

# **USJP**

# **Monthly Report**

**February 2020**

**GL REPORT & NON-  
PERSONNEL COSTS**

	A	B	C	D	E	F	G	H
1	URBAN LEAGUE OF ESSEX COUNTY							
2	451 USJP Program Transaction Detail by Account							
3	February 2020							
4								
5	Date	Transaction Ty	Num	Name	Memo/Description	Amount	Check #	
6	7100 Participant Salaries & Wages							
7	7112 Participant Wages - USJP							
8	02/10/2020	Journal Entry	189		USJP Participant Wages - 2/10/20	62,739.90		
9	02/24/2020	Journal Entry	261		USJP Participant Wages - 2/24/20	64,565.15		
10	Total for 7112 Participant Wages - USJP							\$ 127,305.05
11	7120 Payroll Taxes							
12	02/10/2020	Journal Entry	189		USJP Employer Liability	4,799.28		
13	02/24/2020	Journal Entry	261		USJP Employer Liability	4,939.22		
14	Total for 7120 Payroll Taxes							\$ 9,738.50
15	7130 Worker's Compensation - USJP							
16	02/28/2020	Journal Entry	248		Workers Comp Alloc	3,420.00		
17	Total for 7130 Worker's Compensation - USJP							\$ 3,420.00
18	7132 Payroll Expenses - Fees							
19	02/10/2020	Journal Entry	189		USJP Payroll Fee	401.87		
20	02/24/2020	Journal Entry	261		USJP Payroll Fee	784.54		
21	Total for 7132 Payroll Expenses - Fees							\$ 1,186.41
22	Total for 7100 Participant Salaries & Wages							\$ 141,649.96
23	7200 Salaries & Related Expenses							
24	7220 Salaries & Wages							
25	7222 Staff							
26	02/29/2020	Journal Entry	288			15,860.00		
27	Total for 7220 Salaries & Wages							\$ 15,860.00
28	7240 Employee Benefits							
29	7241 Health Insurance							
30	02/01/2020	Bill	293308978	Horizon Blue Cross Blue Shield of NJ	To record Horizon Exp. Billing Period 02/15/20 - 03/15/20	3,581.26	12950	
31	Total for 7241 Health Insurance							\$ 3,581.26
32	7242 Life and Dental Insurance							
33	02/01/2020	Bill	02.01.20PL	Principal Financial Group	Life, Dental & AD&D	235.20	12949	
34	Total for 7242 Life and Dental Insurance							\$ 235.20
35	7244 Employee Contrib - Health							
36	02/29/2020	Journal Entry	289		Employee Medical Contrib	-661.17		
37	Total for 7244 Employee Contrib - Health							-\$ 661.17
38	7247 Emp-ee Contrib -Dental							
39	02/29/2020	Journal Entry	290		Employee Dental Contrib	-43.56		
40	Total for 7247 Emp-ee Contrib -Dental							-\$ 43.56
41	Total for 7240 Employee Benefits							\$ 3,111.73

	A	B	C	D	E	F	G	H
1	<b>URBAN LEAGUE OF ESSEX COUNTY</b>							
2	<b>451 USJP Program Transaction Detail by Account</b>							
3	February 2020							
4								
5	Date	Transaction Ty	Num	Name	Memo/Description	Amount	Check #	
42								
43	7250 Payroll Taxes, etc.							
44	7245 Worker's Compensation Insurance							
45	7248 Allocated W Comp							
46	02/28/2020	Journal Entry	248		Workers Comp Alloc	426.00		
47	<b>Total for 7245 Worker's Compensation Insurance</b>							
48						\$ 426.00		
49	7251 Social Security							
50	02/28/2020	Journal Entry	287		Fica	952.00		
51	<b>Total for 7251 Social Security</b>							
52						\$ 952.00		
53	7252 Medicare							
54	02/28/2020	Journal Entry	283		Medi Alloc	223.00		
55	<b>Total for 7252 Medicare</b>							
56						\$ 223.00		
57	7253 Unemployment							
58	02/28/2020	Journal Entry	285		SUI Alloc	443.00		
59	<b>Total for 7253 Unemployment</b>							
60						\$ 443.00		
61	7254 Disability							
62	02/28/2020	Journal Entry	286		Disability Alloc	87.00		
63	<b>Total for 7254 Disability</b>							
64						\$ 87.00		
65	<b>Total for 7250 Payroll Taxes, etc.</b>							
66						\$ 1,705.00		
67	7260 Payroll Service Fees							
68								
69	7260.1 Allocated Payroll Fees							
70	02/28/2020	Journal Entry	284		Payroll Fees	174.00		
71	<b>Total for 7260 Payroll Service Fees</b>							
72						\$ 174.00		
73	<b>Total for 7200 Salaries &amp; Related Expenses</b>							
74						\$ 21,276.73		
75	8300 Travel & Meetings Expenses							
76	8310 Transportation & Parking							
77	02/12/2020	Bill	02.10.20MT	Mary Tanner	Mileage Reimbursement 02/10/2020	15.12	12994	
78	02/13/2020	Bill		City of Paterson Parking Authority	Parking Permit for Feb. 2020	150.00	12961	
79	<b>Total for 8300 Travel &amp; Meetings Expenses</b>							
80						\$ 165.12		

	A	B	C	D	E	F	G	H
1	<b>URBAN LEAGUE OF ESSEX COUNTY</b>							
2	<b>451 USJP Program Transaction Detail by Account</b>							
3	February 2020							
4								
5	Date	Transaction Ty	Num	Name	Memo/Description	Amount	Check #	
78	<b>CONTRACTUAL CONSULTANTS</b>							
79	7520 Accounting Fees							
80	<b>7521 Allocated Acctg and Audit</b>							
81	02/28/2020	Journal Entry	270		Allocated Acctg	544.00		
82	02/28/2020	Journal Entry	270		Allocated Acctg	0.00		
83	<b>Total for 7520 Accounting Fees</b>							
84	7540 Instructors/Consultants/Subs							
85	02/21/2020	Bill	02.21.20AC	Anthony Clark	Business Development 02/17/20 - 02/21/20	900.00	12995	
86	<b>Total for 7540 Instructors/Consultants/Subs</b>							
87	<b>Total for 7500 Contract Service Expenses</b>							
88								
89	<b>OCCUPANCY</b>							
90	8205 Rent, Parking, Other Occupancy							
91	02/01/2020	Bill		Center for Transformative Work	USJP - Rent Expense February 2020	648.00	12946	
92	<b>Total for OCCUPANCY - PROGRAM TOTAL 8205 Rent</b>							
93	8210 Utilities							
94	<b>8210.5 Allocated Utilities</b>							
95	02/28/2020	Journal Entry	277		Utilities	57.00		
96	02/28/2020	Journal Entry	277		Utilities	113.00		
97	<b>Total for 8210 Utilities</b>							
98								
99	8230 Building Repair & Maintenance							
100	<b>8239 Alloc Repairs and Maint</b>							
101	02/29/2020	Journal Entry	281		Repairs	92.00		
102	02/29/2020	Journal Entry	281		Repairs	46.00		
103	<b>Total for 8230 Building Repair &amp; Maintenance</b>							
104								
105	8250 Mortgage Interest Expense							
106	<b>8250.1 Allocated Mortgage Interest</b>							
107	02/28/2020	Journal Entry	276		Mortgage Interest	123.00		
108	02/28/2020	Journal Entry	276		Mortgage Interest	62.00		
109	<b>Total for 8250 Mortgage Interest Expense</b>							
110								
111	<b>OCCUPANCY - ADMIN TOTAL</b>							
112								
113	<b>Total for OCCUPANCY PROGRAM &amp; ADMIN</b>							

	A	B	C	D	E	F	G	H
1	<b>URBAN LEAGUE OF ESSEX COUNTY</b> <b>451 USJP Program Transaction Detail by Account</b> February 2020							
2								
3								
4								
5	Date	Transaction Ty	Num	Name	Memo/Description	Amount	Check #	
114								
115	<b>EQUIPMENT RENTAL</b>							
116	8220 Equipment Rental, Repair & Maintenance							
117	8229.1 Allocated Cost							
118	02/28/2020	Journal Entry	274		Equipment Leases	139.00		
119	02/28/2020	Journal Entry	274		Equipment Leases	69.00		
120	<b>Total for 8220 Equipment Rental, Repair &amp; Maintenance</b>							
121						\$ 208.00		
122	<b>OTHER OPERATING COSTS</b>							
123	7515 IT Support							
124	7515.5 Allocated IT consultants							
125	02/28/2020	Journal Entry	268		IT Consultants	334.00		
126	<b>Total for 7515 IT Support</b>							
127						\$ 334.00		
128	8191 Web Hosting Alloc							
129	02/28/2020	Journal Entry	265		Web hosting	35.00		
130	<b>Total for 8191 Web Hosting Alloc</b>							
131						\$ 35.00		
132	<b>COMMUNICATIONS</b>							
133	8130 Telephone & Telecommunications							
134	8132 Cell Phone Services							
135	02/13/2020	Bill	9848349443	Verizon Wireless	Monthly Hotspot Data	135.02	13014	
136	<b>Total for 8132 Cell Phone Services</b>							
137						\$ 135.02		
138	8135 Telephone							
139	02/10/2020	Expense	USJP_3	EFAX.COM	USJP Participant Timesheet Fax Service	21.90		
140	02/10/2020	Expense	USJP_2	EFAX.COM	USJP Participant Timesheet Fax Service	16.95		
141	02/10/2020	Expense	USJP_1	EFAX.COM	USJP Participant Timesheet Fax Service	16.95		
142	<b>Total for 8135 Telephone</b>							
143						\$ 55.80		
144	8135.5 Allocated Telephone							
145	02/28/2020	Journal Entry	266		Telephone	135.00		
146	<b>Total for 8135.5 Allocated Telephone</b>							
147						\$ 135.00		
148	<b>Total for 8130 Telephone &amp; Telecommunications</b>							
149						\$ 325.82		

	A	B	C	D	E	F	G	H
1	<b>URBAN LEAGUE OF ESSEX COUNTY</b>							
2	<b>451 USJP Program Transaction Detail by Account</b>							
3	February 2020							
4								
5	Date	Transaction Ty	Num	Name	Memo/Description	Amount	Check #	
150								
151	<b>8260 Property Insurance</b>							
152	02/28/2020	Journal Entry	273		Gen Insur Alloc	145.00		
153	02/28/2020	Journal Entry	273		Gen Insur Alloc	291.00		
154	<b>Total for 8260 Property Insurance</b>							
155	<b>Total for 8264 Other</b>							
156								
157								
158								
159	<b>8140 Postage &amp; Shipping</b>							
160	02/28/2020	Journal Entry	267		Postage	38.00		
161	<b>Total for 8140 Postage &amp; Shipping</b>							
162								
163								
164								
165	<b>8800 Donated Services</b>							
166	02/29/2020	Journal Entry	293		USJP In-Kind Donations Feb 2020	42,664.01		
167	<b>Total for 8800 Donated Services</b>							
168								
169								
170								
171	Thursday, Mar 05, 2020 01:50:59 PM GMT-8 - Accrual Basis							
172								
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URBAN LEAGUE OF ESSEX CTY  
ULEC GENERAL OPERATING ACCT  
508 CENTRAL AVE  
NEWARK, NJ 07107-1430

Bank of America  
ACH R/T 021200339

12994  
55-33/212 NJ  
356

02/27/2020

PAY TO THE  
ORDER OF

Mary Tanner

\$

\*\*15.12

Fifteen and 12/100\*\*\*\*\*

DOLLARS

Mary Tanner

*Vivian Cox-Jasen*

AUTHORIZED SIGNATURE

MEMO

451 USJP Mileage Reimbursement 02/10/20



MP

1010 2994 1021 20033910 00023800397310

URBAN LEAGUE OF ESSEX CTY GENERAL OPERATING ACCT 12994

02/27/2020	Mary Tanner	Date	Type	Reference	Original Amount	Balance Due	Payment
		02/12/2020	Bill	02.10.20MT	15.12	15.12	15.12
				Check Amount			15.12

1010 Cash:Checking 451 USJP Mileage Reimbursement 02/10/20 15.12

URBAN LEAGUE OF ESSEX CTY GENERAL OPERATING ACCT 12994

02/27/2020	Mary Tanner	Date	Type	Reference	Original Amount	Balance Due	Payment
		02/12/2020	Bill	02.10.20MT	15.12	15.12	15.12
				Check Amount			15.12

1010 Cash:Checking 451 USJP Mileage Reimbursement 02/10/20 15.12

# CHECK REQUEST FORM

451 URBAN SENIORS JOB PROGRAM (USJP)

INVOICE DATE: 2/10/20 REQUESTED BY Given Morris PERIOD COVERED: 2/10/2020  
PAYABLE TO: Mary Tanner AMOUNT: \$15.12  
COMMENTS: Mileage Reimbursement

CODES:

- 7112.1 USJP Manual Checks
- 7120 FRINGE BENEFITS - INCLUDING FICA
- 7540 INSTRUCTORS/CONSULTANTS/SUBS
- 7550 INTERNSHIPS & OJT
- 7560 PROFESSIONAL FEES - OTHER
- 7570 TEMPORARY HELP/CONTRACT
- 7580 DONATED PROFESSIONAL SERVICES
- 8110 SUPPLIES
- 8120 DONATED MATERIALS & SUPPLIES
- 8140 POSTAGE & SHIPPING
- 8160 COMPUTER SOFTWARE & HARDWARE
- 8170 PRINTING & COPYING
- 8180 BOOKS, SUBSCRIPTIONS, REFERENCE
- 8205 RENT
- X 8310 TRANSPORTATION & PARKING

GL CODES:

- 8310 STAFF TRANSPORTATION
- 8320 MEALS
- 8340 AIRFARE
- 8350 CONFERENCE, CONVENTIONS, MEETINGS
- 8415 COMMUNITY SERVICE PROJECT
- 8430 JOB TRAINING
- 8435 GED & ABE CLASSES
- 8440 MENTORING
- 8445 FOOD & RELATED SUPPLIES
- 8450 PROGRAM TRAINING
- 8460 STIPENDS & ASSISTANCE
- 8470 FOOD FOR CLASSES
- 8510 INTEREST EXPENSE - GENERAL
- 8520 INSURANCE - NON EMPLOYMENT RELATED
- 8540 STAFF DEVELOPMENT/TRAINING
- 8570 ADVERTISING/MARKETING EXP
- 8580 LICENSES & FEES

ENTERED

PROGRAM DIRECTOR'S APPROVAL GJ

DATE: 2/26/20

FINANCIAL APPROVAL PROCESS:

INVOICE/SUPPORTING DOCS ATTACHED: YES NO

VERIFIABLE INITIAL: PM

DATE: 2/27/20

FISCAL OFFICE APPROVAL \_\_\_\_\_

CLASS CODE: 451

RESIDENT/CEO'S APPROVAL \_\_\_\_\_

CHECK #: 12994

## Urban League of Essex County Mileage Log and Reimbursement Form

Employee Name	Department	Employee Signature	Authorized By
---------------	------------	--------------------	---------------

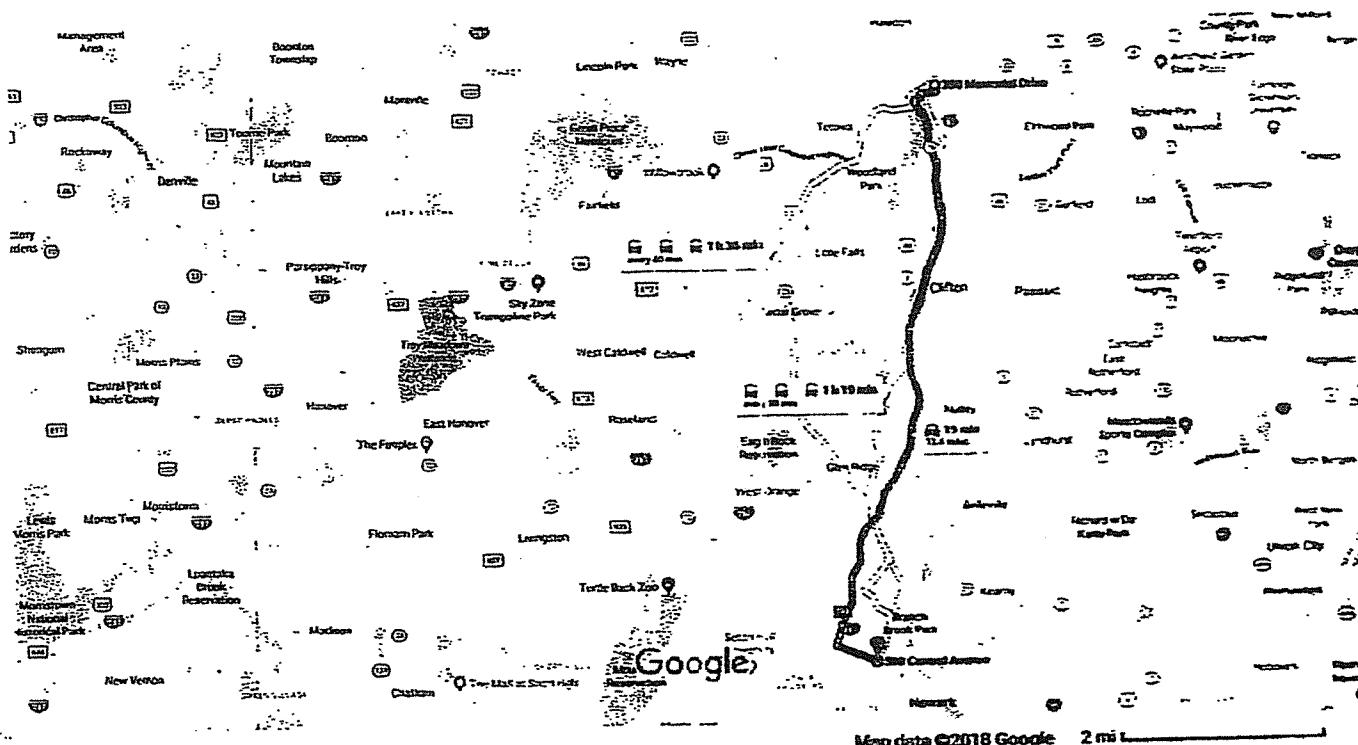
**Rate Per Mile  
For Period  
Total Mileage  
Total Reimbursement**

1925-1926  
Oct. 10  
25.

Google Maps

200 Memorial Drive, Paterson, NJ to 508 Central Ave, Newark, NJ 07107

Drive 13.4 miles, 19 min



via Garden State Pkwy

19 min

Fastest route, the usual traffic

13.4 miles

⚠ This route has tolls.



10:29 AM–12:05 PM

1 h 36 min

704 11 96



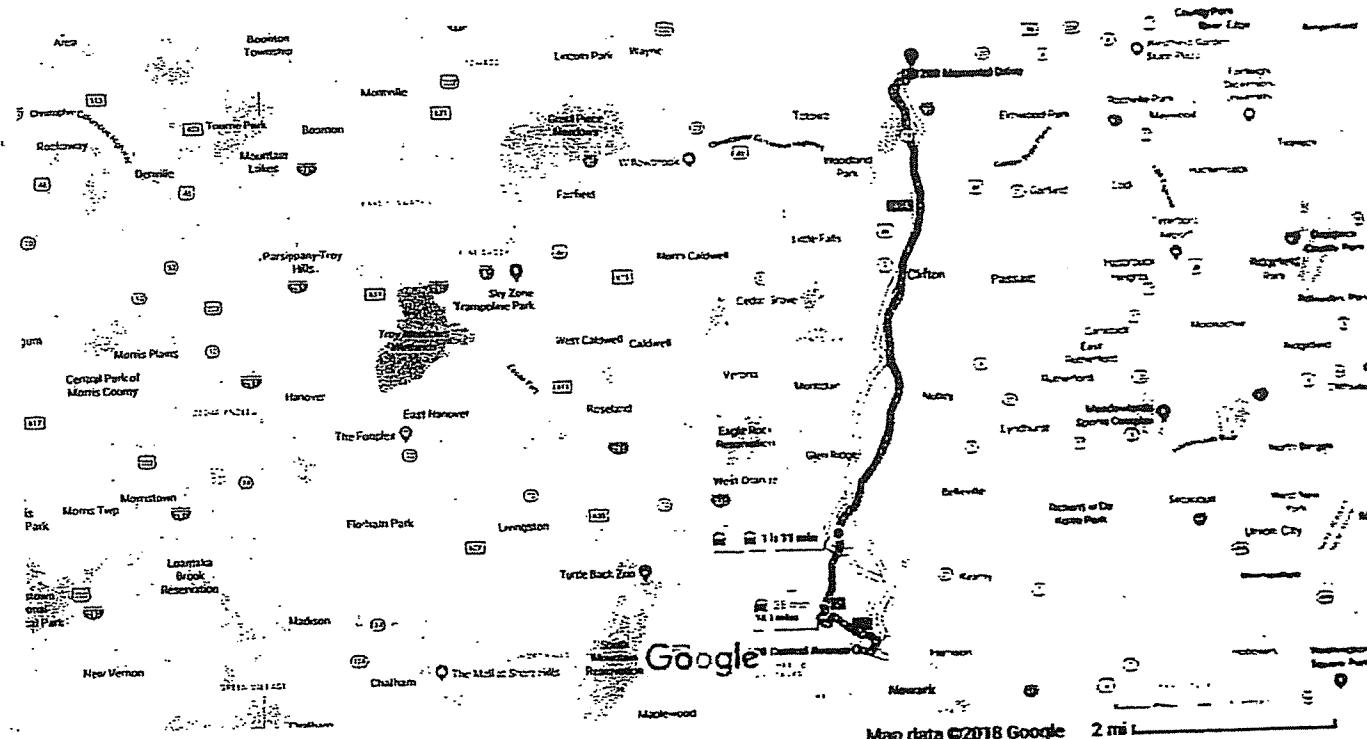
10:43 AM–12:02 PM

1 h 19 min

72 90 34

## Google Maps

**508 Central Ave, Newark, NJ 07107 to 200 Memorial Drive, Paterson, NJ** Drive 14.3 miles. 28 min



- via Garden State Pkwy 14.3 miles  
Fastest route, despite slower traffic than usual  
 This route uses I-95

9:35 AM–10:46 AM 1 h 11 min  
 34    72   

9:28 AM–10:46 AM 1 h 18 min  
   Newark Light Rail   72

**URBAN LEAGUE OF ESSEX CTY**  
**ULEC GENERAL OPERATING ACCT**  
508 CENTRAL AVE  
NEWARK, NJ 07107-1430

**Bank of America**  
ACH R/T 021200339

**12961**

55-33/212 NJ  
356

**02/13/2020**

PAY TO THE  
ORDER OF

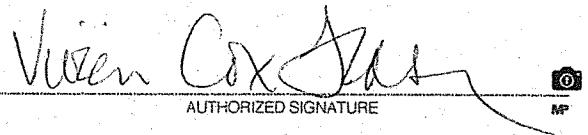
**City of Paterson Parking Authority**

**\$ \*\*150.00**

One hundred fifty and 00/100\*\*\*\*\*

DOLLARS

**City of Paterson Parking Authority**  
125 Broadway  
Suite 101  
Paterson, NJ 07505

  
Vivian Cox  
AUTHORIZED SIGNATURE

MEMO

451 - Parking Permit for Feb. 2020

10012961# 10212003391# 000238003973#

**URBAN LEAGUE OF ESSEX CTY**

**02/13/2020**

**GENERAL OPERATING ACCT**

**12961**

**City of Paterson Parking Authority**

<b>Date</b>	<b>Type</b>	<b>Reference</b>	<b>Original Amount</b>	<b>Balance Due</b>	<b>Payment</b>
02/13/2020	Bill		150.00	150.00	150.00
		Check Amount			150.00

**1010 Cash:Checking** 451 - Parking Permit for Feb. 2020 150.00

**URBAN LEAGUE OF ESSEX CTY**

**02/13/2020**

**GENERAL OPERATING ACCT**

**12961**

**City of Paterson Parking Authority**

<b>Date</b>	<b>Type</b>	<b>Reference</b>	<b>Original Amount</b>	<b>Balance Due</b>	<b>Payment</b>
02/13/2020	Bill		150.00	150.00	150.00
		Check Amount			150.00

**1010 Cash:Checking** 451 - Parking Permit for Feb. 2020

150.00

**CHECK REQUEST FORM**  
**451 URBAN SENIORS JOB PROGRAM (USJP)**

INVOICE DATE: 02/01/20 REQUESTED BY: Gwen Morris PERIOD COVERED: February 2020  
PAYABLE TO: City of Paterson Parking Authority AMOUNT: \$150.00  
DUE DATE: 2/16/2020 INVOICE #: 11286  
DESCRIPTION: Parking for Ms. Cerna USJP Paterson office

**GL CODES:**

7222 SALARIES & WAGES  
7120 FRINGE BENEFITS - INCLUDING FICA  
7540 INSTRUCTORS/CONSULTANTS/SUBS  
7550 INTERNSHIPS & OJT  
7560 PROFESSIONAL FEES - OTHER  
7570 TEMPORARY HELP/CONTRACT  
7580 DONATED PROFESSIONAL SERVICES  
8110 SUPPLIES  
8120 DONATED MATERIALS & SUPPLIES  
8140 POSTAGE & SHIPPING  
8160 COMPUTER SOFTWARE & HARDWARE  
8170 PRINTING & COPYING  
8180 BOOKS, SUBSCRIPTIONS, REFERENCE  
8205 RENT  
8310 TRANSPORTATION & PARKING

**GL CODES:**

X\_8310 STAFF TRANSPORTATION  
8320 MEALS  
8340 AIRFARE  
8350 CONFERENCE, CONVENTIONS, MEETINGS  
8415 COMMUNITY SERVICE PROJECT  
8430 JOB TRAINING  
8435 GED & ABE CLASSES  
8440 MENTORING  
8445 FOOD & RELATED SUPPLIES  
8450 PROGRAM TRAINING  
8460 STIPENDS & ASSISTANCE  
8470 FOOD FOR CLASSES  
8510 INTEREST EXPENSE - GENERAL  
8520 INSURANCE - NON EMPLOYMENT RELATED  
8540 STAFF DEVELOPMENT/TRAINING  
8570 ADVERTISING/MARKETING EXP  
8580 LICENSES & FEES

PROGRAM DIRECTOR'S APPROVAL \_\_\_\_\_

DATE: \_\_\_\_\_

**FINANCE APPROVAL PROCESS:**INVOICE/SUPPORTING DOCS ATTACHED: YES NO

VERIFIABLE INITIAL: \_\_\_\_\_

DATE: \_\_\_\_\_

FISCAL OFFICE APPROVAL Rgw \_\_\_\_\_CLASS CODE: 451 \_\_\_\_\_PRESIDENT/CEO'S APPROVAL VJ \_\_\_\_\_CHECK #: 12961 \_\_\_\_\_

# CITY OF PATERSON PARKING AUTHORITY

125 BROADWAY, SUITE 100

PATERSON, N.J. 07505

TEL (973) 977-3999 • FAX (973) 977-8039

# **INVOICE**

**INVOICE NO.**

11286

PAGE

1

SOLD TO:

Urban League of Essex County  
Att: Gwendolyn Morris  
508 Central Ave.  
Newark, NJ 07107

CUSTOMER I.D.	CUSTOMER P.O.	SALES REP I.D.
Invoice-Impact		
PAYMENT TERMS	INVOICE DATE	DUE DATE
Net 15 Days	2/1/20	2/16/20
DESCRIPTION	AMOUNT	
February 2020 - 1 @ \$150.00 Access Card # 716 for Center City **Impact	150.00	
Paterson, LLC**		
<hr/>		
Subtotal	150.00	
Sales Tax		
Total Invoice Amount	\$150.00	
Payment Received:		
Check No:	TOTAL DUE	\$150.00

**URBAN LEAGUE OF ESSEX CTY**  
**ULEC GENERAL OPERATING ACCT**  
508 CENTRAL AVE  
NEWARK, NJ 07107-1430

Bank of America  
ACH R/T 021200339

1200  
55-33212 NJ  
356

02/27/2020

PAY TO THE Anthony Clark \$ \*\*900.00  
ORDER OF \_\_\_\_\_  
Nine hundred and 00/100\*\*\*\*\* DOLLARS

Anthony Clark  
111 Mulberry St #2A  
Newark, NJ 07102

MEMO

451 -460 Ser. Rendered 02/10/20 - 02/14/20

Vivian Cox Jaser  
AUTHORIZED SIGNATURE



MP

10012995 10212003391 000238003973

URBAN LEAGUE OF ESSEX CTY

GENERAL OPERATING ACCT

12995

02/27/2020		Anthony Clark		Original Amount	Balance Due	Payment
Date	Type	Reference		900.00	900.00	900.00
02/15/2020	Bill	02.15.20AC		Check Amount		900.00

1010 Cash:Checking 451 -460 Ser. Rendered 02/10/20 - 02/14/20 900.00

URBAN LEAGUE OF ESSEX CTY

GENERAL OPERATING ACCT

12995

02/27/2020		Anthony Clark		Original Amount	Balance Due	Payment
Date	Type	Reference		900.00	900.00	900.00
02/15/2020	Bill	02.15.20AC		Check Amount		900.00

1010 Cash:Checking 451 -460 Ser. Rendered 02/10/20 - 02/14/20 900.00

**CHECK REQUEST FORM**  
**451 URBAN SENIORS JOB PROGRAM (USJP)**

INVOICE DATE: 02/21/20 REQUESTED BY: Gwen Morris PERIOD COVERED: 02/17/20 - 02/21/20  
PAYABLE TO: Anthony Clark AMOUNT: \$900.00 INVOICE #: 02.21.20AC  
COMMENTS: Consultant Services for USJP participants for job opportunities

## GL CODES:

7112.1 USJP Manual Checks  
7120 FRINGE BENEFITS - INCLUDING FICA  
X 7540 INSTRUCTORS/CONSULTANTS/SUBS  
7550 INTERNSHIPS & OJT  
7560 PROFESSIONAL FEES - OTHER  
7570 TEMPORARY HELP/CONTRACT  
7580 DONATED PROFESSIONAL SERVICES  
8110 SUPPLIES  
8120 DONATED MATERIALS & SUPPLIES  
8140 POSTAGE & SHIPPING  
8160 COMPUTER SOFTWARE & HARDWARE  
8170 PRINTING & COPYING  
8180 BOOKS, SUBSCRIPTIONS, REFERENCE  
8205 RENT  
8310 TRANSPORTATION & PARKING

## GL CODES:

8310 STAFF TRANSPORTATION  
8320 MEALS  
8340 AIRFARE  
8350 CONFERENCE, CONVENTIONS, MEETINGS  
8415 COMMUNITY SERVICE PROJECT  
8430 JOB TRAINING  
8435 GED & ABE CLASSES  
8440 MENTORING  
8445 FOOD & RELATED SUPPLIES  
8450 PROGRAM TRAINING  
8460 STIPENDS & ASSISTANCE  
8470 FOOD FOR CLASSES  
8510 INTEREST EXPENSE - GENERAL  
8520 INSURANCE - NON EMPLOYMENT RELATED  
8540 STAFF DEVELOPMENT/TRAINING  
8570 ADVERTISING/MARKETING EXP  
8580 LICENSES & FEES

ENTERED

PROGRAM DIRECTOR'S APPROVAL Gwen Morris GM

DATE: 2/13/2020

## FINANCE APPROVAL PROCESS:

INVOICE/SUPPORTING DOCS ATTACHED: YES NO

VERIFIABLE INITIAL: \_\_\_\_\_

DATE: \_\_\_\_\_

FISCAL OFFICE APPROVAL \_\_\_\_\_

CLASS CODE: 451

PRESIDENT/CEO'S APPROVAL \_\_\_\_\_

CHECK #: 12995



**Urban League of  
Essex County**

*Empowering Communities.  
Changing Lives.*

### Consultant Reimbursement Form: Job Developer

**ENTERED**  
*2/24/20 CH*

Name: Anthony G. Clark

Address: 111 Mulberry Street City: Newark State: NJ Zip: 07102

Phone (C): 973-991-7043 Email: Agclark.2465@gmail.com

Re: Reimbursement Month February Year: 2020

Number of Billable Hours						
Week of (Dates)	Monday	Tuesday	Wednesday	Thursday	Friday	Total Hours
February 17 <sup>th</sup> -21 <sup>st</sup>	4.5	3.5	8	4	10	30
<b>Total</b>						<b>30</b>

Base Pay @ \$30.00 \$900.00

*Note: Hours should not exceed 30 hours per week*

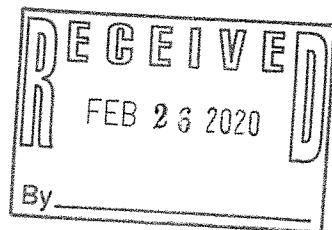
**Total Reimbursement** \$900.00

#### Number of Placements in Period

<b>Total</b>	

Base Pay @ \$30.00 \$0.00

**Total Reimbursement** \$900.00



**Signature** \_\_\_\_\_ **Date** 2/21/2020

Attach the following: (1&2 must be submitted along with each invoice):

1. **Job Development Spreadsheet** – Job development, participant referrals, & Activity Log for period above)
2. **Hire letters** – for all participants placed during the period above; submit only when requesting payment for placements (email, paychecks)

**Please complete the above and return to:**

VP, Workforce Development and Financial Opportunity Center



Urban League of  
Essex County

*Empowering Communities.  
Changing Lives.*

## Job Developer Log

### Detailed Weekly Activities

Date	Activity*	Comment
February 17 <sup>th</sup> 8:30am - 1pm	Attended the Mayor's Men's breakfast meeting. Met with Kirra Egna after the breakfast regarding her company ICCG, Inc who subcontract for NJ Transit by hiring people to clean the trains and her company is background friendly and her interest in taking on some of our USJP's.	Follow up with Kirra Egna regarding hiring our participants to work at NJ Transit trains clean up crew.
February 18 <sup>th</sup> 9am - 12:30	Follow up with data input to the BD report and follow up with Patti from Maklett company regarding jobs for USJP's in the office settings. Recommend the following USJP's Annette Clyburn-Williams, Roxane Barri & Rosaline Williams	
February 19 <sup>th</sup> 8:00am- 4:00pm	Follow up with Lamar Morgan via phone and asked him to send the work papers and spoke with him about a new job search. Meeting with AF, KW& RH regarding Newark 2020 & USJP's Workforce concerns. Spoke with USJP participant Carmen Martinez regarding her updated resume and changes in her number, sent her resume to MCS Group. Follow up with Anthony Bygrave on his search and also sent his resume to Community Preservation & Associates,'s Shamecca Fuller; also had USJP's - Annette Clyburn-Williams, Roxane Barri's resumes sent to Ms. Fuller	Follow up with Alecia from Exothermic
February 20 <sup>th</sup> 8:30am - 12:00pm	Follow up with Patti and Nirod regarding the next steps for our partnership on hiring office supportive help through our USJP's list	.
February 21 <sup>st</sup>	Follow up with an email and talk to Akua lessesen from Kente Gold Build regarding her construction and architect firm and potential administrative jobs with her for the USJP's. She was forward the following USJP's names Annette Clyburn-Williams, Roxane Barri. Follow	Invite Akua out next week for drinks as requested per our conversation and her willing to hire USJP's.

<b>8:30am-3pm</b> <b>&amp; 4-7:30</b>	<p>up with USJP's participants regarding reviewing their job ready forms provided by Irene Cerno, I will schedule the following to come within the next week or two; Mary Tanner, Pat Carter, William Ribardo, Rosemary McGriff and Lisa Fulcher are participant One on one meeting with AF on various matters regarding our workforce operation. Follow up with data entries and SF entries from the prior week</p>	<p>Contact the following USJP's to have them come to the Newark office within two weeks :Pat Carter, William Ribardo, Rosemary McGriff Mary Tanner and Lisa Fulcher</p>

\*Activities may include, but is not limited to, maintaining and initiating contact with employers, researching & identifying job leads, interviewing participants, job matching activities, skills assessments, market research, outreach, identifying job orders, attending Job Fairs or meeting.

**URBAN LEAGUE OF ESSEX CTY**  
**ULEC GENERAL OPERATING ACCT**  
508 CENTRAL AVE  
NEWARK, NJ 07107-1430

Bank of America  
ACH R/T 021200339

12946

55-33/212 NJ  
356

02/01/2020

PAY TO THE  
ORDER OF

Center for Transformative Work

\$

\*\*648.00

Six hundred forty-eight and 00/100\*\*\*\*\*

DOLLARS

Center for Transformative Work  
100 Hamilton Plaza  
Suite 101  
Paterson, NJ 07505

  
Vicki C.  
AUTHORIZED SIGNATURE

MEMO

451 USJP - Rent for February 2020

1001294610021200339100023800397310

URBAN LEAGUE OF ESSEX CTY

GENERAL OPERATING ACCT

12946

02/01/2020

Center for Transformative Work

Date	Type	Reference	Original Amount	Balance Due	Payment
02/01/2020	Bill		648.00	648.00	648.00
		Check Amount			648.00

1010 Cash:Checking 451 USJP - Rent for February 2020 648.00

URBAN LEAGUE OF ESSEX CTY

02/01/2020

GENERAL OPERATING ACCT

12946

Center for Transformative Work

Date	Type	Reference	Original Amount	Balance Due	Payment
02/01/2020	Bill		648.00	648.00	648.00
		Check Amount			648.00

1010 Cash:Checking 451 USJP - Rent for February 2020

648.00

CHECK REQUEST FORM

451 URBAN SENIORS JOB PROGRAM (USJP)

INVOICE DATE: 02/01/20 REQUESTED BY: Pat Mise PERIOD COVERED: February 2020  
PAYABLE TO: CENTER FOR TRANSFORMATIVE AMOUNT: \$648.00 INVOICE #: \_\_\_\_\_  
COMMENTS: RENT FOR USJP PATERSON SITE

GL CODES:

7112.1 USJP Manual Checks  
7120 FRINGE BENEFITS - INCLUDING FICA  
7540 INSTRUCTORS/CONSULTANTS/SUBS  
7550 INTERNSHIPS & OJT  
7560 PROFESSIONAL FEES - OTHER  
7570 TEMPORARY HELP/CONTRACT  
7580 DONATED PROFESSIONAL SERVICES  
8110 SUPPLIES  
8120 DONATED MATERIALS & SUPPLIES  
8140 POSTAGE & SHIPPING  
8160 COMPUTER SOFTWARE & HARDWARE  
8170 PRINTING & COPYING  
8180 BOOKS, SUBSCRIPTIONS, REFERENCE  
 8205 RENT  
8310 TRANSPORTATION & PARKING

GL CODES:

8310 STAFF TRANSPORTATION  
8320 MEALS  
8340 AIRFARE  
8350 CONFERENCE, CONVENTIONS, MEETINGS  
8415 COMMUNITY SERVICE PROJECT  
8430 JOB TRAINING  
8435 GED & ABE CLASSES  
8440 MENTORING  
8445 FOOD & RELATED SUPPLIES  
8450 PROGRAM TRAINING  
8460 STIPENDS & ASSISTANCE  
8470 FOOD FOR CLASSES  
8510 INTEREST EXPENSE - GENERAL  
8520 INSURANCE - NON EMPLOYMENT RELATED  
8540 STAFF DEVELOPMENT/TRAINING  
8570 ADVERTISING/MARKETING EXP  
8580 LICENSES & FEES

ENTERED

PROGRAM DIRECTOR'S APPROVAL \_\_\_\_\_

DATE: \_\_\_\_\_

FINANCE APPROVAL PROCESS:

INVOICE/SUPPORTING DOCS ATTACHED: YES NO

VERIFIABLE INITIAL: PM

DATE: 1/30/20

FISCAL OFFICE APPROVAL: Ram

CLASS CODE: 451

PRESIDENT/CEO'S APPROVAL: VJ

CHECK #: 12946

CHECK REQUEST FORM

451 URBAN SENIORS JOB PROGRAM (USJP)

INVOICE DATE: 02/01/20

REQUESTED BY: Gwen Morris

PERIOD COVERED:

2/20/20

PAYABLE TO: Center for Transformative Work, Inc.

AMOUNT: \$648.00

DESCRIPTION: Office space for Passaic County

GL CODES:

- 7222 SALARIES & WAGES
- 7120 FRINGE BENEFITS - INCLUDING FICA
- 7540 INSTRUCTORS/CONSULTANTS/SUBS
- 7550 INTERNSHIPS & OJT
- 7560 PROFESSIONAL FEES - OTHER
- 7570 TEMPORARY HELP/CONTRACT
- 7580 DONATED PROFESSIONAL SERVICES
- 8110 SUPPLIES
- 8120 DONATED MATERIALS & SUPPLIES
- 8140 POSTAGE & SHIPPING
- 8160 COMPUTER SOFTWARE & HARDWARE
- 8170 PRINTING & COPYING
- 8180 BOOKS, SUBSCRIPTIONS, REFERENCE
- X 8205 RENT
- 8310 TRANSPORTATION & PARKING

GL CODES:

- 8310 STAFF TRANSPORTATION
- 8320 MEALS
- 8340 AIRFARE
- 8350 CONFERENCE, CONVENTIONS, MEETINGS
- 8415 COMMUNITY SERVICE PROJECT
- 8430 JOB TRAINING
- 8435 GED & ABE CLASSES
- 8440 MENTORING
- 8445 FOOD & RELATED SUPPLIES
- 8450 PROGRAM TRAINING
- 8460 STIPENDS & ASSISTANCE
- 8470 FOOD FOR CLASSES
- 8510 INTEREST EXPENSE - GENERAL
- 8520 INSURANCE - NON EMPLOYMENT RELATED
- 8540 STAFF DEVELOPMENT/TRAINING
- 8570 ADVERTISING/MARKETING EXP
- 8580 LICENSES & FEES

PROGRAM DIRECTOR'S APPROVAL Gwen Morris

DATE: 1/31/2020

FINANCE APPROVAL PROCESS:

INVOICE/SUPPORTING DOCS ATTACHED: YES NO

VERIFIABLE INITIAL: \_\_\_\_\_

DATE: \_\_\_\_\_

FISCAL OFFICE APPROVAL \_\_\_\_\_

CLASS CODE: \_\_\_\_\_

PRESIDENT/CEO'S APPROVAL \_\_\_\_\_

CHECK #: \_\_\_\_\_

**Center for Transformative Work, Inc**

100 Hamilton Plaza  
Suite 101, Box 13  
Paterson, NJ 07505 US  
(973) 587-8755

## INVOICE

**BILL TO**

Gwen Morris  
Urban League of Essex  
County  
508 Central Avenue  
Newark, NJ 07107

**INVOICE # 2043**

**DATE 02/01/2020**

**DUE DATE 02/01/2020**

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ACTIVITY	QTY	RATE	AMOUNT
License Fee:Dedicated Private Office Monthly license agreement for use of office space (update Nov 2019)	1	549.00	549.00
License Fee:Floating Desk/Part-Time Shared Monthly license agreement for use of dedicated workspace	1	99.00	99.00
BALANCE DUE			<b>\$648.00</b>

URBAN LEAGUE OF ESSEX COUNTY

13014

02/27/2020      **Verizon Wireless**

Date            Type            Reference  
02/13/2020    Bill            9848349443

Original Amount	Balance Due	Payment
484.60	484.60	484.60

Check Amount

P A Y M E N T  
R E C O R D

1010 Cash:Checking    Verizon Cell Phone & Data Charges

484.60



100811

D    0081

Rev 2/1

## ULEC CHECK REQUEST FORM

INV DATE: 2/13/2020 PREPARED BY: Carmen Martinez PERIOD COVERED: February 2020

PAY TO: VERIZON WIRELESS AMOUNT: \$ 484.60

INVOICE #: 8848349443 BUDGET AVAILABLE: YES NO DUE DATE: 3/5/2020

COMMENTS: Account# 482718474-00001

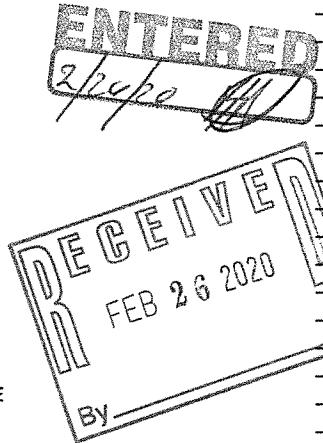
COST CENTERS:	COST CENTERS:	COST CENTERS:	COST CENTERS:
\$ 89.79 041 THRIFT STORE	334F FOC NRTC	\$ 18.67 502 ESG HOUSING	575 WHOLE CITIES
111 ABBOTT	334H HOUSING NRTC	552 ESG RENTAL ASST	580 CAP 1 HOUSING
112.1 TODDLERS	335 NRTC 2019	560 CAPITAL 1 SAVE UP	600 ADMIN
221 VERIZON TECH GRANT	\$ 27.72 339 ULEC OPPORT CORP	561 LISC-HUD FOC	\$ 74.70 610 CEO
\$ 20.67 222 DYFS - CODING	366 STREET FAIR	563 PRU FOC	620 CFO
225 AMERICORPS	\$ 62.01 368 WF NEIGH REVIT	564 NUL - PRFC	630 COO
331 NRTC 2016	369 PSEG DEV GRANT	565 HOUSING COUNSELING	650 FACILITIES
332 CITY HOME GRANT	\$ 135.02 451 USJP	567 FOC -CHASE	710 ANNUAL GALA
334 NRTC 2018	452 PACE	570 FIN OPPT CTR-OTHER	950 ALLOCATED EXP
334E THRIFTWORKS-NRTC	467 WORKFORCE UNITED	573 VITA TAX	OTHER

## GL CODES:

1420 PREPAID EXPENSES  
 7510 FUNDRAISING FEES  
 7520 ACCOUNTING FEES  
 7540 INSTRUCTORS/CONSULTANTS/SUBS  
 7560 PROFESSIONAL FEES - OTHER  
 7570 TEMPORARY HELP/CONTRACT  
 8110 SUPPLIES  
 8130 TELEPHONE & COMMUNICATIONS  
 8131 TELEPHONE MAINTENANCE CONTRACT  
 X 8132 CELL PHONE SERVICE  
 8133 VERIZON  
 8134 OPTIMUM  
 8140 POSTAGE & SHIPPING  
 8160 COMPUTER SOFTWARE & HARDWARE  
 8170 PRINTING & COPYING  
 8180 BOOKS, SUBSCRIPTIONS, REFERENCE  
 8190 INTERNET/WEB HOSTING FEES  
 8205 RENT, PARKING & OTHER OCCUPANCY  
 8210 UTILITIES  
 8211 UTILITIES WATER  
 8220 EQUIPMENT RENTAL, REPAIR & MAINTENANCE  
 8221 COPIER LEASE

## GL CODES:

8250 MORTGAGE INTEREST EXPENSE  
 8260 PROPERTY INSURANCE  
 8310 TRANSPORTATION & PARKING  
 8320 MEALS  
 8340 AIRFARE  
 8350 CONFERENCE, CONVENTIONS, MEETINGS  
 8405 CLASSROOM MATERIALS & SUPPLIES  
 8410 CLASSROOM TECHNOLOGY  
 8415 COMMUNITY SERVICE PROJECT  
 8420 TUTORING  
 8430 JOB TRAINING  
 8435 GED & ABE CLASSES  
 8440 MENTORING  
 8445 FOOD & RELATED SUPPLIES  
 8450 PROGRAM TRAINING  
 8455 SUBSIDY/RENTAL ASSISTANCE  
 8460 STIPENDS & ASSISTANCE  
 8470 FOOD FOR CLASSES  
 8510 INTEREST EXPENSE - GENERAL  
 8520 INSURANCE - NON EMPLOYMENT RELATED  
 8525 SPECIAL EVENT EXPENSES  
 8530 MEMBERSHIP DUES - ORGANIZATIONS



PROGRAM DIRECTOR'S APPROVAL \_\_\_\_\_

DATE: \_\_\_\_\_

## FINANCE APPROVAL PROCESS:

INVOICE/SUPPORTING DOCS ATTACHED: YES NO A/P INITIAL: CM DATE: 2/26/20

FISCAL OFFICE APPROVAL: \_\_\_\_\_

PRESIDENT/CEO'S APPROVAL: \_\_\_\_\_

CLASS CODE: VariousCHECK # 13014

# Monthly Verizon Wireless Invoice Allocation

Shared Account Charges      \$ 161.00

Name	Phone #	Charges	%	Plan Charges	Total
Darrin Sharif	862-763-2979	\$ 55.21	17%	\$ 27.47	\$ 82.68
Cheryl Howard	973-202-8437	\$ 59.96	19%	\$ 29.83	\$ 89.79
Leonard Robbins	973-558-1768	\$ 18.51	6%	\$ 9.21	\$ 27.72
Vivian Fraser	973-641-7071	\$ 49.88	15%	\$ 24.82	\$ 74.70
Housing Dept.	973-803-6071	\$ 49.88	15%	\$ 24.82	\$ 74.70
USJP Wifi	973-802-8458	\$ 45.08	14%	\$ 22.43	\$ 67.51
USJP Wifi	973-902-9894	\$ 45.08	14%	\$ 22.43	\$ 67.51
<b>Total</b>		<b>\$ 323.60</b>	<b>100%</b>	<b>\$ 161.00</b>	<b>\$ 484.60</b>



PO BOX 489  
NEWARK, NJ 07101-0489

Manage Your Account	Account Number	Date Due
<a href="http://www.vzw.com/mybusinessaccount">www.vzw.com/mybusinessaccount</a>	482718474-00001	03/05/20
Change your address at <a href="http://sso.verizonenterprise.com">http://sso.verizonenterprise.com</a>	Invoice Number	9848349443

## Quick Bill Summary

Jan 14 – Feb 13

URBAN LEAGUE OF ESSEX COUNTY  
508 CENTRAL AVE  
NEWARK, NJ 07107-1430

00026879  
K102

Previous Balance ( <i>see back for details</i> )	\$484.60
Payment – Thank You	-\$484.60
<b>Balance Forward</b>	<b>\$0.00</b>
Monthly Charges	\$465.84
Surcharges and Other Charges & Credits	\$14.26
Taxes, Governmental Surcharges & Fees	\$4.50
<b>Total Current Charges</b>	<b>\$484.60</b>

**Total Charges Due by March 05, 2020** **\$484.60**

Pay from phone #PMT (#768)	Pay on the Web At <a href="http://vzw.com/mybusinessaccount">vzw.com/mybusinessaccount</a>	Questions: 1.800.922.0204 or *611 from your phone
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Invoice Number Account Number Date Due Page

9848349443 482718474-00001 03/05/20 2 of 11

Get Minutes Used  
#MIN + SENDGet Data Used  
#DATA + SENDGet Balance  
#BAL + SEND

## Payments

Previous Balance	\$484.60
------------------	----------

Payment – Thank You	
---------------------	--

Payment Received 02/06/20	-484.60
---------------------------	---------

Total Payments	-\$484.60
----------------	-----------

Balance Forward	\$0.00
-----------------	--------

## Account Charges and Credits

### Account Monthly Charges

SMB UNL Talk&TXT 25GB	02/14 – 03/13	175.00
-----------------------	---------------	--------

08% Access Discount	02/14 – 03/13	-14.00
---------------------	---------------	--------

<b>Subtotal</b>	<b>\$161.00</b>
-----------------	-----------------

<b>Total Account Charges and Credits</b>	<b>\$161.00</b>
--	-----------------

Written notations included with or on your payment will not be reviewed or honored. Please send correspondence to:  
**Verizon Wireless Attn: Correspondence Team PO Box 408 Newark, NJ 07101-0408**

Invoice Number 9848349443 Account Number 482718474-00001 Date Due 03/05/20 Page 3 of 11

\*\* Account's Plan for Shared Lines

### Overview of Shared Usage

Participating Lines as of 02/13/20	Lines Exceeding Allowance after Share	Shared Allowance	Shared Usage	Shared Billable	Rate	Cost
Voice	4	0	unlimited	3,798	\$0.00	\$0.00
Messaging	4	0	unlimited	2,145	\$0.00	\$0.00
Monthly Data Plan	4	0	25.000GB	6.184GB	0GB	\$15/GB

**SMB UNL Talk&Txt 25GB**  
\$175.00 monthly charge  
25 monthly GB allowance  
\$15.00 per GB after allowance  
**Beginning on 03/26/15:**  
08% Access Discount

## Summary for Darrin Sharif: 862-763-2979

### Your Plan

**Business Unlimited Smartphone**

\$45.00 monthly charge

Unlimited monthly minutes

**UNL Text Messaging**

Unlimited M2M Text

Unlimited Text Message

**Email & Web Unlimited**

Unlimited monthly gigabyte

**UNL Picture/Video MSG**

Unlimited monthly Picture &amp; Video

Have more questions about your charges?  
 Get details for usage charges at  
[www.vzw.com/mybusinessaccount](http://www.vzw.com/mybusinessaccount).

### Monthly Charges

Business Unlimited Smartphone	02/14 - 03/13	45.00
Wireless Phone Protection – Asurion	02/14 - 03/13	6.85
		\$51.85

### Usage and Purchase Charges

Voice	Allowance	Used	Billable	Cost
Calling Plan	minutes	unlimited	3082	--
Total Voice				\$0.00
Messaging	Allowance	Used	Billable	Cost
Text	messages	unlimited	258	--
Unlimited M2M Text	messages	unlimited	346	--
Picture & Video – Sent	messages	unlimited	18	--
Picture & Video – Rcv'd	messages	unlimited	102	--
Total Messaging				\$0.00
Data	Allowance	Used	Billable	Cost
Gigabyte Usage	gigabytes	unlimited	1.493	--
Total Data				\$0.00
<b>Total Usage and Purchase Charges</b>				<b>\$0.00</b>

### Surcharges

Fed Universal Service Charge	.53
Regulatory Charge	.15
Administrative Charge	1.78
	<b>\$2.46</b>

### Taxes, Governmental Surcharges and Fees

NJ 911 System/Emerg. Resp. Fee	.90
	<b>\$0.90</b>

**Total Current Charges for 862-763-2979**
**\$55.21**



Invoice Number Account Number Date Due Page

9848349443 482718474-00001 03/05/20 7 of 11

**Summary for Leonard Robbins: 973-558-1768****Your Plan**

**SMB UNL Talk&TXT 25GB**  
(see pg 3)

**Beginning on 05/21/15:**  
**Month to Month Promotion \$25 Off**  
**Smartphone Line Access**

Have more questions about your charges?  
Get details for usage charges at  
[www.vzw.com/mybusinessaccount](http://www.vzw.com/mybusinessaccount).

**Monthly Charges**

Smartphone Line Access	02/14 – 03/13	40.00
\$25 Off Smartphone Month2Month	02/14 – 03/13	-\$25.00
		\$15.00

**Usage and Purchase Charges**

Voice	Allowance	Used	Billable	Cost
Shared	minutes	unlimited	144	---
Mobile to Mobile	minutes	unlimited	136	---
Total Voice				\$0.00
Messaging	Allowance	Used	Billable	Cost
Text, Picture & Video	messages	unlimited	134	---
Total Messaging				\$0.00
Data	Allowance	Used	Billable	Cost
Gigabyte Usage	gigabytes	25.000 (shared)	.170	---
Total Data				\$0.00
<b>Total Usage and Purchase Charges</b>				<b>\$0.00</b>

**Surcharges+**

Fed Universal Service Charge	.68
Regulatory Charge	.15
Administrative Charge	1.78
	<b>\$2.61</b>

**Taxes, Governmental Surcharges and Fees+**

NJ 911 System/Emerg. Resp. Fee	.90
	<b>\$0.90</b>

**Total Current Charges for 973-558-1768** **\$18.51**

+Percentage-based taxes, fees, and surcharges apply to charges for this line, including overage charges, plus this line's share of account charges.

**Summary for C Copper: 973-803-6071****Your Plan**

**SMB UNL Talk&TXT 25GB**  
(see pg 3)

**Beginning on 03/27/15:**  
**\$5 Off Smartphone Access**

Have more questions about your charges?  
Get details for usage charges at  
[www.vzw.com/mybusinessaccount](http://www.vzw.com/mybusinessaccount).

**Monthly Charges**

Smartphone Line Access	02/14 – 03/13	40.00
\$5 Off Smartphone Access	02/14 – 03/13	–5.00
Total Equipment Coverage – Asurion	02/14 – 03/13	11.00
		<b>\$46.00</b>

**Usage and Purchase Charges**

Data	Allowance	Used	Billable	Cost
Gigabyte Usage	<i>gigabytes</i>	25.000 (shared)	.040	--
Total Data				<b>\$0.00</b>
<b>Total Usage and Purchase Charges</b>				<b>\$0.00</b>

**Surcharges+**

Fed Universal Service Charge	1.05
Regulatory Charge	.15
Administrative Charge	1.78
	<b>\$2.98</b>

**Taxes, Governmental Surcharges and Fees+**

NJ 911 System/Emerg. Resp. Fee	.90
	<b>\$0.90</b>

**Total Current Charges for 973-803-6071****\$49.88**

+Percentage-based taxes, fees, and surcharges apply to charges for this line, including overage charges, plus this line's share of account charges.

**Summary for Wifi 4G: 973-902-8458****Your Plan**

**Business Unlimited Data**  
\$45.00 monthly charge  
\$.25 per minute

**Unlimited Data**  
Unlimited monthly gigabyte

**Monthly Charges**

Business Unlimited Data	02/14 – 03/13	45.00
		<b>\$45.00</b>

**Surcharges**

Regulatory Charge	.02
Administrative Charge	.06
	<b>\$0.08</b>



Invoice Number Account Number Date Due Page

9848349443 482718474-00001 03/05/20 11 of 11

## Need-to-Know Information

### **Explanation of Surcharges**

Surcharges include (i) a Regulatory Charge (which helps defray various government charges we pay including government number administration and license fees); (ii) a Federal Universal Service Charge (and, if applicable, a State Universal Service Charge) to recover charges imposed on us by the government to support universal service; and (iii) an Administrative Charge, which helps defray certain expenses we incur, including: charges we, or our agents, pay local telephone companies for delivering calls from our customers to their customers; fees and assessments on our network facilities and services; property taxes; and the costs we incur responding to regulatory obligations. **Please note that these are Verizon Wireless charges, not taxes. These charges, and what's included, are subject to change from time to time.**

### **Bankruptcy Information**

If you are or were in bankruptcy, this bill may include amounts for pre-bankruptcy charges. You should not pay pre-bankruptcy amounts; they are for your information only. In the event Verizon receives notice of a bankruptcy filing, pre-bankruptcy charges will be adjusted in future invoices. Mail bankruptcy-related correspondence to 500 Technology Drive, Suite 550, Weldon Spring, MO 63304.

### **Returned Payments**

In the event your check for payment of your wireless bill is returned by your bank for insufficient or uncollected funds, Verizon Wireless may resubmit your check electronically to your bank for payment from your checking account.

### **Late Payment Information**

A late payment applies for unpaid balances. The charge is the greater of \$5 or 1.5% per month, or as permitted by law. Failure to pay bills on time may result in negative credit reporting.

### **Important Account Information**

Effective on or after 3/26/20, you are required to activate any discounted wireless device within 30 days of receipt; otherwise, you will be charged the difference between the discounted price you paid and the full retail price of the device.

### **Important Account Information**

We have recently updated our Alternate Upgrade program. Upgrades between non-phone devices (such as smartwatches and Jetpacks) to phone devices (such as Basic or Smartphones) will no longer be permitted. You can continue to upgrade eligible lines, however, the upgrade must be in the same device type (non-phone to non-phone, or phone to phone).