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TO: Plymouth District Library Board

DATE: 1 October 2021

RE: September Financials 2021

FROM: Kwamsia Seals, Business & HR
Administrator

BUDGET YEAR 2021
10/19/2021
OPERATING FUND

REVENUES

	September	YTD	2021 Budget	Percent YTD
Property Tax, Current	\$0	\$3,510,823	\$3,490,900	100.57
Property Tax, Delinquent	\$0	\$222,647	\$0	0.00
State Aid Revenues	\$0	\$31,792	\$31,500	100.93
Penal Fines	\$0	\$201	\$25,000	0.8
Book Fines & Fees	\$1,556	\$13,068	\$45,000	29.04
Print/Copy Revenue	\$3	\$1,078	\$14,000	7.70
Interest on Investments	\$0	\$696	\$13,000	5.35
Donations	\$180	\$3,921	\$10,000	39.21
Friends	\$3	\$2,033	\$45,000	4.52
Grants	\$0	\$17,000	\$51,000	33.33
CFSE Draw	\$0	\$21,757	\$39,000	55.79
Transfer from Building Reserve	\$0	\$0	\$0	0.00
Transfer from Equipment Reserve	\$0	\$0	\$68,650	0.00
Transfer from Furniture Reserve	\$0	\$0	\$0	0.0
Transfer from Tech Reserve	\$0	\$0	\$0	0.00
Other Misc. Income	\$228	\$1,609	\$8,000	20.12
Insurance Claim Reimbursement	\$0	\$2,494	\$0	0.00
Discount on Credit Card Sales	\$0	-\$361	\$0	0.00
Adopt-a-Magazine	\$0	\$99	\$0	0.00
Sundry Cash Over/Short	\$49	-\$42	\$0	0.00
Transfer from Fund Balance	\$0	\$0	\$0	0.00

TOTAL REVENUES

\$2,019.35 \$3,828,815.00 \$3,841,050.00 99.68

*includes PPT Refund for 2020

EXPENDITURES

	September	YTD	2021 Budget	Percent YTD
Salaries/Wages - Permanent	\$179,917	\$1,272,515	\$1,659,435	76.68
Salaries/Wages - Pages	\$7,421	\$51,884	\$87,030	59.62
Salaries/Wages - Sunday	\$0	\$237	\$41,980	0.56
Employers FICA	\$14,228	\$100,332	\$135,000	74.32
Hosp/Dental/Optical	\$28,225	\$127,728	\$186,360	68.54
Life & Disability	\$789	\$7,457	\$12,300	60.62
Retirement	\$0	\$111,246	\$240,000	46.35
VEBA Contribution	\$0	\$2,110	\$0	0
Operating Supplies	\$1,730	\$43,849	\$86,000	50.99
Books & Materials	\$4,244	\$281,525	\$373,450	75.38
Contractual Services	\$26,574	\$306,049	\$400,230	76.47
Communications	\$0	\$10,589	\$20,000	52.95
Transportation	\$0	\$9	\$1,500	.60
Conference/Training	\$590	\$1,079	\$9,200	11.73
Community Promotion	\$2,650	\$34,633	\$63,160	54.83
Printing & Publishing	\$0	\$641	\$1,000	64.07
Insurance & Bonds	\$0	\$50,287	\$52,000	96.71
Worker's Comp	\$0	\$3,905	\$5,000	78.10
Utilities	\$15,336	\$131,600	\$166,000	79.28
Repairs & Maintenance	\$2,220	\$118,340	\$154,700	76.50
Tax Refunds (Previous Year)	\$119	\$639	\$2,000	31.95
Miscellaneous	\$0	\$4,292	\$8,865	48.41
Equipment	\$6,510	\$37,094	\$23,950	154.88
Building System & Replacement	\$0	\$0	\$0	0
Furniture Reserve	\$0	\$1,100	\$43,300	2.54
Building Reserve	\$0	\$0	\$0	0
Equipment Reserve	\$0	\$0	\$68,650	0
Technology Reserve	\$0	\$0	\$0	0

TOTAL EXPENDITURES

\$290,553

\$2,699,140

\$3,841,110

70.27

PLYMOUTH DISTRICT LIBRARY

Balance Sheet

September 2021

Account Title	Balance	Account Number
Fund: GENERAL OPERATING FUND		
ASSETS		
Current Assets		
CASH/OPERATING CHECKING	2,873,741.10	101-000-001.000
CASH-SAVINGS/CDS	1,381,096.45	101-000-002.000
CASH-PAYROLL CHECKING	59,983.01	101-000-012.000
RETIREE INS CO-PAY	29,943.74	101-000-039.000
TOTAL Current Assets	4,344,764.30	
Long-Term Assets		
PREPAID EXPENSES	0.00	101-000-123.000
IMPREST PETTY CASH	100.00	101-000-180.000
IMPREST PETTY CASH EXCHANGE	350.00	101-000-185.000
IMPREST CASH IN DRAWER	260.00	101-000-190.000
TOTAL Long-Term Assets	710.00	
TOTAL ASSETS	4,345,474.30	
LIABILITIES		
Current Liabilities		
ACCOUNTS PAYABLE	0.00	101-000-202.000
UNDEPOSITED CASH	25,660.44	101-000-275.000
TOTAL Current Liabilities	25,660.44	
Long-Term Liabilities		
DEFERRED REVENUES	45,035.51	101-000-339.000
TOTAL Long-Term Liabilities	45,035.51	
TOTAL LIABILITIES	70,695.95	
FUND EQUITY		
Fund Equity		
FUND BALANCE	3,138,232.33	101-000-390.000
CHANGE IN FUND EQUITY	1,136,546.02	
TOTAL Fund Equity	4,274,778.35	
TOTAL FUND EQUITY	4,274,778.35	
TOTAL LIABILITIES & FUND EQUITY	4,345,474.30	

PLYMOUTH DISTRICT LIBRARY					
Check Register Report					
09/01/2021 -09/30/2021					
<u>Check</u>		<u>Vendor Name</u>	<u>Status</u>	<u>Check Date</u>	<u>Check Amount</u>
101					
30226		Associated Newspapers of MI	Open	09/10/2021	\$500.00
30227		Blue Care Network	Open	09/10/2021	\$21,361.80
30228		Bumler Mechanical, Inc.	Open	09/10/2021	\$1,202.51
30229		CCH Incorporated	Open	09/10/2021	\$224.60
30230		CEE-CLEAN WINDOW CLEANING CO	Open	09/10/2021	\$400.00
30231		City of Plymouth	Open	09/10/2021	\$1,167.14
30232		Coffee Break Service, Inc.	Open	09/10/2021	\$70.25
30233		Consumer's Energy	Open	09/10/2021	\$367.73
30234		Delta Dental Insurance	Open	09/10/2021	\$1,175.81
30235		Electronic Systems, Inc	Open	09/10/2021	\$3,680.36
30236		Engraving Connection	Open	09/10/2021	\$30.00
30237		Gale	Open	09/10/2021	\$30.39
30238		Graybar Electric Co., Inc.	Open	09/10/2021	\$127.30
30239		Green Electrical Solutions,LLC	Open	09/10/2021	\$352.60
30240		Heather Pacheco	Open	09/10/2021	\$100.00
30241		Horton Plumbing	Open	09/10/2021	\$148.80
30242		Leader Business Networks	Open	09/10/2021	\$35.64
30243		MERS of Michigan	Open	09/10/2021	\$590.00
30244		Michigan State Univ. Libraries	Open	09/10/2021	\$150.00
30245		Millennium Business Systems	Open	09/10/2021	\$449.83
30246		Observer & Eccentric Newspaper	Open	09/10/2021	\$76.02
30247		OCLC, Inc.	Open	09/10/2021	\$1,739.10
30248		Office Depot	Open	09/10/2021	\$453.03
30249		Plymouth Community Chamber of	Open	09/10/2021	\$100.00
30250		Regal Pest Control, LLC	Open	09/10/2021	\$175.90
30251		Serene Landscape Group	Open	09/10/2021	\$1,180.00
30252		The Library Network	Open	09/10/2021	\$7,442.36
30253		West Payment Center	Open	09/10/2021	\$270.00
30254		T-Mobile	Open	09/10/2021	\$55.88
30255		Veolia ES Technical Solutions	Open	09/10/2021	\$452.64
30256		Wayne County Treasurer	Open	09/10/2021	\$118.93
30257		Midwest Tape	Open	09/21/2021	\$2,765.84
30258		Blue Care Network	Open	09/21/2021	\$21,361.80
30259		Book Farm LLC	Open	09/21/2021	\$21.99
30260		Building Automated Systems	Open	09/21/2021	\$869.00
30261		Chicago Distribution Center	Open	09/21/2021	\$42.15
30262		Crystal Clear Aquarium L.L.C.	Open	09/21/2021	\$65.00
30263		Delta Dental Insurance	Open	09/21/2021	\$1,175.81
30264		Envisionware, Inc.	Open	09/21/2021	\$725.00

<u>Check</u>	<u>Vendor Name</u>	<u>Status</u>	<u>Check Date</u>	<u>Check Amount</u>
30265	GDI Services, Inc.	Open	09/21/2021	\$3,909.75
30266	GEM Facility Management LLC	Open	09/21/2021	\$2,033.53
30267	GovConnection, Inc.	Open	09/21/2021	\$539.66
30268	Graybar Electric Co., Inc.	Open	09/21/2021	\$96.86
30269	Heather Pacheco	Open	09/21/2021	\$105.41
30270	Insight Public Sector, Inc.	Open	09/21/2021	\$6,510.09
30271	Interactive Sciences, Inc.	Open	09/21/2021	\$496.21
30272	JanWay Co.	Open	09/21/2021	\$1,003.45
30273	Kristy Robinett	Open	09/21/2021	\$250.00
30274	Library Ideas	Open	09/21/2021	\$511.40
30275	Mike Ivankovich	Open	09/21/2021	\$250.00
30276	Millennium Business Systems	Open	09/21/2021	\$15.00
30277	MisDU	Open	09/21/2021	\$47.59
30278	Patricia Carter	Open	09/21/2021	\$297.00
30279	TDS Metrocom	Open	09/21/2021	\$620.48
30280	Thomson Reuters - West	Open	09/21/2021	\$270.00
30281	VegMichigan	Open	09/21/2021	\$100.00
30282	MisDU	Voided	09/23/2021	\$0.00
30283	GovConnection, Inc.	Open	09/23/2021	\$1,930.40
30284	MisDU	Open	09/23/2021	\$47.59
30285	Baker & Taylor	Open	09/23/2021	\$81.92
30286	Dalton Commercial Cleaning	Open	09/23/2021	\$752.00
30287	DTE Energy	Open	09/23/2021	\$12,881.17
30288	MisDU	Open	09/23/2021	\$47.59
30289	Mutual of Omaha	Open	09/23/2021	\$789.15
30290	Plymouth Canton Comm Schools	Open	09/23/2021	\$70.00
30291	Scholastic Inc.	Open	09/23/2021	\$76.73
30292	Consumer's Energy	Open	09/23/2021	\$748.51
Total 101				\$105,736.70

September 2021 Payroll and Retirement Transfers				
Date	Amount	Name		
		ADP Inv. - processing		
09/02/21	\$62,996.35	Payroll of 09/03/2021		
09/03/21	\$3,860.00	Nationwide payment - Employee 457 P/R Deductions		
09/16/21	\$63,914.85	Payroll of 09/17/2021		
09/17/21	\$3,860.00	Nationwide payment - Employee 457 P/R Deductions		
09/30/21	\$60,664.48	Payroll of 10/01/2021		
		Retirement transfer for August 2021 (\$66,471.28 FT Salaries x 21.46%)		
	1.05	Interest for Huntington Bank (Citizens) Savings for September 2021		