

## Michigan Health Sciences Libraries Association General Ledger

September 21 - November 15, 2010

Date	Type	Num	Name	Memo/Description	Split	Amount	Balance
<b>Checking</b>							
Beginning Balance							24,571.63
09/21/2010	Check	761	Heidi Schroeder	Board lunch	Meals and Entertainment	-148.50	24,423.13
09/21/2010	Check	760	Michigan State University	2010 Conference refund - Sheila Bryant	2010 Conference Refund	-250.00	24,173.13
09/23/2010	Deposit		Vendor		2010 Conference income - Vendors	3,000.00	27,173.13
09/23/2010	Deposit				-SPLIT - Education - Professional	8,550.00	35,723.13
09/30/2010	Check	762	Medical Libraries Association Webcast	Payment for 2 sites - from March 2010 webcast		-690.00	35,033.13
10/01/2010	Check	764	Larry Cushion Trophies & Engraving		Miscellaneous	-65.00	34,968.13
10/01/2010	Check	763	MCLS		Taxes & Licenses	-20.00	34,948.13
10/07/2010	Check	765	Wayne State University		2010 Conference Refund	-100.00	34,848.13
10/12/2010	Check	Debit	CVS		2010 Conference - Expense	-63.95	34,784.18
10/13/2010	Check	767	robert McCloy	2010 conference music	2010 Conference - Expense	-150.00	34,634.18
10/13/2010	Check	766	Diane LeBar		2010 Conference - Expense	-14.99	34,619.19
10/14/2010	Check	768	MidMichigan Medical Center		2010 Conference Refund	-50.00	34,569.19
10/15/2010	Check	770	Sharon Williams		2011 Conference	-45.65	34,523.54
10/15/2010	Check	769	Sheila Bryant		2010 Conference - Expense	-119.00	34,404.54
10/15/2010	Check	772	Nancy Lucas		2010 Conference - Expense	-100.82	34,303.72
10/15/2010	Check	771	Mike Simmons		2010 Conference - Expense	-212.44	34,091.28

Date	Type	Num	Name	Memo/Description	Split	Amount	Balance	
10/19/2010	Check	773	MCLS		Rent or Lease	-50.00	34,041.28	
10/22/2010	Check	774	Heidi Schroeder		2010 Conference - Expense	-8.43	34,032.85	
10/22/2010	Check	775	Dimitris Gavrilis Catering		2010 Conference - Expense	-2,895.00	31,137.85	
10/25/2010	Deposit		Membership		2010 Conference - Income	4,380.00	35,517.85	
10/25/2010	Deposit				-SPLIT -	2,770.00	38,287.85	
10/26/2010	Check	776	Jennifer Barlow		2010 Conference - Expense	-86.05	38,201.80	
10/26/2010	Check	Debit	Medical Libraries Association Webcast	November 2010 webcast	Education - Professional	-395.00	37,806.80	
11/02/2010	Check	777	John Coffey		2010 Conference - Expense	-29.86	37,776.94	
11/04/2010	Check	778	Kellogg Hotel & Conference Center		-SPLIT -	-14,677.94	23,099.00	
11/09/2010	Check	779	FedEx	2010 Conference - Expense	2010 Conference - Expense	-248.57	22,850.43	
<b>Total for Checking</b>							<b>\$ -1,721.20</b>	
<b>Certificate of Deposit</b>								12,500.48
<b>Opening Balance Equity</b>								59,960.12
<b>Retained Earnings</b>								-25,905.31
<b>Total for Retained Earnings</b>								
<b>2010 Conference - Income</b>								7,750.00
09/23/2010	Deposit			2010 conference registration	Checking	7,750.00	7,750.00	
10/25/2010	Deposit		Membership		Checking	4,380.00	12,130.00	
10/25/2010	Deposit				Checking	775.00	12,905.00	
<b>Total for 2010 Conference - Income</b>							<b>\$12,905.00</b>	
<b>2010 Conference income - Vendors</b>								2,900.00
<b>Beginning Balance</b>								5,900.00
09/23/2010	Deposit		Vendor		Checking	3,000.00	6,550.00	
09/23/2010	Deposit				Checking	650.00	6,550.00	

Date	Type	Num	Name	Mem/Description	Split	Amount	Balance
10/25/2010	Deposit				Checking	1,800.00	8,350.00
<b>Total for 2010 Conference income - Vendors</b>							<b>\$5,450.00</b>
<b>Membership Dues</b>							
Beginning Balance							
09/23/2010	Deposit				Checking	150.00	3,960.00
10/25/2010	Deposit				Checking	195.00	4,155.00
<b>Total for Membership Dues</b>							<b>\$345.00</b>
<b>2010 Conference - Expense</b>							
Beginning Balance							
10/12/2010	Check	Debit	CVS	Gift cards - Opening Reception	Checking	63.95	633.57
10/13/2010	Check	766	Diane LeBar	CE certificates	Checking	14.99	648.56
10/13/2010	Check	767	robert McCloy	Musician	Checking	150.00	798.56
10/15/2010	Check	769	Sheila Bryant	Award plaques	Checking	119.00	917.56
10/15/2010	Check	772	Nancy Lucas	Hospitality table expenses: name badges, etc.	Checking	100.82	1,018.38
10/15/2010	Check	771	Mike Simmons	Hotel room for local arrangements storage	Checking	212.44	1,230.82
10/22/2010	Check	775	Dimitris Gavrilis	Special Event catering	Checking	2,895.00	4,125.82
10/22/2010	Check	774	Heidi Schroeder	paper for registration folders	Checking	8.43	4,134.25
10/26/2010	Check	776	Jennifer Barlow	Pecha Kucha presenter gifts	Checking	86.05	4,220.30
11/02/2010	Check	777	John Coffey	Posters for Lunch & Learn	Checking	29.86	4,250.16
11/04/2010	Check	778	Kellogg Hotel & Conference Center	Lodging and Room rentals	Checking	13,893.04	18,143.20
11/09/2010	Check	779	FedEx	Stationery & Printing	Checking	248.57	18,391.77
<b>Total for 2010 Conference - Expense</b>							<b>\$17,822.15</b>
<b>2010 Conference - Expense - Scholarship Winner Expense</b>							
11/04/2010	Check	778	Kellogg Hotel & Conference Center	Scholarship winner lodging	Checking	784.90	784.90
<b>Total for 2010 Conference - Expense - Scholarship Winner Expense</b>							<b>\$784.90</b>
<b>2010 Conference Refund</b>							
Beginning Balance							
							400.00

Date	Type	Num	Name	Memo/Description	Split	Amount	Balance
09/21/2010	Check	760	Michigan State University	Sheila Bryant - President (conference is free)	Checking	250.00	650.00
10/07/2010	Check	765	Wayne State University	Refund for Dan Bryant's conference	Checking	100.00	750.00
10/14/2010	Check	768	MidMichigan Medical Center	Refund - overpayment for Jill Van Buskirk	Checking	50.00	800.00
<b>Total for 2010 Conference Refund</b>						<b>\$400.00</b>	
<b>2011 Conference</b>							
10/15/2010	Check	770	Sharon Williams	Promotional materials (rubber ducks)	Checking	45.65	45.65
<b>Total for 2011 Conference</b>						<b>\$45.65</b>	
<b>Dues &amp; Subscriptions</b>							
Beginning Balance							
<b>Total for Dues &amp; Subscriptions</b>							
<b>Education - Professional</b>							
09/30/2010	Check	762	Medical Libraries Association Webcast	March 2010 webcast	Checking	690.00	690.00
10/26/2010	Check	Debit	Medical Libraries Association Webcast	November 2010 webcast ABC's of E-books	Checking	395.00	1,085.00
<b>Total for Education - Professional</b>						<b>\$1,085.00</b>	
<b>Insurance</b>							
Beginning Balance							
<b>Total for Insurance</b>							
<b>Meals and Entertainment</b>							
Beginning Balance							
09/21/2010	Check	761	Heidi Schroeder		Checking	148.50	553.04
<b>Total for Meals and Entertainment</b>						<b>\$148.50</b>	
<b>Office Expenses</b>							
Beginning Balance							
<b>Total for Office Expenses</b>							
<b>Rent or Lease</b>							
Beginning Balance							
10/19/2010	Check	773	MCLS	Board meeting room fee	Checking	50.00	412.23
<b>Total for Rent or Lease</b>						<b>\$50.00</b>	
<b>Shipping, Freight &amp; Delivery</b>							

Date	Type	Num	Name	Memo/Description	Split	Amount	Balance	
Beginning Balance							170.36	
<b>Total for Shipping, Freight &amp; Delivery</b>								
Taxes & Licenses								
10/01/2010	Check	763	MCLS	2010 non-profit status filing fee	Checking	20.00	20.00	
<b>Total for Taxes &amp; Licenses</b>							<b>\$20.00</b>	
<b>Utilities</b>								
Beginning Balance							100.00	
<b>Total for Utilities</b>								
<b>Miscellaneous</b>								
Beginning Balance							140.34	
10/01/2010	Check	764	Larry Cushion Trophies & Engraving	Plaque presentation for President (Sheila Bryant)	Checking	65.00	205.34	
<b>Total for Miscellaneous</b>							<b>\$65.00</b>	

Monday, Nov 15, 2010 12:23:34 PM GMT-5 - Cash Basis