Jeffrey Weiss

Digitally signed by Jeffrey Weiss DN: cn=Jeffrey Weiss, o=Scappoose Public Library, ou, email=Jweiss@scappooselibrary. org, c=US Date: 2024.09.19 15:42:45 -07'00'

# Scappose Public Library Financial Reports

Aug-24

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Prepared by: Robin Wilson

09/19/24 Cash Basis

## Scappoose Public Library Balance Sheet As of August 31, 2024

	Aug 31, 24
ASSETS Current Assets Checking/Savings	
INROADS SAVINGS	15,038.27
INROADS CR UN CHECKING	5,983.13
OR State Treasury Banking Sys	191,106.42
Petty cash	202.00
Total Checking/Savings	212,329.82
Total Current Assets	212,329.82
TOTAL ASSETS	212,329.82
LIABILITIES & EQUITY Liabilities Current Liabilities Credit Cards Credit Cards Amazon - Amex	626.59
Inroads CU Cr Card	472.03
Total Credit Cards	1,098.62
Total Credit Cards	1,098.62
Other Current Liabilities Direct Deposit Liabilities Payroll Liabilities	0.43 6,233.43
Total Other Current Liabilities	6,233.86
Total Current Liabilities	7,332.48
Total Liabilities	7,332.48
Equity Opening Bal Equity Unrestrict (retained earnings) Net Income	80,535.30 194,603.64 -70,141.60
Total Equity	204,997.34
TOTAL LIABILITIES & EQUITY	212,329.82

### Scappoose Public Library Profit & Loss August 2024

Ordinary Income/Expense Income         I.024.70           Contributed support         1,024.70           Total Contributed support         1,024.70           Total Contributed support         1,024.70           Donations         1,000.00           Income, Library Fines & Fees         1,365.41           Interest. Bank of the West         0.64           Interest OR State Treasury         928.00           Total Income         4,318.75           Gross Profit         4,318.75           Expense         268.90           Dues & Subscription         156.00           Materials & Services         258.90           Professional Services         258.90           Professional Services         268.00           Movies in the Park         2,335.59           Postage & Shipping         124.408           Bank Service Charges         94.40           Insurance - non-employee         2.46           Landscape Maintenance         750.00           New Programs/Children's Program         122.93           Adult Programs         64.31           Service Contracts & Repair         804.07           Telephone & telecommunications         1,46.32           Materials & Supplies         297.4		Aug 24
Contributed support1,024.70Total Contributed support1,024.70Earned revenues Donations1,000.00Income, Library Fines & Fees1,365.41Interest- Bank of the West0.64Interest- Bank of the West0.64Interest- Bank of the West0.84Interest- Bank of the West0.84Interest- Bank of the West3,294.05Total Earned revenues3,294.05Total Income4,318.75Expense0Dues & Subscription156.00Materials & Services258.90Professional Services2,631.52Computer Expense904.00Bank Service Charges954.50Books2,631.52Computer Expense904.00Insurance - non-employee2.46Landscape Maintenance750.00New Programs/Children's Program44.313.47Cleaning & Maintenance1.024.70New Programs/Children's Program122.93Service Contracts & Repair804.07Telephone & telecommunications1.43.14.7Cleaning & Maintenance1.02.65Materials & Supplies297.48Total Materials & Supplies297.48Children Technician2.697.11Children Tec		
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Donations1,000.00Income, Library Fines & Fees1,365.41Interest-Bank of the West0.64Interest-Bank Services0.64Professional Services258.90Movies in the Park2.935.59Postage & Shipping124.08Bank Service Charges9.545Accounting fees3.75.00Books2.631.52Computer Expense904.00Insurance - non-employee2.46Landscape Maintenance750.00New Programs/Children's Program22.93Adult Programs/Children's Program22.93Service Contracts & Repair804.07Telephone & telecommunications345.32Utilities1.13.147Cleaning & Maintenance102.65Materials & Supplies297.48Total Materials & Supplies297.48Supplies297.48Total Materials & Supplies297.48Total Materials & Supplies207.48Supplies297.48Intern666.73Holiday Pay0.00Vacation Pay350.10Children Technician2.691.40Children Tec	Total Contributed support	1,024.70
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Salaries & related expenses       666.78         Intern       0.00         Vacation Pay       484.41         Sick Pay       350.10         Children Technician       2,691.40         Catalog Technician       5,681.91         Assistant Librarian       5,681.91         Clerk 1       1,715.70         Clerk 2       1,669.46         Clerk 3       885.36		
Intern         666.78           Holiday Pay         0.00           Vacation Pay         484.41           Sick Pay         350.10           Children Technician         2,691.40           Catalog Technician         2,672.82           Head Librarian         2,527.11           Clerk 1         1,715.70           Clerk 2         1,669.46           Clerk 3         885.36		
Holiday Pay       0.00         Vacation Pay       484.41         Sick Pay       350.10         Children Technician       2,691.40         Catalog Technician       2,672.82         Head Librarian       5,681.91         Assistant Librarian       2,527.11         Clerk 1       1,715.70         Clerk 2       1,669.46         Clerk 3       885.36		666 78
Vacation Pay         484.41           Sick Pay         350.10           Children Technician         2,691.40           Catalog Technician         2,672.82           Head Librarian         5,681.91           Assistant Librarian         2,527.11           Clerk 1         1,715.70           Clerk 2         1,669.46           Clerk 3         885.36		
Sick Pay         350.10           Children Technician         2,691.40           Catalog Technician         2,672.82           Head Librarian         5,681.91           Assistant Librarian         2,527.11           Clerk 1         1,715.70           Clerk 2         1,669.46           Clerk 3         885.36		
Children Technician         2,691.40           Catalog Technician         2,672.82           Head Librarian         5,681.91           Assistant Librarian         2,527.11           Clerk 1         1,715.70           Clerk 2         1,669.46           Clerk 3         885.36		
Catalog Technician         2,672.82           Head Librarian         5,681.91           Assistant Librarian         2,527.11           Clerk 1         1,715.70           Clerk 2         1,669.46           Clerk 3         885.36		
Head Librarian         5,681.91           Assistant Librarian         2,527.11           Clerk 1         1,715.70           Clerk 2         1,669.46           Clerk 3         885.36		,
Assistant Librarian         2,527.11           Clerk 1         1,715.70           Clerk 2         1,669.46           Clerk 3         885.36	0	
Clerk 1       1,715.70         Clerk 2       1,669.46         Clerk 3       885.36		
Clerk 2         1,669.46           Clerk 3         885.36		,
Clerk 3 885.36		
Pension plan contributions PERS 3,406.88		
	Pension plan contributions PERS	3,406.88

### Scappoose Public Library Profit & Loss August 2024

	Aug 24	
Payroll taxes, Employer Soc Sec PR Taxes Employer St Acc Ins	1,508.09 77.39	
Total Salaries & related expenses	24,337.41	
Total Expense	35,374.33	
Net Ordinary Income	-31,055.58	
Net Income	-31,055.58	

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Cash Basis

#### Scappoose Public Library Profit & Loss Budget vs. Actual July 2024 through June 2025

	Jul '24 - Jun 25	Budget	\$ Over Budget	% of Budget	
Ordinary Income/Expense					
Income					
Contributed support					
Friends of Scappoose Library	0.00	0.00	0.00	0.0%	
Summer Reading Grant	0.00	4,500.00	-4,500.00	0.0%	
Library Grants	1,669.99	14,000.00	-12,330.01	11.9%	
Previously Levied Taxes	1.878.29	6.000.00	-4,121.71	31.3%	
Royalties	0.00	1,000.00	-1,000.00	0.0%	
Property Taxes	1,601.31	365,000.00	-363,398.69	0.4%	
Total Contributed support	5,149.59	390,500.00	-385,350.41		1.3%
Earned revenues					
Donations	3,000.00	20,000.00	-17,000.00	15.0%	
Interest Income St Helens Cr Un	0.00	9,000.00	-9,000.00	0.0%	
Meeting Room Fees	495.00	6,000.00	-5,505.00	8.3%	
Income, Library Fines & Fees	2,559.13	5,000.00	-2,440.87	51.2%	
Interest- Bank of the West	1.28	0.00	1.28	100.0%	
Interest OR State Treasury	2,020.73	0.00	2,020.73	100.0%	
Miscellaneous revenue	0.00	500.00	-500.00	0.0%	
Total Earned revenues	8,076.14	40,500.00	-32,423.86		19.9%
Total Income	13,225.73	431,000.00	-417,774.27		3.1%
Gross Profit	13,225.73	431,000.00	-417,774.27		3.1%
Expense					
Dues & Subscription	156.00	1,500.00	-1,344.00		10.4%
Materials & Services					
Professional Services	429.89				
Training	0.00	0.00	0.00	0.0%	
Movies in the Park	6,669.76	0.00	6,669.76	100.0%	
Postage & Shipping	182.01	1,500.00	-1,317.99	12.1%	
Office Equipment and Expenses	0.00	0.00	0.00	0.0%	
Bank Service Charges	270.36	0.00	270.36	100.0%	
Accounting fees	750.00	6,000.00	-5,250.00	12.5%	
Audit	0.00	7,500.00	-7,500.00	0.0%	
Books	10,795.05	41,850.00	-31,054.95	25.8%	
Budget	319.90	300.00	19.90	106.6%	
Computer Expense	1,588.24	16,000.00	-14,411.76	9.9%	
Election Fees	0.00	3,000.00	-3,000.00	0.0%	
Insurance - non-employee	7.38	11,500.00	-11,492.62	0.1%	
Landscape Maintenance	750.00	950.00	-200.00	78.9%	
Legal fees	0.00	600.00	-600.00	0.0%	
New Programs/Children's Program					
Adult Programs	2,251.16	0.00	2,251.16	100.0%	
Youth Programs	0.00	0.00	0.00	0.0%	
Summer Reading	635.03	5,000.00	-4,364.97	12.7%	
New Programs/Children's Program - Other	0.00	26,300.00	-26,300.00	0.0%	
				9.2%	

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09/19/24

#### Cash Basis

#### Scappoose Public Library Profit & Loss Budget vs. Actual July 2024 through June 2025

	Jul '24 - Jun 25	Budget	\$ Over Budget	% of Budget	
OCLC	608.55	2,200.00	-1,591.45	27.7%	
Periodicals	1,319.22	2,500.00	-1,180.78	52.8%	
Rent	0.00	1.00	-1.00	0.0%	
Service Contracts & Repair	1.182.85	14,000.00	-12.817.15	8.4%	
Telephone & telecommunications	759.86	4,000.00	-3,240.14	19.0%	
Utilities	2,282.87	15,900.00	-13,617.13	14.4%	
Workshops, Staff development	0.00	1.000.00	-1,000.00	0.0%	
Cleaning & Maintenance	177.41	3,000.00	-2,822.59	5.9%	
Materials & Supplies		-,	,		
Supplies	827.60	0.00	827.60	100.0%	
Materials & Supplies - Other	0.00	7,500.00	-7,500.00	0.0%	
Total Materials & Supplies	827.60	7,500.00	-6,672.40	11.0%	
Total Materials & Services	31,807.14	170,601.00	-138,793.86		18.69
Capital Outlay					
Furniture/Equip/Perm Improve	29.92	1,000.00	-970.08	3.0%	
Total Capital Outlay	29.92	1,000.00	-970.08		3.09
Contingency	0.00	44,000.00	-44,000.00		0.0
Payroll Expenses	41.13	0.00	41.13		100.09
Salaries & related expenses					
Intern	1,043.01				
Holiday Pay	891.74	0.00	891.74	100.0%	
Vacation Pay	5,480.24	0.00	5,480.24	100.0%	
Sick Pay	2,629.17	0.00	2,629.17	100.0%	
Children Technician	6,708.48	32,500.00	-25,791.52	20.6%	
Catalog Technician	7,341.71	32,500.00	-25,158.29	22.6%	
Head Librarian	17,348.59	70,000.00	-52,651.41	24.8%	
Assistant Librarian	6,278.60	33,500.00	-27,221.40	18.7%	
Clerk 1	4,527.21	21,000.00	-16,472.79	21.6%	
Clerk 2	4,245.85 3.127.47	19,500.00 16,000.00	-15,254.15 -12,872.53	21.8% 19.5%	
Clerk 3	0.00	50.00	-12,872.33 -50.00	0.0%	
Employee benefits - Health Ins				23.7%	
Pension plan contributions PERS	10,977.66	46,350.00	-35,372.34	23.7% 46.2%	
Payroll taxes, Employer Soc Sec	9,701.59	21,000.00 2,000.00	-11,298.41		
PR Taxes Employer St Acc Ins PR Taxes Unemployment Ins	640.52 0.00	600.00	-1,359.48 -600.00	32.0% 0.0%	
Extra Pay and Bonus	0.00	5,000.00	-5,000.00	0.0%	
Total Salaries & related expenses	80,941.84	300,000.00	-219,058.16		27.0
Total Expense	112,976.03	517,101.00	-404,124.97		21.89
Ordinary Income	-99,750.30	-86,101.00	-13,649.30		115.99
ome	-99,750.30	-86,101.00	-13,649.30		115.99