



TO: Plymouth District Library Board
RE: September 2022 Financial
Report

DATE: October 13, 2022
FROM: Shauna Anderson,
Director

REVENUES:

- We received \$23,025.12 in delinquent tax payments.

EXPENDITURES:

- We are working to wrap up spending in the final quarter of the year. Manufacturing and shipping delays present consistent issues in purchasing.

INVESTMENTS:

- The library's Michigan Class account earned \$776.10 in September for a total earned income of \$1,468.08 YTD.

BALANCE SHEET REPORT FOR PLYMOUTH DISTRICT LIBRARY

Balance As of 09/30/2022

		YTD Balance 09/30/2022
GL Number	Description	Normal (Abnormal)
Fund: 101 GENERAL OPERATING FUND		
*** Assets ***		
101-000-001.000	CASH/OPERATING CHECKING	3,835,461.13
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	25,737.26
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
Total Assets		4,878,825.50
*** Liabilities ***		
101-000-202.000	ACCOUNTS PAYABLE	(2.69)
101-000-262.000	PAYROLL DEDUCTION-DEFERRED COMP	(5,676.49)
101-000-275.000	UNDEPOSITED CASH	42,940.63
101-000-339.000	DEFERRED REVENUES	45,035.51
Total Liabilities		82,296.96
*** Fund Equity ***		
101-000-390.000	FUND BALANCE	3,530,990.55
Total Fund Equity		3,530,990.55
Total Fund 101:		
TOTAL ASSETS		4,878,825.50
BEG. FUND BALANCE		3,529,220.31
+ NET OF REVENUES & EXPENDITURES		1,265,537.99
+ FUND BALANCE ADJUSTMENTS		2,655.36
= ENDING FUND BALANCE		4,797,413.66
+ LIABILITIES		82,296.96
= TOTAL LIABILITIES AND FUND BALANCE		4,878,825.50

REVENUE AND EXPENDITURE REPORT FOR PLYMOUTH DISTRICT LIBRARY

Balance As of 09/30/2022
% Fiscal Year Completed: 74.79

GL Number	Description	2022 Amended Budget	YTD Balance 09/30/2022 (Normal Abnormal)	Activity For 09/30/2022 Increase (Decrease)	Available Balance 09/30/2022 Normal (Abnormal)	% Bdg Used
Fund: 101 GENERAL OPERATING FUND						
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	264,612.41	23,025.12	(164,612.41)	264.61
101-000-538.000	GRANTS	0.00	66,595.00	0.00	(66,595.00)	100.00
101-000-574.000	STATE REVENUES	28,000.00	36,667.28	0.00	(8,667.28)	130.95
101-000-662.000	PENAL FINES	20,000.00	0.00	0.00	20,000.00	0.00
101-000-664.000	BOOK FINES	15,000.00	10,025.08	584.81	4,974.92	66.83
101-000-672.000	INTEREST ON INVESTMENTS	5,000.00	324.45	0.00	4,675.55	6.49
101-000-694.000	OTHER MISC. INCOME	0.00	6,920.88	33.00	(6,920.88)	100.00
101-000-694.001	CFSE DRAW	10,000.00	23,514.00	0.00	(13,514.00)	235.14
101-000-695.000	COPIER FEES	6,000.00	4,446.12	740.60	1,553.88	74.10
101-000-696.000	DONATIONS & CONTRIBUTIONS	8,000.00	25,660.32	600.00	(17,660.32)	320.75
101-000-696.100	FRIENDS OF THE LIBRARY	35,000.00	9,762.87	0.00	25,237.13	27.89
101-000-696.200	ADOPT-A-MAGAZINE	0.00	1,062.95	0.00	(1,062.95)	100.00
101-000-698.000	SUNDRY-CASH OVER/SHORT	0.00	476.06	50.08	(476.06)	100.00
101-790-706.000	SALARIES/WAGES - PERMANENT	1,822,000.00	1,347,577.09	211,306.87	474,422.91	73.96
101-790-707.000	SALARIES/WAGES-TEMPORARY	37,000.00	38,892.24	2,030.35	(1,892.24)	105.11
101-790-715.000	EMPLOYERS FICA TAXES	135,000.00	105,062.68	16,206.46	29,937.32	77.82
101-790-716.000	HOSPITALIZATION/DENTAL/OPTICAL	220,100.00	155,887.31	25,140.91	64,212.69	70.83
101-790-717.000	LIFE & DISABILITY	14,000.00	9,957.03	1,326.39	4,042.97	71.12
101-790-718.000	RETIREMENT	300,000.00	208,951.99	26,368.45	91,048.01	69.65
101-790-740.000	OPERATING SUPPLIES	43,500.00	21,948.44	2,449.60	21,551.56	50.46
101-790-740.100	PROCESSING SUPPLIES	8,500.00	4,090.85	(575.44)	4,409.15	48.13
101-790-740.200	BUILDING SUPPLIES	25,000.00	13,259.12	5,093.03	11,740.88	53.04
101-790-741.000	BOOKS & MATERIALS	218,950.00	145,451.28	17,299.23	73,498.72	66.43
101-790-741.100	BOOKS & MATERIALS - DATABASES	50,500.00	44,351.21	0.00	6,148.79	87.82
101-790-741.200	BOOKS & MATERIALS - E-RESOURCES	114,500.00	85,238.71	13,099.69	29,261.29	74.44
101-790-741.300	BOOKS & MATERIALS - ILL	1,500.00	682.12	39.64	817.88	45.47
101-790-818.000	CONTRACTUAL SERVICES	64,700.00	58,495.75	1,427.25	6,204.25	90.41
101-790-818.001	CATALOG	125,000.00	95,526.65	0.00	29,473.35	76.42
101-790-850.000	COMMUNICATIONS	20,000.00	12,295.79	2,255.55	7,704.21	61.48
101-790-860.000	TRANSPORTATION	1,500.00	93.55	79.13	1,406.45	6.24
101-790-864.000	CONFERENCES & TRAINING	41,000.00	21,705.66	762.70	19,294.34	52.94
101-790-880.000	COMMUNITY PROMOTION	45,770.00	33,379.58	6,032.96	12,390.42	72.93
101-790-880.001	EVENTS (FRIENDS)	24,625.00	17,494.37	3,616.07	7,130.63	71.04
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	111,262.57	12,143.18	16,737.43	86.92
101-790-920.200	UTILITIES - CONS ENERGY	47,000.00	20,498.45	589.74	26,501.55	43.61
101-790-920.300	UTILITIES - WATER	6,000.00	5,156.67	1,002.23	843.33	85.94
101-790-930.000	REPAIRS & MAINTENANCE	113,265.00	75,857.47	3,728.93	37,407.53	66.97
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	28,862.74	416.92	54,137.26	34.77
101-790-977.000	FURNITURE	12,500.00	5,845.15	448.90	6,654.85	46.76
101-790-983.000	TECHNOLOGY	180,965.00	41,297.05	4,694.70	139,667.95	22.82
Fund 101 - GENERAL OPERATING FUND:						
TOTAL REVENUES		3,977,000.00	4,034,966.47	25,033.61	(57,966.47)	
TOTAL EXPENDITURES		3,945,875.00	2,769,428.48	356,983.44	1,176,446.52	
NET OF REVENUES & EXPENDITURES:		31,125.00	1,265,537.99	(331,949.83)	(1,234,412.99)	

CHECK DATE 09/01/2022 - 09/30/2022

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Check Date	Check	Vendor Name	Amount	Status
09/01/2022	31181	Baker & Taylor	209.97	Cleared
09/01/2022	31182	Dalton Commercial Cleaning	616.00	Cleared
09/01/2022	31183	ELECTRONIC TECHNOLOGIES	150.00	Cleared
09/01/2022	31184	Findaway World, LLC	742.05	Cleared
09/01/2022	31185	FISH TANK MAINTENANCE LLC	100.00	Cleared
09/01/2022	31186	Gale	271.91	Cleared
09/01/2022	31187	Greko Printing & Imaging	144.72	Cleared
09/01/2022	31188	MATTHEW BALL	350.00	Cleared
09/01/2022	31189	MisDU	47.59	Cleared
09/01/2022	31190	Mutual of Omaha	1,078.83	Cleared
09/01/2022	31191	Office Depot	51.39	Cleared
09/01/2022	31192	STATE OF MICHIGAN	120.00	Cleared
09/01/2022	31193	Uline	205.55	Cleared
09/01/2022	31194	VAN BUREN ELECTRICAL CO	1,533.70	Cleared
09/08/2022	31211	AMAZON CAPITAL SERVICES, INC	504.86	Cleared
09/08/2022	31212	Cassie Cobb	154.00	Cleared
09/08/2022	31213	CEE-CLEAN WINDOW CLEANING CO	650.00	Cleared
09/08/2022	31214	City of Plymouth	1,002.23	Cleared
09/08/2022	31215	Coffee Break Service, Inc.	56.04	Cleared
09/08/2022	31216	Graybar Electric Co., Inc.	270.07	Cleared
09/08/2022	31217	Kanopy, LLC.	538.90	Open
09/08/2022	31218	Lansing Sanitary Supply, Inc.	335.46	Cleared
09/08/2022	31219	Midwest Tape	3,010.73	Cleared
09/08/2022	31220	Office Depot	580.33	Cleared
09/08/2022	31221	OverDrive, Inc.	3,524.10	Cleared
09/08/2022	31222	Patricia Carter	340.20	Cleared
09/08/2022	31223	Serene Landscape Group	260.50	Cleared
09/08/2022	31224	SHAUNA ANDERSON	30.00	Cleared
09/08/2022	31225	STEM SUPPLIES	614.54	Cleared
09/08/2022	31226	YOUNG, SANDRA	1,500.00	Cleared
09/12/2022	31227	CONSUMERS ENERGY	309.51	Cleared
09/15/2022	31228	ADP, INC.	310.00	Cleared
09/15/2022	31229	AMAZON CAPITAL SERVICES, INC	682.00	Cleared
09/15/2022	31230	Associated Newspapers of MI	500.00	Cleared
09/15/2022	31231	Baldwin Public Library	12.64	Cleared
09/15/2022	31232	Blue Care Network	24,089.62	Open
09/15/2022	31233	Dana Bussard	80.00	Cleared
09/15/2022	31234	Deluxe	483.44	Cleared
09/15/2022	31235	ElectroCycle, Inc.	220.00	Cleared
09/15/2022	31236	Engraving Connection	15.00	Cleared
09/15/2022	31237	Graybar Electric Co., Inc.	120.74	Cleared
09/15/2022	31238	Green Electrical Solutions, LLC	1,220.62	Cleared

09/15/2022	31239	Howell Carnegie Dist Library	27.00	Cleared
09/15/2022	31240	Lakeshore Learning Materials	259.39	Cleared
09/15/2022	31241	NUB GAMES, INC.	465.00	Open
09/15/2022	31242	Office Depot	85.78	Cleared
09/15/2022	31243	Plymouth Community Chamber of	230.00	Cleared
09/15/2022	31244	Progressive Printing	4,860.00	Cleared
09/15/2022	31245	Staples Advantage	863.96	Cleared
09/22/2022	31250	Alice McCardell	75.00	Open
09/22/2022	31251	AMAZON CAPITAL SERVICES, INC	24.95	Open
09/22/2022	31252	Baker & Taylor	44.34	Open
09/22/2022	31253	BARRY LEVINE	100.00	Open
09/22/2022	31254	BASS CONTROLS	455.00	Cleared
09/22/2022	31255	Brodart Co.	2,184.00	Cleared
09/22/2022	31256	Dalton Commercial Cleaning	752.00	Open
09/22/2022	31257	Delta Dental Insurance	1,073.19	Open
09/22/2022	31258	DORE, RUSSELL	250.00	Open
09/22/2022	31259	Findaway World, LLC	35.70	Open
09/22/2022	31260	Gale	273.51	Open
09/22/2022	31261	Green Brain Comics	192.38	Cleared
09/22/2022	31262	HANNA MITCHELL	11.99	Open
09/22/2022	31263	Jessica Keeler	23.97	Cleared
09/22/2022	31264	JUDY SIMA	300.00	Open
09/22/2022	31265	JUSTINE GALAT	150.00	Open
09/22/2022	31266	Leader Business Networks	144.11	Open
09/22/2022	31267	Mariya Fogarasi	100.00	Open
09/22/2022	31268	Millennium Business Systems	874.95	Cleared
09/22/2022	31269	MisDU	47.59	Open
09/22/2022	31270	PAWS AND EFFECT	50.00	Open
09/22/2022	31271	Plymouth Canton Comm Schools	75.00	Open
09/22/2022	31272	PLYMOUTH COMMUNITY CHAMBER (	50.00	Cleared
09/22/2022	31273	ROBERT P. HOLLEY	100.00	Open
09/22/2022	31274	T-Mobile	59.72	Open
09/22/2022	31275	The Library Network	2,003.83	Open
09/22/2022	31276	UNITED PARCEL SERVICE	22.00	Open
09/22/2022	31277	Zoobean, Inc.	1,355.00	Open
09/29/2022	31278	ADP, INC.	345.00	Open
09/29/2022	31279	AMAZON CAPITAL SERVICES, INC	3,771.38	Open
09/29/2022	31280	AMAZON CAPITAL SERVICES, INC	357.90	Open
09/29/2022	31281	Baker & Taylor	8,144.64	Open
09/29/2022	31282	Baker & Taylor	2,260.21	Open
09/29/2022	31283	Baker & Taylor	989.87	Open
09/29/2022	31284	Books Galore, Inc.	516.96	Open
09/29/2022	31285	DTE Energy	12,143.18	Open
09/29/2022	31286	Lakeshore Learning Materials	179.00	Open
09/29/2022	31287	Lansing Sanitary Supply, Inc.	655.02	Open
09/29/2022	31288	Library Ideas	539.40	Open
09/29/2022	31289	Midwest Tape	3,187.24	Open

09/29/2022	31290	Millennium Business Systems	15.00	Open
09/29/2022	31291	MILLROSS, STEPHANIE	150.00	Open
09/29/2022	31292	MisDU	47.59	Open
09/29/2022	31293	Mutual of Omaha	1,326.39	Open
09/29/2022	31294	OverDrive, Inc.	6,025.96	Open
09/29/2022	31295	Patricia Carter	170.10	Open

Total of 95 Checks: 105,481.44

September 2022 Payroll and Retirement Transfers

Date	Description	Amount
9/2/2022	Payroll of 09/02/2022	\$71,506.81
9/2/2022	Nationwide payment - Employee 457 P/R Deductions	\$4,596.02
9/9/2022	ADP Invoice	\$742.13
9/11/2022	August MERS Payment	\$24,070.00
9/16/2022	Payroll of 09/16/2022	\$72,521.72
9/16/2022	Nationwide payment - Employee 457 P/R Deductions	\$4,596.02
9/30/2022	Payroll of 09/30/2022	\$71,770.26
9/30/2022	Nationwide payment - Employee 457 P/R Deductions	\$4,925.22

Total of Payroll & Retirement \$254,728.18

August 2022 Credit Card Payment

Date	Description	Amount
9/1/2022	Credit Card Payment	\$ 1,414.99
9/19/2022	Credit Card Payment	\$ 1,902.81
9/30/2022	Credit Card Payment	\$ 1,822.37

Total Credit Card Payments \$ 5,140.17