

# CUTPL Financial Summary (Dec 2012)

Bank Summary	Bank Number	Ending Balance
First Farmers Bank & Trust	5	\$ 15,708
First National Bank of Monterey	7	\$ 753,204
First Farmers Bank & Trust	8	\$ 2,153
First Farmers Bank & Trust	9	\$ 3,612
First Farmers Bank & Trust	10	\$ 10,114
<b>TOTAL ALL BANKS</b>		<b>\$ 784,792</b>

Funds	2012 Appropriation	YTD Disbursements <sup>1</sup>	Unexpended Balance	YTD Receipts <sup>1</sup>	Ending Balance	Target
Operating Fund	\$ 596,168	\$ 459,695	✓ \$ 136,473	\$ 472,966	✓ \$ 333,326	6 months operation
LIRF	\$ 8,162	\$ 390	✓ \$ 7,772	\$ 25,000	! \$ 37,768	\$100,000+
Debt Services	\$ 201,000	\$ 201,000	✓ \$ -	\$ 196,011	✓ \$ 111,455	\$100,500+
Rainy Day	\$ 35,000	\$ -	✓ \$ 35,000	\$ -	✓ \$ 142,329	\$100,000+
Gift and Grant Funds <sup>2</sup>		\$ 7,463		\$ 9,644	✓ \$ 153,150	\$100,000+
Misc <sup>3</sup>		\$ 10,205		\$ 15,705	✓ \$ 6,764	zero+
<b>TOTAL ALL FUNDS</b>		\$ 678,754		\$ 719,327	\$ 784,792	

Operating Fund	Dec	Dec Projection	Difference	YTD	%	YTD Projection	%	Difference
<b>RECEIPTS</b>								
Tax Receipts	\$ 144,023	\$ 146,774	\$ (2,752)	\$ 457,616	96.8%	\$ 418,717	95.7%	✓ \$ 38,899
Other Receipts	\$ 786	\$ 1,320	\$ (534)	\$ 15,350	3.2%	\$ 18,636	4.3%	✗ \$ (3,286)
<b>TOTAL RECEIPTS</b>	\$ 144,808	\$ 148,094	\$ (3,286)	\$ 472,966	100.0%	\$ 437,353	100.0%	✓ \$ 35,613
<b>EXPENDITURES</b>								
Personal Services	\$ 20,177	\$ 21,874	\$ (1,697)	\$ 288,479	67.0%	\$ 295,686	67.6%	✓ \$ (7,207)
Supplies	\$ 915	\$ 746	\$ 169	\$ 7,113	1.7%	\$ 8,950	2.0%	✓ \$ (1,837)
Other Services and Charges	\$ 6,549	\$ 7,297	\$ (748)	\$ 99,516	23.1%	\$ 97,283	22.2%	! \$ 2,233
Capital Outlays	\$ 3,439	\$ 2,600	\$ 839	\$ 35,186	8.2%	\$ 35,507	8.1%	✓ \$ (321)
<b>TOTAL EXPENDITURES</b>	\$ 31,081	\$ 32,517	\$ (1,436)	\$ 430,295	100.0%	\$ 437,426	100.0%	✓ \$ (7,131)
<i>Adjustments (see Notes page)</i>				\$ 29,401				
<b>Total Disbursements</b>				\$ 459,695				
<b>ENDING BALANCE</b>				\$ 333,326		\$ 319,982		✓ \$ 13,344

Financial Targets			
Operating Fund (number of months balance is sufficient to cover)		6 mos. operation Jan & Jul 1st	✓ <b>9.1</b>
Materials Expenditures (YTD as percent of Operating Expenditures) <sup>4</sup>		7.5% minimum	✓ <b>9.5%</b>
Personal Services (YTD as percent of Operating Expenditures) <sup>4</sup>		65% maximum	✗ <b>67.0%</b>

Notes	
<i>Transfers YTD between Operating Fund bank accounts</i>	<b>\$ 520,000.00</b>
<b>Reasons for X flag:</b>	
<i>Other Receipts</i> are low due to "Interest Earned" projection too high	
<i>Other Services and Charges</i> are high primarily due to unaccounted for \$3900 for MS Windows and Office licenses	

Notes:

<sup>1</sup> Does not include transfers within funds

<sup>2</sup> Includes all Gift & Grant Funds (500-599 in Chart of Accounts)

<sup>3</sup> Includes Levy Excess (010), Payroll (200) and PLAC (800)

<sup>4</sup> Transfers to LIRF are excluded in calculation

# CUTPL 2012 Operating Fund: Working Budget

2012 Operating Fund	Dec	Dec Projection	Difference ◀ ?	YTD	%	YTD Projection	%	Difference ◀ ?	see Notes
<b>RECEIPTS</b>									
General Property Taxes	\$ 125,137	\$ 129,050	\$ (3,913) ◀	\$ 295,284	62.4%	\$ 286,778	65.6%	\$ 8,506 ◀	B
Financial Institution Tax	\$ 30	\$ 45	\$ (15)	\$ 59	0.0%	\$ 90	0.0%	\$ (31)	
CAGIT Certified Shares	\$ 9,050	\$ 7,830	\$ 1,220 ◀	\$ 120,154	25.4%	\$ 93,959	21.5%	\$ 26,195 ◀	5
CAGIT PTRC	\$ 1,949	\$ 1,949	\$ 0	\$ 27,831	5.9%	\$ 23,390	5.3%	\$ 4,441 ◀	5
Auto and Aircraft Excise Tax	\$ 7,113	\$ 7,150	\$ (37)	\$ 12,799	2.7%	\$ 13,000	3.0%	\$ (201)	C
CVET	\$ 744	\$ 750	\$ (6)	\$ 1,488	0.3%	\$ 1,500	0.3%	\$ (12)	A
Photocopy Fees	\$ 95	\$ 250	\$ (155)	\$ 2,370	0.5%	\$ 3,000	0.7%	\$ (630) ◀	
Fines & Fees	\$ 478	\$ 583	\$ (105)	\$ 7,019	1.5%	\$ 7,000	1.6%	\$ 19	
Interest Earned	\$ 212	\$ 483	\$ (271)	\$ 3,101	0.7%	\$ 5,800	1.3%	\$ (2,699) ◀	
Refunds / Reimbursements	\$ -	\$ -	\$ -	\$ 2,860	0.6%	\$ 2,800	0.6%	\$ 60	
Miscellaneous	\$ -	\$ 3	\$ (3)	\$ -	0.0%	\$ 36	0.0%	\$ (36)	
<b>TOTAL RECEIPTS</b>	<b>\$ 144,808</b>	<b>\$ 148,094</b>	<b>\$ (3,286) ◀</b>	<b>\$ 472,966</b>	<b>100.0%</b>	<b>\$ 437,353</b>	<b>100.0%</b>	<b>\$ 35,613 ◀</b>	
<b>2012 Operating Fund</b>									
	Dec	Dec Projection	Difference ◀ ?	YTD	%	YTD Projection	%	Difference ◀ ?	see Notes
<b>EXPENDITURES</b>									
<b>100 PERSONAL SERVICES</b>									
Salary of Librarian	\$ 3,201	\$ 3,201	\$ 0	\$ 41,616	9.7%	\$ 41,616	9.5%	\$ 0	
Salary of Assistants	\$ 13,036	\$ 14,780	\$ (1,744) ◀	\$ 191,203	44.4%	\$ 196,714	45.0%	\$ (5,511) ◀	
Employee Benefits	\$ 3,940	\$ 3,892	\$ 48	\$ 55,660	12.9%	\$ 57,356	13.1%	\$ (1,696) ◀	
FICA (Employer's Share)	\$ 1,240	\$ 1,376	\$ (136)	\$ 17,784	4.1%	\$ 18,232	4.2%	\$ (448)	
PERF (Employer's Share)	\$ 706	\$ -	\$ 706 ◀	\$ 13,589	3.2%	\$ 11,399	2.6%	\$ 2,190 ◀	13
Group Insurance (Employer's Share)	\$ 1,993	\$ 2,475	\$ (482)	\$ 24,287	5.6%	\$ 27,225	6.2%	\$ (2,938)	D
Unemployment Compensation	\$ -	\$ 42	\$ (42)	\$ -	0.0%	\$ 500	0.1%	\$ (500)	
<b>TOTAL PERSONAL SERVICES</b>	<b>\$ 20,177</b>	<b>\$ 21,874</b>	<b>\$ (1,697) ◀</b>	<b>\$ 288,479</b>	<b>67.0%</b>	<b>\$ 295,686</b>	<b>67.6%</b>	<b>\$ (7,207) ◀</b>	
<b>200 SUPPLIES</b>									
Office Supplies	\$ 629	\$ 333	\$ 296	\$ 3,422	0.8%	\$ 4,000	0.9%	\$ (578)	
Operating Supplies	\$ 59	\$ 221	\$ (161)	\$ 2,219	0.5%	\$ 2,650	0.6%	\$ (431)	
Cleaning and Sanitation Supplies	\$ 59	\$ 83	\$ (24)	\$ 1,030	0.2%	\$ 1,000	0.2%	\$ 30	
Misc Operating Supplies	\$ -	\$ 138	\$ (138)	\$ 1,189	0.3%	\$ 1,650	0.4%	\$ (461)	
Repair and Maintenance Supplies	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -	0.0%	\$ -	
Other Supplies	\$ 227	\$ 192	\$ 35	\$ 1,472	0.3%	\$ 2,300	0.5%	\$ (828)	
<b>TOTAL SUPPLIES</b>	<b>\$ 915</b>	<b>\$ 746</b>	<b>\$ 169</b>	<b>\$ 7,113</b>	<b>1.7%</b>	<b>\$ 8,950</b>	<b>2.0%</b>	<b>\$ (1,837)</b>	
<b>300 OTHER SERVICES AND CHGS</b>									
Professional Services	\$ 1,006	\$ 603	\$ 403	\$ 17,758	4.1%	\$ 13,848	3.2%	\$ 3,910 ◀	
Legal	\$ 738	\$ 83	\$ 654 ◀	\$ 738	0.2%	\$ 1,000	0.2%	\$ (263)	
Payroll	\$ 200	\$ 198	\$ 2	\$ 2,826	0.7%	\$ 2,782	0.6%	\$ 44	
E-Rate Filing	\$ -	\$ 230	\$ (230)	\$ 670	0.2%	\$ 690	0.2%	\$ (20)	
Computer Support	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -	0.0%	\$ -	
Computer DB & Software (Materials)	\$ -	\$ -	\$ -	\$ 6,165	1.4%	\$ 3,300	0.8%	\$ 2,865 ◀	3, 8, 9
Computer DB & Software (Other)	\$ 30	\$ -	\$ 30	\$ 6,657	1.5%	\$ 4,976	1.1%	\$ 1,681	8, 11
Debt Collection	\$ 18	\$ 33	\$ (15)	\$ 340	0.1%	\$ 400	0.1%	\$ (60)	
Misc Professional Services	\$ 20	\$ 58	\$ (38)	\$ 363	0.1%	\$ 700	0.2%	\$ (338)	
Printing and Advertising	\$ -	\$ 17	\$ (17)	\$ 124	0.0%	\$ 200	0.0%	\$ (76)	
Advertising and Publication of Notices	\$ -	\$ 17	\$ (17)	\$ 124	0.0%	\$ 200	0.0%	\$ (76)	
Other Printing	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -	0.0%	\$ -	
Insurance	\$ -	\$ 100	\$ (100)	\$ 8,721	2.0%	\$ 7,420	1.7%	\$ 1,301	
Official Bonds	\$ -	\$ 100	\$ (100)	\$ 1,535	0.4%	\$ 1,500	0.3%	\$ 35	
Property-Liability	\$ -	\$ -	\$ -	\$ 6,223	1.4%	\$ 5,000	1.1%	\$ 1,223	12
Worker's Compensation	\$ -	\$ -	\$ -	\$ 963	0.2%	\$ 920	0.2%	\$ 43	E
Utilities	\$ 3,188	\$ 3,425	\$ (237)	\$ 37,940	8.8%	\$ 36,300	8.3%	\$ 1,640	
Gas & Electricity	\$ 2,793	\$ 3,067	\$ (274)	\$ 33,300	7.7%	\$ 32,000	7.3%	\$ 1,300	
Water	\$ 229	\$ 217	\$ 12	\$ 2,737	0.6%	\$ 2,600	0.6%	\$ 137	
Waste Disposal Services	\$ 167	\$ 142	\$ 25	\$ 1,902	0.4%	\$ 1,700	0.4%	\$ 202	

## CUTPL 2012 Operating Fund: Working Budget

2012 Operating Fund	Dec	Dec Projection	Difference ◀ ?	YTD	%	YTD Projection	%	Difference ◀ ?	see Notes
<b>Repairs and Maintenance</b>	\$ 1,792	\$ 2,233	\$ (441)	\$ 26,081	6.1%	\$ 27,938	6.4%	\$ (1,856)	
Cleaning Service (Interior)	\$ 1,173	\$ 1,021	\$ 152	\$ 12,648	2.9%	\$ 12,500	2.9%	\$ 148	
Cleaning Service Misc	\$ 425	\$ -	\$ 425	\$ 2,850	0.7%	\$ 2,800	0.6%	\$ 50	10
Elevator (Service Contract)	\$ -	\$ -	\$ -	\$ 832	0.2%	\$ 832	0.2%	\$ -	
Elevator Misc	\$ -	\$ 83	\$ (83)	\$ 120	0.0%	\$ 1,000	0.2%	\$ (880)	
Fire Monitoring	\$ -	\$ -	\$ -	\$ 819	0.2%	\$ 369	0.1%	\$ 450	4
HVAC (Service Contract)	\$ -	\$ -	\$ -	\$ 1,886	0.4%	\$ 1,886	0.4%	\$ (1)	
HVAC Misc	\$ -	\$ 83	\$ (83)	\$ 1,077	0.3%	\$ 1,000	0.2%	\$ 77	1
Pest Control	\$ 50	\$ 50	\$ -	\$ 550	0.1%	\$ 600	0.1%	\$ (50)	
Snow Removal	\$ -	\$ 625	\$ (625) ◀	\$ 1,407	0.3%	\$ 2,500	0.6%	\$ (1,093)	
Misc R&M Building	\$ 123	\$ 333	\$ (210)	\$ 3,520	0.8%	\$ 4,000	0.9%	\$ (480)	
Misc R&M Equipment	\$ 21	\$ 38	\$ (17)	\$ 372	0.1%	\$ 450	0.1%	\$ (78)	
<b>Rentals</b>	\$ -	\$ -	\$ -	\$ 20	0.0%	\$ -	0.0%	\$ 20	
<b>Dues</b>	\$ 150	\$ -	\$ 150	\$ 602	0.1%	\$ 550	0.1%	\$ 52	
<b>Communication and Transportation</b>	\$ 413	\$ 919	\$ (506) ◀	\$ 8,270	1.9%	\$ 11,028	2.5%	\$ (2,758) ◀	
Telephone	\$ 269	\$ 300	\$ (31)	\$ 2,843	0.7%	\$ 3,600	0.8%	\$ (757)	
Postage	\$ -	\$ 33	\$ (33)	\$ 198	0.0%	\$ 400	0.1%	\$ (202)	
Travel Expense	\$ 52	\$ 208	\$ (156)	\$ 1,483	0.3%	\$ 2,500	0.6%	\$ (1,017)	
Professional Meetings	\$ 10	\$ 208	\$ (198)	\$ 1,882	0.4%	\$ 2,500	0.6%	\$ (618)	6
Education Reimbursement	\$ -	\$ 83	\$ (83)	\$ -	0.0%	\$ 1,000	0.2%	\$ (1,000)	
Internet Access	\$ 82	\$ 82	\$ -	\$ 1,864	0.4%	\$ 978	0.2%	\$ 886	2
Misc Comm and Trans	\$ -	\$ 4	\$ (4)	\$ -	0.0%	\$ 50	0.0%	\$ (50)	
<b>Transfer to LIRF</b>	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -	0.0%	\$ -	15
<b>TOTAL OTHER SVCS AND CHGS</b>	\$ 6,549	\$ 7,297	\$ (748) ◀	\$ 99,516	23.1%	\$ 97,283	22.2%	\$ 2,233	
<b>400 CAPITAL OUTLAYS</b>									
<b>Furniture &amp; Equipment</b>	\$ 59	\$ 125	\$ (66)	\$ 660	0.2%	\$ 1,500	0.3%	\$ (840)	
<b>Books</b>	\$ 1,540	\$ 1,667	\$ (127)	\$ 18,289	4.3%	\$ 20,000	4.6%	\$ (1,711)	
<b>Periodicals</b>	\$ -	\$ 17	\$ (17)	\$ 3,776	0.9%	\$ 3,507	0.8%	\$ 269	
EBSCO	\$ -	\$ -	\$ -	\$ 2,965	0.7%	\$ 2,500	0.6%	\$ 465	14
Newspapers	\$ -	\$ -	\$ -	\$ 651	0.2%	\$ 807	0.2%	\$ (156)	
Misc Periodicals	\$ -	\$ 17	\$ (17)	\$ 159	0.0%	\$ 200	0.0%	\$ (41)	
<b>Nonprinted Materials</b>	\$ 1,841	\$ 792	\$ 1,049 ▶	\$ 12,462	2.9%	\$ 10,500	2.4%	\$ 1,962	
CDs/DVDs	\$ 1,841	\$ 625	\$ 1,216 ▶	\$ 11,439	2.7%	\$ 7,500	1.7%	\$ 3,939 ▶	
Audio Books	\$ -	\$ 167	\$ (167)	\$ 23	0.0%	\$ 2,000	0.5%	\$ (1,977)	
Misc Nonprinted Materials	\$ -	\$ -	\$ -	\$ 1,000	0.2%	\$ 1,000	0.2%	\$ -	
<b>TOTAL CAPITAL OUTLAYS</b>	\$ 3,439	\$ 2,600	\$ 839 ▶	\$ 35,186	8.2%	\$ 35,507	8.1%	\$ (321)	
<b>TOTAL EXPENDITURES</b>	\$ 31,081	\$ 32,517	\$ (1,436) ◀	\$ 430,295	100.0%	\$ 437,426	100.0%	\$ (7,131) ◀	
<b>BALANCE</b>	<b>Dec</b>	<b>Dec Projection</b>	<b>Difference ◀ ?</b>	<b>YTD</b>	<b>%</b>	<b>YTD Projection</b>	<b>%</b>	<b>Difference ◀ ?</b>	<b>see Notes</b>
Beginning Balance	\$ 244,599	\$ 204,405	\$ 40,194 ◀					\$ -	
plus Receipts	\$ 144,808	\$ 148,094	\$ (3,286) ▶	\$ 472,966		\$ 437,353		\$ 35,613	
minus Expenditures	\$ 31,081	\$ 32,517	\$ (1,436) ◀	\$ 430,295		\$ 437,426		\$ (7,131)	
Adjustments (see Notes Page for details)	\$ (25,000)	\$ -		\$ (29,401)		\$ -		\$ (29,401)	adj, 15
<b>ENDING BALANCE</b>	<b>\$ 333,326</b>	<b>\$ 319,982</b>	<b>\$ 13,344 ◀</b>						
<b>Flag Criteria</b>  ◀ favorable ▶ unfavorable	<b>Current Month</b>			<b>YTD</b>				<b>see Notes</b>	
	Minimum	\$	500	Minimum	\$	2,000	*		
	Percent		10%	Percent		15%			
	Amount	\$	750	Amount	\$	3,000	*		

# Notes for CUTPL 2012 Working Budget

\* Difference is at least \$500 (\$2000 YTD) AND greater than 10% (15%) from the Projection, OR difference is at least \$750 (\$3000 YTD) regardless of %

\* Tech Grant (eRate reimbursement) has been removed from Operating Fund Receipts and set up as a separate fund as required by state

\* Internet Access expenditure has been reduced by amount in Tech Grant Fund

01/03/12: Transfer \$20,000 from Money Market Plus savings account to checking account (\$20,000 YTD)

01/17/12: Transfer \$20,000 from Money Market Plus savings account to checking account (\$40,000 YTD)

<sup>1</sup> 01/28/12: \$1077 to McGrath for HVAC repair

02/07/12: Transfer \$20,000 from Money Market Plus savings account to checking account (\$60,000 YTD)

<sup>2</sup> 02/07/12: \$886 to Education Networks of America for Oct & Nov 2011 internet service

02/28/12: Transfer \$20,000 from Money Market Plus savings account to checking account (\$80,000 YTD)

March: Three payrolls this month

<sup>3</sup> 03/05/12: \$1770 to Chester Inc for 20 MS Office Professional and 25 Windows Professional licenses

03/14/12: Transfer \$20,000 from Money Market Plus savings account to checking account (\$100,000 YTD)

<sup>4</sup> 03/20/12: \$450 to Schmitt Communications for fire alarm testing and inspection

03/28/12: Transfer \$20,000 from Money Market Plus savings account to checking account (\$120,000 YTD)

04/09/12: Transfer \$20,000 from Money Market Plus savings account to checking account (\$140,000 YTD)

05/01/12: Transfer \$20,000 from Money Market Plus savings account to checking account (\$160,000 YTD)

<sup>5</sup> 05/09/12: \$20,500 Undistributed Jan 2011 to Apr 2012 CAGIT & PTRC shortage received; May-Dec 2012 will include \$1522 additional per month

<sup>adj</sup> 05/21/12: \$27.36 **Adjustment**, lost paycheck entered as a Receipt in Operating Fund

05/22/12: Transfer \$20,000 from Money Market Plus savings account to checking account (\$180,000 YTD)

<sup>6</sup> 05/22/12: Prof Meetings of \$1337 paid for Andrew & Teresa's Evergreen Conference and Jim's Computrain summit

<sup>A</sup> 05/24/12: \$745 CVET distribution received, not expected until August

<sup>adj</sup> 05/25/12: \$4373.16 **Adjustment**, PTRC monies transferred from Operating Fund to Levy Excess Fund

<sup>B</sup> June: Spring Distribution of Property Taxes \$12,418 greater than expected

<sup>C</sup> June: \$5686 Auto and Aircraft Excise Tax distribution received, not expected until August

<sup>D</sup> June: June and July payments made to Anthem for Group Insurance

<sup>E</sup> June: Annual Worker's Comp paid in June was projected for July

<sup>7</sup> 06/05/12: \$1542.50 to Korellis Roofing for roof repairs

06/05/12: Transfer \$20,000 from Money Market Plus savings account to checking account (\$200,000 YTD)

06/19/12: Transfer \$120,000 from Money Market Plus savings account to checking account (\$320,000 YTD)

<sup>8</sup> 07/03/12: \$2142.50 to Chester Inc for 30 MS Office and 25 Windows licenses (partially allocated to material expenditures)

07/03/12: Transfer \$20,000 from Money Market Plus savings account to checking account (\$340,000 YTD)

07/17/12: Transfer \$20,000 from Money Market Plus savings account to checking account (\$360,000 YTD)

August: Three payrolls this month

<sup>9</sup> 08/07/12: \$600.00 paid to Newspaper Archive Pro was projected for September

<sup>10</sup> 08/07/12: \$2000.00 paid to Pratt's Floor Covering was projected for July

08/07/12: Transfer \$20,000 from Money Market Plus savings account to checking account (\$380,000 YTD)

08/29/12: Transfer \$20,000 from Money Market Plus savings account to checking account (\$400,000 YTD)

09/12/12: Transfer \$20,000 from Money Market Plus savings account to checking account (\$420,000 YTD)

10/09/12: Transfer \$20,000 from Money Market Plus savings account to checking account (\$440,000 YTD)

<sup>11</sup> 10/09/12: \$558.50 to Chester Inc for MS Windows Server

10/16/12: Transfer \$20,000 from Money Market Plus savings account to checking account (\$460,000 YTD)

<sup>12</sup> 10/16/12: \$1128 to Harleysville Insurance for annual insurance package adjustment

<sup>13</sup> November: PERF payments now made each pay period instead of quarterly

<sup>14</sup> November: \$2965 paid to EBSCO in July was projected to be \$2500 in November

11/06/12: Transfer \$20,000 from Money Market Plus savings account to checking account (\$480,000 YTD)

11/27/12: Transfer \$20,000 from Money Market Plus savings account to checking account (\$500,000 YTD)

12/19/12: Transfer \$20,000 from Money Market Plus savings account to checking account (\$520,000 YTD)

<sup>15</sup> 12/31/12: Transfer \$25,000 from Operating Fund to LIRF