

FY 2018-19 Expense Report

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

REPORT NUMBER: FY 2018-2019: 01
Receipts Should Be Attached If Available

REPORT PERIOD: **From** 10/1/2018
To 9/15/2019

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-18	GEN-OP	Rent: Resident Agent/Hqts Ofc	\$550.00							\$550.00
18-Oct-18	GEN-OP	General Supplies from Walmart	\$110.57							\$110.57
10-Jan-19	GEN-OP	Authorize.Net	\$45.00							\$45.00
28-Feb-19	GEN-OP	AT&T Phone, TLLF					\$159.00			\$159.00
14-Mar-19	TECH/PrGM	iPower: Domain Renewal		\$14.95						\$14.95
2-Mar-19	TECH/PrGM	iPower: Domain Renewal		\$14.95						\$14.95
4-Apr-19	GEN-OP	Indoor/Outdoor Antenna (to improve reception)	\$19.73							\$19.73
10-Apr-19	GEN-OP	Rent: Resident Agent/Hqts Ofc	\$550.00							\$550.00
17-Apr-19	GEN-OP	TV Antenna-Indoor outdoor							\$19.73	\$19.73
19-Apr-19	GEN-OP	payment							\$150.00	\$150.00
8-Jun-19	GEN-OP	VistaPrint-Business Card							\$33.24	\$33.24
12-Jul-19	TECH/PrGM	Notebooks							\$47.67	\$47.67
15-Jul-19	GEN-OP	Split Cell Bill: TLLF=2, JDT=1					\$83.33			\$83.33
16-Jul-19	GEN-OP	Merrick Bank Credit Card, One Time payment							\$35.00	\$35.00
18-Jul-19	TECH/PrGM	Mini Monitor for Lenovo Server(ebay)							\$44.49	\$44.49
20-Jul-19	PrGM/MKT	NonProfit Quarterly Scholarly Journal							\$89.00	\$89.00

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22-Jul-19	GEN-OP	Lunch/Dinner Meeting, Htqs Ofc				\$33.05				\$33.05
27-Jul-19	GEN-OP	Dinner Follow Up at Htqs Ofc				\$31.31				\$31.31
30-Jul-19	TECH/PrGM	4 Neopreme 17' Laptop Covers for Htqs, Acct, Mgmt Asst & Research Lenovo Notebooks							\$53.57	\$53.57
30-Jul-19	MAINT	Cleaning Supplies							\$35.99	\$35.99
1-Aug-19	TECH/PrGM	iPower Web Hosting Acct		\$40.00						\$40.00
5-Aug-19	TECH/PrGM	3 HDMI Cables for Lenovo Notebooks							\$23.23	\$23.23
6-Aug-19	SECURITY	Security Stamps/Seals/Stikers (numbered)							\$66.46	\$66.46
9-Aug-19	MAINT	Cleaning Products (in bulk from WalMart)							\$65.00	\$65.00
9-Aug-19	RSRC/PrGrn	TLLF-PhD Research Study Membership & Resource Access: NonProfitQrtly							\$100.00	\$100.00
15-Aug-19	GEN-OP	RincCentral Toll-Free & Secure Fax Numbers					\$39.00			\$39.00
15-Aug-19	GEN-OP	Split Cell Bill: TLLF=2, JDT=1					\$83.33			\$83.33
27-Aug-19	GEN-OP	Donated: Direct Payment for Back Rent Paid Directly to landlord for \$1800	\$0.00							\$0.00
1-Sep-19	GEN-OP	Ipower Web Hosting Acct		\$40.00						\$40.00
15-Sep-19	GEN-OP	RincCentral Toll-Free & Secure Fax Numbers					\$39.00			\$39.00
15-Sep-19	GEN-OP	AT&T Phone, TLLF					\$92.17			\$92.17

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Totals			\$ 1,275.30	\$ 109.90	\$ -	\$ 64.36	\$ 495.83	\$ -	\$ 763.38	\$ 2,708.77
									Subtotal	\$ 2,708.77
									Cash Advances	
									Total	\$ 2,708.77

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.

TLLF does not yet have incoming revenue, I as Founder/CEO cover expenses.

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

Negative (-) Entries
The Foundation had no Fiscal Sponsorship Awardees in 2019. Therefore there