



TO: Plymouth District Library Board      DATE: August 11, 2022  
RE: July 2022 Financial Report          FROM: Shauna Anderson,  
Director

PDL is currently seeking out quotes from local accounting offices for support in tracking down the issues found in the library's books.

#### REVENUES

- \$112,599.13 in current year taxes were entered twice in the library's general ledger in March 2022. This is now corrected in the library's revenue statements.
- \$168,687.33 in delinquent taxes were misreported as current year taxes in March 2022. This led me to believe that we were experiencing a surplus in tax revenue from what I originally anticipated. This was not the case. Incoming revenue from other lines will make up the difference in the expenditure amendments that the board approved at the July meeting, but there will likely not be a large addition to the fund balance, as anticipated.
- The library took in an additional \$71,634.81 in delinquent tax revenue, \$23,514 from the first round of the library's CFSE disbursement, and \$1,095 in grant funds from Kiwanis.

#### EXPENDITURES

- Errors were found in the library's reporting of fulltime wages to MERS in 2021, resulting in a \$16,831.13 additional charge that will show in the August financial statements.
- We are currently reviewing our general ledger to determine the mathematical errors that need to be addressed in the balance sheet. That which is currently provided for this packet has been cleared through 3/31/22,

but additional work needs to be done to address incorrect journal entries for April-July 2022.

- Another issue was discovered with our payroll at the end of July which double-paid full time employees for vacation and sick hours used during that pay period. Employee were alerted to the issue and plans have been made to correct the overpayment over the next few pay periods.

## INVESTMENTS

- Money was transferred from Huntington Bank (\$246,984.77) and Bank of Ann Arbor (\$117,197.80) to our new Michigan Class investment pool account for a total of \$364,182.57. This measure was approved at the April board meeting.
- As of the writing of this memo, the library's MI Class account balance is \$364,395.74.
- I am still working on bringing the CD asset line into alignment with our current holdings so that investment reports are easier to find in the library's financial statements.

REVENUE AND EXPENDITURE REPORT FOR PLYMOUTH DISTRICT LIBRARY

Balance As of 07/31/2022  
 % Fiscal Year Completed: 58.08

GL Number	Description	2022 Amended Budget	YTD Balance 07/31/2022 Normal (Abnormal)	Activity For 07/31/2022 Increase (Decrease)	Available Balance 07/31/2022 Normal (Abnormal)	% Bdgt Used
<b>Fund: 101 GENERAL OPERATING FUND</b>						
<b>Account Category: Revenues</b>						
<b>Department: 000 NONE</b>						
<b>TAXES</b>						
101-000-403.000	PROPERTY TAXES CURRENT	3,750,000.00	3,584,899.05	0.00	165,100.95	95.60
101-000-407.000	PROPERTY TAXES/DELINQUENT	100,000.00	241,532.67	71,874.63	(141,532.67)	241.53
	TAXES	3,850,000.00	3,826,431.72	71,874.63	23,568.28	99.39
<b>FEDERAL GRANTS</b>						
101-000-538.000	GRANTS	0.00	16,595.00	16,595.00	(16,595.00)	100.00
	FEDERAL GRANTS	0.00	16,595.00	16,595.00	(16,595.00)	100.00
<b>STATE GRANTS</b>						
101-000-574.000	STATE REVENUES	28,000.00	18,205.54	0.00	9,794.46	65.02
	STATE GRANTS	28,000.00	18,205.54	0.00	9,794.46	65.02
<b>FINES AND FORFEITS</b>						
101-000-662.000	PENAL FINES	20,000.00	0.00	0.00	20,000.00	0.00
	FINES AND FORFEITS	20,000.00	0.00	0.00	20,000.00	0.00
<b>INTEREST AND RENTS</b>						
101-000-664.000	BOOK FINES	15,000.00	7,528.34	1,284.22	7,471.66	50.19
	INTEREST AND RENTS	15,000.00	7,528.34	1,284.22	7,471.66	50.19
<b>OTHER REVENUE</b>						
101-000-672.000	INTEREST ON INVESTMENTS	5,000.00	324.45	289.47	4,675.55	6.49
101-000-694.000	OTHER MISC. INCOME	0.00	6,746.50	5,382.00	(6,746.50)	100.00
101-000-694.001	CFSE DRAW	10,000.00	23,514.00	23,514.00	(13,514.00)	235.14
101-000-695.000	COPIER FEES	6,000.00	3,697.92	501.60	2,302.08	61.63
101-000-696.000	DONATIONS & CONTRIBUTIONS	8,000.00	25,060.32	200.25	(17,060.32)	313.25
101-000-696.100	FRIENDS OF THE LIBRARY	35,000.00	9,762.87	10.00	25,237.13	27.89
101-000-696.200	ADOPT-A-MAGAZINE	0.00	1,062.95	400.00	(1,062.95)	100.00
101-000-698.000	SUNDRY-CASH OVER/SHORT	0.00	378.40	(53.26)	(378.40)	100.00
	OTHER REVENUE	64,000.00	70,547.41	30,244.06	(6,547.41)	110.23
	Total Dept 000 - NONE	3,977,000.00	3,939,308.01	119,997.91	37,691.99	99.05
	Revenues	3,977,000.00	3,939,308.01	119,997.91	37,691.99	99.05
<b>Account Category: Expenditures</b>						
<b>Department: 790 LIBRARY</b>						
<b>Unclassified</b>						
101-790-706.000	SALARIES/WAGES - PERMANENT	1,822,000.00	997,321.95	142,603.35	824,678.05	54.74
101-790-707.000	SALARIES/WAGES-TEMPORARY	37,000.00	35,262.49	1,407.22	1,737.51	95.30
101-790-715.000	EMPLOYERS FICA TAXES	135,000.00	78,128.93	10,809.03	56,871.07	57.87
101-790-716.000	HOSPITALIZATION/DENTAL/OPTICAL	220,100.00	111,006.93	23,912.40	109,093.07	50.43
101-790-717.000	LIFE & DISABILITY	14,000.00	7,551.81	2,157.66	6,448.19	53.94
101-790-718.000	RETIREMENT	300,000.00	141,760.32	0.00	158,239.68	47.25
101-790-740.000	OPERATING SUPPLIES	43,500.00	17,728.70	2,075.73	25,771.30	40.76
101-790-740.100	PROCESSING SUPPLIES	8,500.00	4,315.26	999.14	4,184.74	50.77
101-790-740.200	BUILDING SUPPLIES	25,000.00	7,070.22	2,293.33	17,929.78	28.28
101-790-741.000	BOOKS & MATERIALS	218,950.00	108,763.59	21,620.76	110,186.41	49.68
101-790-741.100	BOOKS & MATERIALS - DATABASES	50,500.00	42,831.22	8,559.65	7,668.78	84.81
101-790-741.200	BOOKS & MATERIALS - E-RESOURCES	114,500.00	67,627.24	7,336.91	46,872.76	59.06

REVENUE AND EXPENDITURE REPORT FOR PLYMOUTH DISTRICT LIBRARY

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 % Fiscal Year Completed: 58.08

GL Number	Description	2022 Amended Budget	YTD Balance 07/31/2022 Normal (Abnormal)	Activity For 07/31/2022 Increase (Decrease)	Available Balance 07/31/2022 Normal (Abnormal)	% Bdgt Used
<b>Fund: 101 GENERAL OPERATING FUND</b>						
<b>Account Category: Expenditures</b>						
<b>Department: 790 LIBRARY</b>						
<b>Unclassified</b>						
101-790-741.300	BOOKS & MATERIALS - ILL	1,500.00	602.48	4.60	897.52	40.17
101-790-818.000	CONTRACTUAL SERVICES	64,700.00	51,532.12	2,745.55	13,167.88	79.65
101-790-818.001	CATALOG	125,000.00	93,219.93	0.00	31,780.07	74.58
101-790-850.000	COMMUNICATIONS	20,000.00	7,775.48	3,368.67	12,224.52	38.88
101-790-860.000	TRANSPORTATION	1,500.00	8.19	0.00	1,491.81	0.55
101-790-864.000	CONFERENCES & TRAINING	41,000.00	18,222.96	3,204.65	22,777.04	44.45
101-790-880.000	COMMUNITY PROMOTION	45,770.00	26,341.28	1,710.94	19,428.72	57.55
101-790-880.001	EVENTS (FRIENDS)	24,625.00	11,304.27	4,976.11	13,320.73	45.91
101-790-910.000	INSURANCE & BONDS	56,000.00	55,881.00	0.00	119.00	99.79
101-790-911.000	WORKERS COMPENSATION	4,000.00	3,570.00	0.00	430.00	89.25
101-790-920.100	UTILITIES - DTE	128,000.00	86,022.72	26,649.39	41,977.28	67.21
101-790-920.200	UTILITIES - CONS ENERGY	47,000.00	19,908.71	362.40	27,091.29	42.36
101-790-920.300	UTILITIES - WATER	6,000.00	3,113.60	444.80	2,886.40	51.89
101-790-930.000	REPAIRS & MAINTENANCE	113,265.00	54,966.03	6,746.38	58,298.97	48.53
101-790-945.000	TAX REFUNDS - PRIOR YEAR(S)	2,000.00	855.96	0.00	1,144.04	42.80
101-790-976.001	BLDG REPAIR PROJECT	83,000.00	27,978.12	27,978.12	55,021.88	33.71
101-790-977.000	FURNITURE	12,500.00	4,536.00	279.00	7,964.00	36.29
101-790-983.000	TECHNOLOGY	180,965.00	34,368.95	3,454.33	146,596.05	18.99
Unclassified		3,945,875.00	2,119,576.46	305,700.12	1,826,298.54	53.72
Total Dept 790 - LIBRARY		3,945,875.00	2,119,576.46	305,700.12	1,826,298.54	53.72
Expenditures		3,945,875.00	2,119,576.46	305,700.12	1,826,298.54	53.72
<b>Fund 101 - GENERAL OPERATING FUND:</b>						
TOTAL REVENUES		3,977,000.00	3,939,308.01	119,997.91	37,691.99	
TOTAL EXPENDITURES		3,945,875.00	2,119,576.46	305,700.12	1,826,298.54	
NET OF REVENUES & EXPENDITURES:		31,125.00	1,819,731.55	(185,702.21)	(1,788,606.55)	

BALANCE SHEET REPORT FOR PLYMOUTH DISTRICT LIBRARY  
Balance As of 07/31/2022

YTD Balance  
07/31/2022  
Normal (Abnormal)

GL Number	Description	
<b>Fund: 101 GENERAL OPERATING FUND</b>		
<b>*** Assets ***</b>		
101-000-001.000	CASH/OPERATING CHECKING	4,348,395.26
101-000-002.000	CASH-SAVINGS/CDS	246,420.57
101-000-002.001	CFCU	777,338.89
101-000-002.002	FLAGSTAR	357,340.22
101-000-002.003	MICHIGAN CLASS	(364,182.57)
101-000-039.000	RETIREE INS CO-PAY	25,345.16
101-000-180.000	IMPREST PETTY CASH	100.00
101-000-185.000	IMPREST PETTY CASH EXCHANGE	350.00
101-000-190.000	IMPREST CASH IN DRAWER	260.00
<b>Total Assets</b>		5,391,367.53
<b>*** Liabilities ***</b>		
101-000-202.000	ACCOUNTS PAYABLE	964.83
101-000-262.000	PAYROLL DEDUCTION-DEFERRED COMP	(5,676.49)
101-000-275.000	UNDEPOSITED CASH	2,091.82
101-000-339.000	DEFERRED REVENUES	45,035.51
<b>Total Liabilities</b>		42,415.67
<b>*** Fund Equity ***</b>		
101-000-390.000	FUND BALANCE	3,529,220.31
<b>Total Fund Equity</b>		3,529,220.31
<b>Total Fund 101:</b>		
<b>TOTAL ASSETS</b>		5,391,367.53
<b>BEG. FUND BALANCE</b>		3,529,220.31
<b>+ NET OF REVENUES &amp; EXPENDITURES</b>		1,819,731.55
<b>= ENDING FUND BALANCE</b>		5,348,951.86
<b>+ LIABILITIES</b>		42,415.67
<b>= TOTAL LIABILITIES AND FUND BALANCE</b>		5,391,367.53

**CHECK REGISTER FOR PLYMOUTH DISTRICT LIBRARY****CHECK DATE 07/01/2022 - 07/31/2022**

<b>Check Date</b>	<b>Check</b>	<b>Vendor Name</b>	<b>Amount</b>	<b>Status</b>
7/7/2022	30971	AMAZON CAPITAL SERVICES, INC	\$ 1,661.02	Cleared
7/7/2022	30972	Baker & Taylor	\$ 7,390.95	Cleared
7/7/2022	30973	Baker & Taylor	\$ 459.77	Cleared
7/7/2022	30974	Baker & Taylor	\$ 1,050.27	Cleared
7/7/2022	30975	Baker & Taylor	\$ 13.80	Cleared
7/7/2022	30976	Brodart Co.	\$ 52.15	Cleared
7/7/2022	30977	City of Plymouth	\$ 444.80	Cleared
7/7/2022	30978	COMCAST	\$ 258.56	Cleared
7/7/2022	30979	Consumer's Energy	\$ 362.40	Cleared
7/7/2022	30980	Delta Dental Insurance	\$ 1,475.58	Cleared
7/7/2022	30981	DEMCO	\$ 946.99	Cleared
7/7/2022	30982	DTE Energy	\$ 12,578.47	Cleared
7/7/2022	30984	Engraving Connection	\$ 22.50	Cleared
7/7/2022	30985	Gale	\$ 243.12	Cleared
7/7/2022	30986	GARDEN CITY PUBLIC SCHOOLS	\$ 14.99	Open
7/7/2022	30987	Graybar Electric Co., Inc.	\$ 121.57	Cleared
7/7/2022	30988	Greko Printing & Imaging	\$ 198.90	Cleared
7/7/2022	30990	Kathleen Philo	\$ 16.25	Cleared
7/7/2022	30991	Library Design Associates	\$ 967.00	Cleared
7/7/2022	30993	Melanie Bell	\$ 1,500.00	Cleared
7/7/2022	30994	Midwest Tape	\$ 2,355.89	Cleared
7/7/2022	30995	Millennium Business Systems	\$ 699.47	Cleared
7/7/2022	30997	Mutual of Omaha	\$ 1,078.83	Cleared
7/7/2022	30998	Oakland University	\$ 70.00	Cleared
7/7/2022	30999	Observer & Eccentric Newspaper	\$ 76.02	Cleared
7/7/2022	31000	Office Depot	\$ 448.88	Cleared
7/7/2022	31001	OverDrive, Inc.	\$ 3,426.41	Cleared
7/7/2022	31002	Rochester Hills Public Library	\$ 17.00	Cleared
7/7/2022	31003	T-Mobile	\$ 60.20	Cleared
7/7/2022	31004	U.S. Diary	\$ 153.58	Cleared
7/8/2022	31005	Heather Pacheco	\$ 1,500.00	Cleared
7/8/2022	31006	Patricia Carter	\$ 118.20	Open
7/15/2022	31042	Aventric Technologies	\$ 114.00	Cleared
7/15/2022	31043	BASS CONTROLS	\$ 650.00	Cleared
7/15/2022	31044	Blue Care Network	\$ 21,891.89	Cleared
7/15/2022	31045	BSB Communications, Inc.	\$ 867.26	Cleared

7/15/2022	31046 Budget Library Supplies	\$	358.00	Cleared
7/15/2022	31047 CAMPBELL'S SUNKEN TREASURES	\$	60.00	Cleared
7/15/2022	31048 Crystal Clear Aquarium L.L.C.	\$	130.00	Cleared
7/15/2022	31049 EBSCO Subscription Services	\$	445.92	Cleared
7/15/2022	31050 Engraving Connection	\$	107.20	Cleared
7/15/2022	31051 Friends of the Penn Theatre	\$	495.00	Cleared
7/15/2022	31052 GREEN EARTH COATINGS	\$	8,350.00	Cleared
7/15/2022	31053 Keeth Heating & Air Conditioni	\$	4,874.00	Cleared
7/15/2022	31054 Lansing Sanitary Supply, Inc.	\$	285.13	Cleared
7/15/2022	31055 Leader Business Networks	\$	204.09	Cleared
7/15/2022	31056 MCLS	\$	125.00	Cleared
7/15/2022	31057 Michigan Office Solutions	\$	258.56	Cleared
7/15/2022	31058 Midwest Tape	\$	3,016.20	Cleared
7/15/2022	31059 Monroe County Library System	\$	11.99	Open
7/15/2022	31060 OFFICE FURNITURE SOLUTIONS	\$	279.00	Cleared
7/15/2022	31061 Plymouth Comm Council on Aging	\$	100.00	Cleared
7/15/2022	31062 Proquest-CSA LLC	\$	1,559.65	Cleared
7/15/2022	31063 Rochester Hills Public Library	\$	17.00	Open
7/15/2022	31064 Scholastic Inc.	\$	254.55	Cleared
7/15/2022	31065 Staples Advantage	\$	69.98	Cleared
7/15/2022	31066 T-Mobile	\$	59.72	Cleared
7/15/2022	31067 The Library Network	\$	2,939.83	Cleared
7/15/2022	31068 TriStar Fire Protection, Inc.	\$	350.00	Cleared
7/15/2022	31069 United States Postal Service	\$	1,503.74	Cleared
7/15/2022	31070 VANGUARD CLEANING SYSTEM	\$	2,372.73	Cleared
7/29/2022	31071 AMAZON CAPITAL SERVICES, INC	\$	1,369.94	Cleared
7/29/2022	31072 Baker & Taylor	\$	7,173.22	Cleared
7/29/2022	31073 Baker & Taylor	\$	1,325.92	Cleared
7/29/2022	31074 Baker & Taylor	\$	656.24	Cleared
7/29/2022	31075 Baker & Taylor	\$	37.18	Cleared
7/29/2022	31076 Capital Area District Library	\$	23.60	Open
7/29/2022	31077 Cherry Lake Publishing	\$	17.99	Open
7/29/2022	31078 CIRQUE AMONGUS	\$	100.00	Cleared
7/29/2022	31079 Dalton Commercial Cleaning	\$	1,821.00	Cleared
7/29/2022	31080 EDWARDS GLASS COMPANY	\$	5,434.00	Cleared
7/29/2022	31081 Foster, Swift, Collins & Smith	\$	1,107.50	Cleared
7/29/2022	31082 Horton Plumbing	\$	305.00	Cleared
7/29/2022	31083 Lansing Sanitary Supply, Inc.	\$	1,124.10	Cleared
7/29/2022	31084 Lauren Baker	\$	399.00	Cleared
7/29/2022	31085 LinkedIn	\$	7,000.00	Open

7/29/2022	31086 Midwest Tape	\$	283.65	Cleared
7/29/2022	31087 Millennium Business Systems	\$	17.50	Cleared
7/29/2022	31088 Office Depot	\$	1,153.42	Cleared
7/29/2022	31089 OverDrive, Inc.	\$	4,320.71	Cleared
7/29/2022	31090 Patricia Carter	\$	363.30	Cleared
7/29/2022	31091 PBC GURU	\$	3,500.00	Cleared
7/29/2022	31092 Scholastic Inc.	\$	158.00	Cleared
7/29/2022	31093 Security 101	\$	8,241.29	Open
7/29/2022	31094 Serene Landscape Group	\$	623.00	Cleared
7/29/2022	31095 Delta Dental Insurance	\$	2,505.68	Cleared
7/29/2022	31096 DTE Energy	\$	14,070.92	Cleared
7/29/2022	31097 Mutual of Omaha	\$	1,078.83	Cleared

**Total of 88 Checks: \$ 155,745.00**

#### July 2022 Payroll and Retirement Transfers

Date	Amount	Description
7/7/2022	\$ 68,232.90	Payroll of 07/07/22
7/8/2022	\$ 4,042.94	Nationwide payment - Employee 457 P/R Deductions
7/8/2022	\$ 557.05	ADP Invoice
7/21/2022	\$ 76,590.07	Payroll of 07/21/22
7/25/2022	\$ 4,042.94	Nationwide payment - Employee 457 P/R Deductions

#### June 2022 Credit Card Payment

Date	Amount	Description
7/5/2022	3971.03	Credit Card Payment
7/18/2022	2444.69	Credit Card Payment
7/25/2022	493.72	Credit Card Payment