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## *Administration and Projects Committee* **STAFF REPORT**

**Meeting Date:** February 06, 2025

<b>Subject</b>	<b>Accept Monthly Accounts Payable Invoice Report for December 2024</b>
<b>Summary of Issues</b>	The accompanying report provides a listing of invoices paid in alphabetical order by vendor or payee name for the month of December 2024.
<b>Recommendations</b>	Staff seeks acceptance of the monthly accounts payable invoice report for December 2024.
<b>Staff Contact</b>	Brian Kelleher
<b>Financial Implications</b>	None
<b>Options</b>	None
<b>Attachments (See APC Packet dated 2/6/25)</b>	<b>A.</b> Monthly Accounts Payable Invoice Report for December 2024
<b>Changes from Committee</b>	<i>None</i>

### **Background**

The Authority policy calls for a monthly report to be submitted to the Executive Director, the Administration and Projects Committee, and the Authority Board providing detail of invoices paid. The report includes a listing of all invoices paid during the month of December 2024 in alphabetical order by vendor or payee name. The report also includes reimbursements for employee travel, training, and other miscellaneous business expenses in accordance with the Authority's policies. Any inquiries related to this report can be directed to the Authority's Finance Department at (925) 256-4733.

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