



Est 1906

Licensed Residential Care Facility

Portage Manor

*3016 Portage Ave South Bend, IN, 46628
Phone: 574-272-9100 Fax: 574-277-3486*

DATE: **Thursday June 8, 2023**

SUBJECT: April Meeting

The monthly meeting of the Portage Manor Board of Managers will meet at noon on Thursday June 8, 2023. The meeting will be held on the 4th Floor of the County-City Building, 227 W. Jefferson Blvd., South Bend, IN 46601.

Location: 4th floor Council Chamber
 227 W. Jefferson Blvd., 4th Fl. South
 Bend, IN 46601

Portage Manor

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Licensed Residential Care Facility

Effective Date	Budget Account Code	Acct Desc	Check	Receipt	Description	Receipts	Expenditure	Payee Name 1	Comment
05/12/2023	4019.11009.0 0000.0030	Director			Payroll	0.00	3,316.16		Payroll Dist
05/12/2023	4019.11075.0 0000.0030	Deputy Director			Payroll	0.00	1,538.46		Payroll Dist
05/12/2023	4019.11571.0 0000.0030	Overtime			Payroll	0.00	2,207.66		Payroll Dist
05/12/2023	4019.11700.0 0000.0030	Medical Director			Payroll	0.00	812.27		Payroll Dist
05/12/2023	4019.11701.0 0000.0030	Director Of Nursing			Payroll	0.00	2,443.08		Payroll Dist
05/12/2023	4019.11704.0 0000.0030	Dir. Of Bldgs. & Grounds			Payroll	0.00	1,558.08		Payroll Dist
05/12/2023	4019.11706.0 0000.0030	Food Service Supervisor			Payroll	0.00	1,600.00		Payroll Dist
05/12/2023	4019.11707.0 0000.0030	Activity Director			Payroll	0.00	1,330.00		Payroll Dist
05/12/2023	4019.11708.0 0000.0030	Admission Counselor			Payroll	0.00	1,656.00		Payroll Dist
05/12/2023	4019.11709.0 0000.0030	Asst. Dir. Nursing			Payroll	0.00	2,520.00		Payroll Dist
05/12/2023	4019.11710.0 0000.0030	Executive Housekeeper			Payroll	0.00	1,242.82		Payroll Dist
05/12/2023	4019.11711.0 0000.0030	Qualified Medication Aide			Payroll	0.00	10,780.03		Payroll Dist
05/12/2023	4019.11713.0 0000.0030	Housekeeper			Payroll	0.00	4,508.64		Payroll Dist
05/12/2023	4019.11715.0 0000.0030	Maintenance Class II			Payroll	0.00	1,181.52		Payroll Dist
05/12/2023	4019.11716.0 0000.0030	Cooks			Payroll	0.00	3,318.92		Payroll Dist
05/12/2023	4019.11717.0 0000.0030	Dietary Aide			Payroll	0.00	2,514.83		Payroll Dist
05/12/2023	4019.11720.0 0000.0030	Recreation Officers			Payroll	0.00	771.27		Payroll Dist
05/12/2023	4019.11725.0 0000.0030	Holiday Pay			Payroll	0.00	4,081.87		Payroll Dist
05/12/2023	4019.11780.0 0000.0030	Housekeeper /Security			Payroll	0.00	1,805.10		Payroll Dist
05/12/2023	4019.11731.0 0000.0030	License Practical Nurse			Payroll	0.00	1,522.50		Payroll Dist
05/12/2023	4019.11736.0 0000.0030	Houskeepers-P.T.			Payroll	0.00	894.35		Payroll Dist

05/12/2023	4019.11739.0 0000.0030	Business Office			Payroll	0.00	1,584.14		Payroll Dist
05/12/2023	4019.11992.0 0000.0030	Operations Coord/Bookk eeper			Payroll	0.00	1,331.96		Payroll Dist
05/12/2023	4019.11734.0 0000.0030	Recreation Officers-P.T.			Payroll	0.00	1,009.22		Payroll Dist
05/12/2023	4019.11735.0 0000.0030	Dietary Aide- P.T.			Payroll	0.00	1,456.40		Payroll Dist
05/12/2023	4019.11737.0 0000.0030	Qualified Medical Aide- P.T.			Payroll	0.00	4,962.52		Payroll Dist
05/12/2023	4019.11729.0 0000.0030	Certified Nursing Assistant			Payroll	0.00	2,379.45		Payroll Dist
05/12/2023	4019.14800.0 0000.0030	FICA Taxes				0.00	3,700.87	Fica	DDClr-FICA
05/12/2023	4019.14800.0 0000.0030	FICA Taxes				0.00	87.88	Fica	DDClr-FICA
05/12/2023	4019.14800.0 0000.0030	FICA Taxes				0.00	865.58	Fica	DDClr-FICA
05/12/2023	4019.14800.0 0000.0030	FICA Taxes				0.00	20.55	Fica	DDClr-FICA
05/12/2023	4019.14810.0 0000.0030	PERF				0.00	5,713.20	Perf	DDClr-Perf
05/12/2023	4019.14810.0 0000.0030	PERF				0.00	165.99	Perf	DDClr-Perf
							74,881.32		
05/26/2023	4019.11009.0 0000.0030	Director			Payroll	0.00	3,684.62		Payroll Dist
05/26/2023	4019.11075.0 0000.0030	Deputy Director			Payroll	0.00	1,538.46		Payroll Dist
05/26/2023	4019.11571.0 0000.0030	Overtime			Payroll	0.00	1,039.55		Payroll Dist
05/26/2023	4019.11700.0 0000.0030	Medical Director			Payroll	0.00	812.27		Payroll Dist
05/26/2023	4019.11701.0 0000.0030	Director Of Nursing			Payroll	0.00	2,800.00		Payroll Dist
05/26/2023	4019.11704.0 0000.0030	Dir. Of Bldgs. & Grounds			Payroll	0.00	1,731.20		Payroll Dist
05/26/2023	4019.11706.0 0000.0030	Food Service Supervisor			Payroll	0.00	1,600.00		Payroll Dist
05/26/2023	4019.11707.0 0000.0030	Activity Director			Payroll	0.00	1,400.00		Payroll Dist

05/26/2023	4019.11708.0 0000.0030	Admission Counselor			Payroll	0.00	1,840.00		Payroll Dist
05/26/2023	4019.11709.0 0000.0030	Asst. Dir. Nursing			Payroll	0.00	2,520.00		Payroll Dist
05/26/2023	4019.11710.0 0000.0030	Executive Housekeeper			Payroll	0.00	1,423.50		Payroll Dist
05/26/2023	4019.11711.0 0000.0030	Qualified Medication Aide			Payroll	0.00	10,910.03		Payroll Dist
05/26/2023	4019.11713.0 0000.0030	Housekeeper			Payroll	0.00	4,780.77		Payroll Dist
05/26/2023	4019.11715.0 0000.0030	Maintenance Class II			Payroll	0.00	1,312.80		Payroll Dist
05/26/2023	4019.11716.0 0000.0030	Cooks			Payroll	0.00	3,716.86		Payroll Dist
05/26/2023	4019.11717.0 0000.0030	Dietary Aide			Payroll	0.00	2,625.60		Payroll Dist
05/26/2023	4019.11720.0 0000.0030	Recreation Officers			Payroll	0.00	783.58		Payroll Dist
05/26/2023	4019.11780.0 0000.0030	Housekeeper /Security			Payroll	0.00	1,805.10		Payroll Dist
05/26/2023	4019.11731.0 0000.0030	License Practical Nurse			Payroll	0.00	1,680.00		Payroll Dist
05/26/2023	4019.11736.0 0000.0030	Houskeepers- P.T.			Payroll	0.00	799.99		Payroll Dist
05/26/2023	4019.11739.0 0000.0030	Business Office Manager			Payroll	0.00	1,845.62		Payroll Dist
05/26/2023	4019.11992.0 0000.0030	Operations Coord/Bookk eeper			Payroll	0.00	1,482.04		Payroll Dist
05/26/2023	4019.11734.0 0000.0030	Recreation Officers-P.T.			Payroll	0.00	923.06		Payroll Dist
05/26/2023	4019.11735.0 0000.0030	Dietary Aide- P.T.			Payroll	0.00	2,207.13		Payroll Dist
05/26/2023	4019.11737.0 0000.0030	Qualified Medical Aide- P.T.			Payroll	0.00	4,836.82		Payroll Dist
05/26/2023	4019.11729.0 0000.0030	Certified Nursing Assistant			Payroll	0.00	2,912.78		Payroll Dist
05/26/2023	4019.14800.0 0000.0030	FICA Taxes				0.00	3,659.26	Fica	DDClr-FICA
05/26/2023	4019.14800.0 0000.0030	FICA Taxes				0.00	88.48	Fica	DDClr-FICA
05/26/2023	4019.14800.0 0000.0030	FICA Taxes				0.00	855.81	Fica	DDClr-FICA
05/26/2023	4019.14800.0 0000.0030	FICA Taxes				0.00	20.69	Fica	DDClr-FICA

05/26/2023	4019.14810.0 0000.0030	PERF				0.00	5,523.41	Perf	DDClr-Perf
05/26/2023	4019.14810.0 0000.0030	PERF				0.00	165.99	Perf	DDClr-Perf

73,325.42

Effective Date	Budget Account Code	Acct Desc	Check	Receipt	Description	Receipts	Expenditure	Payee Name 1	Comment
05/09/2023	4019.36015.0 0000.0030	Contractual Services	847791			0.00	85.00	Policemans FCU	
05/09/2023	4019.21030.0 0000.0030	Office Supplies	847789			0.00	201.88	Policemans FCU	
05/09/2023	4019.36015.0 0000.0030	Contractual Services	847790			0.00	167.48	Policemans FCU	
05/09/2023	4019.24130.0 0000.0030	Recreation Supplies	112846			0.00	172.76	Amazon Capital Services	
05/09/2023	4019.35040.0 0000.0030	Heating & Fuel Oil	847788			0.00	1,567.81	Northern Indiana Public	
05/09/2023	4019.36015.0 0000.0030	Contractual Services	847793			0.00	414.50	Rosewood Staffing Inc	
05/09/2023	4019.24130.0 0000.0030	Recreation Supplies	112846			0.00	268.83	Amazon Capital Services	
05/09/2023	4019.36015.0 0000.0030	Contractual Services	112847			0.00	28,548.00	Trinity Protection Group LLC	
05/09/2023	4019.24130.0 0000.0030	Recreation Supplies	847794			0.00	21.95	Substanley Jessica	
05/09/2023	4019.24100.0 0000.0030	Food	847792			0.00	235.60	Prairie Farms Dairy, Inc	
05/09/2023	4019.24130.0 0000.0030	Recreation Supplies	847787			0.00	39.95	Menards-Mishawaka	
05/09/2023	4019.36010.0 0000.0030	Building Maintenance	847786			0.00	38.10	Kabelin Hardware Co Inc	
05/09/2023	4019.24100.0 0000.0030	Food	847785			0.00	7,749.69	Gordon Food Service	
05/09/2023	4019.24010.0 0000.0030	Other Supplies	847785			0.00	534.62	Gordon Food Service	
05/09/2023	4019.24100.0 0000.0030	Food	847784			0.00	28.62	Alpha Baking Company	
05/09/2023	4019.36015.0 0000.0030	Contractual Services	847783			0.00	254.71	Adams Remco INC	
05/09/2023	4019.24130.0 0000.0030	Recreation Supplies	847782			0.00	174.95	Activity Connection.c	
05/08/2023	4019.31010.0 0000.0030	Legal Services	836690			0.00	(7.00)	STATE OF IN, IN. STATE POLICE	Void Docket Chk
05/17/2023	4019.24100.0 0000.0030	Food	848283			0.00	28.62	Alpha Baking Company	
05/17/2023	4019.36015.0 0000.0030	Contractual Services	848284			0.00	178.00	Arrow Services, Inc	
05/17/2023	4019.32200.0 0000.0030	Telephone	848285			0.00	128.50	AT&T Mobility	

05/17/2023	4019.36010.0 0000.0030	Building Maintenance	848286			0.00	6,914.00	DYNAMIC MECHANICA L SERVICE,	
05/17/2023	4019.24010.0 0000.0030	Other Supplies	848287			0.00	167.52	Gordon Food Service	
05/17/2023	4019.24100.0 0000.0030	Food	848287			0.00	6,171.82	Gordon Food Service	
05/17/2023	4019.39100.0 0000.0030	Laundry & Cleaning	848287			0.00	639.08	Gordon Food Service	
05/17/2023	4019.36015.0 0000.0030	Contractual Services	848288			0.00	751.48	HIMCO WASTE- AWAY SERVICE, INC	
05/17/2023	4019.36015.0 0000.0030	Contractual Services	848290			0.00	332.79	INTEGRA CERTIFIED DOCUMENT	
05/17/2023	4019.36015.0 0000.0030	Contractual Services	848289			0.00	840.00	IN TOUCH PHARMACEU TICALS	
05/17/2023	4019.36010.0 0000.0030	Building Maintenance	848291			0.00	122.83	Johnstone Supply	
05/17/2023	4019.36010.0 0000.0030	Building Maintenance	848292			0.00	30.57	Kabelin Hardware Co Inc	
05/17/2023	4019.39100.0 0000.0030	Laundry & Cleaning	848293			0.00	52.83	Menards- Mishawaka	
05/17/2023	4019.24100.0 0000.0030	Food	848294			0.00	426.21	Prairie Farms Dairy, Inc	
05/17/2023	4019.35030.0 0000.0030	Water & Sewage	848295			0.00	1,679.23	South Bend Water Works	
05/17/2023	4019.36015.0 0000.0030	Contractual Services	112929			0.00	13,000.00	Trinity Protection Group LLC	
05/23/2023	4019.22010.0 0000.0030	Gas, Oil & Lubricants	848649			0.00	699.86	St Joseph Cty Highway Dept	
05/23/2023	4019.24100.0 0000.0030	Food	848643			0.00	109.88	Alpha Baking Company	
05/23/2023	4019.36015.0 0000.0030	Contractual Services	848644			0.00	771.72	Eldermark Software	
05/23/2023	4019.24100.0 0000.0030	Food	848645			0.00	4,903.01	Gordon Food Service	
05/23/2023	4019.39100.0 0000.0030	Laundry & Cleaning	848645			0.00	641.39	Gordon Food Service	
05/23/2023	4019.32200.0 0000.0030	Telephone	848646			0.00	515.97	Indiana Electronics Corp	
05/23/2023	4019.39100.0 0000.0030	Laundry & Cleaning	848647			0.00	50.67	Menards- Mishawaka	

05/23/2023	4109.24130.0 0000.0030	Recreation Supplies	848653			0.00	350.00	Kenneth Davidson	
05/23/2023	4019.24100.0 0000.0030	Food	848648			0.00	922.67	Prairie Farms Dairy, Inc	
05/23/2023	4019.24130.0 0000.0030	Recreation Supplies	848650			0.00	35.66	Wal-Mart	
05/30/2023	4109.24130.0 0000.0030	Recreation Supplies	113033			0.00	157.82	Amazon Capital Services	
05/30/2023	4019.39100.0 0000.0030	Laundry & Cleaning	113032			0.00	49.98	Amazon Capital Services	
05/30/2023	4019.21030.0 0000.0030	Office Supplies	113032			0.00	7.64	Amazon Capital Services	
05/30/2023	4019.24120.0 0000.0030	Medical Supplies	113032			0.00	31.98	Amazon Capital Services	
05/30/2023	4019.32200.0 0000.0030	Telephone	848872			0.00	251.36	AT&T	
05/30/2023	4019.36015.0 0000.0030	Contractual Services	848873			0.00	200.00	Norquist Margaret T	
05/30/2023	4019.31010.0 0000.0030	Legal Services	848874			0.00	7.00	STATE OF IN, IN. STATE POLICE	
05/30/2023	4019.31010.0 0000.0030	Legal Services	848874			0.00	7.00	STATE OF IN, IN. STATE POLICE	
05/30/2023	4109.24130.0 0000.0030	Recreation Supplies	848877			0.00	75.00	Alford James M	
05/30/2023	4019.36010.0 0000.0030	Building Maintenance	848875			0.00	145.00	Value Plumbing LLC	
05/30/2023	4019.24130.0 0000.0030	Recreation Supplies	848876			0.00	43.46	Wal-Mart	

81,938.00

Fund	Descriptions	Budget Account Code	Location	Estimated Revenue	Current Receipts	Current Percent	Year to Date Receipts	Year to Date Percent	Unreceived Rev Balance	Unreceived Rev Percent
4019 Portage Manor Fund	RCAP Revenue	4019.02508.000 00.0030	0030 Portage Manor	2,262,726.00	102,601.95	4.53	712,471.11	31.49	1,550,254.89	68.51
4019 Portage Manor Fund	Resident RCAP Liability	4019.02510.000 00.0030	0030 Portage Manor	0.00	52,549.85	0.00	106,546.70	0.00	(106,546.70)	0.00
4019 Portage Manor Fund	Private Pay Room & Board	4019.02511.000 00.0030	0030 Portage Manor	0.00	3,300.00	0.00	8,470.19	0.00	(8,470.19)	100.00
4019 Portage Manor Fund	Reimbursements	4019.02711.000 00.0030	0030 Portage Manor	0.00	154.28	0.00	154.28	0.00	(154.28)	0.00
4019 Portage Manor Fund	Miscellaneous Revenues	4019.06000.000 00.0030	0030 Portage Manor	0.00	14.00	0.00	28.00	0.00	(28.00)	0.00
4019 Portage Manor Fund	Bank Account Interest	4019.06101.000 00.0030	0030 Portage Manor	24,200.00	0.00	0.00	12,102.20	50.01	12,097.80	49.99
4019 Portage Manor Fund	Rent	4019.06200.000 00.0030	0030 Portage Manor	0.00	150.00	0.00	600.00	0.00	(600.00)	0.00
4019 Portage Manor Fund	Investment Interest	4019.08400.000 00.0030	0030 Portage Manor	900.00	0.00	0.00	410.36	45.60	489.64	54.40
4109 Portage Manor Gifts/Donations	Donations	4109.06400.000 00.0030	0030 Portage Manor	0.00	920.75	0.00	970.75	0.00	(970.75)	0.00
8146 PM Transpo Mobility Grant	Miscellaneous Revenues	8146.06000.000 00.0030	0030 Portage Manor	36,000.00	0.00	0.00	17,943.60	49.84	18,056.40	50.16
				2,323,826.00	159,690.83		859,697.19		1,464,128.81	AVG=32.31

As of: 05/31/2023

Fund: 4019



The Last Posted Date is 04/30/2023.

Fund: 4019 Portage Manor Fund

Fund Type: Calendar (01/01/2023 - 05/31/2023)

Normal Accounts	05/2023	
	Current Month	Total
Appropriation:	0.00	3,094,456.08
Carry Forward Receipts:	0.00	806,630.33
Receipts:	158,770.08	840,782.84
Encumbrance:		34,211.15
Expenditure:	229,561.92	1,243,351.71
Estimated Revenue:	0.00	2,287,826.00

Grand Totals	
Unreceived Revenue Balance:	1,447,043.16
Unexpended Balance:	1,851,104.37
Unencumbered Balance:	1,816,893.22
Cash Balance:	404,061.46
Cash Balance Including Investments:	404,061.46**

** Total includes outstanding investments from the Investment System (ending balance).

From Investment System - Outstanding Investments	
Beginning Balance as of 01/01/2023:	0.00
Purchased (01/01/2023 - 05/31/2023):	0.00
Sold/Redeemed (01/01/2023 - 05/31/2023):	0.00
Ending Balance as of 05/31/2023:	0.00

From Investment System - Principal/Interest	
Principal Received:	0.00
Interest Received:	0.00
Total Investment:	0.00