

NE Director

From: Edwardfjackman <edwardfjackman@aol.com>
Sent: Tuesday, December 18, 2018 12:00 PM
To: hwalker@trinity-health.org; ericasd@gmail.com; tkerickson2@gmail.com; aamaalouf@gmail.com
Cc: NE Director
Subject: TreASURER'S REPORT, DECEMBER MEETING - NOVEMBER FINANCIALS
Attachments: MonthlyIncExp-November 2018.pdf; Nov Budget.pdf; Balance Sheet November 2018.pdf; Fund Drive Comparison 17 v 18-November.pdf; YTDIncExp-November 2018.pdf; Interest-November 2018.pdf; TransbyCat-November 2018.pdf

Monthly Income and Expenses

With the final installment of Newtown Township funding, revenues exceeded expenses by about \$22,500. Noteworthy this month were

- the Township's payment made up for the small shortfall in the previous quarterly payment and Township funding is exactly on budget for the year.
- employee expense, after a bump up in October, is back on track.
- collection expense of nearly \$5,800 is significantly increased, but is consistent with the budget transfer we approved in October.
- user fees of \$21 seem to represent the new norm, considering that we stopped charging for DVD rentals some months ago.

Budget

Revenues for the year are about \$6,600 under budget. The major variances are fundraising (about \$3,000) and user fees (about \$2,600) below budget. We still might achieve our fundraising goal for the year if the impact of the second fundraising solicitation is felt soon enough. User fees, however, are a lost cause.

Expenses year to date are about \$10,500 below budget, resulting in net revenues of nearly \$16,000 year to date. Major contributors are shortfalls in staff expense, fundraising expense, and collection expense. However, with no further Township funding for December and the additional collection expense previously authorized, whether the Library breaks even for the year depends pretty much on the timing of revenues from the second fundraising.

Balance Sheet

With the net revenue in November, total equity rebounded to nearly \$196,800. Almost all of the assets are in bank accounts. Cash of about \$34,700 in checking, together with any additional funds from fundraising, must carry us through until the Township's next funding in February. Or, we might have to dip into Savings.

One curious item, which perhaps somebody can explain, is the existence of a small capitalized equipment asset (\$78). The Library has considerable assets that do not appear on this financial balance sheet (eg. books). Why this one item?

Fundraising

Total fundraising at November 30 was about \$6,000 ahead of last year. This was almost entirely due to the carryover effect into January of last year's second fundraising.

Other

The year to date revenue and expense statement, the interest expense statement and the transaction by category statement are also attached for information. There is very little to be said about them that has not already been said.

Ed Jackman

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Accrual Basis

Newtown Public Library
Monthly Income & Expenses
November 2018

	Nov 18
Income	
Donations	
Fund Drive 2018	795.00
Total Donations	795.00
Fines	475.98
GovernmentAid	
Newtown Township	48,000.00
Total GovernmentAid	48,000.00
Interest	31.98
Lost Books	48.99
UserFees	
Copier/Printing Commission	21.28
Total UserFees	21.28
Total Income	49,373.23
Expense	
Collection	
Adult Collection - Books	3,583.73
Children Collection - Books	1,554.00
DVDs	653.49
Total Collection	5,791.22
Dues	
Dues (Non-Professional)	90.00
Dues (Professional)	445.00
Total Dues	535.00
Maintenance	
Building	469.00
Total Maintenance	469.00
Miscellaneous	
Other	-9.17
Total Miscellaneous	-9.17
Postage	300.00
Professional Development	883.60
Programs	
Children	18.43
Total Programs	18.43
StaffExpense	
Fees	752.03
Taxes	1,153.47
Wages	15,078.07
Total StaffExpense	16,983.57
Supplies	
Building	581.01
Library	521.60
Office	177.31
Total Supplies	1,279.92

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Accrual Basis

Newtown Public Library
Monthly Income & Expenses
November 2018

	Nov 18
Utilities	
Internet	305.90
Telephone	279.52
Total Utilities	585.42
Total Expense	26,836.99
Net Income	22,536.24

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Accrual Basis

Newtown Public Library
YTD Income & Expenses
January through November 2018

	Jan - Nov 18
Income	
Donations	
Fund Drive 2018	35,481.03
Total Donations	35,481.03
Fines	3,099.83
GovernmentAid	
County	3,889.00
EdgmontTownshp	5,150.00
Newtown Township	191,000.00
State	38,884.30
Total GovernmentAid	238,923.30
Interest	299.78
Lost Books	1,219.44
UserFees	
Coffee	0.00
Copier/Printing Commission	120.40
Video	928.21
Total UserFees	1,048.61
Total Income	280,071.99
Expense	
AccessPA	295.00
Audit & Insurance	
Audit	4,120.00
Audit & Insurance - Other	1,661.00
Total Audit & Insurance	5,781.00
Collection	
Adult Collection - Books	17,949.74
Audiobooks	1,500.00
Children Collection - Books	10,918.89
DVDs	2,492.25
Periodicals	4,855.54
Total Collection	37,716.42
Dues	
Dues (Non-Professional)	240.90
Dues (Professional)	630.00
Total Dues	870.90
Fund Raising	
Postage	1,158.79
Stationary	1,931.20
Total Fund Raising	3,089.99
Information Technology (IT)	811.28
Maintenance	
Building	4,690.00
Total Maintenance	4,690.00
Miscellaneous	
Bank Charge	53.73
Other	534.76
PublicRelations	565.00
Miscellaneous - Other	0.00
Total Miscellaneous	1,153.49

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Accrual Basis

Newtown Public Library
YTD Income & Expenses
January through November 2018

	Jan - Nov 18
Postage	569.38
Professional Development	3,110.35
Programs	
Adult	265.14
Children	4,699.23
Total Programs	4,964.37
StaffExpense	
Fees	1,476.63
Taxes	12,841.61
Wages	170,022.38
Total StaffExpense	184,340.62
StaffRecognition	201.27
Supplies	
Building	3,661.64
Library	2,217.78
Office	2,112.92
Total Supplies	7,992.34
Utilities	
Internet	1,836.90
Telephone	2,851.92
Total Utilities	4,688.82
Total Expense	260,275.23
Net Income	19,796.76

Newtown Public Library
Budget YTD 2018 - November 2018

Revenue	Actual	Budget	Variance	2018 Budget
Donations	\$ 35,481	\$ 38,500	\$ (3,019)	\$ 42,000
Fines	\$ 3,100	\$ 4,583	\$ (1,484)	\$ 5,000
Government Aid				
Delaware County	\$ 3,889	\$ 4,000	\$ (111)	\$ 4,000
Edgmont Township	\$ 5,150	\$ 5,000	\$ 150	\$ 5,000
Newtown Township	\$ 191,000	\$ 191,000	\$ -	\$ 191,000
Pennsylvania	\$ 38,884	\$ 39,000	\$ (116)	\$ 39,000
Interest	\$ 300	\$ 13	\$ 287	\$ 150
Lost Books	\$ 1,219	\$ 917	\$ 303	\$ 1,000
User Fees	\$ 1,049	\$ 3,667	\$ (2,618)	\$ 4,000
Total Revenue	\$ 280,072	\$ 286,680	\$ (6,608)	\$ 291,150

Expenditures

Access PA	\$ 295	\$ 295	\$ -	\$ 295
Audit/Insurance	\$ 5,781	\$ 5,683	\$ 98	\$ 6,200
Collection (includes periodicals)*	\$ 37,716	\$ 39,417	\$ (1,700)	\$ 43,000
Dues	\$ 871	\$ 1,008	\$ (137)	\$ 1,100
Fundraising	\$ 3,090	\$ 5,500	\$ (2,410)	\$ 6,000
IT	\$ 811	\$ 917	\$ (105)	\$ 1,000
Maintenance	\$ 4,690	\$ 5,225	\$ (535)	\$ 5,700
Miscellaneous	\$ 1,153	\$ 1,100	\$ 53	\$ 1,200
Postage	\$ 569	\$ 550	\$ 19	\$ 600
Professional Development	\$ 3,110	\$ 2,750	\$ 360	\$ 3,000
Programs (Children & Adult)	\$ 4,964	\$ 5,958	\$ (994)	\$ 6,500
Staff Expense (Wages, Tax, Fees)	\$ 184,341	\$ 189,108	\$ (4,768)	\$ 206,300
Staff Recognition	\$ 201	\$ 688	\$ (486)	\$ 750
Supplies (Building/Library/Office)	\$ 7,992	\$ 7,333	\$ 659	\$ 8,000
Utilities (Telephone/Internet)*	\$ 4,689	\$ 5,225	\$ (536)	\$ 5,700
Total Expenses	\$ 260,275	\$ 270,758	\$ (10,482)	\$ 295,345

*Trustees voted on 10/18/18, to transfer \$5000 from Staff Expense to Collection;
\$1700 from Staff Expense to Utilities.

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Accrual Basis

Newtown Public Library
Interest on Endowment Accounts
January through December 2018

Date	Split	Account	Amount
Jan - Dec 18			
01/31/2018	CELLis	Interest	0.45
01/31/2018	MELLis	Interest	0.45
01/31/2018	Savings	Interest	11.42
02/28/2018	CELLis	Interest	0.40
02/28/2018	MELLis	Interest	0.41
02/28/2018	Savings	Interest	10.31
03/30/2018	CELLis	Interest	0.79
03/30/2018	MELLis	Interest	0.80
03/30/2018	Savings	Interest	14.73
04/30/2018	CELLis	Interest	2.16
04/30/2018	MELLis	Interest	2.18
04/30/2018	Savings	Interest	27.63
05/31/2018	CELLis	Interest	2.23
05/31/2018	MELLis	Interest	2.25
05/31/2018	Savings	Interest	28.56
06/29/2018	CELLis	Interest	2.16
06/29/2018	MELLis	Interest	2.18
06/29/2018	Savings	Interest	27.64
07/31/2018	CELLis	Interest	2.22
07/31/2018	MELLis	Interest	2.23
07/31/2018	Savings	Interest	28.57
08/31/2018	CELLis	Interest	2.22
08/31/2018	MELLis	Interest	2.23
08/31/2018	Savings	Interest	28.57
09/28/2018	CELLis	Interest	2.15
09/28/2018	MELLis	Interest	2.16
09/28/2018	Savings	Interest	27.66
10/31/2018	CELLis	Interest	2.22
10/31/2018	MELLis	Interest	2.23
10/31/2018	Savings	Interest	28.59
11/30/2018	CELLis	Interest	2.15
11/30/2018	MELLis	Interest	2.16
11/30/2018	Savings	Interest	27.67
Jan - Dec 18			299.78

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Accrual Basis

Newtown Public Library
Balance Sheet
As of November 30, 2018

	Nov 30, 18
ASSETS	
Current Assets	
Checking/Savings	
CELLis	11,610.17
Checking	34,692.80
Chidester	4,210.96
MELLis	11,691.91
Savings	134,674.55
Total Checking/Savings	196,880.39
Total Current Assets	196,880.39
Other Assets	
Capitalized Equipment	78.38
Total Other Assets	78.38
TOTAL ASSETS	196,958.77
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	19,796.76
Total Equity	196,795.77
TOTAL LIABILITIES & EQUITY	196,958.77

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Accrual Basis

Newtown Public Library

Transactions by Category

November 2018

Date	Name	Memo	Account	Amount
Donations				
Fund Drive 2018				
11/19/2018		Deposit	Fund Drive 2018	135.00
11/26/2018		Transfer of funds from Paypal donations	Fund Drive 2018	600.00
11/27/2018		Deposit	Fund Drive 2018	60.00
Total Fund Drive 2018				795.00
Total Donations				795.00
Fines				
11/19/2018		Deposit	Fines	504.97
11/27/2018		Deposit	Fines	20.00
11/30/2018	Lost Books versus Fines		Fines	-48.99
Total Fines				475.98
GovernmentAid				
Newtown Township				
11/27/2018		Deposit	Newtown Township	48,000.00
Total Newtown Township				48,000.00
Total GovernmentAid				48,000.00
Interest				
11/30/2018		Interest	Interest	2.15
11/30/2018		Interest	Interest	2.16
11/30/2018		Interest	Interest	27.67
Total Interest				31.98
Lost Books				
11/30/2018	Lost Books versus Fines		Lost Books	48.99
Total Lost Books				48.99
UserFees				
Copier/Printing Commission				
11/19/2018		Deposit	Copier/Printing Com...	21.28
Total Copier/Printing Commission				21.28
Total UserFees				21.28
Collection				
Adult Collection - Books				
11/20/2018	Baker & Taylor	Acct #L6055843	Adult Collection - Bo...	-3,126.68
11/20/2018	Cardmember Service	Acct #4798510055518183	Adult Collection - Bo...	-457.05
Total Adult Collection - Books				-3,583.73
Children Collection - Books				
11/20/2018	Baker & Taylor	Acct #L6055843	Children Collection -...	-1,409.26
11/20/2018	Cardmember Service	Acct #4798510062365628	Children Collection -...	-144.74
Total Children Collection - Books				-1,554.00
DVDs				
11/20/2018	Cardmember Service	Acct #4798510055518183	DVDs	-653.49
Total DVDs				-653.49
Total Collection				-5,791.22
Dues				
Dues (Non-Professional)				
11/20/2018	Newtown Square Business...	Inv #2113	Dues (Non-Professi...	-90.00
Total Dues (Non-Professional)				-90.00

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Accrual Basis

Newtown Public Library

Transactions by Category

November 2018

Date	Name	Memo	Account	Amount
Dues (Professional)				
11/20/2018	Pennsylvania Library Asso...	Institutional membership	Dues (Professional)	-225.00
11/20/2018	American Library Associati...	Member #1083493	Dues (Professional)	-220.00
Total Dues (Professional)				-445.00
Total Dues				-535.00
Maintenance				
Building				
11/20/2018	Coverall North America Inc	Inv #1020331004	Building	-469.00
Total Building				-469.00
Total Maintenance				-469.00
Miscellaneous				
Other				
11/20/2018	Cardmember Service	Acct #4798510062365628	Other	9.17
Total Other				9.17
Total Miscellaneous				9.17
Postage				
11/20/2018	Cardmember Service	Acct #4798510055518183	Postage	-300.00
Total Postage				-300.00
Professional Development				
11/20/2018	Cardmember Service	Acct #4798510062365628	Professional Develo...	-379.62
11/20/2018	Cardmember Service	Acct #4798510055518183	Professional Develo...	-503.98
Total Professional Development				-883.60
Programs				
Children				
11/20/2018	Cardmember Service	Acct #4798510062365628	Children	-18.43
Total Children				-18.43
Total Programs				-18.43
StaffExpense				
Fees				
11/20/2018	Pennsylvania Unemploym...	2018 Solvency Fee	Fees	-316.75
11/20/2018	PA UC Fund	UC Collateral Deposit	Fees	-380.00
11/30/2018	Payroll		Fees	-55.28
Total Fees				-752.03
Taxes				
11/30/2018	Payroll		Taxes	-1,153.47
Total Taxes				-1,153.47
Wages				
11/30/2018	Payroll		Wages	-15,078.07
Total Wages				-15,078.07
Total StaffExpense				-16,983.57
Supplies				
Building				
11/20/2018	Crystal Springs	Inv #8819431	Building	-74.96
11/20/2018	Coverall North America Inc	Inv #1020330929	Building	-506.05
Total Building				-581.01

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Accrual Basis

Newtown Public Library
Transactions by Category
November 2018

Date	Name	Memo	Account	Amount
Library				
11/20/2018	Cardmember Service	Acct #4798510061916033	Library	-521.60
	Total Library			-521.60
Office				
11/20/2018	Cardmember Service	Acct #4798510061916033	Office	-44.39
11/20/2018	Cardmember Service	Acct #4798510055518183	Office	-132.92
	Total Office			-177.31
	Total Supplies			-1,279.92
Utilities				
Internet				
11/20/2018	Comcast	Acct #8499101140070837	Internet	-114.90
11/20/2018	Spidernet Technical Consu...	Inv #4484	Internet	-191.00
	Total Internet			-305.90
Telephone				
11/20/2018	Comcast	Acct #8499101140070837	Telephone	-41.57
11/20/2018	Comstar Technologies	Acct #1159824	Telephone	-237.95
	Total Telephone			-279.52
	Total Utilities			-585.42
TOTAL				22,536.24

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

Eff 11/30/2018

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

\$ 29,489.79

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
05/24/18	\$ 75.00
05/31/18	\$ 200.00
06/20/18	\$ 50.00
07/31/18	\$ 3,799.00
08/01/18	\$ 240.00
08/06/18	\$ 3,170.00
08/10/18	\$ 3,135.00
08/14/18	\$ 730.00
08/15/18	\$ 1,460.00
08/17/18	\$ 1,975.00
08/29/18	\$ 900.00
09/04/18	\$ 4,175.00
09/07/18	\$ 660.00
09/20/18	\$ 975.00
09/27/18	\$ 600.00
10/01/18	\$ 1,550.00
10/04/18	\$ 350.00
10/12/18	\$ 740.00
10/22/18	\$ 300.00
10/30/18	\$ 50.00
10/31/18	\$ 385.00
11/19/18	\$ 135.00
11/26/18	\$ 600.00
11/27/18	\$ 60.00
TOTAL	\$ 35,481.03