

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

<u>Budget Item</u>	<u>2022 Adopted Budget</u>	<u>2021 Encumb &amp; 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>
<b>Personnel - Regular:</b>								
SALARIES	519,844	11,806.00 ^	531,650.00	106,876.90	(31,586.56)	484,020.31		47,629.69
BENEFITS	340,518	(1,793.00) ^	338,725.00	141,078.46	(10,609.76)	279,027.61		59,697.39
<b>Maintenance &amp; Operation - Regular:</b>								
EQUIPMENT	10,000.00		10,000.00	64.98		3,724.52		6,275.48
BOOKS	6,000.00		6,000.00	62.16		2,329.90		3,670.10
MICROSOFTWARE	1,500.00		1,500.00			2,136.09		(636.09)
SERIALS	600.00		600.00	39.98		318.89		281.11
SUPPLIES	7,000.00		7,000.00	239.21	(6.00)	4,686.75		2,313.25
TELEPHONE	8,400.00		8,400.00	923.73	(147.73)	8,419.18		(19.18)
POSTAGE	1,000.00		1,000.00			1,167.94		(167.94)
DELIVERY SERVICE	227,936.00	8,452.00 ^	236,388.00	30,093.76		221,011.79		15,376.21
PUBLICITY & PRINTING	2,000.00		2,000.00			0.00		2,000.00
TRAVEL & CONT. ED.	25,000.00		25,000.00	1,457.53		11,202.24		13,797.76
PROFESSIONAL FEES	20,000.00		20,000.00	976.29	(190.75)	16,748.64		3,251.36
MEMBERSHIP DUES	8,000.00		8,000.00	1,750.00		9,826.85		(1,826.85)
OFFICE REPAIR & MAINT.	6,000.00		6,000.00	78.00		1,276.74		4,723.26
UTILITIES	15,000.00		15,000.00	4,378.33	(1,037.55)	17,640.12		(2,640.12)
BUILDING MAINTENANCE	25,000.00		25,000.00	3,982.47		21,913.31		3,086.69
INSURANCE	12,000.00		12,000.00	119.00		9,539.03		2,460.97
AUTOMOTIVE	5,000.00		5,000.00	20.25		1,612.30		3,387.70
DEBT INTEREST	-		0.00			43.69		(43.69)
<b>Grants to Member Libraries/Other, Designated:</b>								
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)	(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	1,120.00		2,279.00		(2,279.00)
NYS COORDINATED OUTREACH GRANT	12,900.00		12,900.00	1,230.05		7,088.44		5,811.56
NYS LOVE YOUR LIBRARY GRANT	0.00		0.00			3,432.60		(3,432.60)
NYS GRANT-IN-AID *	-		0.00			80,000.00		(80,000.00)
MAT'LS.-CORR.FACILITIES	10,676.00		10,676.00	2,928.32		8,649.72		2,026.28
MAT'LS.-CO. JAILS	2,748.00		2,748.00	1,458.91		1,604.47		1,143.53
MARC RECORDS FOR CATALOG	8,000.00		8,000.00	286.80		3,130.80		4,869.20
PUB. LIB. SYSTEM AUTOMATION	70,488.00		70,488.00			73,118.00		(2,630.00)
TECHNOLOGY GRANT	91,463.00		91,463.00	5,904.06		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	125.00		3,008.26		6,991.74
AUTOMATION FEES	483,718.00	(38,698.00) **	445,020.00	37,085.02		407,935.22		37,084.78
TOTAL	<u>2,341,621.00</u>	<u>(27,233.00)</u>	<u>2,314,388.00</u>	<u>342,279.21</u>	<u>(49,065.71)</u>	<u>2,216,910.59</u>	<u>0.00</u>	<u>97,477.41</u>
OPEN/CLOSE PETTY CASH			0.00					
MBR.LIBRARY CONTRIBUTION E-CONTENT			0.00			(10,065.33)		
MBR. LIBRARY PURCHASES FOR REIMB.			0.00	6,930.51	(7,619.60)	(11,258.14)		
	<u>2,341,621.00</u>	<u>(27,233.00)</u>	<u>2,314,388.00</u>	<u>349,209.72</u>	<u>(56,685.31)</u>	<u>2,195,587.12</u>	<u>0.00</u>	<u>97,477.41</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 November 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	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 Reimbursal	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
<b>Subtotal</b>	<b>1,204,832.00</b>		<b>1,292,715.00</b>	<b>0.00</b>	<b>1,292,087.30</b>	<b>627.70</b>
<b>State Aid, Designated:</b>						
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	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	
<b>Subtotal</b>	<b>369,142.00</b>		<b>462,947.00</b>	<b>50,000.00</b>	<b>433,392.70</b>	<b>29,554.30</b>
<b>Other Designated Aid:</b>						
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		1,159.00	0.00
<b>Subtotal</b>	<b>88,500.00</b>		<b>82,659.00</b>	<b>0.00</b>	<b>82,659.00</b>	<b>0.00</b>
<b>Other Income:</b>						
Automation Fees	483,718.00	(38,698.00) **	445,020.00	35,787.17	465,583.67	(20,563.67)
From General Reserves	182,628.00	(164,381.00) **	18,247.00		18,247.00	
Bank Interest	2,400.00		2,400.00	127.98	957.13	1,442.87
Other Income*	10,400.00		10,400.00		7,745.70	2,654.30
<b>Subtotal</b>	<b>679,146.00</b>		<b>476,067.00</b>	<b>35,915.15</b>	<b>474,286.50</b>	<b>1,780.50</b>
<b>TOTAL</b>	<b>2,341,620.00</b>	<b>(27,232.00)</b>	<b>2,314,388.00</b>	<b>85,915.15</b>	<b>2,282,425.50</b>	<b>31,962.50</b>

CASH - JANUARY 1, 2022	2,284,844.14
ACTUAL 2022 YTD INCOME	2,282,425.50
PETTY CASH ON HAND	
ACTUAL 2022 YTD EXPENDITURES	(2,195,587.12)
CASH IN BANK - End of Month	<u>2,371,682.52</u>

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

\*\*Amendment approved 9/20/2022

* 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		349.67
Grants		0.00
Donations		951.00
	<u>-</u>	<u>7,745.70</u>

**TREASURER'S REPORT**

November 31, 2022

**GENERAL FUND**

BALANCE, BEGINNING OF MONTH

\$ 2,578,291.78

RECEIPTS DURING MONTH

Automation fees	35,787.17
Interest	127.98
State Aid - Grant-in-Aid	50,000.00
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 supplies - W.B. Mason water credit memos	6.00
Reimbursed internet/telephone	147.73
Reimbursed professional fees	190.75
Reimbursed utilities	1,037.55
Reclassified expense C. Book Aid to Technology Grant	5,487.36
Reimbursed member library purchases	7,619.60

142,600.462,720,892.24

DISBURSEMENTS DURING MONTH

Transfer to payroll account	134,498.72
Other disbursements	214,711.00

349,209.72

BALANCE, END OF MONTH

\$ 2,371,682.52

RECONCILIATION OF BALANCE:

Adirondack Trust Co. - NOW account	54,842.42
Saratoga National Bk.&Trust Co. - NOW account	1,000.00
Saratoga National Bk.&Trust Co.- Money Market Savings .10%	\$ 815,840.10
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
Total as above	<u><u>\$ 2,371,682.52</u></u>

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

BALANCE, BEGINNING OF MONTH

\$ 2,459.46

TRANSFERS FROM GENERAL FUND

134,498.72

136,958.18

DISBURSEMENTS DURING MONTH

96,857.12

BALANCE, END OF MONTH - Adirondack Trust checking

\$ 40,101.06**TRUST & AGENCY FUND (Employee benefit plan)**

BALANCE, BEGINNING OF MONTH

\$ 4,544.85

EMPLOYEE WITHHOLDINGS DEPOSITED

522.69

5,067.54

EMPLOYEE EXPENDITURES REIMBURSED

396.58

BALANCE, END OF MONTH - Adirondack Trust checking

\$ 4,670.96