



LEAD Coordinator Invoicing

Purpose

The LEAD coordinator invoices LEAD for his/her coordinator services and mileage, expenses incurred for event planning and meetings, LEAD website fees, web hosting and subscription fees. (The speaker and book club invoicing is covered in those procedures.)

Applicability

The LEAD coordinator and the designated person(s) at the LEAD City responsible for LEAD accounting (currently Colleen Lavery from the City of St. Charles and Alpa Patel from the City of St. Charles.)

Instructions

1. LEAD Coordinator Services and Mileage

- The LEAD coordinator is an independent contractor and is paid monthly by the LEAD City responsible for accounting services and follows that City's financial protocols.
 - As of 7/31/20, the City of St. Charles is providing the accounting services and a contact from the City of St. Charles would need to coordinate what the LEAD coordinator needs to provide to the City (W-9, certificate of insurance or indemnification form).
- The LEAD coordinator records hours of work and mileage.
 - The coordinator must bill for all time spent on LEAD work (following FLSA guidelines).
 - Coordinator hours are billed based upon the established hourly rate paid by LEAD.
 - Mileage reimbursement rates are based upon the current year's established IRS mileage reimbursement rate.
- The LEAD coordinator submits a monthly invoice for coordinator services and mileage (see example in appendix A).
 - LEAD's current year budget's city percentages are included on the invoice.
 - If mileage is incurred, the coordinator provides a corresponding MapQuest document that substantiates the number of miles driven for which reimbursement is requested (see Appendix B).

2. Other LEAD Expenses

- The LEAD coordinator submits a separate invoice for any other expenses (see LEAD budget categories for eligible items – see Appendix C).
 - LEAD's current year budget's city percentages are included on the invoice.
 - For each expense, the coordinator scans the corresponding receipt.

3. Payment for LEAD expenses

- If possible, the coordinator utilizes the City of St. Charles' curriculum planning team or executive member's City credit card to pay for eligible expenses, (or a credit card issued from one of the other LEAD City's team members).

- Utilizing a LEAD city credit card would most commonly take place when paying for meals that LEAD team members are attending (like the book club, curriculum or executive meeting).
- If the credit card option is not available, the coordinator may purchase items independently and should utilize the City of St. Charles' tax exempt letter when purchasing items.
 - A receipt must be submitted for any reimbursable expense.

4. Submitting Coordinator Services/Mileage and Reimbursement Invoices

- Coordinator/mileage and other reimbursement invoices (with corresponding scanned receipts and mileage documentation) are emailed to:
 - Alpa Patel – apatel@stcharlesil.gov; phone # 630-377-4456 – City of St. Charles Finance Department (See appendix B.)
 - Alpa is also the coordinator's resource for LEAD billing questions.
- The City of St. Charles mails a check to the coordinator for services rendered, mileage, and expenses incurred within 30 days of receiving the invoice.

5. LEAD subscriptions (see the LEAD budget)

- Go Daddy Domain renewal was paid for 5 years in June of 2018 (\$196.70) and will be due again in June of 2023. (Appendix D)
 - In 2018 LEAD was notified by the webmaster from the City of St. Charles that this fee was due, and the fee was paid by the City of St. Charles information systems department and money transferred from the City's HR department to the IS department.
 - \$13 annual fee for Word Press hosting is paid through the Information Systems Department at the City of St. Charles.
- Survey Monkey – annual subscription of \$336 due in June of 2020.
 - In June of 2020, LEAD elected to let this subscription lapse due to the pause in LEAD speaker events because Survey Monkey is primarily used to tally the feedback forms at those events.
 - A LEAD committee member can sign up for Survey Monkey again, if needed.

Appendix A – Coordinator Invoice Example

Jennifer Kuhn, Independent Contractor

INVOICE

(Jennifer Kuhn's address for remittance was listed here)

Bill to: City of St. Charles
Attn: Alpa Patel
2 East Main Street

No. 242
Date: 10/15/19

St. Charles, IL 60174

Net Terms: 30 days

LEAD Coordinator Services & Mileage September 2019

Date	Description	Time @ \$30/hr.	Mileage	Mileage x \$.58	Mileage Description
9/2/2019	Book Club	1.00			
9/6/2019	Email	0.25			
9/7/2019	CPT communication	1.75			
9/9/2019	Speaker communication	0.50			
9/11/2019	Email	0.50			
9/14/2019	Speaker event communication	2.50			
9/16/2019	Advertising speaker event	1.50			
9/18/2019	Speaker event	0.75			
9/19/2019	Speaker event registration	0.75			
9/20/2019	LEAD book table	0.50	4.9	\$2.84	COSC-Batavia
9/21/2019	Speaker event prep	3.50			
9/23/2019	Speaker prep	1.00			
9/24/2019	Speaker prep	2.75			
9/25/2019	Speaker prep	3.25			
9/26/2019	Speaker event	8.00	22	\$12.76	JK Home - Centre - COSC
9/26/2019	Speaker event	3.00	22	\$12.76	MK Home - Centre - HOME
9/29/2019	Email	0.25		\$25.52	
9/30/2019	EC preparation	2.00			
9/30/2019	Speaker follow-up	0.75			
9/30/2019	Speaker phone mtg.	1.00			
	Total # of Hours	35.50			
	Hours x \$30	\$1,065.00			
	Mileage	\$25.52			

Total Invoice

\$1,090.52

2019 LEAD budget percentages *(taken from the 2019 LEAD budget)*

Batavia	18.250%
Elgin	41.670%
St. Charles	40.080%

Appendix B

Email for Coordinator Services and Mileage reimbursement Documentation

To: apatel@stcharlesil.gov (City of St. Charles Finance Department)

LEAD invoice for September 2019 >

Jennifer Kuhn <jenkuhnlead@gmail.com>

to Alpana ▾

Alpa:

Please find attached LEAD invoice #242 and the mileage documentation.

Thank you.

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Jennifer Kuhn

LEAD Coordinator

for the Cities of Batavia, Elgin, and St. Charles

c: 630-762-7090

www.strongercommunity.net

LEAD: Developing leaders through collaborative learning to build a stronger community.

3 Attachments

Example of mileage documentation to attach to the email for Coordinator invoice/mileage reimbursement:

City of St. Charles to City of Batavia – 4.9 miles

The screenshot shows a mobile navigation app interface. At the top, there are icons for different modes of transport: car, train, walking, bicycle, and airplane. The starting point is "2 E Main St, St. Charles, IL 60174" and the destination is "Batavia, Illinois". Below the destination, there is an "Add destination" button. At the bottom of the screen, there is a "Leave now" button and an "OPTIONS" button. Below the main navigation area, there is a "Send directions to your phone" button. At the bottom of the screen, there is a summary of the route: "via N 1st St and S Batavia Ave", "Fastest route, the usual traffic", "11 min", and "4.9 miles".

Appendix C

LEAD – Expense Reimbursement Invoice Example

Jennifer Kuhn, Independent Contractor

INVOICE

Bill to: City of St. Charles
Attn: Alpa Patel
2 East Main Street
St. Charles, IL 60174

No. 244
Date: 11/18/19
Terms: Net 30 Days

LEAD expense reimbursement to Jennifer Kuhn:

The "description and account" are taken from the LEAD budget.

Date	Vendor	Amt.	Description	Acct.
10/1/2019	Randall's Pancake House	\$33.38	ECMLS	920211-52101
10/16/2019	Za Za's Restaurant-speaker	\$76.53	ECMLS	920211-52101
10/16/2019	Walgreen's	\$22.12	SPEAK/SPTVL/ROOM	920211-54189
10/23/2019	Jewel	\$25.00	OFFIC	920211-52000
11/7/2019	Alexander's Café	\$71.96	BOOK/BKMLS	920211-52319
11/13/2019	Briana's Café	57.21	BOOK/BKMLS	920211-52319
	Total	\$286.20		

Please bill according to the LEAD 2019 budget City Percentages *(listed on the LEAD budget)*

Batavia	18.250%
Elgin	41.670%
St. Charles	40.080%

All receipts for above stated expenses are scanned and attached with the email.

Appendix D

Go Daddy and WordPress Fees

7/30/20 - Email from Larry Gunderson, Director of Information Systems for the City of St. Charles
lgunderson@stcharlesil.gov

Looking over my records for strongercommunity.net regarding payments over the last several years, following is what I found:

\$ Amount	Month Purchased	Explanation of purchase
\$ 13.00	June 2020	Annual renewal of domain mapping of strongercommunity.net to free WordPress site
\$ 13.00	June 2019	Annual renewal of domain mapping of strongercommunity.net to free WordPress site
\$ 196.70	June 2018	Domain Name renewal for strongercommunity.net and strongercommunity.org (five years)
\$ 13.00	June 2018	Annual renewal of domain mapping of strongercommunity.net to free WordPress site
\$ 13.00	June 2017	Annual renewal of domain mapping of strongercommunity.net blog on free WordPress site
\$ 191.76	June 2017	Annual hosting fee for strongercommunity.net

Basically we (information systems) pay \$13.00 per year to WordPress to map the www.strongercommunity.net domain name to WordPress.com. The only other expense is the domain registration, which was purchased through GoDaddy, and is good for three more years.