

**SOUTHERN ADIRONDACK LIBRARY SYSTEM
MONTHLY BUDGET REPORT - MAY 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					
Personnel - Regular:								
SALARIES	554,436.00		554,436.00	112,773.34	(33,165.90)	233,385.34		321,050.66
BENEFITS	380,048.00		380,048.00	31,101.96	(11,880.71)	94,324.72		285,723.28
Maintenance & Operation - Regular:								
EQUIPMENT	10,000.00		10,000.00	37.98		71,247.52		(61,247.52)
BOOKS	6,000.00		6,000.00	33.84		33.84		5,966.16
MICROSOFTWARE	1,500.00		1,500.00	215.99		2,341.76		(841.76)
SERIALS	600.00		600.00	53.98		239.94		360.06
SUPPLIES	7,000.00		7,000.00	357.55	(36.00)	1,634.48		5,365.52
TELEPHONE	9,400.00		9,400.00	975.96	(143.91)	4,087.41		5,312.59
POSTAGE	1,000.00		1,000.00	400.00		672.78		327.22
DELIVERY SERVICE	285,649.35		285,649.35	32,198.26		109,221.40		176,427.95
PUBLICITY & PRINTING	2,000.00		2,000.00			0.00		2,000.00
TRAVEL & CONT. ED.	25,000.00		25,000.00	10,839.30	(2,670.00)	10,880.80		14,119.20
PROFESSIONAL FEES	20,000.00		20,000.00	10,152.87	(190.75)	13,105.43		6,894.57
MEMBERSHIP DUES	8,000.00		8,000.00	10.00		3,043.00		4,957.00
OFFICE REPAIR&MAINT.	6,000.00		6,000.00	33.00		210.00		5,790.00
UTILITIES	17,000.00		17,000.00	2,121.15	(1,190.90)	5,835.41		11,164.59
BUILDING MAINTENANCE	25,000.00		25,000.00	5,350.00		13,794.43		11,205.57
INSURANCE	12,000.00		12,000.00	9,637.50		9,637.50		2,362.50
AUTOMOTIVE	5,000.00		5,000.00	22.79		134.65		4,865.35
Grants to Member Libraries/Other, Designated:								
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	7,494.19		28,225.59		73,274.41
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	21.48		1,977.58		1,051.42
MARC RECORDS FOR CATALOG	6,000.00		6,000.00	163.20		1,098.00		4,902.00
PUB. LIB. SYSTEM AUTOMATION	73,118.70		73,118.70			0.00		73,118.70
TECHNOLOGY GRANT	99,116.30		99,116.30	1,000.00		46,091.03		53,025.27
LIB.SERVICES SEED CHALLENGE GRANT	-		0.00			0.00		0.00
FACILITIES UPGRADE CHALLENGE GRANT	50,000.00		50,000.00	50,001.00		50,001.00		(1.00)
CONTINUING ED FOR MEMBER LIBRARIES	10,000.00		10,000.00	294.14		30,804.14		(20,804.14)
AUTOMATION FEES	480,558.38		480,558.38	40,046.53		200,232.65		280,325.73
TOTAL	2,502,628.73	0.00	2,502,628.73	315,336.01	(49,278.17)	932,560.15	0.00	1,570,068.58
OPEN/CLOSE PETTY CASH			0.00					
MBR.LIBRARY CONTRIBUTION E-CONTENT			0.00		(459.93)	(23,784.41)		
MBR. LIBRARY PURCHASES FOR REIMB.			0.00	23,725.87	(3,986.10)	45,564.68		
	2,502,628.73	0.00	2,502,628.73	339,061.88	(53,724.20)	954,340.42	0.00	1,570,068.58

SOUTHERN ADIRONDACK LIBRARY SYSTEM - GENERAL FUND INCOME STATEMENT

	<u>Adopted 2023 Budget</u>	<u>Amend- ments</u>	<u>Amended 2023 Budget</u>	<u>Received May 2023</u>	<u>Received YTD</u>	<u>Variance to Budget</u>
Income, General Fund						
State Aid Undesignated:						
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
Subtotal	1,292,715.30		1,292,715.30	0.00	8,814.00	1,283,901.30
State Aid, Designated:						
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
Federal Aid				17,000.00	17,000.00	(17,000.00)
Subtotal	378,700.70		378,700.70	17,000.00	28,070.00	367,630.70
Other Designated Aid:						
Co. Aid to Member Libraries	101,500.00		101,500.00		35,000.00	66,500.00
County Youth and SCAC	1,159.00		1,159.00		0.00	1,159.00
Subtotal	102,659.00		102,659.00	0.00	35,000.00	67,659.00
Other Income:						
From General Reserve	235,195.35		235,195.35		0.00	235,195.35
Automation Fees	480,558.38		480,558.38	33,471.40	184,368.37	296,190.01
Bank Interest	2,400.00		2,400.00	12.47	17,672.77	(15,272.77)
Other Income*	10,400.00		10,400.00	-	102,905.41	(92,505.41)
Subtotal	728,553.73		728,553.73	33,483.87	304,946.55	423,607.18
TOTAL	2,502,628.73	-	2,502,628.73	50,483.87	376,830.55	2,142,798.18

CASH - JANUARY 1, 2023	2,214,192.91
ACTUAL 2023 YTD INCOME	376,830.55
PETTY CASH ON HAND	87.55
ACTUAL 2023 YTD EXPENDITURES	(954,340.42)
CASH IN BANK - End of Month	<u>1,636,770.59</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		328.33
Grants		56,000.00
Donations		1,209.00
	<u>-</u>	<u>99,251.33</u>

TREASURER'S REPORT

May 31, 2023

GENERAL FUND

BALANCE, BEGINNING OF MONTH \$ 1,871,624.40

RECEIPTS DURING MONTH

Joint Automation Fees	33,471.40	
Interest	12.47	
Federal Aid (ARPA via CDLC)	17,000.00	
Reimbursed salaries	33,165.90	
Reimbursed health insurance	5,030.34	
Reimbursed other employee benefits (FSA admin)	19.50	
Reimbursed retirement	4,311.57	
Reimbursed FICA	2,519.30	
Reimbursed supplies - vendor credits	36.00	
Reimbursed telephone	143.91	
Reimbursed travel (Annual meeting registrations)	2,670.00	
Reimbursed professional fees	190.75	
Reimbursed utilities	1,190.90	
Reimbursed member library e-content contributions (SALON)	459.93	
Reimbursed member library purchases	3,986.10	
		<u>104,208.07</u>
		1,975,832.47

DISBURSEMENTS DURING MONTH

Transfer to payroll account	143,695.66	
Other disbursements	195,366.22	
		<u>339,061.88</u>

BALANCE, END OF MONTH \$ 1,636,770.59

RECONCILIATION OF BALANCE:

Adirondack Trust Co. - NOW account	\$ 4,154.82
Saratoga National Bk.&Trust Co. - NOW account	1,000.00
Saratoga National Bk.&Trust Co.- Money Market Savings .10%	115,993.75
Saratoga National Bk.&Trust Co.- CD 06/19/23 Maturity 4.2%	505,301.60
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>\$ 1,636,770.59</u>

TRUST & AGENCY FUND (Payroll account)

BALANCE, BEGINNING OF MONTH \$ 2,302.97

TRANSFERS FROM GENERAL FUND 143,695.66

145,998.63

DISBURSEMENTS DURING MONTH 103,616.78BALANCE, END OF MONTH - Adirondack Trust checking \$ 42,381.85

Uncleared transactions \$ (159.70)

QB Reg Balance \$ 42,222.15

TRUST & AGENCY FUND (Employee benefit plan)

BALANCE, BEGINNING OF MONTH \$ 2,787.07

EMPLOYEE WITHHOLDINGS DEPOSITED 676.17

3,463.24

EMPLOYEE EXPENDITURES REIMBURSED 191.80BALANCE, END OF MONTH - Adirondack Trust checking \$ 3,271.44