





**SECC Steering Committee Meeting  
February 11, 2015**

**Steering Committee Members Present:**

Tim McCormick–DTMB Chair, Mary Joe Bradfield–MCSC Representative, Cindy Mason–OSE Representative, Ken Moore (MSEA)–Labor Representative

**Steering Committee Members Absent:** Jennifer Edmonds–LARA (Past State Coordinator),

**SECC Staff and Partners:**

Nicole Literacki (MAUW), Heather Travis (MAUW), Katie Roberts (Neighbor to Nation), Renee Tabor (Global Impact), Beth Shafer (Jackson UW), Bob Kopasz (SERA)

**MINUTES**

A motion was made to approve the January 14, 2015 minutes. It was moved by Cindy Mason and supported by Mary Joe Bradfield. Carried.

**FISCAL AGENT REPORT/ MARKETING AND ENGAGEMENT**

Update affirmation of non-discrimination and allow returning organizations to re-affirm the affirmation of non-discrimination each year with a simple clickable button on the application spreadsheet.

A motion was made to strike the language and reference to the **Department of Management & Budget Policy Number 1220.05** in the SECC affirmation of non-discrimination and replace it with the following:

Consistent with the Michigan State Employees Charitable Campaign’s Administrative Policy (above), it is the policy of (name of organization) \_\_\_\_\_ to provide equal opportunities to all eligible persons to the extent required by applicable State and federal laws.

It was moved by Tim McCormick and supported by Tim McCormick. Carried.

Send Steering Committee draft thank you email for .GOV DELIVERY to be sent to all state employees – include survey link

Send reporting data to Steering Committee

Working with LCOAs to create localized, regional messaging for some marketing materials.

**Next Meeting**

March 11, 2015

10-11 a.m.

Face-to-Face

**SECC 2014-2015 EXPENSE SUMMARY**  
**January 2015 (highlighted pink on detail)**

SECC REVENUE & REIMBURSEMENTS						
		2014/2015		CURRENT	APPROVED	BALANCE
		APPROVED	SUP	PENDING	Y-T-D	REMAINING
Acc #	Expense Descriptions	BUDGET	DOC #	TO-BE-PAID	EXPENSES	(Excl. Pend.)
<b>200</b>	<b>Marketing &amp; Communications</b>					
242	Brochures & Code Directories	\$ 4,500.00		\$ -	\$ 3,004.79	\$ 1,495.21
243	Posters/Tent Cards	\$ 1,500.00		\$ -	\$ 883.28	\$ 616.72
244	Volunteer Recognition	\$ 5,000.00		\$ -	\$ 7,013.81	\$ (2,013.81)
245	Giving Recognition	\$ 500.00		\$ -	\$ 108.79	\$ 391.21
246	Kick-Off	\$ 5,000.00	1	\$ 54.34	\$ 5,937.61	\$ (937.61)
247	Public Relations/Graphic Design	\$ 2,000.00		\$ -	\$ 435.72	\$ 1,564.28
248	Web Design	\$ 3,000.00	2-3	\$ 70.00	\$ 1,401.80	\$ 1,598.20
249	Retiree Campiagn	\$ 3,800.00		\$ -	\$ 3,323.67	\$ 476.33
	<b>SUB-TOTAL</b>	<b>\$ 25,300.00</b>		<b>\$ 124.34</b>	<b>\$ 22,109.47</b>	<b>\$ 3,190.53</b>
<b>300</b>	<b>Training &amp; Coordination</b>					
340	Training Materials	\$ 800.00		\$ -	\$ 504.19	\$ 295.81
370	Training Accom. & Meals	\$ 600.00		\$ -	\$ 641.81	\$ (41.81)
380	Training Travel	\$ 200.00		\$ -	\$ -	\$ 200.00
	<b>SUB-TOTAL</b>	<b>\$ 1,600.00</b>		<b>\$ -</b>	<b>\$ 1,146.00</b>	<b>\$ 454.00</b>
<b>400</b>	<b>Campaign Management</b>					
410	Clerical Support	\$ 14,816.95	6-7	\$ 1,139.76	\$ 7,938.56	\$ 6,878.39
420	Professional Support	\$ 33,037.25	4,5,8-10	\$ 2,742.36	\$ 19,060.37	\$ 13,976.88
421	Strategy/Development	\$ 3,500.00		\$ -	\$ 656.34	\$ 2,843.66
425	Pledge/Online processing fees	\$ 150.00		\$ -	\$ 116.09	\$ 33.91
430	Direct SECC Supply	\$ 500.00		\$ -	\$ 85.37	\$ 414.63
440	Copying & Printing	\$ 200.00	11.00	\$ 50.41	\$ -	\$ 200.00
450	Postage & Shipping	\$ 300.00		\$ -	\$ 15.00	\$ 285.00
460	Telephone / Fax / Email	\$ 1,500.00		\$ -	\$ 441.70	\$ 1,058.30
470	Meeting Accom. & Meals	\$ 325.00		\$ -	\$ 50.97	\$ 274.03
480	Travel	\$ 350.00		\$ -	\$ 135.80	\$ 214.20
490	Indirect Costs	\$ 10,200.00	12-17	\$ 389.97	\$ 3,374.73	\$ 6,825.27
	<b>SUB-TOTAL</b>	<b>\$ 64,879.20</b>		<b>\$ 4,322.50</b>	<b>\$ 31,874.93</b>	<b>\$ 33,004.27</b>
	<b>TOTAL</b>	<b>\$ 91,779.20</b>		<b>\$ 4,446.84</b>	<b>\$ 55,130.40</b>	<b>\$ 36,648.80</b>
	LCOA Totals	\$ -			\$ -	\$ -
	<b>GRAND TOTAL</b>	<b>\$ 91,779.20</b>		<b>\$ 4,446.84</b>	<b>\$ 55,130.40</b>	<b>\$ 36,648.80</b>

**SECC 2014-2015 EXPENSE SUMMARY**  
**February 2015 (highlighted blue on detail)**

SECC REVENUE & REIMBURSEMENTS						
		2014/2015		CURRENT	APPROVED	BALANCE
		APPROVED	SUP	PENDING	Y-T-D	REMAINING
Acc #	Expense Descriptions	BUDGET	DOC #	TO-BE-PAID	EXPENSES	(Excl. Pend.)
<b>200</b>	<b>Marketing &amp; Communications</b>					
242	Brochures & Code Directories	\$ 4,500.00		\$ -	\$ 3,004.79	\$ 1,495.21
243	Posters/Tent Cards	\$ 1,500.00		\$ -	\$ 883.28	\$ 616.72
244	Volunteer Recognition	\$ 5,000.00		\$ -	\$ 7,013.81	\$ (2,013.81)
245	Giving Recognition	\$ 500.00		\$ -	\$ 108.79	\$ 391.21
246	Kick-Off	\$ 5,000.00		\$ -	\$ 5,991.95	\$ (991.95)
247	Public Relations/Graphic Design	\$ 2,000.00		\$ -	\$ 435.72	\$ 1,564.28
248	Web Design	\$ 3,000.00	1	\$ 35.00	\$ 1,471.80	\$ 1,528.20
249	Retiree Campiagn	\$ 3,800.00		\$ -	\$ 3,323.67	\$ 476.33
	<b>SUB-TOTAL</b>	<b>\$ 25,300.00</b>		<b>\$ 35.00</b>	<b>\$ 22,233.81</b>	<b>\$ 3,066.19</b>
<b>300</b>	<b>Training &amp; Coordination</b>					
340	Training Materials	\$ 800.00		\$ -	\$ 504.19	\$ 295.81
370	Training Accom. & Meals	\$ 600.00		\$ -	\$ 641.81	\$ (41.81)
380	Training Travel	\$ 200.00		\$ -	\$ -	\$ 200.00
	<b>SUB-TOTAL</b>	<b>\$ 1,600.00</b>		<b>\$ -</b>	<b>\$ 1,146.00</b>	<b>\$ 454.00</b>
<b>400</b>	<b>Campaign Management</b>					
410	Clerical Support	\$ 14,816.95	4-5	\$ 1,139.76	\$ 9,078.32	\$ 5,738.63
420	Professional Support	\$ 33,037.25	2,3,6-8	\$ 2,742.36	\$ 21,802.73	\$ 11,234.52
421	Strategy/Development	\$ 3,500.00		\$ -	\$ 656.34	\$ 2,843.66
425	Pledge/Online processing fees	\$ 150.00		\$ -	\$ 116.09	\$ 33.91
430	Direct SECC Supply	\$ 500.00		\$ -	\$ 85.37	\$ 414.63
440	Copying & Printing	\$ 200.00	9.00	\$ 3.06	\$ 50.41	\$ 149.59
450	Postage & Shipping	\$ 300.00		\$ -	\$ 15.00	\$ 285.00
460	Telephone / Fax / Email	\$ 1,500.00		\$ -	\$ 441.70	\$ 1,058.30
470	Meeting Accom. & Meals	\$ 325.00	10	\$ 43.43	\$ 50.97	\$ 274.03
480	Travel	\$ 350.00		\$ -	\$ 135.80	\$ 214.20
490	Indirect Costs	\$ 10,200.00	11-13	\$ 314.38	\$ 3,393.03	\$ 6,806.97
	<b>SUB-TOTAL</b>	<b>\$ 64,879.20</b>		<b>\$ 4,242.99</b>	<b>\$ 35,825.76</b>	<b>\$ 29,053.44</b>
	<b>TOTAL</b>	<b>\$ 91,779.20</b>		<b>\$ 4,277.99</b>	<b>\$ 59,205.57</b>	<b>\$ 32,573.63</b>
	LCOA Totals	\$ -			\$ -	\$ -
	<b>GRAND TOTAL</b>	<b>\$ 91,779.20</b>		<b>\$ 4,277.99</b>	<b>\$ 59,205.57</b>	<b>\$ 32,573.63</b>

**SECC 2014-2015 EXPENSE SUMMARY**  
**March 2015 (highlighted green on detail)**

SECC REVENUE & REIMBURSEMENTS						
		2014/2015		CURRENT	APPROVED	BALANCE
		APPROVED	SUP	PENDING	Y-T-D	REMAINING
Acc #	Expense Descriptions	BUDGET	DOC #	TO-BE-PAID	EXPENSES	(Excl. Pend.)
<b>200</b>	<b>Marketing &amp; Communications</b>					
242	Brochures & Code Directories	\$ 4,500.00		\$ -	\$ 3,004.79	\$ 1,495.21
243	Posters/Tent Cards	\$ 1,500.00		\$ -	\$ 883.28	\$ 616.72
244	Volunteer Recognition	\$ 5,000.00		\$ -	\$ 7,013.81	\$ (2,013.81)
245	Giving Recognition	\$ 500.00		\$ -	\$ 108.79	\$ 391.21
246	Kick-Off	\$ 5,000.00		\$ -	\$ 5,991.95	\$ (991.95)
247	Public Relations/Graphic Design	\$ 2,000.00		\$ -	\$ 435.72	\$ 1,564.28
248	Web Design	\$ 3,000.00	1	\$ 35.00	\$ 1,506.80	\$ 1,493.20
249	Retiree Campiagn	\$ 3,800.00		\$ -	\$ 3,323.67	\$ 476.33
	<b>SUB-TOTAL</b>	<b>\$ 25,300.00</b>		<b>\$ 35.00</b>	<b>\$ 22,268.81</b>	<b>\$ 3,031.19</b>
<b>300</b>	<b>Training &amp; Coordination</b>					
340	Training Materials	\$ 800.00		\$ -	\$ 504.19	\$ 295.81
370	Training Accom. & Meals	\$ 600.00		\$ -	\$ 641.81	\$ (41.81)
380	Training Travel	\$ 200.00		\$ -	\$ -	\$ 200.00
	<b>SUB-TOTAL</b>	<b>\$ 1,600.00</b>		<b>\$ -</b>	<b>\$ 1,146.00</b>	<b>\$ 454.00</b>
<b>400</b>	<b>Campaign Management</b>					
410	Clerical Support	\$ 14,816.95	4-5	\$ 1,139.76	\$ 10,218.08	\$ 4,598.87
420	Professional Support	\$ 33,037.25	2,3,6-8	\$ 2,742.36	\$ 24,545.09	\$ 8,492.16
421	Strategy/Development	\$ 3,500.00		\$ -	\$ 656.34	\$ 2,843.66
425	Pledge/Online processing fees	\$ 150.00		\$ -	\$ 116.09	\$ 33.91
430	Direct SECC Supply	\$ 500.00	9	\$ 400.83	\$ 85.37	\$ 414.63
440	Copying & Printing	\$ 200.00		\$ -	\$ 53.47	\$ 146.53
450	Postage & Shipping	\$ 300.00		\$ -	\$ 15.00	\$ 285.00
460	Telephone / Fax / Email	\$ 1,500.00		\$ -	\$ 441.70	\$ 1,058.30
470	Meeting Accom. & Meals	\$ 325.00	10-11	\$ 90.56	\$ 94.40	\$ 230.60
480	Travel	\$ 350.00		\$ -	\$ 135.80	\$ 214.20
490	Indirect Costs	\$ 10,200.00	12-14	\$ -	\$ 3,707.41	\$ 6,492.59
	<b>SUB-TOTAL</b>	<b>\$ 64,879.20</b>		<b>\$ 4,373.51</b>	<b>\$ 40,068.75</b>	<b>\$ 24,810.45</b>
	<b>TOTAL</b>	<b>\$ 91,779.20</b>		<b>\$ 4,408.51</b>	<b>\$ 63,483.56</b>	<b>\$ 28,295.64</b>
	LCOA Totals	\$ -			\$ -	\$ -
	<b>GRAND TOTAL</b>	<b>\$ 91,779.20</b>		<b>\$ 4,408.51</b>	<b>\$ 63,483.56</b>	<b>\$ 28,295.64</b>

# Michigan Association of United Ways Transaction Report

July 2014 - March 2015

Date	Name	Memo/Description	Amount	Balance
<b>90000 SECC Expenses</b>				
<b>90005 SECC Marketing &amp; Communication</b>				
<b>90010 (242) Brochures &amp; Code Directories SECC</b>				
<b>State Campaign Fund</b>				
10/09/2014	.State of Michigan (Leg Service Bur	circle label	452.52	452.52
10/09/2014	.State of Michigan (Leg Service Bur	code directory	2,552.27	3,004.79
<b>Total for State Campaign Fund</b>			<b>\$3,004.79</b>	
<b>Total for 90010 (242) Brochures &amp; Code Directories SECC</b>			<b>\$3,004.79</b>	
<b>90015 (243) Posters/Tent Cards/Pennants SECC</b>				
<b>State Campaign Fund</b>				
10/09/2014	.State of Michigan (Leg Service Bur	SECC postcard reprint	130.00	130.00
10/09/2014	.State of Michigan (Leg Service Bur	Postcard 380.38 + Poster 372.9	753.28	883.28
<b>Total for State Campaign Fund</b>			<b>\$883.28</b>	
<b>Total for 90015 (243) Posters/Tent Cards/Pennants SECC</b>			<b>\$883.28</b>	
<b>90020 (244) Volunteer Recognition SECC</b>				
<b>State Campaign Fund</b>				
07/01/2014		Reclass expenses paid on New Program for SECC (July 14 - June 15) to Prepaid	3,830.00	3,830.00
07/16/2014	.The Job Shop Ink, Inc.	SECC shirts Kickoff	1,951.50	5,781.50
11/05/2014	.Parker, Micki	Cookies for Appreciation	72.00	5,853.50
11/12/2014	.Bank of America	Special Afare Catering HT	366.75	6,220.25
11/12/2014	.Bank of America	Bake N Cakes NLiteracki	17.94	6,238.19
11/12/2014	.Literacki, Nicole	Appreciation supply	18.50	6,256.69
11/12/2014	.Bank of America	Oriental Trading HT	163.49	6,420.18
12/15/2014	.Bank of America	Biggby NLiteracki	25.00	6,445.18
12/15/2014	.Bank of America	Speedway NLiteracki	50.00	6,495.18
12/15/2014	.Bank of America	GFS NLiteracki	19.98	6,515.16
12/15/2014	.Bank of America	Walmart NLiteracki	122.16	6,637.32
12/15/2014	.Bank of America	Special A Fare volunteer thank you HT	376.49	7,013.81
<b>Total for State Campaign Fund</b>			<b>\$7,013.81</b>	
<b>Total for 90020 (244) Volunteer Recognition SECC</b>			<b>\$7,013.81</b>	
<b>90025 (245) Giving Recognition SECC</b>				
<b>State Campaign Fund</b>				
10/09/2014	.State of Michigan (Leg Service Bur	thank you stickers	108.79	108.79
<b>Total for State Campaign Fund</b>			<b>\$108.79</b>	

**Total for 90025 (245) Giving Recognition SECC****\$108.79****90030 (246) Kick-Off SECC****State Campaign Fund**

07/01/2014		Reclass expenses paid on New Program for SECC (July 14 - June 15) to Prepaid	4,220.58	4,220.58
09/17/2014	.Hudson, Frank	Detroit Kickoff entertainment	200.00	4,420.58
09/17/2014	.Miles, Lena	Lansing Kickoff entertainment	100.00	4,520.58
09/17/2014	.Baker, Judy	Lansing MDOT SECC kickoff	41.62	4,562.20
09/17/2014	.LoRusso, Matthew	Lansing Kickoff entertainment	100.00	4,662.20
09/24/2014	.Edmonds, Jennifer	Lansing Kickoff	292.83	4,955.03
09/30/2014	.Schafer, Dana	DTMB Kickoff @ Cass Building	30.00	4,985.03
09/30/2014	.Cass Cafe	DTMB Kickoff	33.00	5,018.03
09/30/2014	.Ben and Jerrys Partnership	Ice Cream Detroit kickoff	288.19	5,306.22
09/30/2014	.Literacki, Nicole	SECC kickoff 5k	26.35	5,332.57
10/09/2014	.Harvey, Janice	DHS Kickoff	128.45	5,461.02
10/10/2014	.Bank of America	McDonalds NLiteracki	25.00	5,486.02
10/10/2014	.Bank of America	USPS for Kickoff HT	15.10	5,501.12
10/10/2014	.Bank of America	Biggby NLiteracki	6.44	5,507.56
10/10/2014	.Bank of America	GFS NLiteracki	61.08	5,568.64
10/10/2014	.Bank of America	Party City NLiteracki	57.94	5,626.58
10/10/2014	.Bank of America	Marathon Oil NLiteracki	25.00	5,651.58
10/29/2014	.State of Michigan	Lansing Kickoff DCH	0.00	5,651.58
10/29/2014	.State of Michigan	Lansing Kickoff DIFS	140.27	5,791.85
10/29/2014	.State of Michigan	Lansing Kickoff MSP	0.00	5,791.85
11/30/2014	.Zwarka, Jan	Lansing Kickoff DCH	115.76	5,907.61
01/07/2015	.Cahoon, Genevieve	Lansing Kickoff Reimbursement	1 54.34	5,961.95

**Total for State Campaign Fund****\$5,961.95****Total for 90030 (246) Kick-Off SECC****\$5,961.95****90032 (247) Graphic/Design/Public Relations****State Campaign Fund**

07/01/2014		Reclass expenses paid on New Program for SECC (July 14 - June 15) to Prepaid	55.00	55.00
10/09/2014	.State of Michigan (Leg Service Bur	Banners	160.00	215.00
10/09/2014	.State of Michigan (Leg Service Bur	LSB Printing postcards	70.72	285.72
10/09/2014	.State of Michigan (Leg Service Bur	SECC annual report	150.00	435.72

**Total for State Campaign Fund****\$435.72****Total for 90032 (247) Graphic/Design/Public Relations****\$435.72****90035 (248) Web Design****State Campaign Fund**

07/30/2014	.Frog Productions	Monthly hosting	35.00	35.00
07/30/2014	.Frog Productions	Monthly hosting	0.00	35.00
07/31/2014		Recognize computer purchase	651.80	686.80
08/13/2014	.Voorhees, Clarissa E	SECC websites updates	575.00	1,261.80
08/27/2014	.Frog Productions	Monthly hosting	35.00	1,296.80

09/24/2014	.Frog Productions	Monthly hosting	35.00	1,331.80
10/29/2014	.Frog Productions	Monthly hosting	35.00	1,366.80
11/26/2014	.Frog Productions	Monthly hosting	35.00	1,401.80
01/14/2015	.Frog Productions	Monthly hosting	2 35.00	1,436.80
01/28/2015	.Frog Productions	Monthly hosting	3 35.00	1,471.80
02/25/2015	.Frog Productions	Monthly hosting	1 35.00	1,506.80
03/25/2015	.Frog Productions	Monthly hosting	1 35.00	1,541.80
<b>Total for State Campaign Fund</b>			<b>\$1,541.80</b>	
<b>Total for 90035 (248) Web Design</b>			<b>\$1,541.80</b>	
<b>90037 (249) Retiree Solicitation</b>				
<b>State Campaign Fund</b>				
08/13/2014	.USPS	for bulk mailing	2,095.42	2,095.42
08/20/2014	.Allegra	Mail services SECC Retirees campaign	739.94	2,835.36
10/09/2014	.State of Michigan (Leg Service Bur	retiree newsletter	488.31	3,323.67
<b>Total for State Campaign Fund</b>			<b>\$3,323.67</b>	
<b>Total for 90037 (249) Retiree Solicitation</b>			<b>\$3,323.67</b>	
<b>Total for 90005 SECC Marketing &amp; Communication</b>			<b>\$22,273.81</b>	
<b>90040 Training &amp; Coordination</b>				
<b>90045 (340) Training Materials SECC</b>				
<b>State Campaign Fund</b>				
10/09/2014	.State of Michigan (Leg Service Bur	volunteer handbook	504.19	504.19
<b>Total for State Campaign Fund</b>			<b>\$504.19</b>	
<b>Total for 90045 (340) Training Materials SECC</b>			<b>\$504.19</b>	
<b>90050 (370) Training Accom &amp; Meals SECC</b>				
<b>State Campaign Fund</b>				
08/13/2014	.Blessings Cafe	SECC Kickoff of Beverage	182.25	182.25
08/13/2014	.Bank of America	Walmart NLiteracki	8.01	190.26
09/17/2014	.Bank of America	GFS et al SECC training NLiteracki	445.38	635.64
09/30/2014	.Literacki, Nicole	SECC training tablecloths	6.17	641.81
<b>Total for State Campaign Fund</b>			<b>\$641.81</b>	
<b>Total for 90050 (370) Training Accom &amp; Meals SECC</b>			<b>\$641.81</b>	
<b>Total for 90040 Training &amp; Coordination</b>			<b>\$1,146.00</b>	
<b>90060 SECC Campaign Management</b>				
<b>90065 (410+420) Salaries &amp; Benefits SECC</b>				
<b>90075 Prof Salaries SECC</b>				
<b>State Campaign Fund</b>				
07/04/2014	.ADP, Inc. -	Nicole Literacki	1,203.00	1,203.00
07/18/2014	.ADP, Inc. -	Nicole Literacki	1,218.00	2,421.00
08/01/2014	.ADP, Inc. -	Nicole Literacki	1,218.00	3,639.00
08/15/2014	.ADP, Inc. -	Nicole Literacki	1,218.00	4,857.00
08/29/2014	.ADP, Inc. -	Nicole Literacki	1,218.00	6,075.00
09/12/2014	.ADP, Inc. -	Nicole Literacki	1,218.00	7,293.00
09/26/2014	.ADP, Inc. -	Nicole Literacki	1,218.00	8,511.00
10/10/2014	.ADP, Inc. -	Nicole Literacki	1,218.00	9,729.00



10/24/2014	.ADP, Inc. -	Nicole Literacki		1,218.00	10,947.00
11/07/2014	.ADP, Inc. -	Nicole Literacki		1,218.00	12,165.00
11/21/2014	.ADP, Inc. -	Nicole Literacki		1,218.00	13,383.00
12/05/2014	.ADP, Inc. -	Nicole Literacki		1,218.00	14,601.00
12/19/2014	.ADP, Inc. -	Nicole Literacki		1,218.00	15,819.00
12/31/2014	.ADP, Inc. -	Nicole Literacki		1,218.00	17,037.00
01/16/2015	.ADP, Inc. -	Nicole Literacki	4	1,218.00	18,255.00
01/30/2015	.ADP, Inc. -	Nicole Literacki	5	1,218.00	19,473.00
02/11/2015	.ADP, Inc. -	Nicole Literacki	2	1,218.00	20,691.00
02/27/2015	.ADP, Inc. -	Nicole Literacki	3	1,218.00	21,909.00
03/13/2015	.ADP, Inc. -	Nicole Literacki	2	1,218.00	23,127.00
03/27/2015	.ADP, Inc. -	Nicole Literacki	3	1,218.00	24,345.00

**Total for State Campaign Fund**

**\$24,345.00**

**Total for 90075 Prof Salaries SECC**

**\$24,345.00**

**90080 Clerical Support SECC**

**State Campaign Fund**

07/04/2014	.ADP, Inc. -	Heather to post to SECC		569.88	569.88
07/18/2014	.ADP, Inc. -	Heather to post to SECC		569.88	1,139.76
08/01/2014	.ADP, Inc. -	Heather to post to SECC		569.88	1,709.64
08/15/2014	.ADP, Inc. -	Heather to post to SECC		569.88	2,279.52
08/29/2014	.ADP, Inc. -	Heather to post to SECC		569.88	2,849.40
09/12/2014	.ADP, Inc. -	Heather to post to SECC		569.88	3,419.28
09/26/2014	.ADP, Inc. -	Heather to post to SECC		569.88	3,989.16
10/10/2014	.ADP, Inc. -	Heather to post to SECC		569.88	4,559.04
10/24/2014	.ADP, Inc. -	Heather to post to SECC		569.88	5,128.92
11/07/2014	.ADP, Inc. -	Heather to post to SECC		569.88	5,698.80
11/21/2014	.ADP, Inc. -	Heather to post to SECC		569.88	6,268.68
12/05/2014	.ADP, Inc. -	Heather to post to SECC		569.88	6,838.56
12/19/2014	.ADP, Inc. -	Heather to post to SECC		569.88	7,408.44
12/31/2014	.ADP, Inc. -	Heather to post to SECC		569.88	7,978.32
01/16/2015	.ADP, Inc. -	Heather to post to SECC	6	569.88	8,548.20
01/30/2015	.ADP, Inc. -	Heather to post to SECC	7	569.88	9,118.08
02/11/2015	.ADP, Inc. -	Heather to post to SECC	4	569.88	9,687.96
02/27/2015	.ADP, Inc. -	Heather to post to SECC	5	569.88	10,257.84
03/13/2015	.ADP, Inc. -	Heather to post to SECC	4	569.88	10,827.72
03/27/2015	.ADP, Inc. -	Heather to post to SECC	5	569.88	11,397.60

**Total for State Campaign Fund**

**\$11,397.60**

**Total for 90080 Clerical Support SECC**

**\$11,397.60**

**90085 Accounting SECC**

**State Campaign Fund**

07/30/2014	.Outsourced Controllersh Services			120.00	120.00
08/29/2014	.Outsourced Controllersh Services			120.00	240.00
09/26/2014	.Outsourced Controllersh Services			120.00	360.00
09/30/2014	.Outsourced			0.00	360.00

	Controllership Services			
10/29/2014	.Outsourced Controllership Services		120.00	480.00
11/28/2014	.Outsourced Controllership Services		120.00	600.00
12/31/2014	.Outsourced Controllership Services		120.00	720.00
01/30/2015	.Outsourced Controllership Services	8	120.00	840.00
02/27/2015	.Outsourced Controllership Services	6	120.00	960.00
03/31/2015	.Outsourced Controllership Services	6	120.00	1,080.00

**Total for State Campaign Fund**

**\$1,080.00**

**Total for 90085 Accounting SECC**

**\$1,080.00**

**90115 SS MC Taxes SECC**

**State Campaign Fund**

07/04/2014	.ADP, Inc. -	Nicole Literacki SS/MC	92.03	92.03	
07/18/2014	.ADP, Inc. -	Nicole Literacki SS/MC	93.18	185.21	
08/01/2014	.ADP, Inc. -	Nicole Literacki SS/MC	93.18	278.39	
08/15/2014	.ADP, Inc. -	Nicole Literacki SS/MC	93.18	371.57	
08/29/2014	.ADP, Inc. -	Nicole Literacki SS/MC	93.18	464.75	
09/12/2014	.ADP, Inc. -	Nicole Literacki SS/MC	93.18	557.93	
09/26/2014	.ADP, Inc. -	Nicole Literacki SS/MC	93.18	651.11	
10/10/2014	.ADP, Inc. -	Nicole Literacki SS/MC	93.18	744.29	
10/24/2014	.ADP, Inc. -	Nicole Literacki SS/MC	93.18	837.47	
11/07/2014	.ADP, Inc. -	Nicole Literacki SS/MC	93.18	930.65	
11/21/2014	.ADP, Inc. -	Nicole Literacki SS/MC	93.18	1,023.83	
12/05/2014	.ADP, Inc. -	Nicole Literacki SS/MC	93.18	1,117.01	
12/19/2014	.ADP, Inc. -	Nicole Literacki SS/MC	93.18	1,210.19	
12/31/2014	.ADP, Inc. -	Nicole Literacki SS/MC	93.18	1,303.37	
01/16/2015	.ADP, Inc. -	Nicole Literacki SS/MC	9	93.18	1,396.55
01/30/2015	.ADP, Inc. -	Nicole Literacki SS/MC	10	93.18	1,489.73
02/11/2015	.ADP, Inc. -	Nicole Literacki SS/MC	7	93.18	1,582.91
02/27/2015	.ADP, Inc. -	Nicole Literacki SS/MC	8	93.18	1,676.09
03/13/2015	.ADP, Inc. -	Nicole Literacki SS/MC	7	93.18	1,769.27
03/27/2015	.ADP, Inc. -	Nicole Literacki SS/MC	8	93.18	1,862.45

**Total for State Campaign Fund**

**\$1,862.45**

**Total for 90115 SS MC Taxes SECC**

**\$1,862.45**

**90120 Une Tax SECC**

**State Campaign Fund**

10/15/2014	.501 Alliance	Nicole Literacki	0.00	0.00
01/07/2015	.501 Alliance	Nicole Literacki	0.00	0.00

**Total for State Campaign Fund**

**\$0.00**

<b>Total for 90120 Une Tax SECC</b>			<b>\$0.00</b>	
<b>Total for 90065 (410+420) Salaries &amp; Benefits SECC</b>			<b>\$38,685.05</b>	
<b>90129 (421) Strategy/Development</b>				
<b>State Campaign Fund</b>				
07/01/2014		Reclass expenses paid on New Program for SECC (July 14 - June 15) to Prepaid	656.34	656.34
<b>Total for State Campaign Fund</b>			<b>\$656.34</b>	
<b>Total for 90129 (421) Strategy/Development</b>			<b>\$656.34</b>	
<b>90130 (425) Pledge Processing SECC</b>				
<b>State Campaign Fund</b>				
09/17/2014		PayPal charges	27.17	27.17
09/30/2014		fees on PayPal SECC to be deposited on 10/6	42.32	69.49
10/29/2014		SECC Paypal donations	32.80	102.29
11/26/2014		SECC donations through PAYpal	13.80	116.09
<b>Total for State Campaign Fund</b>			<b>\$116.09</b>	
<b>Total for 90130 (425) Pledge Processing SECC</b>			<b>\$116.09</b>	
<b>90135 (430) Supplies SECC</b>				
<b>State Campaign Fund</b>				
07/01/2014		Reclass expenses paid on New Program for SECC (July 14 - June 15) to Prepaid	39.86	39.86
11/12/2014	.Bank of America	QB online annual fee and 1099 and W2s	45.51	85.37
03/08/2015		SECC portion of ADP and bank fees for fiscal 14-15	9 400.83	486.20
<b>Total for State Campaign Fund</b>			<b>\$486.20</b>	
<b>Total for 90135 (430) Supplies SECC</b>			<b>\$486.20</b>	
<b>90140 (440) Copying &amp; Printing SECC</b>				
<b>State Campaign Fund</b>				
08/13/2014	.Keystone Millbrook	Nicole Literacki	0.00	0.00
08/20/2014	.Keystone Millbrook	Nicole Literacki	0.00	0.00
09/10/2014	.Keystone Millbrook	Nicole Literacki	0.00	0.00
09/30/2014	.Keystone Millbrook	Nicole Literacki	0.00	0.00
11/12/2014	.Keystone Millbrook	Nicole Literacki	0.00	0.00
11/12/2014	.Keystone Millbrook	Nicole Literacki	0.00	0.00
11/12/2014	.Keystone Millbrook	Nicole Literacki	0.00	0.00
11/12/2014	.Keystone Millbrook	Nicole Literacki	0.00	0.00
11/26/2014	.Keystone Millbrook	Nicole Literacki	0.00	0.00
11/26/2014	.Keystone Millbrook	Nicole Literacki	0.00	0.00
12/10/2014	.Keystone Millbrook	Nicole Literacki	0.00	0.00
01/14/2015	.Bank of America	Checks	11 50.41	50.41
02/11/2015	.Pitney Bowes Global Financial		9 3.06	53.47
03/11/2015	.Keystone Millbrook	Nicole Literacki	0.00	53.47
<b>Total for State Campaign Fund</b>			<b>\$53.47</b>	
<b>Total for 90140 (440) Copying &amp; Printing SECC</b>			<b>\$53.47</b>	
<b>90145 (450) Post Ship SECC</b>				

**State Campaign Fund**

09/17/2014	.Bank of America	Kickoff Postage HT	9.25	9.25
10/10/2014	.Bank of America	USPS NLiteracki	5.75	15.00

**Total for State Campaign Fund****\$15.00****Total for 90145 (450) Post Ship SECC****\$15.00****90150 (460) Telephone - Fax SECC****State Campaign Fund**

07/01/2014		Reclass expenses paid on New Program for SECC (July 14 - June 15) to Prepaid	0.00	0.00
07/23/2014	.Ready Talk	SECC	8.45	8.45
08/27/2014	.Ready Talk	SECC	27.36	35.81
08/27/2014	.Copper Services	SECC	102.93	138.74
09/17/2014	.Copper Services	SECC	15.21	153.95
09/17/2014	.Ready Talk	SECC	35.29	189.24
09/30/2014	.Literacki, Nicole	July Aug Sept phone	180.00	369.24
10/10/2014	.Ready Talk	SECC	0.00	369.24
11/19/2014	.Copper Services	SECC	23.05	392.29
11/19/2014	.Ready Talk	SECC	23.86	416.15
12/10/2014	.Ready Talk	SECC	22.52	438.67
12/10/2014	.Copper Services	SECC	18.24	456.91
02/04/2015	.Ready Talk	SECC	0.00	456.91
02/25/2015	.Ready Talk	SECC	0.00	456.91
03/18/2015	.Ready Talk	SECC	0.00	456.91

**Total for State Campaign Fund****\$456.91****Total for 90150 (460) Telephone - Fax SECC****\$456.91****90155 (470) Meeting Costs SECC****State Campaign Fund**

07/01/2014		Reclass expenses paid on New Program for SECC (July 14 - June 15) to Prepaid	22.52	22.52
08/13/2014	.Bank of America	Sir Pizza NLiteracki	35.25	57.77
09/17/2014	.Bank of America	Harvest Moon Cafe N Literacki	22.01	79.78
09/30/2014	.Literacki, Nicole	SECC coffee with Jenell Leonard	6.44	86.22
10/10/2014	.Copper Services	SECC	0.00	86.22
02/04/2015	.Copper Services	SECC	0.00	86.22
02/25/2015	.Copper Services	SECC	10 43.43	129.65
03/11/2015	.Bank of America	Chili's - N Literacki	10 23.60	153.25
03/18/2015	.Copper Services	SECC	11 66.96	220.21

**Total for State Campaign Fund****\$220.21****Total for 90155 (470) Meeting Costs SECC****\$220.21****90160 (480) Travel SECC****State Campaign Fund**

09/30/2014	.Literacki, Nicole	SECC kickoff	17.50	17.50
09/30/2014	.Literacki, Nicole	Detroit kickoff and Lenawee kickoff mileage	118.30	135.80

**Total for State Campaign Fund****\$135.80****Total for 90160 (480) Travel SECC****\$135.80****90165 (490) Occupancy/Rent SECC**

**State Campaign Fund**

07/31/2014		Monthly Occupancy costs (10200.00/12=850.00)	850.00	850.00
08/13/2014	.Office Depot		0.00	850.00
08/13/2014	.Office Depot		5.76	855.76
08/20/2014	.Office Depot		0.00	855.76
09/03/2014	.Office Depot		4.74	860.50
09/10/2014	.Office Depot		19.79	880.29
09/10/2014	.Box, Inc.		304.25	1,184.54
09/17/2014	.Office Depot		2.29	1,186.83
09/30/2014	.Office Depot		5.34	1,192.17
10/10/2014	.Office Depot		0.00	1,192.17
10/10/2014	.Office Depot		3.01	1,195.18
10/22/2014	.Office Depot		5.38	1,200.56
10/29/2014	.Office Depot		8.72	1,209.28
10/29/2014	.Office Depot		5.97	1,215.25
11/26/2014	.Office Depot		9.05	1,224.30
12/03/2014	.Office Depot		8.09	1,232.39
12/17/2014	.Office Depot		10.98	1,243.37
12/17/2014	.Office Depot		2.77	1,246.14
01/14/2015	.Office Depot		12 2.13	1,248.27
01/14/2015	.Office Depot		13 4.37	1,252.64
01/14/2015	.Office Depot		0.00	1,252.64
01/14/2015	.Office Depot		0.00	1,252.64
01/21/2015	.Office Depot		14 2.49	1,255.13
01/28/2015	.Office Depot		15 9.31	1,264.44
02/11/2015	.Office Depot		11 4.36	1,268.80
03/11/2015	.Office Depot		12 6.60	1,275.40
03/25/2015	.Office Depot		0.00	1,275.40
03/25/2015	.Office Depot		13 14.00	1,289.40
03/31/2015		Adjust to actual for occupancy so it totals at 053114 11200-850	-1,470.74	-181.34

**Total for State Campaign Fund**

**\$ -181.34**

**Total for 90165 (490) Occupancy/Rent SECC**

**\$ -181.34**

**90210 (495) Technology exp SECC**

**State Campaign Fund**

07/01/2014	.Artemis Technologies, Inc.		0.00	0.00
08/06/2014	.Artemis Technologies, Inc.		0.00	0.00
08/06/2014	.Artemis Technologies, Inc.		0.00	0.00
09/03/2014	.Artemis Technologies, Inc.		0.00	0.00
09/17/2014	.Bank of America	New Egg KC new hard drive for Nicole	142.98	142.98
09/30/2014	.Artemis Technologies, Inc.		0.00	142.98
10/10/2014	.MNA		190.50	333.48
10/22/2014	.MNA		195.39	528.87
10/22/2014	.MNA		265.30	794.17

10/29/2014	.Artemis Technologies, Inc.		0.00	794.17
11/26/2014	.MNA		183.36	977.53
11/26/2014	.Artemis Technologies, Inc.		0.00	977.53
12/31/2014	.Artemis Technologies, Inc.		0.00	977.53
01/14/2015	.MNA		16 168.87	1,146.40
01/28/2015	.MNA		17 202.80	1,349.20
02/04/2015	.Artemis Technologies, Inc.		0.00	1,349.20
02/25/2015	.Artemis Technologies, Inc.		0.00	1,349.20
02/25/2015	.MNA		12 180.61	1,529.81
03/11/2015	.Bank of America	Constant Contact - N Literacki	14 43.25	1,573.06
<b>Total for State Campaign Fund</b>			<b>\$1,573.06</b>	
<b>Total for 90210 (495) Technology exp SECC</b>			<b>\$1,573.06</b>	
<b>90215 (499) Audit/Ins/Etc. SECC</b>				
<b>State Campaign Fund</b>				
09/17/2014	.Abraham & Gaffney, P.C.		900.48	900.48
01/07/2015	.Abraham & Gaffney, P.C.		93.84	994.32
01/07/2015	.Abraham & Gaffney, P.C.		0.00	994.32
02/28/2015	.Harleysville Insurance Company		13 129.41	1,123.73
03/11/2015	.Accident Fund Company		288.56	1,412.29
<b>Total for State Campaign Fund</b>			<b>\$1,412.29</b>	
<b>Total for 90215 (499) Audit/Ins/Etc. SECC</b>			<b>\$1,412.29</b>	
<b>Total for 90060 SECC Campaign Management</b>			<b>\$43,629.08</b>	
<b>Total for 90000 SECC Expenses</b>			<b>\$67,048.89</b>	
<b>TOTAL</b>			<b>\$67,048.89</b>	

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