

Expenses Paid by Check

Capri Check March 2023	Check #		
03/02/2023	3581	Dana L. Araquistain	H566928 move in 4,800.00
03/08/2023	3590	MSNFII W1 LLC	D. Garcia move in 3,427.22
03/07/2023	3591	Imperium Real Estate Services, Inc.	rent R. Cabellero WF5 2,800.00
03/07/2023	3591	Imperium Real Estate Services, Inc.	rent G. Santiago WF4 2,800.00
03/08/2023	3592	Jaqueline Lara Toribio	H566786 WF6 past due rent 1,600.00
03/08/2023	3593	West Coast Mobile Homes	Move mobile home wf7 6,375.00
03/08/2023	3594	CDS Contractors	WF8 setup mobile home 8,100.00
03/08/2023	3595	Homeowners Financial Group USA, LLC	mortgage pay WF9 cruz 4,779.32
03/10/2023	3600	Rebecca Caple	client move in 4,851.70
03/10/2023	3602	Lee Raley	Luiz D Perez-Rios 3,900.00
03/10/2023	3603	Hampton and Hampton Mgt & Leasing, Inc.	MIGUEL A. CHIPAHUA ZOQUITECATL rent 4,600.00
03/15/2023	3605	Avery Rosnick-Slyker	Rodeway Inn room deposit 30.00
03/15/2023	3605	Avery Rosnick-Slyker	client assist Capri gift card 25.00
03/20/2023	3608	Royal Breeze Apartments, Inc.	M. Cruz rental assist 3,000.00
03/20/2023	3609	The Palms at Countryside	Mendoza rent 4,200.00
03/21/2023	3612	Greystar Equity Partners REIT, LLC	H566815 future rent 3,882.00
03/22/2023	3613	Greystar Equity Partners REIT, LLC	H566784 future rent 3,200.00
TOTAL BILLED			62,370.24
EDITS TO TOTAL	Amount HLA Paid	Amount PCF will Pay	
pg 98	4600	4,590	-10
p 131	check not yet cashed will resubmit when it is		-3882
TOTAL EDITS EXPENSES PAID BY CHECK			-3892
NET EXPENSES PAID BY CHECK			58,478.24
NET EXPENSES PAID BY CREDIT CARD			34,276.02
TOTAL			92,754.26

Expenses Paid by Credit Card

March 2023 Capri Credit Card Charges

3/13/2023	03	U-HAUL MOVING & STORAG	client move	\$11.22	na
3/13/2023	04	U-HAUL MOVING & STORAG	client move	\$65.30	na
3/13/2023	05	U-HAUL MOVING & STORAG	client move	\$90.78	na
3/13/2023	07	Southwest Air	client trans	\$441.20	na
3/6/2023	08	Bayside Inn	client trans	\$50.00	na
3/7/2023	08	Bayside Inn	client trans	(\$50.00)	na
3/10/2023	09	Expedia	client prevention	\$8,230.36	na
3/10/2023	10	Expedia	client prevention	\$2,057.59	na Laura Flores
3/28/2023	10b	Expedia	client prevention	(\$1,367.68)	na Laura Flores
3/12/2023	11	Terrace Gardens Inn	client prevention	\$2,221.58	na
3/12/2023	12	Extended Stay	client prevention	\$1,231.86	na
3/12/2023	13	Extended Stay	client prevention	\$1,301.86	na
3/12/2023	14	Extended Stay	client prevention	\$1,301.86	na
3/14/2023	15	Expedia	client prevention	\$489.84	na
3/12/2023	16	Petsmart	client assistance	\$150.00	na
3/15/2023	17	Banfield	client assistance	\$296.60	na
3/22/2023	46	LaQuinta	client assistance	\$583.05	na Hatton
3/19/2023	47	Expedia	client assistance	\$1,235.13	na Alonzo
3/26/2023	48a	Extended Stay	client assistance	\$735.56	na allen
3/23/2023	48b	Extended Stay	client assistance	\$650.93	na allen
3/24/2023	49	Extended Stay	client assistance	\$699.93	na torres
3/7/2023	50	Expedia	client assistance	\$1,995.58	na Benjume
3/17/2023	51	Howard Johnson	client assistance	\$253.12	na Benjume
3/28/2023	52	Rodeway Inn	client assistance	\$605.95	na hatton
3/23/2023	53	booking.com	client assistance	\$1,187.08	na jacinta
3/15/2023	54	Howard Johnson	client assistance	\$1,627.20	na figurera
3/22/2023	55	Howard Johnson	client assistance	\$331.09	na figurera
3/23/2023	56	booking.com	client assistance	\$2,116.57	na troches
3/26/2023	57a	super 8	client assistance	\$1,112.00	na hernandez
3/26/2023	57b	super 8	client assistance	\$1,112.00	na hernandez
3/31/2023	57c	super 8	client assistance	(\$1,112.00)	na hernandez
3/31/2023	57d	super 8	client assistance	(\$1,112.00)	na hernandez
3/30/2023	57e	super 8	client assistance	\$137.97	na hernandez
3/23/2023	58	booking.com	client assistance	\$1,187.08	na torres
3/15/2023	59	booking.com	client assistance	\$168.37	na alonzo 3.24
3/19/2023	59b	booking.com	client assistance	(\$168.37)	na alonzo 3.24
3/30/2023	60A	Days inn	client assistance	\$768.12	na benjume 3.24
3/26/2023	61	Days inn	client assistance	\$1,584.02	na
3/15/2023	63	Expedia	client assistance	\$2,981.27	na
3/30/2023	77	super 8	client assistance	\$149.27	na hernandez
3/26/2023	78	super 8	client assistance	\$794.00	na Alonzo
3/26/2023	79	super 8	client assistance	\$1,112.00	na Alonzo
Total Billed				\$37,257.29	

EDITS TO TOTAL

per page 310 note: will rebill when credit received

3/15/2023	63	Expedia	client assistance	(\$2,981.27)	na
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TOTAL EDITS EXPENSES PAID BY CREDIT CARD

-2981.27

NET EXPENSES PAID BY CREDIT CARD

34,276.02



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- H. For payment expediency, the Executive Assistant or Director of Finance may utilize the CEO's credit card to charge a previously properly approved purchase.
- I. The agency credit card is the property of The Homeless Leadership Alliance of Pinellas. An employee leaving the employment of the agency must surrender the credit card to the Executive Assistant who will cancel the employee's account.
- J. All employees receiving an agency credit must sign a copy of the agency credit card policy prior to receiving the credit card.
- K. On a monthly basis, the Director of Finance provides the CEO with a list of all charges to the agency credit card along with the grant allocation for the charge. The CEO reviews the list and approves it for payment. The Director of Finance pays the credit card by electronic transfer.

VI D. Cash Disbursements

- A. Cash disbursements are made by check or electronic transfer of funds initiated by the Executive Assistant. The electronic transfer of funds for payroll is initiated by the payroll vendor.
- B. All checks are to be pre-numbered and accounted for by the Executive Assistant (used, voided, and not used). Voided checks are to be properly defaced and maintained.
- C. The finance office enters invoices for payment into the accounting system for payment. The grant allocation for the invoice should be written on the invoice.
- D. Each disbursement must have the appropriate backup documentation attached prior to the generation of a check or electronic transfer of funds.
- E. The CEO reviews and approves all payments, including backup for any charges paid via electronic funds transfer, and/or check requests for payment. The Board Treasurer or Board Chair must also review the backup for all checks or electronic funds transfers, other than payroll, in excess of \$15,000 which are not passthrough of funds to subcontractors.
- F. Checks are signed by the CEO and/or the Board Chair, Secretary or Treasurer.
- G. The HLA has a signature stamp for the CEO. The signature stamp is securely held by the Executive Assistant who may use the signature stamp to sign checks with the approval of the CEO.
- H. Check signers compare data on supporting documents to checks presented for their signature.
- I. Any check where a signatory of the account is a payee must be signed by a different signatory of the account.
- J. The Executive Assistant is responsible for mailing checks.
- K. Paid invoices and accompanying paperwork are filed electronically in the agency's Sharepoint accounting folder.

VI E. Payroll

- A. HLA uses a payroll processing company. The Payroll Company calculates the payroll, payroll taxes, workers comp and 401K contributions (both agency and employee). It tracks employee leave time. It withdraws funds from HLA's bank account to direct deposit employee net pay and make all payroll tax and workers comp payments. On a

quarterly and annual basis, it generates and submits tax reporting.

- B. All salary changes are authorized by the CEO.
- C. Payroll is every two weeks. Employees submit completed timesheets to his/her supervisor for review and signature. All supervisors turn their employees' timesheets into the Executive Assistant.
- D. Employees who work for more than one HLA project must also break down their worked hours by project so that their staff expenses can be allocated to the correct projects.
- E. By the second payroll paid in the month, the finance office has calculated the prior month's mileage and gives the Executive Assistant the mileage to be paid out in the second payroll.
- F. The Executive Assistant collects all relevant information for the payroll and sends it to the Payroll Company to process the payroll.
- G. All payroll reports are available on the Payroll Company's website accessible by the Executive Assistant and the Director of Finance. The payroll register, which includes gross wages and related benefit costs for HLA employees, is printed out and reviewed for accuracy by the Executive Assistant.
- H. The CEO approves the payroll register.
- I. The finance office calculates and enters the payroll entries.
- J. HLA retains a copy of each employee timesheet. A copy of the payroll register is kept in a payroll file which is located in the HLA's Sharepoint accounting folder.

VI F. Bank Account Monthly Reconciliations

- A. The Director of Finance reconciles the monthly bank statements using a downloaded version of the bank statement. The reconciliation is sent to the Board Treasurer for review.
- B. The Board Treasurer will receive the bank statements directly from the bank (through either mail delivery or direct download from the bank's website) for examination and compare the statements to the reconciliation reports received from HLA staff.
- C. The Director of Finance and the Board Treasurer's examination of the bank statements will include the following:
 - a. Any cancelled checks made out to unfamiliar payees.
 - b. Any cancelled checks with the signature of someone who is not a designated signer on the account.
 - c. Any checks, deposit or electronic funds transfers that are not entered into the HLA accounting system.
- D. The Board Treasurer will indicate that the review of the reconciliation is complete, and the reconciliation is accurate by either signing a copy of the bank statement and reconciliation or by emailing notice to the Executive Assistant that the reconciliation is approved.

VI G. Operating Reserve Account

- A. The primary reserve goal is three months of HLA expenses as determined by the CEO and accounting staff.
- B. After the conclusion of the Annual Audit, the Board of Directors will calculate the amount

HLA Personnel Action Form

COMPLETE

#15

To be used for new hire and termination/resignation dates, title change, and pay changes.

CREATED

PUBLIC

Sep 10th 2021, 4:42:51 pm

UPDATED

AFOSTERHLA

Sep 24th 2021, 9:04:35 am

IP ADDRESS

70.127.131.39

Date

2021-09-10

Employee Name

David Adkins

Effective Date

2021-09-12

Current Title

Housing Navigator

New Title

Landlord Liaison

New Hire Date

(No response)

Leave of Employment

Exempt

Date of Leave

(No response)

Attach a File**From****To**

Non-Exempt

Effective Date

2021-09-12

Current Yearly Salary/Hourly Rate

\$ 42,488.00

New Yearly Salary / Hourly Rate

\$ 25.00

One-time Recognition/Salary Adjustment

(No response)

Manager Approval

Alex Strieder

CEO Approval

Amy Foster Approves

COMMENTS



AFOSTERHLA Sep 24th 2021
aef

PAYROLL JOURNAL

0903 1800-0985 Homeless Leadership Alliance of Pinellas Inc

EMPLOYEE NAME ID (WC CLASS)	HOURS, EARNINGS, REIMBURSEMENTS & OTHER PAYMENTS				WITHHOLDINGS	DEDUCTIONS	NET PAY ALLOCATIONS		
	DESCRIPTION	RATE	HOURS	EARNINGS				REIMB & OTHER PAYMENTS	
**** 700 PAYROLL									
Adkins, David 36 (8864)	Regular	25:0000	40:0000	1,000:00	Social Security	124:00	PX401 EEPRE	60:00	Direct Deposit # 3103
	PTO	25:0000	40:0000	1,000:00	Medicare	29:00			Check Amt 0.00
					Fed Income Tax	141:19			Chkg 739 1,645.81
	EMPLOYEE TOTAL		80:0000	2,000:00		294:19		60:00	Net Pay 1,645.81
Alesnik, Monika 59 (8864)	Regular		M112:2500	4,230:77	Social Security	255:92	PX401 EEPRE	42:31	Direct Deposit # 3104
					Medicare	59:85	TO-PIA DEN EE PR	3:34	Check Amt 0.00
					Fed Income Tax	345:47	TO-PIA MED EE PR	97:16	Chkg 338 3,424.11
	EMPLOYEE TOTAL		112:2500	4,230:77		661:24	TO-PIA VIS EE PRE	2:61	Net Pay 3,424.11
Barclay, Olivia L 55 (8864)	Regular		M112:5000	2,115:38	Social Security	124:76	PX401 EEPRE	63:46	Direct Deposit # 3105
					Medicare	29:18	TO-PIA DEN EE PR	3:34	Check Amt 0.00
					Fed Income Tax	161:47	TO-PIA MED EE PR	97:16	Chkg 214 400.00
	EMPLOYEE TOTAL		112:5000	2,115:38		315:41	TO-PIA VIS EE PRE	2:61	Chkg 685 1,233.40
Boone, Sedionia 21 (8810)	Regular		M64:0000	1,923:08	Social Security	118:86	PX401 EEPRE	38:46	Direct Deposit # 3106
	PTO		M16:0000		Medicare	27:80	TO-PIA DEN EE PR	3:34	Check Amt 0.00
					Fed Income Tax	153:06	TO-PIA VIS EE PRE	2:61	Chkg 963 1,578.95
	EMPLOYEE TOTAL		80:0000	1,923:08		299:72		44:41	Net Pay 1,578.95
Boylan, Sezen B 65 (8864)	Regular		M83:5000	1,923:08	Social Security	119:23			Direct Deposit # 3107
					Medicare	27:88			Check Amt 0.00
									Chkg 528 1,775.97
	EMPLOYEE TOTAL		83:5000	1,923:08		147:11			Net Pay 1,775.97
Collazo Pagan, Le... 63 (8864)	Regular		M80:0000	2,153:85	Social Security	133:54			Direct Deposit # 3108
					Medicare	31:23			Check Amt 0.00
					Fed Income Tax	175:4			Chkg 110 1,971.54
	EMPLOYEE TOTAL		80:0000	2,153:85		182:31			Net Pay 1,971.54
Davis, Lauren 62 (8864)	Regular	27:0000	56:5000	1,525:50	Social Security	94:59	PX401 EEPRE	45:77	Direct Deposit # 3109
					Medicare	22:12			Check Amt 0.00
					Fed Income Tax	105:18			Chkg 932 1,257.84
	EMPLOYEE TOTAL		56:5000	1,525:50		221:89		45:77	Net Pay 1,257.84
Donovan, Hayla L 60 (8864)	Regular		M80:0000	1,730:77	Social Security	100:92	TO-PIA DEN EE PR	3:34	Direct Deposit # 3110
					Medicare	23:60	TO-PIA MED EE PR	97:16	Check Amt 0.00
					Fed Income Tax	122:93	TO-PIA VIS EE PRE	2:61	Chkg 369 1,380.21
	EMPLOYEE TOTAL		80:0000	1,730:77		247:45		103:11	Net Pay 1,380.21
Kazawitch, Cynthia 17 (8810)	Regular		M104:5000	3,153:85	Social Security	189:15	PX401 EEPRE	94:62	Direct Deposit # 3111
					Medicare	44:23	TO-PIA DEN EE PR	3:34	Check Amt 0.00
					Fed Income Tax	389:06	TO-PIA MED EE PR	97:16	Chkg 347 250.00
	EMPLOYEE TOTAL		104:5000	3,153:85		622:44	TO-PIA VIS EE PRE	2:61	Chkg 286 2,083.68
Kelly, Victoria A 40 (8864)	Regular		M76:0000	1,807:69	Social Security	110:59	PX401 EEPRE	72:31	Direct Deposit # 3112
	PTO		M4:0000		Medicare	25:86	TO-PIA DEN EE PR	18:01	Check Amt 0.00
					Fed Income Tax	64:60	TO-PIA VIS EE PRE	6:00	Chkg 790 1,510.32
	EMPLOYEE TOTAL		80:0000	1,807:69		201:05		96:32	Net Pay 1,510.32

PAYROLL JOURNAL

0903 1800-0985 Homeless Leadership Alliance of Pinellas Inc

EMPLOYEE NAME ID (WC CLASS)	HOURS, EARNINGS, REIMBURSEMENTS & OTHER PAYMENTS				WITHHOLDINGS	DEDUCTIONS	NET PAY ALLOCATIONS			
	DESCRIPTION	RATE	HOURS	EARNINGS				REIMB & OTHER PAYMENTS		
**** 700 PAYROLL (cont.) Le, Thanh-Van T 44 (8864)	Regular		M83:6700	1,923.08	Social Security Medicare Fed Income Tax	112:84 26:39 132:17	PX401 EEPRE TO-PIA DEN EE PR TO-PIA MED EE PR TO-PIA VIS EE PRE	115:38 3:34 97:16 2:61	Direct Deposit # 3113 Check Amt Chkg 249	0:00 0:00 1,433:19
	EMPLOYEE TOTAL		83:6700	1,923:08		271:40		218:49	Net Pay	1,433:19
Lipski, Briana K 47 (8810)	Regular PTO		M65:5000 M14:5000	1,576.92	Social Security Medicare Fed Income Tax	97:76 22:86 111:17	PX401 EEPRE	47:31	Direct Deposit # 3114 Check Amt Chkg 371 Savg 774	0:00 0:00 497:82 800:00
	EMPLOYEE TOTAL		80:0000	1,576:92		231:79		47:31	Net Pay	1,297:82
Markle, LaToya 61 (8864)	Regular		M80:0000	1,730.77	Social Security Medicare Fed Income Tax	106:94 25:01 128:36	PX401 EEPRE TO-PIA DEN EE PR TO-PIA VIS EE PRE	51:92 3:34 2:61	Direct Deposit # 3115 Check Amt Chkg 735	0:00 0:00 1,412:59
	EMPLOYEE TOTAL		80:0000	1,730:77		260:31		57:87	Net Pay	1,412:59
Nix, Heather 37 (8864)	Regular		M80:0000	1,846.15	Social Security Medicare Fed Income Tax	108:07 25:27 15:31	PX401 EEPRE TO-PIA DEN EE PR TO-PIA MED EE PR TO-PIA VIS EE PRE	73:85 3:34 97:16 2:61	Direct Deposit # 3116 Check Amt Chkg 045	0:00 0:00 1,520:54
	CHECK 1 TOTAL		80:0000	1,846:15		148:65		176:96	Net Pay	1,520:54
	Salary Adjustment			1,692.31	Social Security Medicare Fed Income Tax	104:92 24:54 9:96	PX401 EEPRE	67:69	Direct Deposit # 3117 Check Amt Chkg 045	0:00 0:00 1,485:20
	CHECK 2 TOTAL			1,692:31		139:42		67:69	Net Pay	1,485:20
	EMPLOYEE TOTAL		80:0000	3,538:46		288:07		244:65	Net Pay	3,005:74
Pannella, Carly J 46 (8864)	Regular		M84:7500	2,307.69	Social Security Medicare Fed Income Tax	136:68 31:97 192:17	TO-PIA DEN EE PR TO-PIA MED EE PR TO-PIA VIS EE PRE	3:34 97:16 2:61	Direct Deposit # 3118 Check Amt Chkg 795	0:00 0:00 1,843:76
	EMPLOYEE TOTAL		84:7500	2,307:69		360:82		103:11	Net Pay	1,843:76
Patterson, Charle... 25 (8810)	Regular		M80:0000	1,804.62	Social Security Medicare Fed Income Tax	105:70 24:72 145:55	PX401 EEPRE TO-PIA MED EE PR TO-PIA VIS EE PRE	54:14 97:16 2:61	Direct Deposit # 3119 Check Amt Chkg 189	0:00 0:00 1,374:74
	EMPLOYEE TOTAL		80:0000	1,804:62		275:97		153:91	Net Pay	1,374:74
Powell, LaQuail 54 (8864)	Regular		M80:0000	1,730.77	Social Security Medicare Fed Income Tax	107:10 25:05 134:91	TO-PIA DEN EE PR	3:34	Direct Deposit # 3120 Check Amt Chkg 766	0:00 0:00 1,460:37
	EMPLOYEE TOTAL		80:0000	1,730:77		267:06		3:34	Net Pay	1,460:37
RAFRAF, ERICA 58 (8864)	Regular		M80:0000	1,615.38	Social Security Medicare Fed Income Tax	97:50 22:80 45:87	PX401 EEPRE TO-PIA DEN EE PR TO-PIA VIS EE PRE	48:46 36:17 6:65	Direct Deposit # 3121 Check Amt Chkg 033 Chkg 090	0:00 0:00 1,086:34 271:59
	EMPLOYEE TOTAL		80:0000	1,615:38		166:17		91:28	Net Pay	1,357:93

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0903 1800-0985 Homeless Leadership Alliance of Pinellas Inc

EMPLOYEE NAME ID (WC CLASS)	HOURS, EARNINGS, REIMBURSEMENTS & OTHER PAYMENTS				WITHHOLDINGS	DEDUCTIONS	NET PAY ALLOCATIONS	
	DESCRIPTION	RATE	HOURS	EARNINGS				REIMB & OTHER PAYMENTS
**** 700 PAYROLL (cont.)								
Rodriguez, Mario A 66 (8864)	Regular		M80:0000	1,538.46				
					Social Security Medicare	95:38 22:31	Direct Deposit # 3122 Check Amt 0:00 Chkg 337 1,420:77	
	EMPLOYEE TOTAL		80:0000	1,538:46		117:69	Net Pay 1,420:77	
Rosnick-Slyker, A... 16 (8810)	Regular		M90:0000	3,153.85				
					Social Security Medicare Fed Income Tax	189:15 44:23 257:23	PX401 EEPRE 31:54 TO-PIA DEN EE PR 3:34 TO-PIA MED EE PR 97:16 TO-PIA VIS EE PRE 2:61	Direct Deposit # 3123 Check Amt 0:00 Chkg 321 2,528:59
	EMPLOYEE TOTAL		90:0000	3,153:85		490:61	Net Pay 2,528:59	
Sailer, Victoria 14 (8810)	Regular		M107:2000	2,653.85				
					Social Security Medicare Fed Income Tax	158:15 36:98 294:04	PX401 EEPRE 26:54 TO-PIA DEN EE PR 3:34 TO-PIA MED EE PR 97:16 TO-PIA VIS EE PRE 2:61	Direct Deposit # 3124 Check Amt 0:00 Chkg 988 2,035:03
	EMPLOYEE TOTAL		107:2000	2,653:85		489:17	Net Pay 2,035:03	
Salgado, Eduardo A 64 (8810)	Regular Salary Adjustment		M80:0000	2,461.54 153.84				
					Social Security Medicare Fed Income Tax	162:16 37:93 360:45	PX401 EEPRE 78:46	Direct Deposit # 3125 Check Amt 0:00 Chkg 223 1,976:38
	EMPLOYEE TOTAL		80:0000	2,615:38		560:54	Net Pay 1,976:38	
Smith, Imani A 42 (8864)	Regular Salary Adjustment Paid Leave-non PTO		M64:0000 M16:0000	2,076.92 384.61				
					Social Security Medicare Fed Income Tax	146:22 34:19 210:35	PX401 EEPRE 49:23 TO-PIA DEN EE PR 3:34 TO-PIA MED EE PR 97:16 TO-PIA VIS EE PRE 2:61	Direct Deposit # 3126 Check Amt 0:00 Chkg 747 500:00 Chkg 315 1,418:43
	EMPLOYEE TOTAL		80:0000	2,461:53		390:76	Net Pay 1,918:43	
Strieder, Alexand... 15 (8810)	Regular		M93:0000	2,153.85				
					Social Security Medicare Fed Income Tax	127:15 29:73 279:77	PX401 EEPRE 366:15 TO-PIA DEN EE PR 3:34 TO-PIA MED EE PR 97:16 TO-PIA VIS EE PRE 2:61	Direct Deposit # 3127 Check Amt 0:00 Chkg 194 1,247:94
	EMPLOYEE TOTAL		93:0000	2,153:85		436:65	Net Pay 1,247:94	
COMPANY TOTALS 24 Person(s) 25 Transaction(s)	Regular PTO Salary Adjustment Paid Leave-non PTO COMPANY TOTAL		1,957:3700 74:5000 16:0000 2,047:8700	50,137:82 1,000:00 2,230:76 53,368:58				
					Social Security Medicare Fed Income Tax	3,227:28 754:73 3,817:81	PX401 EEPRE 1,427:60 TO-PIA DEN EE 100:94 TO-PIA MED EE 1,165:92 TO-PIA VIS EE 49:19	Check Amt 0:00 Dir Dep 42,825:11 Net Pay 42,825:11
					<i>Employer Liabilities</i>			
					Social Security Medicare FL Unemploy	3,227:25 754:78 3:46		
				TOTAL EMPLOYER LIABILITY		3,985:49		
				TOTAL TAX LIABILITY		11,785:31		

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EMPLOYEE NAME ID (WC CLASS)	HOURS, EARNINGS, REIMBURSEMENTS & OTHER PAYMENTS				WITHHOLDINGS	DEDUCTIONS	NET PAY ALLOCATIONS
	DESCRIPTION	RATE	HOURS	EARNINGS			
(IC) = Independent Contractor							

CASH REQUIREMENTS

CASH REQUIRED FOR NEGOTIABLE CHECKS &/OR ELECTRONIC FUNDS TRANSFERS (EFT) FOR CHECK DATE 03/30/23: \$53,756.48

IMPORTANT COVID-19 INFORMATION: If you filed IRS Form 7200, please notify your Paychex representative to avoid owing a balance at the end of the quarter and ensure your Form 941 is accurate.

TRANSACTION DETAIL

ELECTRONIC FUNDS TRANSFER - Your financial institution will initiate transfer to Paychex **at or after 12:01 A.M.** on transaction date.

<u>TRANS. DATE</u>	<u>BANK NAME</u>	<u>ACCOUNT NUMBER</u>	<u>PRODUCT</u>	<u>DESCRIPTION</u>		BANK DRAFT AMOUNTS & OTHER TOTALS
03/29/23	REPUBLIC BANK & TRUST	xxxxxxxxxxxx709	Direct Deposit	Net Pay Allocations	40,651.03	40,651.03
03/29/23	REPUBLIC BANK & TRUST	xxxxxxxxxxxx709	Workers' Comp	Premium	515.62	
				Premium Adjustment	3.33	518.95
03/29/23	REPUBLIC BANK & TRUST	xxxxxxxxxxxx709	Taxpay@	Employee Withholdings		
				Social Security	3,065.99	
				Medicare	717.08	
				Fed Income Tax	3,681.08	
				Total Withholdings	7,464.15	
				Employer Liabilities		
				Social Security	3,066.02	
				Medicare	717.06	
				FL Unemploy	2.77	
				Total Liabilities	3,785.85	11,250.00
03/29/23	REPUBLIC BANK & TRUST	xxxxxxxxxxxx709	401(k) Traditional	PXROTH 401 EEPO		
				PX401 ERMTCH		
				PXROTH 401 EECU		
				PX401 EECU		
				PX401 EEPRE	1,336.50	
				PX401 ERCUM		1,336.50
				EFT FOR 03/29/23		53,756.48
				TOTAL EFT		53,756.48

REMAINING DEDUCTIONS / WITHHOLDINGS / LIABILITIES - Paychex does not remit these funds. You must ensure accurate and timely payment of applicable items.

<u>TRANS. DATE</u>	<u>BANK NAME</u>	<u>ACCOUNT NUMBER</u>	<u>PRODUCT</u>	<u>DESCRIPTION</u>		<u>TOTAL</u>
03/30/23	Refer to your records for account	Information	Payroll	Employee Deductions		
				TO-PIA DEN EE PRE	100.94	
				TO-PIA MED EE PRE	1,165.92	

CASH REQUIREMENTS

CASH REQUIRED FOR NEGOTIABLE CHECKS &/OR ELECTRONIC FUNDS TRANSFERS (EFT) FOR CHECK DATE 03/30/23: \$53,756.48

REMAINING DEDUCTIONS / WITHHOLDINGS / LIABILITIES (cont.) - Paychex does not remit these funds. You must ensure accurate and timely payment of applicable items.

<u>TRANS. DATE</u>	<u>BANK NAME</u>	<u>ACCOUNT NUMBER</u>	<u>PRODUCT</u>	<u>DESCRIPTION</u>	<u>TOTAL</u>
03/30/23	Refer to your records for account	Information	Payroll	Employee Deductions (cont.)	
				TO-PIA VIS EE PRE	49.19
				Total Deductions	1,316.05
TOTAL REMAINING DEDUCTIONS / WITHHOLDINGS / LIABILITIES					1,316.05

PAYCHEX WILL MAKE THESE TAX DEPOSIT(S) ON YOUR BEHALF - This information serves as a record of payment.

<u>DUE DATE</u>	<u>PRODUCT</u>	<u>DESCRIPTION</u>	
04/05/23	Taxpay®	FED IT PMT Group	11,247.23

It's just easier here.™

RepublicBank.com Member FDIC

Homeless Leadership Alliance of Pinellas
 Inc
 Operating Account
 740 4th St N Ste 206
 St Petersburg FL 33701-2322

Account: #####4709
 Statement Date: 03/31/23

Page 1

Your Account Managed By
 4TH STREET BANKING CTR
 (727) 526-5678
 SHANE CAMPBELL
 Sales & Service Manager

YOUR ACCOUNTS AT A GLANCE

Checking Balance \$ 310,796.21

ACCOUNT STATEMENT

BANK ANYTIME, FROM ANYWHERE WITH ONLINE & MOBILE BANKING*.
 CHECK BALANCES, MAKE TRANSFERS, PAY BILLS, AND MORE ALL FROM YOUR
 COMPUTER OR SMARTPHONE. VISIT REPUBLICBANK.COM FOR MORE INFO.
 *MESSAGE AND DATA RATES APPLY.

CCB NON-PROFIT CHECKING*

Account #####4709

Beginning Balance on 3/01/23	\$	298,913.07		
+ Deposits and other Credits (24)	\$	353,707.63		
Interest Paid	\$	0.00	Average Daily Balance	256,599.00
- Checks and other Debits (52)	\$	341,824.49		
Service Charges	\$	115.00		
Ending Balance on 3/31/23	\$	310,796.21		

CHECKS & OTHER DEBITS

(* indicates break in check sequence)

Check #	Date	Amount	Check #	Date	Amount	Check #	Date	Amount
3551	3/13	50.00	3584	3/20	160.00	3599	3/15	1,478.24
* 3563	3/31	109.23	* 3586	3/14	1,520.00	3600	3/17	4,851.70
3564	3/13	94.47	* 3588	3/16	478.76	3601	3/21	322.39
3565	3/01	500.00	3589	3/10	1,187.00	3602	3/17	3,900.00
* 3570	3/06	232.00	3590	3/08	3,427.22	* 3605	3/24	55.00
* 3573	3/06	3,146.00	3591	3/13	5,600.00	3606	3/23	80.89
* 3575	3/13	32.54	3592	3/15	1,600.00	3607	3/27	1,043.26
3576	3/01	406.26	3593	3/23	6,375.00	3608	3/30	3,000.00
* 3579	3/13	2,765.22	3594	3/17	8,100.00	3609	3/23	4,200.00
3580	3/07	1,800.00	3595	3/20	4,779.32	3610	3/27	390.95
3581	3/07	4,800.00	3596	3/27	3,500.00	3611	3/27	1,295.96
3582	3/09	3,135.20	3597	3/31	348.96			
3583	3/15	1,506.25	3598	3/22	71.99			

Homeless Leadership Alliance of Pinellas

Account #####4709
Statement Date 03/31/23

Page 2

ACCOUNT STATEMENT

CHECKS & OTHER DEBITS

(* indicates break in check sequence)

Date	Description	Amount
3/01	PAYCHEX EIB/INVOICE X01319600000021 HOMELESS LEADERSHIP AL	58,765.86
3/09	MASTERCARD/PAYMENT 525589XXXXX3721 BL ACCT 00002244-10000	11,676.68
3/10	UNITED HEALTHCAR/EDI PAYMTS 444440072131 HOMELESS LEADERS	9,262.99
3/13	MASTERCARD/PAYMENT 525589XXXXX3721 BL ACCT 00002244-10000	10,292.94
3/15	HLA PAYMENT/1-23 CHP 1592935116 HLA Payment	15,822.39
3/15	HLA PAYMENT/1-23 CHP ACH Offset1 1-23 CHP	15,822.39
3/15	PAYCHEX EIB/INVOICE X01496200002131 HOMELESS LEADERSHIP AL	57,776.08
3/20	STRIPE/TRANSFER ST-I7Q2F9E5B8U7 HOMELESS LEADERSHIP AL	200.00
3/23	MASTERCARD/PAYMENT 525589XXXXX3721 BL ACCT 00002244-10000	18,458.49
3/29	MASTERCARD/PAYMENT 525589XXXXX2801 OLIVIA BARCLAY	7,455.58
3/29	PAYCHEX EIB/INVOICE X01683300000904 HOMELESS LEADERSHIP AL	54,941.68
3/31	Payment due April 1 2023	4,890.60
3/31	ACH Monthly Maintenance	50.00
3/31	ACH Positive Pay	15.00
3/31	Check Positive Pay	50.00

DEPOSITS & OTHER CREDITS

Date	Description	Amount
3/01	UW SUNCOAST FL/PAYMENTS HOME7462 HOMELESS LEADERSHIP AL	5,000.00
3/06	BOARD OF COUNTY/INVOICES HOMELESS LEADERSHIP AL	10,515.07
3/10	STRIPE/TRANSFER ST-X8Z4G2E5I1J9 HOMELESS LEADERSHIP AL	291.00
3/13	STRIPE/TRANSFER ST-L6H6T8Z0G1T5 HOMELESS LEADERSHIP AL	145.35
3/13	Business Mobile Deposit	33,777.03
3/13	Business Mobile Deposit	15,822.39
3/13	Business Mobile Deposit	14,550.12
3/13	Business Mobile Deposit	7,790.66
3/13	Business Mobile Deposit	6,196.19
3/15	HLA PAYMENT/1-23 CHP	15,822.39



NOTICE OF AUTOMATIC PAYMENT

17 of 18

Paychex of New York LLC
6870 Shadowridge Drive Suite 101
Orlando FL 32812

Client # 0903 1800-0985
Invoice # 2023031301

AUTOMATIC PAYMENT \$57,776.08

This amount will be deducted from the following bank account at or after 12:01 A.M on 3/15/23.

ADDRESS SERVICE REQUESTED

0903 1800-0985
Homeless Leadership Alliance of Pinellas Inc
647 1st Avenue N 2
St Petersburg, FL 33701-3601

XXXXXXXXXXXXXXXXX709

For questions regarding your account, please call (800) 860-5765 or your Human Resources Representative.

Page 1 of 1

ACCOUNT SUMMARY			AMOUNT
Previous Balance on Invoice#2023022801 Due 03/01/23			58,765.86
Payment Received - Thank You			-58,765.86
Balance Forward			0.00
Total New Charges			57,776.08
Account Balance (Includes Balance Forward, New Charges, and Pending Automatic Payments)			57,776.08

CHECK DATE	DESCRIPTION OF SERVICE	QUANTITY	AMOUNT
NEW CHARGES			
03/16/23	Administration Fees		
	Paychex HR Pro® (Active Employees)	24	1,185.20
	Subtotal		1,185.20
Payroll Amounts			
	Employee Soc Sec & Medicare		3,982.01
	Employee Fed Income Tax		3,817.81
	Employer Soc Sec & Medicare		3,982.03
	Employer State Unemployment		3.46
	Paychex Employee 401k Contributions		1,427.60
	Paychex Workers' Compensation Service Premium		546.20
	Workers Comp Premium Adj		6.66
	Net Pay - Check and Dir Dep Amounts		42,825.11
	Subtotal		56,590.88
Total New Charges			57,776.08
Automatic Payment			57,776.08



NOTICE OF AUTOMATIC PAYMENT

18 of 18

Paychex of New York LLC
6870 Shadowridge Drive Suite 101
Orlando FL 32812

Client # 0903 1800-0985
Invoice # 2023032801

AUTOMATIC PAYMENT \$54,941.68

This amount will be deducted from the following bank account at or after 12:01 A.M on 3/29/23.

XXXXXXXXXXXXXXXXX709

ADDRESS SERVICE REQUESTED

0903 1800-0985
Homeless Leadership Alliance of Pinellas Inc
647 1st Avenue N 2
St Petersburg, FL 33701-3601

For questions regarding your account, please call (800) 860-5765 or your Human Resources Representative.

Page 1 of 1

ACCOUNT SUMMARY			AMOUNT
Previous Balance on Invoice#2023031301 Due 03/15/23			57,776.08
Payment Received - Thank You			-57,776.08
Balance Forward			0.00
Total New Charges			54,941.68
Account Balance (Includes Balance Forward, New Charges, and Pending Automatic Payments)			54,941.68

CHECK DATE	DESCRIPTION OF SERVICE	QUANTITY	AMOUNT
NEW CHARGES			
03/30/23	Administration Fees		
	Paychex HR Pro (Paid Employees)	24	1,185.20
	Subtotal		1,185.20
Payroll Amounts			
	Employee Soc Sec & Medicare		3,783.07
	Employee Fed Income Tax		3,681.08
	Employer Soc Sec & Medicare		3,783.08
	Employer State Unemployment		2.77
	Paychex Employee 401k Contributions		1,336.50
	Paychex Workers' Compensation Service Premium		515.62
	Workers Comp Premium Adj		3.33
	Net Pay - Check and Dir Dep Amounts		40,651.03
	Subtotal		53,756.48
Total New Charges			54,941.68
Automatic Payment			54,941.68