



METRO

2000 S.W. First Avenue
Portland, OR 97201-5398
503/221-1646

Memorandum

DATE: July 24, 1991

TO: Jennifer Sims, Director of Finance and Management Information

FROM: Donald R. Cox, Jr., *DR* Manager of Accounting

RE: CHARTER COMMISSION TRANSACTION PROCESSING

My understanding is that Metro Accounting will provide transaction processing services for the Commission to include payroll and other expenditure processing. I understand Metro is to use our Tax Identification Number for processing payroll reports for the employees hired by the Commission.

I understand Metro was to advance up to \$100,000 to the Commission for funding of their activities. Metro is not obligated to spend any funds in excess of actual expenditures incurred by the Commission. All expenditures made on behalf of the Commission are to be paid from this advance. The accounting treatment requested to be used is one similar to the Western Council of Governments Conference deposit account. As such, the above transactions should all be coded to the following account:

610-000000-207200-00800 Due to Charter Commission

All invoices and payment authorizations must be coded by Commission staff to this account. Payroll amounts will be coded to the following account within the payroll system:

610-041400-510000-00800 Personal Services - Charter Commission *payroll*

610-041400-512XXX-00000 Fringe Benefits

Upon completion of the payroll, Accounting staff will prepare a journal entry for "Payroll 3" to remove the charges from the above personal services accounts to the Due to Charter Commission account. This procedure is required due to the Automatic Distribution Code requirements of the MGSII software.

Accounting staff will make a further entry to recognize a Metro expenditure in a Materials and Services account (Payment to Other Agency - account number 610-041400-528100-00800) as the above expenditures are incurred, reducing the balance of the Advances account (610-000000-124300-00800).

Charter Commission Accounting
July 24, 1991
Page 2

Attached is an example of the accounting requirements. In summary,
the Charter Commission staff need to know two account numbers:

Payroll	610-041400-510000-00800
All other expenses	610-000000-207200-00800

Metro Accounting will handle the balance of the transactions.

cc: Accounting Staff

a:charter

ACCOUNTING TRANSACTION Summary
CHARTER COMMISSION

① ORIGINAL ENTRY:

ADVANCES - CHARTER Comm.	\$ 100,000	
Due to Commission		\$ 100,000

To establish original balances for Charter Commission funds.

② Payroll Expenses

	\$ X,XXX	
Cash		\$ X,XXX

Payroll System printing for each payroll processed.

③ Due to Commission

	\$ X,XXX	
Payroll Expenses		\$ X,XXX

To record expenses against liability

④ Meter Exp - Payment to Other Agency

	\$ X,XXX	
Advances		\$ X,XXX

To recognize expenses paid to Commission towards \$100,000 limit.

⑤ Due to Commission

	\$ XXX	
Cash		\$ XXX

Meter FMS Printing of expenses processed for Commission.

⑥ Meter Exp - Payment to Other Agencies


	\$ XXX	
Advances		\$ XXX

Recognize on meter's records amounts paid for Commission.

Contract for lease of Data Processing Equipment

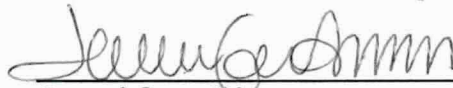
The monthly lease for all equipment (including Service contract charges) will be \$85.54.

Metro ISD will coordinate the UNISYS regular preventive maintenance referenced herein above and provide technical support to the Metro Committee staff at no charge. The Metro Committee will assume responsibility and pay for all equipment damage Metro ISD deems caused by misuse or abuse and provide or reimburse Metro at cost for all consumables required by the printer as needed including, Toner, Developer units, Drums and paper.



Janet Whitfield
Committee Administrator
Metro Charter Committee

_____ Date



Jennifer Sims
Director of Finance and
Management Information

8-15-91 _____ Date

lease.dp

Contract for lease of Data Processing Equipment

Beginning August 1, 1991, Metro Service District Information Systems Division, hereafter referred to as Metro ISD, will provide to the Metro Charter Committee, hereafter referred to as the Metro Committee, the use of two UNISYS personal computers (286 with hard disk, keyboard and monitor) and one Panasonic two tray laser printer for the Metro Committee staff to use for the duration of the Metro Committee activity.

Copies of Word Perfect Office 3.0 and Word Perfect 5.1 will be installed on the personal computers to be provided. Metro Service District retains the license for these software packages and the software is not to be removed or copied. Manuals for these software packages will be provided and must be returned to Metro ISD when this contract is terminated.

The two UNISYS personal computers are covered under a UNISYS service contract which costs \$13.60 each per month. The Metro Committee will reimburse the cost of this maintenance to Metro ISD in addition to the lease payments. This amount, \$27.20 (for two computers) will be paid for each month during the life of the contract.

The monthly lease payments will be for the following itemized costs based on a 5 year depreciation:

	Cost	Annual	Monthly
UNISYS PC	1,000.00	200.00	16.67
Service Contract		163.20	13.60
WP Office	90		N/C
Word Perfect	260		N/C
UNISYS PC	1,000.00	200.00	16.67
Service Contract		163.20	13.60
WP Office	90		N/C
Word Perfect	260		N/C
Panasonic Printer	1500	300.00	25.00
Monthly Lease			85.54

Letter of Agreement

This is a letter of agreement between the Metropolitan Service District and the Metro Charter Committee for the period of July 22, 1991 through November 30, 1991. During this period, the Metro Charter Committee will be occupying space within the Metropolitan Service District offices. Metro agrees to provide to the Charter Committee the following office services at the rates listed below.

POSTAGE - The Charter Committee will use the Metro postage meter in the Print Shop/Mail Room for mailings. Charter Committee staff will log postage use and costs in the postage log in accordance with established practice. Postage costs shall be established as actual cost from postage meter readings.

UPS DELIVERY - Outgoing UPS packages can be left for pick-up with Metro packages. Charter Committee staff will log packages left for pick-up in the UPS ticket book. UPS charges will be established as the charge on the weekly UPS invoice for Charter Committee packages.

TELEPHONE- Metro shall provide telephone service for local calls at no charge. Long distance costs will be established as the long distance charges from Metro's long distance carrier charged back to PIN number 560 which has been assigned to the Charter Committee.

FAX - Charter Committee may use the fax machines in the building for local outgoing and all incoming calls at no charge. Outgoing long distance fax calls will be sent using the PIN number 560, which will place such calls on the long distance phone bill.

PHOTOCOPYING - Charter Committee has been issued a copy card which will track numbers of copies made on self-service copy machines throughout the building. Copy service may be provided through the Print Shop for either Kodak duplicating service, or multi-lith copies, with the Print Shop operators logging all work done for the Charter Committee. Charter Committee shall pay the prevailing rate established for tenants at Metro, which is currently .05 cents per impression for all self-service copies, and Kodak duplicating copies; and .035 cents per impression for all multi-lith service.

2. Billings will be issued at the end of each quarter by the Finance & Management Information Accounting office, with the first billing beginning for the quarter July, August, September.

METRO CHARTER COMMITTEE



Date 8/16/91

METROPOLITAN SERVICE DISTRICT


19 AUG 91