

# MID-HUDSON LIBRARY SYSTEM

## MONTHLY FINANCIAL REPORT

September 30, 2012

### Summary

#### Cash and Cash Equivalents

	Current Month Ended	Previous Month Ended	Change \$	Change %
Total Operating	2,157,991	2,337,479	-179,488	-7.68%
Capital - MHLS	116,192	116,188	4	0.00%
Capital - Members	97,217	97,213	4	0.00%
<b>Total</b>	<b>2,371,400</b>	<b>2,550,880</b>	<b>-179,480</b>	<b>-7.04%</b>

#### Fund Balances

	Current Month Ended	Previous Month Ended	Change \$	Change %
Basic Operations	2,148,677	2,295,717	-147,040	-6.40%
Total Fund Balance	2,201,765	2,380,876	-179,111	-7.52%

Total Receipts for the month were \$30,869.

Total Disbursements for the month were \$210,349.

The amount of interfund loans from Operating Funds for the month were \$19,075.

**STATEMENT OF FINANCIAL POSITION - SEPTEMBER 30, 2012**  
**RECEIPTS AND DISBURSEMENTS**

**Cash Balance**

9/1/2012

**\$2,550,830**

**RECEIPTS**

Tech Support	2,500	
Member Assessment Fees	169	
Property Rental	150	
Erate/Miscellaneous	10,259	
ILL	20	
Ecommerce	8,899	
Databases	7,275	
SUB-TOTAL		29,272

Expense Credits:

Equipment Pass-through	457	
Retiree Medical	75	
Annual Meeting	375	
Misc. Reimbursements	337	
SUB-TOTAL		1,244

SUB-TOTAL RECEIPTS #12387-12428 30,516

Interest Income

Regular Checking Account	5	
Money Market Savings	340	
Capital Savings - MHLS	4	
Capital Savings - Members	4	
SUB-TOTAL		<u>353</u>

**TOTAL RECEIPTS** 30,869

**TOTAL CASH AVAILABLE** 2,581,699

**DISBURSEMENTS**

Regular Checks	#77580-77717	118,296
Electronic Transfer - NYS Retirement		685
Electronic Transfer - Federal PR Taxes		15,119
Electronic Transfer - NYS Payroll Tax		2,601
Electronic Transfer - TIAA-CREF		2,352
Electronic Transfer - H.R. Transports		25,536
Electronic Transfer - PayPal		30
Payroll Checks	new checks #9165-9171/ DD 6908-6946	45,730

**TOTAL DISBURSEMENTS** 210,349

**Cash Balance**

9/30/2012

**\$2,371,350**

**STATEMENT OF FINANCIAL POSITION - SEPTEMBER 30, 2012**

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

**CASH IN BANK**

Regular Checking Account	60,410
Payroll Checking Account	99
Money Market Savings	2,097,432
Capital Savings - MHLS	116,192
Capital Savings - Members	97,217

TOTAL CASH IN BANK 

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 2,371,350

Petty Cash Fund 

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 50

**TOTAL CASH AVAILABLE 

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 2,371,400**

**INVESTMENTS**

Certificates of Deposit-MHLS

**TOTAL INVESTMENTS-MHLS 

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 0**

Certificates of Deposit-Automation

0

**TOTAL INVESTMENTS-AUTOMATION 

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 0**

**TOTAL CASH AND INVESTMENTS**

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 **\$2,371,400**

Total Cash and Investments - 09/30/2011: \$2,282,436

**TRANSFERS**

Transfer from Regular Account	0
Transfer from Money Market	140,800
Transfer from Member's Capital	0

TOTAL TRANSFERS 

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 140,800

**RECEIPTS SUMMARY - SEPTEMBER 30, 2012**

	2011	2012				
	Actual	Budget	Adjusted Budget	Actual 9/30/2012	Balance \$	Balance 25%
<b><u>Basic Operations</u></b>						
System Operating Aid	1,383,072	1,328,606	1,446,821	1,279,171	167,650	12%
Interest	4,653	4,000	4,000	2,774	1,226	31%
Delivery	216,481	0	0	0	0	N/A
Assessment Fees		600,000	484,000	406,276	77,724	16%
Construction Grant		32,879	32,879	29,591	3,288	10%
Gifts/Donations	410	0	1,500	1,500	0	0%
Automated Network Reimburse.	417,565	176,139	176,793	161,959	14,834	8%
Miscellaneous	76,633	66,400	66,903	70,042	-3,139	-5%
<b>Total Basic Operations</b>	<b>2,098,814</b>	<b>2,208,024</b>	<b>2,212,896</b>	<b>1,951,313</b>	<b>261,583</b>	<b>12%</b>
<b><u>State Aid Directed</u></b>						
Coordinated Outreach	97,431	0	97,431	102,017	-4,586	-5%
Correctional Facilities	67,892	0	69,374	69,374	0	N/A
County Jails	4,175	0	4,175	4,588	-413	-10%
<b>Total State Aid Directed</b>	<b>169,498</b>	<b>0</b>	<b>170,980</b>	<b>175,979</b>	<b>-4,999</b>	<b>-3%</b>
<b><u>Project Grants</u></b>						
LSTA/Library Serv. & Tech)	43,320	0	29,400	5,880	23,520	80%
Other Grants	62,939	0	0	0	0	N/A
<b>Total Project Grants</b>	<b>106,259</b>	<b>0</b>	<b>29,400</b>	<b>5,880</b>	<b>23,520</b>	<b>80%</b>
<b>Transfers from MHLS Capital</b>	<b>0</b>	<b>35,000</b>	<b>35,000</b>	<b>0</b>	<b>35,000</b>	<b>100%</b>
<b>Transfers from Member's Capital</b>	<b>62,000</b>	<b>0</b>	<b>6,700</b>	<b>0</b>	<b>6,700</b>	<b>100%</b>
<b>TOTAL RECEIPTS</b>	<b>2,436,571</b>	<b>2,243,024</b>	<b>2,454,976</b>	<b>2,133,172</b>	<b>321,804</b>	<b>13%</b>
<b>From Fund Balance</b>			<b>17,881</b>			
<b>GRAND TOTAL RECEIPTS</b>	<b>2,436,571</b>	<b>2,243,024</b>	<b>2,472,857</b>	<b>2,133,172</b>	<b>321,804</b>	<b>13%</b>

**DISBURSEMENTS SUMMARY - SEPTEMBER 30, 2012**

	2011	2012					
	Actual	Budget	Adjusted Budget	Encumb.	Actual 9/30/2012	Balance \$	Balance 25%
<b><u>Basic Operations</u></b>							
Personnel Costs	660,074	719,074	716,237	0	527,113	189,124	26%
Employee Benefits	400,548	468,067	454,725	0	222,104	232,621	51%
Library Material/Databases	178,493	157,433	157,433	91	140,321	17,021	11%
Grants to Member Libraries	7,151	6,310	6,310	0	4,169	2,141	34%
Capital Expenditures	248	93,750	91,513	0	8,836	82,677	90%
Operation & Maintenance	70,117	151,545	151,063	676	64,719	85,668	57%
Automotive Expenses	106	1,700	1,700	0	425	1,275	75%
Postage/Telecommunication	39,589	41,840	41,840	0	26,842	14,998	36%
Publicity & Printing	2,305	10,500	8,000	0	185	7,815	98%
Leases/Contracts	222,530	131,500	131,500	0	102,009	29,491	22%
Office Supplies & Expense	8,681	10,300	11,300	35	8,117	3,147	28%
Prof'l Devel. & Dues	17,163	33,750	33,750	0	17,399	16,351	48%
Delivery/Prof'l Fees	337,328	356,112	364,773	0	262,906	101,867	28%
Transfers to Capital Accts	84,325	57,600	93,600	0	31,484	62,116	66%
<b>Total Basic Operations</b>	<b>2,028,658</b>	<b>2,239,481</b>	<b>2,263,744</b>	<b>803</b>	<b>1,416,629</b>	<b>846,312</b>	<b>37%</b>
<b><u>State Aid-Directed</u></b>							
Coordinated Outreach	97,431	0	97,431	0	66,157	31,274	32%
Correctional Facilities	72,843	0	70,365	4,184	35,127	31,054	44%
County Jails	7,000	0	4,748	0	818	3,930	83%
Building Construction	0	0	0	0	0	0	N/A
<b>Total State Aid Directed</b>	<b>177,274</b>	<b>0</b>	<b>172,544</b>	<b>4,184</b>	<b>102,102</b>	<b>66,258</b>	<b>38%</b>
<b><u>Project Grants</u></b>							
LSTA(Libr.Serv & Technolog	37,644	0	36,569	0	26,669	9,900	27%
Other	62,939	0	0	0	0	0	N/A
<b>Total Project Grants</b>	<b>100,583</b>	<b>0</b>	<b>36,569</b>	<b>0</b>	<b>26,669</b>	<b>9,900</b>	<b>27%</b>
<b>TOTAL DISBURSEMENTS</b>	<b>2,306,515</b>	<b>2,239,481</b>	<b>2,472,857</b>	<b>4,987</b>	<b>1,545,400</b>	<b>922,470</b>	<b>37%</b>

**REIMBURSEMENTS & PASS-THROUGHS**  
**SEPTEMBER 30, 2012**

**REIMBURSEMENTS**

<b>Databases</b>	<b>Receipts</b>	<b>Disbursements</b>	<b>Difference</b>
NextReads	4,000	4,000	0
Syndetics	354		354
OverDrive	47,303	47,041	263
Title Source	6,460	6,460	0
Gale-Price It/Chilton/Testing	13,822	13,822	0
SAM	21,353	21,353	0
Teleforms	832	5,059	-4,227
Tumble Books	3,398		3,398
Heritage Quest	47,040	47,078	-38
Mango	19,123	19,123	0
<b>Total Reimbursements</b>	<b>163,684</b>	<b>163,935</b>	<b>-251</b>

**PASS-THROUGHS**

<b>Pass-Through Aid</b>	<b>Receipts</b>	<b>Disbursements</b>	<b>Balance</b>
Local Library Services Aid (LLSA)	157,825	175,362	-17,537
Central Library Develop.Aid	166,489	166,489	0
Central Book Aid	57,168	57,168	0
Member Item Aid	0	0	0
<b>Total Pass-Through Aid</b>	<b>381,482</b>	<b>399,019</b>	<b>-17,537</b>

<b>County/Town Funds</b>	<b>Receipts</b>	<b>Disbursements</b>	<b>Balance</b>
Columbia County	58,662	58,662	0
Dutchess County	38,729	38,729	0
Ulster County (Prev Bal - 66,647)		65,449	1,198
Town of Unionvale	25,000	25,000	0
<b>Total County/Town Funds</b>	<b>97,391</b>	<b>162,840</b>	<b>1,198</b>

**CAPITAL FUNDS - SEPTEMBER 30, 2012**

CAPITAL FUND - MHLS	2011	2012		
	Actual	Starting Budget	Adjusted Budget	Actual as of 9/30/2012
Fund Balance Jan. 1	61,257	116,097	116,097	116,097
Receipts				
Interest	112	0	0	95
E-Rate Refund (Trnsfr from Gen.Fund)	24,728	18,000	18,000	
Transfer from General Fund	30,000			
Transfer To General Fund	0			0
Fund Balance	116,097	116,097	134,097	116,192

CAPITAL FUND - MEMBERS	2011	2012		
	Actual	Starting Budget	Adjusted Budget	Actual as of 9/30/2012
Fund Balance Jan. 1	97,900	65,668	65,668	65,668
Receipts				
Interest	170			66
License Fees	29,598	39,600	39,600	31,483
Disbursements	-62,000	0		
Fund Balance	65,668	105,268	105,268	97,217

Licenses	15,000
Modules - 60%	68,120
Migration - 40%	12,594
Interest	<u>1,504</u>
	97,217