

MEMO

To: White Plains Library Board of Trustees
From: Bill Deierlein, Business Manager
Subject: Monthly Budget Report
Date: September 4, 2012

The Budget Report as of September 4, 2012 is attached. All monthly revenues and expenditures are normal with the exception of the following:

Electricity (3.601) is lower than usual due to credit for estimated bills. Several previous bills were estimated during the relocation of the electrical room.

FOR 2013 02

| | ORIGINAL APPROP | REVISED BUDGET | YTD EXPENDED | MTD EXPENDED | ENCUMBRANCES | AVAILABLE BUDGET | PCT USED |
|-----------------------------------|-----------------|----------------|--------------|--------------|--------------|------------------|----------|
| 201 LIBRARY FUND | | | | | | | |
| 1. SALARIES & WAGES | | | | | | | |
| 1.100 APPTD OFFICIALS SALARIES | 143,820 | 143,820 | 24,891.93 | 16,594.62 | .00 | 118,928.07 | 17.3% |
| 1.150 MANAGERIAL SALARIES | 187,494 | 187,494 | 32,470.08 | 21,633.90 | .00 | 155,023.92 | 17.3% |
| 1.151 M/C ATTENDANCE BONUS | 0 | 0 | 121.04 | .00 | .00 | -121.04 | 100.0% |
| 1.153 M/C ATTENDANCE BONUS | 600 | 600 | .00 | .00 | .00 | 600.00 | .0% |
| 1.200 CSEA SALARIES AND WAGES | 2,222,852 | 2,211,734 | 394,652.73 | 264,143.50 | .00 | 1,817,081.27 | 17.8% |
| 1.201 CSEA OVERTIME | 41,000 | 41,000 | 2,303.35 | 2,098.14 | .00 | 38,696.65 | 5.6% |
| 1.203 CSEA ATTENDANCE BONUS | 10,000 | 10,000 | .00 | .00 | .00 | 10,000.00 | .0% |
| 1.800 PART-TIME/HOURLY WAGES | 195,000 | 195,000 | 21,063.44 | 18,069.75 | .00 | 173,936.56 | 10.8% |
| TOTAL SALARIES & WAGES | 2,800,766 | 2,789,648 | 475,502.57 | 322,539.91 | .00 | 2,314,145.43 | 17.0% |
| 2. EMPLOYEE BENEFITS | | | | | | | |
| 2.001 SOCIAL SECURITY | 212,635 | 211,785 | 35,973.22 | 24,437.01 | .00 | 175,811.78 | 17.0% |
| 2.020 MTA PAYROLL TAX | 9,535 | 9,499 | 1,598.80 | 1,086.09 | .00 | 7,900.20 | 16.8% |
| 2.101 NYS EMPLOYEE PENSION | 483,377 | 481,264 | 84,654.03 | 56,536.80 | .00 | 396,609.97 | 17.6% |
| 2.201 EMPLOYEE ACTIVE HEALTH INS | 459,521 | 452,108 | 74,638.88 | 37,319.44 | .00 | 377,469.12 | 16.5% |
| 2.202 RETIREEES HEALTH INSURANCE | 181,000 | 181,000 | 17,034.74 | .00 | .00 | 163,965.26 | 9.4% |
| 2.203 RETIREEES HEALTH INS BUYOUT | 1,650 | 1,650 | .00 | .00 | .00 | 1,650.00 | .0% |
| 2.204 NYS HEALTH INS ADMIN CHRG | 1,375 | 1,375 | .00 | .00 | .00 | 1,375.00 | .0% |
| 2.205 RETIREEES MEDICARE PAYMENT | 49,500 | 49,500 | .00 | .00 | .00 | 49,500.00 | .0% |
| 2.206 ACTIVE HEALTH INS BUYOUT | 29,883 | 29,883 | .00 | .00 | .00 | 29,883.00 | .0% |
| 2.301 DENTAL INSURANCE PLAN | 41,615 | 40,624 | 6,938.40 | 3,469.20 | .00 | 33,685.60 | 17.1% |
| 2.407 OPTICAL INSURANCE | 11,865 | 11,582 | 1,978.20 | 989.10 | .00 | 9,603.80 | 17.1% |
| 2.501 GROUP LIFE INS-MANAGEMENT | 2,659 | 2,659 | 235.44 | .00 | .00 | 2,423.56 | 8.9% |
| 2.601 MEMBERSHIPS-FEES-DUES | 141 | 141 | .00 | .00 | .00 | 141.00 | .0% |
| 2.602 EDUCATION-TRAINING FEES | 1,150 | 1,150 | .00 | .00 | .00 | 1,150.00 | .0% |
| 2.603 TRAVEL AND TRANSPORTATION | 1,000 | 1,000 | .00 | .00 | .00 | 1,000.00 | .0% |
| 2.703 UNIFORMS | 350 | 350 | 104.22 | .00 | .00 | 245.78 | 29.8% |
| 2.905 EMPLOYEE ASSISTANCE PROG. | 1,225 | 1,225 | 612.50 | .00 | .00 | 612.50 | 50.0% |
| TOTAL EMPLOYEE BENEFITS | 1,488,481 | 1,476,795 | 223,768.43 | 123,837.64 | .00 | 1,253,026.57 | 15.2% |

3. MATERIALS & SUPPLIES

FOR 2013 02

| | ORIGINAL APPROP | REVISED BUDGET | YTD EXPENDED | MTD EXPENDED | ENCUMBRANCES | AVAILABLE BUDGET | PCT USED |
|----------------------------------|-----------------|----------------|--------------|--------------|--------------|------------------|----------|
| 3.001 OFFICE SUPPLIES | 8,000 | 8,000 | 333.49 | 204.96 | .00 | 7,666.51 | 4.2% |
| 3.003 PRINTING | 6,000 | 6,000 | .00 | .00 | .00 | 6,000.00 | .0% |
| 3.004 POSTAGE | 4,000 | 4,000 | .00 | .00 | .00 | 4,000.00 | .0% |
| 3.005 BOOKS-PAMPHLETS-MOVIES | 259,000 | 259,000 | 22,796.62 | 21,991.62 | .00 | 236,203.38 | 8.8% |
| 3.006 SUBSCRIPTIONS-PERIODICALS | 14,238 | 14,238 | 427.90 | 427.90 | .00 | 13,810.10 | 3.0% |
| 3.009 BOOKBINDING | 500 | 500 | .00 | .00 | .00 | 500.00 | .0% |
| 3.010 NON-BOOK MATERIALS | 45,000 | 45,000 | 10,472.33 | 10,472.33 | .00 | 34,527.67 | 23.3% |
| 3.011 PROGRAM SUPPLIES | 2,500 | 2,500 | 466.50 | 376.35 | .00 | 2,033.50 | 18.7% |
| 3.012 OFFICE EQUIPMENT MAINT | 1,000 | 1,000 | .00 | .00 | .00 | 1,000.00 | .0% |
| 3.014 LIBRARY SUPPLIES | 10,000 | 10,000 | 1,778.65 | 1,778.65 | .00 | 6,525.35 | 34.7% |
| 3.016 REPLACEMENT MATERIALS | 3,000 | 3,000 | .00 | .00 | .00 | 3,000.00 | .0% |
| 3.022 PC SOFTWARE | 500 | 500 | 1,180.00 | 1,180.00 | .00 | -680.00 | 236.0% |
| 3.301 BLDNG/FCLTY REPAIRS | 12,000 | 12,000 | 639.00 | 639.00 | .00 | 10,861.00 | 9.5% |
| 3.302 BULD./FAC. EMERGENCY REPRS | 3,325 | 3,325 | .00 | .00 | .00 | 3,325.00 | .0% |
| 3.306 MAINTENANCE SUPPLIES | 15,000 | 15,000 | 2,729.90 | 2,267.96 | .00 | 11,930.10 | 20.5% |
| 3.601 ELECTRICITY | 392,721 | 392,721 | 1,166.71 | 8,466.71 | 340.00 | 391,554.29 | 3.3% |
| 3.602 TELEPHONE | 4,500 | 4,500 | 308.32 | 308.32 | .00 | 4,191.68 | 6.9% |
| 3.603 GAS | 87,290 | 87,290 | .00 | .00 | .00 | 87,290.00 | .0% |
| 3.604 WATER | 4,000 | 4,000 | .00 | .00 | .00 | 4,000.00 | .0% |
| 3.703 EQUIPMENT RENTAL | 2,625 | 2,625 | 53.44 | 53.44 | .00 | 2,571.56 | 2.0% |
| 3.704 COPIER RENTAL | 10,190 | 10,190 | 849.00 | 849.00 | .00 | 9,341.00 | 8.3% |
| TOTAL MATERIALS & SUPPLIES | 885,389 | 885,389 | 43,201.86 | 49,016.24 | 2,536.00 | 839,651.14 | 5.2% |
| 4. DIRECT COSTS | | | | | | | |
| 4.005 FINANCIAL/ AUDITING COSTS | 4,018 | 4,018 | .00 | .00 | .00 | 4,018.00 | .0% |
| 4.015 SERVICE CONTRACTS | 141,018 | 141,018 | 46,280.27 | 38,608.17 | .00 | 42,397.73 | 69.9% |
| 4.016 SECURITY GUARDS | 106,402 | 106,402 | 11,831.49 | 8,135.93 | .00 | 94,570.51 | 11.1% |
| 4.023 PROGRAM SERVICES | 31,500 | 31,500 | 3,427.00 | 3,411.00 | .00 | 28,073.00 | 10.9% |
| 4.058 ON LINE SUBSCRIPTION SRVC | 27,451 | 27,451 | 11,050.05 | 10,501.15 | .00 | 16,400.95 | 40.3% |
| 4.602 SIF CONTRIBUTION | 44,766 | 44,766 | .00 | .00 | .00 | 44,766.00 | .0% |
| 4.709 LIBRARY PRGM ACTIVITIES | 5,000 | 5,000 | .00 | .00 | .00 | 5,000.00 | .0% |
| TOTAL DIRECT COSTS | 360,155 | 360,155 | 72,588.81 | 60,656.25 | 52,340.00 | 235,226.19 | 34.7% |
| 9. OTHER FINANCIAL USES | | | | | | | |
| 9.302 TO DSF-LIBRARY FUND CONTR | 355,535 | 355,535 | 583.70 | .00 | .00 | 354,951.30 | .2% |
| 9.990 RESERVE FOR FINANCING | 0 | 61,676 | .00 | .00 | .00 | 61,676.00 | .0% |
| TOTAL OTHER FINANCIAL USES | 355,535 | 417,211 | 583.70 | .00 | .00 | 416,627.30 | .1% |

FOR 2013 02

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|--------------------|--------------------|-------------------|--------------|--------------|--------------|---------------------|-------------|
| TOTAL LIBRARY FUND | 5,890,326 | 5,929,198 | 815,645.37 | 556,050.04 | 54,876.00 | 5,058,676.63 | 14.7% |
| GRAND TOTAL | 5,890,326 | 5,929,198 | 815,645.37 | 556,050.04 | 54,876.00 | 5,058,676.63 | 14.7% |

** END OF REPORT - Generated by Bill Deierlein **

FOR 2013 02

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|------------------------------------|-----------------|----------------|--------------|--------------|--------------|------------------|----------|
| ----- | | | | | | | |
| 201 LIBRARY FUND | | | | | | | |
| ----- | | | | | | | |
| 02 INTERGOVERNMENTAL | | | | | | | |
| ----- | | | | | | | |
| 02269 LIBRARY-OTHER LIBRARIES | -14,824 | -14,824 | .00 | .00 | .00 | -14,824.00 | .0% |
| TOTAL INTERGOVERNMENTAL | -14,824 | -14,824 | .00 | .00 | .00 | -14,824.00 | .0% |
| ----- | | | | | | | |
| 03 CHARGES FOR SERVICES | | | | | | | |
| ----- | | | | | | | |
| 03649 MISCELLANEOUS REIMBURSEMENTS | -1,971 | -1,971 | .00 | .00 | .00 | -1,971.00 | .0% |
| 03650 REPLACEMENT MATERIAL FEE | -3,032 | -3,032 | -688.95 | -186.92 | .00 | -2,343.05 | 22.7% |
| TOTAL CHARGES FOR SERVICES | -5,003 | -5,003 | -688.95 | -186.92 | .00 | -4,314.05 | 13.8% |
| ----- | | | | | | | |
| 06 MISCELLANEOUS | | | | | | | |
| ----- | | | | | | | |
| 06651 LIBRARY FINES | -100,000 | -100,000 | -12,273.88 | -5,935.48 | .00 | -87,726.12 | 12.3% |
| 06695 RENTAL LIBRARY SPACE | -4,500 | -4,500 | -395.00 | -395.00 | .00 | -4,105.00 | 8.8% |
| 06697 COMMISSION COIN MACHINE | -15,000 | -15,000 | -2,181.95 | -691.65 | .00 | -12,818.05 | 14.5% |
| 06699 OTHER | -4,500 | -4,500 | -1,010.15 | -543.76 | .00 | -3,489.85 | 22.4% |
| 06700 MEDICARE PART D REIMB | -15,250 | -15,250 | .00 | .00 | .00 | -15,250.00 | .0% |
| TOTAL MISCELLANEOUS | -139,250 | -139,250 | -15,860.98 | -7,565.89 | .00 | -123,389.02 | 11.4% |
| ----- | | | | | | | |
| 09 OPERATING TRANSFERS | | | | | | | |
| ----- | | | | | | | |
| 09910 GENERAL FUND CONTRIBUTION | -5,701,249 | -5,740,121 | -400,583.70 | -400,000.00 | .00 | -5,339,537.30 | 7.0% |
| TOTAL OPERATING TRANSFERS | -5,701,249 | -5,740,121 | -400,583.70 | -400,000.00 | .00 | -5,339,537.30 | 7.0% |
| ----- | | | | | | | |
| 0A APPROP FUND BALANCE | | | | | | | |
| ----- | | | | | | | |
| 09999 APPROPRIATED FUND BALANCE | -30,000 | -30,000 | .00 | .00 | .00 | -30,000.00 | .0% |
| TOTAL APPROP FUND BALANCE | -30,000 | -30,000 | .00 | .00 | .00 | -30,000.00 | .0% |

FOR 2013 02

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|--------------------|--------------------|-------------------|--------------|--------------|--------------|---------------------|-------------|
| TOTAL LIBRARY FUND | -5,890,326 | -5,929,198 | -417,133.63 | -407,752.81 | .00 | -5,512,064.37 | 7.0% |
| GRAND TOTAL | -5,890,326 | -5,929,198 | -417,133.63 | -407,752.81 | .00 | -5,512,064.37 | 7.0% |

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