

Urbana Adult Education
November 10, 2015 through December 7, 2015

Bank Transfers from Adult Education to Urbana School District Consolidated:

<u>Date</u>	<u>Description</u>	<u>Amount</u>
11/15/15	11/15 Payroll	33,445.70
11/30/15	11/30 Payroll	32,116.11

Bank Transfer from Accounts Payable to Imprest Fund to Replenish:

11/30/15	818.22
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Attached computer generated check reports:

Checks 1607-1617 December 15th Bills	<u>15,603.27</u>
Total Accounts Payable	16,421.49
Total Payroll	<u>65,561.81</u>
Grand Total	<u>81,983.30</u>

The preceding list of Accounts Payable in the amount of \$16,421.49 is approved by the Board of Education, Urbana School District 116 on December 15th, 2015.

The Payroll in the amount of \$65,561.81 is approved by the Board of Education, Urbana School District 116 on December 15th, 2015.

President

Secretary

Chief Financial Officer

VENDOR	INVOICE NUMBER	INVOICE DESCRIPTION	AMOUNT	PO ACCOUNT NUMBER	CHECK NUMBER
ABSPURE WATER CO.	83848252	Drinking water invoice for November, there was a credit of \$15.00 applied to our account.	13.00	0 92E000 2540 3900 35 381342	1607
ADVANCED COMMERCIAL ROOFING	00001875	Building repair invoice due to a leak in the front office.	336.50	0 92E000 2540 3230 35 381342	1608
AT&T	217337498711	Phone office expense from October 8th-November 7th.	28.58	0 92E000 2540 3430 35 381342	1609
CDS LEASING	47825995	Payment #35 of the copier lease agreement for the month of December.	115.65	0 92E000 1310 3240 35 010000	1610
CDS LEASING	47825995	Payment #35 of the copier lease agreement for the month of December.	115.65	0 92E000 1310 3240 35 030000	1610
CDS LEASING	47825995	Payment #35 of the copier lease agreement for the month of December.	12.85	0 92E000 2320 3240 35 010000	1610
CDS LEASING	47825995	Payment #35 of the copier lease agreement for the month of December.	12.85	0 92E000 2320 3240 35 030000	1610
CDS OFFICE TECHNOLOGIES	INV0961450	Copier usage invoice from 11/17/2015-12/16/2015	88.33	0 92E000 1310 3240 35 010000	1611
CDS OFFICE TECHNOLOGIES	INV0961450	Copier usage invoice from 11/17/2015-12/16/2015	88.33	0 92E000 1310 3240 35 030000	1611
CDS OFFICE TECHNOLOGIES	INV0961450	Copier usage invoice from 11/17/2015-12/16/2015	9.82	0 92E000 2320 3240 35 010000	1611
CDS OFFICE TECHNOLOGIES	INV0961450	Copier usage invoice from 11/17/2015-12/16/2015	9.81	0 92E000 2320 3240 35 030000	1611
CLARK, DONNA		Staff development reimbursement for Fall of 2015 classes and textbook.	512.33	0 92E000 2210 3320 35 010000	1612
CLARK, DONNA		Staff development reimbursement for Fall of 2015 classes and textbook.	512.34	0 92E000 2210 3320 35 030000	1612
KAPLAN, KAREN		Staff Mileage Mileage reimbursement for Memory Loss Conference held on 11/13/15 in Springfield, IL which included Nancy Roth, Pauline Clements and Sue Burklund for shared transportation.	54.74	0 92E000 2210 3320 35 010000	1613
KAPLAN, KAREN		Staff Mileage Mileage reimbursement for Memory Loss Conference held on 11/13/15 in Springfield, IL which included Nancy Roth, Pauline Clements and Sue Burklund for shared transportation.	54.74	0 92E000 2210 3320 35 030000	1613
RODRIGUEZ, BRENDA		WIOA Mileage Mileage reimbursement for dropping off paperwork for WIOA students	10.81	0 92E000 1333 3320 35 684421	1614

VENDOR	INVOICE NUMBER	INVOICE DESCRIPTION	AMOUNT	PO ACCOUNT NUMBER	CHECK NUMBER
STAR UNIFORMS	71084-3	Charge for exchange of shoes for WIOA student Tyla Robinson.	7.60	0 92E000 1333 4140 35 684421	1615
URBANA SCHOOL DISTRICT #116	P-Card 01	Building maintenance expense for light bulbs	39.89	0 92E000 2540 3230 35 381342	1616
URBANA SCHOOL DISTRICT #116	P-Card 02	Building maintenance expense for batteries for exit signs	109.00	0 92E000 2540 3230 35 381342	1616
URBANA SCHOOL DISTRICT #116	USD Electric Bi	USD utility charge for electric from 10/5/15-11/20/15.	3,110.55	0 92E000 2540 3960 35 381342	1616
URBANA SCHOOL DISTRICT #116	USD Water and S	USD utility charge for water and sewage from 10/5/15-11/20/15.	176.21	0 92E000 2540 3710 35 381342	1616
URBANA SCHOOL DISTRICT #116	USD Phone Bill	USD phone charge from 10/5/15-11/20/15.	11.17	0 92E000 2540 3430 35 381342	1616
URBANA SCHOOL DISTRICT #116	Print Shop Invo	Print shop invoice for classroom materials for October	70.39	0 92E000 1310 4110 35 010000	1616
URBANA SCHOOL DISTRICT #116	Print Shop Invo	Print shop invoice for classroom materials for October	70.39	0 92E000 1310 4110 35 030000	1616
URBANA SCHOOL DISTRICT #116	Print Shop Invo	Print shop invoice for classroom materials for October	35.20	0 92E000 1333 4110 35 684421	1616
URBANA SCHOOL DISTRICT 116 UAE PAYR	USD IMRF 11/15/	IMRF benefits bill for November 15th payroll	2,771.85	0 92L000 4540 0000 00 000000	1617
URBANA SCHOOL DISTRICT 116 UAE PAYR	USD IMRF 11/30/	IMRF benefits bill for November 30th payroll	2,679.36	0 92L000 4540 0000 00 000000	1617
URBANA SCHOOL DISTRICT 116 UAE PAYR	USD FICA 11/30/	FICA benefits bill for November 30th payroll	1,800.67	0 92L000 4570 0000 00 000000	1617
URBANA SCHOOL DISTRICT 116 UAE PAYR	USD FICA 11/15/	FICA benefits bill for November 15th payroll	1,883.13	0 92L000 4570 0000 00 000000	1617
URBANA SCHOOL DISTRICT 116 UAE PAYR	USD Medicare11/	Medicare benefits bill for November 15th payroll	440.40	0 92L000 4580 0000 00 000000	1617
URBANA SCHOOL DISTRICT 116 UAE PAYR	USD Medicare11/	Medicare benefits bill for November 30th payroll	421.13	0 92L000 4580 0000 00 000000	1617
Totals for checks			15,603.27		

FUND SUMMARY

FUND DESCRIPTION	BALANCE SHEET	REVENUE	EXPENSE	TOTAL
92 ADULT ED	9,996.54	0.00	5,606.73	15,603.27
*** Fund Summary Totals ***	9,996.54	0.00	5,606.73	15,603.27

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

Urbana School District 116 - Urbana Adult Education
 Imprest Disbursements Report
 November 30, 2015

Balance from October 30, 2015 Report	4,000.00
Interest earned for October of 2015	0.03
Replenish transfer from Accounts Payable 11/30/15	818.22
Available Balance	4,818.25
September Disbursements	818.25
Bank Reconciliation Figure, 10/30/15	<u>4,000.00</u>

Check	Vendor	Account	Amount	Description
1529	MTD	[92E000 2550 3310 35 720000	720.00	Bus Tokens
1530	Domino's Pizza	92E000 0000 3000 35 000000	98.25	Pizza for Dr. Patch Adams
			<u>818.25</u>	

Jelly 11/30/15