Jeffrey Digitally signed Jeffrey V Weiss DN: cn=Jeffrey V

V

Digitally signed by Jeffrey V Weiss DN: cn=Jeffrey V Weiss, o=Scappoose Public Library, ou=Scappoose Public Library District, email=jweiss@scappoo selibrary.org, c=US Date: 2023.07.18 16:45:59 -07'00'

Scappose Public Librar Weiss Financial Reports

Jun-23

Page	2	Profit & Loss	June	2023
Page	4	Balance Sheet	Fiscal Year	22-23
Page	5	P&L vs Budget	Fiscal Year	22-23
Page	8	Payroll Summary	June	2023
Pages	11	Recon PFM	June	2023
Pages	18	Recon Inroads Credit Union Checking Inroads Credit Union Savings Inroads Credi Union Credit Card Amazon - Amex Credit Card	June	2023

Prepared by: Robin Wilson

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07/18/23 Cash Basis

Scappoose Public Library Profit & Loss June 2023

	Jun 23
Ordinary Income/Expense Income	
Contributed support	
Previously Levied Taxes	679.76
Royalties	480.74
Property Taxes	4,761.33
Total Contributed support	5,921.83
Earned revenues	
Donations	3,599.05
Meeting Room Fees	150.00
Income, Library Fines & Fees	664.00
Interest- Bank of the West	0.62
Interest OR State Treasury	826.57
Total Earned revenues	5,240.24
Total Income	11,162.07
Gross Profit	11,162.07
Expense	53 L
Materials & Services	
Movies in the Park	533.02
Postage & Shipping	-8.47
Bank Service Charges	35.65
Accounting fees	375.00
Books	4,826,24
Budget	92.88
Computer Expense	395.17
Insurance - non-employee	2.46
New Programs/Children's Program	1.70
Adult Programs	736.75
Summer Reading	586.65
New Programs/Children's Program - Other	31.94
Total New Programs/Children's Program	1,355.34
Periodicals	-0.01
Service Contracts & Repair	1,145,27
Telephone & telecommunications	305.17
Utilities	953.03
Cleaning & Maintenance	63.71
Materials & Supplies	
Supplies	294.09
Total Materials & Supplies	294.09
Total Materials & Services	10,368.55
Payroll Expenses	92.88
Salaries & related expenses	
Holiday Pay	351.90
Vacation Pay	1,501.77
Sick Pay	197.63
Children Technician	1,784.00
Catalog Technician Head Librarian	1,918.96
Assistant Librarian	5,500.00
Assistant Librarian Clerk 1	2,164.88
Clerk 2	1,423.05
Clerk 2 Clerk 3	1,027.33
CIEIN J	1,097.32

Scappoose Public Library Profit & Loss June 2023

Jun 23
-1,018.02 -3,156.00
12,792.82
23,254.25
-12,092.18
-12,092.18

07/18/23 Cash Basis

Scappoose Public Library Balance Sheet As of June 30, 2023

	Jun 30, 23
ASSETS	
Current Assets	
Checking/Savings	
INROADS SAVINGS	15,029.46
INROADS CR UN CHECKING	15,024.81
OR State Treasury Banking Sys	232,201.17
Petty cash	202.00
Total Checking/Savings	262,457.44
Total Current Assets	262,457.44
TOTAL ASSETS	262,457.44
LIABILITIES & EQUITY Equity	
Opening Bal Equity	80,535.30
Unrestrict (retained earnings)	159,248.69
Net Income	22,673.45
Total Equity	262,457.44
TOTAL LIABILITIES & EQUITY	262,457.44

Profit & Loss Budget vs. Actual Scappoose Public Library

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264.6% 113.0% 0.0% 108.2% 113.0% 0.0% 0.0% 243.8% 113.0% 24.0% 106.0% 86.4% 139.1% 205.4% 100.0% 0.0% 88.0% 100.0% 87.6% 134.6% 112.3% 100.0% %0.00 %0.001 100.0% 96.8% 253.4% 0.0% 63.4% 100.0% % of Budget 0.00 1,080.36 29,034.70 18,762.75 47,797.45 47,797.45 -545.00 -1,519.26 20,339.84 50.00 1,626.15 0.00 7.50 582.89 -108.14 -620.00 2,500.00 2,055.00 -1,000.00 5,750.00 909.12 11,399.05 7,122.33 -1,300.00 96.54 57.62 -1,364.56 151.87 1,227.85 0.00 4,396.48 2,350.00 \$ Over Budget 0.00 355,950.00 11,400.00 367,350.00 367,350.00 1,950.00 0.00 1,100.00 1,300.00 0.004,000.00 0.00 0.00 7,000.00 2,000.00 0.00 4,000.00 0.00 0.00 6,800.00 99.00 10,000.00 5,000.00 0.00 900.006 0.00 700.00 340,000.00 0.00 12,000.00 43,000.00 Budget July 2022 through June 2023 4.16 0.00 1,080.36 384,984.70 30,162.75 415,147.45 415,147.45 2,500.00 4,005.00 0.00 0.00 3,455.00 6,957.33 791.86 57.62 582.89 7.50 96.54 25.00 0.00 0.00 329.30 9,750.00 7,909.12 11,399.05 8,222.33 50.00 1,626.15 0.00 480.74 360, 339.84 4,380.00 9,150.00 41,635.44 250.87 11,227.85 7,603.52 Jul '22 - Jun 23 Office Equipment and Expenses Friends of Scappoose Library Income, Library Fines & Fees Agency (government) grants Library Grants Refunds & Reimbursements Reconciliation Discrepancies Interest OR State Treasury Interest- Bank of the West Insurance - non-employee Previously Levied Taxes Earned revenues - Other Landscape Maintenance Summer Reading Grant **fotal Contributed support** Miscellaneous revenue Bank Service Charges Meeting Room Fees Postage & Shipping **Total Earned revenues** Computer Expense Dues & Subscription **Movies in the Park** Materials & Services Contributed support **Bequeathed Gifts** Accounting fees **Property Taxes** Ordinary Income/Expense Earned revenues **Election Fees Covid Supplies** Donations Royalties Training Budget Total Income Books Audit **Gross Profit** Expense Income **Cash Basis**

Page 1

0.0%

-750.00 -370.70

Legal fees

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Cash Basis

Scappoose Public Library Profit & Loss Budget vs. Actual July 2022 through June 2023

New Programs/Children's Program 7.44.23 0.00 Adult Programs 7.44.23 0.00 Adult Programs 7.44.23 0.00 Numer Reading 5.286.98 4.3000 Summer Reading 5.37.3 5.000 Summer Reading 5.366.46 12.850.00 Coll C 2002.96 5.000 Octub 2002.96 5.000 Programs/Children's Program 2.442.78 5.000 Print 2.442.78 7.000 Print 2.442.78 7.000 Difficients & Supplies 0.00 1.41.363.73 Materials & Supplies 0.00 2.442.78 7.000		Jul '22 - Jun 23	Budget	\$ Over Budget	% of Budget
lident's Program 15,696,46 12,800.00 0.00 0.00 0.00 0.00 0.00 0.00 0.	New Programs/Children's Program Aduit Programs Youth Programs Summer Reading New Programs/Children's Program - Other	7,404.23 53.79 5,286.89 2,951.55	0.00 0.00 8,350.00 8,500.00	7,404.23 53.79 936.89 -5,548.45	100.0% 100.0% 121.5% 34.7%
2,002,95 2,500,00 0,000 0,000 0,000 0,000 1,100 1,000 nications 15,158,25 3,000,00 nications 15,158,25 3,000,00 nications 15,158,25 3,000,00 opment 1,101 1,000,00 opment 2,402,78 1,000,00 opment 2,402,78 1,000,00 opment 1,101 1,000,00 opment 0,00 1,000,00 opment 0,00 1,725 7,000,00 other 6,210,98 7,000,00 other 1,1383,73 1,41,35 hter 1,1383,73 1,41,35 nter 2,78,11 9,00 nter 1,1383,73 1,41,35 nter 2,62,00,00 0,00 nter	Total New Programs/Children's Program	15,696.46	12,850.00	2,846.46	122.2%
2,002,95 2,002,95 2,550,00 Dair 1,00 1,00 1,00 1,00 1,100 1,000,00 3,000,00 nications 2,452,780 13,000,00 3,000,00 opment 14,122,882 13,000,00 3,000,00 other 14,101 1,000,00 3,000,00 opment 6,210,98 7,000,00 3,000,00 other 1,125 7,000,00 3,000,00 other 1,125 7,000,00 3,000,00 other 1,125 7,000,00 3,000,00 other 0,00 0,00 0,00 tist 1,1,383,73 141,36 other 278,11 2,78,11 9,00 other 2,78,11 2,000,00 other 2,78,11 2,000,00 other 2,78,11 2,000,00 other 2,78,11 2,000,00 other 0,00 0,00 other 2,78,11 9,00 other 1,000,00 0,00 other 0,00 0,00 other 0,00 0,00 other 0,00 0,00 other 0,00 0,00 ot	0				/07 00
$ \begin{array}{ccccccc} & 0.00 & 2.966.75 & 0.000 & 2.000 & 0.00 \\ & 1.00 & 1.00 & 1.00 & 1.00 & 0.00 \\ & 1.00 & 1.00 & 0.00 & 0.00 & 0.00 \\ & 1.00 & 1.00 & 0.00 & 0.00 & 0.00 & 0.00 & 0.00 \\ & 0.00 & 1.7.25 & 7.000.00 & 0$	OCLC	2,002.95	2,500.00	-497.U5	80.1%
air 2,969,75 5,000,00 bair 1,000 0,000 nications 1,000 1,000,00 apment 1,101 1,100 1,000,00 apment 1,101 1,101 1,000,00 apment 6,210,98 1,4,500,00 apment 6,210,98 7,000,00 abment 6,210,98 7,000,00 abment 1,125 7,000,00 abment 1,125 7,000,00 abment 0,00 0,00 abs 1,138,373 1,11,35 abs 0,00 0,00 abs 0,00 0,00 abs 0,00 0,00 abs 0,00 0,00 abs 1,138,373 1,11,35 abs 1,138,373	Other expenses	0.00	250.00	00.062-	%0.00
asir 0.00 </th <th>Periodicals</th> <th>2,969.75</th> <th>3,000.00</th> <th>GZ-US-</th> <th>20.0%</th>	Periodicals	2,969.75	3,000.00	GZ-US-	20.0%
alt 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.0	Ready to Read Program	0.00	0.00	0.00	0.0%
alify the set of the	Rent	1.00	1.00	0.00	100.0%
Initiations $\frac{2,402,16}{0,000}$ $\frac{14,500,00}{0,000}$ $\frac{14,500,00}{0,000}$ $\frac{14,500,00}{0,000}$ $\frac{14,500,00}{0,000}$ $\frac{14,500,00}{0,000}$ $\frac{14,500,00}{0,000}$ $\frac{10,000,00}{0,000}$ $\frac{1,7,25}{1,1,1,25}$ $\frac{1,000,00}{1,1,000,00}$ $\frac{1,000,00}{0,00}$ $1,000,0$	Service Contracts & Repair	15,158.25	13,000.00	2,136.23	AB 1%
$\begin{array}{cccccccccccccccccccccccccccccccccccc$	Telephone & telecommunications	2,402.78	5,000.00	77'JAC'7-	103.1%
opment 4,311.01 1,000.00 o ther 6,210.98 0.00 0.00 iss 6,210.98 7,000.00 1,000.00 iss 0.00 0.0	Utilities	14,327.50	3 000 00		%0 0
- Other $6,210.98$ $7,000.00$ tes $6,228.23$ $7,000.00$ tes 0.00 0.0	Workshops, Staff development Cleaning & Maintenance	4,311.01	1,000.00	3,311.01	431.1%
- Other $6,210.98$ 0.00 ies $6,228.23$ $7,000.00$ inther 0.00 0.00 inther $1,1.25$ $7,000.00$ inther $1,41,383.73$ $1,41,36$ introve 278.11 $2,000.00$ 278.11 $2,000.00278.11$ $2,000.00278.13$ $7,000.002,685.39$ $0.001,000$ $0.005,947.92$ 262 $0.001,000$ $0.0025,120.02$ $28,300.0025,120.02$ $28,300.0025,120.02$ $28,300.0025,120.02$ $28,300.001,7,000.00$	Materials & Supplies				
- Outer 6,228.23 7,000.00 ther 0.00 0.00 0.00 nprove 278.11 2,000.00 9,00 278.11 2,000.00 7,000.00 45,00 9,00 278.11 278.11 $2,000.00$ $7,000.00$ $7,000.00$ $7,000.00$ $7,000.00$ $7,000.00$ $7,000.00$ $7,000.00$ $7,000.00$ $7,000.00$ $7,000.00$ $7,000.00$ $2,00$ $2,000.00$ 2	Supplies	6,210.98 17.25	0.00	6,210.98 -6.982.75	100.0% 0.2%
les 6,228.23 7,000.00 141,383.73 141,35 141,35 141,35 141,35 141,35 141,35 141,35 141,35 141,35 141,36 151 $2,000.00$ 0.00 0	Materials & Supprise - Other	C2.1			
Nther 0.00 0.00 nprove 141,383.73 141,36 nprove 278.11 2,000.00 0.00 0.00 0.00 278.11 2,000.00 9,00 278.11 2,000.00 0,00 278.12 2,000.00 45,00 5,685.39 0.00 0.00 3,274.28 0.00 0.00 11,082.57 2,640.00 0.00 25,947.92 2,65.83 2,8300.00 25,410.48 66,000.00 0.00 22,120.02 2,54.65 2,29,000.00 24,654.65 2,29,000.00 14,394.76 14,394.76 2,29,000.00 14,394.76	Total Materials & Supplies	6,228.23	7,000.00	-771.77	89.0%
141,383.73 141,383.73 141,383.73 Inprove 278.11 2,000.00 0.00 0.00 278.11 9,00 7,000.00 0.00 278.11 9,00 7,000.00 0.00 278.11 9,00 5,685.39 0.00 0.00 45,00 5,585.39 0.00 0.00 0.00 3,274.28 0.00 0.00 0.00 11,082.57 0.00 0.00 0.00 5,480.48 66,000.00 28,300.00 28,300.00 24,654.46 22,120.02 28,300.00 28,300.00 14,394.76 22,400.00 22,000.00 22,000.00 14,394.76 22,000.00 22,000.00 22,000.00	Materials & Services - Other	0.00	0.00	0.00	0.0%
quip/Ferm Improve 278.11 2,000.00 lay - Other 0.00 17,000.00 Jutlay 278.11 9,00 Jutlay 278.11 9,00 Jutlay 278.11 9,00 Jutlay 278.11 9,00 Jutlay 2,5685.39 45,00 Ses 5,685.39 0.00 Red expenses 0.00 0.00 Pense 3,274.28 0.00 M 11,082.57 0.00 Southician 25,947.92 28,300.00 Affician 25,120.02 28,300.00 Schnician 24,624.65 22,000.00 Invarian 24,624.65 22,000.00 Incarian 24,624.65 22,000.00 Incarian 24,624.65 22,000.00	fotal Materials & Services	141,383.73	141,350.00	33.73	100.0%
Perm Improve 278.11 2,000.00 Wher 0.00 278.11 2,000.00 Wher 0.00 0.00 7,000.00 Kpenses 0.00 5,685.39 45,00 xpenses 0.00 3,274.28 0.00 11,082.57 0.00 5,647.92 0.00 an 25,471.92 28,300.00 0.00 an 25,447.92 28,300.00 0.00 an 25,420.02 28,300.00 0.00 14,394.76 24,624.65 22,000.00 an 24,624.65 22,000.00 14,334.76 22,000.00 14,334.76 22,000.00	Capital Outlay				
278.11 9,00 5,685.39 45,00 5,685.39 0.00 3,274.28 0.00 11,082.57 0.00 5,947.92 0.00 5,947.92 0.00 11,082.57 0.00 5,947.92 28,300.00 14,394.76 22,000.00 14,394.76 22,000.00 14,394.76 22,000.00 17,000.00	Furniture/Équip/Perm Improve Capital Outlay - Other	278.11 0.00	2,000.00 7,000.00	-1,721.89 -7,000.00	13.9% 0.0%
0.00 5,685.39 2,685.39 0.00 3,274.28 11,082.57 5,947.92 5,947.92 23,065.83 23,065.83 25,120.02 62,480.48 62,465 23,000.00 14,394.76 14,394.76 22,000.00 22,000.00 14,394.76 22,000.00 20,000.00 22,000.000.00 22,000.000.000.0000000000	fotal Capital Outlay	278.11	9,000.00	-8,721.89	3.1%
0.00 2.62 3,274.28 5,947.92 5,947.92 23,065.83 23,065.83 23,065.83 23,065.83 28,30 28,30 14,394.76 14,394.76 22,00 14,394.76 22,00 14,394.76 22,00	Contingency Pavroll Exnenses	0.00 5,685.39	45,000.00 0.00	-45,000.00 5,685.39	0.0% 100.0%
0.00 2.62 3,274.28 5,947.92 5,947.92 23,065.83 25,120.02 24,624.65 14,394.76 14,394.76 14,394.76 22,00 14,314 17.00	Salaries & related expenses			5	
2.62 3,274.28 11,082.57 5,947.92 25,105.83 25,120.02 62,480.48 66,00 14,394.76 14,394.76 22,00	Intern	00.0	0.00	0.00	0.0%
1,082.57 5,947.92 5,947.92 25,120.02 25,120.02 24,624.65 14,334.76 12,000 14,534.76 22,000 14,000 14,0000 14,0000 14,0000 14,0000 14,0000 14,0000 14,0000 14,0000 14,0000 14,000000 14,0000000000	Mileage Expense	2.62	00.0	70.7 80 720 E	100.0%
5,947.92 5,947.92 23,065.83 25,120.02 22,480.48 66,00 14,534.76 14,334.76 15,034.76 12,000 14,034.76 12,000 14,000 17,000 17,000 17,000	Holiday Pay	3,274.20 11 DR2 57	000	11.082.57	100.0%
23,065.83 28,30 25,120.02 28,30 62,480.48 66,00 24,624.65 29,00 14,334.76 22,00	Vacation Fay	5 947 92	0.00	5,947,92	100.0%
25,120.02 62,480.48 24,624.65 14,394.76	Sick Fay Children Technician	23,065.83	28,300.00	-5,234.17	81.5%
62,480.48 24,624.65 14,394.76	Catalog Technician	25,120.02	28,300.00	-3,179.98	88.8%
24,624.65 14,394.76 16.031.14	Head Librarian	62,480.48	66,000.00	-3,519.52	94.7%
14,394.76	Assistant Librarian	24,624.65	29,000.00	-4,5/5,4- 7 505 71	04.3% 66.4%
	Clerk 1	14,394.76	17 000.00	-1,000.24	%5 Q8
12,894.32	Clerk 2 Clerk 3	12,894.32	15,000.00	-2,105.68	86.0%

Page 2

2:59 PM	07/18/23	Cash Basis	

Scappoose Public Library Profit & Loss Budget vs. Actual July 2022 through June 2023

\$ Over Budget % of Budget	-100.00 -4,236.68 -5,710.99 -1.0.00	-7,500.00	-25,877.75 90.4%	-72,796.00 84.4%	-72,796.00 120,593.45
Budget	100.00 36,270.00 17,900.00 650.00 1.000.00	7,500.00	269,920.00	465,270.00	465,270.00 -97,920.00
Jul '22 - Jun 23	76.66 0.00 32,033.32 12,189.01 634.67 0.00	200.00	244,042.25	392,474.00	<u>392,474.00</u> 22,673.45
	Sub & Extra Pay Employee benefits - Health Ins Pension plan contributions PERS Payroll taxes, Employer Soc Sec PR Taxes Employer St Acc Ins PR Taxes Unemployment Ins	Wages - Other MTC Trainee Extra Pay and Bonus	Total Salaries & related expenses	Total Expense	Total Expense Net Ordinary Income