

# TAKE CHARGE BOOKKEEPING, LLC

CALLIE D. IVERSEN, CPA

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December 7, 2020

South Dakota One Call  
Board of Directors

RE: Monthly Reports Packet

Please find enclosed the monthly financials for SDOC. Reports include:

- Statement of Revenues & Expenditures for the month just ended: This report shows totals, by account, of all income and expenditures for the current month.
- Statement of Revenues & Expenditures for the fiscal year to date: This report shows totals, by account, of all income and expenditures for the current fiscal year to date.
- Transaction Detail by Account: This report is a breakdown for the month of the revenues and expenditures into their respective accounts.
- Recap of fines collected and scholarships paid year-to-date.
- Budget vs Actual: This report shows you where you are at for the Year to Date compared with the annual budget.
- Bank Reconciliation.
- Cash Balance: \$1,137,481.57.

I have retained copies of the above reports for my records. Please let me know if you have any questions.

Sincerely,

  
Callie D. Iversen, CPA

**SOUTH DAKOTA ONE CALL**  
**Stmt of Revenues & Expenditures**  
**November 2020**

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	<u>Nov 20</u>
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
4299006 - Locate Fees	81,078.87
4391000 - Fines	6,200.00
<b>Total Income</b>	<u>87,278.87</u>
<b>Expense</b>	
<b>5204 - Contractual Services</b>	
52040880 - Consultant Fee Legal	5,370.27
52040980 - Consultant Fee, Mgmt	16,902.00
52041800 - Computer Svcs-State	57.85
52047400 - Bank/Lockbox Fees	200.00
52049680 - Other Contractual	59,837.26
<b>Total 5204 - Contractual Services</b>	<u>82,367.38</u>
<b>5205 Supplies</b>	
52050480 - Ed & Instr Supplies	2,321.69
<b>Total 5205 Supplies</b>	<u>2,321.69</u>
<b>Total Expense</b>	<u>84,689.07</u>
<b>Net Ordinary Income</b>	<u>2,589.80</u>
<b>Net Income</b>	<u><u>2,589.80</u></u>

**SOUTH DAKOTA ONE CALL**  
**Stmt of Revenues & Expenditures**  
 July through November 2020

	Jul - Nov 20
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
4299006 - Locate Fees	532,014.44
4391000 - Fines	19,200.00
4491000 - Interest	27,793.82
<b>Total Income</b>	579,008.26
<b>Expense</b>	
5101010 - Salaries & Benefits	811.03
<b>5204 - Contractual Services</b>	
52040280 - Dues/Membership Fees	5,500.00
52040880 - Consultant Fee Legal	5,370.27
52040980 - Consultant Fee, Mgmt	83,168.64
52041800 - Computer Svcs-State	294.62
52042000 - Central Services	1,347.54
52045180 - Rents Other	649.00
52047400 - Bank/Lockbox Fees	1,000.00
52049680 - Other Contractual	379,119.89
<b>Total 5204 - Contractual Services</b>	476,449.96
<b>5205 Supplies</b>	
52050280 - Office Supplies	309.27
52050480 - Ed & Instr Supplies	17,907.09
52053100 - Printing-State	5.32
52053580 - Postage	173.99
<b>Total 5205 Supplies</b>	18,395.67
<b>5206 - Sponsorships &amp; Grants</b>	
52060600 - Scholarships	7,500.00
<b>Total 5206 - Sponsorships &amp; Grants</b>	7,500.00
<b>Total Expense</b>	503,156.66
<b>Net Ordinary Income</b>	75,851.60
<b>Net Income</b>	75,851.60

**SOUTH DAKOTA ONE CALL  
Transaction Detail By Account  
November 2020**

Type	Date	Num	Adj	Name	Memo	Debit	Credit	Balance
<b>4299006 - Locate Fees</b>								
Sales Receipt	11/02/2020	C262...		LOCKBOX			7,768.04	7,768.04
Sales Receipt	11/02/2020	C262...		AT&T			186.90	7,954.94
Sales Receipt	11/03/2020	C262...		LOCKBOX			1.05	7,955.99
Sales Receipt	11/03/2020	C262...		Avangrid			1.05	7,957.04
Sales Receipt	11/04/2020	C262...		LOCKBOX			26.25	7,983.29
Sales Receipt	11/05/2020	C262...		LOCKBOX			2,170.00	10,153.29
Sales Receipt	11/05/2020	C262...		City of Orinda			16.80	10,170.09
Sales Receipt	11/06/2020	C262...		LOCKBOX			2,867.69	13,037.78
Sales Receipt	11/09/2020	C262...		LOCKBOX			1,024.31	14,062.09
Sales Receipt	11/10/2020	C262...		LOCKBOX			940.10	15,002.19
Sales Receipt	11/10/2020	C262...		LOCKBOX	Northern States		4,096.26	19,098.45
Sales Receipt	11/12/2020	C262...		LOCKBOX			922.53	20,020.98
Sales Receipt	11/12/2020	C262...		LOCKBOX	Oracle/CED Wfrnd Holding		1,572.97	21,593.95
Sales Receipt	11/13/2020	C262...		LOCKBOX			4.20	21,598.15
Sales Receipt	11/13/2020	C262...		LOCKBOX	Golden West Tele		3,315.90	25,149.25
Sales Receipt	11/16/2020	C262...		LOCKBOX			3,044.79	28,194.04
Sales Receipt	11/17/2020	C262...		LOCKBOX			336.77	28,530.81
Sales Receipt	11/18/2020	C262...		LOCKBOX	Avangrid		888.30	29,419.11
Sales Receipt	11/19/2020	C262...		LOCKBOX			2.10	29,421.21
Sales Receipt	11/20/2020	C262...		LOCKBOX			12,627.02	42,048.23
Sales Receipt	11/23/2020	C262...		LOCKBOX			177.73	42,225.96
Sales Receipt	11/24/2020	C262...		LOCKBOX			9,497.08	51,723.04
Sales Receipt	11/24/2020	C262...		LOCKBOX	SD Building & Grounds		35.00	51,758.04
Sales Receipt	11/24/2020	C262...		MDU			506.10	52,264.14
Sales Receipt	11/24/2020	C262...		MDU			2,356.20	54,620.34
Sales Receipt	11/25/2020	C262...		LOCKBOX			178.50	54,798.84
Sales Receipt	11/27/2020	C262...		LOCKBOX			6,107.36	60,906.20
Sales Receipt	11/27/2020	C262...		LOCKBOX			5,012.77	65,918.97
Sales Receipt	11/27/2020	C262...		MDU			12.60	65,931.57
Sales Receipt	11/27/2020	C262...		Midcontinent Communications			8,871.45	74,803.02
Sales Receipt	11/30/2020	C262...		LOCKBOX			6,275.85	81,078.87
Total 4299006 - Locate Fees						0.00	81,078.87	81,078.87
<b>4391000 - Fines</b>								
Sales Receipt	11/10/2020	C262...		FINES	Briggs OC19-015, Concrete Profe...		1,700.00	1,700.00
Sales Receipt	11/16/2020	C262...		FINES	Ecoscapes - OC19-016		1,000.00	2,700.00
Sales Receipt	11/16/2020	C262...		FINES	Dennis Forgey OC19-062		1,000.00	3,700.00
Sales Receipt	11/16/2020	C262...		FINES	Dowden Creative Const		500.00	4,200.00
Sales Receipt	11/30/2020	C262...		FINES	Second Nature Custom Landscape		2,000.00	6,200.00
Total 4391000 - Fines						0.00	6,200.00	6,200.00

**SOUTH DAKOTA ONE CALL**  
**Transaction Detail By Account**  
 November 2020

Type	Date	Num	Adj	Name	Memo	Debit	Credit	Balance
<b>5204 - Contractual Services</b>								
<b>52040880 - Consultant Fee Legal</b>								
Check	11/23/2020	26210...		May Adam Gerdes & Thompson		5,370.27		-5,370.27
Total 52040880 - Consultant Fee Legal						5,370.27	0.00	-5,370.27
<b>52040980 - Consultant Fee, Mgmt</b>								
Check	11/25/2020			Codi Gregg		6,902.00		-6,902.00
Check	11/25/2020			Larry Janes		10,000.00		-16,902.00
Total 52040980 - Consultant Fee, Mgmt						16,902.00	0.00	-16,902.00
<b>52041800 - Computer Svcs-State</b>								
Check	11/16/2020	dp110...		SD BIT	Lan & Tech Access Fees	57.85		-57.85
Total 52041800 - Computer Svcs-State						57.85	0.00	-57.85
<b>52047400 - Bank/Lockbox Fees</b>								
Check	11/20/2020	D262...		LockBox Fee		200.00		-200.00
Total 52047400 - Bank/Lockbox Fees						200.00	0.00	-200.00
<b>52049680 - Other Contractual</b>								
Check	11/15/2020	26210...		Take Charge Bookkeeping		975.00		-975.00
Check	11/15/2020	26210...		Texas Excavation	SD20-022	791.67		-1,766.67
Check	11/15/2020	26210...		Texas Excavation	SD20-023	58,070.59		-59,837.26
Total 52049680 - Other Contractual						59,837.26	0.00	-59,837.26
<b>Total 5204 - Contractual Services</b>								
						82,367.38	0.00	-82,367.38
<b>5205 Supplies</b>								
<b>52050480 - Ed &amp; Instr Supplies</b>								
Check	11/15/2020	PM10...		State of SD		71.69		-71.69
Check	11/20/2020	26210...		Digging Dangers/Center Stree...	Property Mgmt billing	2,250.00		-2,321.69
Total 52050480 - Ed & Instr Supplies						2,321.69	0.00	-2,321.69
Total 5205 Supplies						2,321.69	0.00	-2,321.69
<b>TOTAL</b>						<b>84,689.07</b>	<b>87,278.87</b>	<b>2,589.80</b>

SD One Call						
Recap of fines collected and scholarships granted						
Year-to-date	July	August	Sept	Oct	Nov	TOTAL
Fines collected	\$ 1,750.00	\$ 2,250.00	\$ 8,500.00	\$ 500.00	\$ 6,200.00	\$ 19,200.00
Scholarships granted	\$ 2,500.00	\$ 5,000.00	\$ -	\$ -	\$ -	\$ 7,500.00

**SOUTH DAKOTA ONE CALL**  
**Profit & Loss Budget vs. Actual**  
**July 2020 through June 2021**

	Jul '20 - Jun 21	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
4299006 - Locate Fees	532,014.44	0.00	532,014.44	100.0%
4391000 - Fines	19,200.00	0.00	19,200.00	100.0%
4491000 - Interest	27,793.82	0.00	27,793.82	100.0%
<b>Total Income</b>	<b>579,008.26</b>	<b>0.00</b>	<b>579,008.26</b>	<b>100.0%</b>
<b>Expense</b>				
5101010 - Salaries & Benefits	811.03	5,803.00	-4,991.97	14.0%
<b>5203 - Travel</b>				
52031000 - Lodging	0.00	0.00	0.00	0.0%
52031380 - Non-employment Trave	0.00	48,500.00	-48,500.00	0.0%
52032680 - OOS Air Comm Carrier	0.00	0.00	0.00	0.0%
52033380 - OOS Non-Emp Travel	0.00	0.00	0.00	0.0%
5203 - Travel - Other	0.00	0.00	0.00	0.0%
<b>Total 5203 - Travel</b>	<b>0.00</b>	<b>48,500.00</b>	<b>-48,500.00</b>	<b>0.0%</b>
<b>5204 - Contractual Services</b>				
52040180 - Subscriptions	0.00	0.00	0.00	0.0%
52040280 - Dues/Membership Fees	5,500.00	2,500.00	3,000.00	220.0%
52040380 - Leagl Doc Fees	0.00	350.00	-350.00	0.0%
52040880 - Consultant Fee Legal	5,370.27	60,000.00	-54,629.73	9.0%
52040980 - Consultant Fee, Mgmt	83,168.64	200,000.00	-116,831.36	41.6%
52041680 - Workshop Registratio	0.00	10,000.00	-10,000.00	0.0%
52041800 - Computer Svcs-State	294.62	300.00	-5.38	98.2%
52041980 - Comp Svcs-Private	0.00	0.00	0.00	0.0%
52042000 - Central Services	1,347.54	6,169.00	-4,821.46	21.8%
52043100 - Audit Svcs-State	0.00	0.00	0.00	0.0%
52043680 - Advertising Newspape	0.00	1,000.00	-1,000.00	0.0%
52044180 - Advertising Misc	0.00	5,000.00	-5,000.00	0.0%
52045180 - Rents Other	649.00	7,000.00	-6,351.00	9.3%
52045300 - Telecomm thru purcha	0.00	1,275.00	-1,275.00	0.0%
52045380 - Telecommunications	0.00	0.00	0.00	0.0%
52045900 - Insurance (00)	0.00	2,500.00	-2,500.00	0.0%
52047400 - Bank/Lockbox Fees	1,000.00	2,400.00	-1,400.00	41.7%
52049680 - Other Contractual	379,119.89	615,077.00	-235,957.11	61.6%
<b>Total 5204 - Contractual Services</b>	<b>476,449.96</b>	<b>913,571.00</b>	<b>-437,121.04</b>	<b>52.2%</b>
<b>5205 Supplies</b>				
52050280 - Office Supplies	309.27	0.00	309.27	100.0%
52050480 - Ed & Instr Supplies	17,907.09	22,000.00	-4,092.91	81.4%
52053100 - Printing-State	5.32			
52053280 - Printing Commercial	0.00	12,000.00	-12,000.00	0.0%
52053580 - Postage	173.99	5,000.00	-4,826.01	3.5%
52053780 - Clothing	0.00	1,500.00	-1,500.00	0.0%
52053980 - Foodstuffs	0.00	2,600.00	-2,600.00	0.0%
<b>Total 5205 Supplies</b>	<b>18,395.67</b>	<b>43,100.00</b>	<b>-24,704.33</b>	<b>42.7%</b>
<b>5206 - Sponsorships &amp; Grants</b>				
52060600 - Scholarships	7,500.00	20,000.00	-12,500.00	37.5%
<b>Total 5206 - Sponsorships &amp; Grants</b>	<b>7,500.00</b>	<b>20,000.00</b>	<b>-12,500.00</b>	<b>37.5%</b>
<b>Total Expense</b>	<b>503,156.66</b>	<b>1,030,974.00</b>	<b>-527,817.34</b>	<b>48.8%</b>
<b>Net Ordinary Income</b>	<b>75,851.60</b>	<b>-1,030,974.00</b>	<b>1,106,825.60</b>	<b>-7.4%</b>
<b>Net Income</b>	<b>75,851.60</b>	<b>-1,030,974.00</b>	<b>1,106,825.60</b>	<b>-7.4%</b>

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12/07/20

**SOUTH DAKOTA ONE CALL**  
**Reconciliation Summary**  
3128 Fund Balance, Period Ending 11/30/2020

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	<u>Nov 30, 20</u>
Beginning Balance	1,129,292.12
Cleared Transactions	
Checks and Payments - 7 items	-70,166.80
Deposits and Credits - 27 items	92,878.52
Total Cleared Transactions	<u>22,711.72</u>
Cleared Balance	<u><u>1,152,003.84</u></u>
Uncleared Transactions	
Checks and Payments - 3 items	-14,522.27
Total Uncleared Transactions	<u>-14,522.27</u>
Register Balance as of 11/30/2020	<u><u>1,137,481.57</u></u>
Ending Balance	1,137,481.57



**SOUTH DAKOTA ONE CALL**  
**Reconciliation Detail**  
**3128 Fund Balance, Period Ending 11/30/2020**

Type	Date	Num	Name	Clr	Amount	Balance
<b>Beginning Balance</b>						1,129,292.12
<b>Cleared Transactions</b>						
<b>Checks and Payments - 7 Items</b>						
Check	11/15/2020	26210...	Texas Excavation	X	-58,070.59	-58,070.59
Check	11/15/2020	26210...	Take Charge Bookk...	X	-975.00	-59,045.59
Check	11/15/2020	26210...	Texas Excavation	X	-791.67	-59,837.26
Check	11/15/2020	PM10...	State of SD	X	-71.69	-59,908.95
Check	11/16/2020	dp110...	SD BIT	X	-57.85	-59,966.80
Check	11/20/2020	D2621...	LockBox Fee	X	-200.00	-60,166.80
Check	11/25/2020	DB	Larry Janes	X	-10,000.00	-70,166.80
Total Checks and Payments					-70,166.80	-70,166.80
<b>Deposits and Credits - 27 Items</b>						
Deposit	11/01/2020			X	44.45	44.45
Deposit	11/01/2020			X	171.15	215.60
Deposit	11/01/2020			X	5,384.05	5,599.65
Deposit	11/02/2020			X	7,954.94	13,554.59
Deposit	11/03/2020			X	1.05	13,555.64
Deposit	11/03/2020			X	1.05	13,556.69
Deposit	11/04/2020			X	26.25	13,582.94
Deposit	11/05/2020			X	2,186.80	15,769.74
Deposit	11/06/2020			X	2,867.69	18,637.43
Deposit	11/09/2020			X	1,024.31	19,661.74
Deposit	11/10/2020			X	940.10	20,601.84
Deposit	11/10/2020			X	1,700.00	22,301.84
Deposit	11/10/2020			X	4,096.26	26,398.10
Deposit	11/12/2020			X	2,499.70	28,897.80
Deposit	11/13/2020			X	3,551.10	32,448.90
Deposit	11/16/2020			X	2,500.00	34,948.90
Deposit	11/16/2020			X	3,044.79	37,993.69
Deposit	11/17/2020			X	336.77	38,330.46
Deposit	11/18/2020			X	890.40	39,220.86
Deposit	11/19/2020			X	12,627.02	51,847.88
Deposit	11/20/2020			X	177.73	52,025.61
Deposit	11/23/2020			X	9,497.08	61,522.69
Deposit	11/24/2020			X	3,075.80	64,598.49
Deposit	11/25/2020			X	6,107.36	70,705.85
Deposit	11/27/2020			X	13,896.82	84,602.67
Deposit	11/30/2020			X	2,000.00	86,602.67
Deposit	11/30/2020			X	6,275.85	92,878.52
Total Deposits and Credits					92,878.52	92,878.52
Total Cleared Transactions					22,711.72	22,711.72
Cleared Balance					22,711.72	1,152,003.84
<b>Uncleared Transactions</b>						
<b>Checks and Payments - 3 items</b>						
Check	11/20/2020	26210...	Digging Dangers/Ce...		-2,250.00	-2,250.00
Check	11/23/2020	26210...	May Adam Gerdes ...		-5,370.27	-7,620.27
Check	11/25/2020	DB	Codi Gregg		-6,902.00	-14,522.27
Total Checks and Payments					-14,522.27	-14,522.27
Total Uncleared Transactions					-14,522.27	-14,522.27
Register Balance as of 11/30/2020					8,189.45	1,137,481.57
<b>Ending Balance</b>					<b>8,189.45</b>	<b>1,137,481.57</b>

AGENCY: 26 NOT ON TM700 FILE  
BUDGET UNIT: 2620 ONE CALL NOTIFICATION BOARD - INFO

COMPANY	CENTER	ACCOUNT	BALANCE	DR/CR	CENTER DESCRIPTION
3128	2620000882	1140000	1,152,003.84	DR	SD ONE CALL NOTIFICATION FUND
COMPANY/SOURCE TOTAL 3128 882			1,152,003.84	DR *	
COMP/BUDG UNIT TOTAL 3128 2620			1,152,003.84	DR **	
BUDGET UNIT TOTAL 2620			1,152,003.84	DR ***	
AGENCY TOTAL 26			4,413,032.99	DR ****	