

FINANCIAL REPORT 2010 - Sample

Report financial data based on the fiscal reporting year reported in Part 1. *ROUND TO THE NEAREST DOLLAR.*

Part 11 – OPERATING FUND RECEIPTS

LOCAL PUBLIC FUNDS

Specify by name the municipalities or districts that are the source of funds.

11.1 Does the library receive any local public funds? If yes, complete one record for each funding source; if no, go to question 11.3.

Repeating Group #5:

1. Source of Funds
 - a. County **Jefferson** **\$2,000**
 - b. Town
 - c. Village
 - d. City
 - e. School District
 - f. Other (specify using the State note)
 - g. N/A
2. Name of funding County, Municipality or District
3. Amount
4. Subject to Public Vote
5. Written Contractual Agreement

11.2 **TOTAL LOCAL PUBLIC FUNDS**

SYSTEM CASH GRANTS TO MEMBER LIBRARY

- 11.3 Local Library Services Aid (LLSA) **\$1,354**
- 11.4 Central Library Aid (CLDA and/or CBA)
- 11.5 Additional State Aid received from the System
- 11.6 Federal Aid received from the System
- 11.7 Other Cash Grants **(\$1000 – Gates + \$100 – Imp. Award + \$175 – SRP mini-grant) \$1,275**
- 11.8 **TOTAL SYSTEM CASH GRANTS** (Add Questions 11.3, 11.4, 11.5, 11.6 and 11.7)

OTHER STATE AID

11.9 State Aid other than LLSA, Central Library Aid (CLDA and/or CBA) or other State aid reported as system cash grants

FEDERAL AID FOR LIBRARY OPERATION

11.10 LSTA

11.11 Other Federal Aid

11.12 **TOTAL FEDERAL AID** (Add Questions 11.10 and 11.11)

11.13 **CONTRACTS WITH PUBLIC LIBRARIES AND/OR PUBLIC LIBRARY SYSTEMS IN NEW YORK STATE**

OTHER RECEIPTS

11.14 Gifts and Endowments **(Wal-Mart grant)** **\$ 445**

11.15 Fund Raising **(Library Ball)** **\$1,000**

11.16 Income from Investments **(Interest from Business Savings Account #4)** **\$ 126**

11.17 Library Charges **(Library fines)** **\$ 113**

11.18 Other **(e-Rate Refund)** **\$ 20**

11.19 **TOTAL OTHER RECEIPTS** (Add Questions 11.14, 11.15, 11.16, 11.17 and 11.18)

11.20 **TOTAL OPERATING FUND RECEIPTS** (Add Questions 11.2, 11.8, 11.9, 11.12, 11.13 and 11.19)

11.21 **BUDGET LOANS**

TRANSFERS

11.22 From Capital Fund (Same as Question 14.8) **(For Broken Window)** **\$ 400**

11.23 From Other Funds **(From Checking to Petty Cash)** **\$ 161**

11.24 **TOTAL TRANSFERS** (Add Questions 11.22 and 11.23)

11.25 **BALANCE IN OPERATING FUND** – Beginning Balance for Fiscal Year Ending 2010 (Same as Question 12.38 of previous year if fiscal year has not changed)

11.26 **GRAND TOTAL RECEIPTS, BUDGET LOANS, TRANSFERS AND BALANCE** (Add Questions 11.20, 11.21, 11.24 and 11.25; Same as Question 12.39)

Part 12 – OPERATING FUND DISBURSEMENTS

STAFF EXPENDITURES

Salaries & Wages Paid from Library Funds

12.1	Certified Librarians		<u>\$5,800</u>
12.2	Other Staff		<u>\$2,000</u>
12.3	Total Salaries & Wages Expenditures (Add Questions 12.1 and 12.2)		
12.4	Employee Benefits Expenditures		<u>\$1,100</u>
12.5	Total Staff Expenditures (Add Questions 12.3 and 12.4)		

COLLECTION EXPENDITURES

12.6	Print Materials Expenditures	(Baker & Taylor – Books)	<u>\$ 400</u>
12.7	Electronic Materials Expenditures		
12.8	Other Materials Expenditures		
12.9	Total Collection Expenditures (Add Questions 12.6, 12.7 and 12.8)		

CAPITAL EXPENDITURES FROM OPERATING FUNDS

12.10	From Local Public Funds (71PF)		
12.11	From Other Funds (71OF)	(Dell – Computer Purchase)	<u>\$1,500</u>
12.12	Total Capital Expenditures (Add Questions 12.10 and 12.11)		

OPERATION AND MAINTENANCE OF BUILDINGS

Repairs to Building & Building Equipment

12.13	From Local Public Funds (72PF)	(Replaced broken window)	<u>\$ 400</u>
12.14	From Other Funds (72OF)		
12.15	Total Repairs (Add Questions 12.13 and 12.14)		
12.16	Other Disbursements for Operation & Maintenance of Buildings	(\$1,200 – Gas/Lights + \$300 – Snow removal + \$500 – Janitorial Services)	<u>\$2,000</u>
12.17	Total Operation & Maintenance of Buildings (Add Questions 12.15 and 12.16)		

MISCELLANEOUS EXPENSES

12.18	Office & Library Supplies	(\$200 – Paper/Ink + \$16 – Poster + \$75 – Binders)	<u>\$ 291</u>
12.19	Telecommunications	(Verizon – Phone Bill)	<u>\$ 500</u>
12.20	Binding Expenses		
12.21	Postage and Freight	(USPS – Postage)	<u>\$ 70</u>
12.22	Other Miscellaneous		
12.23	Total Miscellaneous Expenses (Add Questions 12.18, 12.19, 12.20, 12.21 and 12.22)		
12.24	CONTRACTS WITH PUBLIC LIBRARIES AND/OR PUBLIC LIBRARY SYSTEMS IN NEW YORK STATE		<u>\$2,000</u>
		(SIRSI Fees)	

DEBT SERVICE

Capital Purposes Loans (Principal and Interest)

12.25	From Local Public Funds (73PF)		
12.26	From Other Funds (73OF)		
12.27	Total (Add Questions 12.25 and 12.26)		
12.28	Budget Loans (Principal and Interest)		
12.29	Short-Term Loans		
12.30	Total Debt Service (Add Questions 12.27, 12.28 and 12.29)		
12.31	TOTAL OPERATING FUND DISBURSEMENTS (Add Questions 12.5, 12.9, 12.12, 12.17, 12.23, 12.24 and 12.30)		

TRANSFERS

Transfers to Capital Fund

12.32	From Local Public Funds (76PF)		
12.33	From Other Funds (76OF)		
12.34	Total Transfers to Capital Fund (Add Questions 12.32 and 12.33; same as Question 13.8)		
12.35	Transfer to Other Funds	(From Operating to Petty Cash)	<u>\$ 161</u>
12.36	TOTAL TRANSFERS (Add Questions 12.34 and 12.35)		
12.37	TOTAL DISBURSEMENTS AND TRANSFERS (Add Questions 12.31 and 12.36)		
12.38	BALANCE IN OPERATING FUND – Ending Balance for the Fiscal Year Ending 2010		

12.39 **GRAND TOTAL DISBURSEMENTS, TRANSFERS & BALANCE** (Add Questions 12.37 and 12.38; same as Question 11.26)

ASSURANCE

12.40 The Library operated under its plan of service in accordance with the provisions of Education Law and the Regulations of the Commissioner, and assures that the "Annual Report" was reviewed and accepted by the Library Board on (date - mm/dd/yyyy).

FISCAL AUDIT

12.41 Last audit performed (mm/dd/yyyy)

12.42 Time period covered by this audit (mm/dd/yyyy – mm/dd/yyyy)

12.43 Indicate type of audit (select one):

City

County

State

Private Accounting Firm

Other (specify using the State note)

N/A

CAPITAL FUND

12.44 Does the library have a Capital Fund? Enter Y for Yes, N for No. If No, stop here. If Yes, complete the Capital Fund Report.

CAPITAL FUND REPORT 2010

Report financial data based on the fiscal year reported in Part 1. *ROUND TO THE NEAREST DOLLAR.*

Part 13 – CAPITAL FUND RECEIPTS

REVENUES FROM LOCAL SOURCES

- 13.1 Revenues from Local Government Sources
- 13.2 All Other Revenues from Local Sources
- 13.3 **Total Revenues from Local Sources**

STATE AID FOR CAPITAL PROJECTS

- 13.4 State Aid Received for Construction (NYS Construction Grant Award) **\$22,200**
- 13.5 Other State Aid
- 13.6 **Total State Aid** (Add Questions 13.4 and 13.5)

FEDERAL AID FOR CAPITAL PROJECTS

- 13.7 **TOTAL FEDERAL AID**

INTERFUND REVENUE

- 13.8 Transfer from Operating Fund (Same as Question 12.34)
- 13.9 **TOTAL REVENUES** (Add Questions 13.3, 13.6, 13.7 and 13.8)

13.10 NON-REVENUE RECEIPTS

- 13.11 **TOTAL CASH RECEIPTS** (Add Questions 13.9 and 13.10)
- 13.12 **BALANCE IN CAPITAL FUND** – Beginning Balance for Fiscal Year Ending 2010 (Same as Question 14.11 of previous year, if fiscal year has not changed)
- 13.13 **TOTAL CASH RECEIPTS AND BALANCE** (Add Questions 13.11 and 13.12; same as Question 14.12)

Part 14 – CAPITAL FUND DISBURSEMENTS

PROJECT EXPENDITURES

- 14.1 Construction **\$22,200**

14.2	Incidental Construction	<u>\$ 5,400</u>
	Other Disbursements	
14.3	Purchase of Buildings	
14.4	Interest	
14.5	Collection Expenditures	
14.6	Total Other Disbursements (Add Questions 14.3, 14.4 and 14.5)	
14.7	TOTAL PROJECT EXPENDITURES (Add Questions 14.1, 14.2 and 14.6)	
14.8	TRANSFER TO OPERATING FUND (Same as Question 11.22)	<u>\$ 400</u>
14.9	NON-PROJECT EXPENDITURES	
14.10	TOTAL CASH DISBURSEMENTS AND TRANSFERS (Add Questions 14.7, 14.8 and 14.9)	
14.11	BALANCE IN CAPITAL FUND – Ending Balance for the Fiscal Year Ending 2010	
14.12	TOTAL CASH DISBURSEMENTS AND BALANCE (Add Questions 14.10 and 14.11; same as Question 13.13)	