

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

Budget Item	2021 Encumb & 2022		2022 Budget	Monthly Expense	Cash Reimb.	Year to Date Expenses	Encumbr.	Variance to Amended Budget
	2022 Adopted Budget	Amendments						
Personnel - Regular:								
SALARIES	519,844	11,806.00 ^	531,650.00	71,724.60	(31,586.56)	408,729.97		122,920.03
BENEFITS	340,518	(1,793.00) ^	338,725.00	25,292.84	(10,609.76)	148,558.91		190,166.09
Maintenance & Operation - Regular:								
EQUIPMENT	10,000.00		10,000.00			3,659.54		6,340.46
BOOKS	6,000.00		6,000.00			2,267.74		3,732.26
MICROSOFTWARE	1,500.00		1,500.00			2,136.09		(636.09)
SERIALS	600.00		600.00			278.91		321.09
SUPPLIES	7,000.00		7,000.00	246.59	(6.00)	4,453.54		2,546.46
TELEPHONE	8,400.00		8,400.00	927.80	(146.57)	7,643.18		756.82
POSTAGE	1,000.00		1,000.00			1,167.94		(167.94)
DELIVERY SERVICE	227,936.00	8,452.00 ^	236,388.00	20,433.86		190,918.03		45,469.97
PUBLICITY & PRINTING	2,000.00		2,000.00			0.00		2,000.00
TRAVEL & CONT. ED.	25,000.00		25,000.00	1,803.38		9,744.71		15,255.29
PROFESSIONAL FEES	20,000.00		20,000.00	960.67	(191.60)	15,963.10		4,036.90
MEMBERSHIP DUES	8,000.00		8,000.00			8,076.85		(76.85)
OFFICE REPAIR & MAINT.	6,000.00		6,000.00	72.50		1,198.74		4,801.26
UTILITIES	15,000.00		15,000.00	2,594.80	(1,287.07)	14,299.34		700.66
BUILDING MAINTENANCE	25,000.00		25,000.00	223.50		17,930.84		7,069.16
INSURANCE	12,000.00		12,000.00		(5,318.53)	9,420.03		2,579.97
AUTOMOTIVE	5,000.00		5,000.00	23.60		1,592.05		3,407.95
DEBT INTEREST	-		0.00			43.69		(43.69)
Grants to Member Libraries/Other, Designated:								
CASH GRANT - CLD AID	104,190.00		104,190.00			186,274.36		(82,084.36)
CBA BOOKS	65,881.00		65,881.00			0.00		65,881.00
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			1,159.00		(1,159.00)
NYS COORDINATED OUTREACH GRANT	12,900.00		12,900.00			5,858.39		7,041.61
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	100.17		5,721.40		4,954.60
MAT'LS.-CO. JAILS	2,748.00		2,748.00			145.56		2,602.44
MARC RECORDS FOR CATALOG	8,000.00		8,000.00	219.60		2,844.00		5,156.00
PUB. LIB. SYSTEM AUTOMATION	70,488.00		70,488.00	73,118.00		73,118.00		(2,630.00)
TECHNOLOGY GRANT	91,463.00		91,463.00	73,975.00		88,218.13		3,244.87
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	183.26		2,883.26		7,116.74
AUTOMATION FEES	483,718.00	(38,698.00) **	445,020.00	37,085.02		370,850.20		74,169.80
TOTAL	2,341,621.00	(27,233.00)	2,314,388.00	308,985.19	(49,146.09)	1,923,697.09	0.00	390,690.91
OPEN/CLOSE PETTY CASH			0.00					
MBR.LIBRARY CONTRIBUTION E-CONTENT			0.00			(10,065.33)		
MBR. LIBRARY PURCHASES FOR REIMB.			0.00	8,230.85	(11,749.63)	(10,569.05)		
	<u>2,341,621.00</u>	<u>(27,233.00)</u>	<u>2,314,388.00</u>	<u>317,216.04</u>	<u>(60,895.72)</u>	<u>1,903,062.71</u>	<u>0.00</u>	<u>390,690.91</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

Income, General Fund	Adopted 2022	Amend-	Amended 2022	Received	Received YTD	Variance to
State Aid Undesignated:	Budget	ments	Budget	October 2022	Received YTD	Budget
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
Subtotal	1,204,832.00		1,292,715.00	0.00	1,292,087.30	627.70
State Aid, Designated:						
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		0.00	80,000.00
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	
Subtotal	369,142.00		462,947.00	0.00	383,392.70	79,554.30
Other Designated Aid:						
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
Subtotal	88,500.00		82,659.00	0.00	82,659.00	0.00
Other Income:						
Automation Fees	483,718.00	(38,698.00)	** 445,020.00	39,014.29	429,796.50	15,223.50
From General Reserves	182,628.00	(164,381.00)	** 18,247.00			18,247.00
Bank Interest	2,400.00		2,400.00	4.15	829.15	1,570.85
Other Income*	10,400.00		10,400.00	600.00	7,745.70	2,654.30
Subtotal	679,146.00		476,067.00	39,618.44	438,371.35	37,695.65
TOTAL	2,341,620.00	(27,232.00)	2,314,388.00	39,618.44	2,196,510.35	117,877.65

CASH - JANUARY 1, 2022	2,284,844.14
ACTUAL 2022 YTD INCOME	2,196,510.35
PETTY CASH ON HAND	
ACTUAL 2022 YTD EXPENDITURES	(1,903,062.71)
CASH IN BANK - End of Month	2,578,291.78

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

**Amendment approved 9/20/2022

* Other Income Includes		
	This Month	YTD
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	600.00	951.00
	<u>600.00</u>	<u>7,745.70</u>

TREASURER'S REPORT

October 31, 2022

GENERAL FUND

BALANCE, BEGINNING OF MONTH \$ 2,794,993.66

RECEIPTS DURING MONTH

Automation fees	39,014.29	
Interest	4.15	
Donation	600.00	
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	146.57	
Reimbursed professional fees	191.60	
Reimbursed utilities	1,287.07	
Reimbursed insurance/Insurance refund	5,318.53	
Reimbursed member library purchases	11,749.63	
		<u>100,514.16</u>
		2,895,507.82

DISBURSEMENTS DURING MONTH

Transfer to payroll account	96,712.80	
Other disbursements	220,503.24	317,216.04
		<u>317,216.04</u>

BALANCE, END OF MONTH

\$ 2,578,291.78

RECONCILIATION OF BALANCE:

Adirondack Trust Co. - NOW account	24,576.48
Saratoga National Bk.&Trust Co. - NOW account	33,000.00
Saratoga National Bk.&Trust Co.- Money Market Savings .10%	\$ 1,020,715.30
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>\$ 2,578,291.78</u>

TRUST & AGENCY FUND (Payroll account)

BALANCE, BEGINNING OF MONTH \$ 2,460.96

TRANSFERS FROM GENERAL FUND 96,712.80

99,173.76

DISBURSEMENTS DURING MONTH

96,714.30BALANCE, END OF MONTH - Adirondack Trust checking \$ 2,459.46**TRUST & AGENCY FUND (Employee benefit plan)**

BALANCE, BEGINNING OF MONTH \$ 4,490.41

EMPLOYEE WITHHOLDINGS DEPOSITED 348.46

4,838.87

EMPLOYEE EXPENDITURES REIMBURSED

294.02BALANCE, END OF MONTH - Adirondack Trust checking \$ 4,544.85