Scappose Public Library Financial Reports

Nov-20

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Prepared by: Robin Wilson

Scappoose Public Library Profit & Loss

November 2020

Cordinary Income/Expense Income Contributed support 1,600.00 Agency (government) grants 1,639.57 Previously Levied Taxes 1,639.57 Taxes Necessary to Balance 290,590.05 Total Contributed support 293,829.62 Earned revenues 319.65 Income, Library Fines & Fees 1,680.61 Interest Bank of the West 0.62 Interest OR State Treasury 88.86 Total Income 294,238.75 Gross Profit 294,238.75 Gross Profit 294,238.75 Expense 2 Covid Supplies -170.23 Dues & Subscription 1,038.70 Materials & Services 32.85 Postage & Shipping 39.49 Bank Service Charges 2.85 Accounting fees 325.00 Books 4,425.66 Computer Expense 2.707.21 Insurance - non-employee 2.83 New Programs/Children's Program 257.49 Periodicals 318.00 Service C		Nov 20
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Income, Library Fines & Fees 11465 11475	Total Contributed support	293,829.62
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Total Earned revenues 409.13 Total Income 294,238.75 Gross Profit 294,238.75 Expense -170.23 Dues & Subscription 1,038.70 Materials & Services -9 postage & Shipping 39.49 Bank Service Charges 2.85 Accounting fees 325,00 Books 4,425.66 Computer Expense 2.707.21 Insurance - non-employee 2.83 New Programs/Children's Program 91.49 New Programs/Children's Program - Other 166.00 Total New Programs/Children's Program - Other 166.00 Total New Programs/Children's Program - Other 257.49 Periodicals 138.00 Service Contracts & Repair 975.67 Telephone & telecommunications 282.34 Utilities 1,031.91 Cleaning & Maintenance 34.20 Materials & Supplies 1,002.53 Total Materials & Services 11,225.18 Capital Outlay 21.26 Total Capital Outlay 21.26 <t< th=""><td></td><td>0.62</td></t<>		0.62
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Gross Profit 294,238.75 Expense -170.23 Covid Supplies -170.23 Dues & Subscription 1,038.70 Materials & Services 39.49 Postage & Shipping 39.49 Bank Service Charges 2.85 Accounting fees 325.00 Books 4,425.66 Computer Expense 2,707.21 Insurance - non-employee 2.83 New Programs/Children's Program 91.49 New Programs/Children's Program - Other 166.00 Total New Programs/Children's Program - Other 166.00 Periodicals 138.00 Service Contracts & Repair 975.67 Telephone & telecommunications 282.34 Utilities 1,031.91 Cleaning & Maintenance 34.20 Materials & Supplies 1,002.53 Total Materials & Supplies 1,002.53 Total Materials & Supplies 1,002.53 Total Capital Outlay 21.26 Total Capital Outlay 21.26 Payroll Expenses Holiday Pay		
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Insurance - non-employee New Programs/Children's Program Youth Programs New Programs/Children's Program - Other Total New Programs/Children's Program Periodicals Service Contracts & Repair Telephone & telecommunications Utilities 1,031.91 Cleaning & Maintenance Materials & Supplies Supplies 1,002.53 Total Materials & Supplies 1,002.53 Total Materials & Services 11,225.18 Capital Outlay Furniture/Equip/Perm Improve 21.26 Total Capital Outlay Payroll Expenses Holiday Pay Payroll Expenses - Other 257.49 91.49 166.00 138.00 257.49 138.00 262.34 138.00 262.34 138.00 262.34 14.031.91 275.67 276.7 27	Books	4,425.66
Insurance - non-employee New Programs/Children's Program Youth Programs New Programs/Children's Program - Other Total New Programs/Children's Program - Other Periodicals Service Contracts & Repair Telephone & telecommunications Utilities 1,031.91 Cleaning & Maintenance Materials & Supplies Supplies 1,002.53 Total Materials & Supplies Total Materials & Services 11,225.18 Capital Outlay Furniture/Equip/Perm Improve 21.26 Total Capital Outlay Payroll Expenses Holiday Pay Payroll Expenses - Other 257.49 91.49 91.49 91.49 91.49 91.49 91.49 91.49 91.49 91.49 91.49 91.49 91.49 91.49 91.49 91.49 975.67 138.00 975.67 190.31.91 975.67 190.31.91 975.67 190.31.91 975.67 190.31.91 975.67 190.31.91 975.67 190.31.91 975.67 190.31.91 190.31.91 190.31.91 190.31.91 190.31.91 190.31.91 190.31.91 190.49 190	Computer Expense	2.707.21
New Programs/Children's Program Youth Programs New Programs/Children's Program - Other Total New Programs/Children's Program Periodicals Service Contracts & Repair Telephone & telecommunications Utilities 1,031.91 Cleaning & Maintenance Materials & Supplies Supplies Total Materials & Supplies Total Materials & Services Total Materials & Services Total Capital Outlay Furniture/Equip/Perm Improve Payroll Expenses Holiday Pay Payroll Expenses - Other 1,002.53 257.49 257.49 268.20 269.25.49 279.26 279.26 279.27 282.34 2	·	2.83
Youth Programs New Programs/Children's Program - Other91.49 166.00Total New Programs/Children's Program257.49Periodicals138.00Service Contracts & Repair975.67Telephone & telecommunications282.34Utilities1,031.91Cleaning & Maintenance34.20Materials & Supplies1,002.53Total Materials & Supplies1,002.53Total Materials & Services11,225.18Capital Outlay Furniture/Equip/Perm Improve21.26Total Capital Outlay21.26Payroll Expenses Holiday Pay Payroll Expenses - Other329.92 21.00		
New Programs/Children's Program - Other Total New Programs/Children's Program 257.49 Periodicals Service Contracts & Repair Telephone & telecommunications Utilities 1.031.91 Cleaning & Maintenance Materials & Supplies Supplies 1,002.53 Total Materials & Supplies 1,002.53 Total Materials & Services 11,225.18 Capital Outlay Furniture/Equip/Perm Improve 21.26 Payroll Expenses Holiday Pay Payroll Expenses - Other 257.49 138.00 257.49 138.00 269.25 27.49 138.00 282.34 1.031.91 282.34 1.031.91 282.34 1.002.53 1,002.53 Total Materials & Supplies 1,002.53 21.26 21.26	——————————————————————————————————————	91.49
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Service Contracts & Repair 975.67 Telephone & telecommunications 282.34 Utilities 1,031.91 Cleaning & Maintenance 34.20 Materials & Supplies Supplies 1,002.53 Total Materials & Supplies 1,002.53 Total Materials & Services 11,225.18 Capital Outlay Furniture/Equip/Perm Improve 21.26 Total Capital Outlay 21.26 Payroll Expenses Holiday Pay 329.92 Payroll Expenses - Other 21.00	Total New Programs/Children's Program	257.49
Telephone & telecommunications Utilities Cleaning & Maintenance Materials & Supplies Supplies Total Materials & Supplies Total Materials & Services Capital Outlay Furniture/Equip/Perm Improve Total Capital Outlay Payroll Expenses Holiday Pay Payroll Expenses - Other 282.34 1,031.91 1,031.91 1,002.53 1,002.53 1,002.53 21,26 21,26	Periodicals	138.00
Utilities 1,031.91 Cleaning & Maintenance 34.20 Materials & Supplies 1,002.53 Total Materials & Supplies 1,002.53 Total Materials & Services 11,225.18 Capital Outlay Furniture/Equip/Perm Improve 21.26 Total Capital Outlay 21.26 Payroll Expenses Holiday Pay 329.92 Payroll Expenses - Other 21.00		975.67
Cleaning & Maintenance Materials & Supplies Supplies 1,002.53 Total Materials & Supplies 1,002.53 Total Materials & Services 11,225.18 Capital Outlay Furniture/Equip/Perm Improve 21.26 Total Capital Outlay Payroll Expenses Holiday Pay Payroll Expenses - Other 21.00	Telephone & telecommunications	282.34
Materials & Supplies Supplies 1,002.53 Total Materials & Supplies 1,002.53 Total Materials & Services 11,225.18 Capital Outlay Furniture/Equip/Perm Improve 21.26 Total Capital Outlay 21.26 Payroll Expenses Holiday Pay Payroll Expenses - Other 21.00	Utilities	1,031.91
Supplies1,002.53Total Materials & Supplies1,002.53Total Materials & Services11,225.18Capital Outlay Furniture/Equip/Perm Improve21.26Total Capital Outlay21.26Payroll Expenses Holiday Pay Payroll Expenses - Other329.92 21.00	Cleaning & Maintenance	34.20
Supplies1,002.53Total Materials & Supplies1,002.53Total Materials & Services11,225.18Capital Outlay Furniture/Equip/Perm Improve21.26Total Capital Outlay21.26Payroll Expenses Holiday Pay Payroll Expenses - Other329.92 21.00	Materials & Supplies	
Total Materials & Services 11,225.18 Capital Outlay Furniture/Equip/Perm Improve 21.26 Total Capital Outlay 21.26 Payroll Expenses Holiday Pay 329.92 Payroll Expenses - Other 21.00		1,002.53
Capital Outlay Furniture/Equip/Perm Improve 21.26 Total Capital Outlay 21.26 Payroll Expenses Holiday Pay Payroll Expenses - Other 329.92 21.00	Total Materials & Supplies	1,002.53
Furniture/Equip/Perm Improve 21.26 Total Capital Outlay 21.26 Payroll Expenses Holiday Pay Payroll Expenses - Other 21.00	Total Materials & Services	11,225.18
Furniture/Équip/Perm Improve 21.26 Total Capital Outlay 21.26 Payroll Expenses Holiday Pay Payroll Expenses - Other 21.00	Capital Outlay	
Payroll Expenses Holiday Pay 329.92 Payroll Expenses - Other 21.00		21.26
Holiday Pay 329.92 Payroll Expenses - Other 21.00	Total Capital Outlay	21.26
Holiday Pay 329.92 Payroll Expenses - Other 21.00	Payroll Expenses	
Payroll Expenses - Other 21.00		329.92
Total Payroll Expenses 350.92		
	Total Payroll Expenses	350.92

Scappoose Public Library Balance Sheet

As of November 30, 2020

	Nov 30, 20
ASSETS Current Assets Checking/Savings	
INROADS SAVINGS INROADS CR UN CHECKING OR State Treasury Banking Sys Petty cash	15,025.76 6,405.65 319,194.40 150.00
Total Checking/Savings	340,775.81
Total Current Assets	340,775.81
TOTAL ASSETS	340,775.81
LIABILITIES & EQUITY Liabilities Current Liabilities Credit Cards Credit Cards Inroads CU Cr Card Amazon CC	823.67 1,407.22
Total Credit Cards	2,230.89
Total Credit Cards	2,230.89
Other Current Liabilities Direct Deposit Liabilities Payroll Liabilities	36.38 1,449.15
Total Other Current Liabilities	1,485.53
Total Current Liabilities	3,716.42
Total Liabilities	3,716.42
Equity Opening Bal Equity Unrestrict (retained earnings) Net Income	80,535.30 95,361.29 161,162.80
Total Equity	337,059.39
TOTAL LIABILITIES & EQUITY	340,775.81

	Jul - Nov 20	Budget
Ordinary Income/Expense		
Income		
Contributed support Ready to Read Grant	0.00	1.721.65
Bequeathed Gifts	0.00	0.00
Agency (government) grants	1,600.00	0.00
Library Grants	500.00	1,666.65
Previously Levied Taxes	6,301.07	2,916.65
Royalties Taxes Necessary to Balance	0.00 293,821.82	208.35 305,000.00
Total Contributed support	302,222.89	311,513.30
••	302,222.09	311,313.30
Earned revenues Donations	1,000.00	3,333.35
Meeting Room Fees	-80.00	1,250.00
Income, Library Fines & Fees	1,920.80	2,916.65
Interest- Bank of the West	3.16	0.00
Interest OR State Treasury	453.38	937.50
Miscellaneous revenue	2,131.07	833.35
Refunds & Reimbursements	45.95	5,208.35
Earned revenues - Other		
Total Earned revenues	5,735.26	14,479.20
Total Income	307,958.15	325,992.50
Gross Profit	307,958.15	325,992.50
Expense		
Covid Supplies	-4,356.83	0.00
Dues & Subscription Materials & Services	1,188.70	0.00
Concerts in the Park	0.00	0.00
Movies in the Park	0.00	0.00
Postage & Shipping	171.39	333.35
Bank Service Charges	45.50	104.15
Accounting fees	1,625.00	1,979.15
Audit	0.00	0.00
Books	19,927.46	14,583.35
Budget Computer Expense	0.00 4.247.44	500.00 3,333.35
Election Fees	0.00	2,200.00
Insurance - non-employee	14.15	2,500.00
Landscape Maintenance	0.00	500.00
Legal fees	21.50	312.50
New Programs/Children's Program		
Ukelele Grant	0.00	0.00
Youth Programs Summer Reading	104.27	0.00 0.00
New Programs/Children's Program - Other	781.07 638.37	5,625.00
Total New Programs/Children's Program	1,523.71	5,625.00
OCLC	269.10	0.00
Other expenses	0.00	250.00
Periodicals	924.41	1,145.85
Rent	1.00	1.00
Service Contracts & Repair Telephone & telecommunications	3,204.74 1,411.36	7,583.35 1,458.35
Utilities	4,362.80	1,458.35 5,208.35
Workshops, Staff development	0.00	1,000.00
Cleaning & Maintenance	1,203.20	833.35

	Jul - Nov 20	Budget
Materials & Supplies Supplies Materials & Supplies - Other	3,982.67 0.00	2,916.65 0.00
Total Materials & Supplies	3,982.67	2,916.65
Materials & Services - Other	11.79	
Total Materials & Services	42,947.22	52,367.75
Capital Outlay Furniture/Equip/Perm Improve	21,679.97	833.35
Total Capital Outlay	21,679.97	833.35
Contingency Payroll Expenses	0.00	12,500.00
Holiday Pay Mileage Expense Payroll Expenses - Other	1,147.10 0.00 2,271.07	0.00 0.00 0.00
Total Payroll Expenses	3,418.17	0.00
Salaries & related expenses Training Vacation Pay Sick Pay Children Technician Reference Technician Catalog Technician Head Librarian Clerk 1 Clerk 2 Clerk 3 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	0.00 3,011.84 419.11 10,044.90 10,174.88 4,001.21 24,166.70 13,648.62 5,870.53 0.00 0.00 4,194.20 5,660.30 598.11 0.00 0.00	0.00 0.00 11,041.65 11,666.65 11,458.35 24,166.65 7,500.00 7,083.35 6,666.65 125.00 6,250.00 5,416.65 125.00 166.65 0.00
Total Salaries & related expenses	81,790.40	91,666.60
Total Expense	146,667.63	157,367.70
Net Ordinary Income	161,290.52	168,624.80
Net Income	161,290.52	168,624.80

	\$ Over Budget	% of Budget
Ordinary Income/Expense Income		
Contributed support		
Ready to Read Grant	-1,721.65	0.0%
Bequeathed Gifts	0.00	0.0%
Agency (government) grants	1,600.00	100.0%
Library Grants	-1,166.65	30.0%
Previously Levied Taxes	3,384.42	216.0%
Royalties	-208.35	0.0%
Taxes Necessary to Balance	-11,178.18	96.3%
Total Contributed support	-9,290.41	97.0%
Earned revenues		
Donations	-2,333.35	30.0%
Meeting Room Fees	-1,330.00	-6.4%
Income, Library Fines & Fees	-995.85	65.9%
Interest- Bank of the West	3.16	100.0%
Interest OR State Treasury	-484.12	48.4%
Miscellaneous revenue	1,297.72	255.7%
Refunds & Reimbursements Earned revenues - Other	-5,162.40	0.9%
Total Earned revenues	-8,743.94	39.6%
Total Income	-18,034.35	94.5%
Gross Profit	-18,034.35	94.5%
Expense		
Covid Supplies		
Dues & Subscription	1,188.70	100.0%
Materials & Services	•	
Concerts in the Park	0.00	0.0%
Movies in the Park	0.00	0.0%
Postage & Shipping	-161.96	51.4%
Bank Service Charges	-58.65	43.7%
Accounting fees	-354.15	82.1%
Audit	0.00	0.0%
Books	5,344.11	136.6%
Budget	-500.00	0.0%
Computer Expense	914.09	127.4%
Election Fees	-2,200.00	0.0%
Insurance - non-employee	-2,485.85	0.6%
Landscape Maintenance	-500.00	0.0%
Legal fees	-291.00	6.9%
New Programs/Children's Program		
Ukelele Grant	0.00	0.0%
Youth Programs	104.27	100.0%
Summer Reading	781.07	100.0%
New Programs/Children's Program - Other	-4,986.63	11.3%
Total New Programs/Children's Program	-4,101.29	27.1%
OCLC	269.10	100.0%
Other expenses	-250.00	0.0%
Periodicals	-221.44	80.7%
Rent	0.00	100.0%
Service Contracts & Repair	-4,378.61	42.3%
Telephone & telecommunications	-46.99	96.8%
Utilities	-845.55	83.8%
Workshops, Staff development	-1,000.00	0.0%
Cleaning & Maintenance	369.85	144.4%

	\$ Over Budget	% of Budget
Materials & Supplies Supplies Materials & Supplies - Other	1,066.02 0.00	136.5% 0.0%
Total Materials & Supplies	1,066.02	136.5%
Materials & Services - Other		
Total Materials & Services	-9,420.53	82.0%
Capital Outlay Furniture/Equip/Perm Improve	20,846.62	2,601.5%
Total Capital Outlay	20,846.62	2,601.5%
Contingency Payroll Expenses	-12,500.00	0.0%
Holiday Pay	1,147.10	100.0%
Mileage Expense	0.00	0.0%
Payroll Expenses - Other	2,271.07	100.0%
Total Payroll Expenses	3,418.17	100.0%
Salaries & related expenses		
Training	0.00	0.0%
Vacation Pay	3,011.84	100.0%
Sick Pay	419.11	100.0%
Children Technician	-996.75	91.0%
Reference Technician	-1,491.77	87.2%
Catalog Technician	-7,457.14	34.9%
Head Librarian Clerk 1	0.05 6,148.62	100.0%
Clerk 1 Clerk 2	-1,212.82	182.0% 82.9%
Clerk 3	-6,666.65	0.0%
Employee benefits - Health Ins	-125.00	0.0%
Pension plan contributions PERS	-2,055.80	67.1%
Payroll taxes, Employer Soc Sec	243.65	104.5%
PR Taxes Employer St Acc Ins	473.11	478.5%
PR Taxes Unemployment Ins	-166.65	0.0%
Wages - Other MTC Trainee	0.00	0.0%
Total Salaries & related expenses	-9,876.20	89.2%
Total Expense	-10,700.07	93.2%
Net Ordinary Income	-7,334.28	95.7%
Net Income	-7,334.28	95.7%