

**SOUTHERN ADIRONDACK LIBRARY SYSTEM  
MONTHLY BUDGET REPORT - AUGUST 2023**

<b>Budget Item</b>	<b>2023 Adopted Budget</b>	<b>2022 Encumber. &amp; 2023 Amendments</b>	<b>2023 Amended Budget</b>	<b>Monthly Expense</b>	<b>Cash Reimb.</b>	<b>Year to Date Expenses</b>	<b>Encumbr.</b>	<b>Variance to Amended Budget</b>
<b>Personnel - Regular:</b>								
SALARIES	554,436.00		554,436.00	75,371.44	(33,165.90)	342,854.43		211,581.57
BENEFITS	380,048.00		380,048.00	27,982.86	(11,744.51)	152,627.96		227,420.04
<b>Maintenance &amp; Operation - Regular:</b>								
EQUIPMENT	10,000.00	71,209.54	81,209.54			73,582.69		7,626.85
BOOKS	6,000.00	17,936.00	23,936.00	7,789.31		18,767.93		5,168.07
SOFTWARE	1,500.00	900.00	2,400.00			2,440.76		(40.76)
SERIALS	600.00		600.00	4.32		271.25		328.75
SUPPLIES	7,000.00	2,000.00	9,000.00	201.77		2,345.31		6,654.69
TELEPHONE	9,400.00		9,400.00	978.52	(144.25)	6,589.10		2,810.90
POSTAGE	1,000.00		1,000.00	2.30		675.08		324.92
DELIVERY SERVICE	285,649.35		285,649.35	22,955.31		171,457.05		114,192.30
PUBLICITY & PRINTING	2,000.00	1,500.00	3,500.00			0.00		3,500.00
TRAVEL & CONT. ED.	25,000.00		25,000.00	1,026.26	(35.00)	12,847.47		12,152.53
PROFESSIONAL FEES	20,000.00		20,000.00	1,046.67	(201.95)	15,702.42		4,297.58
MEMBERSHIP DUES	8,000.00		8,000.00	75.00		6,510.00		1,490.00
OFFICE REPAIR&MAINT.	6,000.00		6,000.00	131.75		497.72		5,502.28
UTILITIES	17,000.00		17,000.00	1,928.16	(629.53)	8,758.16		8,241.84
BUILDING MAINTENANCE	25,000.00		25,000.00			13,984.83		11,015.17
INSURANCE	12,000.00	4,000.00	16,000.00	13,404.95		19,187.45		(3,187.45)
AUTOMOTIVE	5,000.00		5,000.00	22.58		286.27		4,713.73
<b>Grants to Member Libraries/Other, Designated:</b>								
CLSA AID	180,787.00		180,787.00			0.00		180,787.00
LLSA GRANT MBR. LIB.	110,691.00		110,691.00			110,938.00		(247.00)
COUNTY AID	101,500.00		101,500.00			101,500.00		0.00
YOUTH GRANT	1,120.00	380.00	1,500.00			0.00		1,500.00
NYS LOVE YOUR LIBRARY GRANT	-	813.00	813.00			0.00		813.00
NYS GRANT-IN-AID	-		0.00			0.00		0.00
MAT'LS.-CORR.FACILITIES	11,075.00		11,075.00	1,463.39		5,789.68		5,285.32
MAT'LS.-CO. JAILS	3,029.00		3,029.00			1,977.58		1,051.42
MARC RECORDS FOR CATALOG	6,000.00		6,000.00	198.00		1,766.40		4,233.60
PUB. LIB. SYSTEM AUTOMATION	73,118.70		73,118.70			0.00		73,118.70
TECHNOLOGY GRANT	99,116.30	35,500.00	134,616.30			46,852.46		87,763.84
LIB.SERVICES SEED CHALLENGE GRANT	-		0.00			0.00		0.00
FACILITIES UPGRADE CHALLENGE GRANT	50,000.00	1.00	50,001.00			50,001.00		0.00
CONTINUING ED FOR MEMBER LIBRARIES	10,000.00	27,500.00	37,500.00	23,775.00	(19,800.00)	54,829.14		(17,329.14)
AUTOMATION FEES	480,558.38		480,558.38	40,046.53		320,372.24		160,186.14
<b>TOTAL</b>	<b>2,502,628.73</b>	<b>161,739.54</b>	<b>2,664,368.27</b>	<b>218,404.12</b>	<b>(65,721.14)</b>	<b>1,543,412.38</b>	<b>0.00</b>	<b>1,120,955.89</b>
OPEN/CLOSE PETTY CASH			0.00					
MBR.LIBRARY CONTRIBUTION E-CONTENT			0.00			(23,784.41)		
MBR. LIBRARY PURCHASES FOR REIMB.			0.00	792.58	(14,587.61)	24,424.65		
	<b>2,502,628.73</b>	<b>161,739.54</b>	<b>2,664,368.27</b>	<b>219,196.70</b>	<b>(80,308.75)</b>	<b>1,544,052.62</b>	<b>0.00</b>	<b>1,120,955.89</b>

**SOUTHERN ADIRONDACK LIBRARY SYSTEM - GENERAL FUND INCOME STATEMENT**

	<u>Adopted 2023 Budget</u>	<u>Amend- ments</u>	<u>Amended 2023 Budget</u>	<u>Received August 2023</u>	<u>Received YTD</u>	<u>Variance to Budget</u>
<b>Income, General Fund</b>						
<b>State Aid Undesignated:</b>						
Population	569,275.00		569,275.00		570,523.00	(1,248.00)
Square Miles	271,382.00		271,382.00		271,990.00	(608.00)
Counties	95,580.00		95,580.00		95,790.00	(210.00)
LSSA	88,134.00		88,134.00		88,309.00	(175.00)
Book Reimbursal			0.00		0.00	0.00
Coordinated Outreach	100,162.00		100,162.00		0.00	100,162.00
Correctional Facilities	20,567.30		20,567.30		0.00	20,567.30
Supplemental Aid	147,615.00		147,615.00		147,941.00	(326.00)
<b>Subtotal</b>	<b>1,292,715.30</b>		<b>1,292,715.30</b>	<b>0.00</b>	<b>1,174,553.00</b>	<b>118,162.30</b>
<b>State Aid, Designated:</b>						
Public Lib. System Automation	73,118.70		73,118.70		73,279.00	(160.30)
CLSA Aid (Crandall)	180,787.00		180,787.00		0.00	180,787.00
LLSA (Member Libraries)	110,691.00		110,691.00		110,912.00	(221.00)
Correctional Facilities	11,075.00		11,075.00		0.00	11,075.00
Inter-Institutional (Co. Jails)	3,029.00		3,029.00		0.00	3,029.00
Grant-in-Aid			0.00		0.00	0.00
NYS Construction Grant			0.00		0.00	0.00
Federal Aid	-	17,000.00	17,000.00		17,000.00	0.00
<b>Subtotal</b>	<b>378,700.70</b>		<b>395,700.70</b>	<b>0.00</b>	<b>201,191.00</b>	<b>194,509.70</b>
<b>Other Designated Aid:</b>						
Co. Aid to Member Libraries	101,500.00		101,500.00		101,500.00	0.00
County Youth and SCAC	1,159.00	341.00	1,500.00		0.00	1,500.00
<b>Subtotal</b>	<b>102,659.00</b>		<b>103,000.00</b>	<b>0.00</b>	<b>101,500.00</b>	<b>1,500.00</b>
<b>Other Income:</b>						
From General Reserve	235,195.35	84,898.54	320,093.89		0.00	320,093.89
Automation Fees	480,558.38		480,558.38	41,224.46	312,224.56	168,333.82
Bank Interest	2,400.00		2,400.00	50.82	21,343.63	(18,943.63)
Other Income*	10,400.00	59,500.00	69,900.00	51.00	106,620.74	(36,720.74)
<b>Subtotal</b>	<b>728,553.73</b>		<b>872,952.27</b>	<b>41,326.28</b>	<b>440,188.93</b>	<b>432,763.34</b>
<b>TOTAL</b>	<b>2,502,628.73</b>	<b>161,739.54</b>	<b>2,664,368.27</b>	<b>41,326.28</b>	<b>1,917,432.93</b>	<b>746,935.34</b>

CASH - JANUARY 1, 2023	2,214,192.91
ACTUAL 2023 YTD INCOME	1,917,432.93
PETTY CASH ON HAND	87.55
ACTUAL 2023 YTD EXPENDITURES	<u>(1,544,052.62)</u>
CASH IN BANK - End of Month	<u><u>2,587,660.77</u></u>

* Other Income Includes		
	<u>This Month</u>	<u>YTD</u>
Prior year expense		39,833.39
Sale of Equipment		0.00
Misc.- copies, ins.dividend, etc.		1,880.61
Insurance -dividend		0.00
Fines	51.00	543.66
Grants		59,500.00
Donations		1,209.00
	<u>51.00</u>	<u>102,966.66</u>

**TREASURER'S REPORT**

August 31, 2023

**GENERAL FUND**

BALANCE, BEGINNING OF MONTH \$ 2,685,222.44

## RECEIPTS DURING MONTH

Joint Automation Fees	41,224.46	
Fines	51.00	
Interest	50.82	
Reimbursed salaries	33,165.90	
Reimbursed health insurance	4,894.14	
Reimbursed retirement	4,311.57	
Reimbursed FICA	2,519.30	
Reimbursed FSA admin fees	19.50	
Reimbursed travel	35.00	
Reimbursed telephone	144.25	
Reimbursed professional fees	201.95	
Reimbursed utilities	629.53	
Voided check #14325 (Memory Project)	19,550.00	
Reimbursed CE for Member Libraries	250.00	
Reimbursed member library purchases	14,587.61	
		<u>121,635.03</u>
		<u>2,806,857.47</u>

## DISBURSEMENTS DURING MONTH

Transfer to payroll account	102,889.48	
Other disbursements	<u>116,307.22</u>	<u>219,196.70</u>
BALANCE, END OF MONTH		<u><u>\$ 2,587,660.77</u></u>

## RECONCILIATION OF BALANCE:

Adirondack Trust Co. - NOW account	\$ 21,813.71
Saratoga National Bk.&Trust Co. - NOW account	1,000.00
Saratoga National Bk.&Trust Co.- Money Market Savings .10%	1,054,526.64
Saratoga National Bk.&Trust Co.- CD 09/25/23 Maturity 5%	500,000.00
Saratoga National Bk.&Trust Co.- CD 10/16/23 Maturity 4.8%	504,684.93
Saratoga National Bk.&Trust Co.- CD 10/20/23 Maturity 2.25%	505,547.94
Petty cash	<u>\$ 87.55</u>
Total as above	<u><u>\$ 2,587,660.77</u></u>

**TRUST & AGENCY FUND (Payroll account)**

BALANCE, BEGINNING OF MONTH	\$ 2,302.90
TRANSFERS FROM GENERAL FUND	<u>102,889.48</u>
	105,192.38
DISBURSEMENTS DURING MONTH	<u>102,877.90</u>
BALANCE, END OF MONTH - Adirondack Trust checking	<u><u>\$ 2,314.48</u></u>

**TRUST & AGENCY FUND (Employee benefit plan)**

BALANCE, BEGINNING OF MONTH	\$ 3,356.48
EMPLOYEE WITHHOLDINGS DEPOSITED	<u>450.78</u>
	3,807.26
EMPLOYEE EXPENDITURES REIMBURSED	<u>180.00</u>
BALANCE, END OF MONTH - Adirondack Trust checking	<u><u>\$ 3,627.26</u></u>