

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

Budget Item	2023 Adopted Budget	2022		Monthly Expense	Cash Reimb.	Year to Date Expenses	Encumbr.	Variance to Amended Budget
		Encumber. & 2023 Amendments	2023 Budget					
<b>Personnel - Regular:</b>								
SALARIES	554,436.00		554,436.00	75,090.36	(66,331.80)	111,737.94		442,698.06
BENEFITS	380,048.00		380,048.00	29,117.03	(30,838.51)	58,679.57		321,368.43
<b>Maintenance &amp; Operation - Regular:</b>								
EQUIPMENT	10,000.00		10,000.00			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	1,867.49		1,831.69		(331.69)
SERIALS	600.00		600.00	27.14		159.12		440.88
SUPPLIES	7,000.00		7,000.00	413.29	(29.29)	992.66		6,007.34
TELEPHONE	9,400.00		9,400.00	988.05	(289.10)	2,423.50		6,976.50
POSTAGE	1,000.00		1,000.00	290.00		293.78		706.22
DELIVERY SERVICE	285,649.35		285,649.35	19,290.96		56,776.04		228,873.31
PUBLICITY & PRINTING	2,000.00		2,000.00			0.00		2,000.00
TRAVEL & CONT. ED.	25,000.00		25,000.00	2,028.73	(515.80)	1,539.02		23,460.98
PROFESSIONAL FEES	20,000.00		20,000.00	939.42	(474.90)	2,371.19		17,628.81
MEMBERSHIP DUES	8,000.00		8,000.00	85.00		3,033.00		4,967.00
OFFICE REPAIR&MAINT.	6,000.00		6,000.00	33.00		99.00		5,901.00
UTILITIES	17,000.00		17,000.00	3,567.64	(3,181.96)	3,533.86		13,466.14
BUILDING MAINTENANCE	25,000.00		25,000.00	2,664.00	(1,284.00)	7,077.02		17,922.98
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	5,960.30		15,982.81		85,517.19
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			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	229.20		709.20		5,290.80
PUB. LIB. SYSTEM AUTOMATION	73,118.70		73,118.70			0.00		73,118.70
TECHNOLOGY GRANT	99,116.30		99,116.30	19,140.66		33,739.87		65,376.43
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	590.00		18,090.00		(8,090.00)
AUTOMATION FEES	480,558.38		480,558.38	40,046.53		120,139.59		360,418.79
TOTAL	2,502,628.73	0.00	2,502,628.73	202,368.80	(102,945.36)	512,786.11	0.00	1,989,842.62
OPEN/CLOSE PETTY CASH			0.00					
MBR.LIBRARY CONTRIBUTION E-CONTENT			0.00		(16,287.47)	(21,648.22)		
MBR. LIBRARY PURCHASES FOR REIMB.			0.00		36,872.09	25,038.99		
	<b>2,502,628.73</b>	<b>0.00</b>	<b>2,502,628.73</b>	<b>202,368.80</b>	<b>(82,360.74)</b>	<b>516,176.88</b>	<b>0.00</b>	<b>1,989,842.62</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 March 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	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>0.00</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	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>0.00</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	35,000.00	35,000.00	66,500.00
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>35,000.00</b>	<b>35,000.00</b>	<b>67,659.00</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	15,295.40	87,370.79	393,187.59
Bank Interest	2,400.00		2,400.00	20.31	2,108.90	291.10
Other Income*	10,400.00		10,400.00	39,863.39	96,360.22	(85,960.22)
<b>Subtotal</b>	<b>728,553.73</b>		<b>728,553.73</b>	<b>55,179.10</b>	<b>185,839.91</b>	<b>542,713.82</b>
<b>TOTAL</b>	<b>2,502,628.73</b>	<b>-</b>	<b>2,502,628.73</b>	<b>90,179.10</b>	<b>240,723.91</b>	<b>2,261,904.82</b>

CASH - JANUARY 1, 2023	2,214,192.91
ACTUAL 2023 YTD INCOME	240,723.91
PETTY CASH ON HAND	87.55
ACTUAL 2023 YTD EXPENDITURES	(516,176.88)
CASH IN BANK - End of Month	<u>1,938,827.49</u>

* Other Income Includes		
	<u>This Month</u>	<u>YTD</u>
Prior year expense	39,833.39	39,833.39
Sale of Equipment		0.00
Misc.- copies, ins.dividend, etc.		0.00
Insurance -dividend		0.00
Fines	30.00	317.83
Grants		56,000.00
Donations		209.00
	<u>39,863.39</u>	<u>96,360.22</u>

**TREASURER'S REPORT**

March 31, 2023

**GENERAL FUND**

BALANCE, BEGINNING OF MONTH \$ 1,968,656.45

## RECEIPTS DURING MONTH

Saratoga County Aid	35,000.00	
Joint Automation Fees	15,295.40	
Interest	20.31	
Other income (fines, prior yr workers comp refund)	86.00	
Reimbursed salaries	66,331.80	
Reimbursed health insurance	15,533.88	
Reimbursed retirement	8,623.14	
Reimbursed FICA	5,038.60	
Reimbursed workers comp	600.00	
Reimbursed disability insurance	1,042.89	
Reimbused supplies - vendor credits	29.29	
Reimbursed telephone	289.10	
Reimbursed travel & voided 2022 check	515.80	
Reimbursed professional fees	474.90	
Reimbursed utilities	3,181.96	
Voided 2020 check for Bldg Maint & Repair	1,284.00	
Reimbursed member library e-content contributions (SALON)	16,287.47	
Reimbursed member library purchases	2,905.30	
		<u>172,539.84</u>
		2,141,196.29

## DISBURSEMENTS DURING MONTH

Transfer to payroll account	103,198.82	
Other disbursements	99,169.98	
		<u>202,368.80</u>

BALANCE, END OF MONTH \$ 1,938,827.49

## RECONCILIATION OF BALANCE:

Adirondack Trust Co. - NOW account	\$ 50,769.07
Saratoga National Bk.&Trust Co. - NOW account	1,000.00
Saratoga National Bk.&Trust Co.- Money Market Savings .10%	386,970.87
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>\$ 1,938,827.49</u>

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

BALANCE, BEGINNING OF MONTH \$ 2,249.07

TRANSFERS FROM GENERAL FUND 103,198.82

105,447.89

DISBURSEMENTS DURING MONTH 103,200.08

BALANCE, END OF MONTH - Adirondack Trust checking \$ 2,247.81

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

BALANCE, BEGINNING OF MONTH \$ 4,733.76

EMPLOYEE WITHHOLDINGS DEPOSITED 450.78

5,184.54

EMPLOYEE EXPENDITURES REIMBURSED 2,651.68BALANCE, END OF MONTH - Adirondack Trust checking \$ 2,532.86