


**Orange County
Vector Control District**

Memo

TO: Gerard Goedhart, District Manager
FROM: Kelly Price, Director of Administrative Services 
DATE: February 22, 2010
RE: February 18 Board Meeting – Trustee Dixon’s Warrant Register Inquires

At the Board of Trustees meeting on February 18, 2010, Trustee Dixon asked why there were multiple payments made to Guardian on the warrant register. The purpose of this memo is to address Trustee Dixon’s inquiry.

Guardian is the District’s provider for Life, Long-Term Disability (LTD), Accidental Death & Dismemberment (AD&D) and Dental Insurances. The District processes payroll every two weeks, and as a result also processes multiple payroll clearing checks each payroll period. These payroll clearing payments are made to payroll related benefit providers (i.e. Health, Vision, Guardian) every two weeks. These payroll clearing checks pay each provider for the employee portion of the respective benefit collected through payroll deductions from the previous pay period, as well as the district paid portion allotted to each employee (if applicable to that benefit.)

The two Guardian payments listed on the February 18, 2010 (check # 9297 and 9351) warrant register were for the two pay periods in January. The third Guardian payment (check # 9365) was for the month end reconciliation and LTD benefits. Staff will begin giving more detail regarding month end reconciliation and LTD payments on the March 18 warrant register.

Using the Guardian checks on the February warrant register as an example, listed below is more detail on the interpretation of the information shown on the register:

	Check No. 9297	Check Date: 01/05/2010		
	Vendor: Guard	Guardian		
<i>Denotes P/R</i>				
<i>Clearing Ck →</i>	PR Batch 1 1	2010 Life Ins ← <i>Employee Pd Portion</i>	01/04/2010	721.19
	PR Batch 1 1	2010 Life Ins Benefit ← <i>District Pd Portion</i>	01/04/2010	1,125.25
	PR Batch 1 1	2010 Dental Benefit ← <i>District Pd Portion</i>	01/04/2010	842.06
	PR Batch 1 1	2010 AD&D Benefit ← <i>District Pd Portion</i>	01/04/2010	129.01
	PR Batch 1 1	2010 AD&D ← <i>Employee Pd Portion</i>	01/04/2010	53.40
	PR Batch 1 1	2010 Dental ← <i>Employee Pd Portion</i>	01/04/2010	1,039.16
			Check Total:	3,910.07

(continued)

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Check No. 9351 Check Date: 01/20/2010
Vendor: Guard Guardian

Denotes P/R

<i>Clearing Ck →</i>	PR Batch 2	1	2010 AD&D	←Employee Pd Portion	01/19/2010	53.40
	PR Batch 2	1	2010 Life Ins	←Employee Pd Portion	01/19/2010	712.14
	PR Batch 2	1	2010 Dental	←Employee Pd Portion	01/19/2010	1,039.16
	PR Batch 2	1	2010 Dental Benefit	←District Pd Portion	01/19/2010	168.39
					Check Total:	1,973.09

Please let me know if there are additional questions concerning this matter.

Thank you.