

**SOUTHERN ADIRONDACK LIBRARY SYSTEM
MONTHLY BUDGET REPORT - DECEMBER 2021**

Budget Item	2021	2020	2021 Budget	Monthly Expense	Cash Reimb.	Year to Date Expenses	Encumbr.	Variance to Amended Budget
	Adopted Budget	Encumb. and 2021 Amendments						
Personnel - Regular:								
SALARIES	511,237.00	2,197.00 ^	513,434.00	71,106.04	(32,688.00)	557,275.71		(43,841.71)
BENEFITS	327,963.00	(26,625.00) ^	301,338.00	32,846.49	(13,174.30)	311,067.92		(9,729.92)
Maintenance & Operation - Regular:								
EQUIPMENT	8,000.00		8,000.00	807.17		2,307.51		5,692.49
BOOKS	6,000.00		6,000.00	2,822.72	(2,973.50)	2,822.72		3,177.28
MICROSOFTWARE	1,500.00		1,500.00			1,138.43		361.57
SERIALS	600.00		600.00	9.99		119.88		480.12
SUPPLIES	6,000.00		6,000.00	186.59		1,963.88		4,036.12
TELEPHONE	6,000.00		6,000.00	524.03	(146.94)	4,645.54		1,354.46
POSTAGE	1,000.00		1,000.00		(57.42)	587.14		412.86
DELIVERY SERVICE	231,121.00		231,121.00	15,078.03		207,379.14		23,741.86
PUBLICITY & PRINTING	1,000.00		1,000.00			953.00		47.00
TRAVEL & CONT. ED.	5,000.00	10,000.00 ^	15,000.00			3,016.64		11,983.36
PROFESSIONAL FEES	20,000.00		20,000.00	480.15	(199.36)	16,089.46		3,910.54
MEMBERSHIP DUES	8,000.00		8,000.00	613.00		6,913.00		1,087.00
OFFICE REPAIR&MAINT.	6,000.00		6,000.00	98.00		3,724.74		2,275.26
UTILITIES	15,000.00		15,000.00	5,930.17	(728.94)	18,070.36		(3,070.36)
BUILDING MAINTENANCE	25,000.00		25,000.00	1,708.02		29,059.91		(4,059.91)
INSURANCE	12,000.00		12,000.00			9,129.09		2,870.91
AUTOMOTIVE	5,000.00		5,000.00	59.31	(67.20)	193.99		4,806.01
Grants to Member Libraries/Other, Designated:								
CASH GRANT - CLD AID	90,462.00	34,586.00 ^	125,048.00			125,033.00		15.00
CBA BOOKS	57,200.00	21,868.00 ^	79,068.00			79,059.00		9.00
LLSA GRANT MBR. LIB.	88,490.00	31,793.00 ^	120,283.00			130,801.00		(10,518.00)
COUNTY AID	-		0.00			101,500.00		(101,500.00)
YOUTH GRANT	-		0.00			1,120.00		(1,120.00)
NYS ADULT LITERACY GRANT 20/21	3,784.00	1,654.00 ^	5,438.00			4,771.73		666.27
NYS FAMILY LITERACY GRANT 20/21	6,810.00	2,978.00 ^	9,788.00			9,362.61		425.39
NYS GRANT-IN-AID	-		0.00			0.00		0.00
MAT'LS.-CORR.FACILITIES	9,270.00	13,080.03 *^	22,350.03	1,764.20		17,998.19		4,351.84
MAT'LS.-CO. JAILS	2,714.00	878.38 *^	3,592.38			2,725.88		866.50
MARC RECORDS FOR CATALOG	8,000.00		8,000.00			3,325.13		4,674.87
PUB. LIB. SYSTEM AUTOMATION	61,200.00	23,398.00 ^	84,598.00			84,642.89		(44.89)
TECHNOLOGY GRANT	116,535.00		116,535.00			75,488.48		41,046.52
LIB.SERVICES SEED CHALLENGE GRANT	-		0.00			0.00		0.00
FACILITIES UPGRADE CHALLENGE GRANT	-	50,000.00 ^	50,000.00	4,262.00		50,000.00		0.00
CONTINUING EDUCATION CHALLENGE	-	10,000.00 ^	10,000.00			3,567.00		6,433.00
AUTOMATION FEES	498,229.00		498,229.00	40,309.80		483,717.60		14,511.40
TOTAL	2,139,115.00	175,807.41	2,314,922.41	178,605.71	(50,035.66)	2,349,570.57	0.00	(34,648.16)
OPEN/CLOSE PETTY CASH			0.00					
MBR.LIBRARY CONTRIBUTION E-CONTENT			0.00	1,851.78	(1,851.78)	(124.82)		
MBR. LIBRARY PURCHASES FOR REIMB.			0.00	10,068.40	(1,111.43)	16,988.38		
	<u>2,139,115.00</u>	<u>175,807.41</u>	<u>2,314,922.41</u>	<u>190,525.89</u>	<u>(52,998.87)</u>	<u>2,366,434.13</u>	<u>0.00</u>	<u>(34,648.16)</u>

* 2020 Encumbrance

SOUTHERN ADIRONDACK LIBRARY SYSTEM - GENERAL FUND INCOME STATEMENT

	<u>Adopted 2021 Budget</u>	<u>Amend- ments</u>	<u>Amended 2021 Budget</u>	<u>Received December 2021</u>	<u>Received YTD</u>	<u>Variance to Budget</u>
Income, General Fund						
State Aid Undesignated:						
Population	265,731.00	101,593.00 ^	367,324.00		367,519.14	(195.14)
Square Miles	227,157.00	86,846.00 ^	314,003.00		313,427.52	575.48
Counties	80,000.00	30,585.00 ^	110,585.00		110,643.93	(58.93)
LSSA	70,973.00	25,499.00 ^	96,472.00		96,554.00	(82.00)
Book Reimbursal	192,231.00	73,494.00 ^	265,725.00		265,864.52	(139.52)
Coordinated Outreach	71,150.00	27,202.00 ^	98,352.00		98,340.00	12.00
Correctional Facilities	17,215.00	6,722.00 ^	23,937.00		23,934.00	3.00
Supplemental Aid	121,529.00	46,463.00 ^	167,992.00		167,972.00	20.00
Subtotal	1,045,986.00		1,444,390.00	0.00	1,444,255.11	134.89
State Aid, Designated:						
Public Lib. System Automation	61,200.00	23,398.00 ^	84,598.00		84,642.89	(44.89)
CLD Aid (Crandall)	90,462.00	34,586.00 ^	125,048.00		125,033.00	15.00
Central Book Aid (Crandall)	57,200.00	21,868.00 ^	79,068.00		79,059.00	9.00
LLSA (Member Libraries)	88,490.00	31,794.00 ^	120,284.00		120,575.00	(291.00)
Correctional Facilities	9,270.00	3,404.00 ^	12,674.00		12,672.00	2.00
Inter-Institutional (Co. Jails)	2,714.00	768.00 ^	3,482.00		3,328.00	154.00
Grant-in-Aid			0.00	105,000.00	105,000.00	(105,000.00)
NYS Construction Grant			0.00		0.00	0.00
Adult Literacy Grant 19/20/21	3,784.00	1,654.00 ^	5,438.00		5,532.00	(94.00)
Family Literacy Grant 19/20/21	6,810.00	2,978.00 ^	9,788.00		9,956.00	(168.00)
CARES Act					39,930.00	
Subtotal	319,930.00		440,380.00	105,000.00	585,727.89	(105,417.89)
Other Designated Aid:						
Co. Aid to Member Libraries	-		0.00		101,500.00	(101,500.00)
County Youth and SCAC	-		0.00		2,240.00	(2,240.00)
Subtotal	0.00		0.00	0.00	103,740.00	(103,740.00)
Other Income:						
From General Reserve	262,170.00	(262,170.00) ^	0.00		0.00	0.00
Automation Fees	498,229.00		498,229.00	29,113.83	465,241.31	32,987.69
Bank Interest	2,400.00		2,400.00	101.85	1,147.33	1,252.67
Other Income*	10,400.00		10,400.00	136.87	17,881.03	(7,481.03)
Subtotal	773,199.00		511,029.00	29,352.55	484,269.67	26,759.33
TOTAL	2,139,115.00	256,684.00	2,395,799.00	134,352.55	2,617,992.67	(182,263.67)

CASH - JANUARY 1, 2021	\$ 2,033,285.60
ACTUAL 2021 YTD INCOME	2,617,992.67
PETTY CASH ON HAND	
ACTUAL 2021 YTD EXPENDITURES	(2,366,434.13)
CASH IN BANK - End of Month	\$ 2,284,844.14

* Other Income Includes		
	<u>This Month</u>	<u>YTD</u>
Prior year expense		11,447.67
Sale of Equipment		0.00
Misc. - copies, ins. dividend, etc.		500.00
Insurance -dividend		1,656.46
Fines	136.87	776.90
Grants		2,500.00
Donations		1,000.00
	<u>136.87</u>	<u>17,881.03</u>

TREASURER'S REPORT

December 31, 2021

GENERAL FUND

BALANCE, BEGINNING OF MONTH \$ 2,288,018.61

RECEIPTS DURING MONTH

Grant-in-Aid	105,000.00	
Automation Fees	29,113.83	
Interest	101.85	
Fines	136.87	
Reimbursed salaries	32,688.00	
Reimbursed retirement	5,883.84	
Reimbursed FICA	2,500.63	
Reimbursed health insurance	4,736.25	
Reimbursed AFLAC	53.58	
Reimbursed books	2,973.50	
Reimbursed telephone	146.94	
Reimbursed postage	57.42	
Reimbursed professional fees	199.36	
Reimbursed utilities	728.94	
Reimbursed automotive	67.20	
Reimbursed MARC records	-	
SALON contributions	1,851.78	
Reimbursed Member Library Purchases	1,111.43	187,351.42
		<u>2,475,370.03</u>

DISBURSEMENTS DURING MONTH

Transfer to payroll account	94,707.77	
Other disbursements	95,818.12	190,525.89
		<u>190,525.89</u>

BALANCE, END OF MONTH \$ 2,284,844.14

RECONCILIATION OF BALANCE:

Adirondack Trust Co. - NOW account	\$ 111,897.53
Saratoga National Bk.&Trust Co. - NOW account	1,000.00
Saratoga National Bk.&Trust Co.- Money Market Savings .10%	2,171,946.61
Total as above	<u>\$ 2,284,844.14</u>

TRUST & AGENCY FUND (Payroll account)

BALANCE, BEGINNING OF MONTH \$ 37,406.44

TRANSFERS FROM GENERAL FUND 94,707.77

132,114.21

DISBURSEMENTS DURING MONTH 127,388.06BALANCE, END OF MONTH - Adirondack Trust checking \$ 4,726.15**TRUST & AGENCY FUND (Employee benefit plan)**

BALANCE, BEGINNING OF MONTH \$ 8,045.35

EMPLOYEE WITHHOLDINGS DEPOSITED 784.56

8,829.91

EMPLOYEE EXPENDITURES REIMBURSED 1,971.98BALANCE, END OF MONTH - Adirondack Trust checking \$ 6,857.93