

Urbana Adult Education  
January 12th through February 14th of 2018

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

<u>Date</u>	<u>Description</u>	<u>Amount</u>
1/15/18	1/15 Payroll	35,237.26
1/30/18	1/30 Payroll	48,155.74
Total		<u>83,393.00</u>

Bank Transfers from Accounts Payable to Imprest Fund to Replenish:

1/30/18		3,349.90
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Attached computer generated check reports:

Checks 1940-1950 (FY18 February's Bills)	<u>19,703.96</u>
Total Accounts Payable	23,053.86
Total Payroll	<u>83,393.00</u>
Grand Total	<u>106,446.86</u>

The preceding list of FY18 Accounts Payable in the amount of \$23,053.86 is approved by the Board of Education, Urbana School District 116 on February 20, 2018.

The Payroll for FY18 in the amount of \$83,393.00 is approved by the Board of Education, Urbana School District 116 on February 20, 2018.

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*President*

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*Secretary*

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*Chief Financial Officer*

Urbana School District 116-UAEC				
Imprest Disbursement Report				
01/31/18				
				Amount
Balance from December 31, 2017 Report				4,000.00
Interest earned for December of 2017 (Posted on 1-1-18)				0.03
Interest earned for January of 2018 (Posted on 2-1-18)				0.03
Replenish transfer from Accounts Payable				3,349.90
Available Balance				7,349.93
January's Disbursements				3,349.93
Reconciliation Figure-1/31/18				4,000.00
Description	Check #	Vendor	Account	Amount
Payment to Lashaundra Cunningham for an Urbana Adult Education corporate advertisement for the Cotillion held by Gamma Upsilon Psi in sponsorship of Allyssa Cunningham	1633	Lashaundra Cunningham	92E000 0000 3000 35 000000	200.00
Total				200.00
Tuition payment for the Spring semester of 2018 for the CSBO program through Northern Illinois University for Marcellos Gray for the LEBM 521-Accounting Statement, Analysis and Budgeting and the LEEA 520-Educational Finance I classes	1634	Illinois ASBO	92E000 2210 3320 35 190000	2,670.00
Total				2,670.00
LWIA 17 Workforce Innovation Board of East Central Illinois 2017 One-stop Center MOU 1st and 2nd quarter invoice from 7-1-17 to 12-31-17	1635	Champaign County Regional Planning Commission	92E000 2330 3000 35 030000	479.93
Total				479.93
Subtotal				3,349.93

VENDOR	INVOICE NUMBER	INVOICE DESCRIPTION	AMOUNT	PO ACCOUNT NUMBER	CHECK NUMBER
ABSOPURE WATER CO. AT&T	217337498701	Drinking water for the month of January Fax line invoice from December 8th thru January 7th.	11.50 43.53	0 92E000 2540 3900 35 381342 0 92E000 2540 3430 35 381342	1940 1941
CARLE FOUNDATION HOSPITAL	Carle	Carle CNA student medical testing invoice for the Jan-March class.	235.00	0 92E000 1333 4140 35 684421	1942
CARLE FOUNDATION HOSPITAL	Carle	Carle CNA student medical testing invoice for the Jan-March class.	425.00	0 92E000 2120 3900 35 030000	1942
CARLE FOUNDATION HOSPITAL	Carle	Carle CNA student medical testing invoice for the Jan-March class.	846.00	0 92E000 2120 3900 35 760001	1942
CDS LEASING	57616363	CDS lease payment for January	112.95	0 92E000 1310 3240 35 010000	1943
CDS LEASING	57616363	CDS lease payment for January	112.95	0 92E000 1310 3240 35 030000	1943
CDS LEASING	57616363	CDS lease payment for January	12.55	0 92E000 2320 3240 35 010000	1943
CDS LEASING	57616363	CDS lease payment for January	12.55	0 92E000 2320 3240 35 030000	1943
CDS OFFICE TECHNOLOGIES	INV1133113	Copier invoice from 1-18-18 thru 2-17-18 for copier in ESL building.	22.11	0 92E000 1310 3240 35 010000	1944
CDS OFFICE TECHNOLOGIES	INV1133113	Copier invoice from 1-18-18 thru 2-17-18 for copier in ESL building.	22.11	0 92E000 1310 3240 35 030000	1944
CDS OFFICE TECHNOLOGIES	INV1133113	Copier invoice from 1-18-18 thru 2-17-18 for copier in ESL building.	2.46	0 92E000 2320 3240 35 010000	1944
CDS OFFICE TECHNOLOGIES	INV1133113	Copier invoice from 1-18-18 thru 2-17-18 for copier in ESL building.	2.46	0 92E000 2320 3240 35 030000	1944
CDS OFFICE TECHNOLOGIES	INV1137061	Copier invoice from 1-17-18 thru 2-16-18 for copier in main building.	20.70	0 92E000 1310 3240 35 010000	1944
CDS OFFICE TECHNOLOGIES	INV1137061	Copier invoice from 1-17-18 thru 2-16-18 for copier in main building.	20.70	0 92E000 1310 3240 35 030000	1944
CDS OFFICE TECHNOLOGIES	INV1137061	Copier invoice from 1-17-18 thru 2-16-18 for copier in main building.	2.30	0 92E000 2320 3240 35 010000	1944
CDS OFFICE TECHNOLOGIES	INV1137061	Copier invoice from 1-17-18 thru 2-16-18 for copier in main building.	2.30	0 92E000 2320 3240 35 030000	1944
URBANA SCHOOL DISTRICT #116	USD Warehouse	APL-GED classroom supplies	105.73	0 92E000 1310 4110 35 010000	1949
URBANA SCHOOL DISTRICT #116	USD Warehouse	APL-GED classroom supplies	105.72	0 92E000 1310 4110 35 030000	1949
URBANA SCHOOL DISTRICT #116	USD Utility-562	UDS Utility invoice from 12-6-17 thru 1-8-18: Electric-274.13; Water-223.51 and Phone-64.52.	64.52	0 92E000 2540 3430 35 381342	1949
URBANA SCHOOL DISTRICT #116	USD Utility-562	UDS Utility invoice from 12-6-17 thru 1-8-18: Electric-274.13; Water-223.51 and Phone-64.52.	223.51	0 92E000 2540 3710 35 381342	1949
URBANA SCHOOL DISTRICT #116	USD Utility-562	UDS Utility invoice from 12-6-17 thru 1-8-18: Electric-274.13; Water-223.51 and Phone-64.52.	274.13	0 92E000 2540 3960 35 381342	1949

VENDOR	INVOICE NUMBER	INVOICE DESCRIPTION	AMOUNT	PO ACCOUNT NUMBER	CHECK NUMBER
URBANA SCHOOL DISTRICT #116	USD Utility-108	Phone-64.52. USD Utility invoice from 1-9-18 thru 1-29-18; Electric-1019.08; Water-13.45 and Phone-56.95.	56.95	0 92E000 2540 3430 35 381342	1949
URBANA SCHOOL DISTRICT #116	USD Utility-108	USD Utility invoice from 1-9-18 thru 1-29-18; Electric-1019.08; Water-13.45 and Phone-56.95.	13.45	0 92E000 2540 3710 35 381342	1949
URBANA SCHOOL DISTRICT #116	USD Utility-108	USD Utility invoice from 1-9-18 thru 1-29-18; Electric-1019.08; Water-13.45 and Phone-56.95.	1,019.08	0 92E000 2540 3960 35 381342	1949
URBANA SCHOOL DISTRICT #116	P-card 01	Building maintenance supplies for the "Fix-It" elective class taught by Jerry Anderson.	62.95	0 92E000 2540 4130 35 381342	1949
URBANA SCHOOL DISTRICT #116	P-card 02	Building maintenance supplies for the faucet	25.75	0 92E000 2540 4130 35 381342	1949
URBANA SCHOOL DISTRICT #116	P-card 03	Return of Building maintenance supplies for the "Fix-it" elective for P-card 01. The return has a credit of 2.83 due to the rebate on the initial purchase.	-65.78	0 92E000 2540 4130 35 381342	1949
URBANA SCHOOL DISTRICT #116	P-card 04	Building maintenance supplies for student bathroom	206.04	0 92E000 2540 4130 35 381342	1949
URBANA SCHOOL DISTRICT #116	P-card 05	Building maintenance supplies for student bathroom	7.44	0 92E000 2540 4130 35 381342	1949
URBANA SCHOOL DISTRICT #116	P-card 06	Building cleaning supplies	26.60	0 92E000 2540 4130 35 381342	1949
URBANA SCHOOL DISTRICT #116	P-card 07	Business cards for the office	17.07	0 92E000 2320 4150 35 010000	1949
URBANA SCHOOL DISTRICT #116	P-card 07	Business cards for the office	17.06	0 92E000 2320 4150 35 030000	1949
URBANA SCHOOL DISTRICT #116	P-card 08	Office supplies-Coat rack stand for Lynette Corea-Velez's office.	17.48	0 92E000 2320 4150 35 010000	1949
URBANA SCHOOL DISTRICT #116	P-card 08	Office supplies-Coat rack stand for Lynette Corea-Velez's office.	17.47	0 92E000 2320 4150 35 030000	1949
URBANA SCHOOL DISTRICT #116	P-card 09	Hotel fee for IACEA Board meeting held on November 8th-9th at the Wyndam Hotel in Springfield, IL for Marcellos Gray. There was a reimbursement check made payable to Urbana Adult Education from IACEA that is attached.	79.10	0 92E000 2210 3320 35 130000	1949
URBANA SCHOOL DISTRICT #116	P-card 10	Staff luncheon on 12-14-17 per Ms. Anderson	121.36	0 92E000 0000 4000 35 000000	1949
URBANA SCHOOL DISTRICT #116	P-card 11	Building maintenance supplies	9.54	0 92E000 2540 4130 35 381342	1949
URBANA SCHOOL DISTRICT #116	P-card 12	Cake and food supplies for CNA graduation for the Oct-December class.	33.65	0 92E000 0000 4000 35 000000	1949

VENDOR	INVOICE NUMBER	INVOICE DESCRIPTION	AMOUNT	PO ACCOUNT NUMBER	CHECK NUMBER
URBANA SCHOOL DISTRICT #116	P-card 13	Building maintenance supplies	20.47	0 92E000 2540 4130 35 381342	1949
URBANA SCHOOL DISTRICT #116	P-card 14	Staff paid luncheon on 12-15-17 per Arlene Anderson	79.50	0 92E000 0000 4000 35 000000	1949
URBANA SCHOOL DISTRICT #116	P-card 15	Breakfast for staff on 12-12-17 per Arlene Anderson	47.33	0 92E000 0000 4000 35 000000	1949
URBANA SCHOOL DISTRICT #116	P-card 16	Office supplies	22.99	0 92E000 2320 4150 35 010000	1949
URBANA SCHOOL DISTRICT #116	P-card 16	Office supplies	22.98	0 92E000 2320 4150 35 030000	1949
URBANA SCHOOL DISTRICT #116	P-card 17	Picture frames for student graduates	32.61	0 92E000 2320 4150 35 010000	1949
URBANA SCHOOL DISTRICT #116	P-card 17	Picture frames for student graduates	32.62	0 92E000 2320 4150 35 030000	1949
URBANA SCHOOL DISTRICT #116	P-card 18	Office supplies	152.65	0 92E000 2320 4150 35 010000	1949
URBANA SCHOOL DISTRICT #116	P-card 18	Office supplies	152.64	0 92E000 2320 4150 35 030000	1949
URBANA SCHOOL DISTRICT #116	P-card 19	Cartridge for API-GED classroom	72.28	0 92E000 1310 4110 35 010000	1949
URBANA SCHOOL DISTRICT #116	P-card 19	Cartridge for API-GED classroom	72.28	0 92E000 1310 4110 35 030000	1949
URBANA SCHOOL DISTRICT #116	P-card 20	Wal-mart personal charge made in error by Donna Clark. She has corrected the charge with check # 3695 for 15.85.	15.85	0 92E000 0000 3000 35 000000	1949
URBANA SCHOOL DISTRICT #116	P-card 21	MorphoTrust fingerprinting deposit for CNA students for the escrow account.	500.00	0 92E000 2120 3180 35 760001	1949
URBANA SCHOOL DISTRICT #116	P-card 22	APL-GED classroom projector cord	9.99	0 92E000 1310 4110 35 010000	1949
URBANA SCHOOL DISTRICT #116	P-card 22	APL-GED classroom projector cord	9.99	0 92E000 1310 4110 35 030000	1949
URBANA SCHOOL DISTRICT #116	P-card 23	Desk lamp for Donna Clark's office.	13.99	0 92E000 2320 4150 35 010000	1949
URBANA SCHOOL DISTRICT #116	P-card 23	Desk lamp for Donna Clark's office.	14.00	0 92E000 2320 4150 35 030000	1949
URBANA SCHOOL DISTRICT #116	P-card 24	Lunch provided for "Experience Work" program front office staff per Arlene Anderson.	32.32	0 92E000 0000 4000 35 000000	1949
URBANA SCHOOL DISTRICT #116	P-card 25	Student textbooks for the Odyssey Project. Material cost will be reimbursed by the program.	633.81	0 92E000 0000 4000 35 000000	1949
URBANA SCHOOL DISTRICT 116 UAE PAYR	USD Benefits 1-	USD benefits bill for payroll 1-15-18: IMRF-3237.41; FICA-1933.60 and Medicare-452.09.	3,237.41	0 92L000 4540 0000 00 000000	1950
URBANA SCHOOL DISTRICT 116 UAE PAYR	USD Benefits 1-	USD benefits bill for payroll 1-15-18: IMRF-3237.41; FICA-1933.60 and Medicare-452.09.	1,933.60	0 92L000 4570 0000 00 000000	1950
URBANA SCHOOL DISTRICT 116 UAE PAYR	USD Benefits 1-	USD benefits bill for payroll 1-15-18: IMRF-3237.41; FICA-1933.60 and Medicare-452.09.	452.09	0 92L000 4580 0000 00 000000	1950
URBANA SCHOOL DISTRICT 116 UAE PAYR	USD Benefits 1-	USD benefits bill for payroll 1-30-18: IMRF-4421.60; FICA-2735.27 and Medicare-639.70.	4,421.60	0 92L000 4540 0000 00 000000	1950

VENDOR	INVOICE NUMBER	INVOICE DESCRIPTION	AMOUNT	PO ACCOUNT NUMBER	CHECK NUMBER
URBANA SCHOOL DISTRICT 116 UAE PAYR	USD Benefits 1-	USD benefits bill for payroll 1-30-18: IMRF-4421.60; FICA-2735.27 and Medicare-639.70.	2,735.27	0 92L000 4570 0000 00 0000000	1950
URBANA SCHOOL DISTRICT 116 UAE PAYR	USD Benefits 1-	USD benefits bill for payroll 1-30-18: IMRF-4421.60; FICA-2735.27 and Medicare-639.70.	639.70	0 92L000 4580 0000 00 0000000	1950
Totals for checks			19,703.96		

FUND SUMMARY

FUND DESCRIPTION	BALANCE SHEET	REVENUE	EXPENSE	TOTAL
92 ADULT ED	13,419.67	0.00	6,284.29	19,703.96
*** Fund Summary Totals ***	13,419.67	0.00	6,284.29	19,703.96

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