

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

Budget Item	2022		2023 Budget	Monthly Expense	Cash Reimb.	Year to Date Expenses	Encumbr.	Variance to Amended Budget
	2023 Adopted Budget	Encumber. & 2023 Amendments						
<b>Personnel - Regular:</b>								
SALARIES	554,436.00		554,436.00	75,132.36		102,979.38		451,456.62
BENEFITS	380,048.00		380,048.00	28,201.48		60,401.05		319,646.95
<b>Maintenance &amp; Operation - Regular:</b>								
EQUIPMENT	10,000.00		10,000.00	71,209.54		71,209.54		(61,209.54)
BOOKS	6,000.00		6,000.00			0.00		6,000.00
MICROSOFTWARE	1,500.00		1,500.00			(35.80)		1,535.80
SERIALS	600.00		600.00	104.99		131.98		468.02
SUPPLIES	7,000.00		7,000.00	452.24	(36.00)	608.66		6,391.34
TELEPHONE	9,400.00		9,400.00	935.26		1,724.55		7,675.45
POSTAGE	1,000.00		1,000.00	3.78		3.78		996.22
DELIVERY SERVICE	285,649.35		285,649.35	19,825.73		37,485.08		248,164.27
PUBLICITY & PRINTING	2,000.00		2,000.00			0.00		2,000.00
TRAVEL & CONT. ED.	25,000.00		25,000.00	509.28	(483.19)	26.09		24,973.91
PROFESSIONAL FEES	20,000.00		20,000.00	1,228.82		1,906.67		18,093.33
MEMBERSHIP DUES	8,000.00		8,000.00			2,948.00		5,052.00
OFFICE REPAIR&MAINT.	6,000.00		6,000.00	33.00		66.00		5,934.00
UTILITIES	17,000.00		17,000.00	3,863.00		3,148.18		13,851.82
BUILDING MAINTENANCE	25,000.00		25,000.00	3,110.00		5,697.02		19,302.98
INSURANCE	12,000.00		12,000.00			0.00		12,000.00
AUTOMOTIVE	5,000.00		5,000.00			111.86		4,888.14
<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			0.00		110,691.00
COUNTY AID	101,500.00		101,500.00	5,331.53		10,022.51		91,477.49
YOUTH GRANT	1,120.00		1,120.00			0.00		1,120.00
NYS GRANT-IN-AID	-		0.00			0.00		0.00
MAT'LS.-CORR.FACILITIES	11,075.00		11,075.00	28.14		299.75		10,775.25
MAT'LS.-CO. JAILS	3,029.00		3,029.00			1,956.10		1,072.90
MARC RECORDS FOR CATALOG	6,000.00		6,000.00	210.00		480.00		5,520.00
PUB. LIB. SYSTEM AUTOMATION	73,118.70		73,118.70			0.00		73,118.70
TECHNOLOGY GRANT	99,116.30		99,116.30	14,599.21		14,599.21		84,517.09
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 ED FOR MEMBER LIBRARIES	10,000.00		10,000.00	17,500.00		17,500.00		(7,500.00)
AUTOMATION FEES	480,558.38		480,558.38	40,046.53		80,093.06		400,465.32
TOTAL	2,502,628.73	0.00	2,502,628.73	282,324.89	(519.19)	413,362.67	0.00	2,089,266.06
OPEN/CLOSE PETTY CASH			0.00					
MBR.LIBRARY CONTRIBUTION E-CONTENT			0.00	459.93	(25,820.68)	(5,360.75)		
MBR. LIBRARY PURCHASES FOR REIMB.			0.00	10,980.75	(12,526.63)	(11,833.10)		
	<b>2,502,628.73</b>	<b>0.00</b>	<b>2,502,628.73</b>	<b>293,765.57</b>	<b>(38,866.50)</b>	<b>396,168.82</b>	<b>0.00</b>	<b>2,089,266.06</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 February 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		0.00	569,275.00
Square Miles	271,382.00		271,382.00		0.00	271,382.00
Counties	95,580.00		95,580.00		0.00	95,580.00
LSSA	88,134.00		88,134.00	8,814.00	8,814.00	79,320.00
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		0.00	147,615.00
<b>Subtotal</b>	<b>1,292,715.30</b>		<b>1,292,715.30</b>	<b>8,814.00</b>	<b>8,814.00</b>	<b>1,283,901.30</b>
<b>State Aid, Designated:</b>						
Public Lib. System Automation	73,118.70		73,118.70		0.00	73,118.70
CLD Aid (Crandall)	180,787.00		180,787.00		0.00	180,787.00
LLSA (Member Libraries)	110,691.00		110,691.00	11,070.00	11,070.00	99,621.00
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
CARES Act					0.00	0.00
<b>Subtotal</b>	<b>378,700.70</b>		<b>378,700.70</b>	<b>11,070.00</b>	<b>11,070.00</b>	<b>367,630.70</b>
<b>Other Designated Aid:</b>						
Co. Aid to Member Libraries	101,500.00		101,500.00		0.00	101,500.00
County Youth and SCAC	1,159.00		1,159.00		0.00	1,159.00
<b>Subtotal</b>	<b>102,659.00</b>		<b>102,659.00</b>	<b>0.00</b>	<b>0.00</b>	<b>102,659.00</b>
<b>Other Income:</b>						
From General Reserve	235,195.35		235,195.35		0.00	235,195.35
Automation Fees	480,558.38		480,558.38	37,212.35	72,075.39	408,482.99
Bank Interest	2,400.00		2,400.00	23.60	2,088.59	311.41
Other Income*	10,400.00		10,400.00	496.83	56,496.83	(46,096.83)
<b>Subtotal</b>	<b>728,553.73</b>		<b>728,553.73</b>	<b>37,732.78</b>	<b>130,660.81</b>	<b>597,892.92</b>
<b>TOTAL</b>	<b>2,502,628.73</b>	<b>-</b>	<b>2,502,628.73</b>	<b>57,616.78</b>	<b>150,544.81</b>	<b>2,352,083.92</b>

CASH - JANUARY 1, 2023	2,214,192.91
ACTUAL 2023 YTD INCOME	150,544.81
PETTY CASH ON HAND	87.55
ACTUAL 2023 YTD EXPENDITURES	(396,168.82)
CASH IN BANK - End of Month	<u>1,968,656.45</u>

<b>* Other Income Includes</b>		
	<u>This Month</u>	<u>YTD</u>
Prior year expense		0.00
Sale of Equipment		0.00
Misc.- copies, ins.dividend, etc.		0.00
Insurance -dividend		0.00
Fines	287.83	287.83
Grants		56,000.00
Donations	209.00	209.00
	<u>496.83</u>	<u>56,496.83</u>

**TREASURER'S REPORT**

February 28, 2023

**GENERAL FUND**

BALANCE, BEGINNING OF MONTH		\$ 2,165,938.74
RECEIPTS DURING MONTH		
Final 10% 2022 LLSA	11,070.00	
Final 10% 2022 LSSA	8,814.00	
Joint Automation Fees	37,212.35	
Interest	23.60	
Other income (fines, donation)	496.83	
Reimbursed supplies - W.B. Mason credit memos	36.00	
Reimbursed travel	483.19	
Reimbursed member library e-content contributions (SALON)	25,820.68	
Reimbursed member library purchases	12,526.63	
		<u>96,483.28</u>
		<u>2,262,422.02</u>

## DISBURSEMENTS DURING MONTH

Transfer to payroll account	103,244.02	
Other disbursements	190,521.55	
		<u>293,765.57</u>
BALANCE, END OF MONTH		<u>\$ 1,968,656.45</u>

## RECONCILIATION OF BALANCE:

Adirondack Trust Co. - NOW account		\$ 23,614.99
Saratoga National Bk.&Trust Co. - NOW account		1,000.00
Saratoga National Bk.&Trust Co.- Money Market Savings .10%		443,953.91
Saratoga National Bk.&Trust Co.- CD 04/19/23 Maturity 4.3%		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		\$ 87.55
Total as above		<u>\$ 1,968,656.45</u>

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

BALANCE, BEGINNING OF MONTH		\$ 2,699.10
TRANSFERS FROM GENERAL FUND		103,244.02
		<u>105,943.12</u>
DISBURSEMENTS DURING MONTH		103,694.05
BALANCE, END OF MONTH - Adirondack Trust checking		<u>\$ 2,249.07</u>
	Uncleared Transactions	\$ (159.70)
	Register Balance	<u>\$ 2,089.37</u>

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

BALANCE, BEGINNING OF MONTH		\$ 4,787.97
EMPLOYEE WITHHOLDINGS DEPOSITED		450.78
		<u>5,238.75</u>
EMPLOYEE EXPENDITURES REIMBURSED		504.99
BALANCE, END OF MONTH - Adirondack Trust checking		<u>\$ 4,733.76</u>

