

MEMO

To: White Plains Library Board of Trustees
From: Bill Deierlein, Business Manager
Subject: Monthly Budget Report
Date: September 4, 2013

The Budget Report as of September 4, 2013 is attached. All monthly revenues and expenditures are normal.

We also received 90% of our NY State Department of Education Public Library Construction Grant - \$71,385. This money was deposited into the Capital Project revenue code for the ongoing first floor redesign, therefore it does not show up as part of the regular Library revenue. Once the project is completed we will receive the remaining 10% (\$7,932).

FOR 2014 01

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED

201 LIBRARY FUND							

02 INTERGOVERNMENTAL							

02269 LIBRARY-OTHER LIBRARIES	-15,185	-15,185	.00	.00	.00	-15,185.00	.0%
TOTAL INTERGOVERNMENTAL	-15,185	-15,185	.00	.00	.00	-15,185.00	.0%

03 CHARGES FOR SERVICES							

03649 MISCELLANEOUS REIMBURSEMENTS	-1,500	-1,500	.00	.00	.00	-1,500.00	.0%
03650 REPLACEMENT MATERIAL FEE	-3,000	-3,000	-457.59	-457.59	.00	-2,542.41	15.3%
TOTAL CHARGES FOR SERVICES	-4,500	-4,500	-457.59	-457.59	.00	-4,042.41	10.2%

06 MISCELLANEOUS							

06651 LIBRARY FINES	-100,000	-100,000	-7,342.35	-7,342.35	.00	-92,657.65	7.3%
06695 RENTAL LIBRARY SPACE	-6,000	-6,000	-226.66	-226.66	.00	-5,773.34	3.8%
06697 COMMISSION COIN MACHINE	-15,000	-15,000	-1,496.46	-1,496.46	.00	-13,503.54	10.0%
06699 OTHER	-4,500	-4,500	-299.15	-299.15	.00	-4,200.85	6.6%
TOTAL MISCELLANEOUS	-125,500	-125,500	-9,364.62	-9,364.62	.00	-116,135.38	7.5%

09 OPERATING TRANSFERS							

09910 GENERAL FUND CONTRIBUTION	-5,979,197	-5,979,197	-350,572.81	-350,572.81	.00	-5,628,624.19	5.9%
TOTAL OPERATING TRANSFERS	-5,979,197	-5,979,197	-350,572.81	-350,572.81	.00	-5,628,624.19	5.9%

0A APPROP FUND BALANCE							

09999 APPROPRIATED FUND BALANCE	-47,000	-47,000	.00	.00	.00	-47,000.00	.0%
TOTAL APPROP FUND BALANCE	-47,000	-47,000	.00	.00	.00	-47,000.00	.0%

FOR 2014 01

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
TOTAL LIBRARY FUND	-6,171,382	-6,171,382	-360,395.02	-360,395.02	.00	-5,810,986.98	5.8%
GRAND TOTAL	-6,171,382	-6,171,382	-360,395.02	-360,395.02	.00	-5,810,986.98	5.8%

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

FOR 2014 01

ORIGINAL REVISED YTD EXPENDED MTD EXPENDED ENCUMBRANCES AVAILABLE PCT
 APPROP BUDGET

201 LIBRARY FUND

1. SALARIES & WAGES

1.100	APPTD OFFICIALS SALARIES	146,696	146,696	8,430.81	8,430.81	.00	138,265.19	5.7%
1.150	MANAGERIAL SALARIES	201,871	201,871	11,621.22	11,621.22	.00	190,249.78	5.8%
1.153	M/C ATTENDANCE BONUS	500	500	.00	.00	.00	500.00	.0%
1.200	CSEA SALARIES AND WAGES	2,237,129	2,188,077	127,321.69	127,321.69	.00	2,060,755.31	5.8%
1.201	CSEA OVERTIME	41,000	41,000	78.45	78.45	.00	40,921.55	.2%
1.203	CSEA ATTENDANCE BONUS	10,000	10,000	.00	.00	.00	10,000.00	.0%
1.800	PART-TIME/HOURLY WAGES	235,000	235,000	3,350.06	3,350.06	.00	231,649.94	1.4%
	TOTAL SALARIES & WAGES	2,872,196	2,823,144	150,802.23	150,802.23	.00	2,672,341.77	5.3%

2. EMPLOYEE BENEFITS

2.001	SOCIAL SECURITY	218,377	214,625	11,333.29	11,333.29	.00	203,291.71	5.3%
2.020	MTA PAYROLL TAX	9,802	9,635	503.74	503.74	.00	9,131.26	5.2%
2.101	NYS EMPLOYEE PENSION	575,866	562,393	30,897.64	30,897.64	.00	531,495.36	5.5%
2.201	EMPLOYEE ACTIVE HEALTH INS	482,179	481,211	40,293.64	40,293.64	.00	440,917.36	8.4%
2.202	RETIREEES HEALTH INSURANCE	186,075	186,075	18,037.79	18,037.79	.00	168,037.21	9.7%
2.203	RETIREEES HEALTH INS BUYOUT	3,150	3,150	.00	.00	.00	3,150.00	.0%
2.204	NYS HEALTH INS ADMN CHRG	1,390	1,390	.00	.00	.00	1,390.00	.0%
2.205	RETIREEES MEDICARE PAYMENT	52,210	52,210	.00	.00	.00	52,210.00	.0%
2.206	ACTIVE HEALTH INS BUYOUT	31,994	23,899	.00	.00	.00	23,899.00	.0%
2.301	DENTAL INSURANCE PLAN	41,276	40,062	3,339.60	3,339.60	.00	36,722.40	8.3%
2.407	OPTICAL INSURANCE	11,628	11,286	940.50	940.50	.00	10,345.50	8.3%
2.501	GROUP LIFE INS-MANAGEMENT	2,975	2,975	250.80	250.80	.00	2,724.20	8.4%
2.601	MEMBERSHIPS-FEES-DUES	40	40	485.00	485.00	.00	-445.00	1212.5%
2.602	EDUCATION-TRAINING FEES	1,150	1,150	600.00	600.00	.00	550.00	52.2%
2.603	TRAVEL AND TRANSPORTATION	1,000	1,000	.00	.00	.00	1,000.00	.0%
2.703	UNIFORMS	350	350	.00	.00	.00	350.00	.0%
2.905	EMPLOYEE ASSISTANCE PROG.	1,238	1,238	577.50	577.50	.00	660.50	46.6%
	TOTAL EMPLOYEE BENEFITS	1,620,700	1,592,689	107,259.50	107,259.50	.00	1,485,429.50	6.7%

3. MATERIALS & SUPPLIES

FOR 2014 01

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
3.001 OFFICE SUPPLIES	8,000	8,000	1,238.67	1,238.67	.00	6,761.33	15.5%
3.003 PRINTING	4,000	4,000	.00	.00	.00	4,000.00	.0%
3.004 POSTAGE	1,000	1,000	.00	.00	.00	1,000.00	.0%
3.005 BOOKS-PAMPHLETS-MOVIES	204,000	204,000	.00	.00	.00	204,000.00	.0%
3.006 SUBSCRIPTIONS-PERIODICALS	14,238	14,238	.00	.00	.00	14,238.00	.0%
3.010 NON-BOOK MATERIALS	100,000	100,000	.00	.00	.00	100,000.00	.0%
3.011 PROGRAM SUPPLIES	2,500	2,500	256.50	256.50	.00	2,243.50	10.3%
3.012 OFFICE EQUIPMENT MAINT	1,000	1,000	.00	.00	.00	1,000.00	.0%
3.014 LIBRARY SUPPLIES	10,000	10,000	.00	.00	.00	10,000.00	.0%
3.016 REPLACEMENT MATERIALS	3,000	3,000	.00	.00	.00	3,000.00	.0%
3.022 PC SOFTWARE	900	900	.00	.00	.00	900.00	.0%
3.301 BLDNG/FCLTY REPAIRS	12,000	12,000	.00	.00	.00	12,000.00	.0%
3.302 BULD./FAC. EMERGCY REPRS	3,325	3,325	.00	.00	.00	3,325.00	.0%
3.306 MAINTENANCE SUPPLIES	15,000	15,000	609.62	609.62	.00	14,390.38	4.1%
3.601 ELECTRICITY	372,721	372,721	.00	.00	.00	372,721.00	.0%
3.602 TELEPHONE	4,500	4,500	.00	.00	.00	4,500.00	.0%
3.603 GAS	65,500	65,500	.00	.00	.00	65,500.00	.0%
3.604 WATER	4,000	4,000	.00	.00	.00	4,000.00	.0%
3.703 EQUIPMENT RENTAL	1,625	1,625	26.72	26.72	.00	1,598.28	1.6%
3.704 COPIER RENTAL	6,701	6,701	558.31	558.31	.00	6,142.69	8.3%
3.716 LIBRARY SOFTWARE LEASE	48,754	48,754	17,463.43	17,463.43	.00	31,290.57	35.8%
TOTAL MATERIALS & SUPPLIES	882,764	882,764	20,153.25	20,153.25	.00	862,610.75	2.3%
4. DIRECT COSTS							
4.005 FINANCIAL/ AUDITTING COSTS	4,018	4,018	.00	.00	.00	4,018.00	.0%
4.015 SERVICE CONTRACTS	133,653	133,653	21,574.84	21,574.84	.00	112,078.16	16.1%
4.016 SECURITY GUARDS	111,552	111,552	.00	.00	.00	111,552.00	.0%
4.023 PROGRAM SERVICES	56,500	56,500	16.00	16.00	.00	56,484.00	.0%
4.058 ON LINE SUBSCRIPTION SRVC	19,800	19,800	2,750.52	2,750.52	.00	17,049.48	13.9%
4.602 SIF CONTRIBUTION	41,112	41,112	.00	.00	.00	41,112.00	.0%
4.709 LIBRARY PRGM ACTIVITIES	5,000	5,000	150.00	150.00	.00	4,850.00	3.0%
TOTAL DIRECT COSTS	371,635	371,635	24,491.36	24,491.36	.00	347,143.64	6.6%
9. OTHER FINANCIAL USES							
9.302 TO DSF-LIBRARY FUND CONTR	424,087	424,087	572.81	572.81	.00	423,514.19	.1%
9.990 RESERVE FOR FINANCING	0	77,063	.00	.00	.00	77,063.00	.0%
TOTAL OTHER FINANCIAL USES	424,087	501,150	572.81	572.81	.00	500,577.19	.1%

FOR 2014 01

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
TOTAL LIBRARY FUND	6,171,382	6,171,382	303,279.15	303,279.15	.00	5,868,102.85	4.9%
GRAND TOTAL	6,171,382	6,171,382	303,279.15	303,279.15	.00	5,868,102.85	4.9%

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