



## Portage Manor

Est 1906

Licensed Residential Care Facility

### **AGENDA**

1. Call to Order.
2. Election of Officers
3. Approve Minutes from November, 2021 PMBOD meeting  
Motion \_\_\_\_\_ Second \_\_\_\_\_ Discussion \_\_\_\_\_ Aye \_\_\_\_\_ Nay \_\_\_\_\_

### **REPORTING OF 4-8 COVERS 11/1/2021 - 12/31/2021 TIME PERIOD**

4. Approve Payroll Warrants for last periods  
Motion \_\_\_\_\_ Second \_\_\_\_\_ Discussion \_\_\_\_\_ Aye \_\_\_\_\_ Nay \_\_\_\_\_
5. Approve Invoice Vouchers and Claim Payments as per Schedule dated  
Motion \_\_\_\_\_ Second \_\_\_\_\_ Discussion \_\_\_\_\_ Aye \_\_\_\_\_ Nay \_\_\_\_\_
6. Report of Revenue Statement for time period listed above and attached  
**Motion to accept the report:**  
Motion \_\_\_\_\_ Second \_\_\_\_\_ Discussion \_\_\_\_\_ Aye \_\_\_\_\_ Nay \_\_\_\_\_
7. Report of Year to Date Revenue as of 09/28/21  
**Motion to accept the report:**  
Motion \_\_\_\_\_ Second \_\_\_\_\_ Discussion \_\_\_\_\_ Aye \_\_\_\_\_ Nay \_\_\_\_\_
8. Report of Financial Statements for Month of September 2021  
**Motion to accept the report:**  
Motion \_\_\_\_\_ Second \_\_\_\_\_ Discussion \_\_\_\_\_ Aye \_\_\_\_\_ Nay \_\_\_\_\_

### **TABLED AND UNFINISHED BUSINESS**

None

### **CONTINUING BUSINESS**

None

### **NEW BUSINESS**

### **ADMINISTRATOR'S REPORT**

### **PRIVILEGE OF THE FLOOR**

### **ADJOURNMENT**

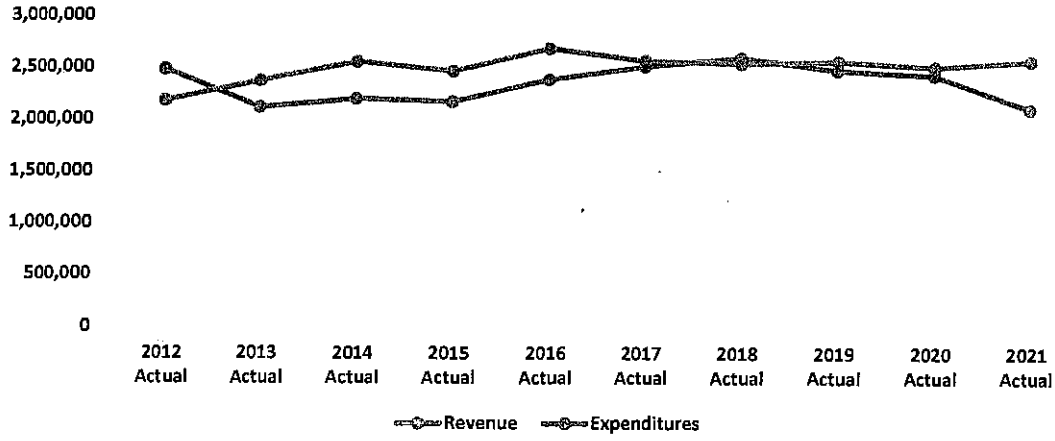
1. Motion to adjourn the meeting.  
Motion \_\_\_\_\_ Second \_\_\_\_\_ Discussion \_\_\_\_\_ Aye \_\_\_\_\_ Nay \_\_\_\_\_

**Portage Manor  
Financial Report  
December 31, 2021**

Name	2012 Actual	2013 Actual	2014 Actual	2015 Actual	2016 Actual	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Budget	2021 Actual	2021 Encumbrances	Budget Balance
<b>Revenue</b>													
Care of Residents	\$ 2,471,507	\$ 2,112,428	\$ 2,054,564	\$ 2,172,546	\$ 2,387,254	\$ 2,514,354	\$ 2,562,868	\$ 2,429,218	\$ 2,397,023	\$ 2,090,300	\$ 2,090,296	\$ -	\$ 4
State Reimbursements	-	-	109,482	-	-	-	-	-	-	-	-	-	-
Interest Earnings	-	-	-	-	-	-	25,475	52,683	37,850	17,500	17,443	-	57
Other Revenue	17,459	7,179	34,967	811	716	854	16,000	-	1,087	1,616	1,616	-	-
<b>Total Revenue</b>	<b>2,488,966</b>	<b>2,119,607</b>	<b>2,199,013</b>	<b>2,173,357</b>	<b>2,387,970</b>	<b>2,515,208</b>	<b>2,604,343</b>	<b>2,481,901</b>	<b>2,435,960</b>	<b>2,109,416</b>	<b>2,109,355</b>	<b>-</b>	<b>61</b>
<b>Expenditures</b>													
Salaries & Wages	1,183,232	1,237,014	1,311,602	1,275,975	1,332,975	1,257,818	1,299,101	1,313,525	1,287,464	1,416,654	1,276,360	-	140,274
FICA Taxes	87,204	91,245	96,599	92,996	96,938	97,884	95,719	95,621	95,863	107,345	95,456	-	11,889
PERF Retirement	84,606	87,420	110,291	127,577	136,085	120,455	127,793	129,878	128,307	132,115	126,538	-	5,582
Health Insurance	159,041	260,147	294,730	294,730	432,000	420,000	384,000	467,600	482,505	501,700	501,700	-	-
Other Fringe Benefits	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>Total Personnel Costs</b>	<b>1,514,083</b>	<b>1,675,826</b>	<b>1,813,222</b>	<b>1,790,667</b>	<b>1,997,998</b>	<b>1,896,157</b>	<b>1,906,613</b>	<b>2,006,624</b>	<b>1,994,139</b>	<b>2,457,794</b>	<b>2,000,049</b>	<b>-</b>	<b>157,745</b>
Supplies	320,950	322,716	323,565	322,442	322,901	293,332	326,560	275,523	285,946	284,208	263,245	7,616	13,347
Services	285,461	289,001	321,448	317,485	277,391	288,572	278,462	259,101	228,615	272,608	237,001	2,465	33,142
Capital	63,084	86,057	102,688	41,644	94,756	96,746	33,433	32,156	30,374	103,975	77,064	-	26,911
Other	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>Total Expenditures</b>	<b>2,183,578</b>	<b>2,375,600</b>	<b>2,560,933</b>	<b>2,472,238</b>	<b>2,693,046</b>	<b>2,574,807</b>	<b>2,545,068</b>	<b>2,573,404</b>	<b>2,519,074</b>	<b>2,816,585</b>	<b>2,577,359</b>	<b>10,081</b>	<b>231,145</b>
<b>Net Surplus/Loss</b>	<b>305,388</b>	<b>(255,993)</b>	<b>(361,920)</b>	<b>(298,881)</b>	<b>(305,076)</b>	<b>(59,599)</b>	<b>59,275</b>	<b>(91,503)</b>	<b>(83,114)</b>	<b>(468,004)</b>	<b>(468,004)</b>	<b>-</b>	<b>-</b>
Cash - Beginning	2,769,708	3,075,096	2,819,103	2,457,183	2,158,302	1,853,226	1,793,627	1,852,902	1,761,399	-	1,678,285	-	-
<b>Cash Ending</b>	<b>\$ 3,075,096</b>	<b>\$ 2,819,103</b>	<b>\$ 2,457,183</b>	<b>\$ 2,158,302</b>	<b>\$ 1,853,226</b>	<b>\$ 1,793,627</b>	<b>\$ 1,852,902</b>	<b>\$ 1,761,399</b>	<b>\$ 1,678,285</b>	<b>\$ -</b>	<b>\$ 1,210,281</b>	<b>\$ -</b>	<b>47%</b>
<b>Cash Percent of Expenditures</b>	<b>141%</b>	<b>119%</b>	<b>96%</b>	<b>87%</b>	<b>69%</b>	<b>70%</b>	<b>73%</b>	<b>68%</b>	<b>67%</b>	<b>-</b>	<b>47%</b>	<b>-</b>	<b>-</b>

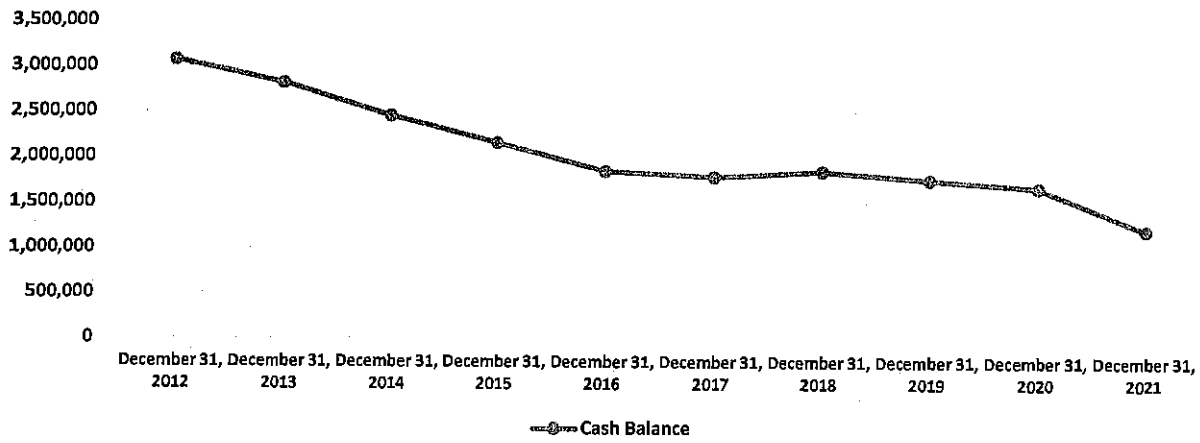
See attached for Location Budget Report at December 31, 2021  
See attached for Cash Ledger by Fund for November 1, 2021 to December 31, 2021

### Portage Manor Revenue & Expenditures 2012 - 2021



	Revenue	Expenditures	Net
2012 Actual	2,488,966	2,183,578	305,388
2013 Actual	2,119,607	2,375,600	(255,993)
2014 Actual	2,199,013	2,560,933	(361,920)
2015 Actual	2,173,357	2,472,238	(298,881)
2016 Actual	2,387,970	2,693,046	(305,076)
2017 Actual	2,515,208	2,574,807	(59,599)
2018 Actual	2,604,343	2,545,068	59,275
2019 Actual	2,481,901	2,573,404	(91,503)
2020 Actual	2,435,960	2,519,074	(83,114)
2021 Actual	2,109,355	2,577,359	(468,004)

**Portage Manor Cash Reserves  
2012 - 2021**



<u>Year Ending</u>	<u>Cash Balance</u>
December 31, 2012	3,075,096
December 31, 2013	2,819,103
December 31, 2014	2,457,183
December 31, 2015	2,158,302
December 31, 2016	1,853,226
December 31, 2017	1,793,627
December 31, 2018	1,852,902
December 31, 2019	1,761,399
December 31, 2020	1,678,285
December 31, 2021	1,210,281

As of:  Fund:



**Note: Balances include transactions after the last posted date of 11/30/2021.**

Fund: 4019 Portage Manor Fund  
 Fund Type: Calendar (01/01/2021 - 12/31/2021)

Normal Accounts	12/2021	Total
	Current Month	
Appropriation:	3,462.00	2,818,585.02
Carry Forward Receipts: <i>cash 11/21</i>	0.00	<u>1,678,285.79</u>
Receipts:	326,544.67	2,109,354.78
Encumbrance:		10,081.09
Expenditure:	146,997.04	2,577,359.46
Estimated Revenue:	238,300.00	2,141,683.78

<b>Grand Totals</b>		
Unreceived Revenue Balance:		32,329.00
Unexpended Balance:		241,225.56
Unencumbered Balance:		231,144.47
Cash Balance:		1,210,281.11
Cash Balance Including Investments: <i>12/31/21</i>		<u>1,210,281.11**</u>

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

From Investment System - Outstanding Investments	
Beginning Balance as of 01/01/2021:	0.00
Purchased (01/01/2021 - 12/31/2021):	0.00
Sold/Redeemed (01/01/2021 - 12/31/2021):	0.00
Ending Balance as of 12/31/2021:	0.00

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

**Location Budget as of 12-31-2021**

Note: Includes transactions after the last posted date of 11-30-2021.

Fund: 4019 Portage Manor Fund for 01/01/2021 thru 12/31/2021, Director: Portage Manor

Loc: 0030 Portage Manor

Account Object	Description	Carry Forward Appropriation	Original Appropriation	Add'l Appropriation	Adj Appropriation	Total Appropriation	Encumbrance	Expenditure	Unencumbered Balance/Percent	Unexpended Balance/Percent
11009 000	Director General Gov't.	0.00	80,000.00	577.00	9,300.00	89,877.00	0.00	89,260.05	616.95	616.95
11013 000	Assistant Director General Gov't.	0.00	0.00	2,885.00	0.00	2,885.00	0.00	0.00	0.69	0.69
11532 000	Cook Part Time General Gov't.	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,885.00	2,885.00
11571 000	Overtime General Gov't.	0.00	20,000.00	0.00	36,117.28	56,117.28	0.00	56,117.28	100.00	100.00
11700 000	Medical Director General Gov't.	0.00	21,119.00	0.00	0.00	21,119.00	0.00	21,119.00	0.00	0.00
11701 000	Director Of Nursing General Gov't.	0.00	55,080.00	0.00	3,854.76	58,934.76	0.00	58,934.76	0.00	0.00
11702 000	Lic Pract'L Nurse/ Med Records General Gov't.	0.00	39,861.00	2,227.00	(20,109.70)	21,778.30	0.00	21,778.30	0.00	0.00
11704 000	Dir. Of Bldgs. & Grounds General Gov't.	0.00	41,891.00	0.00	0.00	41,891.00	0.00	39,841.95	2,049.05	2,049.05
11706 000	Food Service Supervisor General Gov't.	0.00	34,353.00	0.00	0.00	34,353.00	0.00	32,640.27	4.89	4.89
11707 000	Activity Director General Gov't.	0.00	33,613.00	0.00	(5,200.00)	28,413.00	0.00	23,052.00	1,712.73	1,712.73
11708 000	Admission Counselor General Gov't.	0.00	36,851.00	0.00	0.00	36,851.00	0.00	35,132.22	4.99	4.99
11709 000	Asst. Dir. Nursing General Gov't.	0.00	47,973.00	5,731.42	4,000.00	57,704.42	0.00	53,176.63	5,361.00	5,361.00
11710 000	Executive Housekeeper General Gov't.	0.00	36,379.00	0.00	(6,500.00)	29,879.00	0.00	28,156.65	18.87	18.87
11711 000	Qualified Medication Aide General Gov't.	0.00	211,285.00	13,360.00	0.00	224,645.00	0.00	220,834.08	1,718.78	1,718.78
									4.66	4.66
									4,527.79	4,527.79
									7.85	7.85
									722.35	722.35
									2.42	2.42
									3,810.92	3,810.92
									1.70	1.70

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# Location Budget as of 12-31-2021

Note: Includes transactions after the last posted date of 11-30-2021.

Fund: 4019 Portage Manor Fund for 01/01/2021 thru 12/31/2021, Director: Portage Manor

Loc: 0030 Portage Manor

Saint Joseph County

Account Object	Description	Carry Forward Appropriation	Original Appropriation	Addtl Appropriation	Adj Appropriation	Total Appropriation	Encumbrance	Expenditure	Unencumbered Balance/Percent	Unexpended Balance/Percent
11712 000	Maintenance Class I General Gov't.	0.00	31,512.00	0.00	0.00	31,512.00	0.00	9,897.12	21,614.88	21,614.88
11713 000	Housekeeper General Gov't.	0.00	81,810.00	0.00	(198.27)	81,611.73	0.00	72,504.25	9,107.48	9,107.48
11714 000	Maintenance Class III General Gov't.	0.00	7,072.00	0.00	(7,072.00)	0.00	0.00	0.00	0.00	0.00
11715 000	Maintenance Class II General Gov't.	0.00	30,004.00	0.00	0.00	30,004.00	0.00	28,297.62	1,706.38	1,706.38
11716 000	Cooks General Gov't.	0.00	54,540.00	0.00	0.00	54,540.00	0.00	53,777.22	762.78	762.78
11717 000	Dietary Aide General Gov't.	0.00	54,540.00	0.00	0.00	54,540.00	0.00	46,481.51	8,058.49	8,058.49
11722 000	Business Manager/Data Processo General Gov't.	0.00	36,360.00	0.00	3,072.00	39,432.00	0.00	35,791.74	3,640.26	3,640.26
11723 000	Stockroom Clerk General Gov't.	0.00	36,193.00	0.00	(26,000.00)	10,193.00	0.00	0.00	10,193.00	10,193.00
11724 000	Extra Hire General Gov't.	0.00	4,000.00	0.00	29,405.62	33,405.62	0.00	16,104.00	17,301.62	17,301.62
11725 000	Holiday Pay General Gov't.	0.00	40,000.00	0.00	15,900.00	55,900.00	0.00	50,939.58	4,960.42	4,960.42
11729 000	Certified Nursing Assistant General Gov't.	0.00	31,720.00	0.00	0.00	31,720.00	0.00	29,665.07	2,054.93	2,054.93
11730 000	Unit Coordinator General Gov't.	0.00	6,000.00	0.00	2,867.50	8,867.50	0.00	8,667.50	0.00	0.00
11731 000	License Practical Nurse General Gov't.	0.00	34,961.00	6,328.96	(12,000.00)	29,289.96	0.00	15,493.32	13,796.64	13,796.64
11733 000	Certified Nursing Assist.-P.T. General Gov't.	0.00	17,472.00	0.00	(13,118.44)	4,353.56	0.00	4,353.56	0.00	0.00

# Location Budget as of 12-31-2021

Note: Includes transactions after the last posted date of 11-30-2021.

Fund: 4019 Portage Manor Fund for 01/01/2021 thru 12/31/2021, Director: Portage Manor

Loc: 0030 Portage Manor

Account	Description	Carry Forward	Original	Add'l	Adj	Total	Encumbrance	Expenditure	Unencumbered	Unexpended
Object		Appropriation	Appropriation	Appropriation	Appropriation	Appropriation			Balance/Percent	Balance/Percent
11734	Recreation Officers-P.T.	0.00	18,798.00	0.00	(4,000.00)	14,798.00	0.00	13,615.06	1,182.94	1,182.94
000	General Gov't.								7.99	7.99
11735	Dietary Aide-P.T.	0.00	51,238.00	0.00	(4,200.00)	47,038.00	0.00	42,646.98	4,391.02	4,391.02
000	General Gov't.								9.34	9.34
11736	Houskeepers-P.T.	0.00	21,349.00	0.00	0.00	21,349.00	0.00	13,414.16	7,934.84	7,934.84
000	General Gov't.								37.17	37.17
11737	Qualified Medical Aide-P.T.	0.00	98,018.00	6,480.00	3,181.25	107,679.25	0.00	107,679.25	0.00	0.00
000	General Gov't.								0.00	0.00
11739	Business Office Manager	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
000	General Gov't.								0.00	0.00
11780	Housekeeper/Security	0.00	27,813.00	0.00	0.00	27,813.00	0.00	20,138.56	7,674.44	7,674.44
000	General Gov't.								27.59	27.59
11992	Operations Coord/Bookkeeper	0.00	37,440.00	0.00	(9,300.00)	28,140.00	0.00	25,650.00	2,490.00	2,490.00
000	General Gov't.								8.85	8.85
14800	FICA Taxes	0.00	104,734.00	2,610.74	0.00	107,344.74	0.00	95,456.36	11,888.38	11,888.38
000	General Gov't.								11.07	11.07
14810	PERF	0.00	130,919.00	1,196.00	0.00	132,115.00	0.00	126,532.99	5,582.01	5,582.01
000	General Gov't.								4.23	4.23
14840	Group Health Insurance	0.00	501,700.00	0.00	0.00	501,700.00	0.00	501,700.00	0.00	0.00
000	General Gov't.								0.00	0.00
10000	Totals *****	0.00	2,116,398.00	41,396.12	0.00	2,157,794.12	0.00	2,000,049.04	157,745.08	157,745.08
21010	Stationery & Printing	0.00	2,000.00	0.00	0.00	2,000.00	20.00	957.06	1,022.94	1,042.94
000	General Gov't.								51.15	52.15
21030	Office Supplies	0.00	3,000.00	0.00	0.00	3,000.00	0.00	788.54	2,211.46	2,211.46
000	General Gov't.								73.72	73.72
22010	Gas, Oil & Lubricants	0.00	4,000.00	0.00	300.00	4,300.00	0.00	3,899.30	460.70	460.70
000	General Gov't.								10.71	10.71



**Location Budget as of 12-31-2021**

Note: Includes transactions after the last posted date of 11-30-2021.

Fund: 4019 Portage Manor Fund for 01/01/2021 thru 12/31/2021, Director: Portage Manor

Loc: 0030 Portage Manor

Saint Joseph County

Account	Description	Carry Forward	Original	Addtl'	Aoj	Total	Encumbrance	Expenditure	Unencumbered	Unexpended
Object		Appropriation	Appropriation	Appropriation	Appropriation	Appropriation		Balance/Percent	Balance/Percent	Balance/Percent
22100	Tires & Tubes	0.00	600.00	0.00	0.00	600.00	0.00	152.13	447.87	447.87
000	General Gov't.								74.64	74.64
23011	Boiler Supplies	0.00	10,000.00	0.00	(10,000.00)	0.00	0.00	0.00	0.00	0.00
000	General Gov't.								0.00	0.00
23230	Paint	0.00	2,000.00	0.00	(300.00)	1,700.00	0.00	30.31	1,669.69	1,669.69
000	General Gov't.								98.22	98.22
24010	Other Supplies	108.00	10,000.00	0.00	6,500.00	16,608.00	1,291.32	12,623.67	2,693.01	3,984.33
000	General Gov't.								16.22	23.99
24100	Food	0.00	240,000.00	0.00	500.00	240,500.00	5,598.65	234,616.24	285.11	5,883.76
000	General Gov't.								0.12	2.45
24120	Medical Supplies	0.00	8,000.00	0.00	0.00	8,000.00	705.88	6,885.20	408.92	1,114.80
000	General Gov't.								5.11	13.94
24130	Recreation Supplies	0.00	4,500.00	0.00	3,000.00	7,500.00	0.00	3,352.05	4,147.95	4,147.95
000	General Gov't.								55.31	55.31
20000	Totals *****	108.00	284,100.00	0.00	0.00	284,208.00	7,615.85	263,244.50	13,347.65	20,963.50
									4.70	7.38
31010	Legal Services	0.00	100.00	0.00	82.00	182.00	0.00	161.00	21.00	21.00
000	General Gov't.								11.54	11.54
31150	Medical Services	0.00	3,000.00	0.00	(1,500.00)	1,500.00	0.00	602.27	897.73	897.73
000	General Gov't.								59.85	59.85
32050	Conferences & Training	0.00	1,200.00	0.00	3,181.82	4,381.82	0.00	1,576.82	2,805.00	2,805.00
000	General Gov't.								64.01	64.01
32200	Telephone	0.00	12,000.00	0.00	(1,500.00)	10,500.00	0.00	8,732.64	1,767.36	1,767.36
000	General Gov't.								16.83	16.83
32350	Postage	0.00	2,000.00	0.00	(763.82)	1,236.18	0.00	181.95	1,054.23	1,054.23
000	General Gov't.								85.28	85.28
35010	Electricity	0.00	55,000.00	0.00	(1,400.00)	53,600.00	0.00	46,412.77	7,187.23	7,187.23
000	General Gov't.								13.41	13.41

**Location Budget as of 12-31-2021**

Note: Includes transactions after the last posted date of 11-30-2021.

Fund: 4019 Portage Manor Fund for 01/01/2021 thru 12/31/2021, Director: Portage Manor

Loc: 0030 Portage Manor

Account Object	Description	Carry Forward Appropriation	Original Appropriation	Add'l Appropriation	Adj Appropriation	Total Appropriation	Encumbrance	Expenditure	Unencumbered Balance/Percent	Unexpended Balance/Percent
35030 000	Water & Sewage General Gov't.	0.00	25,000.00	0.00	0.00	25,000.00	0.00	23,868.54	1,131.46	1,131.46
35040 000	Heating & Fuel Oil General Gov't.	0.00	30,000.00	0.00	0.00	30,000.00	0.00	21,186.09	8,813.91	8,813.91
36010 000	Building Maintenance General Gov't.	0.00	20,000.00	0.00	(2,500.00)	17,500.00	0.00	12,291.49	5,208.51	5,208.51
36015 000	Contractual Services General Gov't.	0.00	80,000.00	0.00	(4,454.24)	75,545.76	175.00	74,996.05	374.71	549.71
36100 000	Repairs - Vehicles General Gov't.	0.00	6,000.00	0.00	0.00	6,000.00	0.00	5,400.34	599.66	599.66
36200 000	Repairs - Other Equipment General Gov't.	0.00	5,000.00	0.00	0.00	5,000.00	0.00	4,994.05	9.99	9.99
38012 000	Interest on Debt General Gov't.	0.00	0.00	0.00	912.06	912.06	0.00	772.57	139.49	139.49
38013 000	Principal on Debt General Gov't.	0.00	0.00	0.00	3,542.18	3,542.18	0.00	2,939.33	602.85	602.85
39050 000	Licenses General Gov't.	0.00	1,500.00	0.00	1,400.00	2,900.00	0.00	2,460.00	440.00	440.00
39100 000	Laundry & Cleaning General Gov't.	307.90	30,000.00	0.00	3,000.00	33,307.90	2,290.24	30,290.84	726.82	3,017.06
39750 000	Information Technology General Gov't.	0.00	1,500.00	0.00	0.00	1,500.00	0.00	134.72	1,365.28	1,365.28
30000	Totals *****	307.90	272,300.00	0.00	0.00	272,607.90	2,485.24	237,001.47	33,141.19	35,606.43
42010 000	Buildings & Structures General Gov't.	0.00	0.00	47,975.00	0.00	47,975.00	0.00	47,974.52	0.48	0.48
44600 000	Special Equipment General Gov't.	0.00	10,000.00	0.00	0.00	10,000.00	0.00	5,692.53	4,307.47	4,307.47

**Location Budget as of 12-31-2021**

Note: Includes transactions after the last posted date of 11-30-2021.

Fund: 4019 Portage Manor Fund for 01/01/2021 thru 12/31/2021, Director: Portage Manor

Loc: 0030 Portage Manor

Account Object	Description	Carry Forward Appropriation	Original Appropriation	Add'l Appropriation	Adj Appropriation	Total Appropriation	Encumbrance	Expenditure	Unencumbered Balance/Percent	Unexpended Balance/Percent
44601	Maintenance Equipment	0.00	8,000.00	0.00	0.00	8,000.00	0.00	5,385.63	2,614.37	2,614.37
000	General Gov't.								32.68	32.68
45010	Vehicles	0.00	18,000.00	0.00	0.00	18,000.00	0.00	0.00	18,000.00	18,000.00
000	General Gov't.								100.00	100.00
45510	Furniture & Fixtures	0.00	20,000.00	0.00	0.00	20,000.00	0.00	18,011.77	1,988.23	1,988.23
000	General Gov't.								9.94	9.94
40000	Totals *****	0.00	56,000.00	47,975.00	0.00	103,975.00	0.00	77,064.45	26,910.55	26,910.55
Location Totals *****		415.90	2,728,798.00	69,371.12	0.00	2,818,585.02	10,081.09	2,577,359.46	231,144.47	241,225.56
									8.20	8.56

**Location Budget as of 12-31-2021**

Note: Includes transactions after the last posted date of 11-30-2021.

Fund: 4019 Portage Manor Fund for 01/01/2021 thru 12/31/2021, Director: Portage Manor

Saint Joseph County

	Carry Forward	Original	Add'l	Adj	Total	Encumbrance	Expenditure	Unencumbered	Unexpended
	Appropriation	Appropriation	Appropriation	Appropriation	Appropriation			Balance/Percent	Balance/Percent
Fund Totals *****	415.90	2,728,798.00	89,371.12	0.00	2,818,585.02	10,081.09	2,577,359.46	231,144.47	241,225.56
								8.20	8.56

**Cash Ledger by Fund for 11/01/2021 thru 12/31/2021**

Saint Joseph County

Note: Includes transactions after the last posted date of 11-30-2021.

Effective Date	Budget Account Code	Receipt/Check	Description	Receipts	Expenditure	Cash Balance
Fund: 4019 Portage Manor Fund						
	Previous to 11/01/2021			3,342,658.70	2,141,369.89	1,201,288.81
11/02/2021	4019.14840.000.0030	819230	St Jos Co Treasurer		125,425.00	1,075,863.81
11/02/2021	4019.24010.000.0030	108261	Amazon Capital Services		49.30	1,075,814.51
11/02/2021	4019.24100.000.0030	819229	Prairie Farms Dairy, Inc		562.91	1,075,251.60
11/02/2021	4019.24100.000.0030	819221	Alpha Baking Company		15.12	1,075,236.48
11/02/2021	4019.24100.000.0030	819223	Gordon Food Service		3,167.13	1,072,069.35
11/02/2021	4019.24120.000.0030	819227	Menards-Mishawaka		22.96	1,072,046.39
11/02/2021	4019.24120.000.0030	819231	Wal-Mart		59.47	1,071,986.92
11/02/2021	4019.24130.000.0030	819231	Wal-Mart		30.40	1,071,956.52
11/02/2021	4019.35040.000.0030	819228	Northern Indiana Public		915.03	1,071,041.49
11/02/2021	4019.36010.000.0030	819220	All-Phase Electric Supply Co		47.10	1,070,994.39
11/02/2021	4019.36015.000.0030	819222	Arrow Services, Inc		175.00	1,070,819.39
11/02/2021	4019.38012.000.0030	819224	GreatAmerica Lease		71.66	1,070,747.73
11/02/2021	4019.38013.000.0030	819224	GreatAmerica Lease		299.53	1,070,448.20
11/02/2021	4019.39100.000.0030	819223	Gordon Food Service		377.86	1,070,070.34
11/02/2021	4019.39100.000.0030	108261	Amazon Capital Services		171.60	1,069,898.74
11/02/2021	4019.44600.000.0030	819225	Johnson Controls Inc		1,228.53	1,068,670.21
11/02/2021	4019.44601.000.0030	108261	Amazon Capital Services		226.59	1,068,443.62
11/02/2021	4019.44601.000.0030	819226	Johnstone Supply		577.80	1,067,865.82
11/08/2021	4019.02508.000.0030	160471	AUDITOR OF STATE	118,287.20		1,186,153.02
11/09/2021	4019.22010.000.0030	819529	St Joseph Cty Highway Dept		482.04	1,185,670.98
11/09/2021	4019.24010.000.0030	819524	Gordon Food Service		961.94	1,184,709.04
11/09/2021	4019.24100.000.0030	819527	Prairie Farms Dairy, Inc		745.83	1,183,963.21
11/09/2021	4019.24100.000.0030	819521	Alpha Baking Company		15.12	1,183,948.09
11/09/2021	4019.24100.000.0030	819524	Gordon Food Service		6,656.65	1,177,291.44
11/09/2021	4019.32200.000.0030	819523	AT&T Mobility		304.63	1,176,986.81
11/09/2021	4019.35010.000.0030	819525	INDIANA MICHIGAN POWER		3,235.82	1,173,750.99
11/09/2021	4019.35030.000.0030	819528	South Bend Water Works		1,900.81	1,171,850.18
11/09/2021	4019.36015.000.0030	819522	Arrow Services, Inc		550.00	1,171,300.18
11/09/2021	4019.36015.000.0030	819526	Koorsen Fire & Security		475.00	1,170,825.18
11/09/2021	4019.39100.000.0030	819524	Gordon Food Service		579.35	1,170,245.83
11/12/2021	4019.14800.000.0030		Fica		882.88	1,169,362.95
11/12/2021	4019.14800.000.0030		Fica		3,774.97	1,165,587.98
11/12/2021	4019.14810.000.0030		Perf		6,126.53	1,159,461.45
11/12/2021	4019.11009.000.0030		Payroll		3,076.92	1,156,384.53
11/12/2021	4019.11571.000.0030		Payroll		2,753.89	1,153,630.64
11/12/2021	4019.11700.000.0030		Payroll		812.27	1,152,818.37
11/12/2021	4019.11701.000.0030		Payroll		14,039.64	1,138,778.73
11/12/2021	4019.11702.000.0030		Payroll		1,036.32	1,137,742.41
11/12/2021	4019.11704.000.0030		Payroll		1,611.20	1,136,131.21
11/12/2021	4019.11706.000.0030		Payroll		1,320.80	1,134,810.41
11/12/2021	4019.11708.000.0030		Payroll		1,416.80	1,133,393.61
11/12/2021	4019.11709.000.0030		Payroll		2,572.50	1,130,821.11
11/12/2021	4019.11710.000.0030		Payroll		1,402.50	1,129,418.61
11/12/2021	4019.11711.000.0030		Payroll		9,428.37	1,119,990.24
11/12/2021	4019.11712.000.0030		Payroll		581.25	1,119,408.99

**Cash Ledger by Fund for 11/01/2021 thru 12/31/2021**

Saint Joseph County

Note: Includes transactions after the last posted date of 11-30-2021.

Effective Date	Budget Account Code	Receipt/Check	Description	Receipts	Expenditure	Cash Balance
Fund: 4019 Portage Manor Fund						
11/12/2021	4019.11713.000.0030		Payroll		2,097.60	1,117,311.39
11/12/2021	4019.11715.000.0030		Payroll		1,153.60	1,116,157.79
11/12/2021	4019.11716.000.0030		Payroll		2,097.60	1,114,060.19
11/12/2021	4019.11717.000.0030		Payroll		563.73	1,113,496.46
11/12/2021	4019.11722.000.0030		Payroll		5,069.18	1,108,427.28
11/12/2021	4019.11724.000.0030		Payroll		1,218.75	1,107,208.53
11/12/2021	4019.11729.000.0030		Payroll		1,220.00	1,105,988.53
11/12/2021	4019.11730.000.0030		Payroll		405.00	1,105,583.53
11/12/2021	4019.11731.000.0030		Payroll		1,920.00	1,103,663.53
11/12/2021	4019.11734.000.0030		Payroll		867.88	1,102,795.65
11/12/2021	4019.11735.000.0030		Payroll		1,986.66	1,100,808.99
11/12/2021	4019.11736.000.0030		Payroll		254.00	1,100,554.99
11/12/2021	4019.11737.000.0030		Payroll		4,828.52	1,095,726.47
11/16/2021	4019.21030.000.0030	819766	Office Three Sixty Inc		198.63	1,095,527.84
11/16/2021	4019.24010.000.0030	819761	Gordon Food Service		400.83	1,095,127.01
11/16/2021	4019.24100.000.0030	819767	Prairie Farms Dairy, Inc		268.09	1,094,858.92
11/16/2021	4019.24100.000.0030	819759	Alpha Baking Company		21.24	1,094,837.68
11/16/2021	4019.24100.000.0030	819761	Gordon Food Service		2,488.02	1,092,349.66
11/16/2021	4019.24120.000.0030	819764	MCKESSON MEDICAL		835.88	1,091,513.78
11/16/2021	4019.36010.000.0030	819765	Mid-City Supply Co. Inc. (1)		12.46	1,091,501.32
11/16/2021	4019.36010.000.0030	819763	Kabelin Hardware Co Inc		74.90	1,091,426.42
11/16/2021	4019.36015.000.0030	819760	Eldermark Software		724.50	1,090,701.92
11/16/2021	4019.36015.000.0030	819762	Indiana Electronics Corp		554.28	1,090,147.64
11/18/2021	4019.02508.000.0030	160612	PORTAGE MANOR	150.00		1,090,297.64
11/24/2021	4019.14800.000.0030		Fica		602.57	1,089,695.07
11/24/2021	4019.14800.000.0030		Fica		2,576.48	1,087,118.59
11/24/2021	4019.14810.000.0030		Perf		4,146.62	1,082,971.97
11/24/2021	4019.11009.000.0030		Payroll		3,076.92	1,079,895.05
11/24/2021	4019.11571.000.0030		Payroll		3,187.19	1,076,707.86
11/24/2021	4019.11700.000.0030		Payroll		812.27	1,075,895.59
11/24/2021	4019.11702.000.0030		Payroll		680.08	1,075,215.51
11/24/2021	4019.11704.000.0030		Payroll		1,465.18	1,073,750.33
11/24/2021	4019.11706.000.0030		Payroll		1,188.72	1,072,561.61
11/24/2021	4019.11708.000.0030		Payroll		1,283.98	1,071,277.63
11/24/2021	4019.11709.000.0030		Payroll		2,182.50	1,069,095.13
11/24/2021	4019.11710.000.0030		Payroll		1,320.00	1,067,775.13
11/24/2021	4019.11711.000.0030		Payroll		8,917.54	1,058,857.59
11/24/2021	4019.11712.000.0030		Payroll		333.75	1,058,523.84
11/24/2021	4019.11713.000.0030		Payroll		2,097.60	1,056,426.24
11/24/2021	4019.11715.000.0030		Payroll		1,038.24	1,055,388.00
11/24/2021	4019.11716.000.0030		Payroll		2,097.60	1,053,290.40
11/24/2021	4019.11717.000.0030		Payroll		920.98	1,052,369.42
11/24/2021	4019.11724.000.0030		Payroll		1,659.00	1,050,710.42
11/24/2021	4019.11725.000.0030		Payroll		2,698.20	1,048,012.22
11/24/2021	4019.11729.000.0030		Payroll		1,170.44	1,046,841.78
11/24/2021	4019.11730.000.0030		Payroll		280.00	1,046,561.78
11/24/2021	4019.11731.000.0030		Payroll		30.00	1,046,531.78

**Cash Ledger by Fund for 11/01/2021 thru 12/31/2021**

Saint Joseph County

Note: Includes transactions after the last posted date of 11-30-2021.

Effective Date	Budget Account Code	Receipt/Check	Description	Receipts	Expenditure	Cash Balance
Fund: 4019 Portage Manor Fund						
11/24/2021	4019.11734.000.0030		Payroll		818.75	1,045,713.03
11/24/2021	4019.11735.000.0030		Payroll		1,600.32	1,044,112.71
11/24/2021	4019.11736.000.0030		Payroll		218.00	1,043,894.71
11/24/2021	4019.11737.000.0030		Payroll		4,490.40	1,039,404.31
11/30/2021	4019.21030.000.0030	820651	Office Three Sixty Inc		16.99	1,039,387.32
11/30/2021	4019.24010.000.0030	820646	Gordon Food Service		177.60	1,039,209.72
11/30/2021	4019.24100.000.0030	820652	Prairie Farms Dairy, Inc		538.91	1,038,670.81
11/30/2021	4019.24100.000.0030	820646	Gordon Food Service		4,189.22	1,034,481.59
11/30/2021	4019.24100.000.0030	820642	Alpha Baking		42.96	1,034,438.63
11/30/2021	4019.24120.000.0030	820646	Gordon Food Service		231.78	1,034,206.85
11/30/2021	4019.32200.000.0030	820644	AT&T		227.06	1,033,979.79
11/30/2021	4019.35040.000.0030	820650	Northern Indiana Public		1,888.88	1,032,090.91
11/30/2021	4019.36010.000.0030	820649	MID-CITY SUPPLY CO. INC. (		42.54	1,032,048.37
11/30/2021	4019.36010.000.0030	820648	Menards-Mishawaka		48.39	1,031,999.98
11/30/2021	4019.36015.000.0030	820643	Arrow Services, Inc		75.00	1,031,924.98
11/30/2021	4019.36015.000.0030	820643	Arrow Services, Inc		125.00	1,031,799.98
11/30/2021	4019.36015.000.0030	820643	Arrow Services, Inc		175.00	1,031,624.98
11/30/2021	4019.36015.000.0030	820653	RetirementHomeTV1 Corporat		139.00	1,031,485.98
11/30/2021	4019.36015.000.0030	820647	HIMCO WASTE-AWAY SERV		607.98	1,030,878.00
11/30/2021	4019.36015.000.0030	820645	COMCAST CABLE		144.52	1,030,733.48
12/02/2021	4019.02508.000.0030	160734	PORTAGE MANOR	66,070.39		1,096,803.87
12/02/2021	4019.02508.000.0030	160735	PORTAGE MANOR	7,490.87		1,104,294.74
12/07/2021	4019.24100.000.0030	820956	Prairie Farms Dairy, Inc		538.91	1,103,755.83
12/07/2021	4019.24100.000.0030	820949	Alpha Baking Company		32.58	1,103,723.25
12/07/2021	4019.24100.000.0030	820951	Gordon Food Service		7,153.10	1,096,570.15
12/07/2021	4019.24130.000.0030	820957	South Bend Tribune		228.80	1,096,341.35
12/07/2021	4019.35010.000.0030	820953	INDIANA MICHIGAN POWER		2,997.82	1,093,343.53
12/07/2021	4019.35030.000.0030	820958	South Bend Water Works		1,752.20	1,091,591.33
12/07/2021	4019.36010.000.0030	820950	DYNAMIC MECHANICAL SER		587.44	1,091,003.89
12/07/2021	4019.36010.000.0030	820955	Menards-Mishawaka		49.44	1,090,954.45
12/07/2021	4019.36015.000.0030	820952	GreatAmerica Lease		371.19	1,090,583.26
12/07/2021	4019.36015.000.0030	820954	Koorsen Fire & Security		125.00	1,090,458.26
12/10/2021	4019.14800.000.0030		Fica		612.24	1,089,846.02
12/10/2021	4019.14800.000.0030		Fica		2,617.75	1,087,228.27
12/10/2021	4019.14810.000.0030		Perf		4,121.54	1,083,106.73
12/10/2021	4019.11009.000.0030		Payroll		3,076.92	1,080,029.81
12/10/2021	4019.11571.000.0030		Payroll		2,831.54	1,077,198.27
12/10/2021	4019.11700.000.0030		Payroll		812.27	1,076,386.00
12/10/2021	4019.11702.000.0030		Payroll		604.52	1,075,781.48
12/10/2021	4019.11704.000.0030		Payroll		1,288.96	1,074,492.52
12/10/2021	4019.11706.000.0030		Payroll		1,110.30	1,073,382.22
12/10/2021	4019.11708.000.0030		Payroll		1,297.26	1,072,084.96
12/10/2021	4019.11709.000.0030		Payroll		2,227.50	1,069,857.46
12/10/2021	4019.11710.000.0030		Payroll		1,234.53	1,068,622.93
12/10/2021	4019.11711.000.0030		Payroll		8,396.99	1,060,225.94
12/10/2021	4019.11712.000.0030		Payroll		333.75	1,059,892.19
12/10/2021	4019.11713.000.0030		Payroll		2,097.60	1,057,794.59

**Cash Ledger by Fund for 11/01/2021 thru 12/31/2021**

Saint Joseph County

Note: Includes transactions after the last posted date of 11-30-2021.

Effective Date	Budget Account Code	Receipt/Check	Description	Receipts	Expenditure	Cash Balance
Fund: 4019 Portage Manor Fund						
12/10/2021	4019.11715.000.0030		Payroll		942.88	1,056,851.71
12/10/2021	4019.11716.000.0030		Payroll		1,933.72	1,054,917.99
12/10/2021	4019.11717.000.0030		Payroll		1,012.74	1,053,905.25
12/10/2021	4019.11725.000.0030		Payroll		5,637.93	1,048,267.32
12/10/2021	4019.11729.000.0030		Payroll		873.06	1,047,394.26
12/10/2021	4019.11730.000.0030		Payroll		660.00	1,046,734.26
12/10/2021	4019.11734.000.0030		Payroll		782.72	1,045,951.54
12/10/2021	4019.11735.000.0030		Payroll		1,789.54	1,044,162.00
12/10/2021	4019.11737.000.0030		Payroll		5,803.94	1,038,358.06
12/14/2021	4019.24100.000.0030	821225	Prairie Farms Dairy, Inc		782.11	1,037,575.95
12/14/2021	4019.24100.000.0030	821222	Gordon Food Service		3,160.85	1,034,415.10
12/14/2021	4019.24100.000.0030	821226	Wal-Mart		34.80	1,034,380.30
12/14/2021	4019.24130.000.0030	821226	Wal-Mart		33.09	1,034,347.21
12/14/2021	4019.32200.000.0030	821223	Indiana Electronics Corp		1,423.82	1,032,923.39
12/14/2021	4019.32200.000.0030	821220	AT&T		273.16	1,032,650.23
12/14/2021	4019.36010.000.0030	821226	Wal-Mart		14.22	1,032,636.01
12/14/2021	4019.36010.000.0030	821224	Johnstone Supply		164.75	1,032,471.26
12/14/2021	4019.36015.000.0030	821221	Eldermark Software		724.50	1,031,746.76
12/14/2021	4019.39100.000.0030	821222	Gordon Food Service		790.58	1,030,956.18
12/16/2021	4019.02508.000.0030	160911	AUDITOR OF STATE	126,092.55		1,157,048.73
12/16/2021	4019.35010.000.0030	821742	INDIANA MICHIGAN POWER		88.09	1,156,960.64
12/21/2021	4019.02508.000.0030	160970	PORTAGE MANOR	64,366.43		1,221,327.07
12/21/2021	4019.24010.000.0030	821936	Gordon Food Service		566.59	1,220,760.48
12/21/2021	4019.24100.000.0030	821943	Prairie Farms Dairy, Inc		306.91	1,220,453.57
12/21/2021	4019.24100.000.0030	821943	Prairie Farms Dairy, Inc		534.07	1,219,919.50
12/21/2021	4019.24100.000.0030	821934	Alpha Baking Company		21.48	1,219,898.02
12/21/2021	4019.24100.000.0030	821934	Alpha Baking Company		42.96	1,219,855.06
12/21/2021	4019.24100.000.0030	821934	Alpha Baking Company		75.54	1,219,779.52
12/21/2021	4019.24100.000.0030	821936	Gordon Food Service		2,840.00	1,216,939.52
12/21/2021	4019.24100.000.0030	821936	Gordon Food Service		4,385.33	1,212,554.19
12/21/2021	4019.36010.000.0030	821941	Kabelin Hardware Co Inc		22.96	1,212,531.23
12/21/2021	4019.36010.000.0030	821935	Blue-Prince Inc.		73.50	1,212,457.73
12/21/2021	4019.36010.000.0030	821942	Menards-Mishawaka		479.36	1,211,978.37
12/21/2021	4019.36015.000.0030	821944	RetirementHomeTV1 Corporat		139.00	1,211,839.37
12/21/2021	4019.36015.000.0030	821937	HIMCO WASTE-AWAY SERV		607.66	1,211,231.71
12/21/2021	4019.36015.000.0030	821939	INTEGRA CERTIFIED DOCUM		202.36	1,211,029.35
12/21/2021	4019.36015.000.0030	821940	Johnson Controls Inc		600.00	1,210,429.35
12/21/2021	4019.39050.000.0030	821938	Indiana State Dept of Health		1,140.00	1,209,289.35
12/23/2021	4019.14800.000.0030		Fica		730.77	1,208,558.58
12/23/2021	4019.14800.000.0030		Fica		3,124.73	1,205,433.85
12/23/2021	4019.14810.000.0030		Perf		4,864.30	1,200,569.55
12/23/2021	4019.11009.000.0030		Payroll		3,076.92	1,197,492.63
12/23/2021	4019.11571.000.0030		Payroll		10,159.44	1,187,333.19
12/23/2021	4019.11700.000.0030		Payroll		812.25	1,186,520.94
12/23/2021	4019.11702.000.0030		Payroll		707.07	1,185,813.87
12/23/2021	4019.11704.000.0030		Payroll		1,611.20	1,184,202.67
12/23/2021	4019.11706.000.0030		Payroll		1,320.80	1,182,881.87



**Cash Ledger by Fund for 11/01/2021 thru 12/31/2021**

Saint Joseph County

Note: Includes transactions after the last posted date of 11-30-2021.

Effective Date	Budget Account Code	Receipt/Check	Description	Receipts	Expenditure	Cash Balance
Fund: 4019 Portage Manor Fund						
12/23/2021	4019.11708.000.0030		Payroll		1,345.96	1,181,535.91
12/23/2021	4019.11709.000.0030		Payroll		2,475.00	1,179,060.91
12/23/2021	4019.11710.000.0030		Payroll		1,320.00	1,177,740.91
12/23/2021	4019.11711.000.0030		Payroll		9,730.00	1,168,010.91
12/23/2021	4019.11712.000.0030		Payroll		600.00	1,167,410.91
12/23/2021	4019.11713.000.0030		Payroll		2,097.60	1,165,313.31
12/23/2021	4019.11715.000.0030		Payroll		1,153.60	1,164,159.71
12/23/2021	4019.11716.000.0030		Payroll		2,097.60	1,162,062.11
12/23/2021	4019.11717.000.0030		Payroll		475.24	1,161,586.87
12/23/2021	4019.11729.000.0030		Payroll		1,185.69	1,160,401.18
12/23/2021	4019.11730.000.0030		Payroll		2,400.00	1,158,001.18
12/23/2021	4019.11733.000.0030		Payroll		287.18	1,157,714.00
12/23/2021	4019.11734.000.0030		Payroll		765.33	1,156,948.67
12/23/2021	4019.11735.000.0030		Payroll		1,943.76	1,155,004.91
12/23/2021	4019.11737.000.0030		Payroll		6,716.14	1,148,288.77
12/29/2021	4019.32200.000.0030	822280	AT&T Mobility		227.06	1,148,061.71
12/29/2021	4019.36010.000.0030	822281	Menards-Mishawaka		80.03	1,147,981.68
12/29/2021	4019.36015.000.0030	822279	Arrow Services, Inc		225.00	1,147,756.68
12/30/2021	4019.02508.000.0030	161129	PORTAGE MANOR	62,524.43		1,210,281.11
Date Span Totals				444,981.87	435,989.57	
Fund: 4019 Portage Manor Fund				3,787,640.57	2,577,359.46	1,210,281.11

**Cash Ledger by Fund for 11/01/2021 thru 12/31/2021**

Saint Joseph County

Note: Includes transactions after the last posted date of 11-30-2021.

Effective Date	Budget Account Code	Receipt/ Check	Description	Receipts	Expenditure	Cash Balance
Grand Totals				3,787,640.57	2,577,359.46	1,210,281.11 12-31-21