

PLIOCENE TIME CARD

Date	Time In	Time Out	Time in	Time Out	Total Working Hours	Decimal Hours	For	Notes
12/02/24	9:00	9:30			0:30	0.50	Donate	1/2 hour on medical supply order (also caught up bookkeeping and did Nov. t. report but did not track time, granddaughter here).
12/02/24	9:30	10:00	14:15	15:00	1:15	1.25	Secretary	meeting docs
12/03/24	19:30	19:55			0:25	0.42	Treasurer	signed up for EFTPS IRS direct deposit, disability claim paperwork for one of the firefighters.
12/05/24	17:30	19:30			2:00	2.00	Donate	Pike FH comm. And regular meeting attendance, took minutes
12/09/24	9:30	9:45	20:00	20:20	0:35	0.58	Treasurer	approved another invoice in MARS, one more is pending the first one! Need to follow-up again. PM deposit and receipt for Jennings Foundation
12/10/24	14:30	15:45	21:00	21:30	1:45	1.75	Treasurer	strike team! 5 checks arrived in the mail, all three CDF calls plus two standbys, put deposit together gave to Ned to take to bank on Thursday. 21:30 invoice came in for approval for the first standby! Approved it, couldn't find expense claim mentioned in another email from OES.
12/10/24	15:45	16:00	19:45	21:00	1:30	1.50	Secretary	correspondence with PGE re easement at Station 1 in Alleghany, started folder for Jan meeting and started agenda. Scanned minutes back to May! Updated website.
12/11/24	8:30	10:00			1:30	1.50	Treasurer	Bookkeeping
12/16/24	16:15	17:30			1:15	1.25	Treasurer	strike team tally for guys still waiting on PIN from IRS
12/17/24	8:25	8:40	19:35	20:05	0:45	0.75	Treasurer	deposit prep am, later approved the final invoice in MARS, sent copy to Cam along with Salary survey explaining about rates.
12/18/24	9:15	10:00	10:35	13:00	3:10	3.17	Treasurer	strike team, double checking figures, getting ready to run payroll.
12/18/24	13:17	14:11			0:54	0.90	Treasurer	ran checks, had to redo one, talked to three employees made adjustments
12/19/24	9:30	10:00	11:00	11:22	0:52	0.87	Treasurer	Strike team, went over invoice process with C. Shay
12/19/24	11:40	12:10			0:30	0.50	Treasurer	Finished payroll and did first federal EFTPS payment.
12/26/24	18:24	19:10			0:46	0.77	Secretary	Minutes and added to Jan agenda.
12/27/24	9:00	10:30			1:30	1.50	Secretary	Finish minutes, make adopted changes to purchasing policy and update on website. Prepared 2025 Meeting calendar. Cloud backup
					0:00	0.00		
					0:00	0.00		
					0:00	0.00		
					<b>Total All</b>	<b>19.20</b>		
					donate	2.50		
					<b>Payroll hours</b>	<b>16.70</b>		