

LLI Manassas Expense Report
Fiscal Year Ending _____

Type of Expense (Indicate X):

LLI Debit Card Use Last four (4) digits _____

Request for Personal Reimbursement

Pre-paid expense/deposit for future event (title and date) _____

Date _____

Amount _____

Print Name _____

Signature _____

E-mail _____

Phone _____

Committee: _____

Account Name: _____

Expense Explanation:

Expense Receipt included or mailed (mark one)

Make reimbursement payment to:

Name _____ Amount _____

Address _____

City _____ VA ZIP _____

LLI Accounting Office

Receipt _____

Check # _____

Date _____

Recorded in Quickbooks _____

Income and Expense Categories (as of Feb 2020)

Income

Other Types of Income
Miscellaneous Revenue
Total Other Types of Income
Program Income
Membership 1/2 year
Membership Annual
Total Program Income

Total Income

Expenses

Administration

Bank Fees
Bookkeeping
Dues & subscriptions
Insurance
Office Supplies
Other Costs
Pro Class Administrator
Storage

Total Administration

Events Coordination

Holiday Lunch (Dec)
Annual Meeting (Apr)
Food & Drink
Misc

Total Events Coordination

IT

Hardware & Repairs
Pro Class
Website Host (FreshySites)
Domain/License Fees

Total IT

Membership

Name Tags
Postage and Printing

Total Membership

Outreach

Advertising
Donations
Brown Bag Lunch

Total Outreach

Programs

Gift Cards
Program Costs Fees Spent
Program Guide
Supplies
Venues

Total Programs