

Memorandum

To: UTA Board of Directors

From: John Jennings, Treasurer

Subject: Univest Bank Report for January 2019

Date: January 13, 2019

Checks written since 12/16/2018

Check #	Date	Amount	Paid To	Reason
	1/02/2019	25.76	First Data	Credit Card Fees
Debit Card 6724	1/02/2019	5.00	GOOGLE * SVCSAPPS	GSuite – Monthly Subscription
7252	12/21/2018	218.95	John Jennings	Annual Website Renewal

The check book balance as of 1/13/2019 is \$16,148.57

Note: Check numbers in RED have not been cashed.

When and if financial obligations are made, please contact me so I may confirm availability of funds.

Please submit requests for reimbursement accompanied by applicable invoices/receipts as soon as possible after the expenditure

Ensure vendors forward invoices to support payments preferably before the sums are paid to: UTA C/O John Jennings, 9119 W. Stebbinsville Rd., Edgerton, WI 53534. Each transaction must be supported by an invoice or receipt on file.

UTA checks not processed after 120 days may be stopped.