

Urbana Adult Education  
February 11, 2014 through March 12, 2014

Bank Transfers from Adult Education to Urbana School District Consolidated:

<u>Date</u>	<u>Description</u>	<u>Amount</u>
2/13/14	2/14 Payroll	28,366.97
2/27/14	2/28 Payroll	30,458.48

Bank Transfer from Accounts Payable to Imprest Fund to Replenish:

2/28/14		2,351.50
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Attached computer generated check reports:

Checks 1327-1343 March Bills	<u>17,008.86</u>
Total Accounts Payable	19,360.36
Total Payroll	<u>58,825.45</u>
Grand Total	<u>78,185.81</u>

The preceding list of Accounts Payable in the amount of \$19,360.36 is approved by the Board of Education, Urbana School District 116 on March 18, 2014.

The Payroll in the amount of \$58,825.45 is approved by the Board of Education, Urbana School District 116 on March 18, 2014.

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*President*

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*Secretary*

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*Director of Business and Financial Services*

VENDOR	INVOICE	INVOICE	AMOUNT	PO ACCOUNT			CHECK
	NUMBER	DESCRIPTION		NUMBER	NUMBER	NUMBER	
ABSOPURE WATER CO.	83103710	Classroom Water	10.00	0	92E000 2540 3900 35 381342	1327	
AT&T	217 337-4987 93	Telephone	27.00	0	92E000 2540 3430 35 381342	1328	
CDS LEASING	March	March copier lease #14/60	99.66	0	92E000 1310 3240 35 010000	1329	
CDS LEASING	March	March copier lease #14/60	83.47	0	92E000 1310 3240 35 030000	1329	
CDS LEASING	March	March copier lease #14/60	48.16	0	92E000 1310 3240 35 040000	1329	
CDS LEASING	March	March copier lease #14/60	11.08	0	92E000 2320 3240 35 010000	1329	
CDS LEASING	March	March copier lease #14/60	9.28	0	92E000 2320 3240 35 030000	1329	
CDS LEASING	March	March copier lease #14/60	5.35	0	92E000 2320 3240 35 040000	1329	
CDS OFFICE TECHNOLOGIES	0835419	Copier use	86.91	0	92E000 1310 3240 35 010000	1330	
CDS OFFICE TECHNOLOGIES	0835419	Copier use	72.79	0	92E000 1310 3240 35 030000	1330	
CDS OFFICE TECHNOLOGIES	0835419	Copier use	42.00	0	92E000 1310 3240 35 040000	1330	
CDS OFFICE TECHNOLOGIES	0835419	Copier use	9.66	0	92E000 2320 3240 35 010000	1330	
CDS OFFICE TECHNOLOGIES	0835419	Copier use	8.09	0	92E000 2320 3240 35 030000	1330	
CDS OFFICE TECHNOLOGIES	0835419	Copier use	4.65	0	92E000 2320 3240 35 040000	1330	
CLARK, DONNA	IACEA	IACEA conference travel	42.97	0	92E000 2210 3320 35 010000	1331	
CLARK, DONNA	IACEA	IACEA conference travel	35.99	0	92E000 2210 3320 35 030000	1331	
CLARK, DONNA	IACEA	IACEA conference travel	20.75	0	92E000 2210 3320 35 040000	1331	
DILLMAN, SHARON	Feb/Mar mileage	Feb/Mar mileage clinical in Gifford	246.40	0	92E000 2210 3320 35 030000	1332	
HAND, PHYLLIS	Staff Mtg	Staff meeting 11/8/13	5.36	0	92E000 2210 3320 35 010000	1333	
HAND, PHYLLIS	Staff Mtg	Staff meeting 11/8/13	4.49	0	92E000 2210 3320 35 030000	1333	
HAND, PHYLLIS	Staff Mtg	Staff meeting 11/8/13	2.58	0	92E000 2210 3320 35 040000	1333	
KAPLAN, KAREN	WIA tutoring	WIA student tutoring for CNA certification exam	426.14	0	92E000 1333 4140 35 684421	1334	
MANIATES, KATHY	TESOL conf	TESOL conf	62.00	0	92E000 2210 3320 35 494620	1335	
RAMIREZ, JOANNE	Meeting mileage	Meeting 11/8 emerg. proc.	29.49	0	92E000 2210 3320 35 494620	1336	
ROTH, NANCY	Feb Mileage	Clinical mileage 2/20	6.86	0	92E000 2210 3320 35 030000	1337	
ROTH, NANCY	Feb Mileage	Clinical mileage 2/20	0.98	0	92E000 2210 3320 35 040000	1337	
ROTH, NANCY	March mileage	Clinical mileage 3/4-5	13.72	0	92E000 2210 3320 35 030000	1337	
ROTH, NANCY	March mileage	Clinical mileage 3/4-5	1.96	0	92E000 2210 3320 35 040000	1337	
SECURITY DOOR & HARDWARE CO	44472	Strike plate hardware for Arlene's door	16.00	0	92E000 2540 3230 35 381342	1338	
SUTHERLAND, CAROL	Feb mileage	Feb mileage	10.86	0	92E000 1333 3320 35 684421	1339	
TRICE, KATHLEEN	Feb/Mar mileage	Clinical mileage Feb/Mar, Gifford	194.04	0	92E000 2210 3320 35 030000	1340	
TRICE, KATHLEEN	Feb/Mar mileage	Clinical mileage Feb/Mar, Gifford	27.72	0	92E000 2210 3320 35 040000	1340	
URBANA SCHOOL DISTRICT #116	Audit	FY13 Audit	1,367.25	0	92E000 2320 3170 35 010000	1341	
URBANA SCHOOL DISTRICT #116	Audit	FY13 Audit	1,145.14	0	92E000 2320 3170 35 030000	1341	
URBANA SCHOOL DISTRICT #116	Audit	FY13 Audit	660.61	0	92E000 2320 3170 35 040000	1341	
URBANA SCHOOL DISTRICT #116	Ice Melt from M	Ice Melt from Maint	16.80	0	92E000 2540 4130 35 381342	1341	
URBANA SCHOOL DISTRICT #116	Print Shop Jan	Print Shop Jan	110.76	0	92E000 1310 4110 35 010000	1341	
URBANA SCHOOL DISTRICT #116	Print Shop Jan	Print Shop Jan	92.77	0	92E000 1310 4110 35 030000	1341	

VENDOR	INVOICE		AMOUNT	PO ACCOUNT			CHECK NUMBER
	NUMBER	DESCRIPTION		NUMBER	NUMBER	NUMBER	
URBANA SCHOOL DISTRICT #116	Print Shop Jan	Print Shop Jan	53.51	0	92E000 1310 4110 35 040000	1341	
URBANA SCHOOL DISTRICT #116	Print Shop Feb	Print Shop Feb	9.78	0	92E000 1310 4110 35 010000	1341	
URBANA SCHOOL DISTRICT #116	Print Shop Feb	Print Shop Feb	8.19	0	92E000 1310 4110 35 030000	1341	
URBANA SCHOOL DISTRICT #116	Print Shop Feb	Print Shop Feb	4.73	0	92E000 1310 4110 35 040000	1341	
URBANA SCHOOL DISTRICT #116	Telephone Jan	Telephone Jan	110.03	0	92E000 2540 3430 35 381342	1341	
URBANA SCHOOL DISTRICT #116	Telephone Feb	Telephone Feb	104.40	0	92E000 2540 3430 35 381342	1341	
URBANA SCHOOL DISTRICT #116	Utility Charges	Utility Charges	354.15	0	92E000 2540 3710 35 381342	1341	
URBANA SCHOOL DISTRICT #116	Utility Charges	Utility Charges	577.27	0	92E000 2540 3960 35 381342	1341	
URBANA SCHOOL DISTRICT #116	Utility Charges	Utility Charges	291.01	0	92E000 2540 3960 35 381342	1341	
URBANA SCHOOL DISTRICT #116	Warehouse	Paper	108.84	0	92E000 1310 4110 35 010000	1341	
URBANA SCHOOL DISTRICT #116	Warehouse	Paper	91.16	0	92E000 1310 4110 35 030000	1341	
URBANA SCHOOL DISTRICT #116	Warehouse	Paper	52.61	0	92E000 1310 4110 35 040000	1341	
URBANA SCHOOL DISTRICT #116	Warehouse	Paper	36.09	0	92E000 1333 4110 35 684421	1341	
URBANA SCHOOL DISTRICT #116	Warehouse	Paper	72.17	0	92E000 1361 4110 35 494620	1341	
URBANA SCHOOL DISTRICT #116	Pcard1	Doorbell/batteries	16.44	0	92E000 2540 3230 35 381342	1341	
URBANA SCHOOL DISTRICT #116	Pcard2	Am Civics books	47.96	0	92E000 1361 4110 35 494620	1341	
URBANA SCHOOL DISTRICT #116	Pcard3	Doorbells, 1 returned	22.94	0	92E000 2540 3230 35 381342	1341	
URBANA SCHOOL DISTRICT #116	Pcard4	SAT registration Kyoung Eo	21.98	0	92E000 2210 3320 35 010000	1341	
URBANA SCHOOL DISTRICT #116	Pcard4	SAT registration Kyoung Eo	18.41	0	92E000 2210 3320 35 030000	1341	
URBANA SCHOOL DISTRICT #116	Pcard4	SAT registration Kyoung Eo	10.61	0	92E000 2210 3320 35 040000	1341	
URBANA SCHOOL DISTRICT #116	Pcard5	Name plates	8.10	0	92E000 2320 4150 35 010000	1341	
URBANA SCHOOL DISTRICT #116	Pcard5	Name plates	6.78	0	92E000 2320 4150 35 030000	1341	
URBANA SCHOOL DISTRICT #116	Pcard5	Name plates	3.92	0	92E000 2320 4150 35 040000	1341	
URBANA SCHOOL DISTRICT #116	Pcard6	Postage, mail audit, stamps	121.77	0	92E000 2320 3410 35 010000	1341	
URBANA SCHOOL DISTRICT #116	Pcard6	Postage, mail audit, stamps	101.99	0	92E000 2320 3410 35 030000	1341	
URBANA SCHOOL DISTRICT #116	Pcard6	Postage, mail audit, stamps	58.84	0	92E000 2320 3410 35 040000	1341	
URBANA SCHOOL DISTRICT #116	Pcard7	Workshop registration	10.77	0	92E000 2210 3320 35 010000	1341	
URBANA SCHOOL DISTRICT #116	Pcard7	Workshop registration	9.02	0	92E000 2210 3320 35 030000	1341	
URBANA SCHOOL DISTRICT #116	Pcard7	Workshop registration	5.21	0	92E000 2210 3320 35 040000	1341	
URBANA SCHOOL DISTRICT #116	Pcard8	Staff lunch 1/23 meeting	50.00	0	92E000 0000 4000 35 000000	1341	
URBANA SCHOOL DISTRICT #116	Pcard9	Inservice refreshments 1/16	43.98	0	92E000 0000 4000 35 000000	1341	
URBANA SCHOOL DISTRICT 116 UAE PAYR	Benefits 2/14	Benefits 2/14	2,608.26	0	92L000 4540 0000 00 000000	1342	
URBANA SCHOOL DISTRICT 116 UAE PAYR	Benefits 2/14	Benefits 2/14	1,649.42	0	92L000 4570 0000 00 000000	1342	
URBANA SCHOOL DISTRICT 116 UAE PAYR	Benefits 2/14	Benefits 2/14	385.76	0	92L000 4580 0000 00 000000	1342	
URBANA SCHOOL DISTRICT 116 UAE PAYR	Benefits 2/28	Benefits 2/28	2,669.75	0	92L000 4540 0000 00 000000	1342	
URBANA SCHOOL DISTRICT 116 UAE PAYR	Benefits 2/28	Benefits 2/28	1,778.40	0	92L000 4570 0000 00 000000	1342	
URBANA SCHOOL DISTRICT 116 UAE PAYR	Benefits 2/28	Benefits 2/28	415.91	0	92L000 4580 0000 00 000000	1342	
YOUNG, CHARLES	Feb/Mar mileage	Feb/Mar mileage thru 3/4	8.96	0	92E000 1333 3320 35 684421	1343	

<u>VENDOR</u>	<u>INVOICE</u> <u>NUMBER</u>	<u>INVOICE</u> <u>DESCRIPTION</u>	<u>AMOUNT</u>	<u>PO ACCOUNT</u> <u>NUMBER</u>	<u>PO ACCOUNT</u> <u>NUMBER</u>	<u>CHECK</u> <u>NUMBER</u>
		Totals for checks	17,008.86			

FUND SUMMARY

FUND	DESCRIPTION	BALANCE SHEET	REVENUE	EXPENSE	TOTAL
92	ADULT ED	9,507.50	0.00	7,501.36	17,008.86
***	Fund Summary Totals ***	9,507.50	0.00	7,501.36	17,008.86

\*\*\*\*\* End of report \*\*\*\*\*

Urbana School District 116 - Urbana Adult Education  
 Imprest Disbursements Report  
 For Month Ended February 28, 2014

Balance from January 31, 2014 Report	4,000.00
Replenish transfer from Accounts Payable 2/28	2,351.50
Available Balance	6,351.50
January Disbursements	<u>2,351.50</u>
Bank Reconciliation Figure, February 28, 2014	<u><u>4,000.00</u></u>

Check	Vendor	Account	Amount	Description
1384	Carle Occupational Medicine	92E000 1333 4140 35 684421	45.00	WIA CNA student drug test
1385	Carle Occupational Medicine	92E000 1333 4140 35 684421	45.00	WIA CNA student drug test
1386	Carle Occupational Medicine	92E000 1333 4140 35 684421	45.00	WIA CNA student drug test
1387	Carle Occupational Medicine	92E000 1333 4140 35 684421	45.00	WIA CNA student drug test
1388	L.A. Gourmet Catering	92E000 0000 4000 35 000000	142.50	Area Planning Council lunches
1389	Lincoln Land Community College	92E000 2210 3320 35 030000 92E000 2210 3320 35 040000	90.00	CNA Instructor Conf. Regist.
	81.90			
	8.10			
1390	Carle Occupational Medicine	92E000 1400 4110 35 030000	44.00	CNA Student TB part 2 re-do
1391	Janai Harris	92E000 0000 3000 35 000000	250.00	Grant writing assistance
1392	C-U MTD	92E000 2550 3310 35 780000	200.00	Student Bus Tokens
1393	IACEA	92E000 2210 3320 35 010000 92E000 2210 3320 35 030000 92E000 2210 3320 35 040000	1,445.00	Conference Registrations & Memberships
	622.65			
	521.50			
	300.85			
			<u>2,351.50</u>	