

City of Bandon

CITY COUNCIL AGENDA DOCUMENTATION	DATE: December 3, 2018
SUBJECT: Barn / Theater Report	ITEM NO: 6.3.4

BACKGROUND:

Attached are:

- October 2018 monthly finance reports the Community Center (The Barn)
- November 2018 contact log and calendar for The Barn
- October 2018 monthly finance reports the Sprague Theater

As submitted by: Denise Russell and Jeff Norris.

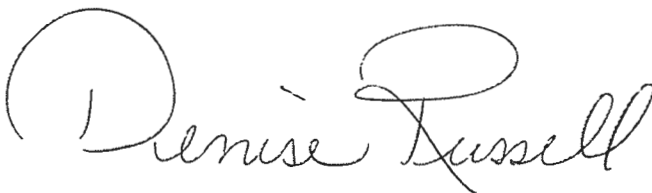
FISCAL IMPACT:

None

RECOMMENDATION:

Motion to approve as part of the Consent Agenda.

SUBMITTED BY:

A handwritten signature in cursive script that reads "Denise Russell". The signature is written in black ink and is positioned above a horizontal line.

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			09/30/2018 (09/18) Balance	100-448-01			6,874.00-
10/02/2018	CR	9060347	COMMUNITY CENTER REVENUE - EAT			140.00-	
10/02/2018	CR	9060416	COMMUNITY CENTER REVENUE - SOUTH C			630.00-	
10/10/2018	CR	9061026	COMMUNITY CENTER REVENUE - OCGA			385.00-	
10/10/2018	CR	9061027	COMMUNITY CENTER REVENUE - HUTCHIN			75.00-	
10/10/2018	CR	9061028	COMMUNITY CENTER REVENUE - SAIF			200.00-	
10/22/2018	CR	9062425	COMMUNITY CENTER REVENUE - COAST C			75.00-	
10/23/2018	CR	9062525	COMMUNITY CENTER REVENUE - SPRENG			112.00-	
10/23/2018	CR	9062526	COMMUNITY CENTER REVENUE - BANDON			200.00-	
10/23/2018	CR	9062527	COMMUNITY CENTER REVENUE - ESLER, E			175.00-	
10/24/2018	CR	9062572	COMMUNITY CENTER REVENUE - ODFW			450.00-	
10/24/2018	CR	9062599	COMMUNITY CENTER REVENUE - JUST DES			63.75-	
10/26/2018	CR	9062663	COMMUNITY CENTER REVENUE - BANDON			30.00-	
10/31/2018	CR	9062748	COMMUNITY CENTER REVENUE - SOUTH C			560.00-	
			10/31/2018 (10/18) Period Totals and Balance		.00 *	3,095.75- *	9,969.75-
YTD Encumbrance			.00 YTD Actual	-9,969.75 Total	-9,969.75 YTD Budget	-35,000.00 Unearned	25,030.25
COM CTR NEW YEAR'S PARTY			09/30/2018 (09/18) Balance	100-448-02			.00
			10/31/2018 (10/18) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance			.00 YTD Actual	.00 Total	.00 YTD Budget	.00 Unearned	.00
REIMB. BARN-BEVERAGES			09/30/2018 (09/18) Balance	100-473-10			.00
			10/31/2018 (10/18) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance			.00 YTD Actual	.00 Total	.00 YTD Budget	.00 Unearned	.00
COMMUNITY CENTER DONATIONS			09/30/2018 (09/18) Balance	100-478-04			.00
			10/31/2018 (10/18) 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 EMPLY SALARIES & WAGES			09/30/2018 (09/18) Balance	100-78-505			5,690.54
10/21/2018	PC	1	PAYROLL TRANS FOR 10/21/2018 PAY PERIO		1,345.18		
			10/31/2018 (10/18) Period Totals and Balance		1,345.18 *	.00 *	7,035.72
YTD Encumbrance			.00 YTD Actual	7,035.72 Total	7,035.72 YTD Budget	5,309.00 Unexpended	(1,726.72)
SOCIAL SECURITY			09/30/2018 (09/18) Balance	100-78-550			438.31
10/21/2018	PB	4	PAYROLL TRANS FOR 10/21/2018 PAY PERIO		103.77		
			10/31/2018 (10/18) Period Totals and Balance		103.77 *	.00 *	542.08
YTD Encumbrance			.00 YTD Actual	542.08 Total	542.08 YTD Budget	406.00 Unexpended	(136.08)

Period: 10/18 - 10/18

Nov 15, 2018 08:28AM

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
RETIREMENT			09/30/2018 (09/18) Balance	100-78-551			572.27
10/21/2018	PB	12	PAYROLL TRANS FOR 10/21/2018 PAY PERIO		190.42		
			10/31/2018 (10/18) Period Totals and Balance		190.42 *	.00 *	762.69
YTD Encumbrance		.00 YTD Actual	762.69 Total	762.69 YTD Budget	1,033.00 Unexpended	270.31	
HEALTH & LIFE INSURANCE			09/30/2018 (09/18) Balance	100-78-552			1,011.03
10/21/2018	PB	20	PAYROLL TRANS FOR 10/21/2018 PAY PERIO		335.89		
			10/31/2018 (10/18) Period Totals and Balance		335.89 *	.00 *	1,346.92
YTD Encumbrance		.00 YTD Actual	1,346.92 Total	1,346.92 YTD Budget	2,794.00 Unexpended	1,447.08	
W/C INSURANCE			09/30/2018 (09/18) Balance	100-78-555			215.14
10/21/2018	PB	35	PAYROLL TRANS FOR 10/21/2018 PAY PERIO		48.38		
			10/31/2018 (10/18) Period Totals and Balance		48.38 *	.00 *	263.52
YTD Encumbrance		.00 YTD Actual	263.52 Total	263.52 YTD Budget	200.00 Unexpended	(63.52)	
OFFICE EQUIPMENT			09/30/2018 (09/18) Balance	100-78-611			250.00
			10/31/2018 (10/18) Period Totals and Balance		.00 *	.00 *	250.00
YTD Encumbrance		.00 YTD Actual	250.00 Total	250.00 YTD Budget	500.00 Unexpended	250.00	
OFFICE SUPPLIES			09/30/2018 (09/18) Balance	100-78-620			41.98
			10/31/2018 (10/18) Period Totals and Balance		.00 *	.00 *	41.98
YTD Encumbrance		.00 YTD Actual	41.98 Total	41.98 YTD Budget	250.00 Unexpended	208.02	
POSTAGE			09/30/2018 (09/18) Balance	100-78-623			.00
			10/31/2018 (10/18) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance		.00 YTD Actual	.00 Total	.00 YTD Budget	250.00 Unexpended	250.00	
PRINTING/PRINTED MATERIAL			09/30/2018 (09/18) Balance	100-78-624			.00
			10/31/2018 (10/18) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance		.00 YTD Actual	.00 Total	.00 YTD Budget	1,000.00 Unexpended	1,000.00	
UTILITIES			09/30/2018 (09/18) Balance	100-78-631			3,004.37
			10/31/2018 (10/18) Period Totals and Balance		.00 *	.00 *	3,004.37
YTD Encumbrance		.00 YTD Actual	3,004.37 Total	3,004.37 YTD Budget	18,000.00 Unexpended	14,995.63	
TELEPHONE			09/30/2018 (09/18) Balance	100-78-632			304.86
			10/31/2018 (10/18) Period Totals and Balance		.00 *	.00 *	304.86
YTD Encumbrance		.00 YTD Actual	304.86 Total	304.86 YTD Budget	1,500.00 Unexpended	1,195.14	
CONTRACTED SERVERS			09/30/2018 (09/18) Balance	100-78-633			.00
			10/31/2018 (10/18) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance		.00 YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended	.00	
BAR SUPPLIES			09/30/2018 (09/18) Balance	100-78-634			.00
			10/31/2018 (10/18) Period Totals and Balance		.00 *	.00 *	.00
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
LINEN RENTAL			09/30/2018 (09/18) Balance	100-78-635			.00
			10/31/2018 (10/18) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance		.00 YTD Actual	.00 Total	.00 YTD Budget	2,000.00 Unexpended	2,000.00	
EVENT - FOOD & MISC			09/30/2018 (09/18) Balance	100-78-636			.00
			10/31/2018 (10/18) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance		.00 YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended	.00	
MISC EQUIPMENT			09/30/2018 (09/18) Balance	100-78-640			.00
			10/31/2018 (10/18) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance		.00 YTD Actual	.00 Total	.00 YTD Budget	3,500.00 Unexpended	3,500.00	
CONTRACTUAL SERVICES - JANITOR			09/30/2018 (09/18) Balance	100-78-657			3,486.70
			10/31/2018 (10/18) Period Totals and Balance		.00 *	.00 *	3,486.70
YTD Encumbrance		.00 YTD Actual	3,486.70 Total	3,486.70 YTD Budget	15,000.00 Unexpended	11,513.30	
CONTRACTUAL SERVICES			09/30/2018 (09/18) Balance	100-78-661			3,208.24
			10/31/2018 (10/18) Period Totals and Balance		.00 *	.00 *	3,208.24
YTD Encumbrance		.00 YTD Actual	3,208.24 Total	3,208.24 YTD Budget	12,000.00 Unexpended	8,791.76	
WEB & MARKETING			09/30/2018 (09/18) Balance	100-78-663			250.00
			10/31/2018 (10/18) Period Totals and Balance		.00 *	.00 *	250.00
YTD Encumbrance		.00 YTD Actual	250.00 Total	250.00 YTD Budget	3,000.00 Unexpended	2,750.00	
DEPOSIT REFUNDS			09/30/2018 (09/18) Balance	100-78-665			.00
			10/31/2018 (10/18) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance		.00 YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended	.00	
DUCT CLEANING			09/30/2018 (09/18) Balance	100-78-685			.00
			10/31/2018 (10/18) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance		.00 YTD Actual	.00 Total	.00 YTD Budget	500.00 Unexpended	500.00	
ACOUSTICS/DINING & SR			09/30/2018 (09/18) Balance	100-78-687			.00
			10/31/2018 (10/18) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance		.00 YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended	.00	
OTHER			09/30/2018 (09/18) Balance	100-78-749			292.00
			10/31/2018 (10/18) Period Totals and Balance		.00 *	.00 *	292.00
YTD Encumbrance		.00 YTD Actual	292.00 Total	292.00 YTD Budget	.00 Unexpended	(292.00)	
DINING RM W/DOORS			09/30/2018 (09/18) Balance	100-78-757			.00
			10/31/2018 (10/18) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance		.00 YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended	.00	

Number of Transactions: 18 Number of Accounts: 28

Debit

Credit

Proof

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
Total GENERAL FUND (100):					2,023.64	3,095.75-	1,072.11-
Number of Transactions: 18 Number of Accounts: 28					Debit	Credit	Proof
Grand Totals:					2,023.64	3,095.75-	1,072.11-

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"

November 2018

November

December

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Sunday

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

1

2

3

4

5

6

7

Boy Scouts

eat program

James kitchen

Senior Meals

Senior Meals

AA Gratitude Dinner

Karate

senior meals

Karate

set up for AA Gra

Lions

Rosie kitchen

8

9

10

11

12

13

Boy Scouts

Eat program

James Kitchen

Senior Meals

Senior Meals

Halfwassen Craft

Karate

Senior meals

Karate

set up for Sat.sale

Lou Franji Memorial

Lions

11

12

13

14

15

16

17

Boy Scouts

Eat program

James Kitchen

Senior Meals

Harv Audubon M

Karate

Senior Meals

Karate

Senior Meals

Lions

18

19

20

21

22

23

Boy Scouts

Eat program

James Kitchen

Holiday Meals

Senior Meals

Karate

Senior Meals

Karate

Lions

set up for Holiday me

25

26

27

28

29

30

31

Boy Scouts

Eat program

James Kitchen

Senior Meals

Senior MEALS

Karate

Senior Meals

Karate

Lions

12a Lane County I
Mental
Health
Meeting

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 = "10044601"-"10044603","10079611"-"10079763"

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
SPRAGUE THEATER RENT REVENUE			09/30/2018 (09/18) Balance	100-446-01			1,795.00-
10/10/2018	CR	9061025	SPRAGUE THEATER-RENT REVENUE - MAR			360.00-	
10/10/2018	CR	9061057	SPRAGUE THEATER-RENT REVENUE - CHA			115.00-	
10/23/2018	CR	9062528	SPRAGUE THEATER-RENT REVENUE - BAN			130.00-	
10/24/2018	CR	9062600	SPRAGUE THEATER-RENT REVENUE - BAN			215.00-	
10/31/2018 (10/18) Period Totals and Balance					.00 *	820.00- *	2,615.00-
YTD Encumbrance		.00	YTD Actual	-2,615.00 Total	-2,615.00	YTD Budget	-10,000.00 Unearned 7,385.00
SPRAGUE-EQUIPMENT RENT REVENUE			09/30/2018 (09/18) Balance	100-446-02			400.00-
10/23/2018	CR	9062528	SPRAGUE THEATER-EQUIP RENT REV - BA			150.00-	
10/31/2018 (10/18) Period Totals and Balance					.00 *	150.00- *	550.00-
YTD Encumbrance		.00	YTD Actual	-550.00 Total	-550.00	YTD Budget	-3,500.00 Unearned 2,950.00
SPRAGUE THEATER-GRANTS			09/30/2018 (09/18) Balance	100-446-03			.00
10/31/2018 (10/18) Period Totals and Balance					.00 *	.00 *	.00
YTD Encumbrance		.00	YTD Actual	.00 Total	.00	YTD Budget	-10,000.00 Unearned 10,000.00
OFFICE EQUIPMENT			09/30/2018 (09/18) Balance	100-79-611			.00
10/31/2018 (10/18) Period Totals and Balance					.00 *	.00 *	.00
YTD Encumbrance		.00	YTD Actual	.00 Total	.00	YTD Budget	500.00 Unexpended 500.00
OFFICE SUPPLIES			09/30/2018 (09/18) Balance	100-79-620			.00
10/31/2018 (10/18) Period Totals and Balance					.00 *	.00 *	.00
YTD Encumbrance		.00	YTD Actual	.00 Total	.00	YTD Budget	250.00 Unexpended 250.00
POSTAGE			09/30/2018 (09/18) Balance	100-79-623			.00
10/31/2018 (10/18) Period Totals and Balance					.00 *	.00 *	.00
YTD Encumbrance		.00	YTD Actual	.00 Total	.00	YTD Budget	250.00 Unexpended 250.00
PRINTING			09/30/2018 (09/18) Balance	100-79-624			.00
10/31/2018 (10/18) Period Totals and Balance					.00 *	.00 *	.00
YTD Encumbrance		.00	YTD Actual	.00 Total	.00	YTD Budget	1,000.00 Unexpended 1,000.00
UTILITIES			09/30/2018 (09/18) Balance	100-79-631			.00
10/31/2018 (10/18) Period Totals and Balance					.00 *	.00 *	.00
YTD Encumbrance		.00	YTD Actual	.00 Total	.00	YTD Budget	14,500.00 Unexpended 14,500.00
TELEPHONE			09/30/2018 (09/18) Balance	100-79-632			581.42
10/31/2018 (10/18) Period Totals and Balance					.00 *	.00 *	581.42

Period: 10/18 - 10/18

Nov 15, 2018 08:30AM

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
YTD Encumbrance		.00 YTD Actual	581.42 Total	581.42 YTD Budget	900.00 Unexpended	318.58	
BUILDING MAINTENANCE SUPPLIES			09/30/2018 (09/18) Balance	100-79-633			13.95
			10/31/2018 (10/18) Period Totals and Balance		.00 *	.00 *	13.95
YTD Encumbrance		.00 YTD Actual	13.95 Total	13.95 YTD Budget	2,000.00 Unexpended	1,986.05	
ROYALTIES			09/30/2018 (09/18) Balance	100-79-634			.00
			10/31/2018 (10/18) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance		.00 YTD Actual	.00 Total	.00 YTD Budget	700.00 Unexpended	700.00	
MISC. EQUIPMENT			09/30/2018 (09/18) Balance	100-79-640			494.42
			10/31/2018 (10/18) Period Totals and Balance		.00 *	.00 *	494.42
YTD Encumbrance		.00 YTD Actual	494.42 Total	494.42 YTD Budget	5,000.00 Unexpended	4,505.58	
CONTRACTUAL SERVICES - JANITOR			09/30/2018 (09/18) Balance	100-79-657			935.00
			10/31/2018 (10/18) Period Totals and Balance		.00 *	.00 *	935.00
YTD Encumbrance		.00 YTD Actual	935.00 Total	935.00 YTD Budget	3,500.00 Unexpended	2,565.00	
CONTRACTUAL SERVICES			09/30/2018 (09/18) Balance	100-79-661			2,156.24
			10/31/2018 (10/18) Period Totals and Balance		.00 *	.00 *	2,156.24
YTD Encumbrance		.00 YTD Actual	2,156.24 Total	2,156.24 YTD Budget	12,000.00 Unexpended	9,843.76	
WEB/MARKETING			09/30/2018 (09/18) Balance	100-79-663			250.00
			10/31/2018 (10/18) Period Totals and Balance		.00 *	.00 *	250.00
YTD Encumbrance		.00 YTD Actual	250.00 Total	250.00 YTD Budget	3,000.00 Unexpended	2,750.00	
INS. - PROPERTY			09/30/2018 (09/18) Balance	100-79-681			.00
			10/31/2018 (10/18) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance		.00 YTD Actual	.00 Total	.00 YTD Budget	3,000.00 Unexpended	3,000.00	
OTHER			09/30/2018 (09/18) Balance	100-79-749			425.00
			10/31/2018 (10/18) Period Totals and Balance		.00 *	.00 *	425.00
YTD Encumbrance		.00 YTD Actual	425.00 Total	425.00 YTD Budget	1,500.00 Unexpended	1,075.00	
CIP - SIDING & ROOF			09/30/2018 (09/18) Balance	100-79-757			.00
			10/31/2018 (10/18) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance		.00 YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended	.00	
CIP-THEATRE AIR HANDLERS			09/30/2018 (09/18) Balance	100-79-761			.00
			10/31/2018 (10/18) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance		.00 YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended	.00	
CIP - LED RETROFIT			09/30/2018 (09/18) Balance	100-79-762			.00
			10/31/2018 (10/18) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance		.00 YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended	.00	

Period: 10/18 - 10/18

Nov 15, 2018 08:30AM

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
CIP - NEW FRONT DOORS			09/30/2018 (09/18) Balance	100-79-763			.00
			10/31/2018 (10/18) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended	.00	

Number of Transactions: 5 Number of Accounts: 21

Debit

Credit

Proof

Total GENERAL FUND (100):

.00

970.00-

970.00-

Number of Transactions: 5 Number of Accounts: 21

Debit

Credit

Proof

Grand Totals:

.00

970.00-

970.00-

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

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