

City of Bandon

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| CITY COUNCIL AGENDA DOCUMENTATION | DATE: November 6, 2017 |
| SUBJECT: Conference and Community Center Report | ITEM NO: 6.3.4 |

BACKGROUND:

Attached are the Conference and Community Center (The Barn) monthly finance report for September 2017, and the contact log and calendar for October 2017.

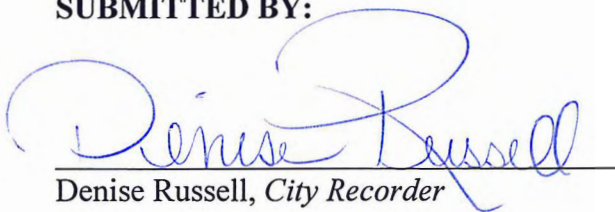
As submitted by: Denise Russell and Jeff Norris

FISCAL IMPACT:

None

RECOMMENDATION:

Motion to approve as part of the Consent Agenda.

SUBMITTED BY:

Denise Russell, *City Recorder*

Report Criteria:

Actual Amounts

All Accounts

Summarize Payroll Detail

Print Period Totals

Print Grand Totals

Page and Total by Fund

All Segments Tested for Total Breaks

[Report].Account Number =

"10044801","10078611","10078620","10078623","10078624","10078631","10078632","10078633","10078634","10078635","10078636","10078640","10078657","10078661","10078665","10078749","10044802","10047310","10047804","10078685","10078687","10078757","10078505","10078550","10078551","10078552","10078555","10078663"

| Date | Journal | Reference Number | Payee or Description | Account Number | Debit Amount | Credit Amount | Balance |
|--|---------|---------------------|--|----------------------|---------------------|------------------|-----------|
| COMMUNITY CENTER RENT REVENUE | | | 08/31/2017 (08/17) Balance | 100-448-01 | | | 4,427.75- |
| 09/05/2017 | CR | 9033263 | COMMUNITY CENTER REVENUE - eat | | | 140.00- | |
| 09/05/2017 | CR | 9033273 | KITCHEN - ROBERTS, JAMES | | | 427.00- | |
| 09/07/2017 | CR | 9033618 | COMMUNITY CENTER REVENUE - CRAFT, M | | | 200.00- | |
| 09/18/2017 | CR | 9034565 | COMMUNITY CENTER REVENUE - SOTHER | | | 75.00- | |
| 09/18/2017 | CR | 9034566 | COMMUNITY CENTER REVENUE - CLASS O | | | 205.00- | |
| 09/18/2017 | CR | 9034567 | COMMUNITY CENTER REVENUE - WINTERS | | | 200.00- | |
| 09/18/2017 | CR | 9034568 | COMMUNITY CENTER REVENUE - SCHOFIE | | | 500.00- | |
| 09/25/2017 | CR | 9035275 | KITCHEN - SPRENGELMEYER, BRIAN | | | 288.75- | |
| 09/25/2017 | CR | 9035276 | TABLE CLOTHS - BRANDON/SARA WEDDING | | | 180.00- | |
| 09/28/2017 | CR | 9035325 | COMMUNITY CENTER REVENUE - COQUILL | | | 150.00- | |
| 09/28/2017 | CR | 9035326 | KITCHEN - BROOKSHIER, ROSEMARY | | | 52.50- | |
| 09/30/2017 (09/17) Period Totals and Balance | | | | | .00 * | 2,418.25- * | 6,846.00- |
| YTD Encumbrance | | .00 YTD Actual | -6,846.00 Total | -6,846.00 YTD Budget | -30,000.00 Unearned | 23,154.00 | |
| COM CTR NEW YEAR'S PARTY | | | 08/31/2017 (08/17) Balance | 100-448-02 | | | .00 |
| 09/30/2017 (09/17) Period Totals and Balance | | | | | .00 * | .00 * | .00 |
| YTD Encumbrance | | .00 YTD Actual | .00 Total | .00 YTD Budget | .00 Unearned | .00 | |
| REIMB. BARN-BEVERAGES | | | 08/31/2017 (08/17) Balance | 100-473-10 | | | .00 |
| 09/30/2017 (09/17) Period Totals and Balance | | | | | .00 * | .00 * | .00 |
| YTD Encumbrance | | .00 YTD Actual | .00 Total | .00 YTD Budget | .00 Unearned | .00 | |
| COMMUNITY CENTER DONATIONS | | | 08/31/2017 (08/17) Balance | 100-478-04 | | | .00 |
| 09/30/2017 (09/17) Period Totals and Balance | | | | | .00 * | .00 * | .00 |
| YTD Encumbrance | | .00 YTD Actual | .00 Total | .00 YTD Budget | -2,000.00 Unearned | 2,000.00 | |
| REGULAR EMPLOYEES SALARIES & WAGES | | | 08/31/2017 (08/17) Balance | 100-78-505 | | | 3,535.07 |
| 09/21/2017 | PC | 2 | PAYROLL TRANS FOR 9/21/2017 PAY PERIOD | | 973.65 | | |
| 09/30/2017 (09/17) Period Totals and Balance | | | | | 973.65 * | .00 * | 4,508.72 |
| YTD Encumbrance | | .00 YTD Actual | 4,508.72 Total | 4,508.72 YTD Budget | 5,094.00 Unexpended | 585.28 | |
| SOCIAL SECURITY | | | 08/31/2017 (08/17) Balance | 100-78-550 | | | 281.66 |
| 09/21/2017 | PB | 4 | PAYROLL TRANS FOR 9/21/2017 PAY PERIOD | | 73.33 | | |
| 09/30/2017 (09/17) Period Totals and Balance | | | | | 73.33 * | .00 * | 354.99 |
| YTD Encumbrance | | .00 YTD Actual | 354.99 Total | 354.99 YTD Budget | 390.00 Unexpended | 35.01 | |
| RETIREMENT | | | 08/31/2017 (08/17) Balance | 100-78-551 | | | 207.10 |
| 09/21/2017 | PB | 11 | PAYROLL TRANS FOR 9/21/2017 PAY PERIOD | | 85.90 | | |
| 09/30/2017 (09/17) Period Totals and Balance | | | | | 85.90 * | .00 * | 293.00 |

| Date | Journal | Reference Number | Payee or Description | Account Number | Debit Amount | Credit Amount | Balance |
|---------------------------|---------|------------------|--|---------------------|----------------------|---------------|----------|
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| YTD Encumbrance | | .00 YTD Actual | 293.00 Total | 293.00 YTD Budget | 1,041.00 Unexpended | 748.00 | |
| <hr/> | | | | | | | |
| HEALTH & LIFE INSURANCE | | | 08/31/2017 (08/17) Balance | 100-78-552 | | | 377.49 |
| 09/21/2017 PB | | 19 | PAYROLL TRANS FOR 9/21/2017 PAY PERIO | | 186.09 | | |
| | | | 09/30/2017 (09/17) Period Totals and Balance | | 186.09 * | .00 * | 563.58 |
| <hr/> | | | | | | | |
| YTD Encumbrance | | .00 YTD Actual | 563.58 Total | 563.58 YTD Budget | 2,293.00 Unexpended | 1,729.42 | |
| <hr/> | | | | | | | |
| W/C INSURANCE | | | 08/31/2017 (08/17) Balance | 100-78-555 | | | 141.00 |
| 09/21/2017 PB | | 34 | PAYROLL TRANS FOR 9/21/2017 PAY PERIO | | 34.66 | | |
| | | | 09/30/2017 (09/17) Period Totals and Balance | | 34.66 * | .00 * | 175.66 |
| <hr/> | | | | | | | |
| YTD Encumbrance | | .00 YTD Actual | 175.66 Total | 175.66 YTD Budget | 200.00 Unexpended | 24.34 | |
| <hr/> | | | | | | | |
| OFFICE EQUIPMENT | | | 08/31/2017 (08/17) Balance | 100-78-611 | | | .00 |
| | | | 09/30/2017 (09/17) Period Totals and Balance | | .00 * | .00 * | .00 |
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| YTD Encumbrance | | .00 YTD Actual | .00 Total | .00 YTD Budget | 500.00 Unexpended | 500.00 | |
| <hr/> | | | | | | | |
| OFFICE SUPPLIES | | | 08/31/2017 (08/17) Balance | 100-78-620 | | | .00 |
| | | | 09/30/2017 (09/17) Period Totals and Balance | | .00 * | .00 * | .00 |
| <hr/> | | | | | | | |
| YTD Encumbrance | | .00 YTD Actual | .00 Total | .00 YTD Budget | 250.00 Unexpended | 250.00 | |
| <hr/> | | | | | | | |
| POSTAGE | | | 08/31/2017 (08/17) Balance | 100-78-623 | | | .00 |
| | | | 09/30/2017 (09/17) Period Totals and Balance | | .00 * | .00 * | .00 |
| <hr/> | | | | | | | |
| YTD Encumbrance | | .00 YTD Actual | .00 Total | .00 YTD Budget | 250.00 Unexpended | 250.00 | |
| <hr/> | | | | | | | |
| PRINTING/PRINTED MATERIAL | | | 08/31/2017 (08/17) Balance | 100-78-624 | | | .00 |
| | | | 09/30/2017 (09/17) Period Totals and Balance | | .00 * | .00 * | .00 |
| <hr/> | | | | | | | |
| YTD Encumbrance | | .00 YTD Actual | .00 Total | .00 YTD Budget | 1,000.00 Unexpended | 1,000.00 | |
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| UTILITIES | | | 08/31/2017 (08/17) Balance | 100-78-631 | | | 1,948.42 |
| 10/01/2017 AP | | 103 | CITY OF BANDON | | 963.73 | | |
| 08/24/2017 AP | | 247 | RON'S OIL CO. | | 49.90 | | |
| 09/22/2017 AP | | 248 | RON'S OIL CO. | | 66.53 | | |
| | | | 09/30/2017 (09/17) Period Totals and Balance | | 1,080.16 * | .00 * | 3,028.58 |
| <hr/> | | | | | | | |
| YTD Encumbrance | | .00 YTD Actual | 3,028.58 Total | 3,028.58 YTD Budget | 15,000.00 Unexpended | 11,971.42 | |
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| TELEPHONE | | | 08/31/2017 (08/17) Balance | 100-78-632 | | | 101.68 |
| | | | 09/30/2017 (09/17) Period Totals and Balance | | .00 * | .00 * | 101.68 |
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| YTD Encumbrance | | .00 YTD Actual | 101.68 Total | 101.68 YTD Budget | 1,500.00 Unexpended | 1,398.32 | |
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| CONTRACTED SERVERS | | | 08/31/2017 (08/17) Balance | 100-78-633 | | | .00 |
| | | | 09/30/2017 (09/17) Period Totals and Balance | | .00 * | .00 * | .00 |
| <hr/> | | | | | | | |
| YTD Encumbrance | | .00 YTD Actual | .00 Total | .00 YTD Budget | .00 Unexpended | .00 | |
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| BAR SUPPLIES | | | 08/31/2017 (08/17) Balance | 100-78-634 | | | .00 |
| | | | 09/30/2017 (09/17) Period Totals and Balance | | .00 * | .00 * | .00 |
| <hr/> | | | | | | | |
| YTD Encumbrance | | .00 YTD Actual | .00 Total | .00 YTD Budget | .00 Unexpended | .00 | |

| Date | Journal | Reference Number | Payee or Description | Account Number | Debit Amount | Credit Amount | Balance |
|--------------------------------|---------|------------------|--|---------------------|----------------------|---------------|----------|
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| LINEN RENTAL | | | 08/31/2017 (08/17) Balance | 100-78-635 | | | 42.75 |
| 09/19/2017 | AP | 300 | WARDROBE CLEANERS, LLC | | 140.60 | | |
| | | | 09/30/2017 (09/17) Period Totals and Balance | | 140.60 * | .00 * | 183.35 |
| YTD Encumbrance | | .00 YTD Actual | 183.35 Total | 183.35 YTD Budget | 2,000.00 Unexpended | 1,816.65 | |
| <hr/> | | | | | | | |
| EVENT - FOOD & MISC | | | 08/31/2017 (08/17) Balance | 100-78-636 | | | .00 |
| | | | 09/30/2017 (09/17) Period Totals and Balance | | .00 * | .00 * | .00 |
| YTD Encumbrance | | .00 YTD Actual | .00 Total | .00 YTD Budget | .00 Unexpended | .00 | |
| <hr/> | | | | | | | |
| MISC EQUIPMENT | | | 08/31/2017 (08/17) Balance | 100-78-640 | | | 15.15 |
| 09/03/2017 | AP | 30 | BANDON ACE HARDWARE | | 38.65 | | |
| 09/25/2017 | AP | 224 | NORRIS, JEFF | | 68.32 | | |
| | | | 09/30/2017 (09/17) Period Totals and Balance | | 106.97 * | .00 * | 122.12 |
| YTD Encumbrance | | .00 YTD Actual | 122.12 Total | 122.12 YTD Budget | 3,500.00 Unexpended | 3,377.88 | |
| <hr/> | | | | | | | |
| CONTRACTUAL SERVICES - JANITOR | | | 08/31/2017 (08/17) Balance | 100-78-657 | | | 3,320.98 |
| 09/15/2017 | AP | 114 | COASTAL PAPER & SUPP INC | | 190.02 | | |
| 10/03/2017 | AP | 350 | SUNRISE CARPET CLEANING | | 795.00 | | |
| | | | 09/30/2017 (09/17) Period Totals and Balance | | 985.02 * | .00 * | 4,306.00 |
| YTD Encumbrance | | .00 YTD Actual | 4,306.00 Total | 4,306.00 YTD Budget | 15,000.00 Unexpended | 10,694.00 | |
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| CONTRACTUAL SERVICES | | | 08/31/2017 (08/17) Balance | 100-78-661 | | | 3,050.00 |
| 09/07/2017 | AP | 90 | BUDWYN'S CUSTOM SHOP | | 85.00 | | |
| 09/23/2017 | AP | 170 | GOLD COAST SECURITY, INC. | | 175.00 | | |
| 09/25/2017 | AP | 222 | NORRIS, JEFF | | 1,500.00 | | |
| 09/01/2017 | AP | 289 | UMPQUA VALLEY FIRE SERVICES, INC. | | 125.00 | | |
| | | | 09/30/2017 (09/17) Period Totals and Balance | | 1,885.00 * | .00 * | 4,935.00 |
| YTD Encumbrance | | .00 YTD Actual | 4,935.00 Total | 4,935.00 YTD Budget | 20,000.00 Unexpended | 15,065.00 | |
| <hr/> | | | | | | | |
| WEB & MARKETING | | | 08/31/2017 (08/17) Balance | 100-78-663 | | | .00 |
| | | | 09/30/2017 (09/17) Period Totals and Balance | | .00 * | .00 * | .00 |
| YTD Encumbrance | | .00 YTD Actual | .00 Total | .00 YTD Budget | 4,500.00 Unexpended | 4,500.00 | |
| <hr/> | | | | | | | |
| DEPOSIT REFUNDS | | | 08/31/2017 (08/17) Balance | 100-78-665 | | | .00 |
| | | | 09/30/2017 (09/17) Period Totals and Balance | | .00 * | .00 * | .00 |
| YTD Encumbrance | | .00 YTD Actual | .00 Total | .00 YTD Budget | .00 Unexpended | .00 | |
| <hr/> | | | | | | | |
| DUCT CLEANING | | | 08/31/2017 (08/17) Balance | 100-78-685 | | | .00 |
| | | | 09/30/2017 (09/17) Period Totals and Balance | | .00 * | .00 * | .00 |
| YTD Encumbrance | | .00 YTD Actual | .00 Total | .00 YTD Budget | .00 Unexpended | .00 | |
| <hr/> | | | | | | | |
| ACOUSTICS/DINING & SR | | | 08/31/2017 (08/17) Balance | 100-78-687 | | | .00 |
| | | | 09/30/2017 (09/17) Period Totals and Balance | | .00 * | .00 * | .00 |
| YTD Encumbrance | | .00 YTD Actual | .00 Total | .00 YTD Budget | .00 Unexpended | .00 | |
| <hr/> | | | | | | | |
| OTHER | | | 08/31/2017 (08/17) Balance | 100-78-749 | | | 112.00 |
| 09/22/2017 | AP | 22 | BANDON KEY WORKS | | 8.00 | | |
| | | | 09/30/2017 (09/17) Period Totals and Balance | | 8.00 * | .00 * | 120.00 |

| Date | Journal | Reference Number | Payee or Description | Account Number | Debit Amount | Credit Amount | Balance |
|-------------------|---------|---------------------|--|-------------------|---------------------|------------------|---------|
| YTD Encumbrance | | .00 YTD Actual | 120.00 Total | 120.00 YTD Budget | 5,000.00 Unexpended | 4,880.00 | |
| DINING RM W/DOORS | | | 08/31/2017 (08/17) Balance | 100-78-757 | | | .00 |
| | | | 09/30/2017 (09/17) Period Totals and Balance | | .00 * | .00 * | .00 |
| YTD Encumbrance | | .00 YTD Actual | .00 Total | .00 YTD Budget | .00 Unexpended | .00 | |

Number of Transactions: 29 Number of Accounts: 28

Total GENERAL FUND (100):

Number of Transactions: 29 Number of Accounts: 28

Grand Totals:

| Debit | Credit | Proof |
|----------|-----------|----------|
| 5,559.38 | 2,418.25- | 3,141.13 |
| 5,559.38 | 2,418.25- | 3,141.13 |

Report Criteria:

Actual Amounts

All Accounts

Summarize Payroll Detail

Print Period Totals

Print Grand Totals

Page and Total by Fund

All Segments Tested for Total Breaks

[Report].Account Number =

"10044801","10078611","10078620","10078623","10078624","10078631","10078632","10078633","10078634","10078635","10078636","10078640","10078657","10078661","10078665","10078749","10044802","10047310","10047804","10078685","10078687","10078757","10078505","10078550","10078551","10078552","10078555","10078663"

MONTH: October 2017

MONTH: October 2017

[illegible]

October 2017

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|--------------|---|--|--|---|-----------------|---|
| | 1 Senior meals Karate Boy Scouts | 2 Senior meals Eat Program | 3 Lions Karate Rosie-Kitchen Jim-Kitchen | 4 Senior meals Dawn-Kitchen Library meeting | 5 Senior meals | 6 Dawn Kitchen Sunday |
| | 8 Senior meals Karate Boy Scouts | 9 Senior meals Eat Program | 10 Lions Karate Rosie-Kitchen Jim-Kitchen | 11 Senior meals Dawn-Kitchen | 12 Senior meals | 13 Senior meals |
| | | | | | | 14 Dawn Kitchen Sunday Jessica Wedding |
| | 15 Senior meals Karate Boy Scouts | 16 Senior meals Eat Program | 17 Lions Karate Rosie-Kitchen Jim-Kitchen | 18 Senior meals Dawn-Kitchen | 19 Senior meals | 20 Senior meals |
| | | | | | | 21 Booster Club Fund Raiser |
| Dawn Kitchen | 22 Senior meals Karate Boy Scouts | 23 Senior meals Eat Program | 24 Lions Karate Rosie-Kitchen Jim-Kitchen | 25 Senior meals Dawn-Kitchen | 26 Senior meals | 27 Senior meals |
| | | | | | | 28 Shoreline Education OSU Extension meeting |
| Dawn Kitchen | 29 Senior meals Karate Boy Scouts Hospital meeting | 30 Senior meals Eat Program Hospital | 31 | | | |