

**PARKROSE SCHOOL BOARD 2022-23 MONTHLY FINANCIAL STATEMENTS**

**Dec-22**

| <b>FUND</b> | <b>FUNCTION</b> | <b>OBJECT</b> | <b>LOCATION</b> | <b>Description</b>                                     | <b>Budget</b>       | <b>YTD Transactions</b> | <b>Encumbrance</b> | <b>Balance</b>        |
|-------------|-----------------|---------------|-----------------|--|---------------------|-------------------------|--------------------|-----------------------|
| 100         | 2310            | 310           | 130             | BOARD OF EDUCATION - Additional Salary & Benefits      | \$ -                | \$ 1,353.93             | \$ -               | \$ (1,353.93) (a)     |
| 100         | 2310            | 319           | 130             | BOARD OF EDUCATION - Other Inst, Prof & Tech Svcs      | \$ 500.00           | \$ -                    | \$ -               | \$ 500.00             |
| 100         | 2310            | 342           | 130             | BOARD OF EDUCATION - Travel, Out Of District           | \$ 2,000.00         | \$ 2,512.42             | \$ -               | \$ (512.42) (a)       |
| 100         | 2310            | 353           | 130             | BOARD OF EDUCATION - Postage                           | \$ 2,500.00         | \$ -                    | \$ -               | \$ 2,500.00           |
| 100         | 2310            | 354           | 130             | BOARD OF EDUCATION - Advertising                       | \$ 3,500.00         | \$ 18,306.65            | \$ 1,251.20        | \$ (16,057.85) (a, b) |
| 100         | 2310            | 355           | 130             | BOARD OF EDUCATION - Printing and Binding              | \$ 250.00           | \$ -                    | \$ -               | \$ 250.00             |
| 100         | 2310            | 384           | 130             | BOARD OF EDUCATION - Negotiation Services              | \$ 5,500.00         | \$ -                    | \$ -               | \$ 5,500.00           |
| 100         | 2310            | 388           | 130             | BOARD OF EDUCATION - Election Services                 | \$ 2,500.00         | \$ -                    | \$ -               | \$ 2,500.00           |
| 100         | 2310            | 410           | 130             | BOARD OF EDUCATION-Consumable Supplies & Materials     | \$ 400.00           | \$ 1,126.92             | \$ 2,419.94        | \$ (3,146.86) (a, b)  |
| 100         | 2310            | 461           | 130             | BOARD OF EDUCATION-Non-Consumable Supplies & Materials | \$ -                | \$ -                    | \$ -               | \$ -                  |
| 100         | 2310            | 641           | 130             | BOARD OF EDUCATION - Dues and Fees                     | \$ 9,300.00         | \$ 12,594.75            | \$ 1,870.00        | \$ (5,164.75) (a, b)  |
|             |                 |               |                 |  | <b>\$ 26,450.00</b> | <b>\$ 35,894.67</b>     | <b>\$ 5,541.14</b> | <b>\$ (14,985.81)</b> |

(a) - See Exp's Paid to Date Detail tab for listing of expenses to date.

(b) - See List of Outstanding Encumbrance tab for listing of open purchase orders for known future expenses

(1) - A budet adjustment will be presented with a supplemental budget when/if it is needed.

|  |                     |
|--|---------------------|
| <b>EXPENSES PAID FOR LOCAL OPTION</b>        | <b>\$ 18,216.10</b> |
| Budget overage                               | \$ (14,985.81)      |
| <b>Remaining if no Local Option Expenses</b> | <b>\$ 3,230.29</b>  |

**LISTING OF ALL EXPENSES PAID TO DATE FOR FY 2022-23 - BOARD OF EDUCATION**  
12/31/22

**Additional Salary & Benefits**

| Date              | PO / REQ #            | Account                   | Line Memo                           | Debit              | Credit | Vendor      |
|-------------------|-----------------------|---------------------------|-------------------------------------|--------------------|--------|-------------|
| 10/1/2022         | Student Board Members | 100.2310.0342.130.000.000 | Salaries for Student Staff          | \$ 742.46          | \$ -   | Parkrose SD |
| 11/1/2022         | Student Board Members | 100.2310.0342.130.000.000 | Salaries for Student Staff          | \$ 352.56          | \$ -   | Parkrose SD |
| 12/1/2022         | Student Board Members | 100.2310.0342.130.000.000 | Salaries for Student Staff          | \$ 258.91          | \$ -   | Parkrose SD |
| PER DIEM PAY OSEA | Berhe, Bemnet T       |                           | \$1,238.95 Additional Salary        |                    |        |             |
| PER DIEM PAY OSEA | Napaa, Julius H       |                           | \$5.55 PERS - Employer Contribution |                    |        |             |
| PER DIEM PAY OSEA | Phillips, Kennedy D   |                           | \$6.00 PERS - Employer Pickup       |                    |        |             |
| PER DIEM PAY OSEA | Santos, Justin M      |                           | \$94.73 Social Security             |                    |        |             |
|                   |                       |                           | \$5.23 Workers Compensation         |                    |        |             |
|                   |                       |                           | \$3.47 Unemployment                 |                    |        |             |
|                   |                       |                           |                                     | <b>\$ 1,353.93</b> |        |             |
|                   |                       |                           | \$1,353.93                          |                    |        |             |

**TRAVEL - OUT OF DISTRICT**

| Date     | PO / REQ #     | Account                   | Line Memo  | Debit              | Credit | Vendor                      |
|----------|----------------|---------------------------|--|--------------------|--------|-----------------------------|
| 7/1/2022 | 070122-PERDIEM | 100.2310.0342.130.000.000 | Per Diem for Eva-Jeanette R for Conference / Tng | \$ 93.00           | \$ -   | Parkrose SD                 |
| 7/1/2022 | 7/1/22 REIMB   | 100.2310.0342.130.000.000 | Reimb Brenda R for Conf / Tng                    | \$ 190.00          |        | Parkrose SD                 |
| 7/1/2022 | 7/1/22 REIMB   | 100.2310.0342.130.000.000 | Reimb Joshua S for Conf / Tng                    | \$ 191.25          |        | Parkrose SD                 |
| 7/1/2022 | 7/1/22 REIMB   | 100.2310.0342.130.000.000 | Reimb Sonja M for Conf / Tng                     | \$ 192.50          |        | Parkrose SD                 |
| 7/1/2022 | 7/1/22 REIMB-1 | 100.2310.0342.130.000.000 | Reimb Eva-Jeanette R for Conf / Tng              | \$ 191.25          |        | Parkrose SD                 |
| 7/7/2022 | 7/7/22-PERDIEM | 100.2310.0342.130.000.000 | Per Diem for Brenda R for Conference / Tng       | \$ 130.00          |        | Parkrose SD                 |
| 7/7/2022 | 7/7/22-PERDIEM | 100.2310.0342.130.000.000 | Per Diem for Eva-Jeanette R for Conference / Tng | \$ 55.00           | \$ -   | Parkrose SD                 |
| 9/1/22   | 130448         | 100.2310.0342.130.000.000 | Hotel Fees                                       | \$ 1,436.82        |        | Riverhouse on the Deschutes |
| 12/1/22  | 111022 - Reimb | 100.2310.0342.130.000.000 | Travel Reimb - K Phillips                        | \$ 4.20            |        | Parkrose SD                 |
| 12/1/22  | 111722 - Reimb | 100.2310.0342.130.000.000 | Travel Reimb - E Durant                          | \$ 28.40           |        | Parkrose SD                 |
|          |                |                           |  | <b>\$ 2,512.42</b> |        |                             |

**Postage**

| Date | PO / REQ # | Account                   | Line Memo | Debit       | Credit | Vendor |
|------|------------|---------------------------|-----------|-------------|--------|--------|
|      |            | 100.2310.0353.130.000.000 |           | \$ -        | \$ -   |        |
|      |            |                           |           | \$ -        | \$ -   |        |
|      |            |                           |           | <b>\$ -</b> |        |        |

**ADVERTISING**

| Date      | PO / REQ # | Account                   | Line Memo                            | Debit               | Credit | Vendor       |
|-----------|------------|---------------------------|--------------------------------------|---------------------|--------|--------------|
| 7/1/2022  | 230069     | 100.2310.0354.130.000.000 | FlashAlert Newswire yearly cost      | \$ 140.00           | \$ -   | FlashAlert   |
| 11/1/2022 | 230446     | 100.2310.0354.130.000.000 | Print Source - Local Option Printing | \$ 680.00           | \$ -   | Print Source |
| 12/1/22   | 230528     | 100.2310.0354.130.000.000 | Print Source - Local Option Printing | \$ 15,101.48        |        | Print Source |
| 12/1/22   | 230529     | 100.2310.0354.130.000.000 | Print Source - Local Option Printing | \$ 1,221.71         |        | Print Source |
| 12/1/22   | 230530     | 100.2310.0354.130.000.000 | Print Source - Local Option Printing | \$ 1,163.46         |        | Print Source |
|           |            |                           |                                      | <b>\$ 18,306.65</b> |        |              |

**PRINTING & BINDING**

| Date | PO / REQ # | Account                   | Line Memo | Debit       | Credit | Vendor |
|------|------------|---------------------------|-----------|-------------|--------|--------|
|      |            | 100.2310.0355.130.000.000 |           | \$ -        | \$ -   |        |
|      |            | 100.2310.0355.130.000.000 |           | \$ -        | \$ -   |        |
|      |            |                           |           | <b>\$ -</b> |        |        |

**SUPPLIES & MATERIALS**

| Date      | PO / REQ #     | Account                   | Line Memo   | Debit              | Credit | Vendor                          |
|-----------|----------------|---------------------------|---|--------------------|--------|---------------------------------|
| 7/1/2022  | 230068         | 100.2310.0410.130.000.000 | Name Plate for new board member & wireless mouse for Andrea | \$ 39.98           | \$ -   | Office Depot Business Solutions |
| 9/1/2022  | 230077         | 100.2310.0410.130.000.000 | Name Plate for new board member                             | \$ 39.98           | \$ -   | Office Depot Business Solutions |
| 9/1/2022  | 230077         | 100.2310.0410.130.000.000 | Office Supplies   | \$ 12.10           | \$ -   | Office Depot Business Solutions |
| 10/1/2022 | 230068         | 100.2310.0410.130.000.000 | Supplies  | \$ 19.98           | \$ -   | Amazon                          |
| 10/1/2022 | 230068         | 100.2310.0410.130.000.000 | Supplies  | \$ 111.93          | \$ -   | ODP Business Solution           |
| 10/1/2022 | 230068         | 100.2310.0410.130.000.000 | Levy Printing   | \$ 160.00          | \$ -   | MESD Printing & Graphics        |
| 11/1/2022 | Direct Voucher | 100.2310.0410.130.000.000 | Board Retreat Catering                                      | \$ 693.50          | \$ -   | Compass Group                   |
| 12/1/2022 | Direct Voucher | 100.2310.0410.130.000.001 | Michael Dinner - GABA - discuss the Levy                    | \$ 49.45           |        | Bistro Grill                    |
|           |                | 100.2310.0410.130.000.001 |   | \$ -               | \$ -   |                                 |
|           |                |                           |   | <b>\$ 1,126.92</b> |        |                                 |

**NON-CONSUMABLE SUPPLIES**

| Date | PO / REQ # | Account                   | Line Memo | Debit       | Credit | Vendor |
|------|------------|---------------------------|-----------|-------------|--------|--------|
|      |            | 100.2310.0461.130.000.000 |           | \$ -        | \$ -   |        |
|      |            |                           |           | \$ -        | \$ -   |        |
|      |            |                           |           | <b>\$ -</b> |        |        |

**DUES AND FEES**

| Date      | PO / REQ # | Account                   | Line Memo                      | Debit               | Credit | Vendor                |
|-----------|------------|---------------------------|--------------------------------|---------------------|--------|-----------------------|
| 7/1/2022  | 230073     | 100.2310.0641.130.000.000 | District Membership to OSBA    | \$ 5,952.75         | -      | OR School Board Assoc |
| 7/1/2022  | 230073     | 100.2310.0641.130.000.000 | Board Book Tier I Fee          | \$ 2,500.00         | -      | OR School Board Assoc |
| 7/1/2022  | 230073     | 100.2310.0641.130.000.000 | Policy Update Subscription     | \$ 500.00           | -      | OR School Board Assoc |
| 7/1/2022  | 230076     | 100.2310.0641.130.000.000 | Summer Board Conf Cost (Sonja) | \$ 600.00           | -      | OR School Board Assoc |
| 9/1/2022  | 230076     | 100.2310.0641.130.000.000 | Summer Board Conf Fees         | \$ 2,268.00         | -      | OR School Board Assoc |
| 10/1/2022 | 230076     | 100.2310.0641.130.000.000 | Credit received                | \$ (26.00)          | -      | OR School Board Assoc |
| 11/1/2022 | 230431     | 100.2310.0641.130.000.000 | Legal Assistance Trust         | \$ 800.00           | -      | OR School Board Assoc |
|           |            |                           |                                | \$ -                | -      |                       |
|           |            |                           |                                | <b>\$ 12,594.75</b> |        |                       |

**TOTAL EXPENSES TO DATE \$ 35,894.67**

**EXPENSES PAID FOR LOCAL OPTION \$ 18,216.10**

**LIST OF OUTSTANDING ENCUMBRANCES FOR FY 2022-23**

**12/31/2022**

| Entry                     | Date      | Account                   | Amount             | Req. No. | PO No. | Vendor                              | Description  |
|---------------------------|-----------|---------------------------|--------------------|----------|--------|-------------------------------------|--|
|                           | 10/1/2022 | 100.2310.0354.130.000.000 | \$ 260.00          | 406      | 230381 | Office Depot Business Solutions     | Levy flyers double sided   |
|                           | 11/1/2022 | 100.2310.0354.130.000.000 | \$ 991.20          | 650      | 230613 | Print Source Inc - B&B Print Source | Local Option Print Jobs  |
|                           | 7/1/2022  | 100.2310.0410.130.000.000 | \$ 39.98           | 93       | 230077 | Office Depot Business Solutions     | Name Plate for board member and pens   |
|                           | 9/1/2022  | 100.2310.0410.130.000.000 | \$ 79.96           | 275      | 230272 | Office Depot Business Solutions     | Name Plate for 4 Students  |
|                           | 9/1/2022  | 100.2310.0410.130.000.000 | \$ 2,000.00        | 93       | 230274 | Oregon School Board Association     | Other OSBA costs associated with attending Convention - cost estimate          |
|                           | 10/1/2022 | 100.2310.0410.130.000.000 | \$ 300.00          | 400      | 230345 | Clackamas ESD                       | Business Cards   |
|                           | 9/1/2022  | 100.2310.0641.130.000.000 | \$ 1,870.00        | 94       | 230076 | OR School Board Assoc               | OSBA Annual Convention for 5 board members \$ 340 * 5 and 1 Admin person \$170 |
| <b>Total Encumbrances</b> |           |                           | <b>\$ 5,541.14</b> |          |        |                                     |  |