

Management Report

North Riverside Public Library District

For the period ended September 30, 2021



Prepared on

October 15, 2021

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Profit and Loss

July - September, 2021

	Total
INCOME	
6903-01 Fines & Fees	1,258.71
6905-01 Grants	9,162.50
6910-01 Misc. Revenue	42,881.46
Interest	
6906-01 Interest Earned	22.58
Total Interest	22.58
Property Taxes	
6901-01 Property Tax	145,413.40
6901-04 Tax Revenue-Audit Fund	1,142.31
6901-05 Tax Revenue-Liability Ins	693.46
6901-06 Tax Revenue-Unemploy Ins	244.78
6901-07 Tax Revenue-Bldg Fund	7,425.60
6901-08 Tax Revenue-SS	5,589.66
6901-12 Property Tax - IMRF Fund	2,040.02
Total Property Taxes	162,549.23
Total Income	215,874.48
GROSS PROFIT	
215,874.48	
EXPENSES	
8360-01 Grants	2,376.73
Advertising & Marketing	
8365-01 Library Promotion	45.02
8370-01 Postage	83.28
8385-01 Memorials & Tributes	244.98
8410-01 Printing	2,569.90
Total Advertising & Marketing	2,943.18
Bank Charges & Fees	
8396-01 Bank Charges & Fees	19.00
Total Bank Charges & Fees	19.00
Benefits	
7600-05 Health Insurance	4,636.56
7620-01 Payroll Expenses	40.00
7650-09 IMRF Pension	10,839.04
7670-01 Taxes-Fica Expense	11,528.10
Total Benefits	27,043.70
Building Expense	
8306-07 Building Supplies	1,226.02
8308-07 Service Contracts	11,082.21
8315-07 Fees & Permits	
8335-07 Bulding Repairs	46,382.09
Total Building Expense	58,690.32
Computers/Technology	

	Total
8171-01 Tech Service	22,024.15
8172-01 Computer Equipment	66.47
8175-01 MLS Computer Fund	16.57
8180-01 Software	127.44
8190-01 Website	74.97
Total Computers/Technology	22,309.60
Insurance	
7660-06 Unemployment Insurance	-814.97
Total Insurance	-814.97
Legal & Professional Services	
8400-01 Accounting	2,730.00
8401-04 Audit	450.00
8402-01 Legal Fees	4,151.32
8406-01 Collection Agency	62.65
8430-01 Payroll Expenses	1,620.61
Total Legal & Professional Services	9,014.58
Library Materials	
8090-01 Books on CD - Adult	151.78
8091-01 Books on CD - Children	94.88
8097-01 Music CD - Children	192.12
8104-01 Adult Fiction	3,081.12
8105-01 Adult Non-Fiction	1,388.82
8106-01 Children Fiction / Non-Fiction	2,658.72
8107-01 Young Adult Fiction/Non-Fiction	1,942.47
8108-01 eBooks	1,840.46
8115-01 Adult Large Print	173.48
8130-01 Databases	10,108.50
8160-01 Adult DVDs - Fiction	1,058.16
8162-01 Children DVDs	523.96
8163-01 YA DVDs	203.91
8164-01 Foreign Lang. DVDs	13.97
8166-01 Games	50.99
8399-01 ILL Loss/Damage	15.90
Total Library Materials	23,499.24
Office Supplies & Software	
8202-01 Office Supplies	4,122.19
Total Office Supplies & Software	4,122.19
Programs & Strategic Initiatives	
8150-01 Children's Programs	485.75
8152-01 Children's Summer Reading Program	782.37
8153-01 Young Adult Programs	79.33
8154-01 Makerspaces/library of things	344.30
8155-01 Adult Programs	1,325.86
8156-01 Technology Programs	7.96

	Total
8157-01 Senior Programs	135.00
Total Programs & Strategic Initiatives	3,160.57
Salaries	
7504-01 Library Clerks	61,451.08
7507-01 Library Pages	9,720.28
7508-01 Administrators	79,759.36
7509-01 Salaries - Grant	600.73
8330-01 Casual Labor	75.00
Total Salaries	151,606.45
Travel & Training	
7800-01 Staff Training	477.99
8342-01 Lodging, Meals, Mileage	66.84
8355-01 Memberships	730.90
Total Travel & Training	1,275.73
Utilities	
8301-01 Utilities	33.60
8301-07 Telephone	4,782.10
8302-07 Electricity	6,257.05
8303-07 Natural Gas	920.11
8304-07 Water/Garbage	532.42
Total Utilities	12,525.28
Total Expenses	317,771.60
NET OPERATING INCOME	-101,897.12
NET INCOME	\$ -101,897.12

Balance Sheet

As of September 30, 2021

	Total
ASSETS	
Current Assets	
Bank Accounts	
1500-01 First American MM (5015)	337,929.07
1500-04 Cash-Audit Fund	15,423.20
1500-05 Cash-Liability Insurance Fund	56,422.77
1500-06 Cash-Unemployment Ins Fund	5,069.41
1500-07 Cash-Building Fund	-197,907.01
1500-08 Cash-Social Security Fund	42,212.20
1500-09 Cash-Pension Fund	-23,608.79
1500-10 Cash-Debt Service Fund	0.00
1500-11 Equipment Fund	0.00
1500-12 Cash - IMRF Fund	25,072.81
1500-13 Capital Projects	30,000.00
Total 1500-01 First American MM (5015)	290,613.66
1501-01 First American Checking (5001)	55,662.30
1505-07 Chase Bank	7,766.54
1509-07 Cash - IPTIP IL Funds	94,390.46
1512-02 Kadlec Annuity #71797	53,582.49
1515-01 BMO Harris	0.00
Total Bank Accounts	502,015.45
Accounts Receivable	
2000-01 RE Taxes Receivable-Corp	452,918.79
2000-04 Taxes Receivable-Audit	3,575.04
2000-05 Taxes Receivable-Insurance	2,200.32
2000-06 Taxes Receivable-Liab Insur	825.05
2000-07 Taxes Recievable-Bldg Fund	23,243.37
2000-08 Taxes Receivable-SS Fund	17,467.05
2000-09 Taxes Receivable-Pension Fund	6,326.02
Total Accounts Receivable	506,555.64
Other Current Assets	
1500-01 Kadlec Annuity	250,502.21
1500-02 Kadlect Annuity #19563	116,393.94
1500-03 Kadlec Annuity #37743	402,915.09
2200-01 Due to/from Special Accounts	0.00
2200-09 Due to/from Pension Fund	0.00
2400-01 Prepaid Expenses	3,119.20
2400-05 Prepaid Expenses 05	378.89
Total Other Current Assets	773,309.33
Total Current Assets	1,781,880.42
TOTAL ASSETS	\$1,781,880.42

LIABILITIES AND EQUITY

	Total
Liabilities	
Current Liabilities	
Accounts Payable	
4100-01 Accounts Payable	9,098.81
4100-05 Accounts Payable Liability Fund	2,915.61
4100-06 Accounts Payable Unemployment Fund	0.00
4100-07 Accounts Payable Building Fund	7,002.20
4100-09 Accounts Payable Pension Fund	0.00
Total Accounts Payable	19,016.62
Other Current Liabilities	
4002-01 IMRF - Employee Contribution	0.00
4003-01 Child Support	0.00
4200-01 Accrued Wages	13,911.42
4220-01 Federal Withholding	0.00
4230-01 ICMA Retirement	912.47
4240-01 State Withholding	0.00
4250-01 FICA Withholding	0.00
4265-01 Cafeteria Plan	0.00
4300-01 Deferred Tax Rev - Corp FD	452,918.79
4300-04 Deferred Tax Rev - Audit Fund	3,575.04
4300-05 Deferred Tax Rev Liability Fund	2,200.32
4300-06 Deferred Tax Rev Unemployment	825.05
4300-07 Deferred Tax Rev Building Fund	23,243.37
4300-08 Deferred Tax Rev SS	17,467.05
4300-09 Deferred Tax Rev Pension	6,326.02
4470-07 Due to/from Corp - Building fund	0.00
Total Other Current Liabilities	521,379.53
Total Current Liabilities	540,396.15
Long-Term Liabilities	
8701-02 Debt Certificate Principle	0.00
Total Long-Term Liabilities	0.00
Total Liabilities	540,396.15
Equity	
3200-00 Retained Earnings	-20,358.61
5600-01 General Fund Balance	1,440,067.00
5600-02 Debt Service Fund Balance	0.00
5600-03 Capital Projects Fund Balance	30,000.00
5600-04 Audit Fund	7,153.00
5600-05 Public Liability Fund Balance	56,565.00
5600-06 Unemployment Insurance Fund Balance	3,297.00
5600-07 Building Fund Balance	-158,975.00
5600-08 Social Security Fund Balance	1,743.00
5600-09 Pension Fund Balance	-16,110.00
Opening Balance Equity	0.00

	Total
Net Income	-101,897.12
Total Equity	1,241,484.27
TOTAL LIABILITIES AND EQUITY	\$1,781,880.42

North Riverside Public Library District
Budget vs Actual
September 2021

REVENUE		Actual	Budget	25% % of Budget
6904-01	Donations	\$ -	\$ 10,000	0%
6901-14	Estimated Loss Due to Property Assessment Appeals-Future Years	\$ -	\$ (15,000)	0%
6903-01	Fees and fines	\$ 1,259	\$ 5,000	25%
6905-01	Grants	\$ 9,163	\$ 50,000	18%
6906-01	Interest	\$ 23	\$ 1,500	2%
6901-01	Property tax	\$ 162,549	\$ 1,124,759	14%
6915-15	Loan Proceeds	\$ -	\$ 172,000	0%
6920-01	Unrealized Income Annuities	\$ -	\$ 20,000	0%
6910-01	Miscellaneous Revenue	\$ 42,881	\$ -	0%
	Total	\$ 215,874	\$ 1,368,259	16%

OPERATING EXPENSES		Actual	Budget	% of Budget
SALARIES				
7504-01	Circulation	\$ 61,451	\$ 76,600	80%
7505-01	Adult Services	\$ -	\$ 57,900	0%
7506-01	Youth Services	\$ -	\$ 87,700	0%
7507-01	Pages	\$ 9,720	\$ 27,200	36%
7508-01	Administration	\$ 79,759	\$ 288,775	28%
7509-01	Salaries - Grant	\$ 601	\$ -	0%
	Total	\$ 151,531	\$ 543,442	28%
BENEFITS				
7600-05	health insurance	\$ 4,637	\$ 31,200	15%
7620-01	payroll expenses	\$ 40	\$ -	
7650-09	IMRF	\$ 10,839	\$ 31,840	34%
7660-06	unemployment insurance	\$ (815)	\$ 800	-102%
7670-08	social security/mcare	\$ 11,528	\$ 37,257	31%
	Total	\$ 26,229	\$ 101,097	26%
TRAINING				
7700-01	educational training trustees	\$ -	\$ 500	0%
7800-01	educational training staff	\$ 478	\$ 4,500	11%
	Total	\$ 478	\$ 5,000	10%

OPERATING EXPENSES		Actual	Budget	25% % of Budget
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MATERIALS

8090-01	books on CD-adult	\$ 152	\$ 1,500	10%
8091-01	books on CD-children	\$ 95	\$ 700	14%
8096-01	compact disks-music-adult	\$ -	\$ 400	0%
8097-01	compact disks-music-children	\$ 192	\$ 1,000	19%
8104-01	adult fiction	\$ 3,081	\$ 14,500	21%
8105-01	adult nonfiction	\$ 1,389	\$ 9,500	15%
8106-01	children's fiction/nonfiction	\$ 2,659	\$ 18,000	15%
8107-01	YA Fiction/nonfiction	\$ 1,942	\$ 6,000	32%
8108-01	eBooks	\$ 1,840	\$ 5,000	37%
8115-01	adult large print	\$ 173	\$ 2,000	9%
8120-01	newspapers	\$ -	\$ 3,400	0%
8130-01	internet databases	\$ 10,109	\$ 16,000	63%
8140-01	adult periodicals	\$ -	\$ 900	0%
8141-01	Children's Periodicals	\$ -	\$ 500	0%
8160-01	adult DVDs-feature movies	\$ 1,058	\$ 6,000	18%
8161-01	Adult Games	\$ -	\$ 1,300	0%
8162-01	children's DVDs-movies	\$ 524	\$ 1,400	37%
8163-01	ya DVDs	\$ 204	\$ 1,400	15%
8164-01	foreign language DVDs	\$ 14	\$ -	0%
8166-01	children's games	\$ 51	\$ 2,500	2%
Total		\$ 23,483	\$ 92,000	26%

PROGRAMS

8150-01	children's programs	\$ 486	\$ 3,000	16%
8152-01	children's summer reading program	\$ 782	\$ 4,000	20%
8153-01	ya programs	\$ 79	\$ 2,000	4%
8154-01	Makerspaces/library of things	\$ 344	\$ 4,000	9%
8155-01	adult programs	\$ 1,326	\$ 4,000	33%
8156-01	Technology programs	\$ 8	\$ 1,000	1%
8157-01	senior programs	\$ 135	\$ 2,000	7%
Total		\$ 3,161	\$ 20,000	16%

STRATEGIC INITIATIVES

8158-01	Strategic Initiatives	\$ -	\$ 2,000	0%
Total		\$ -	\$ 2,000	0%

OPERATING EXPENSES		Actual	Budget	25% % of Budget
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COMPUTERS

8171-01	information technology	\$ 22,024	\$ 18,500	119%
8172-01	new computer equipment	\$ 66	\$ 10,000	1%
8175-01	mls computer fund	\$ 17	\$ 23,000	0%
8180-01	software	\$ 127	\$ 1,500	8%
8190-01	website	\$ 75	\$ 7,500	1%
8195-01	email	\$ -	\$ 500	0%
	Total	\$ 22,310	\$ 61,000	37%

OFFICE SUPPLIES

8202-01	Office Supplies	\$ 4,122	\$ 14,000	29%
	Total	\$ 4,122	\$ 14,000	29%

UTILITIES- OPERATING EXPENSE

8301-01	utilities	\$ 34	\$ -	
8301-07	telephone	\$ 4,782	\$ 13,500	35%
8302-07	electricity	\$ 6,257	\$ 30,000	21%
8303-07	gas	\$ 920	\$ 6,000	15%
8304-07	water/garbage	\$ 532	\$ 2,000	27%
	Total	\$ 12,525	\$ 51,500	24%

BUILDING EXPENSE

8306-07	building supplies and maintenance	\$ 1,226	\$ 12,000	10%
8308-07	service contracts	\$ 11,082	\$ 43,000	26%
8315-07	fees and permits	\$ -	\$ 1,950	0%
8330-01	casual labor	\$ 75	\$ 3,500	2%
8335-07	building repairs	\$ 46,382	\$ 204,000	23%
	Total	\$ 58,765	\$ 264,450	22%

TRAVEL

8342-01	lodging/meals/mileage	\$ 67	\$ 2,000	3%
	Total	\$ 67	\$ 2,000	3%

OPERATING EXPENSES

Actual

Budget

25%
% of Budget**OTHER EXPENSES**

8355-01	memberships	\$ 731	\$ 2,200	33%
8360-01	Grants	\$ 2,377	\$ 50,000	5%
8361-01	Donations	\$ -	\$ 10,000	0%
8365-01	library promotion	\$ 45	\$ 6,000	1%
8370-01	postage	\$ 83	\$ 3,000	3%
8375-01	Advertising	\$ -	\$ 4,500	0%
8385-01	memorials and tributes	\$ 245	\$ 500	49%
8396-01	bank charges and fees	\$ 19	\$ 150	13%
8399-01	ILL Loss/Damage	\$ 16	\$ 250	6%
	Total	\$ 3,516	\$ 76,600	5%

OUTSIDE SERVICES

8400-01	accounting	\$ 2,730	\$ 15,000	18%
8401-01	audit	\$ 450	\$ 12,000	4%
8402-01	legal fees	\$ 4,151	\$ 6,000	69%
8404-01	Staff Recognition	\$ -	\$ 2,500	0%
8405-01	appraisal	\$ -	\$ 2,500	0%
8406-01	collection agency	\$ 63	\$ 200	31%
8408-01	strategic plan	\$ -	\$ 500	0%
8410-01	printing	\$ 2,570	\$ 10,000	26%
8430-01	payroll expenses	\$ 1,621	\$ 5,000	32%
8435-01	background checks	\$ -	\$ 200	0%
	Total	\$ 11,584	\$ 53,900	21%

INSURANCE

8460-05	liability insurance package	\$ -	\$ 19,500	0%
8470-05	directors/officers insurance	\$ -	\$ -	0%
	Total	\$ -	\$ 19,500	0%

OTHER EXPENSES

8360-01	Petty Cash	\$ -	\$ -	0%
8395-01	Miscellaneous Expense	\$ -	\$ -	0%
	Total	\$ -	\$ -	0%

OTHER EXPENSES

8600-01	Bond Interest		\$ -	0%
8600-02	Bond Principal		\$ -	0%
8601-02	Debt Certificate Interest	\$ -	\$ 16,500	0%
8701-02	Debt Certificate Principle	\$ -	\$ 43,500	0%
	Total	\$ -	\$ 60,000	0%

TOTAL OPERATING EXPENSES

\$ 317,772 \$ 1,366,489

23%

NET INCOME

\$ (101,897) \$ 1,770

North Riverside Public Library District

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Total Current Assets	\$1,781,880.42
TOTAL ASSETS	\$1,781,880.42

	TOTAL
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
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4100-09 Accounts Payable Pension Fund	0.00
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4003-01 Child Support	0.00
4200-01 Accrued Wages	13,911.42
4220-01 Federal Withholding	0.00
4230-01 ICMA Retirement	912.47
4240-01 State Withholding	0.00
4250-01 FICA Withholding	0.00
4265-01 Cafeteria Plan	0.00
4300-01 Deferred Tax Rev - Corp FD	452,918.79
4300-04 Deferred Tax Rev - Audit Fund	3,575.04
4300-05 Deferred Tax Rev Liability Fund	2,200.32
4300-06 Deferred Tax Rev Unemployment	825.05
4300-07 Deferred Tax Rev Building Fund	23,243.37
4300-08 Deferred Tax Rev SS	17,467.05
4300-09 Deferred Tax Rev Pension	6,326.02
4470-07 Due to/from Corp - Building fund	0.00
Total Other Current Liabilities	\$521,379.53
Total Current Liabilities	\$540,396.15
Long-Term Liabilities	
8701-02 Debt Certificate Principle	0.00
Total Long-Term Liabilities	\$0.00
Total Liabilities	\$540,396.15
Equity	
3200-00 Retained Earnings	-20,358.61
5600-01 General Fund Balance	1,440,067.00
5600-02 Debt Service Fund Balance	0.00
5600-03 Capital Projects Fund Balance	30,000.00
5600-04 Audit Fund	7,153.00
5600-05 Public Liability Fund Balance	56,565.00
5600-06 Unemployment Insurance Fund Balance	3,297.00
5600-07 Building Fund Balance	-158,975.00
5600-08 Social Security Fund Balance	1,743.00
5600-09 Pension Fund Balance	-16,110.00
Opening Balance Equity	0.00

	TOTAL
Net Income	-101,897.12
Total Equity	\$1,241,484.27
TOTAL LIABILITIES AND EQUITY	\$1,781,880.42



North Riverside Public Library District
Check Detail
September 2021

Date	Name	Memo/Description	Amount
09/02/2021	HILDEBRAND SPORTING GOODS	MEMORIALS AND TRIBUTES	15.00
09/02/2021	Lauterbach & Amen, LLP	professional services AUGUST 2021	915.00
09/02/2021	AEP ENERGY	07/27/21 - 08/25/21	2,136.04
09/02/2021	Coverall North America	09/01/21 - 10/31/2021	1,227.56
09/08/2021	Nicor Gas	Nicor Gas Payment	239.07
09/22/2021	ABOS	EVENT REGISTRATION	49.00
09/22/2021	AT&T 1	Billing for 08/16/2021 09/15/2021	63.10
09/22/2021	Black Stone	books on CD	73.89
09/22/2021	Comcast	Internet SERV Sep 07 2021 - Sept 6 2021	293.40
09/22/2021	Call One	September bill	527.35
09/22/2021	Demco	Office Supplies, End Panel Display	303.07
09/22/2021	FIRST AMERICAN BANK .	Databases, Technology Programs, Software, Website, Bank Fee	66.83
09/22/2021	Franczek Radelet	ANNEXATION	714.00
09/22/2021	Hinckley Springs	2429867 090821	96.39
09/22/2021	INGRAM LIBRARY SERVICES	Adult Fiction, Adult Non Fisticion, Children Fiction/Non Fiction, YA Fiction/Non Fiction	1,362.66
09/22/2021	Cathy Kolessar	STRECHING AND MEDITATION	50.00
09/22/2021	Veronica Martinez	Clorox Wipes, Paper Towels, Children Programs	68.34
09/22/2021	Midwest Tape	YA DVDs, Children DVDs, Adult DVDs	241.38
09/22/2021	O'NEIL & GASPARD, LLC	Service rendered during November 2020	450.00
09/22/2021	Ollis Book Corporation	Children Fiction / Non Fiction	531.30
09/22/2021	Outsource Solutions Group	Tech Services, Computer Equip	996.25
09/22/2021	Cathy Kolessar	YOGA AND MEDITATION	50.00
09/22/2021	Preferred Plumbing Inc	ROD THE MAIN WASTE AND CLEAN OUT THE BASEMENT	340.00
09/22/2021	Terminix	Invoice 411791094	102.00
09/22/2021	Cathy Kolessar	STRECH AND MEDITATE 10/14/21	50.00
09/22/2021	Unique Management Services, Inc	total cumulative recovery 08/09 - 08/16	44.75
09/22/2021	Cathy Kolessar	STRECH AND MEDITATE 10/18	50.00
09/22/2021	Elizabeth Webster	SUPPLIES	10.00

09/22/2021	Cathy Kolessar	YOGA AND MEDITATE	50.00
09/27/2021	INGRAM LIBRARY SERVICES	Adult Fiction, Adult Non Fiction, Children Fiction/Non Fiction, YA Fiction/Non Fiction	305.35
09/27/2021	Outsource Solutions Group	TECH SERVICES	265.50
09/27/2021	Proven IT.com	copy machines	190.80
09/27/2021	AT&T	708Z4004304042 SEP 16 - OCT 15	359.72
09/27/2021	CAPITAL ONE	SEPTEMBER STATEMENT	4,611.43
09/27/2021	Cathy Kolessar	STRETCH AND MEDITATE	50.00
09/27/2021	Quality Backflow Testing, Inc	SEPTEMBER 2021 TEST	600.00
09/27/2021	Martin Petersen Company, Inc.	HVAC	786.00
09/27/2021	Veronica Martinez	Clorox Wipes, Paper Towels, Children Programs	31.87
09/30/2021	Paychex - Human Resource Services	Payroll 09.21	714.19
09/30/2021	ICMA	September ICMA	5,250.47
Total			24,281.71