

# Human Resources Association of the Central Coast

## Review of Income & Expenses for the Year 2021

### Bank Statements & Expenses

The Bank Statements for 2021 tie to the Expenses & Deposits according to the receipts and deposit slips. Copies of all checks written and deposits made were available to review. A month to month bank reconciliation from 2021 statements was created (with copies of bank statements provided) on an excel spreadsheet and balance forwards tied to the reconciliations each month and at the end of the year. Verified each check written by listing them on a separate excel spreadsheet and verified with a copy of the supporting documents in the binder. There are no checks out of sequence and all expenses accounted for.

### Deposits

There is documentation of all the deposits made to the bank. A transfer for \$15,000, was made into the checking account from PayPal. A total of \$7,325.00 for the year was deposited to PayPal; a refund of \$10.00 and fees for \$299.80 were deducted from the PayPal account.

### Balance of Accounts

The balance at year ending December 31, 2020 was \$4,719.15 and the PayPal balance of \$42,429.98 with a Grand total of beginning cash on hand of \$47,149.13. The year ending December 31, 2021, the bank account had a balance of \$7,879.47 and the PayPal balance was \$34,445.18 with a cash on hand balance of \$42,324.65. All deposits, transfers, checks written, and fees deducted tied to the reconciliation. Copies of reports are attached for reviewing.

### Notes & Conclusion

All checks and deposits were accounted for. Upon reviewing all the information provided, nothing seems out of order and all documentation is clear and concise.

Respectfully Submitted:

Gayle Harbert

### Beginning Cash at 1/1/2021

Bank Account		\$	4,719.15
PayPal		\$	42,429.98

### Activity 2021

Deposits From Bank Statements		\$	2,295.00
Pay Pal Transaction Deposits		\$	7,325.00
PayPal Refund		\$	(10.00)
Transfer To Bank From PayPal	\$ 15,000.00	\$ (15,000.00)	\$ -
Paypal Fees		\$	(299.80)
Checks Written & Debits for 2021		\$	(14,134.68)
Cash On Hand		\$	<b>42,324.65</b>

### Proof

PayPal	\$	34,445.18
Bank Stm	\$	7,879.47
	\$	<b>42,324.65</b>

Check #	Pay To	Amount	Bank Debits From Checking Account	
1889	Liftoff Digital, LLC	\$ 85.00	5/12/2022	\$ 69.99 Microsoft Yearly Plan Renewal
1890	Liftoff Digital, LLC	\$ 85.00		
1891	US Postal Service	\$ 146.00		
1892	Liftoff Digital, LLC	\$ 85.00		
1893	Liftoff Digital, LLC	\$ 25.00		
1894	Liftoff Digital, LLC	\$ 55.00		
1895	Sara Kennedy	\$ 1,790.00		
1896	SLO Chamber of Commerce	\$ 250.00		
1897	Liftoff Digital, LLC	\$ 25.00		
1898	Void			
1899	Sara Kennedy	\$ 407.69		
1900	Misty Epperson	\$ 1,790.00		
1901	Liftoff Digital, LLC	\$ 55.00		
1902	Liftoff Digital, LLC	\$ 85.00		
1903	Liftoff Digital, LLC	\$ 115.00		
1904	Affinity Nonprofits	\$ 811.00		
1905	Liftoff Digital, LLC	\$ 25.00		
1906	Liftoff Digital, LLC	\$ 25.00		
1907	Madonna Inn	\$ 500.00		
1908	Steve Gilliland, Inc.	\$ 7,500.00		
1909	Liftoff Digital, LLC	\$ 205.00		
	<i>Totals</i>	\$ 14,064.69	\$ 69.99	\$ 14,134.68

## PayPal Activity for 2021

		Payments	Fees	Debits	Balance
January/ Beg Balance	\$ 42,429.98	\$ 1,465.00	\$ 60.85	\$ 10.00	\$ 43,824.13
February	\$ 43,824.13	\$ 245.00	\$ 8.62		\$ 44,060.51
March	\$ 44,060.51	\$ 970.00	\$ 33.89		\$ 44,996.62
April	\$ 44,996.62	\$ 280.00	\$ 10.54		\$ 45,266.08
May	\$ 45,266.08	\$ 180.00	\$ 6.73		\$ 45,439.35
June	\$ 45,439.35	\$ 760.00	\$ 25.39	\$ 5,000.00	\$ 41,173.96
July	\$ 41,173.96	\$ 535.00	\$ 17.95		\$ 41,691.01
August	\$ 41,691.01	\$ 385.00	\$ 15.90		\$ 42,060.11
September	\$ 42,060.11	\$ -	\$ -		\$ 42,060.11
October	\$ 42,060.11	\$ 385.00	\$ 15.94	\$ 10,000.00	\$ 32,429.17
November	\$ 32,429.17	\$ 805.00	\$ 37.93		\$ 33,196.24
December	\$ 33,196.24	\$ 1,315.00	\$ 66.06		\$ 34,445.18
		\$ 7,325.00	\$ 299.80	\$ 15,010.00	

2021

January	Expenses	Deposits	February	Expenses	Deposits	March	Expenses	Deposits	April	Expenses	Deposits	May	Expenses	Deposits	June	Expenses	Deposits
1889	\$ 85.00	\$ 60.00	1890	\$ 85.00	\$ 75.00	1892	\$ 85.00	\$ 75.00			\$ 75.00	POS	\$ 69.99	\$ 100.00	1896	\$ 250.00	\$ 10.00
		\$ 20.00	1891	\$ 146.00	\$ 75.00	1893	\$ 25.00	\$ 75.00				1894	\$ 55.00		1897	\$ 25.00	\$ 75.00
		\$ 10.00										1895	\$ 1,790.00		1898	Void	\$ 75.00
		\$ 10.00													1899	\$ 407.69	\$ 75.00
		\$ 20.00													1900	\$ 1,790.00	\$ 5,000.00
		\$ 10.00															
		\$ 10.00															

4719.15	\$ 85.00	\$ 140.00	\$ 4,774.15	\$ 231.00	\$ 150.00	\$ 4,693.15	\$ 110.00	\$ 150.00	\$ 4,733.15	\$ -	\$ 75.00	\$ 4,808.15	\$ 1,914.99	\$ 100.00	\$ 2,993.16	\$ 2,472.69	\$ 5,235.00	\$ 5,755.47
Beg Balance																		
As of Jan 1, 2020																		

July	Expenses	Deposits	August	Expenses	Deposits	Sept	Expenses	Deposits	October	Expenses	Deposits	Nov	Expenses	Deposits	Dec	Expenses	Deposits
1901	\$ 55.00	\$ 75.00	1902	\$ 85.00	\$ 75.00	1903	\$ 115.00	\$ 75.00	1904	\$ 811.00	\$ 75.00	1906	\$ 25.00	\$ 75.00	1909	\$ 205.00	\$ 500.00
					\$ 75.00				1905	\$ 25.00	\$ 10.00	1907	\$ 500.00	\$ 75.00			\$ 10.00
					\$ 75.00							1908	\$ 7,500.00	\$ 10,000.00			\$ 75.00
																	\$ 75.00
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																	\$ 20.00

\$ 5,755.47	\$ 55.00	\$ 75.00	\$ 5,775.47	\$ 85.00	\$ 150.00	\$ 5,840.47	115	\$ 75.00	\$ 5,800.47	\$ 836.00	\$ 85.00	\$ 5,049.47	\$ 8,025.00	\$ 10,150.00	\$ 7,174.47	\$ 205.00	\$ 910.00	Balance 12/31/2021 \$ 7,879.47
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