant Chief Signature

Date of Approval

CHRIS JONES **RATE OF PAY:** \$9.00

30 DAY PERIOD: AUGUST 5 THROUGH SEP 1, 2012

PAY PERIOD #2 AUGUST 19, 2012 THROUGH SEP. 1, 2012

DAY OF WEEK	DATE	TIME IN	TIME OUT	REGULAR HOURS	SICK HOURS	VACATION HOURS	PTO HOURS	HOLIDAY HOURS	TOTAL HOURS
SUNDAY	8/19/2012	7:00 AM	12:45 PM	5.75					5.75
MONDAY	8/20/2012	7:00 AM	12 MIDNIGHT	7					7
MON-TUES	8/20/12-8/21/12	12 MIDNIGHT	7:00 AM	7					7
TUESDAY	8/21/2012	7:00 AM	12 MIDNIGHT	7					7
TUES-WED	8/21/12-8/22/12	12 MIDNIGHT	7:00 AM	7					7
WEDNESDAY	8/22/2012	7:00 AM	12 MIDNIGHT	7					7
WED-THURS	8/22/12-8/23/12	12 MIDNIGHT	7:00 AM	7					7
THURSDAY	8/23/2012	7:00 AM	12 MIDNIGHT	7					7
THURS-FRI	8/23/12-8/24/12	12 MIDNIGHT	7:00 AM	7					7
FRIDAY	8/24/2012	7:00 AM	12 MIDNIGHT	7					7
FRI-SAT	8/24/12-8/25/12	12 MIDNIGHT	7:00 AM	7					7
TUESDAY	8/28/2012	7:00 AM	12 MIDNIGHT			17			17
TUES-WED	8/28/12-8/29/12	12 MIDNIGHT	7:00 AM			7			7
				125.75	0	24	0	0	149.75

PAY PERIOD # 2 **TOTAL HRS WORKED PP#2** **125.75**
 VACATION HRS. pp2 24
TTL HRS WORKED pp #1 **96**
 SICK HRS PP# 1 24
TTL HRS PP#1 & PP#2 **221.75**

PAY:

116 Regular	\$9.00	\$1,044.00
9.75 Overtime	\$13.50	\$131.63
0 Holiday	\$13.50	\$0.00
0 Sick	\$9.00	\$0.00
0 PTO	\$9.00	\$0.00
24 Vacation	\$9.00	\$216.00
TOTAL GROSS PAYROLL		\$1,391.63

CHRIS JONES