THE STATE OF TEXAS

AFFIDAVIT



THE COUNTY OF COLLIN

Date	11-30-2020			
Fund Dept.	CARES Fund			
Payable To	Agape Resource & Assistance Center, Inc.			
Address	P O Box 861664			
	Plano, TX 75086			

EXPLANATION	
Office Cleaning not included in Agape 2020 budget but required	1 000 00
to admit Collin residents that became homeless due to COVID. for Collin County residents due to the impact of COVID-19 for the period of <u>Sept.</u> to <u>Nov</u> ., 2020. Supporting documentation attached.	\$ 1,000.00

### Janet Collinsworth

do hereby certify that the amount requested above is directly I. related to COVID-19 expenses and the expenses have not been included in any other jurisdiction or agency funding request. The supporting documentation is attached and has been reviewed for accuracy and allowability. I understand that in the event of an audit if the expenses are deemed unallowable, I am responsible to reimburse the County for the unallowable amount within 30/days.

Signature	Um
Printed Name/Title	Founder/Executive Director
Telephone Number	469-814-0453
Date	11-30-2020
Dute	

### **COVID Sanitation of Offices not in 2020 Budget**

Date	Doc No.	Num	Name	Memo/Description	Amount
				3b & 4B Weekly COVID Sanitation Cleaning DOS 9-16-	
CL1	09/14/2020	9/16/2020 3B 4B	Virginia Trevino	2020	100.00
CL2	09/14/2020	Cleaning 3B 4B 9-23	Virginia Trevino	Weekly COVID Sanitation Cleaning 3B 4B 9/23/2020	100.00
CL3	09/15/2020	DOS 9-30-2020	Virginia Trevino	Weekly COVID Sanitation Cleaning of 3B/4B DOS 9-30- 2020	100.00
CL4	10/14/2020	DOS 10-14-2020	Virginia Trevino	Weekly COVID Sanitation Cleaning of 3B and 4B DOS 10- 14-2020	100.00
CL5	10/21/2020	DOS 10-21-2020	Virginia Trevino	Weekty COVID Sanitation Cleaning 3B and 4B 10-21- 2020	100.00
CL6	10/28/2020	DOS 10-28-2020	Virginia Trevino	Weekly COVID Sanitation Cleaning 3B and 4B 10-28- 2020	100.00
CL7	11/03/2020	DOS 11/4/2020	Virginia Trevino	Weekly COVID Sanitation Cleaning DOS 11/4/2020	100.00
CL8	11/05/2020	DOS 11-11-2020	Virginia Trevino	Weekly COVID Sanitation Cleaning for 3B and 4B DOS 11- 11-2020	100.00
CL9	11/18/202	0 DOS 11-18-2020	Virginia Trevino	Weekly COVID Sanitation Cleaning for 3B and 4B DOS 11- 18-2021	100.00
CL10	11/19/2020	DOS 11-25-2020	Virginia Trevino	Weekly COVID Sanitation Cleaning for 3B and 4B DOS 11- 25-2020	100.00
					1 000 00

1,000.00

## memo

### Agape Resources & Assistance Center, Inc.

To:	Bill Bilyeu, County Administrator
From:	Janet Collinsworth, Founder/Executive Director
Date:	December 1, 2020
Re:	CARES Act Affidavit – Special Sanitization Cleaning - Office

Comments: Soon after Shelter in Place began, Agape quickly had all staff move to work virtually 100% remote. Beginning in June we began to rotate staff to work shifts in the office and in July began to have client meetings in the office while practicing social distancing and requiring masks. The moms who were able to maintain their jobs were primarily public facing essential workers. This along with our core staff all being > 60 or having significant underlying conditions necessitated abandonment of staff doing cleaning. To provide the essential client service needed by the homeless single mom population, it became necessary to have staff working in the office during weekday hours. In order to maintain a safe work environment for our higher risk staff and core essential volunteer, as well as to protect our clients, Agape hired professional cleaners to do deep cleaning of our office space once a week to supplement the "clean your own area" protocol put in place when we moved back to client facing service. These cleaning costs are not part of our 2020 budget.



CHECK REQUEST / REIMBURSEMENT / EXPENSE / ACCOUNT PAYABLE

PAYABLE TO:	Virginia Trevino –		-	-	-
Address	902 Glasy Glen Drive				
City, State, Zip	Allen, TX 75002				
Phone					
Email				FUNDING SOURCE:	Agape General
	DESCRIPTION / ACCOUNT NAME		CODE	Amount	CLASS:
	Weekly Cleaning of 3B and 4B		62820	100.00	Agape General
	Date of Service: 9/16/2020				
			TOTAL	\$ 100.00	
NOTES					
		Payment /	6		
Requested By:	Deb Whitaker	Delivery	CK Draft Debit		
		method?			
Written / Drawn /	Deb Whtake	Check / draft /	all	4-2020	
Debited By:	see upiane	debit date	011	10000	
Approved By:	Janet Collinsworth	Check Acct / Number	opps Restricted	5776	

A - COMMON ACCT NUMBERS

Posted By

20610 Health Insurance Agape 21600 Payroll Taxes 27205 Mortgage Principal O Ave 27210 Mortgage Principal 11th St 27215 Mortgage Principal 2B/3B 27216 Mortgage Principal 1B 27217 Mortgage Principal 4B 27218 Mortgage Principal 4A 60333 Childcare 60434 Child Development 60412 Transportation 60426 Internet & Phone Part. 60448 Prgm Property Ins. 60461 Rent House Rent 60462 Willow Oak Rent 60463 Pioneer Rent 60471 Rent House Utilities 60472 Willow Oak Utilities 60473 Pioneer Utilities 62871 Office Prop. Ins. 63220 Health Ins. Employee 65005 Mailchimp/FB 65015 Computer Supply/Support 65020 Postage 65025 Background Chks 65030 Printing 65040 Supplies 65045 Ops Food 65050 Neon/Microsoft/Adobe 65055 Payroll Fees 65110 Bank Fees/Paypal

#### Repair/Maint/Clean

60441 O Ave 60442 11th St. 60443 19th-1B 60444 19th-2B 60481 Rent Housing 60482 Willow Oak 60483 Pioneer 62820 3B, 4B & 4A

6042X Direct Support Utilities X: 1=O, 2=11th, 3=1B, 4=2B, 6=O Internet

### 6285X Agape Utilities

X: 1=4A, 2=3B, 3=4B, 4=Security, S=Internet, 6=Gen. Water/Util, 7=Other Util.

#### Restricted/Grants

xxxxx Regular expense \$\$\$ 48705 Release \$\$\$ 47765 Released (-\$\$\$) 31590 Temp Restricted \$\$\$ 32000 Retained Earning (-\$\$\$)

From:	Linda George
To:	Deb Whitaker
Cc:	Janet Collinsworth
Subject:	CLEANING SERVICE
Date:	Sunday, September 13, 2020 8:21:39 AM

Janet asked me to investigate a weekly cleaning service for 3B and 4B.

Starting this Wednesday, Sept. 16, at 5:30 pm, Gina Trevino and her mom Teresa Trevino will do some basic cleaning downstairs. They will also clean the sink area outside Janet's office.

- We will pay them \$100 per week—total for both units.
- Make check payable to Virginia Trevino.
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### Trevino Weekly Cleaning 3B 4B

**Final Audit Report** 

2020-09-22

Created:	2020-09-14
By:	Debra Whitaker (whitaker.deb7@gmail.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAA0bz21jBPohSjSTvORLHi9y9Z52X_ZY3I

### "Trevino Weekly Cleaning 3B 4B" History

- Document created by Debra Whitaker (whitaker.deb7@gmail.com) 2020-09-14 - 7:35:46 PM GMT- IP address: 97.99.215.10
- Document emailed to janet collinsworth (janetcollinsworth@me.com) for signature 2020-09-14 - 7:36:31 PM GMT
- Email viewed by janet collinsworth (janetcollinsworth@me.com) 2020-09-22 - 11:46:51 AM GMT- IP address: 69.231.73.213
- O Document e-signed by janet collinsworth (janetcollinsworth@me.com)
   Signature Date: 2020-09-22 11:51:42 AM GMT Time Source: server- IP address: 69.231.73.213
- Agreement completed. 2020-09-22 - 11:51:42 AM GMT



PAYABLE TO:	Virginia Trevino	JONGEMENT / EXPENS	L TACCOURT PAT	ADLL	
ddress	902 Glasy Glen Drive				
	Allen, TX 75002				
ty, State, Zip hone	Alight, TA 75002				
mail				50000000000000000000000000000000000000	
Indi	DESCRIPTION (ACCOUNT NAME		1	FUNDING SOURCE:	Agape General
	DESCRIPTION / ACCOUNT NAME Weekly Cleaning of 3B and 4		CODE 62820	Amount	CLASS:
	Date of Service: 9/23/2020	5	62620	100.00	Agape Genera
	Date of Service. 9/20/2020				
			TOTAL	\$ 100.00	
OTES		THE REPORT OF THE PARTY OF	101742	100.00	
		Payment /			
equested By:	Deb Whitaker	Delivery	CKDraft Debit		
		method?			
/ritten / Drawn /	2 0.1	Check / draft /	0	111 2 2	-
ebited By:	DW	debit date	9-	-14-2020 51.75	
pproved By:	10	Check Acct /	0	FARE	
pproved by.	1 At -	Number	Opp Restricted	3775	
osted By: (	12 6	Date Posted		9/14/2020	
- COMMON ACC					
2721 2721 2721 2721 2721 6033 6043 6044 6046 6046 6046 6046 6046	<ul> <li>Mortgage Principal O Ave</li> <li>Mortgage Principal 11th St</li> <li>Mortgage Principal 2B/3B</li> <li>Mortgage Principal 1B</li> <li>Mortgage Principal 4B</li> <li>Mortgage Principal 4A</li> <li>Childcare</li> &lt;</ul>		60443 60444 60481 60482 60483 62820 6042X	<ul> <li>11th St.</li> <li>19th-18</li> <li>19th-28</li> <li>Rent Housing</li> <li>Willow Oak</li> <li>Pioneer</li> <li>3B, 4B &amp; 4A</li> <li>Direct Support Utilities</li> <li>X: 1=O, 2=11th, 3=1B, 4=2B, 6=</li> <li>Internet</li> <li>Agape Utilities</li> <li>X: 1=4A, 2=3B, 3=4B, 4=Securit</li> <li>5=Internet, 6=Gen. Water/Util, 7=Other Util.</li> </ul>	у,
	3 Pioneer Utilities		Restricted/Grants		
6287	1 Office Prop. Ins.		xxxxx	Regular expense \$\$\$	
6322	0 Health Ins. Employee			Release \$\$\$	
	5 Mailchimp/FB			Released (-\$\$\$)	
6501	5 Computer Supply/Support			Temp Restricted \$\$\$	
6502	0 Postage			Retained Earning (-\$\$\$)	
	5 Background Chks		52000	neranica connille (->>>)	
	0 Printing				
	0 Supplies				
6504	5 Ops Food				
6505	0 Neon/Microsoft/Adobe				
6505	5 Payroll Fees				
CE 4 4	O Bank Foos / Paunal				

From:	Linda George
To:	Deb Whitaker
Cc:	Janet Collinsworth
Subject:	CLEANING SERVICE
Date:	Sunday, September 13, 2020 8:21:39 AM

...

Good morning, Deb:

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P. O. Box 861664 Plano, TX 75086-1664 Phone: 469-814-0453 www.Hope4Agape.org Info@Hope4Agape.com

	CHECK REQUEST / REIME	BURSEMENT / EXPENS	E / ACCOUNT PAY	ABLE	
PAYABLE TO:	Virginia Trevino				
Address	902 Glasy Glen Drive	902 Glasy Glen Drive			
City, State, Zip	Allen, TX 75002				
Phone					
Email				FUNDING SOURCE:	Agape General
	DESCRIPTION / ACCOUNT NAME		CODE	Amount	CLASS:
	Weekly Cleaning of 3B and 48	3	62820	100.00	Agape General
	Date of Service: 9/30/2020				
NOTES			TOTAL	\$ 100	
Desurated D		Payment /	6		1
Requested By:	Deb Whitaker	Delivery method?	CK Draft Debit		
Written / Drawn / Debited By:	Janet Collinsworth	Check / draft / debit date	9.	23.2020	_
Approved By:	Janet Collinsworth ,	Check Acct / Number	Copy Restricted	5180	
Posted By:	l low	Date Posted		9-22.8	020

A - COMMON ACCT NUMBERS

20610 Health Insurance Agape 21600 Payroll Taxes 27205 Mortgage Principal O Ave 27210 Mortgage Principal 11th St 27215 Mortgage Principal 2B/3B 27216 Mortgage Principal 1B 27217 Mortgage Principal 4B 27218 Mortgage Principal 4A 60333 Childcare 60434 Child Development 60412 Transportation 60426 Internet & Phone Part. 60448 Prgm Property Ins. 60461 Rent House Rent 60462 Willow Oak Rent 60463 Pioneer Rent 60471 Rent House Utilities 60472 Willow Oak Utilities 60473 Pioneer Utilities 62871 Office Prop. Ins. 63220 Health Ins. Employee 65005 Mailchimp/FB 65015 Computer Supply/Support 65020 Postage 65025 Background Chks 65030 Printing 65040 Supplies 65045 Ops Food 65050 Neon/Microsoft/Adobe 65055 Payroll Fees 65110 Bank Fees/Paypal

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#### **Restricted/Grants**

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# FOR CK RUN X Trevino Weekly Cleaning 3B4B 9-30-2020

**Final Audit Report** 

2020-09-22

Created:	2020-09-22
By:	Debra Whitaker (whitaker.deb7@gmail.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAAYNZ7IERwW7LMOqM7m60Wtits6f8uH9

# "FOR CK RUN X Trevino Weekly Cleaning 3B4B 9-30-2020" His tory

- Document created by Debra Whitaker (whitaker.deb7@gmail.com) 2020-09-22 - 6:41:00 PM GMT- IP address: 97.99.215.10
- Document emailed to janet collinsworth (janetcollinsworth@me.com) for signature 2020-09-22 6:41:22 PM GMT
- Email viewed by janet collinsworth (janetcollinsworth@me.com) 2020-09-22 - 7:27:18 PM GMT- IP address: 69.231.73.213
- Document e-signed by janet collinsworth (janetcollinsworth@me.com)
   Signature Date: 2020-09-22 7:28:30 PM GMT Time Source: server- IP address: 69.231.73.213
- Ø Agreement completed. 2020-09-22 - 7:28:30 PM GMT

Agape Resource & Assistance Center Inc

09/23/2020	)	Virginia Trevino			
<b>Date</b> 09/15/2020	<b>Type</b> Bill	Reference DOS 9-30-2020	Original Amount 100.00 Check Amount	Balance Due 100.00	<b>Payment</b> 100.00 100.00

10100 Cash & Short 1

PRODUCT DLT104 USE WITH 91663 ENVELOPE

Deluxe Corporation 1-800-328-0304 or www.deluxe.com/shop

8437263601 21.03 85557 CHIKDK04 05/08/2019 15:30 -222-

5780

100.00



PAYABLE TO:	Virginia Trevino	EIMBURSEMENT / EXPENS	-		
Address	902 Glasy Glen Drive				
City, State, Zip	Allen, TX 75002				
Phone					
Email				FUNDING SOURCE:	Agape General
	DESCRIPTION / ACCOUNT N	IAME	CODE	Amount	CLASS:
	Weekly Cleaning of 3B ar		62820	100.00	Agape General
	Date of Service: 10-14-2				Agape General
			TOTAL	\$ 100	
NOTES			1 101112	10 100	
		Payment /	6		
Requested By:	Deb Whitaker	Delivery	CK Draft Debit		
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Approved By:	Canst Collinsworth	Check Acct /	pps Restricted		
	Jane Columnicorth	Number		- OF	$\rightarrow$
Posted By:		Date Posted			

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#### 6042X Direct Support Utilities

X: 1=0, 2=11th, 3=18, 4=28, 6=0 Internet 6285X Agape Utilities X: 1=4A, 2=3B, 3=4B, 4=Security 5=Internet, 6=Gen, Water/Util

SCANNED

X: 1=4A, 2=3B, 3=4B, 4=5eUnity 5=Internet, 6=Gen. Water/Uti 7=Other Util.

#### **Restricted/Grants**

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### Trevino Weekly Cleaning 3B 4B 10-14-2020

### **Final Audit Report**

2020-10-07

	Created:	2020-10-05
	а <b>Ву:</b>	Debra Whitaker (whitaker.deb7@gmail.com)
	Status:	Signed
	Transaction ID:	CBJCHBCAABAAi93RgF3O68wnM45y6Vuj-NmTZZ3oawTq
l		

### "Trevino Weekly Cleaning 3B 4B 10-14-2020" History

- Document created by Debra Whitaker (whitaker.deb7@gmail.com) 2020-10-05 - 6:47:56 PM GMT- IP address: 97.99.215.10
- Document emailed to janet collinsworth (janetcollinsworth@me.com) for signature 2020-10-05 6:48:13 PM GMT
- Email viewed by janet collinsworth (janetcollinsworth@me.com) 2020-10-07 - 1:33:40 AM GMT- IP address: 69.231.73.213
- Occument e-signed by janet collinsworth (janetcollinsworth@me.com)
   Signature Date: 2020-10-07 1:33:56 AM GMT Time Source: server- IP address: 69.231.73.213

Ø Agreement completed. 2020-10-07 - 1:33:56 AM GMT



PAYABLE TO:	Virginia Trevino		-	-	
Address	902 Glasy Glen Drive				
City, State, Zip	Allen, TX 75002				
Phone					
Email				FUNDING SOURCE:	Agape General
	DESCRIPTION / ACCOUNT NAME		CODE	Amount	CLASS:
	Weekly Cleaning of 3B and 4B		62820	100.00	Agape General
	Date of Service: 10-21-2020				
			TOTAL	\$ 100.00	
NOTES				-	
		Deverant /			
Requested By:	Deb Whitaker	Payment / Delivery	CK Draft Debit		
nequested by.	Deb wintakei	method?	U Diant Debit		
Written / Drawn /	-	Check / draft /		10/10-0	
Debited By:	m	debit date	10	10/712020	
Approved By:		Check Acct /	Opps Restricted	10/7/2022 578,61_1	
Approved by.	Janet Collinsworth	Number	Opps Restricted	51001	- 2
Posted By:		Date Posted			

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7=Other Util.

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### Trevino Weekly Cleaning 3B 4B 10-21-2020

**Final Audit Report** 

2020-10-07

2020-10-05
Debra Whitaker (whitaker.deb7@gmall.com)
Signed
CBJCHBCAABAAsulzSgqyc9cg8THwz_JlwKofgSVS2BqG

### "Trevino Weekly Cleaning 3B 4B 10-21-2020" History

- Document created by Debra Whitaker (whitaker.deb7@gmail.com) 2020-10-05 - 6:48:57 PM GMT- IP address: 97.99.215.10
- Document emailed to janet collinsworth (janetcollinsworth@me.com) for signature 2020-10-05 6:49:25 PM GMT
- Email viewed by janet collinsworth (janetcollinsworth@me.com) 2020-10-07 - 1:34:12 AM GMT- IP address: 69.231.73.213
- Ocument e-signed by janet collinsworth (janetcollinsworth@me.com)
   Signature Date: 2020-10-07 1:34:30 AM GMT Time Source: server- IP address: 69.231.73.213
- Ø Agreement completed. 2020-10-07 - 1:34:30 AM GMT



PAYABLE TO:	Virginia Trovino	-	-	-		
Address	902 Glasy Glen Drive					
City, State, Zip	Allen, TX 75002					
Phone						
Email				FUNDING SOURCE:	Agape General	
	DESCRIPTION / ACCOUNT NAM	ИE	CODE	Amount	CLASS:	
	Weekly Cleaning of 3B and	4B	62820	100.00	Agape General	
	Date of Service: 10-28-202	20				
			TOTAL	\$ 100		
NOTES			TOTAL	\$ 100		
NOTES						
	1	Payment /	10		1	
Requested By:	Deb Whitaker	Delivery	O Draft Debit			
		method?				
Written / Drawn /	2	Check / draft /	E	non		
Debited By:		debit date	5	187		
Approved By:	0 . 2	Check Acct /	Opp Restricted			
ippiored by.	Janet-Collinsworth	) Number	Copp Restricted	10 1009		
Posted By:	i nov					

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60441 O Ave 60442 11th St. 60443 19th-1B 60444 19th-2B 60481 Rent Housing 60482 Willow Oak 60483 Pioneer 62820 3B, 4B & 4A



#### 6042X Direct Support Utilities

X: 1=0, 2=11th, 3=1B, 4=2B, 6=0 Internet 6285X **Agape Utilities** X: 1=4A, 2=3B, 3=4B, 4=Security,

5=Internet, 6=Gen. Water/Util, 7=Other Util.

#### **Restricted/Grants**

xxxxx Regular expense \$\$\$ 48705 Release \$\$\$ 47765 Released (-\$\$\$) 31590 Temp Restricted \$\$\$ 32000 Retained Earning (-\$\$\$)

From:	Linda George
To:	Deb Whitaker
Cc:	Janet Collinsworth
Subject:	CLEANING SERVICE
Date:	Sunday, September 13, 2020 8:21:39 AM

Janet asked me to investigate a weekly cleaning service for 3B and 4B.

Starting this Wednesday, Sept. 16, at 5:30 pm, Gina Trevino and her mom Teresa Trevino will do some basic cleaning downstairs. They will also clean the sink area outside Janet's office.

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- Make check payable to Virginia Trevino.
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### Trevino Weekly Cleaning 3B 4B 10-28-2020

Final Audit Report

2020-10-07

Created:	2020-10-05
By:	Debra Whitaker (whitaker.deb7@gmail.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAAJjA-GIPzwMr7XeKi5KRmKZSs9-8J7mzh

### "Trevino Weekly Cleaning 3B 4B 10-28-2020" History

- Document created by Debra Whitaker (whitaker.deb7@gmail.com) 2020-10-05 - 6:50:07 PM GMT- IP address: 97.99.215.10
- Document emailed to janet collinsworth (janetcollinsworth@me.com) for signature 2020-10-05 6:50:24 PM GMT
- Email viewed by janet collinsworth (janetcollinsworth@me.com) 2020-10-07 - 1:34:34 AM GMT- IP address: 69.231.73.213
- Document e-signed by janet collinsworth (janetcollinsworth@me.com)
   Signature Date: 2020-10-07 1:35:02 AM GMT Time Source: server- IP address: 69.231.73.213
- Ø Agreement completed. 2020-10-07 - 1:35:02 AM GMT



### CHECK REQUEST / REIMBURSEMENT / EXPENSE / ACCOUNT PAYABLE

PAYABLE TO:	Virginia Trevino				
Address	902 Glasy Glen Drive				
City, State, Zip	Allen, TX 75002				
Phone					
Email				FUNDING SOURCE:	Agape General
	DESCRIPTION / ACCOUNT NAM	ИЕ	CODE	Amount	CLASS:
	Weekly Cleaning of 3B and	4B	62820	100.00	Agape Genera
	Date of Service: 11-4-2020	0			
		and the state of the	TOTAL	\$ 100.00	
NOTES					
		Payment /	and a second	-	
Requested By:	Deb Whitaker	Delivery	CK Draft Debi	t	
		method?			
Written / Drawn /	m	Check / draft /	11_1	6-2120	
Debited By:	100	debit date	11-5	7-000	
Approved By:	Janst Collinsworth	Check Acct /	Opps Restricte	5191	
	Jane Collinsworth	Number	- pps resolution.	4-2020 5196 11/4/2020	
Posted By:		Date Posted		1, 114/ 10/21	

A - COMMON ACCT NUMBERS

20610 Health Insurance Agape 21600 Payroll Taxes 27205 Mortgage Principal O Ave 27210 Mortgage Principal 11th St 27215 Mortgage Principal 28/38 27216 Mortgage Principal 1B 27217 Mortgage Principal 48 27218 Mortgage Principal 4A 60333 Childcare 60434 Child Development 60412 Transportation 60426 Internet & Phone Part. 60448 Prgm Property Ins. 60461 Rent House Rent 60462 Willow Oak Rent 60463 Pioneer Rent 60471 Rent House Utilities 60472 Willow Oak Utilities 60473 Pioneer Utilities 62871 Office Prop. Ins. 63220 Health Ins. Employee 65005 Mailchimp/FB 65015 Computer Supply/Support 65020 Postage 65025 Background Chks 65030 Printing 65040 Supplies 65045 Ops Food 65050 Neon/Microsoft/Adobe 65055 Payroll Fees 65110 Bank Fees/Paypal

### Repair/Maint/Clean

60441 O Ave 60442 11th St. 60443 19th-1B 60444 19th-2B 60481 Rent Housing 60482 Willow Oak 60483 Pioneer 62820 3B, 4B & 4A

### 6042X Direct Support Utilities

X: 1=0, 2=11th, 3=1B, 4=2B, 6=0 Internet

### 6285X Agape Utilities

X: 1=4A, 2=3B, 3=4B, 4=Security, 5=Internet, 6=Gen. Water/Util, 7=Other Util.

#### Restricted/Grants

xxxxx Regular expense \$\$\$ 48705 Release \$\$\$ 47765 Released (-\$\$\$) 31590 Temp Restricted \$\$\$ 32000 Retained Earning (-\$\$\$)



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To:	_Deb_Whitaker
Cc:	Janet Collinsworth
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### X Trevino Weekly Cleaning 3B 4B 11-4-2020

### Final Audit Report

2020-11-11

Created:	2020-11-03
By:	Debra Whitaker (whitaker.deb7@gmail.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAAQAkWeSbOW9CHer2nMVnQbX7YGKJx4v4S

### "X Trevino Weekly Cleaning 3B 4B 11-4-2020" History

- Document created by Debra Whitaker (whitaker.deb7@gmail.com) 2020-11-03 - 5:54:12 PM GMT- IP address: 47.234.226.216
- C, Document emailed to janet collinsworth (janetcollinsworth@me.com) for signature 2020-11-03 5:54:39 PM GMT
- Email viewed by janet collinsworth (janetcollinsworth@me.com) 2020-11-03 - 6:24:15 PM GMT- IP address: 69.231.73.213
- Email viewed by janet collinsworth (janetcollinsworth@me.com)
   2020-11-11 6:56:00 PM GMT- IP address: 97,99,215.10
- Document e-signed by janet collinsworth (janetcollinsworth@me.com)
   Signature Date: 2020-11-11 6:56:15 PM GMT Time Source: server- IP address: 97.99.215.10
- Agreement completed. 2020-11-11 - 6:56:15 PM GMT





### CHECK REQUEST / REIMBURSEMENT / EXPENSE / ACCOUNT PAYABLE

Number

**Date Posted** 

PAYABLE TO:	Virginia Trevino				
Address	902 Glasy Glen Drive				
City, State, Zip	Allen, TX 75002				
Phone					
Email				FUNDING SOURCE:	Agape General
	DESCRIPTION / ACCOUNT NAME		CODE	Amount	CLASS:
	Weekly Cleaning of 3B and 4B		62820	100.00	Agape General
	Date of Service: 11-11-2020				
	· · · · · · · · · · · · · · · · · · ·				
			TOTAL	\$ 100	
NOTES					
				\	
		Payment /			
Requested By:	Deb Whitaker	Delivery	CK Draft Debit		
		method?			
Written / Drawn /		Check / draft /	11	11-20	
Debited By:	DU	debit date		710	
Approved By:	Danst Calling watt	Check Acct /	Opps Restricted	-11-20 5800	

A - COMMON ACCT NUMBERS

Posted By:

20610 Health Insurance Agape 21600 Payroll Taxes 27205 Mortgage Principal O Ave 27210 Mortgage Principal 11th St 27215 Mortgage Principal 2B/3B 27216 Mortgage Principal 18 27217 Mortgage Principal 4B 27218 Mortgage Principal 4A 60333 Childcare 60434 Child Development **60412 Transportation** 60426 Internet & Phone Part. 60448 Prgm Property Ins. 60461 Rent House Rent 60462 Willow Oak Rent 60463 Ploneer Rent 60471 Rent House Utilities 60472 Willow Oak Utilities 60473 Ploneer Utilities 62871 Office Prop. Ins. 63220 Health Ins. Employee 65005 Mailchimp/FB 65015 Computer Supply/Support 65020 Postage 65025 Background Chks 65030 Printing 65040 Supplies 65045 Ops Food 65050 Neon/Microsoft/Adobe 65055 Payroll Fees 65110 Bank Fees/Paypal

nat Collinsworth

#### **Repair/Maint/Clean**

60441 O Ave 60442 11th St. 60443 19th-1B 60444 19th-2B 60481 Rent Housing 60482 Willow Oak 60483 Pioneer 62820 3B, 4B & 4A

6042X Direct Support Utilities X: 1=0, 2=11th, 3=1B, 4=28, 6=0 Internet

**21**00

6285X Agape Utilities

X: 1=4A, 2=3B, 3=4B, 4=Security, 5=Internet, 6=Gen. Water/Util, 7=Other Util.

#### **Restricted/Grants**

X0000X Regular expense \$\$\$ 48705 Release \$\$\$ 47765 Released (-\$\$\$) 31590 Temp Restricted \$\$\$ 32000 Retained Earning (-\$\$\$) 
 From:
 Linda George

 To:
 Deb Whitaker

 Cc:
 Janet Collinsworth

 Subject:
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 Date:
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### X Trevino Weekly Cleaning 3B 4B 11-11-2020

**Final Audit Report** 

2020-11-03

2020-11-03
Debra Whitaker (whitaker.dəb7@gmail.com)
Signed
CBJCHBCAABAALlbc5Kk-Z7TrsCQcnSQ44rNmvAwxUe

### "X Trevino Weekly Cleaning 3B 4B 11-11-2020" History

- Document created by Debra Whitaker (whitaker.deb7@gmall.com) 2020-11-03 5:55:39 PM GMT- IP address: 47.234.226.216
- Document emailed to janet collinsworth (janetcollinsworth@me.com) for signature 2020-11-03 5:55:54 PM GMT
- Email viewed by janet collinsworth (janetcollinsworth@me.com) 2020-11-03 - 6:24:27 PM GMT- IP address: 69.231.73.213
- Document e-signed by janet collinsworth (janetcollinsworth@me.com) Signature Date: 2020-11-03 - 6:24:43 PM GMT - Time Source: server- IP address: 69.231.73.213

Agreement completed. 2020-11-03 - 6:24:43 PM GMT

### Agape Resource & Assistance Center Inc

11/11/202	0 Vi	rginia Trevino			
Date 11/05/2020	Type Bill	Reference DOS 11-11-2020	Original Amount 100.00	Balance Due 100.00	Payment 100.00
		Chec	ck Amount		100.00

### 10100 Cash & Short 1

PRODUCT DLT104 USE WITH 91663 ENVELOPE

Deluxe Corporation 1-800-328-0304 or www.deluxe.com/shop

8437263601

### 5800

100.00



PAYABLE TO:	Virginia Trevino					1
Address	902 Glasy Glen Drive					1
City, State, Zip	Allen, TX 75002					1
Phone			1			1
Email				FUNDING SOURCE:	Agape General	1
	DESCRIPTION / ACCOUNT NAME		CODE	Amount	CLASS:	1
	Weekly Cleaning of 3B and 4		62820	100.00	Agape General	44
	Date of Service: 11-18-2020				- 5 1	9
						1
						1
	and the second					1
in the second			TOTAL	\$ 100		1
NOTES			1	- Linear designments		1
10120						1
						1
		Payment /	1	T	1	-
Requested By:	Deb Whitaker	Delivery (	CK praft Debit			
inequested by:	Loo milandi	method?				
Written / Drawn	milia					
Debited By:	bo Linaa a	Check / draft /	11-1	18-2020		
		Check Acct /		A		
Approved By:	janet collinsworth	Number	ppps Restricter	431	State of the second	
Posted By:	anet collinsworth (Nov 17, 2020 17, 20 Car	Date Posted	4-	11-30-2020	-	
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A - COMMON AC	CT NUMBERS	//				
	/ [	//				
206	10 Health Insurance Agape	/	Repair/Maint/C	lean		
	00 Payroll Taxes			41 O Ave		
	05 Mortgage Principal O Ave		6044	42 11th St.		
	10 Mortgage Principal 11th St		6044	43 19th-1B		
	15 Mortgage Principal 2B/3B		6044	44 19th-2B		
	16 Mortgage Principal 1B		6048	81 Rent Housing		
	17 Mortgage Principal 4B			32 Willow Oak		
	18 Mortgage Principal 4A		6048	33 Pioneer		
	33 Childcare			20 3B, 4B & 4A		
	34 Child Development					
	12 Transportation	(9.7	6042	2X Direct Support Utilities		
	26 Internet & Phone Part.					
				X: 1=0, 2=11th, 3=1B, 4=2B, 6=0	C	
604	48 Prem Property Ins			X: 1=O, 2=11th, 3=1B, 4=2B, 6=0 Internet	C	
	48 Prgm Property Ins. 61 Rent House Rent		628	Internet	0	
604	61 Rent House Rent		628	Internet 5X Agape Utilities		
604 604	61 Rent House Rent 62 Willow Oak Rent		628!	Internet 5X Agape Utilities X: 1=4A, 2=3B, 3=4B, 4=Security		
604 604 604	61 Rent House Rent 62 Willow Oak Rent 63 Pioneer Rent		628	Internet 5X Agape Utilities X: 1=4A, 2=3B, 3=4B, 4=Security S=Internet, 6=Gen. Water/Util,		
604 604 604 604	61 Rent House Rent 62 Willow Oak Rent 63 Pioneer Rent 71 Rent House Utilities		628	Internet 5X Agape Utilities X: 1=4A, 2=3B, 3=4B, 4=Security		
604 604 604 604	61 Rent House Rent 62 Willow Oak Rent 63 Pioneer Rent 71 Rent House Utilities 72 Willow Oak Utilities			Internet 5X Agape Utilities X: 1=4A, 2=3B, 3=4B, 4=Security S=Internet, 6=Gen. Water/Util, 7=Other Util.		
604 604 604 604 604 604	61 Rent House Rent 62 Willow Oak Rent 63 Pioneer Rent 71 Rent House Utilities 72 Willow Oak Utilities 73 Pioneer Utilities		Restricted/Gran	Internet 5X Agape Utilities X: 1=4A, 2=3B, 3=4B, 4=Security S=Internet, 6=Gen. Water/Util, 7=Other Util.		
604 604 604 604 604 604 604 628	61 Rent House Rent 62 Willow Oak Rent 63 Pioneer Rent 71 Rent House Utilities 72 Willow Oak Utilities 73 Pioneer Utilities 71 Office Prop. Ins.		Restricted/Gran xxxxx	Internet 5X Agape Utilities X: 1=4A, 2=3B, 3=4B, 4=Security S=Internet, 6=Gen. Water/Util, 7=Other Util. Its Regular expense \$\$\$		
604 604 604 604 604 604 628 632	61 Rent House Rent 62 Willow Oak Rent 63 Pioneer Rent 71 Rent House Utilities 72 Willow Oak Utilities 73 Pioneer Utilities 71 Office Prop. Ins. 20 Health Ins. Employee		Restricted/Gran xxxxx 487/	Internet 5X Agape Utilities X: 1=4A, 2=3B, 3=4B, 4=Security S=Internet, 6=Gen. Water/Util, 7=Other Util. Its Regular expense \$\$\$ 05 Release \$\$\$		
604 604 604 604 604 604 628 632 632	61 Rent House Rent 62 Willow Oak Rent 63 Pioneer Rent 71 Rent House Utilities 72 Willow Oak Utilities 73 Pioneer Utilities 71 Office Prop. Ins. 20 Health Ins. Employee 905 Mailchimp/FB		Restricted/Gran xxxxx 487( 477)	Internet 5X Agape Utilities X: 1=4A, 2=3B, 3=4B, 4=Security S=Internet, 6=Gen. Water/Util, 7=Other Util. ts Regular expense \$\$\$ 05 Release \$\$\$ 65 Released (-\$\$\$)		
604 604 604 604 604 604 628 632 632 650 650	61 Rent House Rent 62 Willow Oak Rent 63 Pioneer Rent 71 Rent House Utilities 72 Willow Oak Utilities 73 Pioneer Utilities 71 Office Prop. Ins. 72 Health Ins. Employee 75 Mailchimp/FB 75 Computer Supply/Support		Restricted/Gran xxxxx 487/ 477/ 315	Internet 5X Agape Utilities X: 1=4A, 2=3B, 3=4B, 4=Security S=Internet, 6=Gen. Water/Util, 7=Other Util. ts Regular expense \$\$\$ 05 Release \$\$\$ 65 Released (-\$\$\$) 90 Temp Restricted \$\$\$		
604 604 604 604 604 604 628 632 632 650 650 650 650	61 Rent House Rent 62 Willow Oak Rent 63 Pioneer Rent 71 Rent House Utilities 72 Willow Oak Utilities 73 Pioneer Utilities 71 Office Prop. Ins. 72 Health Ins. Employee 75 Mailchimp/FB 75 Computer Supply/Support 70 Postage		Restricted/Gran xxxxx 487/ 477/ 315	Internet 5X Agape Utilities X: 1=4A, 2=3B, 3=4B, 4=Security S=Internet, 6=Gen. Water/Util, 7=Other Util. ts Regular expense \$\$\$ 05 Release \$\$\$ 65 Released (-\$\$\$)		
604 604 604 604 604 604 628 632 650 650 650 650 650 650	61 Rent House Rent 62 Willow Oak Rent 63 Pioneer Rent 71 Rent House Utilities 72 Willow Oak Utilities 73 Pioneer Utilities 71 Office Prop. Ins. 72 Health Ins. Employee 75 Mailchimp/FB 75 Computer Supply/Support 70 Postage 75 Background Chks		Restricted/Gran xxxxx 487/ 477/ 315	Internet 5X Agape Utilities X: 1=4A, 2=3B, 3=4B, 4=Security S=Internet, 6=Gen. Water/Util, 7=Other Util. ts Regular expense \$\$\$ 05 Release \$\$\$ 65 Released (-\$\$\$) 90 Temp Restricted \$\$\$		
604 604 604 604 604 604 628 632 650 650 650 650 650 650 650	61 Rent House Rent 62 Willow Oak Rent 63 Pioneer Rent 71 Rent House Utilities 72 Willow Oak Utilities 73 Pioneer Utilities 74 Office Prop. Ins. 75 Health Ins. Employee 75 Mailchimp/FB 75 Computer Supply/Support 70 Postage 75 Background Chks 73 Pinting		Restricted/Gran xxxxx 487/ 477/ 315	Internet 5X Agape Utilities X: 1=4A, 2=3B, 3=4B, 4=Security S=Internet, 6=Gen. Water/Util, 7=Other Util. ts Regular expense \$\$\$ 05 Release \$\$\$ 65 Released (-\$\$\$) 90 Temp Restricted \$\$\$		
604 604 604 604 604 604 628 632 650 650 650 650 650 650 650 650 650	61 Rent House Rent 62 Willow Oak Rent 63 Pioneer Rent 71 Rent House Utilities 72 Willow Oak Utilities 73 Pioneer Utilities 71 Office Prop. Ins. 72 Health Ins. Employee 75 Mailchimp/FB 75 Computer Supply/Support 70 Postage 75 Background Chks 73 Pinting 740 Supplies		Restricted/Gran xxxxx 487/ 477/ 315	Internet 5X Agape Utilities X: 1=4A, 2=3B, 3=4B, 4=Security S=Internet, 6=Gen. Water/Util, 7=Other Util. ts Regular expense \$\$\$ 05 Release \$\$\$ 65 Released (-\$\$\$) 90 Temp Restricted \$\$\$		
604 604 604 604 604 604 628 632 650 650 650 650 650 650 650 650 650 650	<ul> <li>An Rent House Rent</li> <li>Willow Oak Rent</li> <li>Pioneer Rent</li> <li>Pioneer Rent</li> <li>Rent House Utilities</li> <li>Willow Oak Utilities</li> <li>Pioneer Utilities</li> <li>Office Prop. Ins.</li> <li>Health Ins. Employee</li> <li>Mailchimp/FB</li> <li>Computer Supply/Support</li> <li>Postage</li> <li>Background Chks</li> <li>Printing</li> <li>Supplies</li> <li>Sops Food</li> </ul>		Restricted/Gran xxxxx 487/ 477/ 315	Internet 5X Agape Utilities X: 1=4A, 2=3B, 3=4B, 4=Security S=Internet, 6=Gen. Water/Util, 7=Other Util. ts Regular expense \$\$\$ 05 Release \$\$\$ 65 Released (-\$\$\$) 90 Temp Restricted \$\$\$		
604 604 604 604 604 604 628 632 650 650 650 650 650 650 650 650 650 650	61 Rent House Rent 62 Willow Oak Rent 63 Pioneer Rent 71 Rent House Utilities 72 Willow Oak Utilities 73 Pioneer Utilities 71 Office Prop. Ins. 72 Health Ins. Employee 75 Mailchimp/FB 75 Computer Supply/Support 70 Postage 75 Background Chks 73 Pinting 740 Supplies		Restricted/Gran xxxxx 487/ 477/ 315	Internet 5X Agape Utilities X: 1=4A, 2=3B, 3=4B, 4=Security S=Internet, 6=Gen. Water/Util, 7=Other Util. ts Regular expense \$\$\$ 05 Release \$\$\$ 65 Released (-\$\$\$) 90 Temp Restricted \$\$\$		
604 604 604 604 604 628 632 650 650 650 650 650 650 650 650 650 650	<ul> <li>An Rent House Rent</li> <li>Willow Oak Rent</li> <li>Pioneer Rent</li> <li>Pioneer Rent</li> <li>Rent House Utilities</li> <li>Willow Oak Utilities</li> <li>Pioneer Utilities</li> <li>Office Prop. Ins.</li> <li>Health Ins. Employee</li> <li>Mailchimp/FB</li> <li>Computer Supply/Support</li> <li>Postage</li> <li>Background Chks</li> <li>Printing</li> <li>Supplies</li> <li>Sops Food</li> </ul>		Restricted/Gran xxxxx 487/ 477/ 315	Internet 5X Agape Utilities X: 1=4A, 2=3B, 3=4B, 4=Security S=Internet, 6=Gen. Water/Util, 7=Other Util. ts Regular expense \$\$\$ 05 Release \$\$\$ 65 Released (-\$\$\$) 90 Temp Restricted \$\$\$		

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To:	Deb Whitaker
Cc:	Janet Collinsworth
Subject:	CLEANING SERVICE
Date:	Sunday, September 13, 2020 8:21:39 AM

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# Trevino Weekly Cleaning 3B 4B DOS 11-18-2020

### **Final Audit Report**

2020-11-17

	·		-	5°
Created:	2020-11-17			
<b>B</b>				
By:	Debra Whitaker (whitaker.de	ed/@gmail.com)		
Status:	Dimod			
Status.	Signed			
Transaction ID:		Ye6Ktxg1uLsOU1gFm9J5cW6		
mansacuon ib.	CDICIDOMDAZUSQUAS	Teoring Incoord Britisport	103	

### "Trevino Weekly Cleaning 3B 4B DOS 11-18-2020" History

- Document created by Debra Whitaker (whitaker.deb7@gmail.com) 2020-11-17 10:46:31 PM GMT- IP address: 47.234.226.216
- Document emailed to janet collinsworth (janetcollinsworth@me.com) for signature 2020-11-17 10:46:48 PM GMT
- Email viewed by janet collinsworth (janetcollinsworth@me.com) 2020-11-17 - 11:02:20 PM GMT- IP address: 97.99.215.10
- Document e-signed by janet collinsworth (janetcollinsworth@me.com)
   Signature Date: 2020-11-17 11:02:36 PM GMT Time Source: server- IP address: 97.99.215.10
- Agreement completed. 2020-11-17 - 11:02:38 PM GMT

AGAPE RESOURCE & ASSISTANCE CENTER, INC.	32-61/1110	2437
1325 - 19TH ST., STE. 3B PLANO, TX 75074-5950	DATE 11-18-	2020
PAY TO THE Virginia Trevino		\$ 100,00
One Rundred and 100		DOLLARS DOLLARS
www.Chase.com	ada B	George N
1111000614. 510533875	2437	



10

P. O. Box 861664 Plano, TX 75086-1664 Phone: 469-814-0453 www.Hope4Agape.org Info@Hope4Agape.com

### CHECK REQUEST REIMBURSEMENT / EXPENSE / ACCOUNT PAYABLE

•

PAYABLE TO:	Virginia Trevino					
Address	902 Glasy Glen Drive					
City, State, Zip	Allen, TX 75002					_
Phone						
Email				FUNDING SOURCE:	Agape General	
	DESCRIPTION / ACCOUNT NAM		CODE	Amount	CLASS:	11.11
	Weekly Cleaning of 3B and 4	1B	62820	100.00	Agape General	HHH
	Date of Service: 11-18-2020					
	11-25-	2020 /				
		·				
			TOTAL	\$ 100		
NOTES		V				
		Payment /	G		_	
Requested By:	Deb Whitaker	Delivery	GDraft Debit			
		n method?				
Written / Drawn /	E E	Check / draft / debit date	11	Q.7870		
Debited By:			//-/	0505-91		
Approved By:	vanet collinsworth	Check Acct /	Opps Restricted	5812		
	anet collinsworth (Nav 17, 2029 17:02 ST)	Number (	oppsriestricted	997		
Posted By:		Date Posted		11/19/2020		
2160 2720 2721 2721 2721 2721 2721 2721 6033 6043 6043 6044 6046 6046 6046 6046	0 Health Insurance Agape 0 Payroll Taxes 5 Mortgage Principal O Ave 0 Mortgage Principal O Ave 0 Mortgage Principal 11th St 5 Mortgage Principal 28/38 6 Mortgage Principal 48 8 Mortgage Principal 4A 3 Childcare 4 Child Development 2 Transportation 6 Internet & Phone Part. 8 Prgm Property Ins. 1 Rent House Rent 2 Willow Oak Rent 3 Pioneer Rent 1 Rent House Utilities		60442 60443 60444 60481 60482 60483 62820 60423	Pan 1 O Ave 2 11th St. 3 19th-18 4 19th-28 4 19th-28 5 Rent Housing 2 Willow Oak 3 Pioneer 9 3B, 4B & 4A 4 <b>Direct Support Utilities</b> X: 1=0, 2=11th, 3=1B, 4=2B, 6=C Internet 4 <b>Agape Utilities</b> X: 1=4A, 2=3B, 3=4B, 4=Security, 5=Internet, 6=Gen. Water/Util, 7=Other Util.		
60473 62873 63220 65005 65015 65020 65020 65030 65040 65040 65040 65045 65050	2 Willow Oak Utilities 3 Pioneer Utilities 1 Office Prop. Ins. 9 Health Ins. Employee 5 Mailchimp/FB 5 Computer Supply/Support 9 Postage 5 Background Chks 9 Printing 9 Supplies 5 Ops Food 1 Neon/Microsoft/Adobe 9 Payroll Fees 8 Bank Fees/Paypal		47765 31590			

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Starting this Wednesday, Sept. 16, at 5:30 pm, Gina Trevino and her mom Teresa Trevino will do some basic cleaning downstairs. They will also clean the sink area outside Janet's office.

- We will pay them \$100 per week-total for both units.
- Make check payable to Virginia Trevino.
- We will pay them weekly.

This week I will meet them for a brief "orientation" and will give them the code for access for future Wednesdays. I will also show them the basket on Tara's desk where they can find their check each week.

You can write several checks at one time or you can write the check each Wednesday when you are in the office—whatever works for you. If Janet is not available to sign the check(s) this week, I can do it when I meet them on Wednesday.

## Treyino Weekly Cleaning 3B 4B DOS 2020

**Final Audit Report** 

2020-11-17

ſ	Created:	2020-11-17
	By:	Debra Whitaker (whitaker.deb7@gmail.com)
	Status:	Signed
	Transaction ID:	CBJCHBCAABAA2d3QoXsYe6Ktxg1uLsOU1gFm9J5cW6Os
	Tansacion ib.	

### "Trevino Weekly Cleaning 3B 4B DOS 11-18-2020" History

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