

Memorandum

To: UTA Board of Directors
From: John Jennings, Treasurer
Subject: Univest Bank Report for July 2019
Date: July 14, 2019

Checks written since 6/16/2019

Check #	Date	Amount	Paid To	Reason
7264	7/14/2019	1,000.00	United States Liability Insurance Company	BOD Insurance
7263	7/09/2019	1,863.10	Brenda Black	26 Artisan Bear Busts
	7/02/2019	7.78	First Data	Credit Card Fees
Debit Card 6724	7/02/2019	6.00	GOOGLE * SVCSAPPS	GSuite – Monthly Subscription
Debit Card 1736	6/28/2019	47.10	USPS PO Huntsville MO	Shipped Artisans
Debit Card 1736	6/27/2019	24.75	USPS PO Huntsville MO	Shipped Artisans
Debit Card 1736	6/24/2019	49.50	USPS PO Huntsville MO	Shipped Artisans

The check book balance as of 7/14/2019 is \$10,080.54

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.