

MEMO

To: White Plains Library Board of Trustees
From: Bill Deierlein, Business Manager
Subject: Monthly Budget Report
Date: November 6, 2019

In the Budget Report as of October 31, 2019 all monthly revenues and expenditures are normal with the following notation:

Revenue Code 02269 - we received 90% of our Local Library State Aide.

FOR 2020 03

JOURNAL DETAIL 2020 1 TO 2020 4

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
201 LIBRARY FUND							
1. SALARIES & WAGES							
1.100 APPTD OFFICIALS SALARIES	163,621	163,621	37,470.48	12,490.16	.00	126,150.52	22.9%
1.150 MANAGERIAL SALARIES	233,492	233,492	53,473.36	17,824.44	.00	180,018.64	22.9%
1.200 CSEA SALARIES AND WAGES	2,239,302	2,146,938	486,950.02	159,270.74	.00	1,659,987.98	22.7%
1.201 CSEA OVERTIME	55,460	55,460	4,648.94	852.74	.00	50,811.06	8.4%
1.203 CSEA ATTENDANCE BONUS	10,000	10,000	.00	.00	.00	10,000.00	.0%
1.800 PART-TIME/HOURLY WAGES	273,000	273,000	51,490.04	20,150.58	.00	221,509.96	18.9%
TOTAL SALARIES & WAGES	2,974,875	2,882,511	634,032.84	210,588.66	.00	2,248,478.16	22.0%
2. EMPLOYEE BENEFITS							
2.001 SOCIAL SECURITY	221,476	218,695	47,342.14	15,734.44	.00	171,352.86	21.6%
2.020 MTA PAYROLL TAX	9,859	9,735	2,104.14	699.33	.00	7,630.86	21.6%
2.101 NYS EMPLOYEE PENSION	398,517	395,427	87,894.19	29,127.90	.00	307,532.81	22.2%
2.201 EMPLOYEE ACTIVE HEALTH INS	594,990	607,748	142,106.10	46,482.28	.00	465,641.90	23.4%
2.202 RETIREES HEALTH INSURANCE	197,650	197,650	52,920.64	17,505.79	.00	144,729.36	26.8%
2.203 RETIREES HEALTH INS BUYOUT	4,700	4,700	.00	.00	.00	4,700.00	.0%
2.204 NYS HEALTH INS ADMIN CHRGR	2,200	2,200	.00	.00	.00	2,200.00	.0%
2.205 RETIREES MEDICARE PAYMENT	79,500	79,500	15,433.10	15,433.10	.00	64,066.90	19.4%
2.206 ACTIVE HEALTH INS BUYOUT	22,000	22,000	.00	.00	.00	22,000.00	.0%
2.301 DENTAL INSURANCE PLAN	46,076	46,361	11,193.82	3,471.88	.00	35,167.18	24.1%
2.407 OPTICAL INSURANCE	10,515	10,471	2,589.90	843.90	.00	7,881.10	24.7%
2.501 GROUP LIFE INS-MANAGEMENT	4,199	4,199	1,034.43	344.81	.00	3,164.57	24.6%
2.601 MEMBERSHIPS-FEES-DUES	6,300	6,300	2,260.00	125.00	.00	4,040.00	35.9%
2.602 EDUCATION-TRAINING FEES	4,700	4,700	25.00	.00	.00	4,675.00	.5%
2.603 TRAVEL AND TRANSPORTATION	3,100	3,100	95.50	22.50	.00	3,004.50	3.1%
2.703 UNIFORMS	350	350	.00	.00	.00	350.00	.0%
2.905 EMPLOYEE ASSISTANCE PROG.	1,280	1,280	640.00	.00	.00	640.00	50.0%
TOTAL EMPLOYEE BENEFITS	1,607,412	1,614,416	365,638.96	129,790.93	.00	1,248,777.04	22.6%
3. MATERIALS & SUPPLIES							

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	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
3.001 OFFICE SUPPLIES	11,000	11,000	813.69	187.20	.00	10,186.31	7.4%
3.003 PRINTING	3,000	3,000	542.50	495.00	.00	2,457.50	18.1%
3.004 POSTAGE	1,200	1,200	138.05	34.20	.00	1,061.95	11.5%
3.005 BOOKS-PROCESSING	230,000	230,000	5,460.96	2,493.41	.00	224,539.04	2.4%
3.006 SUBSCRIPTIONS-PERIODICALS	18,500	18,500	9,510.65	88.00	.00	8,989.35	51.4%
3.010 NON-BOOK-PROCESSING	180,000	180,000	22,914.18	10,333.80	.00	157,085.82	12.7%
3.011 PROGRAM SUPPLIES	5,000	5,000	514.11	449.91	.00	4,485.89	10.3%
3.012 OFFICE EQUIPMENT MAINT	500	500	179.30	.00	.00	320.70	35.9%
3.014 LIBRARY SUPPLIES	11,000	11,000	1,919.96	1,395.96	.00	9,080.04	17.5%
3.016 REPLACEMENT MATERIALS	3,000	3,000	1,770.00	.00	.00	1,230.00	59.0%
3.022 PC SOFTWARE	4,338	4,338	2,847.00	167.00	.00	1,491.00	65.6%
3.301 BLDNG/FCLTY REPAIRS	17,000	17,000	150.00	150.00	.00	16,850.00	.9%
3.302 BULD./FAC. EMRGY REPRS	3,325	3,325	.00	.00	.00	3,325.00	.0%
3.306 MAINTENANCE SUPPLIES	22,000	22,000	2,369.75	691.07	.00	19,630.25	10.8%
3.601 ELECTRICITY	282,934	282,934	43,109.44	21,691.22	.00	239,824.56	15.2%
3.602 TELEPHONE	3,780	3,780	486.22	241.70	.00	3,293.78	12.9%
3.603 GAS	63,475	63,475	696.11	260.26	.00	62,778.89	1.1%
3.604 WATER	7,000	7,000	.00	.00	.00	7,000.00	.0%
3.703 EQUIPMENT RENTAL	150	150	36.86	13.46	.00	113.14	24.6%
3.704 COPIER RENTAL	1,152	1,152	288.00	96.00	.00	864.00	25.0%
3.716 LIBRARY SOFTWARE LEASE	60,710	60,710	.00	.00	.00	60,710.00	.0%
TOTAL MATERIALS & SUPPLIES	929,064	929,064	93,746.78	38,788.19	.00	835,317.22	10.1%
4. DIRECT COSTS							
4.005 FINANCIAL/ AUDITING COSTS	4,577	4,577	.00	.00	.00	4,577.00	.0%
4.015 SERVICE CONTRACTS	200,378	200,378	20,235.78	3,780.09	111,365.36	68,776.86	65.7%
4.016 SECURITY GUARDS	78,278	78,278	10,394.41	6,055.79	.00	67,883.59	13.3%
4.023 PROGRAM SERVICES	3,800	3,800	123.40	35.60	.00	3,676.60	3.2%
4.025 EXTERMINATING SERVICES	0	0	136.50	.00	.00	-136.50	100.0%
4.058 ON LINE SUBSCRIPTION SRVC	56,722	56,722	3,244.90	2,400.00	.00	53,477.10	5.7%
4.602 SIF CONTRIBUTION	43,860	43,860	43,860.00	.00	.00	.00	100.0%
4.709 LIBRARY PRGM ACTIVITIES	10,000	10,000	1,400.00	450.00	.00	8,600.00	14.0%
TOTAL DIRECT COSTS	397,615	397,615	79,394.99	12,721.48	111,365.36	206,854.65	48.0%
5. EQUIPMENT							
5.207 COMPUTER PERIPHERAL EQUIP	0	0	744.72	.00	.00	-744.72	100.0%

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	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
5.210 PERSONAL COMPUTERS	15,860	15,860	.00	.00	.00	15,860.00	.0%
5.211 CPU AND SERVERS	1,099	1,099	.00	.00	.00	1,099.00	.0%
TOTAL EQUIPMENT	16,959	16,959	744.72	.00	.00	16,214.28	4.4%
9. OTHER FINANCIAL USES							
9.302 TO DSF-LIBRARY FUND CONTR	701,158	701,158	131,765.78	87,564.59	.00	569,392.22	18.8%
9.990 RESERVE FOR FINANCING	10,000	121,789	.00	.00	.00	121,789.00	.0%
TOTAL OTHER FINANCIAL USES	711,158	822,947	131,765.78	87,564.59	.00	691,181.22	16.0%
TOTAL LIBRARY FUND	6,637,083	6,663,512	1,305,324.07	479,453.85	111,365.36	5,246,822.57	21.3%
GRAND TOTAL	6,637,083	6,663,512	1,305,324.07	479,453.85	111,365.36	5,246,822.57	21.3%

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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	-17,913	-17,913	-16,129.80	-16,129.80	-1,783.20	90.0%
TOTAL INTERGOVERNMENTAL	-17,913	-17,913	-16,129.80	-16,129.80	-1,783.20	90.0%
03 CHARGES FOR SERVICES						
03650 REPLACEMENT MATERIAL FEE	-3,000	-3,000	-992.20	-175.91	-2,007.80	33.1%
TOTAL CHARGES FOR SERVICES	-3,000	-3,000	-992.20	-175.91	-2,007.80	33.1%
06 MISCELLANEOUS						
06651 LIBRARY FINES	-30,000	-30,000	-6,744.65	-1,689.46	-23,255.35	22.5%
06695 RENTAL LIBRARY SPACE	0	0	-260.00	.00	260.00	100.0%
06697 COMMISSION COIN MACHINE	-18,000	-18,000	-5,214.90	-1,844.20	-12,785.10	29.0%
06699 OTHER	-1,000	-1,000	-241.19	-56.68	-758.81	24.1%
TOTAL MISCELLANEOUS	-49,000	-49,000	-12,460.74	-3,590.34	-36,539.26	25.4%
09 OPERATING TRANSFERS						
09910 GENERAL FUND CONTRIBUTION	-6,530,987	-6,557,416	-1,331,765.78	-787,564.59	-5,225,650.22	20.3%
TOTAL OPERATING TRANSFERS	-6,530,987	-6,557,416	-1,331,765.78	-787,564.59	-5,225,650.22	20.3%
0A APPROP FUND BALANCE						
09999 APPROPRIATED FUND BALANCE	-36,183	-36,183	.00	.00	-36,183.00	.0%
TOTAL APPROP FUND BALANCE	-36,183	-36,183	.00	.00	-36,183.00	.0%

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ORIGINAL ESTIM REV	REVISED EST REV	ACTUAL YTD REVENUE	ACTUAL MTD REVENUE	REMAINING REVENUE	PCT COLL
-6,637,083	-6,663,512	-1,361,348.52	-807,460.64	-5,302,163.48	20.4%
TOTAL LIBRARY FUND					
GRAND TOTAL	-6,637,083	-1,361,348.52	-807,460.64	-5,302,163.48	20.4%

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