

MEMO

To: White Plains Library Board of Trustees
From: Bill Deierlein, Business Manager
Subject: Monthly Budget Report
Date: December 26, 2012

The Budget Report as of December 26, 2012 is attached. All monthly revenues and expenditures are normal with the following exceptions:

The monthly expenditure in 3.003 (Printing) of \$7,001.89 is being corrected by the Finance Department. The majority of this figure, \$5,017, comes from a Purchase Order that was already charged against last year's budget.

The monthly expenditure in 3.604 (Water) shows our costs for water from April through September 2012, \$6,859.82. This cost is abnormally high. It was reported to Public Works, who determined the cause in late October. The situation has been fixed. Our expectation is that our next bill in April will be more in line with our normal costs.

FOR 2013 06

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
201 LIBRARY FUND							
1. SALARIES & WAGES							
1.100	143,820	143,820	69,144.24	11,063.08	.00	74,675.76	48.1%
1.150	187,494	187,494	90,160.50	14,422.60	.00	97,333.50	48.1%
1.151	0	0	121.04	.00	.00	-121.04	100.0%
1.153	600	600	.00	.00	.00	600.00	.0%
1.200	2,222,852	2,171,837	1,063,113.65	164,847.25	.00	1,108,723.35	48.9%
1.201	41,000	41,000	19,064.33	3,038.24	.00	21,935.67	46.5%
1.203	10,000	10,000	.00	.00	.00	10,000.00	.0%
1.800	195,000	195,000	77,174.02	14,509.26	.00	117,825.98	39.6%
TOTAL SALARIES & WAGES	2,800,766	2,749,751	1,318,777.78	207,880.43	.00	1,430,973.22	48.0%
2. EMPLOYEE BENEFITS							
2.001	212,635	208,733	100,319.31	17,490.79	.00	108,413.69	48.1%
2.020	9,535	9,363	4,550.89	814.85	.00	4,812.11	48.6%
2.101	483,377	478,584	233,446.75	36,859.72	.00	245,137.25	48.8%
2.201	459,521	445,437	218,927.32	35,893.92	.00	226,509.68	49.1%
2.202	181,000	181,000	106,084.45	18,274.70	.00	74,915.55	58.6%
2.203	1,650	1,650	1,650.00	1,650.00	.00	.00	100.0%
2.204	1,375	1,375	.00	.00	.00	1,375.00	.0%
2.205	49,500	49,500	10,489.50	.00	.00	39,010.50	21.2%
2.206	29,883	29,883	29,883.00	29,883.00	.00	.00	100.0%
2.301	41,615	39,732	20,121.36	3,270.96	.00	19,610.64	50.6%
2.407	11,865	11,328	5,736.78	932.58	.00	5,591.22	50.6%
2.501	2,659	2,659	1,177.20	.00	.00	1,481.80	44.3%
2.601	141	141	.00	.00	.00	141.00	.0%
2.602	1,150	1,150	63.50	.00	.00	1,086.50	5.5%
2.603	1,000	1,000	150.97	49.00	.00	849.03	15.1%
2.703	350	350	104.22	.00	.00	245.78	29.8%
2.905	1,225	1,225	612.50	.00	.00	612.50	50.0%
TOTAL EMPLOYEE BENEFITS	1,488,481	1,463,110	733,317.75	145,119.52	.00	729,792.25	50.1%
3. MATERIALS & SUPPLIES							

FOR 2013 06

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
3.001 OFFICE SUPPLIES	8,000	8,000	6,931.80	102.09	.00	1,068.20	86.6%
3.003 PRINTING	6,000	6,000	7,987.27	7,001.89	.00	-1,987.27	133.1%
3.004 POSTAGE	4,000	4,000	.00	.00	.00	4,000.00	.0%
3.005 BOOKS-PAMPHLETS-MOVIES	259,000	259,000	93,778.88	16,722.03	.00	165,221.12	36.2%
3.006 SUBSCRIPTIONS-PERIODICALS	14,238	14,238	11,737.08	9,771.78	.00	2,500.92	82.4%
3.009 BOOKBINDING	500	500	.00	.00	.00	500.00	.0%
3.010 NON-BOOK MATERIALS	45,000	45,000	49,210.44	11,038.96	.00	-4,210.44	109.4%
3.011 PROGRAM SUPPLIES	2,500	2,500	1,217.42	156.35	.00	1,282.58	48.7%
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	6,368.15	1,696.23	.00	3,631.85	63.7%
3.016 REPLACEMENT MATERIALS	3,000	3,000	965.99	.00	.00	3,631.85	32.2%
3.022 PC SOFTWARE	500	500	2,008.00	828.00	.00	2,034.01	401.6%
3.301 BLDNG/FCLTY REPAIRS	12,000	12,000	6,353.10	1,193.10	.00	-1,553.10	112.9%
3.302 BUID./FAC. EMERGCY REPRS	3,325	3,325	.00	.00	.00	4,768.33	68.2%
3.306 MAINTENANCE SUPPLIES	15,000	15,000	9,581.67	3,919.53	.00	3,325.00	22.8%
3.601 ELECTRICITY	392,721	392,721	89,466.36	23,735.25	.00	303,254.64	11.5%
3.602 TELEPHONE	4,500	4,500	519.14	52.30	.00	3,980.86	11.5%
3.603 GAS	87,290	87,290	478.00	.00	.00	86,812.00	171.5%
3.604 WATER	4,000	4,000	6,859.82	.00	.00	-2,859.82	28.1%
3.703 EQUIPMENT RENTAL	2,625	2,625	736.32	53.44	.00	1,888.68	41.7%
3.704 COPIER RENTAL	10,190	10,190	4,245.00	849.00	.00	5,945.00	34.6%
TOTAL MATERIALS & SUPPLIES	885,389	885,389	298,569.44	83,979.77	7,850.00	578,969.56	
4. DIRECT COSTS							
4.005 FINANCIAL/ AUDITING COSTS	4,018	4,018	4,018.00	.00	.00	28,257.73	80.0%
4.015 SERVICE CONTRACTS	141,018	141,018	69,030.27	5,790.00	.00	62,962.89	40.8%
4.016 SECURITY GUARDS	106,402	106,402	43,439.11	7,769.63	.00	7,016.00	77.7%
4.023 PROGRAM SERVICES	31,500	31,500	24,484.00	4,967.00	.00	11,136.25	59.4%
4.058 ON LINE SUBSCRIPTION SRVC	27,451	27,451	16,314.75	563.90	.00	11,136.25	100.0%
4.602 SIF CONTRIBUTION	44,766	44,766	44,766.00	.00	.00	3,575.00	28.5%
4.709 LIBRARY PRGM ACTIVITIES	5,000	5,000	1,425.00	.00	.00		
TOTAL DIRECT COSTS	360,155	360,155	203,477.13	19,090.53	43,730.00	112,947.87	68.6%
9. OTHER FINANCIAL USES							
9.302 TO DSF-LIBRARY FUND CONTR	355,535	355,535	93,178.78	10,900.73	.00	262,356.22	26.2%
9.990 RESERVE FOR FINANCING	0	115,258	.00	.00	.00	115,258.00	.0%
TOTAL OTHER FINANCIAL USES	355,535	470,793	93,178.78	10,900.73	.00	377,614.22	19.8%

FOR 2013 06

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
TOTAL LIBRARY FUND	5,890,326	5,929,198	2,647,320.88	466,970.98	51,580.00	3,230,297.12	45.5%
GRAND TOTAL	5,890,326	5,929,198	2,647,320.88	466,970.98	51,580.00	3,230,297.12	45.5%

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FOR 2013 06

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
201 LIBRARY FUND							

02 INTERGOVERNMENTAL							

02269 LIBRARY-OTHER LIBRARIES	-14,824	-14,824	-15,166.96	-17.96	.00	342.96	102.3%
TOTAL INTERGOVERNMENTAL	-14,824	-14,824	-15,166.96	-17.96	.00	342.96	102.3%
03 CHARGES FOR SERVICES							

03649 MISCELLANEOUS REIMBURSEMENTS	-1,971	-1,971	-1,601.08	.00	.00	-369.92	81.2%
03650 REPLACEMENT MATERIAL FEE	-3,032	-3,032	-1,714.03	-166.69	.00	-1,317.97	56.5%
TOTAL CHARGES FOR SERVICES	-5,003	-5,003	-3,315.11	-166.69	.00	-1,687.89	66.3%
06 MISCELLANEOUS							

06651 LIBRARY FINES	-100,000	-100,000	-39,212.48	-4,451.35	.00	-60,787.52	39.2%
06695 RENTAL LIBRARY SPACE	-4,500	-4,500	-1,085.00	-225.00	.00	-3,415.00	24.1%
06697 COMMISSION COIN MACHINE	-15,000	-15,000	-5,098.95	-622.20	.00	-9,901.05	34.0%
06698 REFUND PR YR EXPENDITURES	0	0	-1,113.24	.00	.00	1,113.24	100.0%
06699 OTHER	-4,500	-4,500	-2,025.99	-174.95	.00	-2,474.01	45.0%
06700 MEDICARE PART D REIMB	-15,250	-15,250	-4,763.56	.00	.00	-10,486.44	31.2%
TOTAL MISCELLANEOUS	-139,250	-139,250	-53,299.22	-5,473.50	.00	-85,950.78	38.3%
09 OPERATING TRANSFERS							

09910 GENERAL FUND CONTRIBUTION	-5,701,249	-5,740,121	-1,793,178.78	-10,900.73	.00	-3,946,942.22	31.2%
TOTAL OPERATING TRANSFERS	-5,701,249	-5,740,121	-1,793,178.78	-10,900.73	.00	-3,946,942.22	31.2%
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 06

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
TOTAL LIBRARY FUND	-5,890,326	-5,929,198	-1,864,960.07	-16,558.88	.00	-4,064,237.93	31.5%
GRAND TOTAL	-5,890,326	-5,929,198	-1,864,960.07	-16,558.88	.00	-4,064,237.93	31.5%

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