

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

Budget Item	2022 Adopted Budget	2021 Encumb. and 2022 Amendments	2022 Budget	Monthly Expense	Cash Reimb.	Year to Date Expenses	Encumbr.	Variance to Amended Budget
<b>Personnel - Regular:</b>								
SALARIES	519,844		519,844.00	80,072.50	(49,032.00)	108,434.17		411,409.83
BENEFITS	340,518		340,518.00	26,663.54	(16,401.26)	52,133.41		288,384.59
<b>Maintenance &amp; Operation - Regular:</b>								
EQUIPMENT	10,000.00		10,000.00			0.00		10,000.00
BOOKS	6,000.00		6,000.00			2,241.57		3,758.43
MICROSOFTWARE	1,500.00		1,500.00	780.07		780.07		719.93
SERIALS	600.00		600.00	118.99		138.98		461.02
SUPPLIES	7,000.00		7,000.00	242.89	(6.00)	323.49		6,676.51
TELEPHONE	8,400.00		8,400.00	528.52	(145.32)	904.66		7,495.34
POSTAGE	1,000.00		1,000.00	265.00	(30.59)	280.61		719.39
DELIVERY SERVICE	227,936.00		227,936.00	15,072.26		29,307.53		198,628.47
PUBLICITY & PRINTING	2,000.00		2,000.00			0.00		2,000.00
TRAVEL & CONT. ED.	25,000.00		25,000.00	528.00		528.00		24,472.00
PROFESSIONAL FEES	20,000.00		20,000.00	1,377.26	(193.22)	2,173.46		17,826.54
MEMBERSHIP DUES	8,000.00		8,000.00	1,750.00		2,150.00		5,850.00
OFFICE REPAIR&MAINT.	6,000.00		6,000.00	65.50		131.00		5,869.00
UTILITIES	15,000.00		15,000.00	3,895.39	(1,066.62)	2,963.30		12,036.70
BUILDING MAINTENANCE	25,000.00		25,000.00	2,340.70		6,204.24		18,795.76
INSURANCE	12,000.00		12,000.00			0.00		12,000.00
AUTOMOTIVE	5,000.00		5,000.00			1.77		4,998.23
<b>Grants to Member Libraries/Other, Designated:</b>								
CASH GRANT - CLD AID	104,190.00		104,190.00	5,487.36		5,487.36		98,702.64
CBA BOOKS	65,881.00		65,881.00			0.00		65,881.00
LLSA GRANT MBR. LIB.	102,259.00		102,259.00			0.00		102,259.00
COUNTY AID	88,500.00		88,500.00	8,707.19		13,054.97		75,445.03
YOUTH GRANT	-		0.00	1,159.00		1,159.00		(1,159.00)
NYS ADULT LITERACY GRANT 20/21	0.00		0.00			0.00		0.00
NYS FAMILY LITERACY GRANT 20/21	0.00		0.00			0.00		0.00
<b>NYS COORDINATED OUTREACH GRANT 21/22</b>	<b>12,900.00</b>		<b>12,900.00</b>	<b>1,368.00</b>		<b>1,368.00</b>		<b>11,532.00</b>
NYS GRANT-IN-AID	-		0.00			80,000.00		(80,000.00)
MAT'LS.-CORR.FACILITIES	10,676.00		10,676.00			0.00		10,676.00
MAT'LS.-CO. JAILS	2,748.00		2,748.00			0.00		2,748.00
MARC RECORDS FOR CATALOG	8,000.00		8,000.00	630.00		967.20		7,032.80
PUB. LIB. SYSTEM AUTOMATION	70,488.00		70,488.00			0.00		70,488.00
TECHNOLOGY GRANT	91,463.00		91,463.00	14,243.13		14,243.13		77,219.87
LIB.SERVICES SEED CHALLENGE GRANT	-		0.00			0.00		0.00
FACILITIES UPGRADE CHALLENGE GRANT	50,000.00		50,000.00			0.00		50,000.00
CONTINUING EDUCATION CHALLENGE	10,000.00		10,000.00			0.00		10,000.00
AUTOMATION FEES	483,718.00		483,718.00	37,085.02	(3,224.78)	74,170.04		409,547.96
<b>TOTAL</b>	<b>2,341,621.00</b>	<b>0.00</b>	<b>2,341,621.00</b>	<b>202,380.32</b>	<b>(70,099.79)</b>	<b>399,145.96</b>	<b>0.00</b>	<b>1,942,475.04</b>
OPEN/CLOSE PETTY CASH			0.00					
MBR.LIBRARY CONTRIBUTION E-CONTENT			0.00		(7,512.06)	(7,512.06)		
MBR. LIBRARY PURCHASES FOR REIMB.			0.00	29,109.54	(9,547.74)	20,185.09		
	<b>2,341,621.00</b>	<b>0.00</b>	<b>2,341,621.00</b>	<b>231,489.86</b>	<b>(87,159.59)</b>	<b>411,818.99</b>	<b>0.00</b>	<b>1,942,475.04</b>

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

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

	<u>Adopted 2022 Budget</u>	<u>Amend- ments</u>	<u>Amended 2022 Budget</u>	<u>Received February 2022</u>	<u>Received YTD</u>	<u>Variance to Budget</u>
<b>Income, General Fund</b>						
<b>State Aid Undesignated:</b>						
Population	306,060.00		306,060.00		0.00	306,060.00
Square Miles	261,631.00		261,631.00		0.00	261,631.00
Counties	92,141.00		92,141.00		0.00	92,141.00
LSSA	81,846.00		81,846.00		0.00	81,846.00
Book Reimbursal	221,405.00		221,405.00		0.00	221,405.00
Coordinated Outreach	81,948.00		81,948.00		0.00	81,948.00
Correctional Facilities	19,828.00		19,828.00		0.00	19,828.00
Supplemental Aid	139,973.00		139,973.00		0.00	139,973.00
<b>Subtotal</b>	<b>1,204,832.00</b>		<b>1,204,832.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1,204,832.00</b>
<b>State Aid, Designated:</b>						
Public Lib. System Automation	70,488.00		70,488.00		0.00	70,488.00
CLD Aid (Crandall)	104,190.00		104,190.00		0.00	104,190.00
Central Book Aid (Crandall)	65,881.00		65,881.00		0.00	65,881.00
LLSA (Member Libraries)	102,259.00		102,259.00		0.00	102,259.00
Correctional Facilities	10,676.00		10,676.00		0.00	10,676.00
Inter-Institutional (Co. Jails)	2,748.00		2,748.00		0.00	2,748.00
Grant-in-Aid			0.00		0.00	0.00
NYS Construction Grant			0.00		0.00	0.00
Adult Literacy Grant 19/20/21	4,607.00		4,607.00		0.00	4,607.00
Family Literacy Grant 19/20/21	8,293.00		8,293.00		0.00	8,293.00
CARES Act					0.00	
<b>Subtotal</b>	<b>369,142.00</b>		<b>369,142.00</b>	<b>0.00</b>	<b>0.00</b>	<b>369,142.00</b>
<b>Other Designated Aid:</b>						
Co. Aid to Member Libraries	88,500.00		88,500.00		0.00	88,500.00
County Youth and SCAC	-		0.00	1,159.00	1,159.00	(1,159.00)
<b>Subtotal</b>	<b>88,500.00</b>		<b>88,500.00</b>	<b>1,159.00</b>	<b>1,159.00</b>	<b>87,341.00</b>
<b>Other Income:</b>						
From General Reserve	483,718.00		483,718.00		0.00	483,718.00
Automation Fees	182,628.00		182,628.00	81,157.90	107,174.18	75,453.82
Bank Interest	2,400.00		2,400.00	79.93	174.91	2,225.09
Other Income*	10,400.00		10,400.00	57.93	4,745.70	5,654.30
<b>Subtotal</b>	<b>679,146.00</b>		<b>679,146.00</b>	<b>81,295.76</b>	<b>112,094.79</b>	<b>567,051.21</b>
<b>TOTAL</b>	<b>2,341,620.00</b>	<b>-</b>	<b>2,341,620.00</b>	<b>82,454.76</b>	<b>113,253.79</b>	<b>2,228,366.21</b>

CASH - JANUARY 1, 2022	2,284,844.14
ACTUAL 2022 YTD INCOME	113,253.79
PETTY CASH ON HAND	
ACTUAL 2022 YTD EXPENDITURES	(411,818.99)
CASH IN BANK - End of Month	<u>1,986,278.94</u>

* Other Income Includes		
	<u>This Month</u>	<u>YTD</u>
Prior year expense		4,687.77
Sale of Equipment		0.00
Misc.- copies, ins. dividend, etc.		0.00
Insurance -dividend		0.00
Fines	57.93	57.93
Grants		0.00
Donations		0.00
	<u>57.93</u>	<u>4,745.70</u>

**TREASURER'S REPORT**

February 28, 2022

**GENERAL FUND**

BALANCE, BEGINNING OF MONTH \$ 2,048,154.45

## RECEIPTS DURING MONTH

Saratoga County Youth Grant	1,159.00	
Automation Fees	81,157.90	
Interest	79.93	
Fines	57.93	
Reimbursed salaries	49,032.00	
Reimbursed retirement	4,952.36	
Reimbursed FICA	3,750.95	
Reimbursed workers comp	630.10	
Reimbursed disability insurance	2,278.02	
Reimbursed health insurance	4736.25	
Reimbursed Health Equity/Wage Works admin	53.58	
Reimbursed supplies	6.00	
Reimbursed telephone/internet	145.32	
Reimbursed postage	30.59	
Reimbursed professional fees	193.22	
Reimbursed utilities	1,066.62	
Reimbursed automation fees	3,224.78	
Reimbursed SALON contributions	7,512.06	
Reimbursed member library purchases	9,547.74	
		169,614.35
		<u>2,217,768.80</u>

## DISBURSEMENTS DURING MONTH

Transfer to payroll account	106,497.20	
Other disbursements	124,992.66	
		<u>231,489.86</u>

BALANCE, END OF MONTH \$ 1,986,278.94

## RECONCILIATION OF BALANCE:

Adirondack Trust Co. - NOW account	\$ 16,166.14
Saratoga National Bk.&Trust Co. - NOW account	1,000.00
Saratoga National Bk.&Trust Co.- Money Market Savings .10%	1,969,112.80
Total as above	<u>\$ 1,986,278.94</u>

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

BALANCE, BEGINNING OF MONTH \$ 2,735.60

TRANSFERS FROM GENERAL FUND 106,497.20

109,232.80

DISBURSEMENTS DURING MONTH 106,705.54

BALANCE, END OF MONTH - Adirondack Trust checking \$ 2,527.26**TRUST & AGENCY FUND (Employee benefit plan)**

BALANCE, BEGINNING OF MONTH \$ 7,185.00

EMPLOYEE WITHHOLDINGS DEPOSITED 348.46

7,533.46

EMPLOYEE EXPENDITURES REIMBURSED 5.00

BALANCE, END OF MONTH - Adirondack Trust checking \$ 7,528.46