

# Urban League Batch Receipts 2019

## CHECK DEPOSIT FORM v.3

General \_\_\_\_\_ ThriftWorks \_\_\_\_\_ Grants \_\_\_\_\_ Other \_\_\_\_\_

### Department Processing Information

DATE: 12/17/19

SOURCE OF FUNDING: Paycom

### Special Comments or Instructions

Description of Program: Refund from paycom Client Code 0K296 - Payroll for 12/16/19

**was over-paid by this amount**

Batch # 19 12

AMT OF CHECK/ACH \$1,643.51

### Bank Account Deposit Information

Debit – Operating 3973 - BOA QUICKBOOKS GL # 1010

Credit -- Acct #	<u>1457 - Receivable US</u>	Class	<u>451 - USJP</u>	Amount	<u>\$1,643.51</u>
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Credit -- Acct #	_____	Class	_____	Amount	_____
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Credit -- Acct #	_____	Class	_____	Amount	_____
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Credit -- Acct #	_____	Class	_____	Amount	_____
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Posting Date \_\_\_\_\_

\_\_\_\_\_  
Accountant Signature

Stamp Area

P Mise \_\_\_\_\_

R G Ward \_\_\_\_\_

Operating: Account Activity Transaction Details

**Post date:** 12/17/2019

**Amount:** 1,643.51

**Type:** Deposit

**Description:** PAYCOM PAYROLL L DES:PAYMENTS  
ID:471513 INDN:URBAN LEAGUE OF ESSEX  
CO ID:1772407000 CCD PMT  
INFO:NTE\*ZZZ\*0K296 WIRE OVERAGE\

**Merchant name:** PAYCOM 

**Transaction category:** Income: Paychecks/Salary

## Patricia Mise

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**From:** Patricia Mise  
**Sent:** Wednesday, December 18, 2019 3:36 PM  
**To:** Gregory Ward  
**Cc:** Triva John; Joanna Martinez  
**Subject:** RE: Updated payroll for 12.16.19 - Paycom Refund \$1,643.51 on 12/17/19  
**Attachments:** 12.17.19 \$1,643.51 Paycom OK296 Payroll Date 12.16.19 Overage Return.pdf; OK296 Cash Req 12.10.19 Pay Date 12.16.19 \$57,367.79.pdf; OK296 Cash Req 12.13.19 Pay Date 12.16.19 \$55,724.28.pdf

**Importance:** High

Good afternoon Mr. Ward,

Please see the 1<sup>st</sup> 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

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**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**

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P. 973-624-9535 Ext. 213

F. 973-624-9597

C. 908-406-3000

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**From:** Triva John <[tjohn@nul.org](mailto:tjohn@nul.org)>  
**Sent:** Friday, December 13, 2019 11:34 AM  
**To:** Joanna Martinez <[jmartinez@ulec.org](mailto:jmartinez@ulec.org)>  
**Cc:** Gregory Ward <[gward@ulec.org](mailto:gward@ulec.org)>; Patricia Mise <[pmise@ulec.org](mailto: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

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**From:** Joanna Martinez [<mailto:jmartinez@ulec.org>]  
**Sent:** Friday, December 13, 2019 11:17 AM  
**To:** Triva John <[tjohn@nul.org](mailto:tjohn@nul.org)>  
**Cc:** Gregory Ward <[gward@ulec.org](mailto:gward@ulec.org)>; Patricia Mise <[pmise@ulec.org](mailto: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.

# Cash Requirements Statement

## URBAN LEAGUE OF ESSEX COUNTY

Transaction #: 5NB0KIMBD

Check Date: 12/16/2019

Client: K296

EIN: 22-1554540

PAYCOM Impound Date: 12/16/2019

*\$55,724.28 should be wired to Paycom on or before 12/13/2019*

### Items

Checks / Vouchers	158
Additional Direct Deposit Accounts	0

### Billing

Check Processing/Tax Service	354.06
Check Stuffing	26.70
Delivery	17.00
Self Service	No Charge
Multi-State Filing	No Charge
General Ledger Report	No Charge
Advanced Reports	No Charge
New Hire Report	No Charge
401(k) Report	No Charge
<b>Total Billing</b>	<b>397.76</b>

### Tax Deposits

	Employee Deductions	Employer Liability	Total Deposit
FICA/Social Security	3,220.49	3,220.49	6,440.98
Medicare	753.17	753.17	1,506.34
Federal W/H Tax	1,241.80		1,241.80
New Jersey W/H Weekly-EFT	723.31		723.31
New Jersey EE Suta	-590.64		-590.64
<b>Total Tax Deposits</b>	<b>5,348.13</b>	<b>3,973.66</b>	<b>9,321.79</b>

### Paycom Cash Requirements

Net Direct Deposits - Paycom Pay	30,037.70
Taxes - PAYCOM Resp.	9,321.79
Net Checks - Paycom Pay	15,542.17
Garnishment Checks - Paycom Pay	424.86
Payroll Fee	397.76
<b>Total Paycom Cash Requirements</b>	<b>55,724.28</b>

### Total Cash Requirements

**55,724.28**

### Footnotes

## Cash Requirements Statement

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**URBAN LEAGUE OF ESSEX COUNTY**

Transaction #: 5NB0KIMBD

Check Date: 12/16/2019

Client: K296

EIN: 22-1554540

PAYCOM Impound Date: 12/16/2019

*\$55,724.28 should be wired to Paycom on or before 12/13/2019*

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Reduce 590.64 from NJU for Q3 18 NJ SUTA.

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# Cash Requirements Statement

## URBAN LEAGUE OF ESSEX COUNTY

Transaction #: 5N80H2JJG

Check Date: 12/16/2019

Client: K296

EIN: 22-1554540

PAYCOM Impound Date: 12/16/2019

*\$57,367.79 should be wired to Paycom on or before 12/13/2019*

### Items

Checks / Vouchers	173
Additional Direct Deposit Accounts	0

### Billing

Check Processing/Tax Service	382.67
Check Stuffing	28.95
Delivery	17.00
Self Service	No Charge
Multi-State Filing	No Charge
General Ledger Report	No Charge
Advanced Reports	No Charge
New Hire Report	No Charge
401(k) Report	No Charge
Additional Services	22.00
<b>Total Billing</b>	<b>450.62</b>

### Tax Deposits

	Employee Deductions	Employer Liability	Total Deposit
FICA/Social Security	3,220.51	3,220.51	6,441.02
Medicare	753.16	753.16	1,506.32
Federal W/H Tax	1,240.34		1,240.34
New Jersey W/H Weekly-EFT	723.31		723.31
New Jersey EE Suta	1,000.00		1,000.00
<b>Total Tax Deposits</b>	<b>6,937.32</b>	<b>3,973.67</b>	<b>10,910.99</b>

### Paycom Cash Requirements

Net Direct Deposits - Paycom Pay	29,808.77
Taxes - PAYCOM Resp.	10,910.99
Net Checks - Paycom Pay	15,772.55
Garnishment Checks - Paycom Pay	424.86
Payroll Fee	450.62
<b>Total Paycom Cash Requirements</b>	<b>57,367.79</b>

### Total Cash Requirements

**57,367.79**

## Cash Requirements Statement

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### URBAN LEAGUE OF ESSEX COUNTY

Transaction #: 5N80H2JJG

Check Date: 12/16/2019

Client: K296

EIN: 22-1554540

PAYCOM Impound Date: 12/16/2019

*\$57,367.79 should be wired to Paycom on or before 12/13/2019*

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#### Footnotes

Reduced New Jersey SUTA by 1000

Remaining balance of reduction left is 290.64

GL and CR will not match

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