

MCC Annual Treasurer's Report (July 2012 – June 2013)

Midcoast Community Council

Submitted: August 26, 2013

MCC Finance Committee: Len Erickson, Treasurer, Laura Stein, Chair

At the start the Report Fiscal Year 2012-2013 (FY2013) the MCC funds in the MCC Checking Account had been static for some time (MCC Legacy Fund). In March, 2013, the MCC Legacy Fund was transferred to the MCC Treasurer's Checking Account to be used for petty cash purposes (MCC Petty Cash).

In March, 2013, the MCC deposited the 2012-2013 San Mateo County check for MCC Expenses (\$3000), received annually from the San Mateo County, in the MCC Checking Account. Going forward from this date, the MCC Checking Account is used only to manage receipt and use of funds the MCC receives from San Mateo County.

Following adopted procedures the MCC tracks separately two accounts. The balance for these accounts at the end of FY2013:

- MCC Checking Account: \$2550.15
- MCC Petty Cash Account: \$170.00

The transaction logs for the two accounts are shown below:

Midcoast Community Council		Operating Account	Len Erickson, Treasurer								
DATE	CK #	PAYEE	MEMO	MEETING APPROVAL DATE	INFORMATION AND RECORDS	MEETINGS	CAPTIAL PURCHASES	PUBLIC OUTREACH	OTHER	CREDIT	BALANCE
3/4/2013			Starting Balance	2/27/2013							\$251.62
3/4/2013	1091	Leonard Erickson	remove prior funds from San Mateo County	2/27/2013					-\$251.62		\$0.00
3/4/2013	Deposit			2/27/2013						\$3,000.00	\$3,000.00
4/24/2013	1092	SharpUSA	copier	4/24/2013	\$4.65						\$2,995.35
4/24/2013	1093	Cypress Meadows	MCC meeting	4/24/2013		\$150.00					\$2,845.35
5/22/2013	1094	Bill Kehoe	copier paper	5/22/2013	\$31.56						\$2,813.79
5/22/2013	1095	SharpUSA	copier	5/22/2013	\$12.06						\$2,801.73
6/12/2013	1096	Lisa Ketcham	Website (1 year)	3/27/2013	\$192.00						\$2,609.73
6/12/2013	1097	SharpUSA	copier	5/22/2013	\$5.08						\$2,604.65
6/30/2013	1098	Calibre Printing	business cards	4/10/2013	\$54.50						\$2,550.15
Midcoast Community Council		Petty Cash Account	Len Erickson, Treasurer								
DATE	CK #	PAYEE	MEMO		INFORMATION AND RECORDS	MEETINGS	CAPTIAL PURCHASES	PUBLIC OUTREACH	OTHER	CREDIT	BALANCE
3/4/2013	Deposit		Balance from MCC checking account to remove prior funds	2/27/2013						\$251.62	\$251.62
5/22/2013	4908	Cypress Meadows	Refreshments-4/24/13	5/8/2013		\$20.97					\$230.65
5/22/2013	4897	Laura Stein	Refreshments-1/26/13	5/22/2013		\$60.65					\$170.00

The following pages have two sets of attachments:

- Bank statements for the MCC Checking Account from January 1, 2013 through June, 2013 with image copies of MCC Checks
- Image copies of MCC expense receipts with notations

Respectfully submitted:



Len Erickson
MCC Treasurer



OF NORTHERN CALIFORNIA
 Mail Center, 450 Cabot Road
 South San Francisco, CA 94080

ACCOUNT: 8117616
 DOCUMENTS: 0

*****AUTO**SCH 3-DIGIT 940
 1334 0.4360 AT 0.374 6 1 73



MIDCOAST COMMUNITY COUNCIL
 PO BOX 248
 MOSS BEACH CA 94038-0248

21-0
 0
 0

=====

HALF MOON BAY BRANCH
 756 MAIN ST
 HALF MOON BAY, CA 94019

TELEPHONE:650-726-6373

=====

ASSOCIATE/ESTATE ACCOUNT 8117616

=====

DESCRIPTION	DEBITS	CREDITS	DATE	BALANCE
BALANCE LAST STATEMENT			12/21/12	251.62
BALANCE THIS STATEMENT			01/18/13	251.62
TOTAL CREDITS (0)	.00			
TOTAL DEBITS (0)	.00			





FIRST NATIONAL BANK OF NORTHERN CALIFORNIA

Mail Center, 450 Cabot Road
South San Francisco, CA 94080

ACCOUNT: 8117616
DOCUMENTS: 0

*****AUTO**SCH 3-DIGIT 940
529 0.4360 AT 0.384 2 1 321

MIDCOAST COMMUNITY COUNCIL
PO BOX 248
MOSS BEACH CA 94038-0248

21-0
0
0

HALF MOON BAY BRANCH
756 MAIN ST
HALF MOON BAY, CA 94019

TELEPHONE: 650-726-6373

ASSOCIATE/ESTATE ACCOUNT 8117616

DESCRIPTION	DEBITS	CREDITS	DATE	BALANCE
BALANCE LAST STATEMENT			01/18/13	251.62
BALANCE THIS STATEMENT			02/21/13	251.62
TOTAL CREDITS	(0)	.00		
TOTAL DEBITS	(0)	.00		



fnb norcal

FIRST NATIONAL BANK
OF NORTHERN CALIFORNIA

Mail Center, 450 Cabot Road
South San Francisco, CA 94080

PAGE: 1
03/21/2013

ACCOUNT: 8117616
DOCUMENTS: 1

*****AUTO**SCH 3-DIGIT 940
531 0.5990 AT 0.384 2 1 324

MIDCOAST COMMUNITY COUNCIL
PO BOX 248
MOSS BEACH CA 94038-0248

21-0
0
1

HALF MOON BAY BRANCH
756 MAIN ST
HALF MOON BAY, CA 94019

TELEPHONE: 650-726-6373

ASSOCIATE/ESTATE ACCOUNT 8117616

DESCRIPTION	DEBITS	CREDITS	DATE	BALANCE
BALANCE LAST STATEMENT			02/21/13	251.62
DEPOSIT		3,000.00	03/04/13	3,251.62
CHECK # 1091	251.62		03/05/13	3,000.00
BALANCE THIS STATEMENT			03/21/13	3,000.00
TOTAL CREDITS (1)		3,000.00		
TOTAL DEBITS (1)	251.62			

YOUR CHECKS SEQUENCED

DATE...CHECK #	AMOUNT	DATE...CHECK #	AMOUNT	DATE...CHECK #	AMOUNT
03/05	1091	251.62			





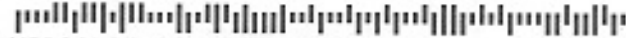
FIRST NATIONAL BANK
OF NORTHERN CALIFORNIA

Mail Center, 450 Cabot Road
South San Francisco, CA 94080

ACCOUNT: 8117616
DOCUMENTS: 0

*****AUTO**SCH 3-DIGIT 940

527 0.4360 AT 0.384 2 1 321



MIDCOAST COMMUNITY COUNCIL,
PO BOX 248
MOSS BEACH CA 94038-0248

21-0
0
0

=====

HALF MOON BAY BRANCH
756 MAIN ST
HALF MOON BAY, CA 94019

TELEPHONE: 650-726-6373

=====

ASSOCIATE/ESTATE ACCOUNT 8117616

=====

DESCRIPTION	DEBITS	CREDITS	DATE	BALANCE
BALANCE LAST STATEMENT			03/21/13	3,000.00
BALANCE THIS STATEMENT			04/19/13	3,000.00
TOTAL CREDITS (0)	.00			
TOTAL DEBITS (0)	.00			



MIDCOAST COMMUNITY COUNCIL
PO BOX 346
MOSS BEACH, CA 94038

DATE: March 4, 2013

1091

PAY TO THE ORDER OF: Leonard Eichen \$ 251.62

Five Hundred and Fifty One and 02/100 DOLLARS

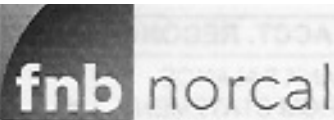
FIRST NATIONAL BANK
OF NORTHERN CALIFORNIA
HALF MOON BAY BRANCH
2445 BAY STREET
HALF MOON BAY, CA 94048

Signature: Leonard Eichen

⑆12101489⑆ 08 117516⑈109⑆

1091 \$251.62 03/05/2013





FIRST NATIONAL BANK OF NORTHERN CALIFORNIA

Mail Center, 450 Cabot Road South San Francisco, CA 94080

ACCOUNT: 8117616 DOCUMENTS: 2

PAGE: 1 05/21/2013

*****AUTO**SCH 3-DIGIT 940 525 0.5990 AT 0.384 2 1 320

MIDCOAST COMMUNITY COUNCIL PO BOX 248 MOSS BEACH CA 94038-0248

HALF MOON BAY BRANCH 756 MAIN ST HALF MOON BAY, CA 94019

TELEPHONE: 650-726-6373

ASSOCIATE/ESTATE ACCOUNT 8117616

DESCRIPTION	DEBITS	CREDITS	DATE	BALANCE
BALANCE LAST STATEMENT			04/19/13	3,000.00
CHECK # 1093	150.00		04/30/13	2,850.00
CHECK # 1092	4.65		05/01/13	2,845.35
BALANCE THIS STATEMENT			05/21/13	2,845.35
TOTAL CREDITS (0)		.00		
TOTAL DEBITS (2)	154.65			

YOUR CHECKS SEQUENCED

DATE...CHECK #.....AMOUNT	DATE...CHECK #.....AMOUNT	DATE...CHECK #.....AMOUNT
05/01 1092 4.65	04/30 1093 150.00	



MIDCOAST COMMUNITY COUNCIL PO BOX 242 MOSS BEACH, CA 94038		1092
DATE <u>April 24, 2013</u>		
PAY TO THE ORDER OF <u>Sharp Business Systems</u>	\$ <u>4.65</u>	
<u>Four and 65/100</u>	DOLLARS	
FIRST NATIONAL BANK OF NORTHERN CALIFORNIA 5841 BURNING BAY DRIVE PO BOX 242 MOSS BEACH, CA 94038 www.fnb.com		
Signature: <u>Leonard A. Eichel</u>		
Title: <u>Janitor</u>		
MICR: ⑆121101189⑆ 08 117512⑆1092		

1092 \$4.65 05/01/2013

MIDCOAST COMMUNITY COUNCIL PO BOX 242 MOSS BEACH, CA 94038		1093
DATE <u>April 24, 2013</u>		
PAY TO THE ORDER OF <u>Cypress Meadows</u>	\$ <u>150.00</u>	
<u>One Hundred & Fifty - 00/100</u>	DOLLARS	
FIRST NATIONAL BANK OF NORTHERN CALIFORNIA 5841 BURNING BAY DRIVE PO BOX 242 MOSS BEACH, CA 94038 www.fnb.com		
Signature: <u>Leonard A. Eichel</u>		
Title: <u>Janitor</u>		
MICR: ⑆121101189⑆ 08 117512⑆1093		

1093 \$150.00 04/30/2013



fnb norcal

FIRST NATIONAL BANK
OF NORTHERN CALIFORNIA

Mail Center, 450 Cabot Road
South San Francisco, CA 94080

PAGE: 1
06/21/2013

ACCOUNT: 8117616
DOCUMENTS: 4

*****AUTO**SCH 3-DIGIT 940
520 0.7620 AT 0.384 2 1 319

MIDCOAST COMMUNITY COUNCIL
PO BOX 248
MOSS BEACH CA 94038-0248

21-0
0
4

HALF MOON BAY BRANCH
756 MAIN ST
HALF MOON BAY, CA 94019

TELEPHONE: 650-726-6373

ASSOCIATE/ESTATE ACCOUNT 8117616

DESCRIPTION	DEBITS	CREDITS	DATE	BALANCE
BALANCE LAST STATEMENT			05/21/13	2,845.35
CHECK # 1094	31.56		05/28/13	2,813.79
CHECK # 1097	5.08		06/20/13	2,808.71
CHECK # 1095	12.06		06/21/13	2,796.65
CHECK # 1096	192.00		06/21/13	2,604.65
BALANCE THIS STATEMENT			06/21/13	2,604.65
TOTAL CREDITS (0)		.00		
TOTAL DEBITS (4)	240.70			

YOUR CHECKS SEQUENCED

DATE...	CHECK #.....	AMOUNT	DATE...	CHECK #.....	AMOUNT	DATE...	CHECK #.....	AMOUNT
05/28	1094	31.56	06/21	1096	192.00			
06/21	1095	12.06	06/20	1097	5.08			



MIDCOAST COMMUNITY COUNCIL
PO BOX 244
MIDD BEACH, CA 94928

DATE: 5/22/13

1094

PAY TO THE ORDER OF: Bill Kehoe \$ 81.56

Twenty One + 56/100

FIRST NATIONAL BANK
OF NORTHERN CALIFORNIA
HALF MOON BAY BRANCH
700 HALF MOON BAY, CA 94928
www.fnbc.com

RECEIVED 6/28/13

1094 1176164094

1094 \$31.56 05/28/2013

MIDCOAST COMMUNITY COUNCIL
PO BOX 244
MIDD BEACH, CA 94928

DATE: 5/22/13

1095

PAY TO THE ORDER OF: Dany Electronics Corp \$ 12.06

Twelve and 06/100

FIRST NATIONAL BANK
OF NORTHERN CALIFORNIA
HALF MOON BAY BRANCH
700 HALF MOON BAY, CA 94928
www.fnbc.com

1095 1176164095

1095 \$12.06 06/21/2013

MIDCOAST COMMUNITY COUNCIL
PO BOX 244
MIDD BEACH, CA 94928

DATE: June 12 2013

1096

PAY TO THE ORDER OF: Visa teletrans \$ 192.00

One Hundred and Ninety Two + 00/100

FIRST NATIONAL BANK
OF NORTHERN CALIFORNIA
HALF MOON BAY BRANCH
700 HALF MOON BAY, CA 94928
www.fnbc.com

1096 1176164096

1096 \$192.00 06/21/2013

MIDCOAST COMMUNITY COUNCIL
PO BOX 244
MIDD BEACH, CA 94928

DATE: June 12 2013

1097

PAY TO THE ORDER OF: Dany USA \$ 5.08

Five and 08/100

FIRST NATIONAL BANK
OF NORTHERN CALIFORNIA
HALF MOON BAY BRANCH
700 HALF MOON BAY, CA 94928
www.fnbc.com

1097 1176164097

1097 \$5.08 06/20/2013



MIDCOAST COMMUNITY COUNCIL PO BOX 248 MORRO BEACH CA 92038		1098
DATE <u>June 30 2013</u>		
PAY TO THE ORDER OF <u>Cablers Painting</u>	\$ <u>54.50</u>	
<u>Fifty Four & 50/100</u>	DOLLARS	
FIRST NATIONAL BANK OF WASHINGTON CALIFORNIA HALF MOON BAY BRANCH 100 MAIN STREET HALF MOON BAY CA 94020		<u>James Davis</u> <u>Howard A. Eickins</u>
MEMO		
⑆ 221011870 08 117616⑈1098		

1098 \$54.50 07/10/2013





BankAmerica® Cash Rewards (TM)
 Learn more: bankofamerica.com/bonus10
 www.bankofamerica.com

For Customer Service call 1-800-432-1000

03/04/13 11:28
 ICAD5987

*HALF MOON BAY
 HALF MOON BAY CA

XXXXXXXX0970 Deposit to PRIMARY Checking



Check amount \$251.62

Ser. No. 6098

CHECK 1091

OLD MCC ACCT
 BALANCE XFR TO
 MCC TREASURER'S

Total Deposit CHECKING \$251.62
 Posts On 03/04/13
 Available Now \$251.62
 Available Balance \$3,810.33

Member FDIC

-- www.bankofamerica.com --



COUNTY OF SAN MATEO 555 COUNTY CENTER, FL 4, REDWOOD CITY, CA 94063-1665

REMITTANCE ADVICE

INVOICE DATE	INVOICE NUMBER	VENDOR ACCOUNT	DESCRIPTION	PO NUMBER	INVOICE AMOUNT
01/14/13	MIDCOASTFY1213 FY 2012 - 2013 CHECK		MIDCOAST FY1213		3,000.00
VENDOR# A050442		CHECK# 02141665	DATE 01/16/13	DIV K12A	TOTAL *****3,000.00

DETACH STUB BEFORE DEPOSITING

SHARP®

SHARP INV

Page 4 of 4
INVOICE

PLEASE DIRECT INQUIRIES TO:
925-417-8400
SHARP BUSINESS SYSTEMS
470 BOULDER COURT, SUITE 100
PLEASANTON, CA 94566

INVOICE NUMBER
C766846-541

INVOICE DATE
1/11/2013

ORDER NUMBER
1520032

CUSTOMER PO NUMBER
12100-11-P1508

PAYMENT TERMS
NET 30

TAX ID
13-1968872

DUNS NUMBER
00-181-8012

NO RETURNS WILL BE
ACCEPTED WITHOUT PRIOR
WRITTEN AUTHORIZATION

SOLD TO: 5410004575

SHIP TO: 5410004574

SMC - BOARD OF SUPERVISORS

SMC - BOARD OF SUPERVISORS
MIDCOAST COMMUNITY COUNCIL
HALF MOON BAY AIRPORT
8550 CABRILLO HWY N
MOSS BEACH, CA 94038

ACCOUNTS PAYABLE
MIDCOAST COMMUNITY COUNCIL
400 COUNTY CENTER
1ST FLOOR
REDWOOD CITY, CA 94063

ORD	SHIP	B.O.	U/M	ITEM NUMBER	DESCRIPTION	UNIT PRICE	AMOUNT
-----	------	------	-----	-------------	-------------	------------	--------

SUBTOTAL	4.29
FREIGHT	0.00
SALES TAX	0.36
TOTAL AMOUNT	4.65

Thank You For Your Business

SHARP®

DETACH AND RETURN WITH PAYMENT
IF YOU NEED ASSISTANCE, PLEASE CALL 925-417-8400

INVOICE DATE
1/11/2013

INVOICE NUMBER
C766846-541

PLEASE PAY THIS AMOUNT

4.65

Sold To: 5410004575

SMC - BOARD OF SUPERVISORS

ACCOUNTS PAYABLE
MIDCOAST COMMUNITY COUNCIL
400 COUNTY CENTER
1ST FLOOR
REDWOOD CITY, CA 94063

Mail Remittance To:

SHARP ELECTRONICS CORPORATION
DBA SHARP BUSINESS SYSTEMS
DEPT. LA 21510
PASADENA, CA 91185-1510

CK 1093
MCC MEETING
AT CYPRESS

Cypress Meadows

343 Cypress Ave. Moss Beach, Ca. 94038

Phone 650-728-8045 Fax 650-728-8046

Client Name: Mid Coast Community Council

Contact: Lisa Ketchum

Event Date: April 24, 2013

<u>Item</u>	<u>Cost</u>	<u>Extension</u>
Venue Rental Fee for meeting		\$150.00
A/V equipment		nc
Food & Beverage		nc

<u>Total</u>	<u>\$150.00</u>
Paid by check	\$150.00
Balance Due	\$ 0.00

CK 1094
COPIER PAPER



EL CAMINO #475

1600 EL CAMINO REAL
SOUTH SAN FRANCISCO, CA 94080
LW Q ET 90-102232
MEMBER #111770931185

958403 92BRT PAPER 28.95 A

SUBTOTAL 28.95
A 9.00% TAX 2.61

TOTAL ~~31.56~~
VF American Express 31.56

XXXXXXXXXXXX1017 SWIPED
05/14/13 11:18
Seq#: 004476 App#: 542852
American Express Resp: AA
Tran ID#: 313428650000
Merchant ID 99047511

APPROVED - PURCHASE
AMOUNT: \$31.56

0475 008 0000000033 0050

CHANGE .00

TOTAL NUMBER OF ITEMS SOLD = 1
CASHIER: NOEL B. REG# 8
~~7/17/2013~~ 11:18 0475 08 0050 33
CA TAXES PAID ON ANY TOBACCO PURCHASES
THANK YOU!!
PLEASE COME AGAIN!

CK 1095
1 of 2 SHARP INVOICES

SHARP.

PLEASE DIRECT INQUIRIES TO:
925-417-8400
SHARP BUSINESS SYSTEMS
470 BOULDER COURT, SUITE 100
PLEASANTON, CA 94566

INVOICE NUMBER
C771043-541

INVOICE DATE
2/15/2013

ORDER NUMBER
1572261

CUSTOMER PO NUMBER
12100-11-P1508

PAYMENT TERMS
NET 30

TAX ID
13-1968872

DUNS NUMBER
00-181-8012

NO RETURNS WILL BE
ACCEPTED WITHOUT PRIOR
WRITTEN AUTHORIZATION

SOLD TO: 5410004575

SHIP TO: 5410004574

SMC - BOARD OF SUPERVISORS
ACCOUNTS PAYABLE
MIDCOAST COMMUNITY COUNCIL
400 COUNTY CENTER
1ST FLOOR
REDWOOD CITY, CA 94063

SMC - BOARD OF SUPERVISORS
MIDCOAST COMMUNITY COUNCIL
HALF MOON BAY AIRPORT
8550 CABRILLO HWY N
MOSS BEACH, CA 94038

ORD	SHIP	B.O.	U/M	ITEM NUMBER	DESCRIPTION	UNIT PRICE	AMOUNT
-----	------	------	-----	-------------	-------------	------------	--------

SUBTOTAL	7.52
FREIGHT	0.00
SALES TAX	0.64
TOTAL AMOUNT	8.16

Thank You For Your Business

C/K 1093
Sharp
2 of 2



PLEASE DIRECT INQUIRIES TO:
925-417-8400
SHARP BUSINESS SYSTEMS
470 BOULDER COURT, SUITE 100
PLEASANTON, CA 94566

INVOICE NUMBER
C777018-541

INVOICE DATE
4/9/2013

ORDER NUMBER
1651943

CUSTOMER PO NUMBER
12100-11-P1508

PAYMENT TERMS
NET 30

TAX ID
13-1968872

DUNS NUMBER
00-181-8012

NO RETURNS WILL BE
ACCEPTED WITHOUT PRIOR
WRITTEN AUTHORIZATION

SOLD TO: 5410004575

SHIP TO: 5410004574

SMC - BOARD OF SUPERVISORS
ACCOUNTS PAYABLE
MIDCOAST COMMUNITY COUNCIL
400 COUNTY CENTER
1ST FLOOR
REDWOOD CITY, CA 94063

SMC - BOARD OF SUPERVISORS
MIDCOAST COMMUNITY COUNCIL
HALF MOON BAY AIRPORT
8550 CABRILLO HWY N
MOSS BEACH, CA 94038

ORD	SHIP	B.O.	U/M	ITEM NUMBER	DESCRIPTION	UNIT PRICE	AMOUNT
-----	------	------	-----	-------------	-------------	------------	--------


SUBTOTAL	3.58
FREIGHT	0.00
SALES TAX	0.32
TOTAL AMOUNT	3.90

Thank You For Your Business

CK 1096 TO LISA KETCHAM
ANNUAL WEBSITE FEE

[Account Center](#) | [Billing History](#) | [View Invoice #4084844](#)

If you have any questions related to this particular charge, please file a billing support ticket by clicking here.

 **Squarespace Invoice #4084844 (Paid)**

This invoice has been billed successfully.

Issued By: **Squarespace, Inc.**
455 Broadway
5th Floor
New York, NY 10013

Issued To: **Lisa Ketcham**

Squarespace Login: MCC98n
Invoice Amount: \$192.00
Billed On: 06/02/2013 at 05:08 PM
Processed On: 06/02/2013 at 05:08 PM

Below is an itemized transaction list which describe which charges have been applied to this invoice.

Item #	Source	Description	Amount
01	View (\$192)	Service fee for MCC98n on yearly Unlimited	\$192.00



PLEASE DIRECT INQUIRIES TO:
925-417-8400
SHARP BUSINESS SYSTEMS
470 BOULDER COURT, SUITE 100
PLEASANTON, CA 94566

INVOICE NUMBER
C766846-541

INVOICE DATE
1/11/2013

ORDER NUMBER
1520032

CUSTOMER PO NUMBER
12100-11-P1508

PAYMENT TERMS
NET 30

TAX ID
13-1968872

DUNS NUMBER
00-181-8012

NO RETURNS WILL BE
ACCEPTED WITHOUT PRIOR
WRITTEN AUTHORIZATION

SOLD TO: 5410004575

SHIP TO: 5410004574

SMC - BOARD OF SUPERVISORS

ACCOUNTS PAYABLE
MIDCOAST COMMUNITY COUNCIL
400 COUNTY CENTER
1ST FLOOR
REDWOOD CITY, CA 94063

SMC - BOARD OF SUPERVISORS
MIDCOAST COMMUNITY COUNCIL
HALF MOON BAY AIRPORT
8550 CABRILLO HWY N
MOSS BEACH, CA 94038

ORD	SHIP	B.O.	U/M	ITEM NUMBER	DESCRIPTION	UNIT PRICE	AMOUNT
					* RENTAL CONTRACT NO. 5410002985 BASE BILLING PERIOD FROM 12/15/2012 THROUGH 1/14/2013 Base Charge = Accessory Charge Copier Cabinet (AR208ABD) - \$1.89 Overage Charge = CPC Charge		
1	1	0	EA	AR208D	SHARP 20 CPM DIGITAL COPIER MACHINE ID: 54115097 SERIAL: 05006176	1.89	1.89
					HALF MOON BAY AIRPORT USAGE BILLING		
				** BLACK			
				CURRENT METER READING	01/11/2013	6,253	
				PRIOR METER READING	12/11/2012	6,117	
				TOTAL COPIES		136	
				NET BILLABLE COPIES		136	
1	1	0		BLACK	136 COPIES @ 0.017650	2.40	2.40

Thank You For Your Business

CONTINUED



SHARP STATEMENT

PLEASE DIRECT INQUIRIES TO:
925-417-8400
SHARP BUSINESS SYSTEMS
470 BOULDER COURT, SUITE 100
PLEASANTON, CA 94566

REMIT TO:

SHARP ELECTRONICS CORPORATION
DBA SHARP BUSINESS SYSTEMS
DEPT. LA 21510
PASADENA, CA 91185-1510

SMC - BOARD OF SUPERVISORS

ACCOUNTS PAYABLE
MIDCOAST COMMUNITY COUNCIL
400 COUNTY CENTER
1ST FLOOR
REDWOOD CITY, CA 94063

CUSTOMER NO.
5410004575

STATEMENT DATE
6/7/2013

<u>DUE DATE</u>	<u>INV DATE</u>	<u>INVOICE NUMBER</u>	<u>PO NUMBER</u>	<u>INVOICE AMOUNT</u>	<u>PAYMENTS</u>	<u>BALANCE</u>
06/12/2013	5/13/2013	C781108-541	12100-11-P1508	5.08	0.00	5.08
05/09/2013	4/9/2013	C777018-541	12100-11-P1508	3.90	0.00	3.90
03/17/2013	2/15/2013	C771043-541	12100-11-P1508	8.16	0.00	8.16

CURRENT
5.08

0-30
3.90

31-60
0.00

61-90
8.16

OVER 90
0.00

PLEASE PAY TOTAL
17.14

IF YOU NEED ASSISTANCE, PLEASE CALL 925-417-8400

Calibre Printing

3555 South El Camino Real #314
San Mateo, CA 94403

CK 1098

MCC BUSINESS
KETCHAM
STEIN

CARDS

Invoice

Date	Invoice #
6/20/2013	13123

Bill To
County of San Mateo Midcoast Community Council P.O. Box 248 Moss Beach, CA 94038

P.O. No.	Terms	Project
B909030	Net 30	

Quantity	Description	Rate	Amount
1,000	business cards 500 each for Lisa Ketcham and Laura Stein	0.05	50.00T
	Sales Tax	9.00%	4.50
Total			\$54.50