

Urban League Batch Receipts 2019

CHECK DEPOSIT FORM v.3

General _____ ThriftWorks _____ Grants _____ Other _____

Department Processing Information

DATE: 12/26/19

SOURCE OF FUNDING: NATIONAL URBAN LEAGUE - USJP

Special Comments or Instructions

Description of Program Payment for November 2019

Batch # 19-12 - 37

AMT OF CHECK/ACH \$36,596.43

Bank Account Deposit Information

Debit -- Operating ; 3973 - BOA QUICKBOOKS GL # 1010

Credit -- Acct #	<u>1457</u>	Class	<u>451 - USJP</u>	Amount	<u>\$36,596.43</u>
------------------	-------------	-------	-------------------	--------	--------------------

Credit -- Acct #	_____	Class	_____	Amount	_____
------------------	-------	-------	-------	--------	-------

Credit -- Acct #	_____	Class	_____	Amount	_____
------------------	-------	-------	-------	--------	-------

Credit -- Acct #	_____	Class	_____	Amount	_____
------------------	-------	-------	-------	--------	-------

Posting Date _____

P Mise

Accountant Signature

Stamp Area

P Mise _____

R G Ward Rgw

Operating: Account Activity Transaction Details

Post date: 12/26/2019**Amount:** 36,596.43**Type:** Credit

Description: WIRE TYPE:WIRE IN DATE: 191226
TIME:1302 ET TRN:2019122600420427
SEQ:0529400360JO/011153 ORIG:NATIONAL
URBAN LEAGUE, IN ID:0231058363 SND
BK:JPMORGAN CHASE BANK, NA
ID:021000021 PMT DET:ATS OF 19/12/26
USJP EXPENSES OCTOBER 2019

Merchant name: NATIONAL URBAN LEAGUE, IN

Transaction category: Income: Deposits

MWP USJP Nov 2019 PMT

Urban Seniors Jobs Program PY 19 Urban League of Essex County				Invoice # 5	November 2019		% Spent
1. PERSONNEL							
POSITION TITLE	ADMIN	ENROLLEE WAGES & FB	OPC PROGRAM	TOTAL MONTHLY AMOUNT	CUMULATIVE EXPENSES	TOTAL BUDGET	BUDGET REMAINING
COO Patricia Sermon	1,892.31			1,892.31	6,623.08	16,400.00	9,776.92 40%
Director Gwendolyn Morris	3,107.14		4,392.86	7,500.00	26,250.00	66,000.00	39,750.00 40%
Prog Site Coordinator (Essex) Rahmel Leake			4,615.41	4,615.41	14,615.47	40,000.00	25,384.53 37%
Prog Site Coordinator (Passaic) Irene Cerna			3,461.55	3,461.55	11,423.23	30,000.00	18,576.77 38%
Site Coordinator (Morris) Armanda Johnson			2,163.00	2,163.00	7,959.84	21,500.00	13,540.16 37%
Program Assistant Joanna Martinez	1,291.22		2,362.65	3,653.87	10,638.54	36,000.00	25,361.46 30%
Staff Accountant - Gregory Ward	1,057.69			1,057.69	3,596.14	4,000.00	403.86 90%
Total Salaries	\$ 7,348.36	\$ -	\$ 16,995.47	\$ 24,343.83	\$ 81,106.30	\$ 213,900.00	\$ 132,793.70 38%
Fringe Benefits Rate	\$ 1,718.58		\$ 4,161.30	\$ 5,879.87	27,067.40	\$ 68,136.00	\$ 41,068.60 40%
TOTAL PERSONNEL (Salaries + Fringe Benefits)	\$ 9,066.94	\$ -	\$ 21,156.77	\$ 30,223.70	108,173.70	\$ 282,036.00	\$ 173,862.30 38%
2. Non-Personnel Operating Costs							
Travel			396.02	396.02	1,534.90	4,000.00	2,465.10 38%
Supplies	259.00		891.21	1,150.21	1,906.20	7,000.00	5,093.80 27%
Staff Development				-	-	2,000.00	2,000.00 0%
Contractual/Consultants	597.00			597.00	2,743.69	13,200.00	10,456.31 21%
Occupancy	539.00		648.00	1,187.00	5,380.27	12,000.00	6,619.73 45%
Audit (100% Admin)	770.00			770.00	1,900.29	6,000.00	4,099.71 32%
Marketing and Outreach				-	-	570.00	570.00 0%
Rental Equipment	338.00			338.00	1,621.95	6,475.00	4,853.05 25%
Payroll fees	825.81			825.81	4,477.77	13,000.00	8,522.23 34%
Infrastructure Costs				-	-	1,500.00	1,500.00 0%
Other Operating costs	426.00			426.00	1,787.82	3,000.70	1,212.88 60%
Communications	261.01			261.01	1,297.03	3,000.00	1,702.97 43%
Insurance	597.00			597.00	2,354.72	4,000.00	1,645.28 59%
Postage				-	72.00	1,000.00	928.00 7%
Total NPOC	\$ 4,612.82	\$ -	\$ 1,935.23	\$ 6,548.05	\$ 25,076.64	\$ 76,745.70	\$ 51,669.06 33%
3. Participant Costs							
Participant Wages		93,666.89		93,666.89	434,260.37	1,452,829.24	1,016,408.24 30%
Reimbursable Participant Wage(Paid by Affiliate)				-	2,160.63	-	-
Participant Specialized Training Wage				-	-	12,820.00	12,820.00 0%
Participant FICA and other taxes		4,818.66		4,818.66	30,943.38	111,141.44	80,198.06 28%
Workers compensation		2,294.00		2,294.00	12,850.48	22,373.57	9,523.09 57%
Support Services				-	-	8,500.00	8,500.00 0%
Specialized Training vendor				-	-	29,630.00	29,630.00 0%
Total Participant Costs	\$ -	\$ 100,779.55	\$ -	\$ 100,779.55	\$ 480,214.86	\$ 1,637,294.25	\$ 1,157,079.39 29%
4. Indirect (%)	\$ -			\$ -	-	17,532.59	17,532.59 0%
5.Total Federal Expenses	\$ 13,679.76	\$ 100,779.55	\$ 23,092.00	\$ 137,551.30	\$ 613,465.20	\$ 2,013,608.54	\$ 1,400,143.34 30%
6. Non Federal Match				15,219.79	29,634.43	242,467.32	212,832.89 12%
7. Total Expenses	\$ 13,679.76	\$ 100,779.55	\$ 23,092.00	\$ 152,771.09	\$ 643,099.63	\$ 2,256,075.86	\$ 1,612,976.23 29%
8. Total Reimbursable expenses				\$ 38,239.94	AFFILIATES- ENTER NOTES TO THIS INVOICE HERE		
FOR NUL USE ONLY							
TOTAL INVOICE SUBMITTED				38,239.94			
COSTS DISALLOWED							
OTHER ADJUSTMENTS							
CASH DUE TO/DUE FROM AFFILIATE							
SIGNATURE AND DATE:							
R. Greg Ward		12/9/19		Vivian Cox Fraser		12/12/2019	
Fiscal Manager		Date		Affiliate CEO		Date	
Gwendolyn Morris		12/9/19		Vice President, Workforce Development (NUL)		Date	
Project Director		Date					

Patricia Mise

From: Triva John <tjohn@nul.org>
Sent: Sunday, December 22, 2019 9:28 PM
To: Patricia Mise
Cc: Joanna Martinez; Gregory Ward
Subject: RE: Updated payroll for 12.16.19 - Paycom Refund \$1,643.51 on 12/17/19

Good idea. Will do.

Triva John, Vice President Budgets and Grants
212-558-5494
National Urban League

CONFIDENTIALITY NOTICE: This e-mail message, including any attachments, is for the sole use of the intended recipient(s) and may contain confidential and privileged information. Any unauthorized review, use, disclosure or distribution is prohibited. If you are not the intended recipient, please contact the sender by reply e-mail and destroy all copies of the original message. Thank you

From: Patricia Mise [mailto:pmise@ulec.org]
Sent: Friday, December 20, 2019 11:39 AM
To: Triva John <tjohn@nul.org>
Cc: Joanna Martinez <jmartinez@ulec.org>; Gregory Ward <gward@ulec.org>
Subject: RE: Updated payroll for 12.16.19 - Paycom Refund \$1,643.51 on 12/17/19
Importance: High

Good morning Triva,

Paycom returned the over-payment from the 12/16/19 payroll to us instead of holding the funds for the next USJP Payroll. My suggestion is for you to short-pay our November invoice by the \$1,643.51 which will save us the trouble of having to wire the money back to Paycom. Please let me know if that works for you and if not please suggest how this should be handled in the cleanest way possible from your end.

Thanks,

--: Ms. Mise

From: Patricia Mise
Sent: Wednesday, December 18, 2019 3:36 PM
To: Gregory Ward <gward@ulec.org>
Cc: Triva John <tjohn@nul.org>; Joanna Martinez <jmartinez@ulec.org>
Subject: RE: Updated payroll for 12.16.19 - Paycom Refund \$1,643.51 on 12/17/19
Importance: High

Good afternoon Mr. Ward,

Please see the 1st attachment above. Paycom sent us \$1,643.51 which is a refund for the 12/16/19 USJP Payroll over payment. Please advise on how to credit this on the GL so I can book it asap.

Thanks,

-: Ms. Mise

From: Gregory Ward <gward@ulec.org>
Sent: Friday, December 13, 2019 11:54 AM
To: Triva John <tjohn@nul.org>; Joanna Martinez <jmartinez@ulec.org>
Cc: Patricia Mise <pmise@ulec.org>
Subject: RE: Updated payroll for 12.16.19

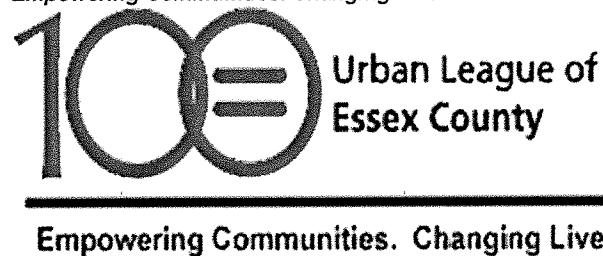
Yes, we will monitor it on our end.

Thanks

R Greg Ward, CPA
Chief Finance Officer
Urban League of Essex County
508 Central Ave, Newark, NJ 07107

E. GWard@ulec.org | W. www.ulec.org
P. 973-624-9535 Ext. 213
F. 973-624-9597
C. 908-406-3000

Empowering Communities. Changing Lives.



From: Triva John <tjohn@nul.org>
Sent: Friday, December 13, 2019 11:34 AM
To: Joanna Martinez <jmartinez@ulec.org>
Cc: Gregory Ward <gward@ulec.org>; Patricia Mise <pmise@ulec.org>
Subject: RE: Updated payroll for 12.16.19

Good Morning:

The funds were already wired to Paychex yesterday. Can you contact Paychex to ask them to reduce the next payment by the difference?

Thanks,
Triva

Triva John, Vice President Budgets and Grants
212-558-5494
National Urban League

CONFIDENTIALITY NOTICE: This e-mail message, including any attachments, is for the sole use of the intended recipient(s) and may contain confidential and privileged information. Any unauthorized review, use, disclosure or distribution is prohibited. If you are not the intended recipient, please contact the sender by reply e-mail and destroy all copies of the original message. Thank you

From: Joanna Martinez [<mailto:jmartinez@ulec.org>]
Sent: Friday, December 13, 2019 11:17 AM
To: Triva John <tjohn@nul.org>
Cc: Gregory Ward <gward@ulec.org>; Patricia Mise <pmise@ulec.org>
Subject: Fw: Updated payroll for 12.16.19
Importance: High

Good Morning Triva,

There was a discrepancy on the payroll processing submitted. After all corrections were done the total cash requirement amount is less. Attached is the new cash requirement report for your review.

Sorry for the inconvenience this may cause.

Thank you.

Joanna Martinez

Payroll Administrator

Urban League of Essex County

508 Central Avenue

Newark, New Jersey 07107

P. 973.624.9535 ext. 269

F. 973.624.5060

jmartinez@ulec.org

From: 508 2nd Floor Copier <ulecprinting@gmail.com>
Sent: Friday, December 13, 2019 8:13 AM
To: Joanna Martinez
Subject:

TASKalfa 5551ci
[00:17:c8:07:be:ed]
