

Urbana Adult Education
August 16, 2018 through September 12, 2018

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

<u>Date</u>	<u>Description</u>	<u>Amount</u>
8/15/18	8/15 Payroll	25,645.96
8/30/18	8/30 Payroll	25,443.88
Total		<u>51,089.84</u>

Bank Transfers from Accounts Payable to Imprest Fund to Replenish:

8/31/18		1,812.91
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Attached computer generated Accounts Payable check reports:

Checks 2041-2053 (FY19 September Bills)	<u>15,973.88</u>
Total Accounts Payable	<u>17,786.79</u>
Total Payroll	<u>51,089.84</u>
Grand Total	<u>68,876.63</u>

The preceding list of FY19 Accounts Payable in the amount of \$17,786.79 is approved by the Board of Education, Urbana School District 116 on September 18, 2018.

The Payroll for FY19 in the amount of \$51,089.84 is approved by the Board of Education, Urbana School District 116 on September 18, 2018.

President

Secretary

Chief Financial Officer

VENDOR	INVOICE NUMBER	INVOICE DESCRIPTION	AMOUNT	PO ACCOUNT NUMBER	CHECK NUMBER
AT&T	217337488708	Fax line invoice from July 8th thru August 7th	42.56	0 92E000 2540 3430 35 381342	2041
BRYANT, LEONARD	Reimbursement	WIOA mileage reimbursement to Leonard Bryant (WIOA Coordinator) for the month of August	15.81	0 92E000 1400 3320 35 684421	2042
CDS LEASING	60170310	Copier lease payment for August	112.95	0 92E000 1310 3240 35 010000	2043
CDS LEASING	60170310	Copier lease payment for August	112.95	0 92E000 1310 3240 35 030000	2043
CDS LEASING	60170310	Copier lease payment for August	12.55	0 92E000 2320 3240 35 010000	2043
CDS LEASING	60170310	Copier lease payment for August	12.55	0 92E000 2320 3240 35 030000	2043
CDS LEASING	60478544	Copier lease payment for September	112.95	0 92E000 1310 3240 35 010000	2043
CDS LEASING	60478544	Copier lease payment for September	112.95	0 92E000 1310 3240 35 030000	2043
CDS LEASING	60478544	Copier lease payment for September	12.55	0 92E000 2320 3240 35 010000	2043
CDS LEASING	60478544	Copier lease payment for September	12.55	0 92E000 2320 3240 35 030000	2043
CDS OFFICE TECHNOLOGIES	INV1177020	Copier usage invoice from 7-18-18 thru 9/17/18, main building	43.78	0 92E000 1310 3240 35 010000	2044
CDS OFFICE TECHNOLOGIES	INV1177020	Copier usage invoice from 7-18-18 thru 9/17/18, main building	43.78	0 92E000 1310 3240 35 030000	2044
CDS OFFICE TECHNOLOGIES	INV1177020	Copier usage invoice from 7-18-18 thru 9/17/18, main building	4.86	0 92E000 2320 3240 35 010000	2044
CDS OFFICE TECHNOLOGIES	INV1177020	Copier usage invoice from 7-18-18 thru 9/17/18, main building	4.87	0 92E000 2320 3240 35 030000	2044
CDS OFFICE TECHNOLOGIES	INV1179198	Copier usage invoice from 7-17-18 thru 9/16/18, ESL building	20.70	0 92E000 1310 3240 35 010000	2044
CDS OFFICE TECHNOLOGIES	INV1179198	Copier usage invoice from 7-17-18 thru 9/16/18, ESL building	20.70	0 92E000 1310 3240 35 030000	2044
CDS OFFICE TECHNOLOGIES	INV1179198	Copier usage invoice from 7-17-18 thru 9/16/18, ESL building	2.30	0 92E000 2320 3240 35 010000	2044
CDS OFFICE TECHNOLOGIES	INV1179198	Copier usage invoice from 7-17-18 thru 9/16/18, ESL building	2.30	0 92E000 2320 3240 35 030000	2044
CHAMPAIGN COUNTY STAR UNIFORMS	5 90110-3	LWIA One-stop Center MOU quarterly billing Uniform scrubs for Jaley Jo Thompson, CNA student for the Oct-December of 2017 class. The invoice was mistakenly not billed in FY18 by the vendor due to changes in their accounting department.	334.07 135.00	0 92E000 0000 3000 35 000000 0 92E000 0000 3000 35 000000	2045 2050
STAR UNIFORMS	90016-3	Uniform scrubs for Tara Bankhead, CNA student for the Aug-Oct of 2017 class. The invoice was mistakenly not billed in FY18 by the vendor due to changes in their accounting department.	116.60	0 92E000 0000 3000 35 000000	2050

VENDOR	INVOICE NUMBER	INVOICE DESCRIPTION	AMOUNT	PO ACCOUNT NUMBER	CHECK NUMBER
STAR UNIFORMS	90004-3	Uniform scrubs for Victoria Kryzanski, CNA student for the Oct-December of 2017 class. The invoice was mistakenly not billed in FY18 by the vendor due to changes in their accounting department.	124.80	0 92E000 0000 3000 35 000000	2050
STAR UNIFORMS	87121-3	Uniform scrubs for Samantha Sears, CNA student for the Aug-October of 2017 class. The invoice was mistakenly not billed in FY18 by the vendor due to changes in their accounting department.	132.00	0 92E000 0000 3000 35 000000	2050
STAR UNIFORMS	87115-3	Uniform scrubs for Britanya Von Busch, CNA student for the Aug-October of 2017 class. The invoice was mistakenly not billed in FY18 by the vendor due to changes in their accounting department.	135.00	0 92E000 0000 3000 35 000000	2050
STAR UNIFORMS	87101-3	Uniform scrubs for Angel Freeman, CNA student for the Oct-December of 2017 class. The invoice was mistakenly not billed in FY18 by the vendor due to changes in their accounting department.	130.40	0 92E000 0000 3000 35 000000	2050
STAR UNIFORMS	87100-3	Uniform scrubs for Lashaya Jackson, CNA student for the Aug-Oct of 2017 class. The invoice was mistakenly not billed in FY18 by the vendor due to changes in their accounting department.	135.00	0 92E000 0000 3000 35 000000	2050
STAR UNIFORMS	87043-3	Uniform scrubs for Taniya Williams, CNA student for the Oct-Dec of 2017 class. The invoice was mistakenly not billed in FY18 by the vendor due to changes in their accounting department.	115.60	0 92E000 0000 3000 35 000000	2050
STAR UNIFORMS	87004-3	Uniform scrubs for Rhiana Gottlieb, CNA student for the Aug-October of 2017 class. The invoice was mistakenly not billed in FY18 by the vendor due to changes in their accounting department.	135.00	0 92E000 0000 3000 35 000000	2050
STAR UNIFORMS	89897-3	Uniform scrubs for Britanya Von Busch, CNA student for the Aug-October of 2017 class. The invoice was mistakenly not billed in FY18 by the vendor due to changes in their	127.40	0 92E000 0000 3000 35 000000	2050

VENDOR	INVOICE NUMBER	INVOICE DESCRIPTION	AMOUNT	PO ACCOUNT NUMBER	CHECK NUMBER
URBANA SCHOOL DISTRICT #116	P-card 01	accounting department.			
URBANA SCHOOL DISTRICT #116	P-card 02	Return of bathroom repair supplies	-22.99	0 92E000 2540 4130 35 381342	2052
URBANA SCHOOL DISTRICT #116	P-card 04	Bathroom repair supplies for a leak in the sink	45.98	0 92E000 2540 4130 35 381342	2052
URBANA SCHOOL DISTRICT #116	P-card 04	Office supplies	31.65	0 92E000 2320 4150 35 010000	2052
URBANA SCHOOL DISTRICT #116	P-card 04	Office supplies	31.61	0 92E000 2320 4150 35 030000	2052
URBANA SCHOOL DISTRICT #116	P-card 03	Upgrade to the website domain	8.97	0 92E000 2320 4150 35 010000	2052
URBANA SCHOOL DISTRICT #116	P-card 03	Upgrade to the website domain	8.98	0 92E000 2320 4150 35 030000	2052
URBANA SCHOOL DISTRICT #116	P-card 05	Janitorial supplies and calendar/planner	3.48	0 92E000 2320 4150 35 010000	2052
URBANA SCHOOL DISTRICT #116	P-card 05	Janitorial supplies and calendar/planner	3.48	0 92E000 2320 4150 35 030000	2052
URBANA SCHOOL DISTRICT #116	P-card 05	Janitorial supplies and calendar/planner	55.78	0 92E000 2540 4130 35 381342	2052
URBANA SCHOOL DISTRICT #116	P-card 06	Janitorial supplies	136.64	0 92E000 2540 4130 35 381342	2052
URBANA SCHOOL DISTRICT #116	P-card 07	Invoice for new TABE test 11 & 12 for FY19	980.10	0 92E000 1310 4110 35 010000	2052
URBANA SCHOOL DISTRICT #116	P-card 07	Invoice for new TABE test 11 & 12 for FY19	980.10	0 92E000 1310 4110 35 030000	2052
URBANA SCHOOL DISTRICT #116	P-card 08	Office supplies-labels	17.49	0 92E000 2120 4110 35 010000	2052
URBANA SCHOOL DISTRICT #116	P-card 08	Office supplies-labels	17.49	0 92E000 2120 4110 35 030000	2052
URBANA SCHOOL DISTRICT #116	P-card 09	Office scanner for Student Services	200.00	0 92E000 2120 4110 35 010000	2052
URBANA SCHOOL DISTRICT #116	P-card 09	Office scanner for Student Services	199.99	0 92E000 2120 4110 35 030000	2052
URBANA SCHOOL DISTRICT #116	P-card 10	FY19 escrow deposit for CNA fingerprinting	1,000.00	0 92E000 2120 3180 35 760001	2052
URBANA SCHOOL DISTRICT #116	USD Utilities-8	USD utilities invoice from 8/15/18 thru 8/29/18: Electric-667.93, Gas-122.84, Water-93.83 and phone-45.11	45.11	0 92E000 2540 3430 35 381342	2052
URBANA SCHOOL DISTRICT #116	USD Utilities-8	USD utilities invoice from 8/15/18 thru 8/29/18: Electric-667.93, Gas-122.84, Water-93.83 and phone-45.11	93.83	0 92E000 2540 3710 35 381342	2052
URBANA SCHOOL DISTRICT #116	USD Utilities-8	USD utilities invoice from 8/15/18 thru 8/29/18: Electric-667.93, Gas-122.84, Water-93.83 and phone-45.11	122.84	0 92E000 2540 3950 35 381342	2052
URBANA SCHOOL DISTRICT #116	USD Utilities-8	USD utilities invoice from 8/15/18 thru 8/29/18: Electric-667.93, Gas-122.84, Water-93.83 and phone-45.11	667.93	0 92E000 2540 3960 35 381342	2052
URBANA SCHOOL DISTRICT #116	USD Utilities-8	USD utilities invoice from 7/26/18 thru 8/14/18: Electric-707.92 and Water-165.73	165.73	0 92E000 2540 3710 35 381342	2052
URBANA SCHOOL DISTRICT #116	USD Utilities-8	USD utilities invoice from 7/26/18 thru 8/14/18: Electric-707.92 and Water-165.73	707.92	0 92F000 2540 3960 35 381342	2052
URBANA SCHOOL DISTRICT #116	USD Warehouse	Office supplies	7.80	0 92E000 2320 4150 35 010000	2052
URBANA SCHOOL DISTRICT #116	USD Warehouse	Office supplies	7.79	0 92E000 2320 4150 35 030000	2052
URBANA SCHOOL DISTRICT #116	USD Printshop	USD materials printshop bill for the following programs:APL-GED (1310)-208.13,	104.06	0 92E000 1310 4110 35 010000	2052

VENDOR	INVOICE NUMBER	INVOICE DESCRIPTION	AMOUNT		PO ACCOUNT NUMBER		CHECK NUMBER
URBANA SCHOOL DISTRICT 116 UAE PAYR	Benefits Reg 8-	USD Benefits transfer for regular payroll 8-30-18: IMRF-1850.14, FICA-1064.46 and Medicare-303.27	1,850.14	0	92L000 4540 0000 00	000000	2053
URBANA SCHOOL DISTRICT 116 UAE PAYR	Benefits Reg 8-	USD Benefits transfer for regular payroll 8-30-18: IMRF-1850.14, FICA-1064.46 and Medicare-303.27	1,064.46	0	92L000 4570 0000 00	000000	2053
URBANA SCHOOL DISTRICT 116 UAE PAYR	Benefits Reg 8-	USD Benefits transfer for regular payroll 8-30-18: IMRF-1850.14, FICA-1064.46 and Medicare-303.27	303.27	0	92L000 4580 0000 00	000000	2053
URBANA SCHOOL DISTRICT 116 UAE PAYR	Benefits Run 8-	USD Benefits transfer for runaheads payroll 8-30-18: IMRF-256.39, FICA-129.45 and Medicare-30.27	256.39	0	92L000 4540 0000 00	000000	2053
URBANA SCHOOL DISTRICT 116 UAE PAYR	Benefits Run 8-	USD Benefits transfer for runaheads payroll 8-30-18: IMRF-256.39, FICA-129.45 and Medicare-30.27	129.45	0	92L000 4570 0000 00	000000	2053
URBANA SCHOOL DISTRICT 116 UAE PAYR	Benefits Run 8-	USD Benefits transfer for runaheads payroll 8-30-18: IMRF-256.39, FICA-129.45 and Medicare-30.27	30.27	0	92L000 4580 0000 00	000000	2053
URBANA SCHOOL DISTRICT 116 UAE PAYR	Benefits Run 8-	USD Benefits transfer for runaheads payroll 8-15-18: IMRF-256.40, FICA-129.45 and Medicare-30.28	256.40	0	92L000 4540 0000 00	000000	2053
URBANA SCHOOL DISTRICT 116 UAE PAYR	Benefits Run 8-	USD Benefits transfer for runaheads payroll 8-15-18: IMRF-256.40, FICA-129.45 and Medicare-30.28	129.45	0	92L000 4570 0000 00	000000	2053
URBANA SCHOOL DISTRICT 116 UAE PAYR	Benefits Run 8-	USD Benefits transfer for runaheads payroll 8-15-18: IMRF-256.40, FICA-129.45 and Medicare-30.28	30.28	0	92L000 4580 0000 00	000000	2053

Totals for checks 15,973.88

FUND SUMMARY

<u>FUND</u>	<u>DESCRIPTION</u>	<u>BALANCE SHEET</u>	<u>REVENUE</u>	<u>EXPENSE</u>	<u>TOTAL</u>
92	ADULT ED	7,351.17	0.00	8,622.71	15,973.88
***	Fund Summary Totals ***	7,351.17	0.00	8,622.71	15,973.88

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

Urbana School District 116-UAEC				
Imprest Disbursement Report				
08/31/18				
				Amount
Balance from July 31st, 2018 Report				4,000.00
Interest earned for July posted on 8-1-18				0.03
Interest earned for August of 2018 (Posted on 9-1-18)				0.03
Replenish transfer from Accounts Payable				1,812.91
Available Balance				5,812.94
August's Disbursements				1,812.94
Reconciliation Figure-8/31/18				4,000.00
Description	Check #	Vendor	Account	Amount
XELLO Invoice for the APL-GED program #C1032435	1690	XELLO	92E000 1310 4110 35 010000	499.50
			92E000 1310 4110 35 030000	499.50
Total				999.00
Tuition and Books reimbursement to Donna Clark for the Medical Terminology class taken in the summer of 2018 at Parkland College towards completion of the Associates Degree program	1691	Donna Clark	92E000 2210 3320 35 130000	652.80
Total				652.80
Mileage reimbursement to Leonard Bryant for the W/OA program for July of 2018	1692	Leonard Bryant	92E000 1400 3320 35 684421	45.78
Total				45.78
Reimbursement to Felecia Freeman for CNA supplies for the August-October CNA class	1693	Felecia Freeman	92E000 1310 4110 35 030000	57.68
			92E000 1310 4110 35 760001	57.68
				115.36
Subtotal				1,812.94