

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

BANK OF AMERICA, NA  
55-33/212

13041

03/11/2020

PAY TO THE  
ORDER OF

GJT ENTERPRISES LLC

\$

\*\*645.00

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

DOLLARS

Gavin Taylor  
GJT ENTERPRISES LLC  
112 SENECA LAKE ROAD  
SPARTA, NJ 07871

PROTECTED AGAINST FRAUD



Vicen Cox

MEMO

573 - VITA Tax Preparation 02/22/20 - 03/06/20

13041 1021200339 000238003973

URBAN LEAGUE OF ESSEX COUNTY

13041

03/11/2020 GJT ENTERPRISES LLC

Date	Type	Reference	Original Amount	Balance Due	Payment
03/11/2020	Bill	03.11.20GE	645.00	645.00	645.00
Check Amount					

1010 Cash:Checking 573 - VITA Tax Preparation 02/22/20 - 03/06/20

645.00

URBAN LEAGUE OF ESSEX COUNTY

13041

03/11/2020 GJT ENTERPRISES LLC

Date	Type	Reference	Original Amount	Balance Due	Payment
03/11/2020	Bill	03.11.20GE	645.00	645.00	645.00
Check Amount					

PAYMENT  
RECORD

1010 Cash:Checking 573 - VITA Tax Preparation 02/22/20 - 03/06/20

645.00



100811



Rev 2/12

## ULEC CHECK REQUEST FORM

INV DATE: 3/11/20 PREPARED BY: Alice Frazier PERIOD COVERED: 2/22 - 3/6/20  
 PAY TO: GST Enterprises LLC (Gavin Taylor) AMOUNT: \$645  
 INVOICE #  BUDGET AVAILABLE:  YES  NO DUE DATE: 3/13/20  
 COMMENTS: VITA Tax Prep.

COST CENTERS:	COST CENTERS:	COST CENTERS:	COST CENTERS:
041 SE THRIFT	334F FOC NRTC	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	339 ULEC OPPORT CORP	561 LISC-HUD FOC	610 CEO
222 DYFS - CODING	366 STREET FAIR	563 PRU FOC	620 CFO
225 AMERICORPS	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	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
- 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: 3/11/20

## FINANCE APPROVAL PROCESS:

INVOICE/SUPPORTING DOCS ATTACHED:

 YES NOA/P INITIAL: BTDATE: 3/11/20

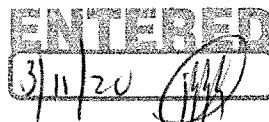
FISCAL OFFICE APPROVAL:

VJ

PRESIDENT/CEO'S APPROVAL

CLASS CODE: 573

CHECK #





Urban League of  
Essex County

*Empowering Communities.  
Changing Lives.*

### Consultant Reimbursement Form:

Name: GJT ENTERPRISES LLC (GAVIN TAYLOR)  
Address: 112 Seneca Lake Road City: Sparta State: NJ Zip: 07871  
Phone (C): 201-232-2536 Email: gavinetaylor@gmail.com

Re: Reimbursement Month FEBRUARY Year: 2020

Week of (Dates)	Number of Billable Hours						
	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Total Hours
02/17/2020						10am-1pm	3
02/24/2020		9am-5pm		9:30am-1:30pm	9am-5pm		20
<b>Total</b>							<b>23</b>

Base Pay @ \$15.00

*Note: Hours should not exceed 25 hours per week*

### Number of Placements in Period

<b>Total</b>		

Base Pay @

**Total Reimbursement** **\$345.00**

Signature

Date

03/06/2020

Attach the following: (Site Coordinator Spreadsheet must be submitted along with each invoice):  
(Site Coordinator Spreadsheet =Activity Log for period above)



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Name: GJT ENTERPRISES LLC (GAVIN TAYLOR)  
Address: 112 Seneca Lake Road City: Sparta State: NJ Zip: 07871  
Phone (C): 201-232-2536 Email: gavinetaylor@gmail.com

Re: Reimbursement Month MARCH Year: 2020

Week of (Dates)	Number of Billable Hours						
	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Total Hours
03/02/2020		9:30am-4pm	9:30am-4pm		9am-4pm		20
<b>Total</b>							<b>20</b>

Base Pay @ \$15.00

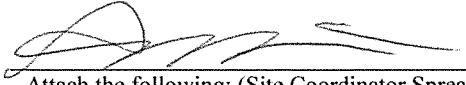
*Note: Hours should not exceed 25 hours per week*

### Number of Placements in Period

<b>Total</b>		

Base Pay @ \_\_\_\_\_

**Total Reimbursement** **\$300.00**

Signature  Date 03/06/2020

Attach the following: (Site Coordinator Spreadsheet must be submitted along with each invoice):  
(Site Coordinator Spreadsheet =Activity Log for period above)

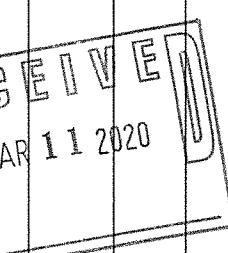
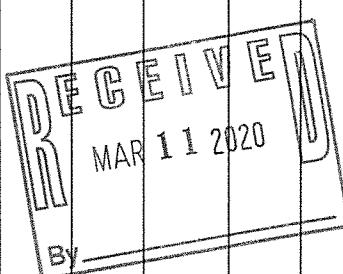


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## Vita Consultant Log

### Weekly Activities

Date	Activity*	Comment
02/22/2020	Provided free income tax return preparation for eligible taxpayers.	
02/25/2020	Provided free income tax return preparation for eligible taxpayers.	
02/27/2020	Provided free income tax return preparation for eligible taxpayers.	
02/28/2020	Provided free income tax return preparation for eligible taxpayers.	
03/03/2020	Provided free income tax return preparation for eligible taxpayers.	
03/04/2020	Provided free income tax return preparation for eligible taxpayers.	
03/06/2020	Provided free income tax return preparation for eligible taxpayers.	

\*Activities may include, but is not limited to, maintaining and initiating contact with consumers, coaching interns/volunteers, providing free income tax return preparation for eligible taxpayers, and ensuring that on site review of all tax returns are completed on all Vita preparers at United Way Vita Site. Conduct outreach and education on income tax issues and other asset building services at the tax sites.