

**MID-HUDSON LIBRARY SYSTEM**

**MONTHLY FINANCIAL REPORT**

**May 31, 2005**

**Prepared for the Board of Trustees**

**Statement of Financial Position**

**Receipts & Disbursements Summary**

**General Fund**

**Capital Fund for Automation**

**Date Prepared: June 6, 2005**

**STATEMENT OF FINANCIAL POSITION - MAY 31, 2005**  
**RECEIPTS AND DISBURSEMENTS**

**Cash Balance**  
 5/1/2005

**\$187,594**

**RECEIPTS**

New York State	2004 Basic Aid	2,892	
	2004 Central Library	554	
	2004 Corrections	182	
	2004 Outreach	255	
	2004 County Jails	10	3,893
Printing		1,997	
Tech Support		975	
Web Hosting		250	
Equipment Loan		70	
Property Rental		300	
Rotating Collections		250	
Miscellaneous		155	
Video Clean/Repair		379	
ILL Fees		70	
Automation		2,495	
SUB-TOTAL			6,941
Expense Credits:			
Phone/Postage		18	
Workshops		309	
SUB-TOTAL			327
SUB-TOTAL RECEIPTS			<u>11,161</u>
Certificates of Deposits:			
Proceeds		256,000	
Interest		634	
SUB-TOTAL			<u>256,634</u>
Cash Receipts	#4037-4099		<u>267,795</u>
Interest Income			
Regular Checking Account		12	
Money Market Savings		0	
Automation Capital Savings		0	
SUB-TOTAL			<u>12</u>
<b>TOTAL RECEIPTS</b>			<u><b>267,807</b></u>
<b>TOTAL CASH AVAILABLE</b>			<u><b>455,401</b></u>

**DISBURSEMENTS**

Regular Checks	#66901-66998	71,956
Electronic Trnsfr - NYS Retirement		1,230
Electronic Transfer-PR taxes		19,342
Payroll Checks	#6970-6990/DD 2969-3008	49,649
Bank Fees		55
Investments - Certificates of Deposit		91,000
<b>TOTAL DISBURSEMENTS</b>		<u><b>233,232</b></u>

**Cash Balance**  
 5/31/2005

**\$222,169**

**STATEMENT OF FINANCIAL POSITION - MAY 31, 2005**

**CASH AND INVESTMENTS-AS OF END OF MONTH**

**CASH IN BANK**

Regular Checking Account	84,980
Payroll Checking Account	25,715
Money Market Savings	76,873
Automation Capital Savings	34,601

TOTAL CASH IN BANK 222,169

Petty Cash Fund 50

**TOTAL CASH AVAILABLE 222,219**

**INVESTMENTS**

**Certificates of Deposit-MHLS**

Due 6/10/05 32 days at 2.89%	51,000
Due 6/30/05 30 days at 2.93%	40,000

**TOTAL INVESTMENTS-MHLS 91,000**

**Certificates of Deposit-Automation**

0

**TOTAL INVESTMENTS-AUTOMATION 0**

**TOTAL CASH AND INVESTMENTS \$313,219**

Total Cash and Investments - 5/31/2004: \$550,209

***TRANSFERS***

Transfer from Regular Account	44,000
Transfer from Money Market	0

**TOTAL TRANSFERS 44,000**

**RECEIPTS SUMMARY - MAY 31, 2005**

	2004	2005				
	Actual	Budget	Adjusted Budget	Actual 5/31/2005	Balance \$	Balance %
<u>Basic Operations</u>						
Basic System State Aid	1,411,817	1,501,458	1,501,458	17,789	1,483,669	0.99
Interest	13,738	10,000	10,000	5,536	4,464	0.45
Printing	30,537	26,000	26,000	11,297	14,703	0.57
Automated Network	129,579	155,012	155,012	60,261	94,751	0.61
Miscellaneous	34,054	60,000	60,000	23,714	36,286	0.60
Total Basic Operations	1,619,725	1,752,470	1,752,470	118,597	1,633,873	0.93
<u>State Aid Directed</u>						
Correctional Facilities(State)	82,427	80,346	80,528	182	80,346	1.00
Coordinated Outreach	112,889	117,578	117,833	255	117,578	1.00
Construction Grant	0	0	0	0	0	
Technology Grant	0		0	0		
County Jails	4,404	4,404	4,414	10	4,404	1.00
Summer Reading Grant	0	0	0	0		
Total State Aid Directed	199,720	202,328	202,775	447	202,328	1.00
<u>Project Grants</u>						
LSTA(Library Serv. & Tech)	53,142	0	107,053	16,190	90,863	0.85
OASAS	77,100	81,992	96,908	10,037	86,871	0.90
Other	32,487		6,600	4,400	2,200	
Total Project Grants	162,729	81,992	210,561	30,627	179,934	0.85
Total Basic Operations	1,982,174	2,036,790	2,165,806	149,671	2,016,135	0.93
<u>Pass-Through Funds</u>						
Local Library Services Aid	170,283	199,162	199,162	20,776	178,386	0.90
Central Library Develop. Aid	177,327	186,660	186,660	554	186,106	1.00
Cental Book Aid(CBA)	67,925	71,500	71,500	0	71,500	1.00
Grants in Aid	230,000	0	65,900	65,900	0	
Total Pass Through	645,535	457,322	523,222	87,230	435,992	0.83
Automation-Capital Develop	0	0	0	0	0	
Total Receipts	2,627,709	2,494,112	2,689,028	236,901	2,452,127	0.91

**DISBURSEMENTS SUMMARY - MAY 31, 2005**

	2004	2005					
	Actual	Budget	Adjusted Budget	Encumb.	Actual 5/31/2005	Balance \$	Balance %
<u>Basic Operations</u>							
Personnel Costs	855,468	739,049	739,049	0	287,522	451,527	0.61
Employee Benefits	459,534	449,061	449,061	0	137,962	311,099	0.69
Library Material & Binding	8,225	10,100	13,119	0	4,421	8,698	0.66
Grants to Member Libraries	90,152	56,775	56,775	1,943	36,131	18,701	0.33
Capital Expenditures	15,609	13,000	15,566	1,734	3,720	10,112	0.65
Operation & Maintenance	77,053	80,669	80,669	0	48,170	32,499	0.40
Automotive Expenses	18,898	4,208	4,208	0	1,957	2,251	0.53
Postage & Telephone	43,170	38,300	38,300	0	14,603	23,697	0.62
Publicity & Printing	40,324	33,500	33,780	811	12,326	20,643	0.61
Office Equipment & Maint.	166,717	162,127	174,127	15,000	86,672	72,455	0.42
Office Supplies & Expense	22,078	18,700	19,776	130	6,351	13,295	0.67
Travel & Dues	32,957	26,580	26,752	0	12,483	14,269	0.53
Miscellaneous	60,428	201,280	201,280	0	68,174	133,106	0.66
Total Basic Operations	1,890,613	1,833,349	1,852,462	19,618	720,492	1,112,352	0.60
<u>State Aid-Directed</u>							
Corretional Facilities	78,903	80,346	88,206	658	31,164	56,384	0.64
Coordinated Outreach	112,668	117,578	128,184	0	46,022	82,162	0.64
County Jails	5,466	4,404	4,817	0	418	4,399	0.91
Total State Aid Directed	197,037	202,328	221,207	658	77,604	142,945	0.65
<u>Project Grants</u>							
LSTA(Libr.Serv & Technolog	58,345	0	99,720	1,021	22,080	76,619	0.77
OASAS	82,902	81,992	83,483	4,223	22,986	56,274	0.67
Other	19,079	0	8,512	0	5,153	3,359	0.39
Total Project Grants	160,326	81,992	191,715	5,244	50,219	136,252	0.71
Total Basic Operations, State Aid Directed & ProjectGrants	2,247,976	2,117,669	2,265,384	25,520	848,315	1,391,549	0.61
<u>Pass-Through Funds</u>							
Local Library Aid(LLSA)	191,054	199,162	199,162	0	0	199,162	1.00
Central Library Dev. Aid	177,327	186,660	186,660	0	0	186,660	1.00
Central Book Aid(CBA)	67,925	71,500	71,500	0	0	71,500	1.00
Grant In Aid	230,000	0	37,900	0	37,900	0	
Total Pass Thru Funds	666,306	457,322	495,222	0	37,900	457,322	0.92
Automation Capital Dev.	0	0	0	0	0	0	
Total Disbursements	2,914,282	2,574,991	2,760,606	25,520	886,215	1,848,871	0.67

**MHLS AUTOMATED NETWORK-PARTICIPANTS COSTS  
RECEIPTS& DISBURSEMENTS - MAY 31, 2005**

	2004	2005			
	Actual	Adjusted Budget	Actual 5/31/2005	Balance \$ 5/31/2005	Balance % 5/31/2005
<b>RECEIPTS</b>					
Maintenance (Participants' Equipment)	33,616	35,116	18,458	16,658	47%
Circulation	63,945	65,976	34,216	31,760	48%
Miscellaneous	436	0	0	0	
<b>Total Receipts from Participants</b>	<b>97,997</b>	<b>101,092</b>	<b>52,674</b>	<b>48,418</b>	<b>48%</b>

	2004	2005			
	Actual	Adjusted Budget	Actual 5/31/2005	Balance \$ 5/31/2005	Balance % 5/31/2005
<b>DISBURSEMENTS</b>					
Maintenance (Participants' Equipment)	106,108	91,000	45,329	45,671	50%
Telephone (Dedicated Circuits)	20,328	13,800	6,152	7,648	
<b>Total Disbursements for Participants</b>	<b>126,436</b>	<b>104,800</b>	<b>51,481</b>	<b>53,319</b>	<b>51%</b>

**GENERAL OPERATING FUND**

	2004	2005			
	Actual	Starting Budget	Adjusted Budget	Actual as of 5/31/2005	Estimated for 12/31/05
Fund Balance Jan 1	1,233,532	937,804	937,804	937,804	937,804
<u>Fund Changes Jan.-Dec.</u>					
Basic Operations	-270,888	-80,879	-99,992	-601,895	-7,335
State Aid Directed	2,683	0	-18,432	-77,157	-21,477
Project Grants	2,403	0	18,846	-19,592	18,859
Pass-Through Funds	-20,771	0	28,000	49,330	0
Increase or Decrease To Fund Balance	-286,573	-80,879	-71,578	-649,314	-9,953
To Capital Fund	-9,155			0	0
From Capital Fund					
Fund Balance Dec.31	937,804	856,925	866,226	288,490	927,851

**CAPITAL FUND FOR TELECOM-MHLS**

	2004	2005			
	Actual	Starting Budget	Adjusted Budget	Actual as of 5/31/2005	Estimated for 12/31/2005
Fund Balance Jan 1	25,312	34,571	34,571	34,571	34,571
Increases	0	0	0	0	0
Interest earned	104	0	150	30	150
E-Rate Refund (Trnsfr from Gen.Fund)	9,155			0	
Payments for central site upgrades	0			0	0
To General Fund	0	0	0	0	0
From General Fund	0			0	0
From Capital Fund Autom-Members					
Fund Balance Dec 31	34,571	34,571	34,721	34,601	34,721