



## **Memorandum**

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March 13, 2014

TO: Tracy Floyd, CTA Administrative Assistant

FROM: Steve Coons, City of Longview Accounting Manager

SUBJECT: CTA ACCOUNTING SERVICES

Tracy,

Summarized below are amounts billable to CTA in accordance with interlocal agreement whereby the City of Longview provides accounting and financial reporting services on their behalf. Could you please see that they are billed accordingly. Thank you.

### 2011 reporting year

26-Apr-12	1.5	19-Jul-12	4.5
21-May-12	3.5	26-Jul-12	2.5
23-May-12	5.5	30-Jul-12	4.0
28-May-12	6.5	31-Jul-12	3.0
29-May-12	4.0		
3-Jul-12	3.5	Total hours	46.00
16-Jul-12	2.5	Rate	\$56.33
18-Jul-12	5.0	Amount due	\$2,591

### 2012 reporting year

24-Apr-13	1.0	8-Jul-13	3.5
20-May-13	4.0	10-Jul-13	2.0
23-May-13	4.5	24-Jul-13	4.0
27-May-13	6.0	1-Aug-13	1.5
29-May-13	4.5		
26-Jun-13	3.0		
27-Jun-13	3.5	Total hours	43.50
2-Jul-13	3.5	Rate	\$64.17
8-Jul-13	2.5	Amount due	\$2,791

**TOTAL AMOUNT DUE \$5,383**