

Urbana Adult Education
April 13, 2012 through May 9, 2012

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

<u>Date</u>	<u>Description</u>	<u>Amount</u>
4/12/12	4/13 Payroll	39,379.45
4/27/12	4/30 Payroll	45,693.28

Bank Transfer from Accounts Payable to Imprest Fund to Replenish:

4/25/12		4,000.00
4/30/12		1,215.78

Attached computer generated check reports:

Checks 1120-1126 May Bills	<u>4,150.16</u>
Total Accounts Payable	9,365.94
Total Payroll	<u>85,072.73</u>
Grand Total	<u>94,438.67</u>

The preceding list of Accounts Payable in the amount of \$9,365.94 is approved by the Board of Education, Urbana School District 116 on May 15, 2012.

The Payroll in the amount of 94,438.67 is approved by the Board of Education, Urbana School District 116 on May 15, 2012.

President

Secretary

Director of Business and Financial Services

VENDOR	INVOICE	INVOICE	AMOUNT	PO ACCOUNT					CHECK	
	NUMBER	DESCRIPTION		NUMBER	NUMBER	NUMBER	NUMBER	NUMBER	NUMBER	
AT&T	217337498704	Phone	25.64	0	92E000	2540	3430	35	381342	1120
CDS LEASING	13412914	May copier lease	506.25	0	92E000	1310	3240	35	903982	1121
CDS LEASING	13412914	May copier lease	56.25	0	92E000	2320	3240	35	903982	1121
DILLMAN, SHARON	CNA annual conf	CNA Annual conf	38.85	0	92E000	2210	3320	35	903982	1122
JOSTENS INC	15187311	Diplomas	23.92	0	92E000	1310	4110	35	903982	1123
JOSTENS INC	15130196	Diploma covers	769.42	0	92E000	1310	4110	35	903982	1123
KAPLAN, KAREN	CNA Annual conf	CNA Annual conf	105.45	0	92E000	2210	3320	35	903982	1124
KAPLAN, KAREN	Alzheimer's	Alzheimer's conf	53.28	0	92E000	2210	3320	35	630000	1124
MYERS, ALICE	Feb-Apr	Feb-Apr mileage	13.80	0	92E000	2110	3320	00	120000	1125
URBANA SCHOOL DISTRICT #116	P-card1	Myers UMS materials	99.34	0	92E000	2110	4110	00	120000	1126
URBANA SCHOOL DISTRICT #116	P-card2	Postage to mail DD grant	14.95	0	92E000	2320	3410	35	903982	1126
URBANA SCHOOL DISTRICT #116	P-card3	IACEA Conf lodging	359.52	0	92E000	2210	3320	35	903982	1126
URBANA SCHOOL DISTRICT #116	P-card4	CNA filing cabinet keys	11.94	0	92E000	1000	4000	35	630000	1126
URBANA SCHOOL DISTRICT #116	P-card5	Artist sketch diaries for art class	74.10	0	92E000	1362	4110	35	580000	1126
URBANA SCHOOL DISTRICT #116	P-card6	Prairie materials Montgerard	109.67	0	92E000	1000	4110	00	120000	1126
URBANA SCHOOL DISTRICT #116	Terminix	Dead animal smell housecall	30.00	0	92E000	2540	3230	35	903982	1126
URBANA SCHOOL DISTRICT #116	Utility1	Electricity	396.60	0	92E000	2540	3960	35	381342	1126
URBANA SCHOOL DISTRICT #116	Utility2	Natural Gas	192.98	0	92E000	2540	3950	35	381342	1126
URBANA SCHOOL DISTRICT #116	Utility3	Water	68.65	0	92E000	2540	3710	35	381342	1126
URBANA SCHOOL DISTRICT #116	Print Shop Marc	CNA class lamination	5.00	0	92E000	1000	4000	35	630000	1126
URBANA SCHOOL DISTRICT #116	Phone March	Phone March	141.09	0	92E000	2540	3430	35	381342	1126
URBANA SCHOOL DISTRICT #116	Internet	Internet	52.90	0	92E000	2540	3430	35	381342	1126
URBANA SCHOOL DISTRICT #116	Print Shop Apri	Print Shop April	98.95	0	92E000	1310	4110	35	903982	1126
URBANA SCHOOL DISTRICT #116	Warehouse 23112	custodial supplies	168.40	0	92E000	2540	4130	35	381342	1126
URBANA SCHOOL DISTRICT #116	Warehouse 23112	CNA materials	400.15	0	92E000	1000	4000	35	630000	1126
URBANA SCHOOL DISTRICT #116	Warehouse 23112	materials	58.08	0	92E000	1310	4110	35	903982	1126
URBANA SCHOOL DISTRICT #116	Warehouse 23112	paper, calendars	41.25	0	92E000	1000	4000	35	630000	1126
URBANA SCHOOL DISTRICT #116	Warehouse 23112	paper, calendars	109.99	0	92E000	1310	4110	35	903982	1126
URBANA SCHOOL DISTRICT #116	Warehouse 23112	paper, calendars	41.25	0	92E000	1320	4110	35	060000	1126
URBANA SCHOOL DISTRICT #116	Warehouse 23112	paper, calendars	27.50	0	92E000	1333	4110	35	684421	1126
URBANA SCHOOL DISTRICT #116	Warehouse 23112	paper, calendars	27.50	0	92E000	1361	4110	35	494620	1126
URBANA SCHOOL DISTRICT #116	Warehouse 23112	paper, calendars	27.49	0	92E000	1362	4110	35	580000	1126

Totals for checks

4,150.16

Urbana School District 116 - Urbana Adult Education
 Imprest Disbursements Report
 For Month Ended March 31, 2012

Balance from February 29, 2012 Report	4,000.00
Bank Transfer from Accounts Payable to Replenish Account not made until 4/3/12	-
Available Balance	4,000.00
March Disbursements	<u>2,559.76</u>
Bank Reconciliation Figure, March 31, 2012	<u><u>1,440.24</u></u>

Check	Vendor	Account	Amount	Description
1135	David Gordon	92E000-1320-3920-35-060000	134.76	Comm. Ed. Consultant Fee
1136	IACEA	92E000-2900-4100-00-000000	225.00	Conference Registration
1137	Lori Barker	92R000-1351-0000-00-000000	25.00	Comm. Ed. Tuition Refund
1138	Elizabeth Scholebo	92R000-1351-0000-00-000000	60.00	Comm. Ed. Tuition Refund
1139	Lisa Margolin	92R000-1351-0000-00-000000	25.00	Comm. Ed. Tuition Refund
1140	Tiffani Henry	92R000-1351-0000-00-000000	30.00	Comm. Ed. Tuition Refund
1141	Dana Pratt	92R000-1351-0000-00-000000	30.00	Comm. Ed. Tuition Refund
1142	Bob Rowe	92E000-1320-3920-35-060000	440.00	Comm. Ed. Consultant Fee
1143	University Y.M.C.A.	92E000-1320-3260-35-060000	150.00	Comm. Ed. Facility Use
1144	Bari Arnote	92R000-1351-0000-00-000000	70.00	Comm. Ed. Tuition Refund
1145	<i>Void</i>			
1146	<i>Void</i>			
1147	Terry Gravely	92R000-1351-0000-00-000000	70.00	Comm. Ed. Tuition Refund
1148	Bob Rowe	92E000-1320-3920-35-060000	480.00	Comm. Ed. Consultant Fee
1149	Kim Peck	92E000-1320-3920-35-060000	90.00	Comm. Ed. Consultant Fee
1150	Brigitte Pieke	92E000-1320-3920-35-060000	140.00	Comm. Ed. Consultant Fee
1151	Shirley Splittstoesser		55.00	
		35.00 { 92E000-1320-3920-35-060000		Comm. Ed. Consultant Fee
		20.00 { 92E000-1320-4110-35-060000		Comm. Ed. Materials
1152	Olinda Pavao Braga de Sousa	92E000-1320-3920-35-060000	105.00	Comm. Ed. Consultant Fee
1153	John Sloan	92R000-1351-0000-00-000000	30.00	Comm. Ed. Tuition Refund
1154	Bob Rowe	92E000-1320-3920-35-060000	400.00	Comm. Ed. Consultant Fee
			<u>2,559.76</u>	

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Urbana School District 116 - Urbana Adult Education
 Imprest Disbursements Report
 For Month Ended April 30, 2012

Balance from March 31, 2012 Report	1,440.24
Bank Transfer from Accounts Payable to Replenish Account 4/3 (not replenished in March)	2,559.76
Bank Transfer from Accounts Payable to Replenish Account 4/25	4,000.00
Bank Transfer from Accounts Payable to Replenish Account 4/30	1,215.78
Available Balance	9,215.78
April Disbursements	<u>5,215.78</u>
Bank Reconciliation Figure, April 30, 2012	<u><u>4,000.00</u></u>

Check	Vendor	Account	Amount	Description
1155	Peggy Ore	92R000-1351-0000-00-000000	40.00	Comm. Ed. Tuition Refund
1156	Barb Venable	92R000-1351-0000-00-000000	40.00	Comm. Ed. Tuition Refund
1157	Jan Caba	92R000-1351-0000-00-000000	25.00	Comm. Ed. Tuition Refund
1158	CARE Center	92E000-1320-3920-35-060000	715.00	Comm. Ed. Consultant Fee
		92E000-1320-3326-35-060000		
	365.00			
	350.00			
1159	Jean Hovde	92E000-1320-3920-35-060000	78.75	Comm. Ed. Consultant Fee
1160	Bob Rowe	92E000-1320-3920-35-060000	480.00	Comm. Ed. Consultant Fee
1161	Shirley Splittstoesser	92E000-1320-3920-35-060000	142.50	Comm. Ed. Consultant Fee
1162	Sue Phillips	92R000-1351-0000-00-000000	100.00	Comm. Ed. Tuition Refund
1163	Margie Harmon	92R000-1351-0000-00-000000	60.00	Comm. Ed. Tuition Refund
1164	Lisa Margolin	92R000-1351-0000-00-000000	25.00	Comm. Ed. Tuition Refund
1165	Diane Fairchild	92R000-1351-0000-00-000000	30.00	Comm. Ed. Tuition Refund
1166	Jostens	92E000-1333-4120-35-684421	192.00	WIA Youth Cap & Gowns (12)
1167	Bob Rowe	92E000-1320-3920-35-060000	380.00	Comm. Ed. Consultant Fee
1168	Birgit McCall		193.06	
		92E000-1320-3920-35-060000		Comm. Ed. Consultant Fee
	166.95			
	26.11	92E000-1320-4110-35-060000		Comm. Ed. Materials
1169	Shirley Splittstoesser		102.68	
		92E000-1320-3920-35-060000		Comm. Ed. Consultant Fee
	77.32			
	25.36	92E000-1320-4110-35-060000		Comm. Ed. Materials
1170	Shelley Barker	92R000-1351-0000-00-000000	25.00	Comm. Ed. Tuition Refund
1171	Mollie Bogart	92R000-1351-0000-00-000000	25.00	Comm. Ed. Tuition Refund
1172	Carlo Anzelmo	92E000-1320-3920-35-060000	474.48	Comm. Ed. Consultant Fee
1173	Mamie Brown	92E000-1362-3100-35-580000	262.50	Artist in Residence
1174	Alisa Chapman		112.63	
		92E000-1320-3920-35-060000		Comm. Ed. Consultant Fee
	37.38			
	75.25	92E000-1320-4110-35-060000		Comm. Ed. Materials
1175	James Thompson	92E000-1320-3920-35-060000	405.00	Comm. Ed. Consultant Fee
1176	Bob Rowe	92E000-1320-3920-35-060000	420.00	Comm. Ed. Consultant Fee
1177	James Thompson	92E000-1320-3920-35-060000	45.00	Comm. Ed. Consultant Fee
1178	Thuy-Tien Thi Douglas		322.18	
		92E000-1320-3920-35-060000		Comm. Ed. Consultant Fee
	217.84			
	104.34	92E000-1320-4110-35-060000		Comm. Ed. Materials
1179	Barb Venable	92R000-1351-0000-00-000000	20.00	Comm. Ed. Tuition Refund
1180	Carlo Anzelmo	92E000-1320-3920-35-060000	500.00	Comm. Ed. Consultant Fee
			<u>5,215.78</u>	