

(ASSOCIATION NAME HERE) MONTHLY ADMINISTRATION COSTS

Item	Explanation	Quantity	Postage & Delivery				Copies	Total
			Envelopes	Man. Env.	Labels	Postage	Copies	
Cost			0.06	0.10	0.05	0.49	0.10	0.80
Date								
10/1/2013	Printout of checks sent online	1					0.10	0.10
10/1/2013	Printout of checks sent online	1					0.10	0.10
10/1/2013	SS&S Invoice	2					0.20	0.20
10/3/2013	Mail Welcome Package	5		0.10	0.08	0.49	0.50	1.17
10/4/2013	Printout of QB & Charter One Check Detail	2					0.20	0.20
10/4/2013	Checking Reconciliation	2					0.20	0.20
10/8/2013	Mail Violations Letters	4	0.24		0.16	1.96	0.40	2.76
10/8/2013	Board Copy	4					0.40	0.40
10/15/2013	Print 6 Financial Packets (15 pgs each)	90					9.00	9.00
10/17/2013	Mail 5 Financial Packets (4 stamps each)	5		0.50	0.40	9.80		10.70
Invoice Total		116	0.24	0.60	0.64	12.25	11.10	24.83