

Urbana Adult Education

February 8, 2013 through April 8, 2013 (*March was Spring Break*)

Bank Transfers from Adult Education Accounts Payable to Urbana School District Payroll:

<u>Date</u>	<u>Description</u>	<u>Amount</u>
2/15/13	2/15 Regular Payroll	33,220.53
2/28/13	2/28 Regular Payroll	31,837.10
3/15/13	3/15 Regular Payroll	32,095.45
3/28/13	3/28 Regular Payroll	32,152.53

Bank Transfers from Accounts Payable to Imprest Fund to Replenish:

2/27/13	February	132.00
3/27/13	March	90.00

Attached computer generated check reports:

Checks 1204-1210 March Bills	21,948.96
Checks 1211-1217 April Bills	<u>263,429.34</u>
Total Accounts Payable	<u>285,600.30</u>
Total Payroll	<u>129,305.61</u>
Grand Total	<u>414,905.91</u>

The preceding list of Accounts Payable in the amount of \$285,600.30 is approved by the Board of Education, Urbana School District 116 on April 16, 2013. (Includes \$250,000 Interfund Loan Payment to The Payroll in the amount of \$129,305.61 is approved by the Board of Education, Urbana School District 116 on April 16, 2013.

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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	NUMBER	NUMBER		
ABSOPURE WATER CO.	82707591	Classroom Water	10.00	0	92E000	2540	3900	35	381342	1204
AT&T	217337498702	Phone	26.01	0	92E000	2540	3430	35	381342	1205
CDS LEASING	16909239	Copier lease payment #1/60; Feb	104.09	0	92E000	1310	3240	35	010000	1206
CDS LEASING	16909239	Copier lease payment #1/60; Feb	69.39	0	92E000	1310	3240	35	030000	1206
CDS LEASING	16909239	Copier lease payment #1/60; Feb	57.83	0	92E000	1310	3240	35	040000	1206
CDS LEASING	16909239	Copier lease payment #1/60; Feb	11.57	0	92E000	2320	3240	35	010000	1206
CDS LEASING	16909239	Copier lease payment #1/60; Feb	7.71	0	92E000	2320	3240	35	030000	1206
CDS LEASING	16909239	Copier lease payment #1/60; Feb	6.41	0	92E000	2320	3240	35	040000	1206
CDS LEASING	17274468	Copier Lease payment #2/60; March	109.29	0	92E000	1310	3240	35	010000	1206
CDS LEASING	17274468	Copier Lease payment #2/60; March	72.86	0	92E000	1310	3240	35	030000	1206
CDS LEASING	17274468	Copier Lease payment #2/60; March	60.72	0	92E000	1310	3240	35	040000	1206
CDS LEASING	17274468	Copier Lease payment #2/60; March	12.14	0	92E000	2320	3240	35	010000	1206
CDS LEASING	17274468	Copier Lease payment #2/60; March	8.10	0	92E000	2320	3240	35	030000	1206
CDS LEASING	17274468	Copier Lease payment #2/60; March	6.74	0	92E000	2320	3240	35	040000	1206
CDS OFFICE TECHNOLOGIES	0757349	Copier Usage	63.77	0	92E000	1310	3240	35	010000	1207
CDS OFFICE TECHNOLOGIES	0757349	Copier Usage	42.51	0	92E000	1310	3240	35	030000	1207
CDS OFFICE TECHNOLOGIES	0757349	Copier Usage	35.43	0	92E000	1310	3240	35	040000	1207
CDS OFFICE TECHNOLOGIES	0757349	Copier Usage	7.09	0	92E000	2320	3240	35	010000	1207
CDS OFFICE TECHNOLOGIES	0757349	Copier Usage	4.72	0	92E000	2320	3240	35	030000	1207
CDS OFFICE TECHNOLOGIES	0757349	Copier Usage	3.93	0	92E000	2320	3240	35	040000	1207
CDS OFFICE TECHNOLOGIES	0750867	Copier usage	37.24	0	92E000	1310	3240	35	010000	1207
CDS OFFICE TECHNOLOGIES	0750867	Copier usage	24.83	0	92E000	1310	3240	35	030000	1207
CDS OFFICE TECHNOLOGIES	0750867	Copier usage	20.69	0	92E000	1310	3240	35	040000	1207
CDS OFFICE TECHNOLOGIES	0750867	Copier usage	4.14	0	92E000	2320	3240	35	010000	1207
CDS OFFICE TECHNOLOGIES	0750867	Copier usage	2.76	0	92E000	2320	3240	35	030000	1207
CDS OFFICE TECHNOLOGIES	0750867	Copier usage	2.30	0	92E000	2320	3240	35	040000	1207
CDS OFFICE TECHNOLOGIES	0750630	Copier use	52.96	0	92E000	1310	3240	35	010000	1207
CDS OFFICE TECHNOLOGIES	0750630	Copier use	35.31	0	92E000	1310	3240	35	030000	1207
CDS OFFICE TECHNOLOGIES	0750630	Copier use	29.42	0	92E000	1310	3240	35	040000	1207
CDS OFFICE TECHNOLOGIES	0750630	Copier use	5.88	0	92E000	2320	3240	35	010000	1207
CDS OFFICE TECHNOLOGIES	0750630	Copier use	3.92	0	92E000	2320	3240	35	030000	1207
CDS OFFICE TECHNOLOGIES	0750630	Copier use	3.28	0	92E000	2320	3240	35	040000	1207
CITY OF URBANA	Apr/May lot 25	Apr/May lot 25 parking	1,600.00	0	92E000	2540	3200	35	381342	1208
URBANA SCHOOL DISTRICT #116	IMRF 2/15	IMRF 2/15	1,785.44	0	92L000	4540	0000	00	000000	1209
URBANA SCHOOL DISTRICT #116	FICA 2/15	FICA 2/15	1,426.06	0	92L000	4570	0000	00	000000	1209
URBANA SCHOOL DISTRICT #116	Medicare 2/15	Medicare 2/15	438.65	0	92L000	4580	0000	00	000000	1209
URBANA SCHOOL DISTRICT #116	IMRF 2/28	IMRF 2/28	1,754.90	0	92L000	4540	0000	00	000000	1209
URBANA SCHOOL DISTRICT #116	FICA 2/28	FICA 2/28	1,348.58	0	92L000	4570	0000	00	000000	1209
URBANA SCHOOL DISTRICT #116	Medicare 2/28	Medicare 2/28	418.78	0	92L000	4580	0000	00	000000	1209

VENDOR	INVOICE NUMBER	INVOICE DESCRIPTION	AMOUNT	PO ACCOUNT				CHECK NUMBER
				NUMBER	NUMBER	NUMBER	NUMBER	
URBANA SCHOOL DISTRICT #116	Pcard1	Fax machine drum	9.55	0	92E000	2320	4150 35 010000	1209
URBANA SCHOOL DISTRICT #116	Pcard1	Fax machine drum	6.37	0	92E000	2320	4150 35 030000	1209
URBANA SCHOOL DISTRICT #116	Pcard1	Fax machine drum	5.30	0	92E000	2320	4150 35 040000	1209
URBANA SCHOOL DISTRICT #116	Pcard2	Inservice supplies 1/17	41.80	0	92E000	2900	4100 00 000000	1209
URBANA SCHOOL DISTRICT #116	Pcard3	Bus Pass Ty Miles	60.00	0	92E000	2550	3310 35 720000	1209
URBANA SCHOOL DISTRICT #116	Pcard4	Ad Hoc committee supplies	8.10	0	92E000	2320	4150 35 010000	1209
URBANA SCHOOL DISTRICT #116	Pcard4	Ad Hoc committee supplies	5.40	0	92E000	2320	4150 35 030000	1209
URBANA SCHOOL DISTRICT #116	Pcard4	Ad Hoc committee supplies	4.50	0	92E000	2320	4150 35 040000	1209
URBANA SCHOOL DISTRICT #116	Pcard5	Custodial supplies	36.99	0	92E000	2540	4130 35 381342	1209
URBANA SCHOOL DISTRICT #116	Pcard6	IACEA meeting lodging 1/25	34.78	0	92E000	2210	3320 35 010000	1209
URBANA SCHOOL DISTRICT #116	Pcard6	IACEA meeting lodging 1/25	23.18	0	92E000	2210	3320 35 030000	1209
URBANA SCHOOL DISTRICT #116	Pcard6	IACEA meeting lodging 1/25	19.32	0	92E000	2210	3320 35 040000	1209
URBANA SCHOOL DISTRICT #116	Internet	Internet	52.90	0	92E000	2540	3430 35 381342	1209
URBANA SCHOOL DISTRICT #116	Utility Charges	Electricity	731.81	0	92E000	2540	3960 35 381342	1209
URBANA SCHOOL DISTRICT #116	Utility Charges	Water/Sewage	229.35	0	92E000	2540	3710 35 381342	1209
URBANA SCHOOL DISTRICT #116	Warehouse1	Paper for copier etc	111.89	0	92E000	1310	4110 35 010000	1209
URBANA SCHOOL DISTRICT #116	Warehouse1	Paper for copier etc	74.59	0	92E000	1310	4110 35 030000	1209
URBANA SCHOOL DISTRICT #116	Warehouse1	Paper for copier etc	62.15	0	92E000	1310	4110 35 040000	1209
URBANA SCHOOL DISTRICT #116	Warehouse1	Paper for copier etc	82.88	0	92E000	1320	4110 35 060000	1209
URBANA SCHOOL DISTRICT #116	Warehouse1	Paper for copier etc	82.88	0	92E000	1333	4110 35 684421	1209
URBANA SCHOOL DISTRICT #116	Warehouse1	Paper for copier etc	82.88	0	92E000	1361	4110 35 494620	1209
URBANA SCHOOL DISTRICT #116	Warehouse2	Pens & Portfolios, blue; IACEA reimburse	77.06	0	92E000	2900	4100 00 000000	1209
URBANA SCHOOL DISTRICT #116	A&R Mechanical	Courtyard gas leak	8,991.21	0	92E000	2540	3230 35 381342	1209
URBANA SCHOOL DISTRICT #116	Unemployment	Smith-Williams, 10/1-10/20	1,291.50	0	92E000	2900	3850 00 000000	1209
URBANA SCHOOL DISTRICT #116	Warehouse3	Pencils, pens, paper	21.20	0	92E000	1310	4110 35 010000	1209
URBANA SCHOOL DISTRICT #116	Warehouse3	Pencils, pens, paper	14.13	0	92E000	1310	4110 35 030000	1209
URBANA SCHOOL DISTRICT #116	Warehouse3	Pencils, pens, paper	11.78	0	92E000	1310	4110 35 040000	1209
URBANA SCHOOL DISTRICT #116	Pcard	Chardonnay Jackson bus pass	60.00	0	92E000	2550	3310 35 720000	1210
URBANA SCHOOL DISTRICT #116	IACEA warehouse	IACEA warehouse 1 cent short	0.01	0	92E000	2900	4100 00 000000	1210
Totals for checks			21,948.96					

FUND SUMMARY

FUND	DESCRIPTION	BALANCE SHEET	REVENUE	EXPENSE	TOTAL
92	ADULT ED	7,172.41	0.00	14,776.55	21,948.96
***	Fund Summary Totals ***	7,172.41	0.00	14,776.55	21,948.96

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

VENDOR	INVOICE	INVOICE	AMOUNT	PO ACCOUNT				CHECK
	NUMBER	DESCRIPTION		NUMBER	NUMBER	NUMBER	NUMBER	NUMBER
ABSOPURE WATER CO.	657393	Classroom Water	10.00	0	92E000	2540 3900 35	381342	1211
AT&T	217337498703	Telephone	26.10	0	92E000	2540 3430 35	381342	1212
CHEMICAL MAINTENANCE, INC	116163	Custodial supplies	72.00	0	92E000	2540 4130 35	381342	1213
JOSTENS INC	15661875	Diploma covers	640.00	0	92E000	1310 4120 35	720000	1214
JOSTENS INC	15661875 cont'd	Diploma covers	31.02	0	92E000	2320 4150 35	010000	1214
JOSTENS INC	15661875 cont'd	Diploma covers	20.68	0	92E000	2320 4150 35	030000	1214
JOSTENS INC	15661875 cont'd	Diploma covers	17.31	0	92E000	2320 4150 35	040000	1214
REGIONAL PLANNING COMMISSION	136	MOU/Resource Sharing FY13; WorkNet Center	675.00	0	92E000	2330 3000 35	010000	1215
REGIONAL PLANNING COMMISSION	136	MOU/Resource Sharing FY13; WorkNet Center	450.00	0	92E000	2330 3000 35	030000	1215
REGIONAL PLANNING COMMISSION	136	MOU/Resource Sharing FY13; WorkNet Center	375.00	0	92E000	2330 3000 35	040000	1215
URBANA SCHOOL DISTRICT #116	IMRF 3/15	IMRF 3/15	1,718.03	0	92L000	4540 0000 00	000000	1216
URBANA SCHOOL DISTRICT #116	FICA 3/15	FICA 3/15	1,364.89	0	92L000	4570 0000 00	000000	1216
URBANA SCHOOL DISTRICT #116	Medicare 3/15	Medicare 3/15	422.57	0	92L000	4580 0000 00	000000	1216
URBANA SCHOOL DISTRICT #116	IMRF 3/28	IMRF 3/28	1,773.10	0	92L000	4540 0000 00	000000	1216
URBANA SCHOOL DISTRICT #116	FICA 3/28	FICA 3/28	1,361.60	0	92L000	4570 0000 00	000000	1216
URBANA SCHOOL DISTRICT #116	Medicare 3/28	Medicare 3/28	418.43	0	92L000	4580 0000 00	000000	1216
URBANA SCHOOL DISTRICT #116	Interfund Loan	Interfund Loan Payment	250,000.00	0	92L000	4340 0000 00	000000	1216
URBANA SCHOOL DISTRICT #116	EBA Adcock	EBA David Adcock	104.13	0	92E000	2320 2290 35	381342	1216
URBANA SCHOOL DISTRICT #116	EBA Adcock	EBA David Adcock	969.33	0	92E000	2320 2290 36	130000	1216
URBANA SCHOOL DISTRICT #116	P-card1	i-Pathways meeting refreshments 2/14	16.16	0	92E000	2900 4100 00	000000	1216
URBANA SCHOOL DISTRICT #116	P-card2	Whitney Carter Bus Pass	60.00	0	92E000	2550 3310 35	720000	1216
URBANA SCHOOL DISTRICT #116	Print Shop Dec	Print Shop Dec	30.22	0	92E000	1310 4110 35	010000	1216
URBANA SCHOOL DISTRICT #116	Print Shop Dec	Print Shop Dec	20.15	0	92E000	1310 4110 35	030000	1216
URBANA SCHOOL DISTRICT #116	Print Shop Dec	Print Shop Dec	16.79	0	92E000	1310 4110 35	040000	1216
URBANA SCHOOL DISTRICT #116	Warehouse	paper towels	64.61	0	92E000	2540 4130 35	381342	1216
URBANA SCHOOL DISTRICT #116	Utility1	Electricity	837.55	0	92E000	2540 3960 35	381342	1216
URBANA SCHOOL DISTRICT #116	Utility2	Natural Gas	1,020.65	0	92E000	2540 3950 35	381342	1216
URBANA SCHOOL DISTRICT #116	Utility3	Water	270.80	0	92E000	2540 3710 35	381342	1216
URBANA SCHOOL DISTRICT #116	Phone Feb	Phone Feb	115.20	0	92E000	2540 3430 35	381342	1216
URBANA SCHOOL DISTRICT #116	Print Shop Jan	Print Shop Jan	114.86	0	92E000	1310 4110 35	010000	1216
URBANA SCHOOL DISTRICT #116	Print Shop Jan	Print Shop Jan	76.58	0	92E000	1310 4110 35	030000	1216
URBANA SCHOOL DISTRICT #116	Print Shop Jan	Print Shop Jan	63.81	0	92E000	1310 4110 35	040000	1216
URBANA SCHOOL DISTRICT #116	Internet	Internet	52.90	0	92E000	2540 3430 35	381342	1216
URBANA SCHOOL DISTRICT #116	Print Shop Feb	Print Shop Feb	75.90	0	92E000	1310 4110 35	010000	1216
URBANA SCHOOL DISTRICT #116	Print Shop Feb	Print Shop Feb	50.60	0	92E000	1310 4110 35	030000	1216
URBANA SCHOOL DISTRICT #116	Print Shop Feb	Print Shop Feb	42.17	0	92E000	1310 4110 35	040000	1216
WILLIAMS, JACQUELINE	Jan-Mar	Jan-March Mileage	51.20	0	92E000	1333 3320 35	684421	1217

Totals for checks

263,429.34

FUND SUMMARY

FUND	DESCRIPTION	BALANCE SHEET	REVENUE	EXPENSE	TOTAL
92	ADULT ED	257,058.62	0.00	6,370.72	263,429.34
***	Fund Summary Totals ***	257,058.62	0.00	6,370.72	263,429.34

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

Urbana School District 116 - Urbana Adult Education  
 Imprest Disbursements Report  
 For Month Ended February 28, 2013

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Balance from January 31, 2013 Report	4,000.00
Bank Transfer 2/27 from Accounts Payable to Replenish Account	132.00
Available Balance	4,132.00
February Disbursements	<u>132.00</u>
Bank Reconciliation Figure, February 28, 2013	<u><u>4,000.00</u></u>

Check	Vendor	Account	Amount	Description
1327	Jinkyong Park	92R000-1351-0000-00-000000	<u>132.00</u>	Tuition Refund-Adv. ESL
			132.00	

Urbana School District 116 - Urbana Adult Education  
 Imprest Disbursements Report  
 For Month Ended March 31, 2013

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Balance from February 28, 2013 Report	4,000.00
Bank Transfer 3/27 from Accounts Payable to Replenish Account	90.00
Available Balance	4,090.00
March Disbursements	<u>90.00</u>
Bank Reconciliation Figure, March 31, 2013	<u><u>4,000.00</u></u>

Check	Vendor	Account	Amount	Description
1328	Lincoln Land Comm. College	92E000-2210-3320-35-760000	<u>90.00</u>	CNA Instructor Conference
			90.00	