SILC Monthly Performance and Expenditure Report

Month of: June 1 - 30, 2014

To: Mark Steele

Pamela Lloyd-Ogoke

NC Division of Vocational Rehabilitation Services

From: Will Miller, Executive Director

Date: July 2, 2014

Re: Purchase Order #: 2015000634

Contract #: DVR# 00029593

Invoice #: 2014-09

Pay to: NC Statewide Independent Living Council

505 Oberlin Road, Suite 206, Raleigh, NC 27605

a. The date, location and number of NCSILC members and staff who attended the quarterly NCSILC and committee meetings:

No quarterly meeting this month.

b. The date, location, type of meeting/activity and the number of NCSILC members and staff who attended the SPIL related meetings/activities/conferences:

NCSILC paid expenses for Executive Director for a visit to the DSB on June 27, 2014. Cancelled one registration for NCIL Conference and received a refund of $140.

c. The date and summary of the NCSILC and DVRS research efforts regarding the options to better access Part B funds within the guidelines of the Department of Health and Human Services:

The May P&E Report was delivered on June 9, 2014. Payment was received on June 24, 2014.

d. The type, amount, date and location of SPIL related information that was distributed:

The NC SILC monitors and evaluates the SPIL goals of the State Plan on an ongoing basis. A report is made at the quarterly SILC meetings on the progress toward meeting each goal. There has also been a tracking document created to assist the Council in monitoring progress.

e. General operations of the NCSILC non-profit office:

The NCSILC paid salaries/wages/benefits for 2 pay periods this month for 3 staff members.

NCSILC also paid office rent, equipment rental/maintenance, supplies, and

telephone/telecommunications expenses. Office rent increased $50 per month effective February 2014 per the two-year lease. NCSILC paid $250 to 505 Associates to cover rent increase from February to June. A journal entry was made to void an electronic payment to Quill Office Supplies

which was paid by check #2243. Corrected posting of entry on 05-27-14 for Jimmy John’s to reflect the tip.

NC Statewide Independent Living Council

Expenditure Report for the month of: June 1 - 30, 2014

Amount to be reimbursed: $9,611.31

[The following are column headers for a table with six columns and twenty-one rows.]

Cost Centers

Budget Revision #1

Balance Remaining Last Month

Actual Expenditures This Month

Remaining Balance This Month

Cumulative Expenditures

[the following are the contents of rows two through twenty-one of the table described above.]

Salary/Wages

83,384.15 27,360.29 6,264.96 21,095.33 62,288.82

Fringe Benefits (federal and state income tax)

6,380.63 2,094.81 479.28 1,615.53 4,765.10

Accounting & Tax Services

1,000.00 118.84 1.00 117.84 882.16

Professional/Contractual Services

4,515.27 1,945.80 66.00 1,879.80 2,635.47

Office Supplies & Materials

1,500.00 211.03 (51.74) 262.77 1,237.23

Travel - Contractor Staff

5,237.23 487.44 6.45 480.99 4,756.24

Travel - Board Members Expense

38,108.00 19,227.44 (137.00) 19,364.44 18,743.56

Printing & Binding

1,500.00 1,500.00 - 1,500.00 -

Advertising & Promotion

2,684.00 - - - 2,684.00

Office rent

19,796.00 8,460.00 1,716.00 6,744.00 13,052.00

Utilities - Telephone

9,500.00 1,761.44 707.13 1,054.31 8,445.69

Equipment rental

5,032.25 1,799.51 369.23 1,430.28 3,601.97

Rent - other

5,464.57 4,005.99 - 4,005.99 1,458.58

Dues & Subscriptions

864.00 478.00 190.00 288.00 576.00

Insurance

3,133.90 78.31 - 78.31 3,055.59

Equipment - Office

750.00 412.75 - 412.75 337.25

Equipment - IT

4,000.00 3,450.00 - 3,450.00 550.00

Gross Monthly Expenditures

192,850.00 73,391.65 9,611.31 63,780.34 129,069.66

Less Advance received in October, 2013 38,197.00

Maximum Reimbursement/Total Contract

154,653.00 35,194.65 9,611.31