



Est 1906

Licensed Residential Care Facility

Portage Manor

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

DATE: Monday, September 26, 2022

SUBJECT: September Meeting

The monthly meeting of the Portage Manor Board of Managers will meet at noon on Thursday, September 29, 2022 at 12pm EST at Anderson, Agostino and Keller's Office's South Bend, IN 46601.

Location: Anderson, Agostino, and Keller, P.C.
131 S. Taylor St
South Bend, IN 46601

[Join Zoom Meeting](#)

Meeting ID: 961 927 8889

Passcode: 794613



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AGENDA

1. Call to Order.

2. Approve Minutes from July 20, 2022 PMBOD meetings

Motion _____ Second _____ Discussion _____ Aye _____ Nay _____

REPORTING OF 3-7 COVERS 7/20/22 through 9/26/22 TIME PERIOD

3. Approve Payroll Warrants for last periods

Motion _____ Second _____ Discussion _____ Aye _____ Nay _____

4. Approve Invoice Vouchers and Claim Payments as per Schedule dated

Motion _____ Second _____ Discussion _____ Aye _____ Nay _____

5. Report of Revenue Statement for time period listed above and attached

Motion to accept the report:

Motion _____ Second _____ Discussion _____ Aye _____ Nay _____

6. Report of Year to Date Revenue

Motion to accept the report:

Motion _____ Second _____ Discussion _____ Aye _____ Nay _____

7. Report of Financial Statements

Motion to accept the report:

Motion _____ Second _____ Discussion _____ Aye _____ Nay _____

TABLED AND UNFINISHED BUSINESS

None

CONTINUING BUSINESS

1. Update on new building next steps

NEW BUSINESS

ADMINISTRATOR'S REPORT

PRIVILEGE OF THE FLOOR

ADJOURNMENT

1. Motion to adjourn the meeting.

Motion _____ Second _____ Discussion _____ Aye _____ Nay _____

**Approved by the State
Board of Accounts**

**Allowance of Claims
Portage Manor Board of Directors
Date: May 5, 2022**

Allowance of Claims: \$325,268.37

Plus Net Payroll for:

7/22/2022	\$74,777.64
8/5/2022	\$60,919.08
8/19/2022	\$63,690.22
9/2/2022	\$62,751.80
9/16/2022	\$63,129.63

Total Allowance of Claims: \$325,268.37

Allowance of Claims:

We have examined the claims listed on the following Register of Claims, Consisting of 2 pages, and except for claims not allowed as shown on the Register such claims are hereby allowed in the amount of: \$ \$325,268.37

Dated this 5th Day of May, 2022

Patty Godsey
President

Francisco C. Fotia
Vice-President

PAYROLL 07/22/2022

<u>Date</u>	<u>Amount</u>	<u>Budget Account Code</u>	<u>Description</u>
07/22/2022	4,022.56	4019.14800.000.0030	FICA Taxes
07/22/2022	67.15	4019.14800.000.0030	FICA Taxes
07/22/2022	940.77	4019.14800.000.0030	FICA Taxes
07/22/2022	15.70	4019.14800.000.0030	FICA Taxes
07/22/2022	6,589.46	4019.14810.000.0030	PERF
07/22/2022	3,684.62	4019.11009.000.0030	Director
07/22/2022	812.27	4019.11700.000.0030	Medical Director
07/22/2022	2,800.00	4019.11701.000.0030	Director Of Nursing
07/22/2022	2,000.00	4019.11702.000.0030	Lic Pract'L Nurse/ Med Records
07/22/2022	1,731.20	4019.11704.000.0030	Dir. Of Bldgs. & Grounds
07/22/2022	1,440.80	4019.11706.000.0030	Food Service Supervisor
07/22/2022	1,400.00	4019.11707.000.0030	Activity Director
07/22/2022	1,840.00	4019.11708.000.0030	Admission Counselor
07/22/2022	10,754.40	4019.11709.000.0030	Asst. Dir. Nursing
07/22/2022	2,327.00	4019.11710.000.0030	Executive Housekeeper
07/22/2022	10,728.32	4019.11711.000.0030	Qualified Medication Aide
07/22/2022	2,625.57	4019.11713.000.0030	Housekeeper
07/22/2022	1,312.80	4019.11715.000.0030	Maintenance Class II
07/22/2022	2,625.60	4019.11716.000.0030	Cooks
07/22/2022	2,625.60	4019.11717.000.0030	Dietary Aide
07/22/2022	709.73	4019.11720.000.0030	Recreation Officers
07/22/2022	660.67	4019.11725.000.0030	Holiday Pay
07/22/2022	1,312.80	4019.11733.000.0030	Certified Nursing Assist.-P.T.
07/22/2022	1,935.00	4019.11731.000.0030	License Practical Nurse
07/22/2022	1,387.06	4019.11736.000.0030	Houskeepers-P.T.
07/22/2022	1,728.62	4019.11735.000.0030	Dietary Aide-P.T.
07/22/2022	5,387.14	4019.11737.000.0030	Qualified Medical Aide-P.T.
07/22/2022	1,312.80	4019.11729.000.0030	Certified Nursing Assistant

\$74,777.64

PAYROLL 08/5/2022

<u>Date</u>	<u>Amount</u>	<u>Budget Account Code</u>	<u>Description</u>
08/05/2022	3,684.62	4019.11009.000.0030	Director
08/05/2022	1,624.94	4019.11571.000.0030	Overtime
08/05/2022	812.27	4019.11700.000.0030	Medical Director
08/05/2022	2,800.00	4019.11701.000.0030	Director Of Nursing
08/05/2022	2,031.25	4019.11702.000.0030	Lic Pract'L Nurse/ Med Records
08/05/2022	1,731.20	4019.11704.000.0030	Dir. Of Bldgs. & Grounds
08/05/2022	1,440.80	4019.11706.000.0030	Food Service Supervisor
08/05/2022	1,400.00	4019.11707.000.0030	Activity Director
08/05/2022	1,840.00	4019.11708.000.0030	Admission Counselor
08/05/2022	1,460.00	4019.11710.000.0030	Executive Housekeeper
08/05/2022	10,379.20	4019.11711.000.0030	Qualified Medication Aide
08/05/2022	1,312.80	4019.11713.000.0030	Housekeeper
08/05/2022	1,312.80	4019.11715.000.0030	Maintenance Class II
08/05/2022	2,625.60	4019.11716.000.0030	Cooks
08/05/2022	2,625.60	4019.11717.000.0030	Dietary Aide
08/05/2022	722.04	4019.11720.000.0030	Recreation Officers
08/05/2022	1,312.80	4019.11729.000.0030	Certified Nursing Assistant
08/05/2022	1,830.00	4019.11731.000.0030	License Practical Nurse
08/05/2022	1,312.80	4019.11733.000.0030	Certified Nursing Assist.-P.T.
08/05/2022	2,472.94	4019.11735.000.0030	Dietary Aide-P.T.
08/05/2022	1,005.11	4019.11736.000.0030	Houskeepers-P.T.
08/05/2022	880.04	4019.11737.000.0030	Qualified Medical Aide-P.T.
08/05/2022	(880.04)	4019.11737.000.0030	Qualified Medical Aide-P.T.
08/05/2022	880.04	4019.11737.000.0030	Qualified Medical Aide-P.T.

08/05/2022	4,900.35	4019.11737.000.0030	Qualified Medical Aide-P.T.
08/05/2022	54.56	4019.14800.000.0030	FICA Taxes
08/05/2022	12.76	4019.14800.000.0030	FICA Taxes
08/05/2022	(54.56)	4019.14800.000.0030	FICA Taxes
08/05/2022	(12.76)	4019.14800.000.0030	FICA Taxes
08/05/2022	54.56	4019.14800.000.0030	FICA Taxes
08/05/2022	12.76	4019.14800.000.0030	FICA Taxes
08/05/2022	3,274.98	4019.14800.000.0030	FICA Taxes
08/05/2022	38.92	4019.14800.000.0030	FICA Taxes
08/05/2022	765.93	4019.14800.000.0030	FICA Taxes
08/05/2022	9.10	4019.14800.000.0030	FICA Taxes
08/05/2022	5,245.67	4019.14810.000.0030	PERF

\$60,919.08

PAYROLL 08/19/2022

<u>Date</u>	<u>Amount</u>	<u>Budget Account Code</u>	<u>Description</u>
08/19/2022	3,684.62	4019.11009.000.0030	Director
08/19/2022	1,702.48	4019.11571.000.0030	Overtime
08/19/2022	812.27	4019.11700.000.0030	Medical Director
08/19/2022	2,800.00	4019.11701.000.0030	Director Of Nursing
08/19/2022	2,000.00	4019.11702.000.0030	Lic Pract'L Nurse/ Med Records
08/19/2022	1,731.20	4019.11704.000.0030	Dir. Of Bldgs. & Grounds
08/19/2022	1,440.80	4019.11706.000.0030	Food Service Supervisor
08/19/2022	1,400.00	4019.11707.000.0030	Activity Director
08/19/2022	1,840.00	4019.11708.000.0030	Admission Counselor
08/19/2022	1,460.00	4019.11710.000.0030	Executive Housekeeper
08/19/2022	10,379.20	4019.11711.000.0030	Qualified Medication Aide
08/19/2022	2,309.71	4019.11713.000.0030	Housekeeper
08/19/2022	1,312.80	4019.11715.000.0030	Maintenance Class II
08/19/2022	2,625.60	4019.11716.000.0030	Cooks
08/19/2022	2,625.60	4019.11717.000.0030	Dietary Aide
08/19/2022	820.50	4019.11720.000.0030	Recreation Officers
08/19/2022	1,312.80	4019.11729.000.0030	Certified Nursing Assistant
08/19/2022	2,272.50	4019.11731.000.0030	License Practical Nurse
08/19/2022	1,255.36	4019.11733.000.0030	Certified Nursing Assist.-P.T.
08/19/2022	3,072.99	4019.11735.000.0030	Dietary Aide-P.T.
08/19/2022	841.01	4019.11736.000.0030	Houskeepers-P.T.
08/19/2022	4,924.80	4019.11737.000.0030	Qualified Medical Aide-P.T.
08/19/2022	779.48	4019.11780.000.0030	Housekeeper/Security
08/19/2022	3,779.15	4019.14800.000.0030	FICA Taxes
08/19/2022	883.83	4019.14800.000.0030	FICA Taxes
08/19/2022	5,610.76	4019.14810.000.0030	PERF
08/19/2022	12.76	4019.14800.000.0030	FICA Taxes
	\$63,690.22		

PAYROLL 09/2/2022

<u>Date</u>	<u>Amount</u>	<u>Budget Account Code</u>	<u>Description</u>
09/02/2022	3,684.62	4019.11009.000.0030	Director
09/02/2022	1,661.90	4019.11571.000.0030	Overtime
09/02/2022	812.27	4019.11700.000.0030	Medical Director
09/02/2022	2,800.00	4019.11701.000.0030	Director Of Nursing
09/02/2022	2,000.00	4019.11702.000.0030	Lic Pract'L Nurse/ Med Records
09/02/2022	1,731.20	4019.11704.000.0030	Dir. Of Bldgs. & Grounds
09/02/2022	1,440.80	4019.11706.000.0030	Food Service Supervisor
09/02/2022	1,445.80	4019.11707.000.0030	Activity Director
09/02/2022	1,840.00	4019.11708.000.0030	Admission Counselor
09/02/2022	1,783.94	4019.11710.000.0030	Executive Housekeeper
09/02/2022	10,878.54	4019.11711.000.0030	Qualified Medication Aide
09/02/2022	3,441.99	4019.11713.000.0030	Housekeeper

09/02/2022	1,312.80	4019.11715.000.0030	Maintenance Class II
09/02/2022	3,101.49	4019.11716.000.0030	Cooks
09/02/2022	2,617.40	4019.11717.000.0030	Dietary Aide
09/02/2022	927.16	4019.11720.000.0030	Recreation Officers
09/02/2022	1,312.80	4019.11729.000.0030	Certified Nursing Assistant
09/02/2022	2,400.00	4019.11731.000.0030	License Practical Nurse
09/02/2022	733.03	4019.11733.000.0030	Certified Nursing Assist.-P.T.
09/02/2022	328.20	4019.11734.000.0030	Recreation Officers-P.T.
09/02/2022	2,063.57	4019.11735.000.0030	Dietary Aide-P.T.
09/02/2022	886.14	4019.11736.000.0030	Houskeepers-P.T.
09/02/2022	3,645.31	4019.11737.000.0030	Qualified Medical Aide-P.T.
09/02/2022	266.66	4019.11780.000.0030	Housekeeper/Security
09/02/2022	3,429.43	4019.14800.000.0030	FICA Taxes
09/02/2022	802.06	4019.14800.000.0030	FICA Taxes
09/02/2022	5,404.69	4019.14810.000.0030	PERF

\$62,751.80

PAYROLL 09/16/2022			
<u>Date</u>	<u>Amount</u>	<u>Budget Account Code</u>	<u>Description</u>
09/16/2022	3,684.62	4019.11009.000.0030	Director
09/16/2022	2,232.49	4019.11571.000.0030	Overtime
09/16/2022	812.27	4019.11700.000.0030	Medical Director
09/16/2022	2,800.00	4019.11701.000.0030	Director Of Nursing
09/16/2022	2,000.00	4019.11702.000.0030	Lic Pract'L Nurse/ Med Records
09/16/2022	1,731.20	4019.11704.000.0030	Dir. Of Bldgs. & Grounds
09/16/2022	1,440.80	4019.11706.000.0030	Food Service Supervisor
09/16/2022	1,400.00	4019.11707.000.0030	Activity Director
09/16/2022	1,840.00	4019.11708.000.0030	Admission Counselor
09/16/2022	2,753.63	4019.11709.000.0030	Asst. Dir. Nursing
09/16/2022	1,186.25	4019.11710.000.0030	Executive Housekeeper
09/16/2022	10,172.50	4019.11711.000.0030	Qualified Medication Aide
09/16/2022	2,756.88	4019.11713.000.0030	Housekeeper
09/16/2022	1,312.80	4019.11715.000.0030	Maintenance Class II
09/16/2022	3,462.51	4019.11716.000.0030	Cooks
09/16/2022	2,625.60	4019.11717.000.0030	Dietary Aide
09/16/2022	799.99	4019.11720.000.0030	Recreation Officers
09/16/2022	663.68	4019.11725.000.0030	Holiday Pay
09/16/2022	1,308.70	4019.11729.000.0030	Certified Nursing Assistant
09/16/2022	804.09	4019.11734.000.0030	Recreation Officers-P.T.
09/16/2022	1,739.45	4019.11735.000.0030	Dietary Aide-P.T.
09/16/2022	923.06	4019.11736.000.0030	Houskeepers-P.T.
09/16/2022	3,709.76	4019.11737.000.0030	Qualified Medical Aide-P.T.
09/16/2022	1,243.06	4019.11780.000.0030	Housekeeper/Security
09/16/2022	3,506.08	4019.14800.000.0030	FICA Taxes
09/16/2022	819.97	4019.14800.000.0030	FICA Taxes
09/16/2022	5,400.24	4019.14810.000.0030	PERF

\$63,129.63

CLAIMS PAID 06-28-22 through 7/19/22

DATE	Expenditure	Check	Budget Account Co	Acct Desc	Payee Name 1
07/28/2022	(16.99)	824439	4019.22120.000.0030	Garage & Motor Supplies	Ridge NAPA Auto Parts
07/28/2022	16.99	824439	4019.22100.000.0030	Tires & Tubes	Ridge NAPA Auto Parts
09/21/2022	(7.00)	833272	4019.31010.000.0030	Legal Services	STATE OF IN, IN. STATE POLICE
07/26/2022	303.01	833550	4019.32200.000.0030	Telephone	AT&T
07/26/2022	262.36	110568	4019.31150.000.0030	Medical Services	Amazon Capital Services
07/26/2022	963.26	833547	4019.36015.000.0030	Contractual Services	Adams Remco INC
07/26/2022	109.20	833548	4019.24100.000.0030	Food	Alpha Baking Company
07/26/2022	300.00	833552	4019.36015.000.0030	Contractual Services	Genoa Healthcare LLC
07/26/2022	209.78	833553	4019.24120.000.0030	Medical Supplies	Gordon Food Service
07/26/2022	7,722.54	833553	4019.24100.000.0030	Food	Gordon Food Service
07/26/2022	870.03	833553	4019.24010.000.0030	Other Supplies	Gordon Food Service
07/26/2022	682.67	833554	4019.36015.000.0030	Contractual Services	HIMCO WASTE-AWAY SERVICE, INC
07/26/2022	72.00	833555	4019.21010.000.0030	Stationery & Printing	Insty-Prints
07/26/2022	284.36	833556	4019.36015.000.0030	Contractual Services	INTEGRA CERTIFIED DOCUMENT
07/26/2022	24.71	833557	4019.36010.000.0030	Building Maintenance	KABELIN COMMERCIAL SUPPLY
07/26/2022	1,278.15	833558	4019.24100.000.0030	Food	Prairie Farms Dairy, Inc
07/26/2022	670.22	833559	4019.36015.000.0030	Contractual Services	SCHINDLER ELEVATOR CORP.
07/26/2022	100.00	833560	4019.22010.000.0030	Gas, Oil & Lubricants	Taylor Tarshia
07/26/2022	290.00	833561	4019.44600.000.0030	Special Equipment	ULINE
07/26/2022	550.00	833562	4019.36015.000.0030	Contractual Services	ZINKAN ENTERPRISES INC
07/26/2022	256.00	833549	4019.36015.000.0030	Contractual Services	Arrow Services, Inc
07/26/2022	17,682.56	833551	4019.36015.000.0030	Contractual Services	Byron Wellness Systems Inc
07/26/2022	3,640.93	833553	4019.24100.000.0030	Food	Gordon Food Service
08/02/2022	57.24	833780	4019.24100.000.0030	Food	Alpha Baking Company
08/02/2022	771.72	833781	4019.36015.000.0030	Contractual Services	Eldermark Software
08/02/2022	163.34	833782	4019.24010.000.0030	Other Supplies	Gordon Food Service
08/02/2022	704.45	833782	4019.39100.000.0030	Laundry & Cleaning	Gordon Food Service
08/02/2022	470.48	833783	4019.32200.000.0030	Telephone	Indiana Electronics Corp
08/02/2022	442.03	833784	4019.36010.000.0030	Building Maintenance	Johnstone Supply
08/02/2022	47.93	833785	4019.36010.000.0030	Building Maintenance	Menards-Mishawaka
08/02/2022	36.08	833785	4019.36010.000.0030	Building Maintenance	Menards-Mishawaka
08/02/2022	122.95	833785	4019.36010.000.0030	Building Maintenance	Menards-Mishawaka
08/02/2022	707.72	833786	4019.22010.000.0030	Gas, Oil & Lubricants	NELSON FUEL, INC
08/02/2022	914.67	833788	4019.35040.000.0030	Heating & Fuel Oil	Northern Indiana Public
08/02/2022	200.00	833787	4019.36015.000.0030	Contractual Services	Norquist Margaret T
08/02/2022	139.00	833789	4019.36015.000.0030	Contractual Services	RetirementHomeTV1 Corporation
08/02/2022	25.68	833790	4019.36010.000.0030	Building Maintenance	Taylor Tarshia
08/09/2022	5.74	834005	4019.24010.000.0030	Other Supplies	Menards-Mishawaka
08/09/2022	134.94	834005	4019.36010.000.0030	Building Maintenance	Menards-Mishawaka
08/09/2022	1,331.07	834004	4019.36200.000.0030	Repairs - Other Equipment	LOOMIS BROTHERS EQUIPMENT, CO.
08/09/2022	3,373.47	834001	4019.24100.000.0030	Food	Gordon Food Service
08/09/2022	771.72	834000	4019.36015.000.0030	Contractual Services	Eldermark Software
08/09/2022	3,084.06	833999	4019.36015.000.0030	Contractual Services	Byron Wellness Systems Inc
08/09/2022	371.19	834002	4019.38013.000.0030	Principal on Debt	Great America Financial
08/09/2022	4,962.78	834001	4019.24100.000.0030	Food	Gordon Food Service
08/09/2022	27.60	833998	4019.24100.000.0030	Food	Alpha Baking Company
08/09/2022	7.00	834008	4019.31010.000.0030	Legal Services	STATE OF IN, IN. STATE POLICE
08/09/2022	1,934.27	834007	4019.35030.000.0030	Water & Sewage	South Bend Water Works
08/09/2022	105.05	834003	4019.35010.000.0030	Electricity	INDIANA MICHIGAN POWER
08/09/2022	83.40	834009	4019.36010.000.0030	Building Maintenance	Wal-Mart
08/09/2022	117.38	834009	4019.24130.000.0030	Recreation Supplies	Wal-Mart
08/09/2022	105.00	834006	4019.36015.000.0030	Contractual Services	Policemans FCU
08/16/2022	3,517.10	834625	4019.39100.000.0030	Laundry & Cleaning	LOOMIS BROTHERS EQUIPMENT, CO.
08/16/2022	1,423.70	834628	4019.24100.000.0030	Food	Prairie Farms Dairy, Inc
08/16/2022	39.21	834626	4019.24120.000.0030	Medical Supplies	MCKESSON MEDICAL
08/16/2022	469.70	834623	4019.32200.000.0030	Telephone	Indiana Electronics Corp
08/16/2022	33.48	834622	4019.24120.000.0030	Medical Supplies	Gordon Food Service
08/16/2022	57.24	834620	4019.24100.000.0030	Food	Alpha Baking Company
08/16/2022	1,651.29	834622	4019.24100.000.0030	Food	Gordon Food Service
08/16/2022	139.00	834629	4019.36015.000.0030	Contractual Services	RetirementHomeTV1 Corporation
08/16/2022	7.00	834630	4019.31010.000.0030	Legal Services	STATE OF IN, IN. STATE POLICE
08/16/2022	303.01	834621	4019.32200.000.0030	Telephone	AT&T
08/16/2022	42.42	834620	4019.24100.000.0030	Food	Alpha Baking Company
08/16/2022	39.40	834627	4019.36010.000.0030	Building Maintenance	MID-CITY SUPPLY CO. INC. (2)
08/16/2022	296.36	834624	4019.21030.000.0030	Office Supplies	INTEGRA CERTIFIED DOCUMENT
08/16/2022	4,776.22	834003	4019.35015.000.0030	Utilities	INDIANA MICHIGAN POWER
08/18/2022	(4,776.22)		4019.35015.000.0030	Utilities	INDIANA MICHIGAN POWER
08/18/2022	4,776.22		4019.35010.000.0030	Electricity	INDIANA MICHIGAN POWER
08/23/2022	301.75	834879	4019.36015.000.0030	Contractual Services	COMCAST CABLE
08/23/2022	1,027.50	834881	4019.36010.000.0030	Building Maintenance	Johnson Controls Inc
08/23/2022	7.00	834885	4019.31010.000.0030	Legal Services	STATE OF IN, IN. STATE POLICE
08/23/2022	42.76	834882	4019.36010.000.0030	Building Maintenance	KABELIN COMMERCIAL SUPPLY
08/23/2022	2,261.26	834880	4019.24100.000.0030	Food	Gordon Food Service
08/23/2022	311.97	834879	4019.36015.000.0030	Contractual Services	COMCAST CABLE
08/23/2022	330.48	834884	4019.24100.000.0030	Food	Prairie Farms Dairy, Inc
08/23/2022	13.96	834883	4019.44601.000.0030	Maintenance Equipment	Menards-Mishawaka
08/30/2022	264.90	835163	4019.21030.000.0030	Office Supplies	County Commissioners
08/30/2022	42.42	835160	4019.24100.000.0030	Food	Alpha Baking Company
08/30/2022	154.50	835165	4019.39100.000.0030	Laundry & Cleaning	Gordon Food Service
08/30/2022	41.92	835165	4019.24130.000.0030	Recreation Supplies	Gordon Food Service
08/30/2022	952.63	835165	4019.24010.000.0030	Other Supplies	Gordon Food Service
08/30/2022	2,129.98	835165	4019.24100.000.0030	Food	Gordon Food Service
08/30/2022	724.40	835175	4019.23011.000.0030	Boiler Supplies	QAS - QUALITY APPLIED SYSTEMS,

08/30/2022	677.02	835167	4019.36015.000.0030	Contractual Services	HIMCO WASTE-AWAY SERVICE, INC
08/30/2022	295.47	835174	4019.24100.000.0030	Food	Prairie Farms Dairy, Inc
08/30/2022	53.98	835169	4019.36010.000.0030	Building Maintenance	KABELIN COMMERCIAL SUPPLY
08/30/2022	167.36	835165	4019.24100.000.0030	Food	Gordon Food Service
08/30/2022	40.12	835160	4019.24100.000.0030	Food	Alpha Baking Company
08/30/2022	54.02	835172	4019.44601.000.0030	Maintenance Equipment	Menards-Mishawaka
08/30/2022	77.45	835173	4019.21030.000.0030	Office Supplies	Office Three Sixty Inc
08/30/2022	1,933.33	835165	4019.24100.000.0030	Food	Gordon Food Service
08/30/2022	862.13	835172	4019.44601.000.0030	Maintenance Equipment	Menards-Mishawaka
08/30/2022	2,186.03	835170	4019.36200.000.0030	Repairs - Other Equipment	LOOMIS BROTHERS EQUIPMENT, CO.
08/30/2022	84.84	835160	4019.24100.000.0030	Food	Alpha Baking Company
08/30/2022	262.13	835174	4019.24100.000.0030	Food	Prairie Farms Dairy, Inc
08/30/2022	707.49	835172	4019.36010.000.0030	Building Maintenance	Menards-Mishawaka
08/30/2022	25.17	835169	4019.36010.000.0030	Building Maintenance	KABELIN COMMERCIAL SUPPLY
08/30/2022	798.27	835170	4019.36200.000.0030	Repairs - Other Equipment	LOOMIS BROTHERS EQUIPMENT, CO.
08/30/2022	368.50	835168	4019.36015.000.0030	Contractual Services	IN Assisted Living Federation
08/30/2022	921.58	835165	4019.39100.000.0030	Laundry & Cleaning	Gordon Food Service
08/30/2022	566.36	835171	4019.24120.000.0030	Medical Supplies	MCKESSON MEDICAL
08/30/2022	194.88	835162	4019.23011.000.0030	Boiler Supplies	Berkheimer G W Co
08/30/2022	1,888.71	835165	4019.24100.000.0030	Food	Gordon Food Service
08/30/2022	178.00	835161	4019.36015.000.0030	Contractual Services	Arrow Services, Inc
08/30/2022	1,056.84	835165	4019.24010.000.0030	Other Supplies	Gordon Food Service
08/30/2022	2,698.79	835165	4019.24100.000.0030	Food	Gordon Food Service
08/30/2022	262.13	835174	4019.24100.000.0030	Food	Prairie Farms Dairy, Inc
08/30/2022	67.99	835164	4019.39100.000.0030	Laundry & Cleaning	Good N Cheap Inc
08/30/2022	34.44	835169	4019.36010.000.0030	Building Maintenance	KABELIN COMMERCIAL SUPPLY
08/30/2022	1,664.85	835165	4019.24100.000.0030	Food	Gordon Food Service
08/30/2022	544.48	835174	4019.24100.000.0030	Food	Prairie Farms Dairy, Inc
08/30/2022	371.19	835166	4019.38013.000.0030	Principal on Debt	Great America Financial
08/30/2022	262.13	835174	4019.24100.000.0030	Food	Prairie Farms Dairy, Inc
08/30/2022	330.48	835174	4019.24100.000.0030	Food	Prairie Farms Dairy, Inc
08/30/2022	54.02	835172	4019.44601.000.0030	Maintenance Equipment	Menards-Mishawaka
08/30/2022	62.99	835172	4019.44601.000.0030	Maintenance Equipment	Menards-Mishawaka
09/06/2022	1,885.78	835405	4019.35030.000.0030	Water & Sewage	South Bend Water Works
09/06/2022	118.02	835399	4019.36015.000.0030	Contractual Services	Byron Wellness Systems Inc
09/06/2022	257.37	835401	4019.36010.000.0030	Building Maintenance	Johnstone Supply
09/06/2022	338.58	835402	4019.44601.000.0030	Maintenance Equipment	Menards
09/06/2022	121.32	835403	4019.36010.000.0030	Building Maintenance	Menards-Mishawaka
09/06/2022	108.18	835400	4019.35010.000.0030	Electricity	INDIANA MICHIGAN POWER
09/06/2022	4,427.84	835400	4019.35010.000.0030	Electricity	INDIANA MICHIGAN POWER
09/06/2022	875.07	835404	4019.35040.000.0030	Heating & Fuel Oil	Northern Indiana Public
09/13/2022	740.00	835800	4019.36015.000.0030	Contractual Services	IN Assisted Living Federation
09/13/2022	23.18	835801	4019.36010.000.0030	Building Maintenance	KABELIN COMMERCIAL SUPPLY
09/13/2022	139.00	835802	4019.36015.000.0030	Contractual Services	RetirementHomeTV1 Corporation
09/13/2022	486.71	835799	4019.32200.000.0030	Telephone	AT&T
09/20/2022	13.80	836077	4019.24100.000.0030	Food	Alpha Baking Company
09/20/2022	509.90	836083	4019.24100.000.0030	Food	Prairie Farms Dairy, Inc
09/20/2022	65.27	836082	4019.36010.000.0030	Building Maintenance	Menards-Mishawaka
09/20/2022	4,889.45	836079	4019.24100.000.0030	Food	Gordon Food Service
09/20/2022	26.70	836080	4019.36010.000.0030	Building Maintenance	Grainger,W.W. Inc.
09/20/2022	452.00	836079	4019.24010.000.0030	Other Supplies	Gordon Food Service
09/20/2022	308.89	836081	4019.38013.000.0030	Principal on Debt	Great America Financial
09/20/2022	7.00	836084	4019.31010.000.0030	Legal Services	STATE OF IN, IN. STATE POLICE
09/20/2022	299.03	836078	4019.32200.000.0030	Telephone	AT&T Mobility
09/20/2022	7.00	836084	4019.31010.000.0030	Legal Services	STATE OF IN, IN. STATE POLICE
09/20/2022	7.00	836084	4019.31010.000.0030	Legal Services	STATE OF IN, IN. STATE POLICE
09/20/2022	7.00	836084	4019.31010.000.0030	Legal Services	STATE OF IN, IN. STATE POLICE
09/20/2022	7.00	836084	4019.31010.000.0030	Legal Services	STATE OF IN, IN. STATE POLICE
09/20/2022	7.00	836084	4019.31010.000.0030	Legal Services	STATE OF IN, IN. STATE POLICE
09/20/2022	7.00	836084	4019.31010.000.0030	Legal Services	STATE OF IN, IN. STATE POLICE
09/20/2022	7.00	836084	4019.31010.000.0030	Legal Services	STATE OF IN, IN. STATE POLICE
09/20/2022	7.00	836084	4019.31010.000.0030	Legal Services	STATE OF IN, IN. STATE POLICE
09/22/2022	724.50	836292	4019.36015.000.0030	Contractual Services	Eldermark Software
09/22/2022	724.50	836292	4019.36015.000.0030	Contractual Services	Eldermark Software
09/21/2022	(2,186.03)	835170	4019.36200.000.0030	Repairs - Other Equipment	LOOMIS BROTHERS EQUIPMENT, CO.
09/21/2022	(798.27)	835170	4019.36200.000.0030	Repairs - Other Equipment	LOOMIS BROTHERS EQUIPMENT, CO.
09/21/2022	(54.02)	835172	4019.44601.000.0030	Maintenance Equipment	Menards-Mishawaka
09/21/2022	(862.13)	835172	4019.44601.000.0030	Maintenance Equipment	Menards-Mishawaka
09/21/2022	(707.49)	835172	4019.36010.000.0030	Building Maintenance	Menards-Mishawaka
09/21/2022	(54.02)	835172	4019.44601.000.0030	Maintenance Equipment	Menards-Mishawaka
09/21/2022	(62.99)	835172	4019.44601.000.0030	Maintenance Equipment	Menards-Mishawaka
09/24/2022	944.09		4019.24120.000.0030	Medical Supplies	MCKESSON MEDICAL
09/24/2022	371.19		4019.38013.000.0030	Principal on Debt	Great America Financial
09/24/2022	609.50		4019.36015.000.0030	Contractual Services	Johnson Controls Inc
09/24/2022	677.76		4019.36015.000.0030	Contractual Services	HIMCO WASTE-AWAY SERVICE, INC
09/24/2022	441.57		4019.36015.000.0030	Contractual Services	INTEGRA CERTIFIED DOCUMENT
09/24/2022	2,800.00		4019.36015.000.0030	Contractual Services	EMERICK MARILYN A
09/24/2022	33.99		4019.36015.000.0030	Contractual Services	EMERICK MARILYN A
09/24/2022	321.37		4019.24100.000.0030	Food	Prairie Farms Dairy, Inc
09/24/2022	178.07		4019.24100.000.0030	Food	Prairie Farms Dairy, Inc
09/24/2022	28.62		4019.24100.000.0030	Food	Alpha Baking Company
09/24/2022	707.49		4019.36010.000.0030	Building Maintenance	Menards-Mishawaka
09/24/2022	54.02		4019.36010.000.0030	Building Maintenance	Menards-Mishawaka

\$118,679.28

RECEIPTS 7/20/22 - 9/26/22

Effective Date	Budget Account Code	Receipt	Receipts	Acct Desc	On Account of
07/28/2022	4019.02711.000.0030	163745	\$413.21	Reimbursements	PORTAGE MANOR
07/28/2022	4019.02508.000.0030	163744	\$66,538.97	RCAP Revenue	PORTAGE MANOR
08/08/2022	4019.02508.000.0030	163888	\$116,683.47	RCAP Revenue	PORTAGE MANOR
08/22/2022	4019.02508.000.0030	164062	\$64,811.03	RCAP Revenue	PORTAGE MANOR
08/25/2022	4019.02508.000.0030	164137	\$1,200.00	RCAP Revenue	PORTAGE MANOR
08/25/2022	4019.06200.000.0030	164136	\$300.00	Rental Of Property	PORTAGE MANOR
08/29/2022	4019.06101.000.0030		\$2,917.55	Bank Account Interest	
08/29/2022	4019.08400.000.0030		\$893.64	Investment Interest	
09/12/2022	4019.02508.000.0030	164388	\$117,976.59	RCAP Revenue	PORTAGE MANOR
09/22/2022	4019.02711.000.0030	164548	\$195.25	Reimbursements	PORTAGE MANOR
			\$371,929.71		

YEAR TO DATE REVENUE AS of 9/26/22

Budget Account Code	Descriptions	Estimated Revenue	Current Receipts	Current Percent	Year to Date Receipts	Year to Date Percent	Unreceived Rev Balance	Unreceived Rev Percent
4019.02508.000.0030	RCAP Revenue	2,315,040.00	117,976.59	5.10	1,523,887.01	65.83	791,152.99	34.17
4019.02711.000.0030	Reimbursements	413.21	195.25	47.25	608.46	147.25	(195.25)	(47.25)
4019.06101.000.0030	Bank Account Interest	5,000.00	0.00	0.00	4,955.43	99.11	44.57	0.89
4019.06200.000.0030	Rental Of Property	1,050.00	0.00	0.00	1,050.00	100.00	0.00	0.00
4019.08400.000.0030	Investment Interest	12,000.00	0.00	0.00	6,380.42	53.17	5,619.58	46.83
		\$2,333,503.21	\$118,171.84		1,536,881.32	66%	796,621.89	34%

View Balances by Fund



As of: **09/26/2022** Fund: 4019

The Last Posted Date is 08/31/2022.

Fund: 4019 Portage Manor Fund

Fund Type: Calendar (01/01/2022 - 09/26/2022)

Normal Accounts

	09/2022 Current Month	Total
Appropriation:	164,130.41	2,989,211.50
Carry Forward Receipts:	0.00	1,210,281.11
Receipts:	118,171.84	1,537,021.99
Encumbrance:		40,054.91
Expenditure:	157,556.11	1,785,463.23
Estimated Revenue:	300.00	2,377,443.88

Grand Totals

Unreceived Revenue Balance:	840,421.89
Unexpended Balance:	1,203,748.27
Unencumbered Balance:	1,163,693.36
Cash Balance:	961,839.87
Cash Balance Including Investments:	961,839.87 **

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

From Investment System - Outstanding Investments

Beginning Balance as of 01/01/2022:	0.00
Purchased (01/01/2022 - 09/26/2022):	0.00
Sold/Redeemed (01/01/2022 - 09/26/2022):	0.00
Ending Balance as of 09/26/2022:	0.00

From Investment System - Principal/Interest

Principal Received:	0.00
Interest Received:	0.00
Total Investment:	0.00

Portage Manor Board of Managers
Meeting of July 20, 2022

The Board of Managers of Portage Manor met at the law offices of Anderson, Agostino & Keller, 131 S. Taylor St., South Bend, IN, with the following members present in person: Lynn Rhody, Chuck Leone, Randy Hein, Mike Kruk, John Butler, Dan Berry, Frank Fotia and Kortney Mullins. Marianne Tucker, Deb Lambert from Byron, Jakob Lazzaro, and Jordan Smith joined via Zoom.

Minutes from the previous meeting were prepared and approved with the adjustment of removing Mike Misch from the attendance in the 06/28/2022 minutes.

Payroll warrants from the last period were approved with motion by John Butler and a second by Randy Hein. Report of revenue statements were approved with motion by John Butler and a second by Randy Hein. Report of invoice vouchers and claim statements, Report of year to date revenue, report of revenue statement, and report of financial statements were approved with motion by John Butler and second by Randy Hein.

There was not tabled or unfinished business.

Continuing business: Deb Lambert presented that she is researching grant options and looking into multi-use communities. This was met with great appreciation by the Board. Kortney updated the board on open positions which included ADON, housekeeping, dietary and QMA. All positions had prospective candidates in the pipeline to hire.

New Business: Deb Lambert reported that Portage Manor is successfully addressing issues that were noted in the IDOH audit. She noted that as items are being addressed and corrected other items are coming to light to be addressed and the staff is working diligently. She noted no items were at the offense level.

Administrators report: Kortney Mullins reported that 07/26/2022 the residents are taking a trip to Indiana Beach. Kortney thanked Friends of Portage Manor for donating money to pay for a bus so all could ride together. She reported that on 08/04/2022 Portage Manor is planning its end of summer party which has a 1950's sock hop theme. Current census is 117 up from 112 last month.

No one took privilege of the floor.

Motion to adjourn was made by Chuck Leone and seconded by all.