**MEMORANDUM**

**DATE**: 12/16/21

**TO**: CT Evaluation Committee

**FROM**: Lisa Skumatz / SERA Team

**SUBJECT**: December 2021 invoices for SERA Team for approval

Attached is the 2-part SERA Team invoice for December 2021. Through December 15 is an actual invoice, and the last half of the month represents our projected costs (with any possible true-up needed occurring with the January invoice). December was quite a busy month (Evaluation Plan), and with work on the Research Area RFP. The final invoice does not exceed our budget for the year.

For your immediate approval – November invoice attached below.

* Invoice for January 2021: $35,647.50; 92% of year remaining, 89% of budget remaining.
* Invoice for February 2021: $33,311.50; 83% of year remaining, 79% of budget remaining.
* Invoice for March 2021: $39,542.75; 75% of year remaining; 67% of budget remaining.
* Invoice for April 2021: $33,761.75; 67% of year remaining; 64% of budget\* remaining.
* Invoice for May 2021: $36,652.75; 58% of year remaining; 56% of budget\* remaining.
* Invoice for June 2021: $51,682.00; 50% of year remaining; 42% of budget\* remaining.
* Invoice for July 2021: $28,793.65; 42% of year remaining; 35% of budget\* remaining.
* Invoice for August 2021: $24,807.00; 33% of year remaining; 29% of budget\* remaining.
* Invoice for September 2021: $22,761.25; 25% of year remaining; 23% of budget\* remaining.
* Invoice for October 2021: $27,899.75; 17% of year remaining; 16% of budget\* remaining.
* Invoice for November 2021: $40,107.50; 8% of year remaining; 6% of budget\* remaining.
* Invoice for December 1-15, 2021: $16,147.00; 4% of year remaining, 2% of budget\* remaining.
* Invoice for December 16-31, 2021: $6,855.60; 0% of year remaining; 0% of budget\* remaining.

*Note: (\*)Budget was augmented by $69K (from $329K to $398K) in April meeting.*



