

Ann Arbor District Library Financial Summary for January 2014

Cash:

The unrestricted cash balance as of January 31, 2014 was \$12,710,441 down from \$13,503,795 in December.

Tax Receipts:

The Library has received tax receipts totaling \$11,146,646, 97.4% of the budgeted amount, as of January 31st.

Budget vs. Actual:

The Library showed an operating surplus of \$213,201 through January 31st. This gives the Library a positive fund balance of \$8,261,720 at the end of January, up from \$8,188,907 in December.

Year-to-Date Revenue (Budget vs. Actual):

Tax, penal fine and state aid revenues are being recognized monthly at the monthly budgeted amount. These line items will be reconciled with actual receipts at the end of the year.

Year-to-Date Expenditures (Budget vs. Actual):

The following operating expense line items are over budget through January:

Employment - An additional payment of approximately \$74,000 was made to the State of Michigan Pension System in January. This is a pass through with the corresponding revenue showing up in State Aid. The budget will need to be amended at the end of the year for this expense.

Communications - A payment for the annual payment for the internet was made in July.

Software - A large payment of approximately \$66,000 was made in July putting this line item over budget.

Copier Expense - A semi annual payment for copier and printer maintenance was paid in September.

ANN ARBOR DISTRICT LIBRARY
Operating
For the Seven Months Ending January 31, 2014

	<u>Actual</u>	<u>January Budget</u>	<u>Variance</u>	<u>Actual</u>	<u>YTD Budget</u>	<u>Variance</u>
Revenue						
Tax Collections - Operating	\$947,333	\$947,333		\$6,631,331	\$6,631,333	(\$2)
State Aid	80,810	6,667	74,143	120,812	46,667	74,145
Penal Fines	16,250	16,250		113,750	113,750	
Interest	11,750	8,333	3,417	30,309	58,333	(28,024)
Copiers	2,191	2,500	(309)	17,743	17,500	243
Grants/Memorials	800	7,500	(6,700)	66,805	52,500	14,305
Library Fines & Fees	32,299	35,417	(3,118)	223,222	247,917	(24,695)
Non-Resident Fees	900	1,250	(350)	8,607	8,750	(143)
Fund Bal./Restricted Funds		15,250	(15,250)		106,750	(106,750)
Total Revenue	<u>\$1,092,333</u>	<u>\$1,040,500</u>	<u>\$51,833</u>	<u>\$7,212,579</u>	<u>\$7,283,500</u>	<u>(\$70,921)</u>
Expenditures						
Salaries & Wages	504,152	497,083	7,069	3,479,436	3,479,583	(147)
Employee Benefits	205,235	131,167	74,068	943,763	918,167	25,596
Employment Taxes	37,255	38,000	(745)	258,689	266,000	(7,311)
Total Employment Cost	\$746,642	\$666,250	\$80,392	\$4,681,888	\$4,663,750	\$18,138
Custodial and Electrical	\$13,391	\$15,833	(\$2,442)	\$100,834	\$110,833	(\$9,999)
Accounting/Audit	833	833		5,831	5,833	(2)
Legal	2,411	4,167	(1,756)	15,098	29,167	(14,069)
Purchased Services	9,996	13,167	(3,171)	86,456	92,167	(5,711)
Utilities	33,206	36,667	(3,461)	247,165	256,667	(9,502)
Property Insurance	6,881	7,500	(619)	48,165	52,500	(4,335)
Communications	19,751	15,000	4,751	123,953	105,000	18,953
Materials	98,290	145,833	(47,543)	927,207	1,020,833	(93,626)
Software Licenses/Maintenanc	5,738	12,500	(6,762)	119,653	87,500	32,153
Building Rental	10,063	12,917	(2,854)	81,175	90,417	(9,242)
Seminars/Conferences/Travel	3,166	2,333	833	6,388	16,333	(9,945)
Copier Expense	7,375	3,750	3,625	33,733	26,250	7,483
Library Programming	28,049	22,750	5,299	124,763	159,250	(34,487)
Grants/Memorials	9,169	9,583	(414)	35,014	67,083	(32,069)
Supplies	6,895	15,333	(8,438)	101,030	107,333	(6,303)
Repairs and Maintenance	31,063	28,500	2,563	186,450	199,500	(13,050)
Postage	235	2,917	(2,682)	11,257	20,417	(9,160)
Lcards/Circ Cards	(350)	6,000	(6,350)	39,348	42,000	(2,652)
Other Operating Expenditures	1,733	2,000	(267)	10,323	14,000	(3,677)
Total Operating Expense	\$287,895	\$357,583	(\$69,688)	\$2,303,843	\$2,503,083	(\$199,240)
Capital Outlays		\$16,667	(\$16,667)	\$13,647	\$116,667	(\$103,020)
Total Expenditures	<u>\$1,034,537</u>	<u>\$1,040,500</u>	<u>(\$5,963)</u>	<u>\$6,999,378</u>	<u>\$7,283,500</u>	<u>(\$284,122)</u>
Net	<u>\$57,796</u>		<u>\$57,796</u>	<u>\$213,201</u>		<u>\$213,201</u>

Date: 2/10/2014

Ann Arbor District Library

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Balance Sheet

ASSETS

As of 1/31/2014

Current Assets:

Cash

CASH-COMMERCIAL CHECKING	\$72,770.02
CASH-PAYROLL	7,634.96
HOLTREY FUND	332,040.58
CASH-SAVINGS	1,072,394.16
KENISTON FUND	30,313.10
SHAFFER FUND	10,475.28
WESTERMAN FUND	49,112.03
PETTY CASH	2,300.00
WLBPD ACCOUNT	37,130.71
CDs - SHORT TERM	6,400,000.00

Total Cash	\$8,014,170.84
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Investments

BANK OF ANN ARBOR INVESTMENT	\$3,290,341.14
UNITED BANK AND TRUST INVESTMENT	1,865,002.17

Total Investments	\$5,155,343.31
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Accounts Receivable

ACCOUNTS RECEIVABLE	\$160,419.50
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Total Accounts Receivable	\$160,419.50
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Property Taxes Receivable

Total Property Taxes Receivable	\$0.00
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Prepaid Expenses

PRE-PAID INSURANCE	\$22,857.31
PREPAID EXPENSES	1,250.00

Total Prepaid Expenses	\$24,107.31
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Total Current Assets	\$13,354,040.96
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Capital Assets:

BUILDINGS	\$26,000,844.00
LAND	2,108,182.82
AUDIO VISUAL EQUIPMENT	492,257.00
COMMUNICATIONS EQUIPMENT	431,035.00
BUSINESS MACHINES	145,532.00
COMPUTER EQUIPMENT	1,336,624.33
MACHINERY & TOOLS	42,068.00
APPLIANCES & ACCESSORIES	40,760.00
FURNITURE & FIXTURES	1,260,109.00
VEHICLES	183,256.00

Total Capital Assets	\$32,040,668.15
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Amount Provided for Long-Term Debt:

LONG TERM SICK	\$28,025.46
LONG TERM VACATION	211,907.84

Total Provided for Long-Term Debt	239,933.30
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TOTAL ASSETS	\$45,634,642.41
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ANN ARBOR DISTRICT LIBRARY
Grant Administration
For the Seven Months Ending January 31, 2014

	<u>Actual</u>	<u>January Budget</u>	<u>Variance</u>	<u>Actual</u>	<u>YTD Budget</u>	<u>Variance</u>
Revenue						
Grants/Memorials	\$800	\$7,500	(\$6,700)	\$66,805	\$52,500	\$14,305
Total Revenue	<u>\$800</u>	<u>\$7,500</u>	<u>(\$6,700)</u>	<u>\$66,805</u>	<u>\$52,500</u>	<u>\$14,305</u>
Expenditures						
Materials	559	833	(274)	4,067	5,833	(1,766)
Software Licenses/Maintenanc				349		349
Seminars/Conferences/Travel		250	(250)		1,750	(1,750)
Library Programming	8,421	7,500	921	25,478	52,500	(27,022)
Other Operating Expenditures	188		188	4,546		4,546
Total Operating Expense	<u>\$9,168</u>	<u>\$8,583</u>	<u>\$585</u>	<u>\$34,440</u>	<u>\$60,083</u>	<u>(\$25,643)</u>
Total Expenditures	<u>\$9,168</u>	<u>\$8,583</u>	<u>\$585</u>	<u>\$34,440</u>	<u>\$60,083</u>	<u>(\$25,643)</u>
Net	<u>(\$8,368)</u>	<u>(\$1,083)</u>	<u>(\$7,285)</u>	<u>\$32,365</u>	<u>(\$7,583)</u>	<u>\$39,948</u>

ANN ARBOR DISTRICT LIBRARY
Friends of the Library
For the Seven Months Ending January 31, 2014

	<u>Actual</u>	<u>January Budget</u>	<u>Variance</u>	<u>Actual</u>	<u>YTD Budget</u>	<u>Variance</u>
Revenue						
Grants/Memorials		\$7,500	(\$7,500)	\$40,000	\$52,500	(\$12,500)
Total Revenue		\$7,500	(\$7,500)	\$40,000	\$52,500	(\$12,500)
Expenditures						
Materials				1,180		1,180
Library Programming	8,421	7,500	921	25,478	52,500	(27,022)
Other Operating Expenditures	188		188	4,546		4,546
Total Operating Expense	\$8,609	\$7,500	\$1,109	\$31,204	\$52,500	(\$21,296)
Total Expenditures	\$8,609	\$7,500	\$1,109	\$31,204	\$52,500	(\$21,296)
Net	(\$8,609)		(\$8,609)	\$8,796		\$8,796

Ann Arbor District Library

Balance Sheet

LIABILITIES AND FUND EQUITYCurrent Liabilities:

ACCOUNTS PAYABLE	(\$18,532.29)
ACCRUED ACCOUNTS PAYABLE	52,977.79
ACCRUED PAYROLL	254,500.00
EMPLOYEE 403(b)/MPSERS DEDUCTIONS	13,995.67
ACCRUED EMPLOYER 403(b) - UNDECIDED	53,091.75
ACCRUED 403B/MPSERS EMPLOYER	35,013.37
ACCRUED LIABILITY-VACATION S/T	89,969.27

Total Current Liabilities	\$481,015.56
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Long-Term Liabilities:

ACCRUED LIABILITY-SICK PAY	\$28,025.46
ACCRUED LIABILITY-VACATION L/T	211,907.84

Total Long-Term Liabilities	239,933.30
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Fund Equity:

INVESTMENT-GEN FIXED ASSETS	\$32,040,668.15
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Fund Balance:

RESERVE-ENCUMBRANCES	\$142,572.17
DEFERRED REVENUE - PROPERTY TAX	4,468,733.00
FUND BALANCE - UNDESIGNATED	8,048,518.28
EXCESS REVENUE (SPENDING)	213,201.95

Total Fund Balance	\$12,873,025.40
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Total Fund Equity	\$44,913,693.55
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TOTAL LIABILITIES AND FUND EQUITY	\$45,634,642.41
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Ann Arbor District Library

Rollforward of undesignated fund balance
For the Period Ending January 31, 2014

	<u>Month</u>	<u>Year-to-date</u>
Beginning surplus (deficit)	\$ 8,188,907	\$ 8,185,929
Total revenues	1,092,333	7,212,579
Expenditures:		
Operating	(1,034,538)	(6,985,730)
Capital outlays	-	(13,647)
(Increase) decrease in encumbrances	<u>15,018</u>	<u>(137,411)</u>
Ending surplus (deficit)	<u>\$ 8,261,720</u>	<u>\$ 8,261,720</u>

Ann Arbor District Library

Monthly and year-to-date cash rollforward For Period ending January 31, 2014

Source: cash activity as recorded in the Great Plains general ledger system

Monthly rollforward	Beginning of period balance	Receipts	Disbursements	Transfers	End of period balance
Commercial checking	\$ 38,440	\$ 13,430	\$ (479,100)	\$ 500,000	\$ 72,770
Payroll	9,240	1	(444,508)	442,901	7,634
Petty cash	2,300	-	-	-	2,300
Savings	1,008,310	157,734	(50,749)	(42,901)	1,072,394
CDs - Bank of Ann Arbor	7,300,000	-	-	(900,000)	6,400,000
Investments - Bank of Ann Arbor	3,290,341	-	-	-	3,290,341
Investments - United Bank and Trust	1,855,164	9,838	-	-	1,865,002
Westerman Fund	49,108	4	-	-	49,112
Shafer Fund	10,473	2	-	-	10,475
Holtrey Fund	331,955	86	-	-	332,041
Keniston Fund	30,308	5	-	-	30,313
WLBPD	37,121	10	-	-	37,131
	<u>\$ 13,962,760</u>	<u>\$ 181,110</u>	<u>\$ (974,357)</u>	<u>\$ -</u>	<u>\$ 13,169,513</u>

Year-to-date rollforward					
Commercial checking	\$ 18,370	\$ 97,808	(3,483,408)	\$ 3,440,000	\$ 72,770
Payroll	15,593	10	(3,395,325)	3,387,356	7,634
Petty cash	2,200	-	-	100	2,300
Savings	706,253	11,974,739	(381,142)	(11,227,456)	1,072,394
CDs - Bank of Ann Arbor	2,000,000	-	-	4,400,000	6,400,000
Investments - Bank of Ann Arbor	3,290,341	-	-	-	3,290,341
Investments - United Bank and Trust	1,839,822	25,180	-	-	1,865,002
Westerman Fund	43,080	6,032	-	-	49,112
Shafer Fund	10,468	7	-	-	10,475
Holtrey Fund	331,706	335	-	-	332,041
Keniston Fund	30,293	20	-	-	30,313
WLBPD	37,106	25	-	-	37,131
	<u>\$ 8,325,232</u>	<u>\$ 12,104,156</u>	<u>\$ (7,259,875)</u>	<u>\$ -</u>	<u>\$ 13,169,513</u>

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Ann Arbor District Library
 VENDOR CHECK REGISTER REPORT
 Payables Management

Page: 1
 User ID: NIEMANK

Ranges:	From:	To:	From:	To:
Check Number	First	Last	Check Date	1/1/2014
Vendor ID	First	Last	Checkbook ID	First
Vendor Name	First	Last		Last

Sorted By: Vendor Name

* Voided Checks

Check Number	Vendor ID	Vendor Check Name	Check Date	Checkbook ID	Audit Trail Code	Amount
047247	AGRSER	A GROWING SERVICE LLC	1/10/2014	CHECK	PMCHK00001600	\$340.00
047200	AASCH	AAPS/WISD TRANSPORTATION	1/3/2014	CHECK	PMCHK00001599	\$1,383.00
047304	ADASTR	ADAMS STREET PUBLISHING CO.	1/23/2014	CHECK	PMCHK00001603	\$465.00
047282	AFTDEL	AFTERNOON DELIGHT	1/17/2014	CHECK	PMCHK00001602	\$146.40
047306	ALBDIS	ALBION DISTRICT LIBRARY	1/23/2014	CHECK	PMCHK00001603	\$32.95
047232	SFSTRO	ALLIED-EAGLE SUPPLY, INC.	1/3/2014	CHECK	PMCHK00001599	\$1,012.23
047201	AMACOM	AMAZON.COM CREDIT PLAN	1/3/2014	CHECK	PMCHK00001599	\$7,439.58
047359	AMACOM	AMAZON.COM CREDIT PLAN	1/29/2014	CHECK	PMCHK00001606	\$4,352.34
047283	AMEX	AMERICAN EXPRESS	1/17/2014	CHECK	PMCHK00001602	\$27,076.58
047360	AMYTAR	AMY TARRANT	1/29/2014	CHECK	PMCHK00001606	\$250.00
047202	ANNARB	ANN ARBOR OBSERVER	1/3/2014	CHECK	PMCHK00001599	\$1,730.70
047248	ANNARB	ANN ARBOR OBSERVER	1/10/2014	CHECK	PMCHK00001600	\$1,699.60
047246	AANEW1	ANNARBOR.COM	1/10/2014	CHECK	PMCHK00001600	\$262.80
047361	ANNMAR	ANNE MARTINO	1/29/2014	CHECK	PMCHK00001606	\$76.15
047307	AROKAU	ARON KAUFMAN	1/23/2014	CHECK	PMCHK00001603	\$100.00
047357	ATMOB	AT&T MOBILITY	1/24/2014	CHECK	PMCHK00001604	\$1,119.71
047203	B&H	B&H PHOTO-VIDEO	1/3/2014	CHECK	PMCHK00001599	\$134.44
047284	BAKTAY	BAKER & TAYLOR - YBP	1/17/2014	CHECK	PMCHK00001602	\$119.60
047204	BARNOB1	BARNES & NOBLE INC.	1/3/2014	CHECK	PMCHK00001599	\$51.13
047249	BARNOB1	BARNES & NOBLE INC.	1/10/2014	CHECK	PMCHK00001600	\$123.91
047308	BEADEL	BEAU DELOACH	1/23/2014	CHECK	PMCHK00001603	\$375.00
047205	BETMAN	BETH MANUEL	1/3/2014	CHECK	PMCHK00001599	\$14.40
047206	BLAAUD	BLACKSTONE AUDIO BOOKS	1/3/2014	CHECK	PMCHK00001599	\$647.93
047309	BLAAUD	BLACKSTONE AUDIO BOOKS	1/23/2014	CHECK	PMCHK00001603	\$1,267.95
047310	BLOLIB	BLOOMFIELD TWP PUBLIC LIBRARY	1/23/2014	CHECK	PMCHK00001603	\$38.00
047311	BLUCAR	BLUE CARE NETWORK OF SE MICHIG	1/23/2014	CHECK	PMCHK00001603	\$55,848.02
047312	BLUCRO	BLUE CROSS BLUE SHIELD OF MICH	1/23/2014	CHECK	PMCHK00001603	\$9,537.77
047285	BP	BP	1/17/2014	CHECK	PMCHK00001602	\$381.32
047207	BRESSE	BRESSER'S INFORMATION SERVICE	1/3/2014	CHECK	PMCHK00001599	\$348.00
047313	BREWER	BREWER'S	1/23/2014	CHECK	PMCHK00001603	\$492.06
047250	BRIPOR	BRIAN PORTER-SZUCS	1/10/2014	CHECK	PMCHK00001600	\$100.00
047208	BRIAUD	BRILLIANCE AUDIO, INC.	1/3/2014	CHECK	PMCHK00001599	\$1,753.91
047209	BRODCO	BRODART CO.	1/3/2014	CHECK	PMCHK00001599	\$1,117.81
047314	BRODCO	BRODART CO.	1/23/2014	CHECK	PMCHK00001603	\$531.03
047251	BRYCOL	BRYAN COLLIER	1/10/2014	CHECK	PMCHK00001600	\$1,107.59
047363	BUSVAL	BUSCH'S, INC.	1/29/2014	CHECK	PMCHK00001606	\$188.28
047252	BUSCAR	BUSINESS CARD	1/10/2014	CHECK	PMCHK00001600	\$4,681.32
047362	BUSCAR	BUSINESS CARD	1/29/2014	CHECK	PMCHK00001606	\$7,700.10
047389	BUSCAR	BUSINESS CARD	1/30/2014	CHECK	PMCHK00001607	\$8,195.07
047364	CAPPRE	CAPSTONE PRESS	1/29/2014	CHECK	PMCHK00001606	\$1,081.72
047316	CARVAN	CARLEEN VANDERBOK	1/23/2014	CHECK	PMCHK00001603	\$496.78
047365	CARVAN	CARLEEN VANDERBOK	1/29/2014	CHECK	PMCHK00001606	\$21.41
047315	CARBRO	CARPENTER BROS.	1/23/2014	CHECK	PMCHK00001603	\$24.97
047317	CELCHO	CELESTE CHOATE	1/23/2014	CHECK	PMCHK00001603	\$1,100.48
047318	CENMIC	CENTRAL MICHIGAN UNIVERSITY	1/23/2014	CHECK	PMCHK00001603	\$260.12
047366	CHESTA	CHELSEA STANDARD	1/29/2014	CHECK	PMCHK00001606	\$109.20
047319	CINCOR	CINTAS CORPORATION	1/23/2014	CHECK	PMCHK00001603	\$1,781.17
047320	CITOF1	CITY OF ANN ARBOR TREASURER	1/23/2014	CHECK	PMCHK00001603	\$2,241.00
047254	COMCAS	COMCAST	1/10/2014	CHECK	PMCHK00001600	\$293.56
047321	COMCAS	COMCAST	1/23/2014	CHECK	PMCHK00001603	\$250.39
047210	COMALLW	COMPUTER ALLEY WEST	1/3/2014	CHECK	PMCHK00001599	\$1,837.94
047253	COMALLW	COMPUTER ALLEY WEST	1/10/2014	CHECK	PMCHK00001600	\$325.94
047255	CONBOC	CONTINENTAL BOOK COMPANY	1/10/2014	CHECK	PMCHK00001600	\$98.11
047286	COUOF	COUNCIL OF STATE GOV'T/THE//	1/17/2014	CHECK	PMCHK00001602	\$89.10
047256	DAVMCM	DAVID MCMILLIAN	1/10/2014	CHECK	PMCHK00001600	\$75.00
047211	DEMCO	DEMCO	1/3/2014	CHECK	PMCHK00001599	\$915.90

System: 2/4/2014 3:11:41 PM
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Ann Arbor District Library
 VENDOR CHECK REGISTER REPORT
 Payables Management

Page: 2
 User ID: NIEMANK

* Voided Checks

Check Number	Vendor ID	Vendor Check Name	Check Date	Checkbook ID	Audit Trail Code	Amount
047257	DENOWE	DENISE OWENS	1/10/2014	CHECK	PMCHK00001600	\$100.00
047367	DEXLEA	DEXTER LEADER	1/29/2014	CHECK	PMCHK00001606	\$109.20
047322	DICLIB	DICKINSON COUNTY LIBRARY	1/23/2014	CHECK	PMCHK00001603	\$14.95
047323	DLWSTOR	DLW STORYTELL, INC.	1/23/2014	CHECK	PMCHK00001603	\$300.00
047212	DONGYU	DONG YU CHINA MARKET	1/3/2014	CHECK	PMCHK00001599	\$273.75
047368	DTEENE	DTE ENERGY	1/29/2014	CHECK	PMCHK00001606	\$21,656.35
047369	DYKGOS	DYKEMA GOSSETT	1/29/2014	CHECK	PMCHK00001606	\$2,280.80
047213	EDCEDU	EDC EDUCATIONAL SERVICE USBORN	1/3/2014	CHECK	PMCHK00001599	\$1,802.14
047370	ELILAW	ELITE LAWN & LANDSCAPE, INC.	1/29/2014	CHECK	PMCHK00001606	\$150.00
047258	ERIAM	ERIC AMIDON	1/10/2014	CHECK	PMCHK00001600	\$100.00
047371	FORFRA	FORMAT FRAMING	1/29/2014	CHECK	PMCHK00001606	\$5,473.09
047259	FRIOF	FRIENDS OF THE ANN ARBOR	1/10/2014	CHECK	PMCHK00001600	\$926.75
047237	THOGAL	GALE/CENGAGE LEARNING, INC	1/3/2014	CHECK	PMCHK00001599	\$1,005.61
047301	THOGAL	GALE/CENGAGE LEARNING, INC	1/17/2014	CHECK	PMCHK00001602	\$564.65
047260	GARISTE	GARI STEIN	1/10/2014	CHECK	PMCHK00001600	\$100.00
047214	GLOEQU	GLOBAL EQUIPMENT CO.	1/3/2014	CHECK	PMCHK00001599	\$134.36
047245	WWGRAI	GRAINGER	1/3/2014	CHECK	PMCHK00001599	\$698.00
047287	GRASTE	GRATITUDE STEEL BAND	1/17/2014	CHECK	PMCHK00001602	\$200.00
047325	GRASTE	GRATITUDE STEEL BAND	1/23/2014	CHECK	PMCHK00001603	\$550.00
047324	FIRMAR	GREEN ROAD ASSOCIATES, LP	1/23/2014	CHECK	PMCHK00001603	\$3,208.33
047372	HOOHAT	HOOPER, HATHAWAY, PRICE, BEUCH	1/29/2014	CHECK	PMCHK00001606	\$130.00
047373	IEVBAT	IEVA BATES	1/29/2014	CHECK	PMCHK00001606	\$45.32
047241	VANTIGU	INFORM STUDIO	1/3/2014	CHECK	PMCHK00001599	\$4,315.50
047215	INGLIB	INGRAM LIBRARY SERVICES INC.	1/3/2014	CHECK	PMCHK00001599	\$331.32
047374	JAMCRA	JAMES W. CRAVEN	1/29/2014	CHECK	PMCHK00001606	\$2,681.50
047216	JANWAY	JANWAY COMPANY USA, INC	1/3/2014	CHECK	PMCHK00001599	\$2,735.00
* 047326	JANWAY	JANWAY COMPANY USA, INC	1/23/2014	CHECK	PMCHK00001603	\$626.75
047375	JANWAY	JANWAY COMPANY USA, INC	1/29/2014	CHECK	PMCHK00001606	\$557.62
047288	JEAREY	JEAN REYNOLDS	1/17/2014	CHECK	PMCHK00001602	\$30.00
047327	JEFWAW	JEFF WAWRZASZEK	1/23/2014	CHECK	PMCHK00001603	\$580.00
047328	JERDRO	JERZY DROZD	1/23/2014	CHECK	PMCHK00001603	\$50.00
047329	KMODES	KAREN MOELLER DESIGN	1/23/2014	CHECK	PMCHK00001603	\$5,200.00
047261	KATGOO	KATHRYN GOODSON	1/10/2014	CHECK	PMCHK00001600	\$100.00
047217	KATCHY	KATIE CHYNOWETH	1/3/2014	CHECK	PMCHK00001599	\$11.07
047289	KBKLAN	KBK LANDSCAPING	1/17/2014	CHECK	PMCHK00001602	\$2,100.00
047290	KITMCK	KITO MCKINNEY	1/17/2014	CHECK	PMCHK00001602	\$100.00
047262	LEXMAT	LEXISNEXIS MATTHEW BENDER	1/10/2014	CHECK	PMCHK00001600	\$85.08
047330	LEXMAT	LEXISNEXIS MATTHEW BENDER	1/23/2014	CHECK	PMCHK00001603	\$466.34
047218	LIBJOU	LIBRARY JOURNAL, LLC	1/3/2014	CHECK	PMCHK00001599	\$157.99
047376	LIRZHE	LIRONG ZHENG	1/29/2014	CHECK	PMCHK00001606	\$106.51
047266	NEOPOS	MAIL FINANCE, INC/NEOPOST USA	1/10/2014	CHECK	PMCHK00001600	\$619.98
047219	MAINASSOC	MAIN STREET AREA ASSOCIATION	1/3/2014	CHECK	PMCHK00001599	\$170.00
047220	MANPOW	MANPOWER	1/3/2014	CHECK	PMCHK00001599	\$695.20
047263	MANPOW	MANPOWER	1/10/2014	CHECK	PMCHK00001600	\$334.40
047291	MANPOW	MANPOWER	1/17/2014	CHECK	PMCHK00001602	\$246.40
047377	MANPOW	MANPOWER	1/29/2014	CHECK	PMCHK00001606	\$334.40
047292	MARYAN	MARGARET YANG	1/17/2014	CHECK	PMCHK00001602	\$150.00
047379	MARCHE	MARIAH CHEREM	1/29/2014	CHECK	PMCHK00001606	\$38.25
047264	MARSTO	MARK STONE	1/10/2014	CHECK	PMCHK00001600	\$500.00
047378	MARBAN	MARTIN BANDYKE	1/29/2014	CHECK	PMCHK00001606	\$800.00
047331	MEP/DIS	MEP, INC/DISTRIBOOKS	1/23/2014	CHECK	PMCHK00001603	\$383.80
047332	MERNET	MERIT NETWORK, INC.	1/23/2014	CHECK	PMCHK00001603	\$212.46
047265	METCOM	METCOM	1/10/2014	CHECK	PMCHK00001600	\$3,982.88
047380	METCOM	METCOM	1/29/2014	CHECK	PMCHK00001606	\$1,198.58
047333	METLIFE	METLIFE SBC	1/23/2014	CHECK	PMCHK00001603	\$7,182.50
047293	MICEMP	MICHIGAN EMPLOYEE BENEFIT SERV	1/17/2014	CHECK	PMCHK00001602	\$1,222.36
047334	MICEMP	MICHIGAN EMPLOYEE BENEFIT SERV	1/23/2014	CHECK	PMCHK00001603	\$1,358.68
047221	MIDTAP	MIDWEST TAPE	1/3/2014	CHECK	PMCHK00001599	\$16,259.79
047381	MIDTAP	MIDWEST TAPE	1/29/2014	CHECK	PMCHK00001606	\$14,731.63
047303	AANEWS	MLIVE MEDIA GROUP	1/23/2014	CHECK	PMCHK00001603	\$1,044.00
047294	MONHIG	MONICA HIGMAN	1/17/2014	CHECK	PMCHK00001602	\$100.00
047267	NICWIL	NICHOLAS WILCOX	1/10/2014	CHECK	PMCHK00001600	\$2,000.00
047295	NICWIL	NICHOLAS WILCOX	1/17/2014	CHECK	PMCHK00001602	\$1,000.00

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* Voided Checks

Check Number	Vendor ID	Vendor Check Name	Check Date	Checkbook ID	Audit Trail Code	Amount
047335	NICBOO	NICOLA'S BOOKS	1/23/2014	CHECK	PMCHK00001603	\$354.80
047382	NOWTRU	NOWATZKE TRUCK AND TRAILER, IN	1/29/2014	CHECK	PMCHK00001606	\$282.72
047268	NUWAVE	NUWAVE AQUARIUMS	1/10/2014	CHECK	PMCHK00001600	\$263.89
047222	OCLINS	OCLC, INC.	1/3/2014	CHECK	PMCHK00001599	\$4,000.83
047223	OFFDEP	OFFICE DEPOT, INC.	1/3/2014	CHECK	PMCHK00001599	\$554.99
047224	OXFUNI	OXFORD UNIVERSITY PRESS USA	1/3/2014	CHECK	PMCHK00001599	\$388.76
047336	PIOJAN	PIONEER JANITORIAL SERVICE	1/23/2014	CHECK	PMCHK00001603	\$10,615.68
047390	PITCHA	PITTSFIELD CHARTER TOWNSHIP	1/30/2014	CHECK	PMCHK00001607	\$106.98
047337	PRITEC	PRINT TECH INC.	1/23/2014	CHECK	PMCHK00001603	\$5,433.31
047225	PRIORITY	PRIORITY HEALTH	1/3/2014	CHECK	PMCHK00001599	\$2,524.28
047383	PRIORITY	PRIORITY HEALTH	1/29/2014	CHECK	PMCHK00001606	\$2,524.28
047269	RNAOFAA	R.N.A. OF ANN ARBOR, INC.	1/10/2014	CHECK	PMCHK00001600	\$2,775.00
047296	RACYAN	RACHEL YANIKOGLU	1/17/2014	CHECK	PMCHK00001602	\$205.83
047226	RANHO	RANDOM HOUSE, INC.	1/3/2014	CHECK	PMCHK00001599	\$532.42
047384	RANHO	RANDOM HOUSE, INC.	1/29/2014	CHECK	PMCHK00001606	\$75.00
047227	RECBOO	RECORDED BOOKS, INC.	1/3/2014	CHECK	PMCHK00001599	\$2,242.85
047297	RECBOO	RECORDED BOOKS, INC.	1/17/2014	CHECK	PMCHK00001602	\$1,710.59
047385	RICAME	RICHARD KOFI AMEYAW	1/29/2014	CHECK	PMCHK00001606	\$600.00
047340	RICSOL	RICHARD SOLOMON, MD	1/23/2014	CHECK	PMCHK00001603	\$100.00
047338	RICBUS	RICOH AMERICAS CORP	1/23/2014	CHECK	PMCHK00001603	\$3,197.53
047339	RICBUS	RICOH AMERICAS CORP	1/23/2014	CHECK	PMCHK00001603	\$283.00
047298	RUTSEP	RUTA SEPETYS	1/17/2014	CHECK	PMCHK00001602	\$2,000.00
047341	RYAEST	RYAN ESTRADA	1/23/2014	CHECK	PMCHK00001603	\$100.00
047270	SANSLO	SANDOR SLOMOVITS	1/10/2014	CHECK	PMCHK00001600	\$600.00
047342	SARKEL	SARA MELTON KELLER	1/23/2014	CHECK	PMCHK00001603	\$200.00
047229	SCHSO	SCHEDULE SOURCE, INC	1/3/2014	CHECK	PMCHK00001599	\$955.50
047299	SCHSO	SCHEDULE SOURCE, INC	1/17/2014	CHECK	PMCHK00001602	\$951.00
047271	SCHSEC	SCHILKE SECURITY	1/10/2014	CHECK	PMCHK00001600	\$265.00
047228	SCHELE	SCHINDLER ELEVATOR CORPORATION	1/3/2014	CHECK	PMCHK00001599	\$603.31
047230	SCHSPE	SCHOOL SPECIALTY	1/3/2014	CHECK	PMCHK00001599	\$60.40
047231	SELAUTO	SELECT AUTO SERVICE	1/3/2014	CHECK	PMCHK00001599	\$449.75
047343	SELAUTO	SELECT AUTO SERVICE	1/23/2014	CHECK	PMCHK00001603	\$422.59
047386	SPRINT	SPRINT PCS	1/29/2014	CHECK	PMCHK00001606	\$1,237.59
047272	STAHAR	STADIUM HARDWARE	1/10/2014	CHECK	PMCHK00001600	\$72.45
047344	STAPOO	STANDARD & POOR'S	1/23/2014	CHECK	PMCHK00001603	\$650.00
047233	SUPERD	SUPER D	1/3/2014	CHECK	PMCHK00001599	\$3,810.34
047387	SUPERD	SUPER D	1/29/2014	CHECK	PMCHK00001606	\$301.45
047234	SWESOU	SWEETWATER SOUND INC.	1/3/2014	CHECK	PMCHK00001599	\$749.95
047273	SWESOU	SWEETWATER SOUND INC.	1/10/2014	CHECK	PMCHK00001600	\$655.99
047345	SWESOU	SWEETWATER SOUND INC.	1/23/2014	CHECK	PMCHK00001603	\$4,859.36
047274	TANMED	TANTOR MEDIA	1/10/2014	CHECK	PMCHK00001600	\$267.97
047275	TDSMET	TDS METROCOM	1/10/2014	CHECK	PMCHK00001600	\$14,422.45
047281	TDSMET	TDS METROCOM	1/10/2014	CHECK	PMCHK00001601	\$7,501.82
047236	THEANN	THE ANN MAGAZINE	1/3/2014	CHECK	PMCHK00001599	\$500.00
047300	THECRE	THE CREATURE CONSERVANCY	1/17/2014	CHECK	PMCHK00001602	\$218.00
047235	TEACOM	THE GREAT COURSES	1/3/2014	CHECK	PMCHK00001599	\$894.05
047346	TEACOM	THE GREAT COURSES	1/23/2014	CHECK	PMCHK00001603	\$2,962.55
047347	TRASWI	TRACY SWINBURN	1/23/2014	CHECK	PMCHK00001603	\$600.00
047276	TSAFON	TSAI FONG BOOKS, INC.	1/10/2014	CHECK	PMCHK00001600	\$245.93
047305	ADTSEC	TYCO INTEGRATED SECURITY	1/23/2014	CHECK	PMCHK00001603	\$3,059.11
047238	ULINE	ULINE, INC.	1/3/2014	CHECK	PMCHK00001599	\$437.64
047348	UNIQMA	UNIQUE MANAGEMENT SERVICES, IN	1/23/2014	CHECK	PMCHK00001603	\$1,109.80
047239	UNIPAR	UNITED PARCEL SERVICE	1/3/2014	CHECK	PMCHK00001599	\$31.84
047302	UNIPAR	UNITED PARCEL SERVICE	1/17/2014	CHECK	PMCHK00001602	\$159.22
047388	UNIPAR	UNITED PARCEL SERVICE	1/29/2014	CHECK	PMCHK00001606	\$70.25
047240	UNUMPRO	UNUM LIFE INSURANCE	1/3/2014	CHECK	PMCHK00001599	\$6,315.38
047349	UNUMPRO	UNUM LIFE INSURANCE	1/23/2014	CHECK	PMCHK00001603	\$3,106.59
047277	VALLINP	VALUE LINE PUBLISHING INC.	1/10/2014	CHECK	PMCHK00001600	\$950.00
047278	VALLINP	VALUE LINE PUBLISHING INC.	1/10/2014	CHECK	PMCHK00001600	\$1,239.00
047279	VERWIRC	VERIZON WIRELESS	1/10/2014	CHECK	PMCHK00001600	\$909.93
047358	VERWIRC	VERIZON WIRELESS	1/24/2014	CHECK	PMCHK00001605	\$500.81
047350	VICDUR	VICTORIA FORMAN DURANONA	1/23/2014	CHECK	PMCHK00001603	\$50.00
047352	WASLEG	WASHTENAW COUNTY LEGAL NEWS	1/23/2014	CHECK	PMCHK00001603	\$80.00

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Check Number	Vendor ID	Vendor Check Name	Check Date	Checkbook ID	Audit Trail Code	Amount
047242	WASHTR	WASHTENAW COUNTY TREASURER	1/3/2014	CHECK	PMCHK00001599	\$17,885.60
047351	WASHNE	WASHTENAW NEWS COMPANY, INC.	1/23/2014	CHECK	PMCHK00001603	\$6,609.50
047280	WASMAN	WASTE MANAGEMENT OF MICHIGAN	1/10/2014	CHECK	PMCHK00001600	\$203.93
047355	WSULIB	WAYNE STATE UNIVERSITY LIBRARY	1/23/2014	CHECK	PMCHK00001603	\$50.00
047354	WMU	WESTERN MICHIGAN UNIVERSITY	1/23/2014	CHECK	PMCHK00001603	\$50.00
047353	WESENT	WESTGATE ENTERPRISES, LLC	1/23/2014	CHECK	PMCHK00001603	\$9,564.46
047243	WESWOO	WESTON WOODS STUDIOS	1/3/2014	CHECK	PMCHK00001599	\$56.85
047244	WHILAB	WHITLAM LABEL COMPANY, INC.	1/3/2014	CHECK	PMCHK00001599	\$3,201.59
047356	XEROX	XEROX CORPORATION	1/23/2014	CHECK	PMCHK00001603	\$1,343.02
Total Checks: 191						
						Total Amount of Checks: \$383,595.23