

NE Director

From: Edwardfjackman <edwardfjackman@aol.com>
Sent: Monday, May 14, 2018 3:13 PM
To: hwalker@trinity-health.org; tkerickson2@gmail.com; ericasd@gmail.com; aamaalouf@gmail.com
Cc: NE Director
Subject: Treasurer's Report - April Results - May Board Meeting
Attachments: BalSht.pdf; Fund Drive Comparison 17 v 18.pdf; Interest.pdf; Monthly Budget.pdf; MonthlyIncExp.pdf; TransbyCat.pdf; UnrecBankTrans.pdf; YTDIncExp.pdf

Expenses in April exceeded revenues by over \$17,000, although on a year to date basis, revenues have exceeded expenses by more than \$13,000.

Revenues

The April shortfall was attributable primarily to the lack of government funding during the month. Government contributions are budgeted at a roughly \$20,000 per month rate, but are actually received periodically, with nothing received in many months.

Another major variance is the shortfall in donation income. This is budgeted at \$3,500 per month, but actually is dependent on the timing of fundraising efforts. At the end of April, donations were roughly \$4,900 behind budget, but roughly \$5,700 ahead of last year.

Minor income items (interest, fines and lost books) as a group are also behind budget for the year.

Expenses

Staff expense of just over \$16,000 continued to under run the budgeted monthly rate of \$17,750 in April, resulting in expense favorable to budget of over \$8,500 on a year to date basis. The gain to date is based on an unfilled position.

We continue to under run budget in most other expense items, with the exception of collection expense, which is nearly \$2,100 ahead of its annualized rate through April. However, as indicated in earlier reports, the overrun is a timing difference, which should work itself out over the course of the year. In fact, for April, collection expense was just slightly over \$600.

Balance Sheet

Our bank balances remain strong, with nearly \$188,000 in current assets as of April 30. We continue to earn minimal interest of 0.25% on the savings account and two of the three trust accounts. When I called the bank today to find out what happened to my request for interest on the other trust account and the checking account, I learned that nothing had been done. Our contact, Anthony Stadler is no longer with BB&T, and his supervisor told me that we cannot get interest on checking, but that he would look into what could be done on the other account.

Miscellaneous

There are a couple of other items I wish to mention, but I'll put them in a separate memo. Sorry I cannot be at this month's meeting, but I planned my schedule to be available for a meeting this week.

Ed Jackman

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05/05/18
Accrual Basis

Newtown Public Library
Balance Sheet
As of April 30, 2018

	Apr 30, 18
ASSETS	
Current Assets	
Checking/Savings	
CashAccount	142.00
CEllis	11,694.82
Checking	24,713.14
Chidester	4,710.96
MEllis	11,776.47
Savings	134,477.29
Total Checking/Savings	187,514.68
Total Current Assets	187,514.68
Other Assets	
Capitalized Equipment	78.38
Total Other Assets	78.38
TOTAL ASSETS	187,593.06
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Payables	163.00
Total Other Current Liabilities	163.00
Total Current Liabilities	163.00
Total Liabilities	163.00
Equity	
Opening Balance Equity	1,653.34
Retained Earnings	175,345.67
Net Income	10,431.05
Total Equity	187,430.06
TOTAL LIABILITIES & EQUITY	187,593.06

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Accrual Basis

Newtown Public Library

Transactions by Category

April 2018

Date	Name	Memo	Account	Amount
Donations				
Fund Drive 2018				
04/17/2018		Deposit	Fund Drive 2018	675.00
04/30/2018		Deposit	Fund Drive 2018	90.00
Total Fund Drive 2018				765.00
Total Donations				765.00
Fines				
04/17/2018		Deposit	Fines	381.03
04/30/2018		Deposit	Fines	160.00
04/30/2018	Lost Books versus Fines		Fines	-241.56
04/30/2018	Video Fee versus Fines		Fines	-205.00
Total Fines				94.47
Interest				
04/30/2018		Interest	Interest	2.16
04/30/2018		Interest	Interest	2.18
04/30/2018		Interest	Interest	27.63
Total Interest				31.97
Lost Books				
04/30/2018	Lost Books versus Fines		Lost Books	241.56
Total Lost Books				241.56
UserFees				
Copier/Printing Commission				
04/30/2018		12/17, 2/18, 3/12/18-4/11/18 printer commiss...	Copier/Printing Com...	38.82
Total Copier/Printing Commission				38.82
Video				
04/30/2018	Video Fee versus Fines		Video	205.00
Total Video				205.00
Total UserFees				243.82
AccessPA				
04/17/2018	HSLC	Inv #66585	AccessPA	-295.00
Total AccessPA				-295.00
Collection				
Adult Collection - Books				
04/17/2018	Baker & Taylor	Acct #L6055843	Adult Collection - Bo...	-229.43
04/26/2018	Cardmember Service	Acct #4798510055518183	Adult Collection - Bo...	-18.66
Total Adult Collection - Books				-248.09
Children Collection - Books				
04/17/2018	Baker & Taylor	Acct #L6055843	Children Collection -...	-229.00
04/26/2018	Cardmember Service	Acct #4798510060185812	Children Collection -...	-33.52
Total Children Collection - Books				-262.52
DVDs				
04/26/2018	Cardmember Service	Acct #4798510055518183	DVDs	-115.88
Total DVDs				-115.88
Total Collection				-626.49
Information Technology (IT)				
04/26/2018	Cardmember Service	Acct #4798510055518183	Information Technol...	-42.62
Total Information Technology (IT)				-42.62

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Accrual Basis

Newtown Public Library

Transactions by Category

April 2018

Date	Name	Memo	Account	Amount
Maintenance				
Building				
04/17/2018	Coverall North America Inc	Inv #1020325256	Building	-469.00
	Total Building			-469.00
	Total Maintenance			-469.00
Miscellaneous				
Bank Charge				
04/03/2018		BB&T Service Charge refunded	Bank Charge	5.00
04/26/2018	Cardmember Service	Acct #4798510060185812	Bank Charge	-17.00
	Total Bank Charge			-12.00
Other				
04/17/2018		FOL Museum Pass & LP keyboards reimbur...	Other	1,288.00
04/26/2018	Cardmember Service	Museum Passes/LP keyboards - to be reimb...	Other	-1,288.00
	Total Other			0.00
	Total Miscellaneous			-12.00
Professional Development				
04/19/2018	Cardmember Service	Acct #4798510060185820	Professional Develo...	-130.00
04/26/2018	Cardmember Service	PLA - Angela Hegadorn	Professional Develo...	-93.00
	Total Professional Development			-223.00
Programs				
Adult				
04/26/2018	Cardmember Service	Acct #4798510055518183	Adult	-24.21
	Total Adult			-24.21
	Total Programs			-24.21
StaffExpense				
Fees				
04/30/2018	Payroll	Due to Vol Luncheon, payroll called in later t...	Fees	-104.23
	Total Fees			-104.23
Taxes				
04/30/2018	Payroll		Taxes	-1,133.53
	Total Taxes			-1,133.53
Wages				
04/30/2018	Payroll		Wages	-14,817.02
	Total Wages			-14,817.02
	Total StaffExpense			-16,054.78
Supplies				
Building				
04/17/2018	Crystal Springs	Inv #8819431041418	Building	-68.80
	Total Building			-68.80
Library				
04/19/2018	Cardmember Service	Acct #4798510060185820	Library	-452.06
	Total Library			-452.06

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Accrual Basis

Newtown Public Library
Transactions by Category
 April 2018

Date	Name	Memo	Account	Amount
Office				
04/19/2018	Cardmember Service	Acct #4798510060185820	Office	-34.61
04/26/2018	Cardmember Service	Acct #4798510055518183	Office	-55.41
Total Office				-90.02
Total Supplies				-610.88
Utilities				
Internet				
04/26/2018	Comcast	Acct #8499101140070837	Internet	-114.90
Total Internet				-114.90
Telephone				
04/19/2018	Comstar Technologies	Inv #977945	Telephone	-211.23
04/26/2018	Comcast	Acct #8499101140070837	Telephone	-42.31
Total Telephone				-253.54
Total Utilities				-368.44
TOTAL				-17,349.60

Newtown Public Library - Fund Drive 2017 vs. Fund Drive 2018

Eff 04/30/2018

Fund Drive 2017	Amt Donated
01/06/17	\$ 460.00
01/19/17	\$ 1,000.95
01/27/17	\$ 85.00
02/13/17	\$ 25.00
02/28/17	\$ 240.00
03/18/17	\$ 115.00
03/31/17	\$ 100.00
04/14/17	\$ 1,380.00
05/16/17	\$ 85.00
05/31/17	\$ 1,015.00
06/23/17	\$ 15.00
07/14/17	\$ 35.00
07/28/17	\$ 15.00
08/04/17	\$ 100.00
08/14/17	\$ 55.00
08/22/17	\$ 3,242.00
08/28/17	\$ 5,115.00
08/31/17	\$ 1,245.00
09/07/17	\$ 5,185.00
09/15/17	\$ 1,955.00
09/22/17	\$ 1,130.00
09/29/17	\$ 403.41
10/06/17	\$ 430.00
10/11/17	\$ 35.00
10/19/17	\$ 797.00
10/27/17	\$ 465.00
10/30/17	\$ 2,600.00
10/31/17	\$ 250.00
11/06/17	\$ 380.00
11/17/17	\$ 625.00
11/28/17	\$ 550.00
11/30/17	\$ 356.43
12/11/2017	\$ 495.00
12/19/2017	\$ 385.00
12/27/17	\$ 4,669.00
12/27/17	\$ 100.00
12/29/17	\$ 915.00
12/29/17	\$ 2,885.00
OVERALL TOTAL	\$ 38,938.79

\$ 3,405.95

Fund Drive 2018	Amt Donated
01/02/18	\$ 600.00
01/09/18	\$ 4,205.00
01/18/18	\$ 1,225.00
01/19/18	\$ 1,050.00
01/23/18	\$ 300.00
02/07/18	\$ 275.00
02/14/18	\$ 70.00
02/28/18	\$ 427.03
03/30/18	\$ 250.00
04/17/18	\$ 675.00
04/30/18	\$ 90.00
Total	\$ 9,167.03

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Accrual Basis

Newtown Public Library
YTD Income & Expenses
 January through April 2018

	<u>Jan - Apr 18</u>
Income	
Donations	
Fund Drive 2018	9,167.03
Total Donations	9,167.03
Fines	810.95
GovernmentAid	
Newtown Township	47,750.00
State	36,807.00
Total GovernmentAid	84,557.00
Interest	71.73
Lost Books	538.24
UserFees	
Coffee	0.00
Copier/Printing Commission	49.28
Video	727.17
Total UserFees	776.45
Total Income	95,921.40
Expense	
AccessPA	295.00
Audit & Insurance	823.00
Collection	
Adult Collection - Books	5,456.17
Audiobooks	1,500.00
Children Collection - Books	3,005.99
DVDs	474.82
Periodicals	4,327.54
Total Collection	14,764.52
Information Technology (IT)	144.52
Maintenance	
Building	1,407.00
Total Maintenance	1,407.00
Miscellaneous	
Bank Charge	95.74
Other	0.00
Miscellaneous - Other	0.00
Total Miscellaneous	95.74
Postage	100.00
Professional Development	915.00
Programs	
Adult	24.21
Children	1,266.97
Total Programs	1,291.18
StaffExpense	
Fees	360.92
Taxes	4,412.41
Wages	57,678.33
Total StaffExpense	62,451.66
StaffRecognition	0.00

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Accrual Basis

Newtown Public Library
YTD Income & Expenses
January through April 2018

	Jan - Apr 18
Supplies	
Building	879.71
Library	561.01
Office	236.01
Total Supplies	1,676.73
Utilities	
Internet	459.60
Telephone	1,066.40
Total Utilities	1,526.00
Total Expense	85,490.35
Net Income	10,431.05

Newtown Public Library
Budget YTD 2018 - April 2018

Revenue	Actual	Budget	Variance	2018 Budget
Donations	\$ 9,167	\$ 14,000	\$ (4,833)	\$ 42,000
Fines	\$ 811	\$ 1,667	\$ (856)	\$ 5,000
Government Aid				
Delaware County	\$ -	\$ -	\$ -	\$ 4,000
Edgmont Township	\$ -	\$ -	\$ -	\$ 5,000
Newtown Township	\$ 47,750	\$ 63,667	\$ (15,917)	\$ 191,000
Pennsylvania	\$ 36,807	\$ 35,750	\$ 1,057	\$ 39,000
Interest	\$ 72	\$ 13	\$ 59	\$ 150
Lost Books	\$ 538	\$ 333	\$ 205	\$ 1,000
User Fees	\$ 776	\$ 1,333	\$ (557)	\$ 4,000
Total Revenue	\$ 95,921	\$ 116,763	\$ (20,842)	\$ 291,150

Expenditures

Access PA	\$ 295	\$ 295	\$ -	\$ 295
Audit/Insurance	\$ 823	\$ 2,067	\$ (1,244)	\$ 6,200
Collection (includes periodicals)	\$ 14,765	\$ 12,667	\$ 2,098	\$ 38,000
Dues	\$ -	\$ 367	\$ (367)	\$ 1,100
Fundraising	\$ -	\$ 2,000	\$ (2,000)	\$ 6,000
IT	\$ 145	\$ 333	\$ (189)	\$ 1,000
Maintenance	\$ 1,407	\$ 1,900	\$ (493)	\$ 5,700
Miscellaneous	\$ 96	\$ 400	\$ (304)	\$ 1,200
Postage	\$ 100	\$ 200	\$ (100)	\$ 600
Professional Development	\$ 915	\$ 1,000	\$ (85)	\$ 3,000
Programs (Children & Adult)	\$ 1,291	\$ 2,167	\$ (875)	\$ 6,500
Staff Expense (Wages, Tax, Fees)	\$ 62,452	\$ 71,000	\$ (8,548)	\$ 213,000
Staff Recognition	\$ -	\$ 250	\$ (250)	\$ 750
Supplies (Building/Library/Office)	\$ 1,677	\$ 2,667	\$ (990)	\$ 8,000
Utilities (Telephone/Internet)	\$ 1,526	\$ 1,333	\$ 193	\$ 4,000
Total Expenses	\$ 85,490	\$ 98,645	\$ (13,155)	\$ 295,345

Newtown Public Library
Monthly Income & Expenses
April 2018

	Apr 18
Income	
Donations	
Fund Drive 2018	765.00
Total Donations	765.00
Fines	94.47
Interest	31.97
Lost Books	241.56
UserFees	
Copier/Printing Commission	38.82
Video	205.00
Total UserFees	243.82
Total Income	1,376.82
Expense	
AccessPA	295.00
Collection	
Adult Collection - Books	248.09
Children Collection - Books	262.52
DVDs	115.88
Total Collection	626.49
Information Technology (IT)	42.62
Maintenance	
Building	469.00
Total Maintenance	469.00
Miscellaneous	
Bank Charge	12.00
Other	0.00
Total Miscellaneous	12.00
Professional Development	223.00
Programs	
Adult	24.21
Total Programs	24.21
StaffExpense	
Fees	104.23
Taxes	1,133.53
Wages	14,817.02
Total StaffExpense	16,054.78
Supplies	
Building	68.80
Library	452.06
Office	90.02
Total Supplies	610.88
Utilities	
Internet	114.90
Telephone	253.54
Total Utilities	368.44
Total Expense	18,726.42
Net Income	-17,349.60