

PARKROSE SCHOOL BOARD 2019-20 MONTHLY FINANCIAL STATEMENTS
Dec-19

FUND	FUNCTION	OBJECT	LOCATION	Description	Budget	YTD Transactions	Encumbrance	Balance
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	\$ 932.06	\$ -	\$ 1,067.94 (a)
100	2310	353	130	BOARD OF EDUCATION - Postage	\$ 2,500.00	\$ -	\$ -	\$ 2,500.00
100	2310	354	130	BOARD OF EDUCATION - Advertising	\$ 5,000.00	\$ 304.58	\$ 800.00	\$ 3,895.42 (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	(1 \$ 400.00	\$ 297.96	\$ 100.00	\$ 2.04 (a)(b)
100	2310	641	130	BOARD OF EDUCATION - Dues and Fees	\$ 9,300.00	\$ 10,387.75	\$ 200.00	\$ (1,287.75) (a)(b)
					\$ 27,950.00	\$ 11,922.35	\$ 1,100.00	\$ 14,927.65

(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

LISTING OF ALL EXPENSES PAID TO DATE FOR FY 2019-20 - BOARD OF EDUCATION
12/31/19

TRAVEL - OUT OF DISTRICT

<u>Date</u>	<u>PO / REQ #</u>	<u>Account</u>	<u>Line Memo</u>	<u>Debit</u>	<u>Credit</u>	<u>Vendor</u>
7/1/2019	PERDIEMJUL19	100.2310.0342.130.000.000	Ashley Brassea	\$ 115.00	\$ -	
7/2/2019	PERDIEMJUL19	100.2310.0342.130.000.000	Sonja McKenzie	\$ 115.00	\$ -	
9/1/2019	0719VISA	100.2310.0342.130.000.000	Sonja Room Charge & Ashley Room Charge Summer Retreat	\$ 635.06		US Bank
11/1/2019	PERDIEM19	100.2310.0342.130.000.000	Sonja McKenzie (Nov. OSBA Conf. they ran out of lunch tickets & didn't provide a dinner option to go along with evening workshops)	\$ 50.00		
11/1/2019	PERDIEM19	100.2310.0342.130.000.000	Joshua Singleton (Nov. OSBA Conf. they ran out of lunch tickets)	\$ 17.00		
				\$ 932.06		

Postage

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

ADVERTISING

<u>Date</u>	<u>PO / REQ #</u>	<u>Account</u>	<u>Line Memo</u>	<u>Debit</u>	<u>Credit</u>	<u>Vendor</u>
10/1/2019	200490	100.2310.0354.130.000.000	Board Vacancies Public Announcement	\$ 120.58	\$ -	Oregonian Publishing Co
10/1/2019	200190	100.2310.0354.130.000.000	FlashAlert Newswire (emergency alert system and Board meeting announcements)	\$ 184.00		
		100.2310.0354.130.000.000				
				\$ 304.58		

PRINTING & BINDING

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

SUPPLIES & MATERIALS

<u>Date</u>	<u>PO / REQ #</u>	<u>Account</u>	<u>Line Memo</u>	<u>Debit</u>	<u>Credit</u>	<u>Vendor</u>
9/1/2019	0619VISA	100.2310.0410.130.000.000	18-19 Retiree Recog Food, Gift Cards for 3 ASB leaders	\$ 107.37	\$ -	US Bank

9/1/2019	0719VISA	100.2310.0410.130.000.000	Ashley name plate and badge	\$	42.13	\$	-	US Bank
9/1/2019	203104	100.2310.0410.130.000.000	Ashley business cards	\$	16.00	\$	-	Clackamas ESD
12/1/2019	342	100.2310.0410.130.000.000	Catering Bill (Nov. 4th board dinner)	\$	96.00	\$	-	District Nutritional Svc
12/1/2019	REIMSUPLNNOV19	100.2310.0410.130.000.000	Reimbursement for Andrea buying Rosebush for outgoing board member	\$	36.46	\$	-	Andrea S

\$	297.96
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DUES AND FEES - IV DETAIL

Date	PO / REQ #	Account	Line Memo	Debit	Credit	Vendor
7/1/2019	200034	100.2310.0641.130.000.000	Boardbook annual subscription	\$ 2,500.00	-	OREGON SCHOOL BOARDS ASSOC
7/1/2019	200032	100.2310.0641.130.000.000	policy update subscription annual fee	\$ 350.00	-	OREGON SCHOOL BOARDS ASSOC
7/1/2019	200031	100.2310.0641.130.000.000	Annual membership	\$ 5,952.75	-	OREGON SCHOOL BOARDS ASSOC
8/1/2019	200033	100.2310.0641.130.000.000	Registration for SM \$320 & AB \$185 to attend Summer OSBA	\$ 505.00	-	OREGON SCHOOL BOARDS ASSOC
8/1/2019	200182	100.2310.0641.130.000.000	LegalAssistance Trust dues based on ADMr 3,107.4	\$ 800.00	-	OREGON SCHOOL BOARDS ASSOC
10/1/2019	200527	100.2310.0641.130.000.000	Cost of 4 x \$45 to attend OSBA Fall Dinner at MESD	\$ 180.00	-	MESD
11/1/2019	200595	100.2310.0641.130.000.000	Non-Profit Membership Fee	\$ 100.00	-	Gateway Area Business Assoc

\$	10,387.75
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TOTAL EXPENSES TO DATE

\$	11,922.35
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LIST OF OUTSTANDING ENCUMBRANCES FOR FY 2019-20 AS OF 12/31/19

Entry	Date	Account	Amount	Req. No.	PO No.	Vendor
			\$ 100.00			catering estimate for 1/28 Legislative Day
			\$ 800.00			OSBA Annual Convention in November,
			\$ 200.00			registration fees and meals (estimate)
			\$ 1,100.00			Parkrose Business Association membership
			\$ -			fee (estimate)
			\$ 1,100.00			
Total Encumbrances			\$ 1,100.00			

