

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

Budget Item	2020		2021 Budget	Monthly Expense	Cash Reimb.	Year to Date Expenses	Encumbr.	Variance to Amended Budget
	2021 Adopted Budget	Encumb. and 2021 Amendments						
Personnel - Regular:								
SALARIES	511,237.00	2,197.00 ^	513,434.00	101,426.00	(32,688.00)	518,857.67		(5,423.67)
BENEFITS	327,963.00	(26,625.00) ^	301,338.00	182,799.83	(13,174.31)	291,395.73		9,942.27
Maintenance & Operation - Regular:								
EQUIPMENT	8,000.00		8,000.00	1,393.39		1,500.34		6,499.66
BOOKS	6,000.00		6,000.00	2,973.50		2,973.50		3,026.50
MICROSOFTWARE	1,500.00		1,500.00	139.95	(139.95)	1,138.43		361.57
SERIALS	600.00		600.00	19.98		109.89		490.11
SUPPLIES	6,000.00		6,000.00	86.50		1,777.29		4,222.71
TELEPHONE	6,000.00		6,000.00	522.61	(145.93)	4,268.45		1,731.55
POSTAGE	1,000.00		1,000.00	25.75		644.56		355.44
DELIVERY SERVICE	231,121.00		231,121.00	23,442.35		192,301.11		38,819.89
PUBLICITY & PRINTING	1,000.00		1,000.00			953.00		47.00
TRAVEL & CONT. ED.	5,000.00	10,000.00 ^	15,000.00	244.00		3,016.64		11,983.36
PROFESSIONAL FEES	20,000.00		20,000.00	1,442.39	(193.11)	15,808.67		4,191.33
MEMBERSHIP DUES	8,000.00		8,000.00			6,300.00		1,700.00
OFFICE REPAIR&MAINT.	6,000.00		6,000.00	178.87		3,626.74		2,373.26
UTILITIES	15,000.00		15,000.00	1,749.31	(687.19)	12,869.13		2,130.87
BUILDING MAINTENANCE	25,000.00		25,000.00	3,260.97		27,351.89		(2,351.89)
INSURANCE	12,000.00		12,000.00		(3,570.52)	9,129.09		2,870.91
AUTOMOTIVE	5,000.00		5,000.00			201.88		4,798.12
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	160.00		4,771.73		666.27
NYS FAMILY LITERACY GRANT 20/21	6,810.00	2,978.00 ^	9,788.00	1,229.00		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	5,122.07		16,233.99		6,116.04
MAT'LS.-CO. JAILS	2,714.00	878.38 *^	3,592.38	1,731.41		2,725.88		866.50
MARC RECORDS FOR CATALOG	8,000.00		8,000.00	470.40	(64.80)	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	45,738.00		45,738.00		4,262.00
CONTINUING EDUCATION CHALLENGE	-	10,000.00 ^	10,000.00	3,567.00		3,567.00		6,433.00
AUTOMATION FEES	498,229.00		498,229.00	40,309.80		443,407.80		54,821.20
TOTAL	2,139,115.00	175,807.41	2,314,922.41	418,033.08	(50,663.81)	2,221,000.52	0.00	93,921.89
OPEN/CLOSE PETTY CASH			0.00					
MBR.LIBRARY CONTRIBUTION E-CONTENT			0.00	10,448.40	(480.09)	(124.82)		
MBR. LIBRARY PURCHASES FOR REIMB.			0.00	7,092.58	(7,477.43)	8,031.41		
	<u>2,139,115.00</u>	<u>175,807.41</u>	<u>2,314,922.41</u>	<u>435,574.06</u>	<u>(58,621.33)</u>	<u>2,228,907.11</u>	<u>0.00</u>	<u>93,921.89</u>

* 2020 Encumbrance

SOUTHERN ADIRONDACK LIBRARY SYSTEM - GENERAL FUND INCOME STATEMENT

	Adopted 2021 Budget	Amend- ments	Amended 2021 Budget	Received November 2021	Received YTD	Variance to Budget
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		0.00	0.00
NYS Construction Grant			0.00		0.00	0.00
Adult Literacy Grant 19/20/21	3,784.00	1,654.00 ^	5,438.00	461.00	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				3,993.00	39,930.00	
Subtotal	319,930.00		440,380.00	4,454.00	480,727.89	(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	19,302.08	436,127.48	62,101.52
Bank Interest	2,400.00		2,400.00	103.58	1,045.48	1,354.52
Other Income*	10,400.00		10,400.00	156.94	17,744.16	(7,344.16)
Subtotal	773,199.00		511,029.00	19,562.60	454,917.12	56,111.88
TOTAL	2,139,115.00	256,684.00	2,395,799.00	24,016.60	2,483,640.12	(47,911.12)

CASH - JANUARY 1, 2021	\$ 2,033,285.60
ACTUAL 2021 YTD INCOME	2,483,640.12
PETTY CASH ON HAND	
ACTUAL 2021 YTD EXPENDITURES	(2,228,907.11)
CASH IN BANK - End of Month	<u>\$ 2,288,018.61</u>

* 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	156.94	640.03
Grants		2,500.00
Donations		1,000.00
	<u>156.94</u>	<u>17,744.16</u>

TREASURER'S REPORT

November 30, 2021

GENERAL FUND

BALANCE, BEGINNING OF MONTH

\$ 2,640,954.74

RECEIPTS DURING MONTH

FY20-21 Adult Lit Final 10%	461.00	
Final 10% CARES Act Funding	3,993.00	
Automation Fees	19,302.08	
Interest	103.58	
Fines	156.94	
Reimbursed salaries	32,688.00	
Reimbursed retirement	5,883.84	
Reimbursed FICA	2,500.64	
Reimbursed health insurance	4,736.25	
Reimbursed AFLAC	53.58	
Reimbursed microsoftware	139.95	
Reimbursed telephone	145.93	
Reimbursed postage		
Reimbursed professional fees	193.11	
Reimbursed utilities	687.19	
Reimbursed insurance	3,570.52	
Reimbursed MARC records	64.80	
SALON contributions	480.09	
Reimbursed Member Library Purchases	7,477.43	

82,637.932,723,592.67

DISBURSEMENTS DURING MONTH

Transfer to payroll account	126,641.99	
Other disbursements	308,932.07	

435,574.06

BALANCE, END OF MONTH

\$ 2,288,018.61

RECONCILIATION OF BALANCE:

Adirondack Trust Co. - NOW account	\$ 1,467.54
Saratoga National Bk.&Trust Co. - NOW account	1,000.00
Saratoga National Bk.&Trust Co.- Money Market Savings .10%	2,285,551.07
Total as above	<u><u>\$ 2,288,018.61</u></u>

TRUST & AGENCY FUND (Payroll account)

BALANCE, BEGINNING OF MONTH

\$ 1,159.66

TRANSFERS FROM GENERAL FUND

126,641.99

127,801.65

DISBURSEMENTS DURING MONTH

90,395.21

BALANCE, END OF MONTH - Adirondack Trust checking

\$ 37,406.44**TRUST & AGENCY FUND (Employee benefit plan)**

BALANCE, BEGINNING OF MONTH

\$ 8,010.88

EMPLOYEE WITHHOLDINGS DEPOSITED

1,176.84

9,187.72

EMPLOYEE EXPENDITURES REIMBURSED

1,142.37

BALANCE, END OF MONTH - Adirondack Trust checking

\$ 8,045.35