

# Human Services, INC.



## Contact Information

850-891-7173

[humanservices@talgov.com](mailto:humanservices@talgov.com)

300 S. Adams Street

Tallahassee, FL 32301

November 28, 2023

Dear Human Services Staff:

Please accept this letter as an official request for reimbursement. These costs were incurred for our program Community Partnership. The amount requested is \$4,790 and represents expenses for October 1 – October 31, 2023. Enclosed you will find all required reports and documents.

Sincerely,

A handwritten signature in black ink that reads "Sally Jones". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

Sally Jones

Executive Director

Human Services Inc.

850-891-7173

[sjones@hs.org](mailto:sjones@hs.org)

All Cover letters must be on Agency letterhead and must include date, address, amount requested for payment, dates for the amount requested, and signature.

# SAMPLE REIMBURSEMENT REQUEST

**FY 2023/24 REPORT OF EXPENDITURES AND REIMBURSEMENT REQUEST**

Please complete **only** the areas highlighted in blue

<b>AGENCY NAME:</b>	Human Services, Inc.	<b>PROGRAM NAME:</b>	Community Partnership	<b>REPORTING PERIOD COVERED:</b>	October 1-31, 2023
<b>CURRENT EXPENDITURES:</b>	\$4,834.00	<b>CUMULATIVE</b>	\$4,834.00	<b>AMOUNT OF PAYMENT</b>	\$4,834.00
<b>FUNDING SOURCE</b> (Select from the drop-down list)	General Revenue				

Cost Category	Project Budget \$	Current Expenditures \$												Cumulative Expenditures (Amount Spent To-Date) \$	Unexpended Budget (Remaining Funds) \$
		Payment 1	Payment 2	Payment 3	Payment 4	Payment 5	Payment 6	Payment 7	Payment 8	Payment 9	Payment 10	Payment 11	Payment 12		
1.Personnel	\$10,000.00	\$1,000.00												\$1,000.00	\$9,000.00
2.Professional Fees	\$1,500.00	\$200.00												\$200.00	\$1,300.00
3.Occupancy/Utilities/Phones/ Networks	\$2,000.00	\$200.00												\$200.00	\$1,800.00
4.Materials/Supplies/Postage	\$500.00	\$144.00												\$144.00	\$356.00
5.Equipment Rental, Maintenance, Purchase	\$500.00	\$55.00												\$55.00	\$445.00
6.Travel/Workshops/Training	\$500.00	\$75.00												\$75.00	\$425.00
7.Business Incorporation Services	\$150.00	\$75.00												\$75.00	\$75.00
8.Direct Client Assistance	\$3,000.00	\$225.00												\$225.00	\$2,775.00
9.Insurance (e.g., Bonding, Liability)	\$350.00	\$125.00												\$125.00	\$225.00
10.Collaborative Partnership Activities	\$2,000.00	\$1,535.00												\$1,535.00	\$465.00
11.Capacity Building (e.g., UPHS, INIE)	\$150.00	\$150.00												\$150.00	\$0.00
12.Copying/Printing	\$200.00	\$50.00												\$50.00	\$150.00
13.Other/Specify: Annual database subscription	\$1,000.00	\$1,000.00												\$1,000.00	\$0.00
<b>TOTALS</b>	<b>\$21,850.00</b>	<b>\$4,834.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$4,834.00</b>	<b>\$17,016.00</b>

Providing a detail sheet like this is not required, but can be very helpful to us, especially when there are multiple charges per category.

## October Reimbursement Detail

### Personnel

Sara Allen salary \$1,000.00

### Professional Fees

Eburd, Inc bookkeeping \$100.00

Blackout IT - computer set up \$100.00

### Occupancy

Monthly rent- October \$200.00

### Materials/Supplies/Postage

Office Supply Depot-planners \$100.00

WalMart- Office supplies \$44.00

### Equipment Rental

Office Printer Shop- copier rental \$55.00

### Travel/Workshops/Training

Conference registration- Sara Allen \$75.00

### Business Incorporation Services

Div. of Consumer Services- Biz. Registration \$75.00

### Direct Client Assistance

Polk Comm. College- tuition and books for client \$225.00

### Insurance

Liability insurance \$125.00

### Collaborative Partnership Activities

Collab. Community events costs \$1,535.00

### Capacity Building

We Got You Inc. membership \$150.00

### Copying/Printing

Flyer printing \$50.00

### Other: Annual database subscription

HS Database software annual subscription \$1,000.00

### TOTAL

**\$4,834.00**

# Personnel

# ABC PAYROLL COMPANY

Pay date: **10.16.23**

Human Services. Inc.  
300 S Adams St.  
Tallahassee, FL  
32301

Employee Name: Sara Allen  
Pay Period: 10.1.23-10.15.23

## CASE MANAGER

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80 hours

\$20/hour

Total: \$1600

Employer paid payroll taxes:  
Social Security: 6.2% = \$99.20  
Medicare: 1.45% = \$24.64  
Total: **\$123.84**

Only claiming \$1000.00 of this amount

# **Professional Fees**

# INVOICE



INVOICE NUMBER

0000420

DATE OF ISSUE

10/15/2023

**BILLED TO**

Human Services, Inc  
300 S Adams St.  
Tallahassee, Fl. 32301

Eburd Inc.,

829 Jen. Avenue  
Tallahassee, Fl., 32303  
850 420 – EEBI  
Eburd@EEBI.com  
EarnestEBurden.com

DESCRIPTION	UNIT COST	QTY/HR RATE	AMOUNT
Oct. Bookkeeping	\$25	4	\$100

INVOICE TOTAL

**\$100**

**SUBTOTAL** \$100

**DISCOUNT** \$0

**(TAX RATE)** 0%

**TAX** \$0

**TOTAL** **\$100**

**TERMS**

E.g., Please pay the invoice by 10/30/2023





**Occupancy/Utilities/Phones/Networks**



**Materials/Supplies/Postage**



Give us feedback

Thank you! ID #: 79DSFXCWFGH2384B



Requesting \$44.00

1800 Walmart Street, Tallahassee, FL 32301

ST# 8953 OP#	26053693	TE#	66	TR# 77000
20 Disposable Face Masks	073474094209			5.00
First Aid Kits	026270203444			8.75
Trail Mix	030740205157	F		4.25
Paper Plates	060988167964			3.25
Printer Paper	062546887025			15.50
Printer Ink	092499042963			10.50
Coffee Filters	053236258108			2.25
Scissors	081052486930			4.25
Inspirational Wall Quotes	066139116419			5.00
Board Game	063855692164			6.50
Board Game	063855692164			6.50
		SUBTOTAL		71.75
	TAX	7.50%		5.38
		TOTAL		77.13
		DEBIT TEND		77.13
		CHANGE DUE		0.00

ACCOUNT # \*\*\*\*\*5553  
 APPROVAL # 643091  
 REF # 252453829078  
 TERMINAL # 3960513997

# ITEMS SOLD 11

TC# 4410 6921 3983 0757 0000



Thank You for Shopping With Us!

10/09/2023 08:32

★★★ CUSTOMER COPY ★★★

Equipment Rental, Maintenance,  
Purchase

INVOICE ID: 11100  
Invoice Date: October 1, 2023

## SENDER

Office Printer Shop  
5555 Tallahassee St  
Tallahassee, FL 32301  
~1 555 850 5555

## RECIPIENT

Human Services Inc.  
300 S Adams Street  
Tallahassee FL 32301  
~1 850 555 5555

## MONTHLY RENTAL DETAILS

Item No	Product Name	Seller ID	Company ID	Price
1	Copier monthly rental	OFCPRNTPPSHP	OPPS5676543-458899	\$55.00

Membership ID: HS-TFL-78975418999

## PAYMENT TERMS:

Payment via monthly credit card subscription.  
I certify that all information above is accurate to my knowledge.

Paprika McPaperton  
CEO

**Sally Jones**

# **Travel/Workshops/Training**



Your event registration has been completed. Thank you for registering!

# Annual UFHS Conference for Learning More About Human Services

When: October 18, 2023 8:00 AM, EDT

Where: TSU Dogwood Auditorium - 2nd Floor

## EVENT DETAILS:



**DR. SPEAKS A LOT BECAUSE SHE KNOWS A LOT**

**LEARNING MORE ABOUT HUMAN SERVICES CONFERENCE**

Learn More Than You Ever Thought You Would!

OCTOBER 18 WEDNESDAY FROM 08.00 AM - 5.00 PM TSU DOGWOOD AUDITORIUM

**MORE INFORMATION:** +555-555-5555 [www.HumanServicesbuddies.com](http://www.HumanServicesbuddies.com) [info@HumanServicesFriends.org](mailto:info@HumanServicesFriends.org)

UFHS Early Bird Pricing ends on July 31st:

Registration Type	Early Bird Pricing Through October 1st, 2023	Regular Pricing October 2nd – October 17th
UFHS Member	\$75.00 per person	\$115.00 per person
Non-Member	\$115.00 per person	\$175.00 per person

## ADDITIONAL INFORMATION:

### YOUR REGISTRATION DETAILS:

Organization Name: Human Services Inc.

Member First name: Sara

Member Last name: Allen

Member Email: [Staff@humanservicesinc.com](mailto:Staff@humanservicesinc.com)

Member Phone: 555-555-5555

Organization Address: 300 S. Adams Street

Tallahassee, FL 32301  
Organization City: Tallahassee  
Organization State: FL  
Organization Zip Code: 32301  
Organization Phone - General: (850) 555-5555  
Organization Contact - General: Dr. Human Services Director  
Organization Website: <https://www.talgov.com>  
Organization Service Area(s): Human Services  
Night/Weekend Services Available: No

To review your registration details, go to your [registration details page](#).

## Check-in for the Event



Please print this email or display this code on your mobile device to check into the event.

Best regards,

[United Friends for Human Services](#)



# LEARNING MORE ABOUT HUMAN SERVICES CONFERENCE



## AGENDA

2023 Learning More About Human Services  
Conference Schedule  
Tallahassee, Florida

Wednesday, October 18, 2023

8:00 am - 4:00 pm	Open Registration
8:00 am - 5:00 pm	Exhibition Hall Open – (Workshop Sessions)
8:30 am - 10:00 am	Welcome Breakfast and Networking Mixer – (Exhibition Hall)
10:30 am - 12:00 pm	Session 1A – <u>Getting to Know Your Local Human Services Agencies</u> – Local Agency Introductions – (Main Room)
11:30 am - 12:30 pm	Session 1B – <u>What Don't I Know About Human Services?</u> Hosted by Dr. Human Services Director – (Banquet Hall)
12:30 pm - 1:30 pm	Session 2 – Keynote Speech & Lunch – <u>Learning More About Human Services</u> Presented by Dr. Speaks A Lot Because She Knows A Lot – (Banquet Hall)
1:30 pm - 3:00 pm	Session 3 – <u>Connecting All the Human Services Dots</u> – (Workshop sessions presented by Human Services Professionals) – (Main Room)
2:30 pm - 4:30 pm	Session 4 – <u>Mastering Human Services</u> – (Workshop sessions presented by Local Agencies) – (Exhibition Hall)
4:30 pm - 5:00 pm	Session 5 – <u>Lessons in Retaining Everything</u> – Closing Remarks – (Banquet Hall)

# RECEIPT

## RECEIPT FROM

United Friends for Human Services

Date: October 1 2023

## AMOUNT PAID

Amount Paid: \$75

## PAYMENT INFORMATION

Paid by: Dr. Human Services Director

Amount Paid: \$75

For Payment of: Annual Workshop



**Authorized Signature** \_\_\_\_\_

By Dr. Human Services Director

# **Business Incorporation Services**

Your application has been received and items have been paid for.  
Applications will be processed in the order they are received.

Transaction Details:

Payment Date: 10/1/23

Payment Type:

Account Last Four:

Amount: \$75.00

Convenience Fees: \$1.88

**Receipt of Payment**

DTN	Name	Fee
XXXXXXXX	XXXXXXXXXX	\$75.00
	Convenience Fees	\$1.88
		<b>Total: \$76.88</b>

Requesting a \$75  
reimbursement.

Mailing Address:

FDACS

Division of Consumer Services

2005 APALACHEE PKWY

TALLAHASSEE FL 32399-6500

Fax Number: 850-410-3804

Phone Number: 1-800-HELP-FLA (435-7352) from Florida, 850-410-3800 outside Florida

[Print Confirmation](#)

# **Direct Client Assistance**

# INVOICE

**DATE**

October 1 2023

**INVOICE NO**

0100

**Polk Community College**

2525 Wilson Drive

Tallahassee, Florida 32301

850-222-6120

Fax: 850-222-6121

msmith@polkcommunitycollege.com

**Due Date**

October 15, 2023

**TO: Human Services**

300 S. Adams Street

Tallahassee, FL 32304

[humanservices@yahoo.com](mailto:humanservices@yahoo.com)

**For Student: Sam Smith**

**Student ID: 3138568**

QUANTITY	DESCRIPTION	UNIT PRICE	LINE TOTAL
1	Tuition	\$200.00	\$200.00
1	Bus Pass	\$17.00	\$17.00
1	Text book	\$25.00	\$25.00
1	Meal Plan	\$33.00	\$33.00

Requesting reimbursement for \$225 of this total

Subtotal	\$275.00
Sales Tax	0.00
Total	\$275.00

"Continuous learning is the minimum requirement for success in any field."

**Sally Jones**



# Insurance

**PHILADELPHIA INSURANCE COMPANIES**  
**123 Main Street**  
**Philadelphia, PA 55555**  
**555-555-5555**

**Date: 10/1/23**

**Account Number 833362223211**

**Due date 10/15/23**

**Your account summary**

**Current month breakdown**

<i>Product</i>	<i>Policy</i>	<i>Term/ Bill Plan</i>	<i>Premium Charges</i>	<i>Premium applied</i>	<i>Current Installment Amount</i>	<i>Sales Tax/ Surcharge</i>	<i>Fees</i>	<i>Payment/Credits</i>	<i>Current Balance</i>
89911101110	Human Services Inc								
<i>Non-Profit Liability Insurance Package</i>	PKOKSJJJJ7778522	10/01/22- 23 Monthly	150.00	0.00	150.00 1 of 1	0.00	0.00	0.00	150.00
	PKOKSJJJJ7778522	_____	8.00	0.00	0.00	8.00	0.00	0.00	8.00
	Amount due 10/15/23	_____	158.00	0.00	150.00	8.00	0.00	0.00	158.00

Note: sales tax cannot be reimbursed

Requesting reimbursement for \$125.00

**Sally Jones**

# **Collaborative Partnership Activities**

10.6.2023

# Invoice No. 01

To  
Human Services, Inc.

300 S. Adams Street  
Tallahassee, FL 32301

Remit To  
Helping The  
Community Do The  
Thing, LLC

Attn: Jane Doe  
45 Progress Blvd  
Tallahassee, FL 32310

Collaborative Event:  
Community Driver's  
License Restoration  
Event between Human  
Services, Inc., Law  
Enforcement and Courts

Quantity	Description	Unit Price	Total
5-Hours	Event Marketing: Radio, social media, Video Production, Flyer Design and Production.	\$100/Hour	\$500.00
5,000	Event flyers for the Driver's License Restoration Project with Law Enforcement and Courts	\$0.10/each	\$500.00
35	Basic Driver's License Restoration (Leon County Court Filing Fee's)	\$27/each	\$945.00
50	Birth Certification Assistance (required for Drivers License Application)	\$5/each	\$250.00
4	Revoked Driver's License Assistance	\$85/each	\$340.00
97	Voting Registration	\$0/each	\$0.00
10,000	Event Swag: Tumblers, Coffee Mugs, Hats, Utensils, Magnets, Tote Bags, Calendars, Logo Snacks and Water Bottles.	\$0.50/each	\$5,000.00
1	Shipping Fee for Event Swag	-	\$20.00
Subtotal			\$7,535
Sales Tax			\$0.00
Shipping & Handling			\$20.00
<b>Total Due</b>			<b>\$7,555.00</b>

Requesting a \$1,535  
reimbursement

Due upon receipt  
Thank you for your business!

## Helping The Community Do The Thing, LLC

Tel (850) 850-8500

45 Progress Blvd  
Tallahassee, FL 32310

[HelpingTheCommunityDoTheThing@example.com](mailto:HelpingTheCommunityDoTheThing@example.com)



# **Capacity Building**

# WE GOT YOU, INC.



## MEMBERSHIP RECEIPT

SOLD TO	DATE	RECEIPT #	ID NO.
Human Services, Inc. 300 S. Adams Street Tallahassee, FL 32301 (850) 891-6566	10.20.2023	100	COT HS

CHECK NO.	PAYMENT METHOD	JOB
N/A	Credit	Capacity Building Membership Dues

DESCRIPTION	UNIT PRICE	DISCOUNT	LINE TOTAL
One-Year Renewal Rate	\$200	\$50	\$150
<b>To include, but not limited to:</b>			
Board of Directors Training			
By Laws Structuring			
DEI Training for Operational Staff			
Unlimited Access to Local Non-Profit Workshops			
Audit Training			
Business Incorporation Filing Assistance			
Structure and Operational Review			
Grant Writing Assistance			
Grant Reimbursement Training			

<b>TOTAL DISCOUNT</b>	<b>\$50</b>	<b>\$150</b>
<b>SUBTOTAL</b>		<b>\$150</b>
<b>SALES TAX</b>		<b>\$0.00</b>
<b>TOTAL</b>		<b>\$150</b>

THANK YOU FOR YOUR BUSINESS!

We Got You, Inc.  
[wegotyou@example.com](mailto:wegotyou@example.com)

8910 Capacity Building Ave. P (850) 404-1111  
Tallahassee, FL 32309

Requesting a \$150 reimbursement

# **Copying/Printing**





**Other: Annual Database Subscription**



# HUMAN SERVICES DATABASE SOFTWARE

1234 Database Road

Orlando, FL 32801

Phone :580-516-5369

Website: [www.HSDSFT.com](http://www.HSDSFT.com)

Dear Customer,

Thank you for subscribing to Human Services Database Software. Your subscription information has been added below.

If you did not initiate this subscription, please reach out to us at [support@HSDSFT.com](mailto:support@HSDSFT.com)

## SUMMARY

**DATE** October 1, 2023

**PAYMENT MODE** Credit Card

SUBSCRIPTION TYPE	PRICE/MONTH	PAID	VALIDITY
Premium	\$83.33*	\$1,000.00	10/01/23-09/30/24

Your subscription will be auto-renewed before the expiry date. However, if you wish to discontinue, please remove your billing information by logging in to your account.

visit our [FAQs](#) page to know more about different subscription levels .

\*The charge for the first month is \$83.37 to account for full total.

**Sally Jones**



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# **Bank and Credit Card Statements**



# XYZ CREDIT CARD COMPANY

## STATEMENT



Credit Card information

Payment due on: November 15, 2023

Customer Number 12302139  
Card Number 112321\*\*\*3  
Card Limit 1500  
Statement Date November 01, 2023  
Amount \$1,872.20

**Human Services Inc.**  
300 S Adams Street  
Tallahassee, FL 32301

Date	Description	Amount
OCT 1 2023 07:12	Publix	\$150.23
OCT 1 2023 17:55	Pizza, Pizza, Pizza	\$87.22
OCT 1 2023 09:22	FL DACS	\$75.00
OCT 1 2023 18:12	UFHS	\$75.00
OCT 4 023 21:12	Human Services Database	\$1,000.00
OCT 5 2023 12:54	Office Printer Shop	\$55.00
10 OCT 17, 2023 08:10	Blackout IT & Network	\$100.00
OCT 17 2023 19:01	We Got You, INC.	\$150.00
OCT 17 2023 08:11	Office Supplies Depot	\$126.00
OCT 20 2023 07:40	CopyRight Express	\$53.75
Store	<b>TOTAL AMOUNT</b>	<b>\$1,872.20</b>