

**SOUTHERN ADIRONDACK LIBRARY SYSTEM
MONTHLY BUDGET REPORT - DECEMBER 2022**

<u>Budget Item</u>	<u>2022 Adopted Budget</u>	<u>2021 Encumb & 2022 Amendments</u>	<u>2022 Budget</u>	<u>Monthly Expense</u>	<u>Cash Reimb.</u>	<u>Year to Date Expenses</u>	<u>Encumbr.</u>	<u>Variance to Amended Budget</u>
Personnel - Regular:								
SALARIES	519,844	11,806.00 ^	531,650.00	71,574.60	(31,586.56)	524,008.35		7,641.65
BENEFITS	340,518	(1,793.00) ^	338,725.00	44,148.42	(10,609.76)	312,566.27		26,158.73
Maintenance & Operation - Regular:								
EQUIPMENT	10,000.00		10,000.00	1,183.28		4,907.80		5,092.20
BOOKS	6,000.00		6,000.00			2,329.90		3,670.10
MICROSOFTWARE	1,500.00		1,500.00	787.58		2,923.67		(1,423.67)
SERIALS	600.00		600.00	19.99		338.88		261.12
SUPPLIES	7,000.00		7,000.00	30.38		4,717.13		2,282.87
TELEPHONE	8,400.00		8,400.00	924.78	(150.00)	9,193.96		(793.96)
POSTAGE	1,000.00		1,000.00			1,167.94		(167.94)
DELIVERY SERVICE	227,936.00	8,452.00 ^	236,388.00	19,363.76		240,375.55		(3,987.55)
PUBLICITY & PRINTING	2,000.00		2,000.00			0.00		2,000.00
TRAVEL & CONT. ED.	25,000.00		25,000.00	521.44		11,723.68		13,276.32
PROFESSIONAL FEES	20,000.00		20,000.00	1,223.17	(196.70)	17,775.11		2,224.89
MEMBERSHIP DUES	8,000.00		8,000.00	561.00		10,387.85		(2,387.85)
OFFICE REPAIR & MAINT.	6,000.00		6,000.00	33.00		1,309.74		4,690.26
UTILITIES	15,000.00		15,000.00	3,773.09	(960.98)	20,452.23		(5,452.23)
BUILDING MAINTENANCE	25,000.00		25,000.00	2,210.00		24,123.31		876.69
INSURANCE	12,000.00		12,000.00			9,539.03		2,460.97
AUTOMOTIVE	5,000.00		5,000.00			1,612.30		3,387.70
DEBT INTEREST	-		0.00			43.69		(43.69)
Grants to Member Libraries/Other, Designated:								
CASH GRANT - CLD AID	104,190.00		104,190.00			186,274.36		(82,084.36)
CBA BOOKS	65,881.00		65,881.00			(5,487.36)		71,368.36
LLSA GRANT MBR. LIB.	102,259.00		102,259.00			110,696.00		(8,437.00)
COUNTY AID	88,500.00	(7,000.00) **	81,500.00			101,502.99		(20,002.99)
YOUTH GRANT	-		0.00			2,279.00		(2,279.00)
NYS COORDINATED OUTREACH GRANT	12,900.00		12,900.00	6,871.39		13,959.83		(1,059.83)
NYS LOVE YOUR LIBRARY GRANT	0.00		0.00			3,432.60		(3,432.60)
NYS GRANT-IN-AID *	-		0.00	25,000.00		105,000.00		(105,000.00)
MAT'LS.-CORR.FACILITIES	10,676.00		10,676.00	1,375.06		10,024.78		651.22
MAT'LS.-CO. JAILS	2,748.00		2,748.00			1,604.47		1,143.53
MARC RECORDS FOR CATALOG	8,000.00		8,000.00	496.80		3,627.60		4,372.40
PUB. LIB. SYSTEM AUTOMATION	70,488.00		70,488.00			73,118.00		(2,630.00)
TECHNOLOGY GRANT	91,463.00		91,463.00			94,122.19		(2,659.19)
LIB.SERVICES SEED CHALLENGE GRANT	-		0.00			0.00		0.00
FACILITIES UPGRADE CHALLENGE GRANT	50,000.00		50,000.00			42,910.00		7,090.00
CONTINUING ED FOR MEMBER LIBRARIES	10,000.00		10,000.00			3,008.26		6,991.74
AUTOMATION FEES	483,718.00	(38,698.00) **	445,020.00	37,085.02		445,020.24		(0.24)
TOTAL	2,341,621.00	(27,233.00)	2,314,388.00	217,182.76	(43,504.00)	2,390,589.35	0.00	(76,201.35)
OPEN/CLOSE PETTY CASH			0.00					
MBR.LIBRARY CONTRIBUTION E-CONTENT			0.00			(10,065.33)		
MBR. LIBRARY PURCHASES FOR REIMB.			0.00	37,455.97	(11,506.67)	14,691.16		
	<u>2,341,621.00</u>	<u>(27,233.00)</u>	<u>2,314,388.00</u>	<u>254,638.73</u>	<u>(55,010.67)</u>	<u>2,395,215.18</u>	<u>0.00</u>	<u>(76,201.35)</u>

*Grant-in-Aid received from Carrie Woerner 12/10/21

^Amendment approved 3/15/2022

**Amendment approved 9/20/2022

SOUTHERN ADIRONDACK LIBRARY SYSTEM - GENERAL FUND INCOME STATEMENT

	<u>Adopted 2022 Budget</u>	<u>Amend- ments</u>	<u>Amended 2022 Budget</u>	<u>Received December 2022</u>	<u>Received YTD</u>	<u>Variance to Budget</u>
Income, General Fund						
State Aid Undesignated:						
Population	306,060.00	263,215.00 **	569,275.00		569,267.00	8.00
Square Miles	261,631.00	9,751.00 **	271,382.00		271,392.00	(10.00)
Counties	92,141.00	3,439.00 **	95,580.00		95,579.00	1.00
LSSA	81,846.00	6,288.00 **	88,134.00		87,505.00	629.00
Book Reimbursals	221,405.00	(221,405.00) **	0.00		0.00	0.00
Coordinated Outreach	81,948.00	18,214.00 **	100,162.00		100,162.00	0.00
Correctional Facilities	19,828.00	739.00 **	20,567.00		20,567.30	(0.30)
Supplemental Aid	139,973.00	7,642.00 **	147,615.00		147,615.00	0.00
Subtotal	1,204,832.00		1,292,715.00	0.00	1,292,087.30	627.70
State Aid, Designated:						
Public Lib. System Automation	70,488.00	2,631.00 **	73,119.00		73,118.00	1.00
CLD Aid (Crandall)	104,190.00	76,597.00 **	180,787.00		180,787.00	0.00
Central Book Aid (Crandall)	65,881.00	(65,881.00) **	0.00		0.00	0.00
LLSA (Member Libraries)	102,259.00	8,432.00 **	110,691.00		109,847.00	844.00
Correctional Facilities	10,676.00	399.00 **	11,075.00		11,074.70	0.30
Inter-Institutional (Co. Jails)	2,748.00	281.00 **	3,029.00		3,029.00	0.00
Love Your Library Grant	-	4,246.00 **	4,246.00		4,246.00	0.00
Grant-in-Aid		80,000.00 *	80,000.00		50,000.00	30,000.00
NYS Construction Grant			0.00		0.00	0.00
Adult Literacy Grant	4,607.00	(4,607.00) **	0.00		461.00	(461.00)
Family Literacy Grant	8,293.00	(8,293.00) **	0.00		830.00	(830.00)
CARES Act					0.00	
Subtotal	369,142.00		462,947.00	0.00	433,392.70	29,554.30
Other Designated Aid:						
Co. Aid to Member Libraries	88,500.00	(7,000.00) **	81,500.00		81,500.00	0.00
County Youth and SCAC	-	1,159.00 **	1,159.00	1,120.00	2,279.00	(1,120.00)
Subtotal	88,500.00		82,659.00	1,120.00	83,779.00	(1,120.00)
Other Income:						
Automation Fees	483,718.00	(38,698.00) **	445,020.00	40,957.70	506,541.37	(61,521.37)
From General Reserves	182,628.00	(164,381.00) **	18,247.00			18,247.00
Bank Interest	2,400.00		2,400.00	35.80	992.93	1,407.07
Other Income*	10,400.00		10,400.00	24.95	7,770.65	2,629.35
Subtotal	679,146.00		476,067.00	41,018.45	515,304.95	(39,237.95)
TOTAL	2,341,620.00	(27,232.00)	2,314,388.00	42,138.45	2,324,563.95	(10,175.95)

CASH - JANUARY 1, 2022	2,284,844.14
ACTUAL 2022 YTD INCOME	2,324,563.95
PETTY CASH ON HAND	87.55
ACTUAL 2022 YTD EXPENDITURES	(2,395,215.18)
CASH IN BANK - End of Month	<u>2,214,280.46</u>

* Other Income Includes		
	<u>This Month</u>	<u>YTD</u>
Prior year expense		4,687.77
Sale of Equipment		0.00
Misc.- copies, etc.		0.00
Insurance -dividend		1,757.26
Fines	24.95	374.62
Grants		0.00
Donations		951.00
	<u>24.95</u>	<u>7,770.65</u>

*Grant-in-Aid received from Carrie Woerner 12/10/21

**Amendment approved 9/20/2022

TREASURER'S REPORT

December 31, 2022

GENERAL FUND

BALANCE, BEGINNING OF MONTH \$ 2,371,682.52

RECEIPTS DURING MONTH

Automation fees	40,957.70	
Interest	35.80	
Fines	24.95	
Saratoga County Youth Grant	1,120.00	
Reimbursed salaries	31,586.56	
Reimbursed retirement	5,685.58	
Reimbursed FICA	455.42	
Reimbursed health insurance	4,415.18	
Reimbursed FSA	53.58	
Reimbursed internet/telephone	150.00	
Reimbursed professional fees	196.70	
Reimbursed utilities	960.98	
Reimbursed member library purchases	11,506.67	
Petty cash year end reconciliation	87.55	
		97,236.67
		<u>2,468,919.19</u>

DISBURSEMENTS DURING MONTH

Transfer to payroll account	99,650.82	
Other disbursements	154,987.91	254,638.73
		<u>254,638.73</u>

BALANCE, END OF MONTH

\$ 2,214,280.46

RECONCILIATION OF BALANCE:

Adirondack Trust Co. - NOW account		7,320.91
Saratoga National Bk.&Trust Co. - NOW account		1,000.00
Saratoga National Bk.&Trust Co.- Money Market Savings .10%	\$	705,872.00
Saratoga National Bk.&Trust Co.- CD 01/19/23 Maturity 1.65%	\$	500,000.00
Saratoga National Bk.&Trust Co.- CD 04/19/23 Maturity 1.90%	\$	500,000.00
Saratoga National Bk.&Trust Co.- CD 10/20/23 Maturity 2.25%	\$	500,000.00
Petty cash on hand 12/31/2022	\$	87.55
Total as above	\$	<u>2,214,280.46</u>

TRUST & AGENCY FUND (Payroll account)

BALANCE, BEGINNING OF MONTH \$ 40,186.26

TRANSFERS FROM GENERAL FUND 99,650.82

139,837.08

DISBURSEMENTS DURING MONTH 136,814.39

BALANCE, END OF MONTH - Adirondack Trust checking \$ 3,022.69**TRUST & AGENCY FUND (Employee benefit plan)**

BALANCE, BEGINNING OF MONTH \$ 4,670.96

EMPLOYEE WITHHOLDINGS DEPOSITED 348.46

5,019.42

EMPLOYEE EXPENDITURES REIMBURSED 147.52

BALANCE, END OF MONTH - Adirondack Trust checking \$ 4,871.90