City of Bandon

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

CITY OF BANDON

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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

 $[Report]. Account Number = \\ "10044801", "10078611", "10078620", "10078623", "10078624", "10078631", "10078632", "10078633", "10078634", "10078635", "10078636", "10078636", "10078636", "10078636", "10078636", "10078636", "10078636", "10078636", "10078650", "10078550", "10078551", "10078552", "10078522", "10078622",$ 555","10078663"

Date	Journal	Reference Number		Payee or Desc	ription	Account Number	Debit Amount	Credit Amount	Balance
				•	<u> </u>				
CUMMUNIT	CENTER	RENT REVE	NUE	08/31/2017 (08/17) E	Balance	100-448-01			4,427.7
09/05/2017		9033263	COMM	UNITY CENTER REV	/ENUE - eat			140.00-	
09/05/2017	CR	9033273	KITCHI	EN - ROBERTS, JAM	ES			427.00-	
09/07/2017	CR	9033618	COMM	UNITY CENTER RE	VENUE - CRAFT, M			200.00-	
09/18/2017	CR	9034565	COMM	UNITY CENTER RE	VENUE - SOTHER			75.00-	
09/18/2017	CR	9034566	COMM	UNITY CENTER RE	VENUE - CLASS O			205.00-	
09/18/2017	CR	9034567	COMM	UNITY CENTER RE	VENUE - WINTERS			200.00-	
09/18/2017	CR	9034568	COMM	UNITY CENTER RE	VENUE - SCHOFIE			500.00-	
09/25/2017	CR	9035275	KITCHI	EN - SPRENGELMEY	'ER, BRIAN			288.75-	
09/25/2017	CR	9035276	TABLE	CLOTHS - BRANDO	N/SARA WEDDING			180.00-	
09/28/2017	CR	9035325	COMM	UNITY CENTER RE	VENUE - COQUILL			150.00-	
09/28/2017	CR	9035326	KITCHI	EN - BROOKSHIER, I	ROSEMARY			52.50-	
				09/30/2017 (09/17) F	Period Totals and Bala	nce	.00 *	2,418.25- *	6,846.0
TD Encumb	orance	.00 YTD	Actual	-6,846.00 Total	-6,846.00 YTD Bud	lget -30,000.00 Ur	nearned 23,154.00		
OM CTR N	EW YEAR'	SPARTY		08/31/2017 (08/17) E	Ralance	100-448-02			.0
OWIGHT	L V	OTANTI		` ,	Period Totals and Bala		.00 *	.00 *	.0
				00/00/2017 (00/17)1	Cilou i otalo aria bala		.00		
TD Encumb	orance	.00 YTD	Actual	.00 Total	.00 YTD Budget	.00 Unearned	.00		
EIMB. BAR	N-REVER	AGES		08/31/2017 (08/17) E	Ralance	100-473-10			.0
LIMB. DATE	IN DEVENO	1020		, ,	Period Totals and Bala		.00 *	.00 *	.0
				00/00/2017 (00/17)1	oriou rotalo aria bala				
TD Encumb	orance	.00 YTD	Actual	.00 Total	.00 YTD Budget	.00 Unearned	.00		
OMMUNIT	Y CENTER	DONATIONS	3	08/31/2017 (08/17) E	Balance	100-478-04			.0
Ommor.	. 02.1112.1	2010,1110.11	•		Period Totals and Bala		.00 *	.00 *	.0
				05/00/2017 (05/17)1	CHOC TOCALS AND DAIL	1100	.00	.00	
TD Encumb	orance	.00 YTD	Actual	.00 Total	.00 YTD Budget	-2,000.00 Unearne	d 2,000.00		
EGULAR E	MPLY SAL	ARIES & WA	GES	08/31/2017 (08/17) E	Balance	100-78-505			3,535.0
09/21/2017	PC	2	PAYRO	LL TRANS FOR 9/2	1/2017 PAY PERIO		973.65		
				09/30/2017 (09/17) F	Period Totals and Bala	nce	973.65 *	.00 *	4,508.7
TD Encumb	orance	.00 YTD	Actual	4,508.72 Total	4,508.72 YTD Bud	get 5,094.00 Une	expended 585.28		
OCIAL CEC	NIDITY			08/31/2017 (08/17) E	Palanao	100-78-550			281.6
OCIAL SEC		4	DAVDO	OS/17/2017 (08/17) E		100-76-550	73.33		201.0
09/21/2017	РБ	4	FAIRC			200	73.33 *	.00 *	354.9
				09/30/2017 (09/17) F	Period Totals and Bala	nce	73.33	.00	334,3
TD Encumb	orance	.00 YTD	Actual	354.99 Total	354.99 YTD Budg	et 390.00 Unex	pended 35.01		
ETIREMEN	IT			08/31/2017 (08/17) E	Balance	100-78-551			207.1
09/21/2017		11	PAYRO	LL TRANS FOR 9/2			85.90		
									293.0

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Debit Credit Reference Account Amount Balance Payee or Description Number Amount Date Journal Number YTD Encumbrance .00 YTD Actual 293.00 Total 293.00 YTD Budget 1,041.00 Unexpended 748,00 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 .00 YTD Actual 563.58 Total 563.58 YTD Budget 2,293.00 Unexpended 1,729.42 YTD Encumbrance 141.00 W/C INSURANCE 08/31/2017 (08/17) Balance 100-78-555 34 PAYROLL TRANS FOR 9/21/2017 PAY PERIO 09/21/2017 PB 34.66 09/30/2017 (09/17) Period Totals and Balance 34.66 * .00 * 175.66 YTD Encumbrance .00 YTD Actual 175.66 Total 175.66 YTD Budget 200.00 Unexpended 24.34 OFFICE EQUIPMENT 08/31/2017 (08/17) Balance 100-78-611 .00 09/30/2017 (09/17) Period Totals and Balance .00 * .00 * .00 YTD Encumbrance .00 YTD Actual .00 Total .00 YTD Budget 500.00 Unexpended 500.00 OFFICE SUPPLIES .00 08/31/2017 (08/17) Balance 100-78-620 .00 * .00 * 09/30/2017 (09/17) Period Totals and Balance .00 YTD Encumbrance .00 YTD Actual .00 Total .00 YTD Budget 250.00 Unexpended 250.00 **POSTAGE** 08/31/2017 (08/17) Balance 100-78-623 .00 09/30/2017 (09/17) Period Totals and Balance .00 * .00 * .00 .00 YTD Budget YTD Encumbrance .00 YTD Actual .00 Total 250.00 Unexpended 250.00 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 .00 YTD Actual 1,000.00 Unexpended YTD Encumbrance .00 Total .00 YTD Budget 1,000.00 UTILITIES 08/31/2017 (08/17) Balance 100-78-631 1.948.42 103 CITY OF BANDON 963.73 10/01/2017 AP RON'S OIL CO. 08/24/2017 AP 247 49.90 09/22/2017 AP 248 RON'S OIL CO. 66.53 .00 * 3,028.58 09/30/2017 (09/17) Period Totals and Balance 1,080.16 * .00 YTD Actual 3,028.58 YTD Budget 15,000.00 Unexpended 11,971.42 YTD Encumbrance 3.028.58 Total TELEPHONE 08/31/2017 (08/17) Balance 100-78-632 101 68 .00 * 09/30/2017 (09/17) Period Totals and Balance 00 * 101.68 .00 YTD Actual 101.68 Total 101.68 YTD Budget 1,500.00 Unexpended 1,398.32 YTD Encumbrance CONTRACTED SERVERS 08/31/2017 (08/17) Balance 100-78-633 .00 .00 * 09/30/2017 (09/17) Period Totals and Balance .00 * .00 .00 YTD Actual .00 Total .00 YTD Budget .00 Unexpended .00 YTD Encumbrance BAR SUPPLIES 08/31/2017 (08/17) Balance 100-78-634 .00 .00 * 09/30/2017 (09/17) Period Totals and Balance .00 * .00 .00 YTD Actual .00 Total .00 YTD Budget .00 Unexpended .00 YTD Encumbrance

CITY OF BANDON

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Period: 09/17 - 09/17

Date	Journal	Refere			Payee or Desc	ription	Accour		Debit Amount	Credit Amount		Balance
LINEN RENTA	L				08/31/2017 (08/17) B	alance	100-78-635					42.75
09/19/2017	AP		300	WARD	ROBE CLEANERS, LI 09/30/2017 (09/17) P	LC Period Totals and Bala	ince		140.60 140.60	* .00		183.35
YTD Encumbra	ance	.00	YTD	Actual	183.35 Total	183.35 YTD Budg	jet 2,000.0	0 Unexpende	d 1,816.6	5		
					00/04/00/17 (00/47)		100 70 000					00
EVENT - FOOI	D & MISC	;			08/31/2017 (08/17) B 09/30/2017 (09/17) P	alance eriod Totals and Bala	100-78-636 ince		.00	* .00	*	.00
YTD Encumbra	ance	.00	YTD	Actual	.00 Total	.00 YTD Budget	.00 Une	expended	.00			
MISC EQUIPM	IENT				08/31/2017 (08/17) B	alance	100-78-640					15.15
09/03/2017			30	BAND	ON ACE HARDWARE				38.65			
09/25/2017	AP		224	NORR	IS, JEFF				68.32			
					09/30/2017 (09/17) P	eriod Totals and Bala	ince		106.97	* .00	*	122.12
YTD Encumbra	ance	.00	YTD	Actual	122.12 Total	122.12 YTD Budg	get 3,500.0	0 Unexpende	d 3,377.8	8		
CONTRACTUA	AL SERV	ICES	JANIT	OR	08/31/2017 (08/17) B	salance	100-78-657					3,320.98
09/15/2017 A	AP		114	COAS	TAL PAPER & SUPP I	NC			190.02			
10/03/2017	AP		350	SUNR	SE CARPET CLEANII	NG			795.00			
					09/30/2017 (09/17) P	eriod Totals and Bala	ince		985.02	* .00	*	4,306.00
YTD Encumbra	ance	.00	YTD	Actual	4,306.00 Total	4,306.00 YTD Bud	dget 15,000	0.00 Unexpend	ded 10,69	4.00		
CONTRACTUA	AL SERV	ICES			08/31/2017 (08/17) B	salance	100-78-661					3,050.00
09/07/2017	AP		90	BUDW	YN'S CUSTOM SHOP)			85.00			
09/23/2017	AP		170	GOLD	COAST SECURITY, II	NC.			175.00			
09/25/2017	AP		222	NORR	IS, JEFF				1,500.00			
09/01/2017	AP		289	UMPQ	UA VALLEY FIRE SEF				125.00			4.005.00
					09/30/2017 (09/17) P	eriod Totals and Bala	ince		1,885.00	* .00	•	4,935.00
YTD Encumbra	ance	.00	YTD	Actual	4,935.00 Total	4,935.00 YTD Bud	iget 20,000	0.00 Unexpend	ded 15,06	5.00		
WEB & MARK	ETING				08/31/2017 (08/17) B	alance	100-78-663					.00
					09/30/2017 (09/17) P	eriod Totals and Bala	ince		.00	.00	*	.00
YTD Encumbra	ance	.00	YTD	Actual	.00 Total	.00 YTD Budget	4,500.00 l	Jnexpended	4,500.00			
DEPOSIT REF	UNDS				08/31/2017 (08/17) B	alance	100-78-665					.00
						eriod Totals and Bala	nce		.00	.00	*	.00
YTD Encumbra	ance	.00	YTD	Actual	.00 Total	.00 YTD Budget	.00 Une	expended	.00			
DUCT CLEANI	ING				08/31/2017 (08/17) B	alance	100-78-685					.00
2001 02.20					` ,	eriod Totals and Bala			.00	.00	*	.00
YTD Encumbra	ance	.00	YTD	Actual	.00 Total	.00 YTD Budget	.00 Une	expended	.00			
ACOUSTICS/D	OINING &	SR			08/31/2017 (08/17) B	alance	100-78-687					.00
A00001100/2),,,,,,,, o	OIX			, ,	eriod Totals and Bala			.00	* .00	٠	.00
YTD Encumbra	ance	.00	YTD	Actual	.00 Total	.00 YTD Budget	.00 Une	expended	.00			
OTHER					08/31/2017 /09/17\ B	alance	100-78-749					112.00
OTHER 09/22/2017 /	ΔP		22	BAND	08/31/2017 (08/17) B ON KEY WORKS	aid i i C	100-10-143		8.00			1 12.00
Jairtir I	-14		22	יטאורט		eriod Totals and Bala	псе		8.00	* .00	*	120.00
					. ,							

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Date Jo	Journal	Reference Number	Payee or Desc	cription	Account Number	Debit Amount	Credit Amount	Balance
YTD Encumbrar	nce	.00 YTD Actual	120.00 Total	120.00 YTD Budget	5,000.00 Unexper	nded 4,880.00	·	
DINING RM W/	DOORS		08/31/2017 (08/17) 09/30/2017 (09/17)	Balance 100 Period Totals and Balance)-78-757	.00 *	.00 *	.00 .00
YTD Encumbrar	nce	.00 YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended	.00		
Number o	of Transa	actions: 29 Number	of Accounts: 28			Debit	Credit	Proof
Total GENERAL FUND (100):						5,559.38	2,418.25-	3,141.13
Number o		actions: 29 Number	of Accounts: 28			Debit 5,559.38	Credit 2,418.25-	Proof 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","10078623","10078624","10078631","10078632","10078633","10078634","10078635","10078636","10078636","10078636","10078657","10078661","10078665","10078749","10078749","10078757","10078687","10078687","10078663","10078550","10078551","10078552","10078552","10078663"

CONTACT LOG FOR "THE BARN"

MONTH: October 2017

DATE	WHO	ORGANIZATION.	TYPE OF	HOW THEY HEARD ABOUT US	HOW WAS CONTACT MADE	REPEAT CALL? Y/N	3 QUOTED	exempt for fees va	COMMENTS
	Any Body	ABC Organization	Wodding	Internet	Phone	N	\$1,500.	N	Example
27	Bandon Shaxe	se Diviner			inperson		toul will ande!	N	Dec 12
27	Shannon 1	Vin dates for	L Mei	rarial Oc	f - all	taken			•
30	Elish Diaz	Wanting Ke		1		ĺ			
31	Marre Del va	he Deposit	en	J	internet		75.00		Oct 12+
4	Kaleigh Bair	Life line Screen	-	X	internet	Y	75-W		Feb 7
5	City of Banda	, Meeting	3						NOV-15-19
6	ally straiss	Van Kotche			5				
10	Susan Kan	e 70 m	Burtea	n - 90	re into				
12	Kary Londa		todo	cannel G		- gase	info -	•	
18	Hedre Prince	e Gorse a	otion v	neeting)			Nov 1st
19	Oral Hea			rcelled					
20	Harv	Bardon Car	es c	maelles	Ox 2	5			
							•		
		·							

October 2017

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	Senior 2 Meals Karate Boy Scoots	Sevier 3 Meals Eat Hayan	Rosie-Kitchen Jim-Kitchen	Senior 5 Mals Dawn-Kteln Library Meeting	Senior 6 meals	7 Dawn Vitchen Sunday
8	Senior 9 Meals Karate Boy scouts	Senior 10 meals Eat Rogium		Senior 12	Senior 13 meals	Dawn Kitcher Son Jossica Weddin
	Soniar 16 meals Karate Boy Scouts	meas	Lions 18 Karate Rosie-Kitcha Jim-Kitchen		meals	
Dawn 22 Kitchen	Senior 23 Meals Karate Bay Scouts	Senior 24 meo 15 Eat Program	, , , , , ,	Sema 26 meals Dawn-Kitchen	Seniar 27 Mods	Shoreline28 Education OSU Extension meetins
Dawn Kitchen print-a-calendar.com	Senior 30 meals Karate Boy Scouts Hospital	Seniar 31 Meals 31 Eat Program Hospital	Anthonormous accounts of the control	The second of th		