

FY 2017-18 Expense Report

PURPOSE: Out-of-Pocket Expenditures covering: TLLF Hqts, Resident Agent Office, Fndt Program & Operations

REPORT NUMBER: FY 2017-2018: 01
Receipts Should Be Attached If Available

REPORT PERIOD: From 10/1/2017 To 9/19/2018

EMPLOYEE INFORMATION:

Name: Jerri D. Thomas

Position: Founder/CEO-CRO

Staff ID: _____

Dept: Executive & Program Offices

Reports To: n/a

Dept ID: EO

Date	Dept. Account	Description of Expenditure	Operatios	Web Related	Entertn.	Meals	Phone	Ads, Media,	Misc	Total
1-Oct-17	GEN-OP	Rent: Resident Agent/Hqts Ofc	\$550.00							\$550.00
15-Oct-17	GEN-OP	Use of Personal Cell					\$92.00			\$92.00
21-Oct-17	GEN-OP	Replacement Screen for Cracked Cell					\$18.00			\$18.00
26-Oct-17	GEN-OP	VistaPrint: Business Card Order							\$65.00	\$65.00
30-Oct-17	GEN-OP	PO Box, US Postal Service Renewal	\$68.00							\$68.00
1-Nov-17	GEN-OP	iPower Web Hosting Acct		\$40.00						\$40.00
1-Nov-17	GEN-OP	Renters Insurance	\$15.06							\$15.06
8-Nov-17	GEN-OP	Split Cell Bill: TLLF=2, JDT=1					\$83.33			\$83.33
11-Nov-17	RSRC/PrGr	TLLF-PhD Research Study Membership & Resource Access: ARNOVA							\$75.00	\$75.00
15-Nov-17	GEN-OP	RincCentral Toll-Free # for TLL					\$39.00			\$39.00
1-Dec-17	GEN-OP	iPower Web Hosting Acct		\$40.00						\$40.00
6-Dec-17	GEN-OP	Rent: Resident Agent/Hqts Ofc: Nov'Dec	\$1,100.00							\$1,100.00
9-Dec-17	GEN-OP	Upholstery Cleaning Products (for forthcoming replacement sofa purchase)							\$37.37	\$37.37
14-Dec-17	MAINT	Replaced Old/2-Seat Sofa (1 Thrift Store) for Hqts/ResAgent Office w/Newer 80"	\$180.00							\$180.00

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15-Dec-17	GEN-OP	RincCentral Toll-Free # for TLLF Dedicated Ph Number					\$39.00			\$39.00
23-Dec-17	SECURITY	Kaspersky: Security Software Renewal	\$79.00							\$79.00
1-Jan-18	TECH/PrGM	iPower Web Hosting Acct		\$40.00						\$40.00
1-Jan-18	GEN-OP	Renters Insurance	\$12.06							\$12.06
1-Jan-18	GEN-OP	Rent: Resident Agent/Hqts Ofc	\$550.00							\$550.00
7-Jan-18	GEN-OP	Use of Personal Cell (half payment)					\$81.00			\$81.00
9-Jan-18	GEN-OP	RincCentral Toll-Free # for TLL Dedicated Ph Number					\$39.00			\$39.00
12-Jan-18	GEN-OP	Replacement & Additional Cell Purchases & Shipping (ExecOfc & MgmtAsst)					\$120.00			\$120.00
17-Jan-18	TECH/PrGM	Cell Data Transfer Software (1 of 3)					\$39.00			\$39.00
27-Jan-18	TECH/PrGM	Cell Data Backup/Restore SW (2 of 3)					\$2.99			\$2.99
1-Feb-18	GEN-OP	Office & Grocery Supplies (water, etc)	\$46.01							\$46.01
5-Feb-18	PrGM/MKT	US News & World Report's DC Host Committee Planning Meeting: April 2018 Workforce of Tomorrow Conference DC Convention Ctr				\$25.00				\$25.00
7-Feb-18	TECH/PrGM	T-Mobile Acct Special: Bill reduction for additonal line, TLLF=2, JDT=1					\$83.33			\$83.33

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1-Mar-18	GEN-OP	Rent: Resident Agent/Hqts Ofc	\$550.00							\$550.00
4-Mar-18	GEN-OP	Split Payment for TLLF Cell Phones: 2 lines=TLLF(excludes 1=JDT)					\$79.00			\$79.00
1-Apr-18	GEN-OP	Project Planning Software: SlickPlan		\$59.00						\$59.00
6-Apr-18	PrGM/MKT	Parking and Meals to Open then Attend the US News & World Report, Workforce of Tomorrow Conference @ DC Convention Ctr (+ handouts)	\$75.00			\$15.00			\$10.00	\$100.00
13-Apr-18	GEN-OP	Printer Ink, HP OfcJet	\$46.93							\$46.93
13-Apr-18	GEN-OP	Renters Insurance Renewal	\$41.40							\$41.40
13-Apr-18	GEN-OP	Xfinity Service : Cable & High Speed Internet Service w/Dedicated Landline	\$325.00							\$325.00
13-Apr-18	GEN-OP	Netflix & Spotify Subscriptions			\$25.66					\$25.66
13-Apr-18	GEN-OP	Groceries & Cleaning Products, ResAgnt/HtqrsOfc	\$171.43							\$171.43
14-Apr-18	GEN-OP	Rent: ResAgent/Hqts Ofc (Feb-Apr)	\$1,650.00							\$1,650.00
18-Apr-18	GEN-OP	Uhaul Storage (books, software, archived files, etc.)							\$167.23	\$167.23
21-Apr-18	GEN-OP	PO Box, US Postal Service Renewal	\$68.00							\$68.00
21-Apr-18	GEN-OP	2018 Certificat of Good Standing Certificate							\$20.00	\$20.00
21-Apr-18	PrGM/MKT	NAEIR Education, Gratuity and Office Supplied							\$31.75	\$31.75

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27-Apr-18	GEN-OP	Meeting Meal: inpromotu Dinner meeting at Ledos, College Park				\$36.00				\$36.00
27-Apr-18	TECH/PrGM	SlickPlan, Cloude Web Project Mgmt SW		\$59.00						\$59.00
1-May-18	GEN-OP	Renters Insurance	\$15.00							\$15.00
1-May-18	GEN-OP	Funds Transfer to PGCFCU	\$120.00							\$120.00
1-May-18	GEN-OP	Renters Insurance	\$12.06							\$12.06
7-May-18	GEN-OP	Xfinity Service (cable, internet/ph)	\$144.00							\$144.00
7-May-18	GEN-OP	Split Cell Bill: TLLF=2, JDT=1					\$83.33			\$83.33
10-May-18	GEN-OP	Uhaul Storage (books, software, archived files, etc.)							\$167.23	\$167.23
11-May-18	GEN-OP	Rent: Resident Agent/Hqts Ofc	\$550.00							\$550.00
16-May-18	GEN-OP	Supplies: paper products, binder-folde envelops, etc.							\$65.95	\$65.95
17-May-18	GEN-OP	Lithos and other artwork for walls							\$68.00	\$68.00
24-May-18	GEN-OP	TLLF.com Domain Registration		\$16.99						\$16.99
25-May-18	GEN-OP	Metal Shelving -- 5 shelf							\$58.29	\$58.29
29-May-18	GEN-OP	Dustmite products (for lamp & other materials removed from storage)							\$23.57	\$23.57
31-May-18	GEN-OP	Dinner Meeting at ResAgent Office				\$32.37				\$32.37

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1-Jun-18	GEN-OP	Notary Emposer: Renewal Replacement							\$16.97	\$16.97
3-Jun-18	TECH/PrGM	Cleared Candidate.net/org/com Domain Registrations (3)		\$42.23						\$42.23
3-Jun-18	TECH/PrGM	InfoXchnng.com Domain Registration		\$16.99						\$16.99
4-Jun-18	TECH/PrGM	EarlyBirdRegistration.net & .org Domain Registrations		\$33.32						\$33.32
7-Jun-18	GEN-OP	Additional TLLF Domain Registrations		\$68.00						\$68.00
7-Jun-18	GEN-OP	Credit One Bank CC Card Payment	\$100.00							\$100.00
15-Jun-18	GEN-OP	Split Cell Bill: TLLF=2, JDT=1					\$83.33			\$83.33
19-Jun-18	TECH/PrGM	Xfinity - June plan change	\$156.70							\$156.70
19-Jun-18	GEN-OP	Funds Transfer from Personal to TLLF Business Account	\$250.00							\$250.00
27-Jun-18	GEN-OP	Rent: ResAgent/Htqs Office, June & July	\$1,100.00							\$1,100.00
29-Jun-18	GEN-OP	Carpet Runner for closet							\$69.00	\$69.00
30-Jun-18	PrGM/MKT	Society for Non Profits, Full Membership							\$89.00	\$89.00
6-Jul-18	GEN-OP	Funds Transfer PGFCFU (for Montly Hosting/Ph Srvc)	\$80.00							\$80.00
7-Jul-18	GEN-OP	Notebook Purchases (2) for Exec Office & Mgmt Asst	\$510.00							\$510.00

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7-Jul-18	GEN-OP	RincCentral Toll-Free & Secure Fax Numbers					\$83.33			\$83.33
9-Jul-18	TECH/PrGM	Notebook Purchase for Program Office	\$250.00							\$250.00
10-Jul-18	TECH/PrGM	Adobe Software for Accounting Notebook	\$65.00							\$65.00
10-Jul-18	GEN-OP	Notebook Purchsae for Finance/Dept	\$250.00							\$250.00
10-Jul-18	RSRC/PrGr	Notebook Purchase for Program Office: TLLF-PhD Research Study &	\$250.00							\$250.00
10-Jul-18	TECH/PrGM	Faneendra Kuma of TriSphere, Inc: Web Developer: Bill+ Processing Fee		\$500.00					\$30.00	\$530.00
12-Jul-18	GEN-OP	TLLF Partnership Meetings/Interviews	\$23.00			\$41.41				\$64.41
12-Jul-18	GEN-OP	Office and MgntAsst Cell: Z30 (used)					\$150.00			\$150.00
12-Jul-18	TECH/PrGM	Mice for Office, Acct & Mgmt Asst							\$47.67	\$47.67
15-Jul-18	GEN-OP	Split Cell Bill: TLLF=2, JDT=1					\$83.33			\$83.33
18-Jul-18	TECH/PrGM	Mini Monitor for Lenovo Server(ebay)							\$44.49	\$44.49
20-Jul-18	PrGM/MKT	NonProfit Quartly Scholarly Journal							\$89.00	\$89.00
22-Jul-18	GEN-OP	Lunch/Dinner Meeting, Htqs Ofc				\$33.05				\$33.05
27-Jul-18	GEN-OP	Dinner Follow Up at Htqs Ofc				\$31.31				\$31.31
30-Jul-18	TECH/PrGM	4 Neopreme 17' Laptop Covers for Htqs, Acct, Mgmt Asst & Research Lenovo							\$53.57	\$53.57

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1-Aug-18	TECH/PrGM	iPower Web Hosting Acct		\$40.00						\$40.00
5-Aug-18	TECH/PrGM	3 HDMI Cables for Lenovo Notebooks							\$23.23	\$23.23
6-Aug-18	SECURITY	Security Stamps/Seals/Stikers (numbered)							\$66.46	\$66.46
9-Aug-18	MAINT	Cleaning Products (in bulk from WalMart)							\$65.00	\$65.00
9-Aug-18	RSRC/PrGr	TLLF-PhD Research Study Membership & Resource Access: NonProfitQrtly							\$100.00	\$100.00
15-Aug-18	GEN-OP	RincCentral Toll-Free & Secure Fax Numbers					\$39.00			\$39.00
15-Aug-18	GEN-OP	Split Cell Bill: TLLF=2, JDT=1					\$83.33			\$83.33
24-Aug-18	GEN-OP	Funds Transfer	\$200.00							\$200.00
26-Aug-18	SECURITY	Image Optimizer Software		\$33.00						\$33.00
27-Aug-18	GEN-OP	Vector Images for Website							\$20.00	\$20.00
29-Aug-18	SECURITY	Z30 Cell Cover with Security Clasp					\$15.59			\$15.59
30-Aug-18	GEN-OP	Rent: ResAgent/Htqs Office, Aug	\$550.00							\$550.00
1-Sep-18	GEN-OP	Ipower Web Hosting Acct		\$40.00						\$40.00
8-Sep-18	GEN-OP	T-Mobile Acct Special: Bill reduction for additonal line, TLLF=2, JDT=1					\$113.00			\$113.00
14-Sep-18	GEN-OP	NetEngineer Position Post/Craigslist	\$17.00							\$17.00

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15-Sep-18	GEN-OP	RincCentral Toll-Free & Secure Fax Numbers					\$39.00			\$39.00
15-Sep-18	GEN-OP	T-Mobile Acct Special: Bill reduction for additonal line, TLLF=2, JDT=1					\$83.00			\$83.00
19-Sep-18	GEN-OP	Uhaul Storage (books, software, archived files, etc.)							\$173.19	\$173.19
Totals			\$ 7,511.25	\$ 882.53	\$ (25.66)	\$ (92.14)	\$ 981.39	\$ -	\$ 176.93	\$ 9,434.30
									Subtotal	\$ 9,434.30
									Cash Advances	
									Total	\$ 9,434.30

APPROVE: _____

NOTES: **Funds Transfer from Personal. Amount entered above is net deposit & entered as negative (-) when bill is paid. Actual billing amount is entered under its appropriate category.

Wire Transferred from: Bank: Navy Federal FCU
To: Prince Georges Community FCU

Negative (-) Entries
*The Foundation had Fiscal Sponsorship Awardees in 2018. Any **Negative** entries reflect revenue from Application Fee, Registration Fee and Grant Administrative Fees were used to cover Foundation operations, program costs instead of the Founders Personal Funds. Personal Funds are used when there was no revenue, or as a last resort to generate revenue.*