

**MID-HUDSON LIBRARY SYSTEM**

**MONTHLY FINANCIAL REPORT**

**January 31, 2007**

**Prepared for the Board of Trustees**

**Statement of Financial Position**

**Receipts & Disbursements Summary**

**General Fund**

**Capital Fund for Automation**

Date Prepared: February 6, 2007

**STATEMENT OF FINANCIAL POSITION - JANUARY 31, 2007**  
**RECEIPTS AND DISBURSEMENTS**

**Cash Balance**

1/1/2007

**\$214,256**

**RECEIPTS**

Dutchess County	OASAS	10,330	
OCLC/WebJunction	Spanish Workshops	6,600	
Various	Public Library Admin Prog.	22,400	39,330
Printing		4,863	
Tech Support		1,065	
Web Page Hosting		1,570	
Equipment Loan		95	
Sale of Equipment		400	
Property Rental		50	
E-rate Refund		1,129	
Rotating Collections		2,213	
Miscellaneous		55	
Video Clean/Repair		327	
ILL Charges		774	
Automation		59,660	
Databases		1,590	
SUB-TOTAL			73,791

Expense Credits:

Retiree Medical Reimbursement	1,022	
Postage/Phone	30	
Workshops	550	
Equipment Pass-through	77	
Postage/Phone	26	
SUB-TOTAL		1,705

SUB-TOTAL RECEIPTS 114,826

Certificates of Deposits:

Proceeds	332,000	
Interest	1,237	
SUB-TOTAL		<u>333,237</u>

Cash Receipts #6076-6233 448,063

Interest Income

Regular Checking Account	0	
Money Market Savings	314	
Automation Capital Savings	130	
SUB-TOTAL		<u>444</u>

**TOTAL RECEIPTS 448,507**

**TOTAL CASH AVAILABLE 662,763**

**DISBURSEMENTS**

Regular Checks	#69662-69727	111,319
Electronic Trnsfr - NYS Retirement		3,541
Electronic Transfer-PR taxes		19,514
Payroll Checks	#7485-7512/DD 3862-3901	51,601
Bank Fees		0
Investments - Certificates of Deposit		232,000

**TOTAL DISBURSEMENTS 417,975**

**Cash Balance**

1/31/2007

**\$244,788**

**STATEMENT OF FINANCIAL POSITION - JANUARY 31, 2007**

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

**CASH IN BANK**

Regular Checking Account	68,194
Payroll Checking Account	53,326
Money Market Savings	86,301
Automation Capital Savings	36,967

TOTAL CASH IN BANK 244,788

Petty Cash Fund 50  
**TOTAL CASH AVAILABLE 244,838**

**INVESTMENTS**

Certificates of Deposit-MHLS

Due 2/28/07 34 Days at 4.97%	232,000
Due 2/07/07 41 Days at 5.0%	600,000

**TOTAL INVESTMENTS-MHLS 832,000**

Certificates of Deposit-Automation

0

**TOTAL INVESTMENTS-AUTOMATION 0**

**TOTAL CASH AND INVESTMENTS \$1,076,838**

Total Cash and Investments - 1/31/2006: \$754,762

***TRANSFERS***

Transfer from Regular Account	47,129
Transfer from Money Market	0
<b>TOTAL TRANSFERS</b>	<u>47,129</u>

**RECEIPTS SUMMARY - JANUARY 31, 2007**

	2006	2007				
	Actual	Budget	Adjusted Budget	Actual 1/31/2007	Balance \$	Balance %
<b><u>Basic Operations</u></b>						
System Operating Aid	1,639,003	1,583,732	1,583,732	0	1,583,732	100%
Interest	53,171	32,000	32,000	1,552	30,448	95%
Gifts & Donations	2,605	1,200	1,200	0	1,200	100%
Printing	38,212	28,000	28,000	4,863	23,137	83%
Automated Network Reimburse.	294,590	256,972	256,972	61,250	195,722	76%
Miscellaneous	79,267	72,450	72,450	14,278	58,172	80%
<b>Total Basic Operations</b>	<b>2,106,848</b>	<b>1,974,354</b>	<b>1,974,354</b>	<b>81,943</b>	<b>1,892,411</b>	<b>96%</b>
<b><u>State Aid Directed</u></b>						
Coordinated Outreach	124,515	124,515	124,515	0	124,515	100%
Correctional Facilities	86,765	86,765	86,765	0	86,765	100%
County Jails	4,810	4,810	4,810	0	4,810	100%
<b>Total State Aid Directed</b>	<b>216,090</b>	<b>216,090</b>	<b>216,090</b>	<b>0</b>	<b>216,090</b>	<b>100%</b>
<b><u>Project Grants</u></b>						
LSTA(Library Serv. & Tech)	123,419	57,075	84,029	0	84,029	100%
OASAS Grants	71,573	82,566	107,206	10,330	96,876	90%
Other Grants	6,678		1,660	0	1,660	100%
<b>Total Project Grants</b>	<b>201,670</b>	<b>139,641</b>	<b>192,895</b>	<b>10,330</b>	<b>182,565</b>	<b>95%</b>
<b>Total Operating Receipts</b>	<b>2,524,608</b>	<b>2,330,085</b>	<b>2,383,339</b>	<b>92,273</b>	<b>2,291,066</b>	<b>96%</b>
<b><u>Pass-Through Aid</u></b>						
Local Library Services Aid	213,158	213,158	213,158	0	213,158	100%
Central Library Develop. Aid	200,653	200,653	200,653	0	200,653	100%
Central Book Aid(CBA)	71,500	71,500	71,500	0	71,500	100%
Member Item Aid	837,800	0	0	0	0	#DIV/0!
<b>Total Pass-Through Aid</b>	<b>1,323,111</b>	<b>485,311</b>	<b>485,311</b>	<b>0</b>	<b>485,311</b>	<b>100%</b>
<b>TOTAL RECEIPTS</b>	<b>3,847,719</b>	<b>2,815,396</b>	<b>2,868,650</b>	<b>92,273</b>	<b>2,776,377</b>	<b>97%</b>

**DISBURSEMENTS SUMMARY - JANUARY 31, 2007**

	2006	2007					
	Actual	Budget	Adjusted Budget	Encumb.	Actual 1/31/2007	Balance \$	Balance %
<u>Basic Operations</u>							
Personnel Costs	744,182	790,364	790,364	0	58,665	731,699	93%
Employee Benefits	396,026	410,951	410,951	0	18,233	392,718	96%
Library Material & Binding	4,426	5,600	5,695	670	500	4,525	79%
Grants to Member Libraries	57,735	49,000	49,000	0	-30	49,030	100%
Capital Expenditures	9,385	12,500	15,148	5,500	-77	9,725	64%
Operation & Maintenance	70,370	83,000	83,000	0	7,393	75,607	91%
Automotive Expenses	2,174	2,000	2,000	0	51	1,949	97%
Postage & Telephone	31,854	37,950	37,950	0	3,057	34,893	92%
Publicity & Printing	39,764	35,000	35,688	3,019	860	31,809	89%
Office Equipment & Maint.	179,479	244,102	305,602	61,500	47,752	196,350	64%
Office Supplies & Expense	11,812	14,500	14,771	902	771	13,098	89%
Travel & Dues	35,727	30,900	30,900	123	978	29,799	96%
Miscellaneous	231,617	273,100	273,100	0	18,803	254,297	93%
<b>Total Basic Operations</b>	<b>1,814,551</b>	<b>1,988,967</b>	<b>2,054,169</b>	<b>71,714</b>	<b>156,956</b>	<b>1,825,499</b>	<b>89%</b>
<u>State Aid-Directed</u>							
Coordinated Outreach	125,387	124,515	129,344	4,038	5,752	119,554	92%
Correctional Facilities	95,755	86,765	92,109	2,633	6,105	83,371	91%
County Jails	5,965	4,810	5,226	35	381	4,810	92%
<b>Total State Aid Directed</b>	<b>227,107</b>	<b>216,090</b>	<b>226,679</b>	<b>6,706</b>	<b>12,238</b>	<b>207,735</b>	<b>92%</b>
<u>Project Grants</u>							
LSTA(Libr.Serv & Technolog	104,043	57,075	73,225	2,210	9,480	61,535	84%
OASAS	82,607	82,566	85,722	402	3,646	81,674	95%
Other	3,860	0	0	0	0	0	#DIV/0!
<b>Total Project Grants</b>	<b>190,510</b>	<b>139,641</b>	<b>158,947</b>	<b>2,612</b>	<b>13,126</b>	<b>143,209</b>	<b>90%</b>
<b>Total Basic Operations, State Aid Directed &amp; Project Grants</b>	<b>2,232,168</b>	<b>2,344,698</b>	<b>2,439,795</b>	<b>81,032</b>	<b>182,320</b>	<b>2,176,443</b>	<b>89%</b>
<u>Pass-Through Funds</u>							
Local Library Aid(LLSA)	213,158	213,158	213,158	0	0	213,158	100%
Central Library Dev. Aid	200,653	200,653	200,653	0	0	200,653	100%
Central Book Aid(CBA)	71,500	71,500	71,500	0	0	71,500	100%
Member Item/Grant In Aid	830,300	0	0	0	0	0	#DIV/0!
<b>Total Pass Thru Funds</b>	<b>1,315,611</b>	<b>485,311</b>	<b>485,311</b>	<b>0</b>	<b>0</b>	<b>485,311</b>	<b>100%</b>
Automation Capital Dev.	0	0	0	0	0	0	
<b>Total Disbursements</b>	<b>3,547,779</b>	<b>2,830,009</b>	<b>2,925,106</b>	<b>81,032</b>	<b>182,320</b>	<b>2,661,754</b>	<b>91%</b>

**REIMBURSEMENTS & PASS-THROUGHS  
JANUARY 31, 2007**

**Reimbursements**

<b>Automated Network</b>	Receipts	Disbursements	Balance
Proquest	1,516	28,564	-27,048
Syndetics	0	0	0
Title Source	74	0	74
Galenet	0	0	0
SAM	4,001	0	4,001
Teleforms	31,604		31,604
Serials Solutions	0	16,266	-16,266
<b>Totals</b>	<b>37,195</b>	<b>44,830</b>	<b>-22,973</b>

**Non-Budgetary Pass-Throughs**

<b>County Funds</b>	Receipts	Disbursements	Balance
Columbia County	0	0	0
Dutchess County	0	0	0
Ulster County	0	0	0
<b>Totals</b>	<b>0</b>	<b>0</b>	<b>0</b>

<b>Public Library Admin. Program</b>	22,400	0	22,400
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**Pass-through Grants as Fiscal Agent**

<b>6/2006 - 11/2007</b>			
<b>OCLC/Spanish Language Program</b>	91,800	48,600	43,200

<b>Gates Foundation-12/2005 - 7/2007</b>	Interest	Disbursements	Grant Balance
Total Grant	156,750	4,076	121,910
			38,916

**GENERAL OPERATING FUND**

	2006 Actual	2007			
		Starting Budget	Adjusted Budget	Actual as of 1/31/2007	Estimated For 12/31/07
Fund Balance Jan 1	864,286	1,164,226	1,164,226	1,164,226	1,164,226
<u>Fund Changes Jan.-Dec.</u>					
Basic Operations	292,297	-14,613	-79,815	-75,013	-14,613
State Aid Directed	-11,017	0	-10,589	-12,238	0
Project Grants	11,160	0	33,948	-2,796	0
Pass-Through Funds	7,500	0	0	0	0
Increase or Decrease To Fund Balance	299,940	-14,613	-56,456	-90,047	-14,613
To Capital Fund From Capital Fund				-1,129	0
Fund Balance Dec.31	1,164,226	1,149,613	1,107,770	1,073,050	1,149,613

**CAPITAL FUND FOR TELECOM-MHLS**

	2006 Actual	2007			
		Starting Budget	Adjusted Budget	Actual as of 1/31/2007	Estimated for 12/31/2007
Fund Balance Jan 1	34,692	35,708	35,708	35,708	35,708
Increases	0	0	0	0	0
Interest earned	1,016	0	0	130	1,016
E-Rate Refund (Trnsfr from Gen.Fund)	0			1,129	
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	35,708	35,708	35,708	36,967	36,724