

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