

MEMO

To: White Plains Library Board of Trustees
From: Bill Deierlein, Business Manager
Subject: Monthly Budget Report
Date: December 5, 2012

The Budget Report as of December 5, 2012 is attached. All monthly revenues and expenditures are normal.

There is an encumbrance under 3.301 (Building/Facility Repairs) to note. This encumbrance is for HVAC design work related to the first floor renovation plans.

FOR 2013 05

	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	58,081.16	11,063.07	.00	85,738.84	40.4%
1.150 MANAGERIAL SALARIES	187,494	187,494	75,737.90	14,422.60	.00	111,756.10	40.4%
1.151 MANAGERIAL OVERTIME	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	2,171,837	898,266.40	165,006.65	.00	1,273,570.60	41.4%
1.201 CSEA OVERTIME	41,000	41,000	16,026.09	7,314.26	.00	24,973.91	39.1%
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	62,664.76	14,921.06	.00	132,335.24	32.1%
TOTAL SALARIES & WAGES	2,800,766	2,749,751	1,110,897.35	212,727.64	.00	1,638,853.65	40.4%
2. EMPLOYEE BENEFITS							
2.001 SOCIAL SECURITY	212,635	208,733	82,828.52	15,424.14	.00	125,904.48	39.7%
2.020 MTA PAYROLL TAX	9,535	9,363	3,736.04	715.50	.00	5,626.96	39.9%
2.101 NYS EMPLOYEE PENSION	483,377	478,584	196,587.03	37,800.76	.00	281,996.97	41.1%
2.201 EMPLOYEE ACTIVE HEALTH INS	459,521	445,437	183,033.40	35,893.92	.00	262,403.60	41.1%
2.202 RETIREES HEALTH INSURANCE	181,000	181,000	87,809.75	18,274.70	.00	93,190.25	48.5%
2.203 RETIREES HEALTH INS BUYOUT	1,650	1,650	.00	.00	.00	1,650.00	.0%
2.204 NYS HEALTH INS ADMN CHRG	1,375	1,375	.00	.00	.00	1,375.00	.0%
2.205 RETIREES MEDICARE PAYMENT	49,500	49,500	10,489.50	.00	.00	39,010.50	21.2%
2.206 ACTIVE HEALTH INS BUYOUT	29,883	29,883	.00	.00	.00	29,883.00	.0%
2.301 DENTAL INSURANCE PLAN	41,615	39,732	16,850.40	3,270.96	.00	22,881.60	42.4%
2.407 OPTICAL INSURANCE	11,865	11,328	4,804.20	932.58	.00	6,523.80	42.4%
2.501 GROUP LIFE INS-MANAGEMENT	2,659	2,659	1,177.20	235.44	.00	1,481.80	44.3%
2.601 MEMBERSHIPS-FEES-DUES	141	141	.00	.00	.00	141.00	.0%
2.602 EDUCATION-TRAINING FEES	1,150	1,150	63.50	63.50	.00	1,086.50	5.5%
2.603 TRAVEL AND TRANSPORTATION	1,000	1,000	101.97	72.00	.00	898.03	10.2%
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	1,463,110	588,198.23	112,683.50	.00	874,911.77	40.2%
3. MATERIALS & SUPPLIES							

FOR 2013 05

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
3.001 OFFICE SUPPLIES	8,000	8,000	6,373.38	248.81	.00	1,626.62	79.7%
3.003 PRINTING	6,000	6,000	985.38	45.38	855.14	4,159.48	30.7%
3.004 POSTAGE	4,000	4,000	.00	.00	.00	4,000.00	.0%
3.005 BOOKS-PAMPHLETS-MOVIES	259,000	259,000	77,056.85	13,409.42	.00	181,943.15	29.8%
3.006 SUBSCRIPTIONS-PERIODICALS	14,238	14,238	1,965.30	857.50	.00	12,272.70	13.8%
3.009 BOOKBINDING	500	500	.00	.00	.00	500.00	.0%
3.010 NON-BOOK MATERIALS	45,000	45,000	38,171.48	8,374.66	.00	6,828.52	84.8%
3.011 PROGRAM SUPPLIES	2,500	2,500	1,061.07	251.34	.00	1,438.93	42.4%
3.012 OFFICE EQUIPMENT MAINT	1,000	1,000	125.00	.00	.00	875.00	12.5%
3.014 LIBRARY SUPPLIES	10,000	10,000	4,671.92	124.77	1,243.50	4,084.58	59.2%
3.016 REPLACEMENT MATERIALS	3,000	3,000	965.99	965.99	.00	2,034.01	32.2%
3.022 PC SOFTWARE	500	500	1,180.00	.00	.00	-680.00	236.0%
3.301 BLDNG/FCLTY REPAIRS	12,000	12,000	5,160.00	2,883.00	6,300.00	540.00	95.5%
3.302 BUILD./FAC. EMERGCY REPRS	3,325	3,325	.00	.00	.00	3,325.00	.0%
3.306 MAINTENANCE SUPPLIES	15,000	15,000	5,477.44	967.20	650.00	8,872.56	40.8%
3.601 ELECTRICITY	392,721	392,721	65,731.11	28,594.30	.00	326,989.89	16.7%
3.602 TELEPHONE	4,500	4,500	466.84	53.05	.00	4,033.16	10.4%
3.603 GAS	87,290	87,290	478.00	225.54	.00	86,812.00	.5%
3.604 WATER	4,000	4,000	.00	.00	.00	4,000.00	.0%
3.703 EQUIPMENT RENTAL	2,625	2,625	682.88	.00	.00	1,942.12	26.0%
3.704 COPIER RENTAL	10,190	10,190	3,396.00	849.00	.00	6,794.00	33.3%
TOTAL MATERIALS & SUPPLIES	885,389	885,389	213,948.64	57,849.96	9,048.64	662,391.72	25.2%
4. DIRECT COSTS							
4.005 FINANCIAL/ AUDITING COSTS	4,018	4,018	4,018.00	4,018.00	.00	.00	100.0%
4.015 SERVICE CONTRACTS	141,018	141,018	63,240.27	5,890.00	42,770.00	35,007.73	75.2%
4.016 SECURITY GUARDS	106,402	106,402	35,669.48	8,241.75	.00	70,732.52	33.5%
4.023 PROGRAM SERVICES	31,500	31,500	19,517.00	5,254.50	.00	11,983.00	62.0%
4.058 ON LINE SUBSCRIPTION SRVC	27,451	27,451	15,750.85	3,534.00	.00	11,700.15	57.4%
4.602 SIF CONTRIBUTION	44,766	44,766	44,766.00	.00	.00	.00	100.0%
4.709 LIBRARY PRGM ACTIVITIES	5,000	5,000	1,425.00	750.00	.00	3,575.00	28.5%
TOTAL DIRECT COSTS	360,155	360,155	184,386.60	27,688.25	42,770.00	132,998.40	63.1%
9. OTHER FINANCIAL USES							
9.302 TO DSF-LIBRARY FUND CONTR	355,535	355,535	82,278.05	.00	.00	273,256.95	23.1%
9.990 RESERVE FOR FINANCING	0	115,258	.00	.00	.00	115,258.00	.0%
TOTAL OTHER FINANCIAL USES	355,535	470,793	82,278.05	.00	.00	388,514.95	17.5%

FOR 2013 05

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
TOTAL LIBRARY FUND	5,890,326	5,929,198	2,179,708.87	410,949.35	51,818.64	3,697,670.49	37.6%
GRAND TOTAL	5,890,326	5,929,198	2,179,708.87	410,949.35	51,818.64	3,697,670.49	37.6%

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

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	ORIGINAL ESTIM REV	REVISED EST REV	ACTUAL YTD REVENUE	ACTUAL MTD REVENUE	REMAINING REVENUE	PCT COLL
201 LIBRARY FUND						
02 INTERGOVERNMENTAL						
02269 LIBRARY-OTHER LIBRARIES	-14,824	-14,824	-15,149.00	.00	325.00	102.2%
TOTAL INTERGOVERNMENTAL	-14,824	-14,824	-15,149.00	.00	325.00	102.2%
03 CHARGES FOR SERVICES						
03649 MISCELLANEOUS REIMBURSEMENTS	-1,971	-1,971	-1,601.08	.00	-369.92	81.2%
03650 REPLACEMENT MATERIAL FEE	-3,032	-3,032	-1,535.34	-306.96	-1,496.66	50.6%
TOTAL CHARGES FOR SERVICES	-5,003	-5,003	-3,136.42	-306.96	-1,866.58	62.7%
06 MISCELLANEOUS						
06651 LIBRARY FINES	-100,000	-100,000	-33,899.88	-6,870.49	-66,100.12	33.9%
06653 LIBRARY OVERTIME CHARGES	0	0	-469.55	.00	469.55	100.0%
06695 RENTAL LIBRARY SPACE	-4,500	-4,500	-860.00	.00	-3,640.00	19.1%
06697 COMMISSION COIN MACHINE	-15,000	-15,000	-4,477.45	-855.00	-10,522.55	29.8%
06698 REFUND PR YR EXPENDITURES	0	0	-1,113.24	.00	1,113.24	100.0%
06699 OTHER	-4,500	-4,500	-1,832.19	-256.37	-2,667.81	40.7%
06700 MEDICARE PART D REIMB	-15,250	-15,250	-4,763.56	.00	-10,486.44	31.2%
TOTAL MISCELLANEOUS	-139,250	-139,250	-47,415.87	-7,981.86	-91,834.13	34.1%
09 OPERATING TRANSFERS						
09910 GENERAL FUND CONTRIBUTION	-5,701,249	-5,740,121	-1,782,278.05	-400,000.00	-3,957,842.95	31.0%
TOTAL OPERATING TRANSFERS	-5,701,249	-5,740,121	-1,782,278.05	-400,000.00	-3,957,842.95	31.0%
0A APPROP FUND BALANCE						
09999 APPROPRIATED FUND BALANCE	-30,000	-30,000	.00	.00	-30,000.00	.0%
TOTAL APPROP FUND BALANCE	-30,000	-30,000	.00	.00	-30,000.00	.0%

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	ORIGINAL ESTIM REV	REVISED EST REV	ACTUAL YTD REVENUE	ACTUAL MTD REVENUE	REMAINING REVENUE	PCT COLL
TOTAL LIBRARY FUND	-5,890,326	-5,929,198	-1,847,979.34	-408,288.82	-4,081,218.66	31.2%
GRAND TOTAL	-5,890,326	-5,929,198	-1,847,979.34	-408,288.82	-4,081,218.66	31.2%

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