

Urbana Adult Education
October 12, 2018 through November 13, 2018

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

<u>Date</u>	<u>Description</u>	<u>Amount</u>
10/15/18	10/15 Payroll	49,889.65
10/31/18	10/30 Payroll	48,616.71
Total		98,506.36

Bank Transfers from Accounts Payable to Imprest Fund to Replenish:

10/31/18	1,634.21
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Attached computer generated Accounts Payable check reports:

Checks 2061-2072 (FY19 November Bills)	22,950.72
Total Accounts Payable	24,584.93
Total Payroll	98,506.36
Grand Total	123,091.29

The preceding list of FY19 Accounts Payable in the amount of \$24,584.93 is approved by the Board of Education, Urbana School District 116 on November 20, 2018.

The Payroll for FY19 in the amount of \$98,506.36 is approved by the Board of Education, Urbana School District 116 on November 20, 2018.

President

Secretary

Chief Financial Officer

VENDOR	INVOICE NUMBER	INVOICE DESCRIPTION	AMOUNT	PO ACCOUNT NUMBER	NUMBER	CHECK NUMBER
AT&T	217337498710	Fax line bill from September 8th thru October 7th	42.81	0 92E000 2540 3430 35 381342		2061
CDS LEASING	61070333	Copier lease agreement for the month of November	251.00	0 92E000 1310 3240 35 130000		2062
CDS OFFICE TECHNOLOGIES	INV1188940	Staple cartridge for main copier	102.22	0 92E000 1310 4110 35 130000		2063
CDS OFFICE TECHNOLOGIES	INV1190768	Copier usage charge from 10/18/18 thru 11/17/18 for the main copier	176.97	0 92E000 1310 3240 35 130000		2063
CDS OFFICE TECHNOLOGIES	INV1190307	Copier usage charge from 10/17/18 thru 11/16/18 for ESL building	46.00	0 92E000 1310 3240 35 130000		2063
CONSOLIDATED COMMUNICATIONS ENTERPR	217-100-026570	Plantronics Headset for the reception desk	257.24	0 92E000 2540 3430 35 381342		2064
FE MORAN INC	1102918	Fire alarm monitoring service from 10/3/18 thru 10/31/18	62.83	0 92E000 2540 3430 35 381342		2065
GEYER FIRE PROTECTION, LLC	Invoice #1557	ANNUAL WET PIPE INSPECTION 5/31/18	185.00	0 92E000 2540 3230 35 381342		2066
INSTY PRINTS	47496	Business cards for Shawna Scherer	54.95	0 92E000 2320 4150 35 130000		2067
URBANA SCHOOL DISTRICT #116	USD Printshop	APL-GED print shop bill for September	50.75	0 92E000 1310 4110 35 130000		2070
URBANA SCHOOL DISTRICT #116	USD Printshop	APL-GED print shop bill for September	16.25	0 92E000 2120 4110 35 030000		2070
URBANA SCHOOL DISTRICT #116	USD Printshop	APL-GED print shop bill for September	16.25	0 92E000 2120 4110 35 130000		2070
URBANA SCHOOL DISTRICT #116	USD Utility Bill	USD utility bill from 10/2/18 thru 10/19/18: Electric-1499.69; Gas-118.63; Water-13.15 and Phone-.38	1,499.69	0 92E000 2540 3960 35 381342		2070
URBANA SCHOOL DISTRICT #116	USD Utility Bill	USD utility bill from 10/2/18 thru 10/19/18: Electric-1499.69; Gas-118.63; Water-13.15 and Phone-.38	118.63	0 92E000 2540 3950 35 381342		2070
URBANA SCHOOL DISTRICT #116	USD Utility Bill	USD utility bill from 10/2/18 thru 10/19/18: Electric-1499.69; Gas-118.63; Water-13.15 and Phone-.38	13.15	0 92E000 2540 3710 35 381342		2070
URBANA SCHOOL DISTRICT #116	USD Utility Bill	USD utility bill from 10/2/18 thru 10/19/18: Electric-1499.69; Gas-118.63; Water-13.15 and Phone-.38	0.38	0 92E000 2540 3430 35 381342		2070
URBANA SCHOOL DISTRICT #116	p-card 01	Scientific calculators	80.91	0 92E000 2120 4110 35 130000		2070
URBANA SCHOOL DISTRICT #116	p-card 01	Scientific calculators	26.97	0 92E000 2120 4110 35 030000		2070
URBANA SCHOOL DISTRICT #116	p-card 02	Class materials for APL-GED, annual subscription for "The Change Agent"	110.00	0 92E000 1310 4110 35 130000		2070
URBANA SCHOOL DISTRICT #116	p-card 03	Keys for student services filing cabinet	23.70	0 92E000 2540 4130 35 381342		2070
URBANA SCHOOL DISTRICT #116	p-card 04	Building supplies	4.96	0 92E000 2540 4130 35 381342		2070
URBANA SCHOOL DISTRICT #116	p-card 05	APL-GED cartridge for printers	813.94	0 92E000 1310 4110 35 130000		2070
URBANA SCHOOL DISTRICT #116	p-card 06	Who's in and out board for front office	66.07	0 92E000 2320 4150 35 130000		2070
URBANA SCHOOL DISTRICT #116	p-card 06	Who's in and out board for front office	22.02	0 92E000 2320 4150 35 010000		2070
URBANA SCHOOL DISTRICT #116	p-card 07	APL-GED writing materials	3.65	0 92E000 1310 4110 35 130000		2070

VENDOR	INVOICE NUMBER	INVOICE DESCRIPTION	AMOUNT	PO ACCOUNT NUMBER	CHECK NUMBER
URBANA SCHOOL DISTRICT #116	p-card 08	Annual renewal for UAECUSD116.org domain	13.46	0 92E000 2320 4150 35 130000	2070
URBANA SCHOOL DISTRICT #116	p-card 08	Annual renewal for UAECUSD116.org domain	4.49	0 92E000 2320 4150 35 010000	2070
URBANA SCHOOL DISTRICT #116	p-card 09	Refund for book purchased on August 22, 2018	3.65	0 92E000 1310 4110 35 130000	2070
URBANA SCHOOL DISTRICT #116	p-card 10	New TABE testing materials for APL-GED	2,448.60	0 92E000 2120 4110 35 130000	2070
URBANA SCHOOL DISTRICT #116	p-card 11	APL-GED reading and writing materials	5.49	0 92E000 1310 4110 35 130000	2070
URBANA SCHOOL DISTRICT #116	p-card 12	Shipping cost for returned testing materials	16.23	0 92E000 2320 3410 35 130000	2070
URBANA SCHOOL DISTRICT #116	p-card 14	Printer and cartridge for Shawna Scherer	215.08	0 92E000 2320 4150 35 130000	2070
URBANA SCHOOL DISTRICT #116	p-card 14	Printer and cartridge for Shawna Scherer	71.69	0 92E000 2320 4150 35 010000	2070
URBANA SCHOOL DISTRICT #116	p-card 15	Calculators for TABE exams	121.75	0 92E000 2120 4110 35 130000	2070
URBANA SCHOOL DISTRICT #116	p-card 16	Postage for ICCB's first quarter reports	13.14	0 92E000 2320 3410 35 010000	2070
URBANA SCHOOL DISTRICT #116	p-card 16	Postage for ICCB's first quarter reports	13.13	0 92E000 2320 3410 35 130000	2070
URBANA SCHOOL DISTRICT #116	USD Benefit 10-	USD Benefits bill for payroll 10-15-18:	3,873.03	0 92L000 4540 0000 00 000000	2070
		IMRF-3873.03; FICA-2387.26 and Medicare-611.56			
URBANA SCHOOL DISTRICT #116	USD Benefit 10-	USD Benefits bill for payroll 10-15-18:	2,387.26	0 92L000 4570 0000 00 000000	2070
		IMRF-3873.03; FICA-2387.26 and Medicare-611.56			
URBANA SCHOOL DISTRICT #116	USD Benefit 10-	USD Benefits bill for payroll 10-15-18:	611.56	0 92L000 4580 0000 00 000000	2070
		IMRF-3873.03; FICA-2387.26 and Medicare-611.56			
URBANA SCHOOL DISTRICT #116	USD Benefit 10-	USD Benefits bill for payroll 10-30-18:	3,863.51	0 92L000 4540 0000 00 000000	2070
		IMRF-3863.51; FICA-2279.94 and Medicare-598.58			
URBANA SCHOOL DISTRICT #116	USD Benefit 10-	USD Benefits bill for payroll 10-30-18:	2,279.94	0 92L000 4570 0000 00 000000	2070
		IMRF-3863.51; FICA-2279.94 and Medicare-598.58			
URBANA SCHOOL DISTRICT #116	USD Benefit 10-	USD Benefits bill for payroll 10-30-18:	598.58	0 92L000 4580 0000 00 000000	2070
		IMRF-3863.51; FICA-2279.94 and Medicare-598.58			
URBANA SCHOOL DISTRICT #116	p-card 13	Food and beverages for volunteer orientation	16.04	0 92E000 2563 4140 35 130000	2070
URBANA SCHOOL DISTRICT #116	Carle	Carle CNA medical testing invoice for the October CNA class.	833.00	0 92E000 2120 3900 35 760001	2070
URBANA SCHOOL DISTRICT #116	Carle	Carle CNA medical testing invoice for the October CNA class.	98.00	0 92E000 1333 4140 35 684421	2070
USI INSURANCE SERVICE (CHP)	2569660	Professional liability insurance for the CNA program	1,383.00	0 92E000 2540 3830 35 760001	2071
ABSOPURE WATER CO.	86881075	Drinking water for staff and students	33.75	0 92E000 2540 3900 35 381342	2072
Totals for checks			22,950.72		

FUND SUMMARY

FUND DESCRIPTION	BALANCE SHEET	REVENUE	EXPENSE	TOTAL
92 ADULT ED	13,613.88	0.00	9,336.84	22,950.72
*** Fund Summary Totals ***	13,613.88	0.00	9,336.84	22,950.72

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

Urbana School District 116-UAEC				
Imprest Disbursement Report				
10/31/18				
				Amount
Balance from September 30th, 2018 Report				4,000.00
Interest earned for September posted on 10-1-18				0.03
Interest earned for October of 2018 (Posted on 11-1-18)				0.03
Replenish transfer from Accounts Payable				1,634.21
Available Balance				5,634.24
October's Disbursements				1,634.24
Reconciliation Figure-10/31/18				4,000.00
Description	Check #	Vendor	Account	Amount
Mileage reimbursement to Leonard Bryant for the WIOA Program for September of 2018	1707	Leonard Bryant	92E000 1400 3320 35 684421	39.24
Total				39.24
Advanced ELA tuition refund for Minsun Park for the Fall of 2018	1708	Minsun Park	92E000 1351 6700 35 000001	235.00
Total				235.00
Advanced ELA tuition refund for Seonsook Lew for the Fall of 2018	1709	Seonsook Lew	92E000 1351 6700 35 000001	235.00
Total				235.00
Advanced ELA tuition refund for Jongho Moon for the Fall of 2018	1710	Jongho Moon	92E000 1351 6700 35 000001	235.00
Total				235.00
Tuition payment for Marcellos Gray for the LEBM-586 internship class for the CSBO Program at Northern Illinois University for the Fall of 2018	1711	Illinois ASBO	92E000 2210 3320 35 130000	890.00
Total				890.00
Subtotal				1,634.24