CITY OF WINDCREST ECONOMIC DEVELOPMENT CORPORATION
BOARD OF DIRECTORS

REGULAR MEETING

MAY 09, 2011
5:30 P.M.

Windcrest City Hall

NOTICE IS HEREBY GIVEN THAT A SPECIAL MEETING OF THE BOARD OF DIRECTORS OF THE WINDCREST ECONOMIC DEVELOPMENT CORPORATION (WEDC) WILL BE HELD AT WINDCREST CITY HALL, 8601 MIDCROWN, WINDCREST, TEXAS ON THE 09TH DAY OF MAY 2011 STARTING APPROXIMATELY 5:30 P.M. DURING THE MEETING, THE BOARD WILL CONSIDER, DELIBERATE AND MAY TAKE ACTION UPON ANY OF THE SUBJECTS LISTED BELOW.

Vision Statement: Nourish and develop a vibrant community that consistently pushes the limits.

Mission Statement: Facilitate interaction between business, city and other community organizations to nourish the economic health and well being of Windcrest, its citizens and the region.

Request all pagers and cell phones be turned off, except emergency on-call personnel. Citizens are asked to refrain from talking during proceedings unless recognized by the Presiding Officer.

CITIZEN COMMUNICATION: AS A COURTESY TO CITIZENS IN ATTENDANCE, AND AT THE DISCRETION OF THE PRESIDING OFFICER OF THE MEETING, CITIZENS WILL BE GIVEN A REASONABLE OPPORTUNITY TO STATE THEIR COMMENTS OR ASK QUESTIONS REGARDING ANY ITEM ON THE AGENDA, AND PRIOR TO THE BOARD TAKING ACTION ON ANY ACTION ITEMS LISTED. THE BOARD REQUESTS COMMENTS BE BRIEF, TO THE POINT, AND NO LONGER THAN 5 MINUTES. TIME CANNOT BE YIELDED TO ANOTHER SPEAKER.

Consistent with Windcrest City Council Resolution No. 292, the WEDC Board elects to audio and video record its meetings. The recordings are preserved electronically as the official minutes of its meetings.

I. Call To Order

1. Determination of a Quorum
2. Pledge of Allegiance
3. Prayer

II. Unaudited Financials – WEDC Board of Directors may take action if deemed necessary.

1. Sarah Mangham, Municipal Finance Officer, will present WEDC Board of Directors the unaudited financials through March 31, 2011. (Att. 1)

III. Action Items

IV. Resolutions

V. Discuss and Act

1. The Windcrest Economic Development Corporation Board of Directors will discuss the FY 2010/2011 budget and may take necessary action. (Att. 2)

2. The Windcrest Economic Development Corporation Board of Directors will discuss and may take action on the approval of reaccuring monthly electronic fund transfers for payments on the TLF loan. (Att. 3)

3. The Windcrest Economic Development Corporation Board of Directors will discuss and may take action regarding the hiring of a part time Administrative Assistant.

4. The Windcrest Economic Development Corporation Board of Directors will discuss and may take necessary action on the WEDC trailer.

VI. Executive Session

1. The Windcrest Economic Development Corporation Board of Directors will recess its meeting and convene in Closed Session under Section 551.071 of the Texas Government Code to consult with its attorney.

VII. Action Item

1. The Windcrest Economic Development Board of Directors will discuss and may taken action on the proposed engineering contract for Racker Road.

2. The Windcrest Economic Development Board of Directors will discuss and may take action on a status report for any and all litigation which may involve the Economic Development Corporation.

VIII. ADJOURNEMENT

I, the undersigned authority, do hereby certify that the above Notice of Meeting of the Board of Directors of the WEDC is a true and correct copy of said Notice and I posted a true and correct copy of said Notice on the bulletin board at the Windcrest City Hall in a convenient place to the public. Said Notice was posted 72 hours prior to the 09th of May 2011.

By: Kelly Rodriguez

I certify that the attached notice and agenda of items considered by the WEDC Meeting was removed by me from the City Hall bulletin board on the ____ of May 2011.

By: ______________________________

Kelly Rodriguez

REVENUE & EXPENSE REPORT (UNAUDITED)

AS OF: APRIL 30TH, 2011

13 -ECONOMIC DEVELOPMENT CORP

FINANCIAL SUMMARY

% OF YEAR COMPLETED: 58.33

	PRIOR YEAR YTD BALANCE	AMENDED BUDGET	CURRENT PERIOD	YEAR TO DATE BALANCE	YEAR TO DATE ENCUMBERED	% OF BUDGET	BUDGET BALANCE
REVENUE SUMMARY							
ALL REVENUES	208,896.61	355,000	25,914.37	1,749,646.48	0.00	492.86	(1,394,646)
TOTAL REVENUES	208,896.61	355,000	25,914.37	1,749,646.48	0.00	492.86	(1,394,646)
EXPENDITURE SUMMARY							
00-GENERAL EXPENDITURES							
SALARIES & BENEFITS	121,355.74	225,060	86.70	74,545.36	0.00	33.12	(150,515)
OTHER EXPENSES	36,734.92	56,300	0.00	11,802.60	0.00	20.96	(44,497)
CAPITAL EXPENSES	47,224.90	66,300	0.00	3,748.00	0.00	5.65	(62,552)
OTHER INCOME/EXPENSES	0.00	0	0.00	0.00	0.00	0.00	0
TOTAL 00-GENERAL EXPENDITURES	205,315.56	347,660	86.70	90,095.96	0.00	25.91	257,564
TOTAL EXPENDITURES	205,315.56	347,660	86.70	90,095.96	0.00	25.91	257,564
REVENUE OVER/(UNDER) EXPENDITURES	3,581.05	7,340	25,827.67	1,659,550.52	0.00	2,609.68	(1,652,211)

Att 1

REVENUE & EXPENSE REPORT (UNAUDITED)

AS OF: APRIL 30TH, 2011

13 -ECONOMIC DEVELOPMENT CORP

% OF YEAR COMPLETED: 58.33

REVENUES	PRIOR YEAR YTD BALANCE	AMENDED BUDGET	CURRENT PERIOD	YEAR TO DATE BALANCE	YEAR TO DATE ENCUMBERED	% OF BUDGET	BUDGET BALANCE
13-4105 INCOME - OTHER	0.00	500	0.00	1,600,000.00	0.00	0.00	(1,599,500)
13-4110 INCOME - OTHER (HOT)	12,500.00	30,000	0.00	0.00	0.00	0.00	30,000
13-4111 INCOME - OTHER (GEN.FUND)	10,000.00	20,000	0.00	0.00	0.00	0.00	20,000
13-4112 INCOME-WALZEM RD GRANT	0.00	0	0.00	0.00	0.00	0.00	0
13-4113 INCOME-CORPORATE DONATIONS	0.00	0	0.00	0.00	0.00	0.00	0
13-4115 SALES TAX (.25)	186,067.39	300,000	25,901.75	149,627.29	0.00	49.88	150,373
13-4301 INTEREST	329.22	4,500	12.62	19.19	0.00	0.43	4,481
13-4900 PROCEEDS FROM CAPITAL LEASE	0.00	0	0.00	0.00	0.00	0.00	0
TOTAL REVENUES	208,896.61	355,000	25,914.37	1,749,646.48	0.00	492.86	(1,394,646)

REVENUE & EXPENSE REPORT (UNAUDITED)

AS OF: APRIL 30TH, 2011

13 -ECONOMIC DEVELOPMENT CORP

% OF YEAR COMPLETED: 58.33

DEPARTMENTAL EXPENDITURES	PRIOR YEAR YTD BALANCE	AMENDED BUDGET	CURRENT PERIOD	YEAR TO DATE BALANCE	YEAR TO DATE ENCUMBERED	% OF BUDGET	BUDGET BALANCE
00-GENERAL EXPENDITURES							
======================							
SALARIES & BENEFITS							
13-500-009 SALARIES - EDC	95,714.08	168,324	0.00	50,584.69	0.00	30.05	117,739
13-500-010 ADMINISTRATIVE EXPENSES	1,040.75	5,000	0.00	132.91	0.00	2.66	4,867
13-500-011 EDC LONGEVITY	620.96	1,860	0.00	0.00	0.00	0.00	1,860
13-500-018 EDC EDUCATION PAY	553.92	1,800	0.00	492.10	0.00	27.34	1,308
13-500-020 EDC OVERTIME	136.29	750	0.00	62.66	0.00	8.35	687
13-500-030 SOCIAL SECURITY-EDC	7,653.50	13,872	0.00	6,307.39	0.00	45.47	7,565
13-500-040 HEALTH INSURANCE-EDC	7,048.24	17,338	0.00	1,440.58	0.00	8.31	15,897
13-500-050 RETIREMENT-EDC	7,618.52	14,507	0.00 (	5,284.23)	0.00	36.43-	19,791
13-500-060 WORKERS COMPENSATION-EDC	429.23	937	86.70	845.85	0.00	90.27	91
13-500-070 UNEMPLOYMENT COMP.-EDC	540.25	672	0.00	0.00	0.00	0.00	672
13-500-080 CONTRACT LABOR	0.00	0	0.00	0.00	0.00	0.00	0
13-500-095 TERMINATION PAYOUT	0.00	0	0.00	19,963.41	0.00	0.00 (	19,963)
TOTAL SALARIES & BENEFITS	121,355.74	225,060	86.70	74,545.36	0.00	33.12	150,515
OTHER EXPENSES							
13-500-100 PUBLIC RELATION FEES-GENE	0.00	0	0.00	0.00	0.00	0.00	0
13-500-115 MOBILE TELEPHONE	1,263.13	0	0.00	0.00	0.00	0.00	0
13-500-120 DUES & SUBSCRIPTIONS	1,135.97	1,200	0.00	345.00	0.00	28.75	855
13-500-130 TRAINING	2,028.52	3,000	0.00 (	1,150.00)	0.00	38.33-	4,150
13-500-132 TRAVEL	520.33	3,000	0.00	270.80	0.00	9.03	2,729
13-500-135 MEALS & ENTERTAINMENT	1,669.28	3,000	0.00	35.50	0.00	1.18	2,965
13-500-200 COMPUTER MAINTENANCE	0.00	0	0.00	41.71	0.00	0.00 (	42)
13-500-201 WEBSITE MAINTENANCE	0.00	0	0.00	440.00	0.00	0.00 (	440)
13-500-250 LEGAL EXPENSES	18,104.41	30,000	0.00	10,000.00	0.00	33.33	20,000
13-500-290 AUDIT	4,000.00	4,000	0.00	0.00	0.00	0.00	4,000
13-500-430 SUPPLIES	1,408.14	3,000	0.00 (	1,111.57)	0.00	37.05-	4,112
13-500-440 ELECTION EXPENSES	0.00	0	0.00	0.00	0.00	0.00	0
13-500-510 VEHICLE EXPENSE-EDC	0.00	0	0.00	0.00	0.00	0.00	0
13-500-515 HEALTH EXPENSE ALLOW-DIRE	2,215.36	3,600	0.00	1,968.11	0.00	54.67	1,632
13-500-520 MOVING EXPENSE-DIRECTOR	0.00	0	0.00	0.00	0.00	0.00	0
13-500-540 VEHICLE FUEL	170.37	1,000	0.00	26.00	0.00	2.60	974
13-500-590 POSTAGE	143.45	250	0.00	0.00	0.00	0.00	250
13-500-630 LEGAL ADVERTISING	0.00	250	0.00	0.00	0.00	0.00	250
13-500-640 COPIER USAGE	583.31	1,000	0.00	0.00	0.00	0.00	1,000
13-500-650 WALZEM RD GRANT EXPENSES	0.00	0	0.00	0.00	0.00	0.00	0
13-500-700 CONTINGENCIES	3,492.65	3,000	0.00	937.05	0.00	31.24	2,063
TOTAL OTHER EXPENSES	36,734.92	56,300	0.00	11,802.60	0.00	20.96	44,497
CAPITAL EXPENSES							
13-500-800 EDC PROJECTS	47,224.90	66,300	0.00	3,748.00	0.00	5.65	62,552
13-500-810 CAPITAL EXPENSE	0.00	0	0.00	0.00	0.00	0.00	0
TOTAL CAPITAL EXPENSES	47,224.90	66,300	0.00	3,748.00	0.00	5.65	62,552

REVENUE & EXPENSE REPORT (UNAUDITED)

AS OF: APRIL 30TH, 2011

13 -ECONOMIC DEVELOPMENT CORP

% OF YEAR COMPLETED: 58.33

DEPARTMENTAL EXPENDITURES	PRIOR YEAR YTD BALANCE	AMENDED BUDGET	CURRENT PERIOD	YEAR TO DATE BALANCE	YEAR TO DATE ENCUMBERED	% OF BUDGET	BUDGET BALANCE
OTHER INCOME/EXPENSES							
13-500-900 PRIOR PERIOD ADJUSTMENT	0.00	0	0.00	0.00	0.00	0.00	0
TOTAL OTHER INCOME/EXPENSES	0.00	0	0.00	0.00	0.00	0.00	0
TOTAL 00-GENERAL EXPENDITURES	205,315.56	347,660	86.70	90,095.96	0.00	25.91	257,564
TOTAL EXPENDITURES	205,315.56	347,660	86.70	90,095.96	0.00	25.91	257,564
REVENUE OVER/(UNDER) EXPENDITURES	3,581.05	7,340	25,827.67	1,659,550.52	0.00	2,609.68	(1,652,211)

BALANCE SHEET

AS OF: APRIL 30TH, 2011

13 -ECONOMIC DEVELOPMENT CORP

ACCOUNT#	TITLE			
ASSETS				
1102	CLAIM ON CASH	3,500.01		
1105	CASH - CHECKING	1,747,276.22		
1115	INVESTMENTS-TEXPOOL#15900001	4.54		
1116	INVESTMENTS-TEXPOOL#15900003	0.00		
1315	DUE FROM GENERAL FUND	0.00		
1375	DUE FROM HOT FUND	0.00		
1510	A/R SALES TAX	58,045.26		
			1,808,826.03	
	TOTAL ASSETS			1,808,826.03
LIABILITIES				
2315	DUE TO GENERAL FUND	10,600.44		
2320	DUE TO TAXING ENTITIES	0.00		
2400	A/P PENDING	8,089.88		
2401	ACCOUNTS PAYABLE	0.00		
2402	ALAMO TITLE ESCROW FUNDS	0.00		
2410	A/P - SALES TAX	(6,199.13)		
	TOTAL LIABILITIES		12,491.19	
EQUITY				
3201	FUND BALANCE	146,019.92		
	TOTAL BEGINNING EQUITY	146,019.92		
	TOTAL REVENUE	1,749,646.48		
	TOTAL EXPENSES	99,331.56		
	TOTAL SURPLUS/(DEFICIT)	1,650,314.92		
	TOTAL EQUITY & SURPLUS/(DEFICIT)		1,796,334.84	
	TOTAL LIABILITIES, EQUITY & SURPLUS/DEFICIT			1,808,826.03

CITY OF WINDCREST

FUND: 01 - GENERAL FUND FISCAL YEAR: 10/2010-09/2011

DATE ACQUIRED	DESCRIPTION	ID	TOTAL LIFE	TOTAL COST	SALVAGE VALUE	PRIOR PERIOD ACCUM DEPR	CURRENT PERIOD 10/2010-09/2011	NET VALUE
06/15/93	LETTER REG FILE	1246	120	145.00	0.00	145.00	0.00	0.00
03/31/05	LAMP, DESK W. B	2203	0	30.00	0.00	0.00	0.00	30.00
08/31/01	EXECUTIVE ARM C	2213	120	129.00	0.00	111.90	0.00	17.10
04/01/05	LAMP, DESK W. G	2215	0	30.00	0.00	0.00	0.00	30.00
10/12/05	BLACK GUEST CHA	2217	120	99.99	0.00	49.89	0.00	50.10
10/12/05	BLACK GUEST CHA	2218	120	99.99	0.00	49.89	0.00	50.10
10/11/05	CARD SCANNER 70	2219	72	249.99	0.00	208.29	0.00	41.70
10/01/05	10' CURVED POP	2220	72	1,900.00	0.00	1,583.38	0.00	316.62
11/29/05	COMPUTER, DESKT	2232	72	1,419.00	0.00	1,143.13	0.00	275.87
11/29/05	COMPUTER, DESKT	2233	72	1,419.00	0.00	1,143.13	0.00	275.87
10/01/05	SIX FABRIC PANE	2234	120	650.00	0.00	325.10	0.00	324.90
02/25/06	SONY DIGITAL CA	2235	72	225.00	0.00	223.39	0.00	1.61
03/08/06	SPINNING WHEEL	2236	72	300.00	0.00	229.20	0.00	70.80
11/29/05	OKI C5150 COLOR	2243	72	539.95	0.00	434.99	0.00	104.96
06/21/06	25'CHRISTMAS TR	2274	120	2,995.00	0.00	1,272.95	0.00	1,722.05
01/12/07	40' CONEX CONTA	2277	120	1,700.00	0.00	637.63	0.00	1,062.37
11/01/05	19" LCD MONITOR	2284	72	397.00	0.00	325.31	0.00	71.69
11/01/05	19' LCD MONITOR	2285	72	397.00	0.00	325.31	0.00	71.69
10/01/05	LAPTOP COMPUTER	2341	72	1,600.00	0.00	1,333.30	0.00	266.70
10/01/06	2006 FORD CROWN	2411	36	16,367.52	0.00	16,367.52	0.00	0.00
02/07/07	PORTABLE GPS WI	2482	72	336.87	0.00	205.92	0.00	130.95
06/26/07	FUJITSU SCANNER	2504	72	1,398.32	0.00	757.38	0.00	640.94
10/08/07	20" LCD MONITOR	2518	72	300.00	0.00	150.06	0.00	149.94
10/08/07	LAPTOP COMPUTER	2519	72	2,331.58	0.00	1,165.72	0.00	1,165.86
11/01/07	LCD MONITOR / T	2524	72	685.00	0.00	332.95	0.00	352.05
11/10/08	APPLE MACBOOK P	2616	72	2,610.00	0.00	833.75	0.00	1,776.25
03/10/08	RECEPTIONIST CH	2621	120	369.95	0.00	95.48	0.00	274.47
10/11/07	2 DRAWER LATERA	2622	120	158.63	0.00	47.52	0.00	111.11
10/11/07	2 DRAWER LATERA	2623	120	158.63	0.00	47.52	0.00	111.11
07/16/08	CHERRY BOOKCASE	2624	120	159.95	0.00	34.58	0.00	125.37
07/16/08	CHERRY BOOKCASE	2625	120	159.95	0.00	34.58	0.00	125.37
02/28/08	CONFERENCE TABL	2626	120	299.00	0.00	77.19	0.00	221.81
07/01/08	CONFERENCE CHAI	2627	120	50.00	0.00	11.34	0.00	38.66
07/01/08	CONFERENCE CHAI	2628	120	50.00	0.00	11.34	0.00	38.66
07/01/08	CONFERENCE CHAI	2629	120	50.00	0.00	11.34	0.00	38.66
07/01/08	CONFERENCE CHAI	2630	120	50.00	0.00	11.34	0.00	38.66
01/05/09	22" COMPUTER MO	2646	72	248.00	0.00	72.31	0.00	175.69
10/11/07	2 DRAWER LATERA	2700	120	158.63	0.00	47.52	0.00	111.11
07/21/08	2 DRAWER LATERA	2722	120	169.64	0.00	36.66	0.00	132.98
07/21/08	2 DRAWER FILE C	2723	120	169.64	0.00	36.66	0.00	132.98
07/21/08	2 DRAWER FILE C	2724	120	169.64	0.00	36.66	0.00	132.98
10/01/07	GUEST CHAIR	2725	120	50.00	0.00	15.12	0.00	34.88
10/01/07	GUEST CHAIR	2726	120	50.00	0.00	15.12	0.00	34.88
10/01/07	GUEST CHAIR	2727	120	50.00	0.00	15.12	0.00	34.88
10/01/07	GUEST CHAIR	2728	120	50.00	0.00	15.12	0.00	34.88
07/31/08	BARREL GUEST CH	2729	120	139.95	0.00	30.42	0.00	109.53
07/31/08	BARREL GUEST CH	2730	120	139.95	0.00	30.42	0.00	109.53
07/01/08	SIDE CHAIR	2731	120	75.00	0.00	16.88	0.00	58.12
07/17/08	WHIRLPOOL REFRI	2732	72	319.00	0.00	115.18	0.00	203.82
07/01/08	HP PRINTER/FAX/	2733	72	350.00	0.00	131.22	0.00	218.78

CITY OF WINDCREST

FUND: 01 - GENERAL FUND FISCAL YEAR: 10/2010-09/2011

DATE ACQUIRED	DESCRIPTION	ID	TOTAL LIFE	TOTAL COST	SALVAGE VALUE	PRIOR PERIOD ACCUM DEPR	CURRENT PERIOD 10/2010-09/2011	NET VALUE
10/01/07	BOOKCASE	2734	120	55.00	0.00	16.56	0.00	38.44
07/31/08	BOSS END TABLE	2735	120	78.95	0.00	17.16	0.00	61.79
10/01/08	EXECUTIVE CHAIR	2736	120	225.00	0.00	45.00	0.00	180.00
07/31/08	BARREL GUEST CH	2737	120	139.95	0.00	30.42	0.00	109.53
07/31/08	BARREL GUEST CH	2738	120	139.95	0.00	30.42	0.00	109.53
07/16/08	EXECUTIVE CHERR	2739	120	299.95	0.00	65.00	0.00	234.95
07/16/08	CHERRY BOOKCASE	2740	120	159.95	0.00	34.58	0.00	125.37
07/19/08	BLACK LEATHER G	2741	120	79.88	0.00	17.37	0.00	62.51
07/19/08	BLACK LEATHER G	2742	120	79.88	0.00	17.37	0.00	62.51
07/19/08	BLACK LEATHER G	2743	120	79.88	0.00	17.37	0.00	62.51
07/19/08	BLACK LEATHER G	2744	120	79.88	0.00	17.37	0.00	62.51
07/19/08	BLACK LEATHER G	2745	120	79.55	0.00	17.16	0.00	62.39
07/19/08	BLACK LEATHER G	2746	120	79.88	0.00	17.37	0.00	62.51
07/19/08	BLACK LEATHER G	2747	120	79.88	0.00	17.37	0.00	62.51
07/19/08	BLACK LEATHER G	2748	120	79.88	0.00	17.37	0.00	62.51
07/19/08	BLACK LEATHER G	2749	120	79.88	0.00	17.37	0.00	62.51
07/19/08	BLACK LEATHER G	2750	120	79.88	0.00	17.37	0.00	62.51
07/19/08	BLACK LEATHER G	2751	120	79.88	0.00	17.37	0.00	62.51
07/19/08	BLACK LEATHER G	2752	120	79.55	0.00	17.16	0.00	62.39
07/19/08	BLACK LEATHER G	2753	120	79.88	0.00	17.37	0.00	62.51
07/19/08	BLACK LEATHER G	2754	120	79.55	0.00	17.16	0.00	62.39
07/19/08	BLACK LEATHER G	2755	120	79.55	0.00	17.16	0.00	62.39
06/18/08	PORTABLE OFFICE	800-69	72	57,430.00	0.00	20,272.83	0.00	37,157.17
07/16/08	DECKING FOR POR	800-70	240	1,820.00	0.00	197.08	0.00	1,622.92
	REPORT TOTALS			103,546.40	0.00	51,320.49	0.00	52,225.91

CITY OF WINDCREST

CLASS TOTALS BY FUND

ACTIVE ASSETS

FUND	CLASS	NUMBER	TOTAL COST	SALVAGE VALUE	DEPRECIATION	NET VALUE
01	B	1	57,430.00	0.00	20,272.83	37,157.17
01	CE	11	10,399.85	0.00	6,981.86	3,417.99
01	FF	52	10,903.17	0.00	3,769.14	7,134.03
01	I	1	1,820.00	0.00	197.08	1,622.92
01	OE	6	3,330.86	0.00	2,565.36	765.50
01	V	1	16,367.52	0.00	16,367.52	0.00
GRAND TOTALS:		72	100,251.40	0.00	50,153.79	50,097.61

CITY OF WINDCREST

CLASS TOTALS BY FUND

DISPOSED ASSETS

FUND CLASS	NUMBER	TOTAL COST	DEPRECIATION	NET VALUE
01 CE	2	3,295.00	1,166.70	2,128.30
GRAND TOTALS:	2	3,295.00	1,166.70	2,128.30

CITY OF WINDCREST

DEPARTMENT TOTALS

ACTIVE ASSETS

FUND	DEPARTMENT	NUMBER	TOTAL COST	SALVAGE VALUE	DEPRECIATION	NET VALUE
01	21	72	100,251.40	0.00	50,153.79	50,097.61
GRAND TOTALS:		72	100,251.40	0.00	50,153.79	50,097.61

CITY OF WINDCREST

DEPARTMENT TOTALS

DISPOSED ASSETS

FUND	DEPARTMENT	NUMBER	TOTAL COST	DEPRECIATION	NET VALUE
01	21	2	3,295.00	1,166.70	2,128.30
GRAND TOTALS:		2	3,295.00	1,166.70	2,128.30

G/L ACCOUNT TOTALS
ACTIVE ASSETS

FUND ACCOUNT	NUMBER	TOTAL COST	DEPRECIATION
	72	100,251.40	
GRAND TOTALS:	72	100,251.40	
TOTAL DEPRECIATION MISSING G/L ACCOUNT:			51,320.49

G/L ACCOUNT TOTALS
DISPOSED ASSETS

FUND ACCOUNT	NUMBER	TOTAL COST	DEPRECIATION
	1	685.00	332.95
13 500-700	1	2,610.00	833.75
GRAND TOTALS:	2	3,295.00	1,166.70

SELECTION CRITERIA

RANGE SELECTION OPTIONS

FUND/DEPT: 01-21 THRU 01-21
CLASS: All
ASSET ID: ALL
ORIGINAL COST: 0.00 THRU 99,999,999,999.99
COMMENT CODES: All

G/L ACCOUNT SELECTION OPTIONS

G/L ASSET CONTROL: ALL
G/L ACCUM DEPR: ALL

OTHER SELECTION OPTIONS

FISCAL YEAR: Oct-2010 / Sep-2011

ALL: YES
ACTIVE: YES
ACQUIRED: YES
DISPOSED: YES

ASSET TYPE: ALL
PRIMARY LOCATION: ALL
SECONDARY LOCATION: ALL
DEPRECIATION: BOTH

PRINT OPTIONS

SEQUENCE: FUND
PAGE BREAK BY DEPT: NO
PRINT IMPROVEMENTS: NO
PRINT PARTIAL DISP: NO
PRINT SUMMARY/DETAIL: NO
PRINT MISSING ACCOUNT: NO
PRINT REMAINING LIFE : NO
EXCLUDE COMMENTS : NO

NOTES

INCLUDE GENERAL NOTES: NO
INCLUDE ACQUISITION NOTES: NO
INCLUDE DISPOSAL NOTES: NO

City of Windcrest
Fiscal Year 2010-2011
Budget Worksheet

4/25/2011 0:00

01 -GENERAL FUND
21-ECONOMIC DEVELOPMENT
DEPARTMENT EXPENSES

	A	B	C		D	
		(------------	2010-2011 --	------------)		
	2009-2010 Budget	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	2110-2011 REQUESTED BUDGET	2110-2011 MFO Proposed BUDGET
Fund Balance					140,000.00	146,021.00
Revenues						
13-4105 Income Other	500.00	500.00	1,600,000.00	1,600,000.00	-	1,600,000.00
13-4110 Income - (HOT)	30,000.00	30,000.00	-	-	-	-
13-4111 Income - General Fund	20,000.00	20,000.00	-	-	-	-
13-4112 Income - Walzem Rd Grant	-	-	-	-	-	-
13-4113 Income - Corporate Donations	-	-	-	-	-	-
13-4115 Sales Tax	300,000.00	300,000.00	123,725.54	300,000.00	300,000.00	300,000.00
13-4301 Interest	1,500.00	4,500.00	6.57	250.00	500.00	500.00
13-4900 Proceeds from Capital Lease		-	-	-		
Total Revenues	352,000.00	355,000.00	1,723,732.11	1,900,250.00	300,500.00	1,900,500.00
Total Available					440,500.00	2,046,521.00
SALARIES & BENEFITS						
13-500-009 Salaries	165,024.00	168,324.00	41,639.14	50,584.69	-	50,584.69
13-500-010 Admin Expenses	10,000.00	5,000.00	61.00	132.91	20,000.00	20,132.91
13-500-011 EDC Logevity	1,245.00	1,860.00	-	-	-	-
13-500-018 EDC Education Pay	1,800.00	1,800.00	207.72	492.10	-	492.10
13-500-020 EDC Overtime	900.00	750.00	56.06	62.66	1,000.00	1,062.66
13-500-030 Social Security - EDC	13,967.00	13,872.00	3,061.45	6,307.39	1,530.00	7,837.39
13-500-040 Health Insurance - EDC	13,327.00	17,338.00	313.75	1,400.58	-	1,400.58
13-500-050 Retirement - EDC	14,149.00	17,507.00	3,205.32	5,394.62	1,600.00	6,994.62
13-500-060 Worker's Comp - EDC	858.00	937.00	215.49	759.13	79.00	838.13
13-500-070 Unemployment - EDC	555.00	672.00		-	378.00	378.00
13-500-095 Termination Payout	-	-	10,609.87	10,609.87	-	10,609.87
SALARIES & BENEFITS	221,825.00	228,060.00	59,369.80	75,743.95	24,587.00	100,330.95
13-500-100 Public Relation Fees	-	-	-	-	-	-
13-500-115 Mobile Telephone	2,800.00	-	-	-	-	-
13-500-120 Dues & Subscriptions	1,500.00	1,200.00	345.00	345.00	-	345.00
13-500-130 Training	4,000.00	3,000.00	(1,150.00)	(1,150.00)	-	-
13-500-132 Travel	3,000.00	3,000.00	270.80	270.80	-	270.80
13-500-135 Meals & Entertainment	4,000.00	3,000.00	35.50	35.50	2,000.00	2,035.50
13-500-200 Computer Maintenance	-	-	41.71	41.71	-	41.71
13-500-201 Website Maintenance	-	-	-	440.00	-	440.00
13-500-250 Legal Expenses	24,000.00	30,000.00	10,000.00	27,500.00	-	27,500.00
13-500-290 Audit	4,000.00	4,000.00	-	-	3,000.00	4,000.00
13-500-430 Supplies	5,800.00	3,000.00	(276.82)	(1,111.57)	500.00	500.00
13-500-515 Health Expense Allow - Dir	3,600.00	3,600.00	830.76	1,968.11	-	1,968.11
13-500-540 Vehicle Fuel	2,500.00	1,000.00	26.00	26.00	-	26.00
13-500-590 Postage	1,000.00	250.00	-	-	250.00	250.00
13-500-630 Legal Advertising	350.00	250.00	-	-	250.00	250.00
13-500-640 Copier Usage	1,000.00	1,000.00	-	-	1,000.00	1,000.00
13-500-650 Walzen Rd Grant Expenses	-	-	-	-	-	-
13-500-700 Contingencies	4,500.00	3,000.00	937.05	937.05	-	937.05
Other Expense	62,050.00	56,300.00	11,060.00	29,302.60	7,000.00	39,564.17
13-500-800 EDC Projects		66,300.00	3,748.00	3,748.00		9,500.00
Entrances & Landscapes $1,000	100.00	-	-	-	1,000.00	-
Windcrest Light Up $4,000	8,500.00	-	-	-	4,000.00	-
Buy Windcrest Bucks $1,000	2,500.00	-	-	-	1,000.00	-
Business Directory & Map Guides	2,100.00	-	-	-	-	-
Banners in Business District	2,100.00	-	-	-	-	-

Att 2

City of Windcrest
Fiscal Year 2010-2011
Budget Worksheet

4/25/2011 0:00

01 -GENERAL FUND
21-ECONOMIC DEVELOPMENT
DEPARTMENT EXPENSES

	A	B	C		D	
	2009-2010 Budget	(------------ CURRENT BUDGET	2010-2011 -- Y-T-D ACTUAL	------------) PROJECTED YEAR END	2110-2011 REQUESTED BUDGET	2110-2011 MFO Proposed BUDGET
Commercial Leaseholder Development $1,000	20,000.00	-	-	-	1,000.00	-
UTSA Architectural / Planning Support Project	10,750.00	-	-	-	-	-
Windfall Days	2,000.00	-	-	-	-	-
Project Castle $1,000	30,000.00	-	-	-	1,000.00	-
Public Relations	35,000.00	-	-	-	-	-
Project Phoenix $1,500	5,000.00	-	-	-	1,500.00	-
13-500-810 Capital Expense (1)	-	-	-	400,000.00	265,000.00	400,000.00
TLF Payments (2)	-	-	-	76,180.00	-	76,180.00
Capital Expense	118,050.00	66,300.00	3,748.00	479,928.00	274,500.00	485,680.00
Total Expenses		350,660.00	74,177.80	584,974.55	306,087.00	625,575.12
Estimated Fund Balance					134,413.00	1,420,945.88
Unrestricted						220,945.88
Restricted (loan funds for Racker Road)						1,200,000.00

(1) Assumes project costs 1.6 Million with 3 of 12 payments made this fiscal year.
(2) Assumes interest rate of 4.25% making monthly payments beginning in may in the amount of $12,036 per month + $16,000 payment

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4/14/2011
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"C" = A = D

13	Economic Development Corporation						
Account Number		ACTUAL 2007 / 2008	FINAL BUDGET 2008 / 2009	ACTUAL 2008 / 2009	ADOPTED BUDGET 2009 / 2010	AMENDED BUDGET 2009 / 2010	PROPOSED BUDGET 2010 / 2011
	Carryover funds from previous year	570,601	554,266	554,266	410,286	93,954	140,000
4105	Income - Other	664	2,000	110	500	500	0
4110	Income - Other (Transfer from HOT Fund)	75,000	0	0	30,000	30,000	0
4111	Income - Other (Transfer from Gen. Fund)	0	0	0	20,000	20,000	0
4112	Income - Walzem Rd. Grant	0	0	30,000	0	0	0
4113	Income - Corporate Donation	2,500	0	0	0	0	0
4115	Sales Tax	292,002	325,000	268,104	300,000	300,000	300,000
4301	Interest	16,748	15,000	3,979	4,500	1,500	500
4900	Proceeds from Capital Lease	0	0	0	0	0	0
	Total Current Revenues	386,914	342,000	302,193	355,000	352,000	300,500
	Total Available Funds	957,515	896,266	856,459	765,286	445,954	440,500
Salary and Related Expenses							
500-009	Salaries	153,118	142,846	136,832	160,680	165,024	0
500-010	Administrative Support - City Employees	4,687	11,300	11,264	10,000	10,000	20,000
500-011	Longevity	590	665	634	930	1,245	0
500-018	Education Pay	1,489	1,800	900	1,800	1,800	0
500-020	Overtime		600	553	0	900	1,000
500-030	Social Security	12,868	16,101	12,599	14,163	13,967	1,530
500-040	Health Insurance	9,962	8,888	7,285	13,308	13,327	0
500-050	Retirement	11,016	14,459	11,272	14,348	14,149	1,600
500-060	Workers Compensation	560	812	492	636	858	79
500-070	Unemployment Compensation	328	555	267	378	555	378
500-080	Contract Labor (Walzem Rd. Consultant)	0	0	0	0	0	0
500-095	Termination Payout (Restricted)	579	1,354	1,353	0	0	0
	Total Salary & Related Expense	195,197	199,380	183,451	216,243	221,825	24,587
Other Expenses							
500-100	Public Relations Fees	0	0	0	0	0	0
500-115	Mobile Telephone	1,514	2,700	2,832	1,800	2,800	0
500-120	Dues & Subscriptions	2,602	2,400	2,306	1,500	1,500	0
500-130	Training Only	4,129	4,000	3,715	4,000	4,000	0
500-132	Travel Only	4,778	1,450	1,408	3,000	3,000	0
500-135	Meals & Entertainment	4,479	3,050	3,002	4,000	4,000	2,000
500-200	Computer Maintenance	0	0	0	0	0	0
500-201	Website Maintenance	0	0	0	0	0	0
500-250	Legal Expenses	10,664	70,130	70,016	24,000	24,000	0
500-290	Audit	3,900	3,500	3,500	3,500	4,000	3,000
500-430	Supplies	5,638	4,000	3,960	5,800	5,800	500
500-510	Vehicle Lease-Director (Moved to Gen.Fund	4,678	0	0	0	0	0
500-510	Vehicle Allowance-Director	4,800	10,000	9,693	7,200	0	0
500-515	Health Expense Allowance-Director	3 600	3,600	3 600	3 600	3 600	0
500-540	Vehicle Fuel	563	200	173	2 500	2 500	0

Att. 4

Account Number		ACTUAL 2007 / 2008	FINAL BUDGET 2008 / 2009	ACTUAL 2008 / 2009	ADOPTED BUDGET 2009 / 2010	AMENDED BUDGET 2009 / 2010	PROPOSED BUDGET 2010 / 2011
500-590	Postage	758	1,000	774	1,000	1,000	250
500-630	Legal Advertising	63	350	0	350	350	250
500-640	Copier Usage	1,000	1,000	1,000	1,000	1,000	1,000
500-650	Walzem Rd.Grant Expenses	3,139	0	30,000	0	0	0
500-700	Contingencies	4,387	6,500	6,017	5,000	4,500	0
	Total Other Expense	**60,690**	**113,880**	**141,994**	**68,250**	**62,050**	**7,000**
	Total Operating Expenses	**255,887**	**313,260**	**325,445**	**284,493**	**283,875**	**31,587**
500-800	**Total EDC Projects**	**67,667**	**427,720**	**427,060**	**368,050**	**118,050**	**274,500**
500-810	**Capital Expense**						
	Computers/Upgrades	0	0	0	0		
	Records Mgmt System Lease Payment Contrib.	10,000	10,000	10,000	0	0	0
	EDC Dir. Vehicle - 2006 Ford Crown Vic	0	0	0	0	0	0
	Display Equipment (Projector,Laptop,Display Pan	1,343	0	0	0	0	0
	Building Office Space	68,352	0	0	0	0	0
					0	0	0
	TOTAL ALL EXPENSES	**403,249**	**750,980**	**762,505**	**652,543**	**401,925**	**306,087**
Excess Current Revenue Over Expenses		-16,335	-408,980	-460,312	-297,543	-49,925	-5,587
	Carryover funds to next year	554,266	145,286	93,954	112,743	44,029	134,413

Account Number		ACTUAL 2007 / 2008	FINAL BUDGET 2008 / 2009	ACTUAL 2008 / 2009	ADOPTED BUDGET 2009 / 2010	AMENDED BUDGET 2009 / 2010	PROPOSED BUDGET 2010 / 2011
	Approved EDC Projects						
	Public Relations						
	Entrances & Landscaping	0	100	0	100	100	1,000
	Windcrest Light Up Funding	10,582	8,500	8,409	8,500	8,500	4,000
	Buy Windcrest Bucks	0	0	0	2,500	2,500	1,000
	Business Directory & Map Guide	0	0	0	2,100	2,100	0
	Banners in Business District	2,205	3,600	3,587	2,100	2,100	0
	Commercial Road Improvements	0	0	0	0	0	0
	Commercial Leaseholder Development	0	0	0	10,000	20,000	1,000
	UTSA Architectural/Planning Support Projec	5,375	10,750	10,750	10,750	10,750	0
	Windfall Days	2,388	300	249	2,000	2,000	0
	LED Matrix Sign	0	0	0	0	0	0
	Project Castle	43,539	349,670	349,287	305,000	30,000	1,000
	Racker Road Projec (Restricted Funds)						265,000
	Public Relations	3,578	54,800	54,778	25,000	35,000	0
	Project Phoenix					5,000	1,500
	Total Approved EDC Projects	67,667	427,720	427,060	368,050	118,050	274,500
	Total EDC Projects	67,667	427,720	427,060	368,050	118,050	274,500

:ONOMIC DEVELOPMENT CORP

B C

% OF YEAR COMPLETED: 41.67

JES	PRIOR YEAR YTD BALANCE	AMENDED BUDGET	CURRENT PERIOD	YEAR TO DATE BALANCE	YEAR TO DATE ENCUMBERED	% OF BUDGET	BUDGET BALANCE
:05 INCOME - OTHER	0.00	500	0.00	0.00	0.00	0.00	500
:10 INCOME - OTHER (HOT)	12,500.00	30,000	0.00	0.00	0.00	0.00	30,000
:11 INCOME - OTHER (GEN.FUND)	10,000.00	20,000	0.00	0.00	0.00	0.00	20,000
:12 INCOME-WALZEM RD GRANT	0.00	0	0.00	0.00	0.00	0.00	0
:13 INCOME-CORPORATE DONATIONS	0.00	0	0.00	0.00	0.00	0.00	0
:15 SALES TAX (.25)	133,334.10	300,000	35,422.06	138,908.87	0.00	46.30	161,091
301 INTEREST	204.76	4,500	0.78	4.14	0.00	0.09	4,496
000 PROCEEDS FROM CAPITAL LEASE	0.00	0	0.00	0.00	0.00	0.00	0
REVENUES	156,038.86	355,000	35,422.84	138,913.01	0.00	39.13	216,087

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REVENUE & EXPENSE REPORT (UNAUDITED)

AS OF: FEBRUARY 28TH, 2011

:ONOMIC DEVELOPMENT CORP

% OF YEAR COMPLETED: 41.67

TMENTAL EXPENDITURES	PRIOR YEAR YTD BALANCE	AMENDED BUDGET	CURRENT PERIOD	YEAR TO DATE BALANCE	YEAR TO DATE ENCUMBERED	% OF BUDGET	BUDGET BALANCE
NERAL EXPENDITURES							
.IES & BENEFITS							
.00-009 SALARIES - EDC	64,006.30	168,324	3,605.54	41,639.14	0.00	24.74	126,685
.00-010 ADMINISTRATIVE EXPENSES	750.86	5,000	0.00	61.00	0.00	1.22	4,939
.00-011 EDC LONGEVITY	401.66	1,860	0.00	0.00	0.00	0.00	1,860
.00-018 EDC EDUCATION PAY	380.82	1,800	34.62	207.72	0.00	11.54	1,592
.00-020 EDC OVERTIME	112.28	750	0.00	56.06	0.00	7.47	694
.00-030 SOCIAL SECURITY-EDC	5,130.78	13,872	978.63	3,061.45	0.00	22.07	10,811
.00-040 HEALTH INSURANCE-EDC	4,827.12	17,338	(37.46)	313.75	0.00	1.81	17,024
.00-050 RETIREMENT-EDC	4,970.03	14,507	1,023.41	3,205.32	0.00	22.09	11,302
.00-060 WORKERS COMPENSATION-EDC	294.31	937	88.17	215.49	0.00	23.00	722
.00-070 UNEMPLOYMENT COMP.-EDC	12.12	672	0.00	0.00	0.00	0.00	672
500-080 CONTRACT LABOR	0.00	0	0.00	0.00	0.00	0.00	0
500-095 TERMINATION PAYOUT	0.00	0	9,014.00	10,607.87	0.00	0.00	(10,608)
:TAL SALARIES & BENEFITS	80,886.28	225,060	14,706.91	59,367.80	0.00	26.38	165,692
R EXPENSES							
500-100 PUBLIC RELATION FEES-GENE	0.00	0	0.00	0.00	0.00	0.00	0
500-115 MOBILE TELEPHONE	873.94	0	0.00	0.00	0.00	0.00	0
500-120 DUES & SUBSCRIPTIONS	585.72	1,200	0.00	345.00	0.00	28.75	855
500-130 TRAINING	1,895.14	3,000	0.00	(1,150.00)	0.00	38.33-	4,150
500-132 TRAVEL	520.33	3,000	0.00	270.80	0.00	9.03	2,729
500-135 MEALS & ENTERTAINMENT	1,111.41	3,000	0.00	35.50	0.00	1.18	2,965
-500-200 COMPUTER MAINTENANCE	0.00	0	0.00	41.71	0.00	0.00	(42)
-500-201 WEBSITE MAINTENANCE	0.00	0	0.00	0.00	0.00	0.00	0
-500-250 LEGAL EXPENSES	6,229.10	30,000	0.00	10,000.00	0.00	33.33	20,000
-500-290 AUDIT	3,500.00	4,000	0.00	0.00	0.00	0.00	4,000
-500-430 SUPPLIES	999.21	3,000	(379.74)	(276.82)	0.00	9.23-	3,277
-500-440 ELECTION EXPENSES	0.00	0	0.00	0.00	0.00	0.00	0
-500-510 VEHICLE EXPENSE-EDC	0.00	0	0.00	0.00	0.00	0.00	0
-500-515 HEALTH EXPENSE ALLOW-DIRE	1,523.06	3,600	138.46	830.76	0.00	23.08	2,769
-500-520 MOVING EXPENSE-DIRECTOR	0.00	0	0.00	0.00	0.00	0.00	0
-500-540 VEHICLE FUEL	85.37	1,000	0.00	26.00	0.00	2.60	974
-500-590 POSTAGE	84.50	250	0.00	0.00	0.00	0.00	250
-500-630 LEGAL ADVERTISING	0.00	250	0.00	0.00	0.00	0.00	250
-500-640 COPIER USAGE	416.65	1,000	0.00	0.00	0.00	0.00	1,000
-500-650 WALZEM RD GRANT EXPENSES	0.00	0	0.00	0.00	0.00	0.00	0
-500-700 CONTINGENCIES	2,094.27	3,000	0.00	937.05	0.00	31.24	2,063
TOTAL OTHER EXPENSES	19,918.70	56,300	(241.28)	11,060.00	0.00	19.64	45,240
ITAL EXPENSES							
-500-800 EDC PROJECTS	37,705.41	66,300	23.00	3,748.00	0.00	5.65	62,552
-500-810 CAPITAL EXPENSE	0.00	0	0.00	0.00	0.00	0.00	0
TOTAL CAPITAL EXPENSES	37,705.41	66,300	23.00	3,748.00	0.00	5.65	62,552

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ECONOMIC DEVELOPMENT CORP

% OF YEAR COMPLETED: 41.67

RTMENTAL EXPENDITURES	PRIOR YEAR YTD BALANCE	AMENDED BUDGET	CURRENT PERIOD	YEAR TO DATE BALANCE	YEAR TO DATE ENCUMBERED	% OF BUDGET	BUDGET BALANCE
R INCOME/EXPENSES							
500-900 PRIOR PERIOD ADJUSTMENT	0.00	0	0.00	0.00	0.00	0.00	0
OTAL OTHER INCOME/EXPENSES	0.00	0	0.00	0.00	0.00	0.00	0
AL 00-GENERAL EXPENDITURES	138,510.39	347,660	14,488.63	74,175.80	0.00	21.34	273,484
L EXPENDITURES	138,510.39	347,660	14,488.63	74,175.80	0.00	21.34	273,484
NUE OVER/(UNDER) EXPENDITURES	17,528.47	7,340	20,934.21	64,737.21	0.00	881.98	(57,397)

1 KK.

The Bill Payment Process

For most payments made by Texas state agencies (including state institutions of higher education), the Comptroller of Public Accounts plays the role of both the bank and the accountant. The Comptroller maintains a statewide accounting system that processes payments.

After a vendor provides goods or services to a state agency and the agency receives the vendor's invoice for those goods and services, the agency submits a voucher to the statewide accounting system. The voucher tells the computer whom to pay, how much to pay, what the payment is for, and which funds the agency wants to use to pay the bill. The agency also uses the voucher to tell the computer when to pay the bill. The Comptroller may not create or alter another agency's voucher in any way, and may not make a payment without a voucher.

Texas Identification Number

The statewide accounting system and certain other state databases use a "Texas Identification Number," called a TIN, to track and process all payments made to a vendor.

When a vendor contracts with a state agency, the vendor will need to provide a federal employer's identification number or Social Security number, whichever is applicable. The agency will determine if a unique 11-digit TIN has already been issued to the vendor. If a TIN has not been issued, the agency will process a request to assign a TIN. Each TIN has three components:

- A 1-digit prefix number
- A 9-digit number based on the Social Security number or federal employer's identification number
- A 1-digit self-check number

There are three digits following each TIN called a mail code. Each vendor should have only one TIN; however, a vendor can have multiple mail codes.

At least one mail code will be assigned to a vendor. The mail code represents a mailing address for payments to the vendor. A vendor may contact any agency to establish additional mail codes to represent different mailing addresses or direct deposit instructions. **If multiple mail codes are assigned to a TIN, be sure to include the appropriate mail code with the TIN on each invoice so the agencies will know where and how to send payment.**

Payment Options

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Vendors can choose whether they receive their state payments electronically (direct deposit) or in the form of a warrant (state check).

Payments by Direct Deposit

Direct deposit transactions are transmitted directly from the Comptroller's office to the vendor's financial institution.

Direct deposit offers considerable advantages over warrant payments to both the vendor and the state.

- Both the vendor and the state reduce costs because the process is paperless.
- Mail delays are eliminated because the money being transferred from the state to the vendor takes less time to transmit.
- The vendor's money earns more interest because payments are received faster.

More payment information available with direct deposit

More information about a payment can be transmitted to the vendor through direct deposit than with a warrant because the Comptroller's office makes direct deposit payments using an electronic format called "Corporate Trade Exchange" or CTX.

For example:

- A warrant has only 14 spaces for an invoice number while direct deposit offers up to 30 spaces.
- A warrant has only 30 spaces for a payment description while direct deposit offers 80 spaces.
- A warrant has space to list up to 8 invoices only while direct deposit offers up to 9,999 lines of detail.

The Comptroller transmits the payment with the additional information to the vendor's financial institution even if the vendor has not arranged to receive this information from the institution. If the vendor is interested in receiving the payment information transmitted with the payments, the vendor will need to notify the financial institution.

How to sign up for direct deposit

Vendors who are interested in receiving state payments faster through direct deposit need to:

1. Make sure a TIN has been assigned. If a TIN has not been assigned, ask the agency to process a request to assign a TIN with direct deposit instructions.
2. Fill out a "Vendor Direct Deposit Authorization" Form 74-176. The state does not charge any fees for processing a direct deposit request.

3. Submit the form to a state agency with whom the vendor is conducting business. If the vendor does business with multiple state agencies, submit the form to ***only one*** of the agencies.
4. Request all agencies with which the vendor does business to make payments by direct deposit. Contacting the agencies helps the agencies know to process the payment for direct deposit.
5. Include the mail code assigned for direct deposit with the TIN on all invoices.

Payments by Warrant

A state warrant is similar to a personal check and has a stub attached to its left side. The stub includes limited information that can help you identify what the payment is for. The stub includes the name of the agency that is making the payment and the telephone number to call for questions about the payment. Since one warrant may be created to cover more than one invoice, the stub also includes up to 8 lines of payment information. Invoice numbers (up to 14 spaces), brief descriptions, and payment amounts for the transactions that the warrant includes may be included on the stub. There might not be enough space on the stub to show payment information for all of the transactions covered by the warrant. The agency making the payment might include additional information in the envelope with a warrant.

After a state warrant is created at the Comptroller's office, the warrant is sent to the agency that owes the vendor. The agency then mails the warrant to the vendor.

When The State Can Pay

Texas has a law commonly called the "payment scheduling law." This law requires state agencies to schedule the timing of their payments so that the state receives the most benefit.

This means that state agencies are not allowed to pay vendors before the payments are actually due unless the invoice is less than $5,000 or the state has a business reason for paying early. For example, agencies are allowed to make early payments to vendors if the vendor and the agency already have an agreement to make a payment at a certain time, or if the vendor gives the agency a substantial discount for paying early.

When Payments Are Due

Texas' "prompt payment law" establishes when some types of payments are due. The law says that payments for goods and services are due 30 days after the goods are provided, the services completed, or a correct invoice is received, whichever is later. Here is an example:

A state agency ordered and received 50 chairs. No discount for early payment is offered. The chairs are received on January 3, 2009. The state agency receives a correct invoice for all 50 chairs on January 10, 2009. The payment is legally due on February 9, 2009, which is 30 days after the date that the agency received the invoice.

The agency may not pay for the chairs in the example above until February 9, 2009, because of the payment scheduling unless the invoice is less than $5,000 or the state has a business reason for paying early.

Interest Due on Late Payments

The prompt payment law also says that interest is due to a vendor for goods and services payments that are late. Interest starts accruing on goods and services payments on the first day that the payment is late. The law sets the rate that is to be used for the interest calculation.

If a payment for goods and services became late after Sept. 1, 1999, the statewide accounting system automatically computes and adds interest to the late payment. The vendor can determine whether interest was included in a payment by looking for the word "interest" on the last line of the warrant stub or within the direct deposit payment information. If interest was not paid and the vendor wishes to collect interest that is legally due under the prompt payment law, the vendor must submit a claim for that interest.

To submit a claim for interest due under the prompt payment law:

- The vendor submitting the claim for interest should contact the appropriate agency since procedures for filing claims for interest vary from agency to agency.
- The claim is submitted to the agency that paid the principal amount.
- The claim must be submitted not later than the sixth month after the date that the late payment is received.
- The vendor should be prepared to show the postmark date on the envelope for the warrant that was mailed, or banking information showing when the direct deposit transactions were received.

For more information, there are prompt payment and payment scheduling resources for understanding the prompt payment law. The vendor can also look up the prompt payment law in law books. See Texas Government Code, Chapter 2251.

Payments "On Hold"

State law prohibits the state making payments if the vendor:

- Owes a debt to the state
- Is delinquent in payment of certain taxes
- Is delinquent in repaying certain student loans
- Is delinquent in payment of certain types of child support

In such cases, the state will continue to process and create a payment but will not release it to the vendor until the vendor pays what is owed. Under certain circumstances, the law also authorizes the Comptroller to apply state payments against what is owed.

Easy Access Payment Information

The Comptroller's office currently provides vendors with two options for accessing payment information 7 days a week, 24 hours a day.

- State-to-Vendor Payment Information Website
- State-to-Vendor Fax on Demand System

State-to-Vendor Payment Information Website

For payments issued, the State-to-Vendor Payment Information website provides detailed payment information. The website is available from Payment Services for State Employees and Vendors. Under the heading 'For State Vendors', click on the State-to-Vendor Payment Information link to prompt a Main Menu screen that provides three options.

- Register for a Personal Identification Number (PIN)
- Login to Payments - PIN required (allows access to confidential and non-confidential payments)

State-to-Vendor Fax on Demand System

The Fax on Demand System provides detailed payment information for non-confidential vendor payments only. You can choose to receive information on the payments issued within the past 10, 20 or 30 days. All that is needed is a touch-tone telephone, a fax number where the payment information should be sent, and a TIN, EIN or SSN.

English (877) 570-0844 toll-free
(512) 936-3461 in Austin

Spanish (877) 570-0830 toll-free
(512) 936-3462 in Austin

Advance Payment Notification

Are you receiving payments by direct deposit? Advance Payment Notification lets you know a direct deposit payment has been processed one-business day before it posts to your bank account. You can choose to receive notifications by e-mail or fax, and whether or not to include payment remittance information.