

City of Bandon

CITY COUNCIL AGENDA DOCUMENTATION	DATE: September 14, 2020
SUBJECT: Barn / Theater Report	ITEM NO: 6.3.4

BACKGROUND:

Attached are:

- July 2020 monthly finance reports the Community Center (The Barn)
- August 2020 The Barn and Theater Calendar
- July 2020 monthly finance reports the Sprague Theater

As submitted by Denise Russell and Jeff Norris.

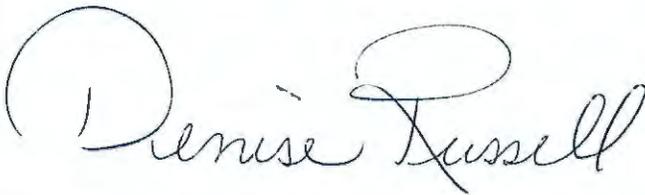
FISCAL IMPACT:

None

RECOMMENDATION:

Motion to approve as part of the Consent Agenda.

SUBMITTED BY:



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 CTR RENT REVENUE			07/01/2020 (00/20) Balance	100-448-01			.00
07/16/2020	CR	3021010	COMMUNITY CENTER REVENUE - RENT BA			75.00-	
07/01/2020	CR	9099316	COMMUNITY CENTER REVENUE - SOUTHE			75.00-	
07/07/2020	CR	9099650	COMMUNITY CENTER REVENUE - SOUTH C			455.00-	
07/21/2020	CR	9100374	COMMUNITY CENTER REVENUE - COQUILL			150.00-	
07/29/2020	CR	9100671	COMMUNITY CENTER REVENUE - SAIF			200.00-	
			07/31/2020 (07/20) Period Totals and Balance		.00 *	955.00- *	955.00-
YTD Encumbrance	.00	YTD Actual	-955.00 Total	-955.00 YTD Budget	-25,000.00 Unearned	24,045.00	
COM CTR NEW YEAR'S PARTY			07/01/2020 (00/20) Balance	100-448-02			.00
			07/31/2020 (07/20) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00 Total	.00 YTD Budget	.00 Unearned	.00	
REIMB. BARN-BEVERAGES			07/01/2020 (00/20) Balance	100-473-10			.00
			07/31/2020 (07/20) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00 Total	.00 YTD Budget	.00 Unearned	.00	
COMMUNITY CENTER DONATIONS			07/01/2020 (00/20) Balance	100-478-04			.00
			07/31/2020 (07/20) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00 Total	.00 YTD Budget	-500.00 Unearned	500.00	
REGULAR EMPLY SALARIES & WAGES			07/01/2020 (00/20) Balance	100-78-505			.00
07/20/2020	PC	7	PAYROLL TRANS FOR 7/20/2020 PAY PERIO		491.55		
			07/31/2020 (07/20) Period Totals and Balance		491.55 *	.00 *	491.55
YTD Encumbrance	.00	YTD Actual	491.55 Total	491.55 YTD Budget	7,719.00 Unexpended	7,227.45	
SOCIAL SECURITY			07/01/2020 (00/20) Balance	100-78-550			.00
07/20/2020	PB	3	PAYROLL TRANS FOR 7/20/2020 PAY PERIO		40.79		
			07/31/2020 (07/20) Period Totals and Balance		40.79 *	.00 *	40.79
YTD Encumbrance	.00	YTD Actual	40.79 Total	40.79 YTD Budget	772.00 Unexpended	731.21	
RETIREMENT			07/01/2020 (00/20) Balance	100-78-551			.00
07/20/2020	PB	9	PAYROLL TRANS FOR 7/20/2020 PAY PERIO		159.36		
			07/31/2020 (07/20) Period Totals and Balance		159.36 *	.00 *	159.36
YTD Encumbrance	.00	YTD Actual	159.36 Total	159.36 YTD Budget	2,305.00 Unexpended	2,145.64	
HEALTH & LIFE INSURANCE			07/01/2020 (00/20) Balance	100-78-552			.00
07/20/2020	PB	15	PAYROLL TRANS FOR 7/20/2020 PAY PERIO		168.63		
			07/31/2020 (07/20) Period Totals and Balance		168.63 *	.00 *	168.63

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
YTD Encumbrance		.00 YTD Actual	168.63 Total	168.63 YTD Budget	2,391.00 Unexpended	2,222.37	
W/C INSURANCE			07/01/2020 (00/20) Balance	100-78-555			.00
07/20/2020	PB	28	PAYROLL TRANS FOR 7/20/2020 PAY PERIO		18.69		
			07/31/2020 (07/20) Period Totals and Balance		18.69 *	.00 *	18.69
YTD Encumbrance		.00 YTD Actual	18.69 Total	18.69 YTD Budget	411.00 Unexpended	392.31	
OFFICE EQUIPMENT			07/01/2020 (00/20) Balance	100-78-611			.00
			07/31/2020 (07/20) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance		.00 YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended	.00	
OFFICE SUPPLIES			07/01/2020 (00/20) Balance	100-78-620			.00
			07/31/2020 (07/20) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance		.00 YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended	.00	
POSTAGE			07/01/2020 (00/20) Balance	100-78-623			.00
			07/31/2020 (07/20) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance		.00 YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended	.00	
PRINTING/PRINTED MATERIAL			07/01/2020 (00/20) Balance	100-78-624			.00
			07/31/2020 (07/20) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance		.00 YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended	.00	
UTILITIES			07/01/2020 (00/20) Balance	100-78-631			.00
08/01/2020	AP	48	CITY OF BANDON		681.32		
07/10/2020	AP	179	RON'S OIL CO.		55.08		
			07/31/2020 (07/20) Period Totals and Balance		736.40 *	.00 *	736.40
YTD Encumbrance		.00 YTD Actual	736.40 Total	736.40 YTD Budget	17,000.00 Unexpended	16,263.60	
TELEPHONE			07/01/2020 (00/20) Balance	100-78-632			.00
07/01/2020	AP	79	COMSPAN COMMUNICATIONS INC		104.62		
			07/31/2020 (07/20) Period Totals and Balance		104.62 *	.00 *	104.62
YTD Encumbrance		.00 YTD Actual	104.62 Total	104.62 YTD Budget	1,500.00 Unexpended	1,395.38	
CONTRACTED SERVERS			07/01/2020 (00/20) Balance	100-78-633			.00
			07/31/2020 (07/20) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance		.00 YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended	.00	
BAR SUPPLIES			07/01/2020 (00/20) Balance	100-78-634			.00
			07/31/2020 (07/20) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance		.00 YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended	.00	
LINEN RENTAL			07/01/2020 (00/20) Balance	100-78-635			.00
			07/31/2020 (07/20) 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
EVENT - FOOD & MISC							
			07/01/2020 (00/20) Balance	100-78-636			.00
			07/31/2020 (07/20) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended		
MISC EQUIPMENT							
			07/01/2020 (00/20) Balance	100-78-640			.00
			07/31/2020 (07/20) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00 Total	.00 YTD Budget	1,500.00 Unexpended	1,500.00	
CONTRACTUAL SERVICES - JANITOR							
			07/01/2020 (00/20) Balance	100-78-657			.00
07/02/2020	AP	58	COASTAL PAPER & SUPP INC		8.82		
			07/31/2020 (07/20) Period Totals and Balance		8.82 *	.00 *	8.82
YTD Encumbrance	.00	YTD Actual	8.82 Total	8.82 YTD Budget	15,000.00 Unexpended	14,991.18	
CONTRACTUAL SERVICES							
			07/01/2020 (00/20) Balance	100-78-661			.00
07/01/2020	AP	61	COMSPAN COMMUNICATIONS INC		345.71		
07/24/2020	AP	168	NORRIS, JEFF		1,000.00		
			07/31/2020 (07/20) Period Totals and Balance		1,345.71 *	.00 *	1,345.71
YTD Encumbrance	.00	YTD Actual	1,345.71 Total	1,345.71 YTD Budget	12,000.00 Unexpended	10,654.29	
WEB & MARKETING							
			07/01/2020 (00/20) Balance	100-78-663			.00
			07/31/2020 (07/20) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended	.00	
DEPOSIT REFUNDS							
			07/01/2020 (00/20) Balance	100-78-665			.00
			07/31/2020 (07/20) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended	.00	
DUCT CLEANING							
			07/01/2020 (00/20) Balance	100-78-685			.00
			07/31/2020 (07/20) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00 Total	.00 YTD Budget	1,000.00 Unexpended	1,000.00	
ACOUSTICS/DINING & SR							
			07/01/2020 (00/20) Balance	100-78-687			.00
			07/31/2020 (07/20) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended	.00	
OTHER							
			07/01/2020 (00/20) Balance	100-78-749			.00
			07/31/2020 (07/20) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00 Total	.00 YTD Budget	3,500.00 Unexpended	3,500.00	
DINING RM W/DOORS							
			07/01/2020 (00/20) Balance	100-78-757			.00
			07/31/2020 (07/20) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended	.00	

Number of Transactions: 16 Number of Accounts: 28

Debit	Credit	Proof
3,074.57	955.00-	2,119.57

Number of Transactions: 16 Number of Accounts: 28

Debit	Credit	Proof
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Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
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Grand Totals:					3,074.57	955.00-	2,119.57
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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","10078640","10078657","10078661","10078665","10078749","10044802","10047310","10047804","10078685","10078687","10078757","10078505","10078550","10078551","10078552","10078555","10078663"

Community Center

SUN	MON	TUE	WED	THU	FRI	SAT
26	27	28	29	30	31	Aug 1

Karate	Senior Meals	Karate	Senior Meals	Senior Meals		
			Lions			

2	3	4	5	6	7	8
	Karate	Senior Meals	Karate	Senior Meals	Senior Meals	Abby Kitchen
	Red Cross Blood		Lions			

9	10	11	12	13	14	15
	Karate	Senior Meals	Karate	Bandon Playhou	Library Meeting	
			2 more	Senior Meals	Senior Meals	
			Lions Lifeline Screening	Playhase Theater		

16	17	18	19	20	21	22
	Karate	Senior Meals	Karate	Senior Meals	Senior Meals	
			Lions			

23	24	25	26	27	28	29
	Karate	Senior Meals	Karate	Senior Meals	Senior Meals	
			Lions	"Judy" Sprague Theater	"Judy" Sprague Theater	

30	31	Sep 1	2	3	4	5
	Karate					

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							
			07/01/2020 (00/20) Balance	100-446-01			.00
			07/31/2020 (07/20) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance		.00 YTD Actual	.00 Total	.00 YTD Budget	-8,750.00 Unearned	8,750.00	
SPRAGUE-EQUIPMENT RENT REVENUE							
			07/01/2020 (00/20) Balance	100-446-02			.00
			07/31/2020 (07/20) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance		.00 YTD Actual	.00 Total	.00 YTD Budget	-2,275.00 Unearned	2,275.00	
SPRAGUE THEATER-GRANTS							
			07/01/2020 (00/20) Balance	100-446-03			.00
			07/31/2020 (07/20) 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							
			07/01/2020 (00/20) Balance	100-79-611			.00
			07/31/2020 (07/20) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance		.00 YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended	.00	
OFFICE SUPPLIES							
			07/01/2020 (00/20) Balance	100-79-620			.00
			07/31/2020 (07/20) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance		.00 YTD Actual	.00 Total	.00 YTD Budget	200.00 Unexpended	200.00	
POSTAGE							
			07/01/2020 (00/20) Balance	100-79-623			.00
			07/31/2020 (07/20) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance		.00 YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended	.00	
PRINTING							
			07/01/2020 (00/20) Balance	100-79-624			.00
			07/31/2020 (07/20) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance		.00 YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended	.00	
UTILITIES							
			07/01/2020 (00/20) Balance	100-79-631			.00
			07/31/2020 (07/20) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance		.00 YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended	.00	
TELEPHONE							
			07/01/2020 (00/20) Balance	100-79-632			.00
07/01/2020	AP	80	COMSPAN COMMUNICATIONS INC		138.66		
			07/31/2020 (07/20) Period Totals and Balance		138.66 *	.00 *	138.66
YTD Encumbrance		.00 YTD Actual	138.66 Total	138.66 YTD Budget	1,700.00 Unexpended	1,561.34	
BUILDING MAINTENANCE SUPPLIES							
			07/01/2020 (00/20) Balance	100-79-633			.00
			07/31/2020 (07/20) Period Totals and Balance		.00 *	.00 *	.00

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
YTD Encumbrance		.00 YTD Actual	.00 Total	.00 YTD Budget	2,000.00 Unexpended	2,000.00	
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ROYALTIES			07/01/2020 (00/20) Balance	100-79-634			.00
			07/31/2020 (07/20) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance		.00 YTD Actual	.00 Total	.00 YTD Budget	800.00 Unexpended	800.00	
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MISC. EQUIPMENT			07/01/2020 (00/20) Balance	100-79-640			.00
			07/31/2020 (07/20) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance		.00 YTD Actual	.00 Total	.00 YTD Budget	2,000.00 Unexpended	2,000.00	
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CONTRACTUAL SERVICES - JANITOR			07/01/2020 (00/20) Balance	100-79-657			.00
			07/31/2020 (07/20) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance		.00 YTD Actual	.00 Total	.00 YTD Budget	4,500.00 Unexpended	4,500.00	
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CONTRACTUAL SERVICES			07/01/2020 (00/20) Balance	100-79-661			.00
07/01/2020 AP		62	COMSPAN COMMUNICATIONS INC		345.71		
07/24/2020 AP		169	NORRIS, JEFF		1,000.00		
			07/31/2020 (07/20) Period Totals and Balance		1,345.71 *	.00 *	1,345.71
YTD Encumbrance		.00 YTD Actual	1,345.71 Total	1,345.71 YTD Budget	12,000.00 Unexpended	10,654.29	
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WEB/MARKETING			07/01/2020 (00/20) Balance	100-79-663			.00
			07/31/2020 (07/20) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance		.00 YTD Actual	.00 Total	.00 YTD Budget	3,000.00 Unexpended	3,000.00	
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INS. - PROPERTY			07/01/2020 (00/20) Balance	100-79-681			.00
			07/31/2020 (07/20) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance		.00 YTD Actual	.00 Total	.00 YTD Budget	1,150.00 Unexpended	1,150.00	
<hr/>							
OTHER			07/01/2020 (00/20) Balance	100-79-749			.00
			07/31/2020 (07/20) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance		.00 YTD Actual	.00 Total	.00 YTD Budget	1,500.00 Unexpended	1,500.00	
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CIP - SIDING & ROOF			07/01/2020 (00/20) Balance	100-79-757			.00
			07/31/2020 (07/20) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance		.00 YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended	.00	
<hr/>							
CIP-THEATRE AIR HANDLERS			07/01/2020 (00/20) Balance	100-79-761			.00
			07/31/2020 (07/20) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance		.00 YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended	.00	
<hr/>							
CIP - LED RETROFIT			07/01/2020 (00/20) Balance	100-79-762			.00
			07/31/2020 (07/20) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance		.00 YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended	.00	
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CIP - NEW FRONT DOORS			07/01/2020 (00/20) Balance	100-79-763			.00
			07/31/2020 (07/20) Period Totals and Balance		.00 *	.00 *	.00

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
YTD Encumbrance		.00 YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended	.00	
Number of Transactions: 3 Number of Accounts: 21					Debit	Credit	Proof
Total GENERAL FUND (100):					1,484.37	.00	1,484.37
Number of Transactions: 3 Number of Accounts: 21					Debit	Credit	Proof
Grand Totals:					1,484.37	.00	1,484.37

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"