

Little Dixie Community Action Agency, Inc.

Credit Card Activity

During the month of _____JUNE 2021_____, credit card bills were paid in the amount of \$ 42621.82. Credit cards are used to purchase airline tickets, hotel reservations, fuel, and other items as necessary. Personal use is prohibited.

Every individual purchase must be supported by appropriate documentation. Credit card invoices are turned in and paid, in full, weekly or monthly, unless an amount is being disputed. We do not pay from statements, but invoices to be paid are matched to statements to check for accuracy. All documentation is available for inspection in the Accounting department at the Administration office at 209 North 4th Street, Hugo.

The MasterCard cards are in the possession of the Executive Director, Associate Directors and some major programs' directors. Transit is responsible for safeguarding fuel cards. The Clayton State Park manager, Mentoring Director, and ELC Director are responsible for a Dollar General card. Head Start and Broken Bow Early Learning Center are responsible for one Walmart card each. The other cards, including Walmart, Home Depot, Capital One, and Office Depot, are kept in Administration to be checked out for use and returned.

TCM Bank MasterCard accounts were paid in the amount of \$18,413.07.

Dollar General Credit Card account was paid in the amount of 0.00.

Finish Line Fuel account was paid in the amount of \$ 9,962.96.

Home Depot Credit Card account was paid in the amount of \$ 4,771.30.

Office Depot Credit Card account was paid in the amount of 0.00.

Walmart Credit Card account was paid in the amount of \$ 3,687.86.

Capital One account was paid in the amount of \$ 5,786.63.

Credit Card Report June 2021										
Program	Supplies	Dues	Computer	Food	Repair/Maint	T&TA	Travel/Fuel	Utilities	Other	Total
Administration	263.99	99.99	576.66			1,400.00	1,829.00			4,169.64
Housing/WX	359.58	414.20			2,979.65		1,646.29		1,348.80	6,748.52
HS/EHS/EHSCC	4,929.14			263.82		1,009.83	785.22			6,988.01
Transit		284.76				75.00	7,223.76			7,583.52
Youth Build	278.16						276.41		388.25	942.82
Parks	467.27	174.84						212.06		854.17
Drug Free Comm.							1,325.00			1,325.00
Healthy Start									1,106.00	1,106.00
ECCS	7,019.19									7,019.19
ELC	1,248.64	53.25		79.21		20.00				1,401.10
Apartments							161.66	196.00		357.66
Building Funds	121.56				73.51					195.07
Nonfederal	181.23	39.00		941.56						1,161.79
Youth at Risk									2,769.33	2,769.33
										42,621.82