



**Travis County Commissioners Court Agenda Request  
TRAVIS COUNTY HOUSING FINANCE CORPORATION**

**Meeting Date:** September 17, 2013

**Prepared By/Phone Number:** Andrea Shields, Manager/854-9116

**Elected/Appointed Official/Dept. Head:** Leslie Browder, County Executive, Planning and Budget/854-9106

**Commissioners Court Sponsor:** Samuel T. Biscoe, President

**AGENDA LANGUAGE:**

Consider and take appropriate action to approve payment of an invoice totaling \$325.00 from the Corporation's outside financial services provider.

**BACKGROUND/SUMMARY OF REQUEST AND ATTACHMENTS:**

See attached.

**ISSUES AND OPPORTUNITIES:** None.

**FISCAL IMPACT AND SOURCE OF FUNDING:** None.

**REQUIRED AUTHORIZATIONS:** Andrea Shields, Manager/854-9116;  
Leslie Browder, County Executive, Planning and Budget/854-9106

AGENDA REQUEST DEADLINE: All agenda requests and supporting materials must be submitted as a pdf to Cheryl Aker in the County Judge's office, [Cheryl.Aker@co.travis.tx.us](mailto:Cheryl.Aker@co.travis.tx.us) by Tuesdays at 5:00 p.m. for the next week's meeting.

Vickie Lynn Schubert  
2819 Salado St.  
Austin, TX 78705

September 3, 2013

**Services Provided in August 2013**

Invoice/Remittance # 1302

Detail:

8/12/2013	Do bank reconciliations. Prepare financial statements and supplemental schedules for the corporations.	3.25
8/28/2013	TBRA RSP - Create client invoices on QuickBooks, prepare rent and utility checks, submit related draws on TDHCA contract system, produce related file documentation	3.25
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Total hours worked		<u>6.5</u>
Hourly rate per contract		\$ 50
<b>Total amount due</b>		<u><u>\$ 325</u></u>

Please remit to address shown above.