

# CUTPL Financial Summary (Oct 2013)

Bank Summary	Bank Number	Ending Balance
First Farmers Bank & Trust	5	\$ 28,278
First National Bank of Monterey	7	\$ 654,461
First Farmers Bank & Trust	8	\$ 2,185
First Farmers Bank & Trust	9	\$ 3,529
First Farmers Bank & Trust	10	\$ 13,620
<b>TOTAL ALL BANKS</b>		<b>\$ 702,073</b>

Funds	2013 Appropriation	YTD Disbursements <sup>1</sup>	Unexpended Balance	YTD Receipts <sup>1</sup>	Ending Balance	Target
Operating Fund	\$ 536,551	\$ 377,101	✓ \$ 159,450	\$ 294,572	✓ \$ 257,273	6 months operation
LIRF	\$ 20,000	\$ 3,126	✓ \$ 16,874	\$ -	! \$ 34,642	\$100,000+
Debt Services	\$ 200,000	\$ 100,000	✓ \$ 100,000	\$ 109,216	✓ \$ 120,671	\$100,500+
Rainy Day	\$ 40,000	\$ 8,267	✓ \$ 31,733	\$ -	✓ \$ 134,062	\$100,000+
Gift and Grant Funds <sup>2</sup>		\$ 5,182		\$ 7,240	✓ \$ 155,209	\$100,000+
Misc <sup>3</sup>		\$ 29,968		\$ 23,421	✓ \$ 216	zero+
<b>TOTAL ALL FUNDS</b>		\$ 523,645		\$ 434,450	\$ 702,073	

Operating Fund	Oct	Oct Projection	Difference	YTD	%	YTD Projection	%	Difference
<b>RECEIPTS</b>								
Tax Receipts	\$ 11,181	\$ 11,181	\$ -	\$ 280,291	95.2%	\$ 288,739	95.6%	✗ \$ (8,448)
Other Receipts	\$ 3,780	\$ 1,083	\$ 2,697	\$ 14,281	4.8%	\$ 13,433	4.4%	✓ \$ 847
<b>TOTAL RECEIPTS</b>	\$ 14,961	\$ 12,264	\$ 2,697	\$ 294,572	100.0%	\$ 302,173	100.0%	✗ \$ (7,600)
<b>EXPENDITURES</b>								
Personal Services	\$ 23,788	\$ 23,129	\$ 659	\$ 251,881	66.8%	\$ 252,953	67.1%	✓ \$ (1,072)
Supplies	\$ 295	\$ 678	\$ (384)	\$ 6,313	1.7%	\$ 6,783	1.8%	✓ \$ (470)
Other Services and Charges	\$ 8,829	\$ 10,106	\$ (1,277)	\$ 86,811	23.0%	\$ 87,512	23.2%	✓ \$ (701)
Capital Outlays	\$ 2,940	\$ 2,600	\$ 340	\$ 32,096	8.5%	\$ 29,500	7.8%	✗ \$ 2,596
<b>TOTAL EXPENDITURES</b>	\$ 35,852	\$ 36,513	\$ (662)	\$ 377,101	100.0%	\$ 376,748	100.0%	! \$ 353
<b>Adjustments (see Notes page)</b>				\$ 6,476				
<b>ENDING BALANCE</b>				\$ 257,273		\$ 265,298		✗ \$ (8,025)

<b>Material Expenditures</b>	\$ 32,833	8.7%	\$ 33,577	8.9%	! \$ (744)
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Financial Targets			
Operating Fund (number of months balance is sufficient to cover)	6 mos. operation Jan & Jul 1st	✓	<b>7.0</b>
Materials Expenditures (YTD as percent of Operating Expenditures) <sup>4</sup>	7.5% minimum by end of year	!	<b>8.7%</b>
Personal Services (YTD as percent of Operating Expenditures) <sup>4</sup>	67.5% maximum	✓	<b>66.8%</b>

Notes	
<b>Transfers YTD between Operating Fund bank accounts</b>	<b>\$ 396,500.00</b>

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 2013 Operating Fund: Working Budget

2013 Operating Fund	Oct	Oct Projection	Difference	YTD	%	YTD Projection	%	Difference	see Notes
<b>RECEIPTS</b>									
General Property Taxes	\$ -	\$ -	\$ -	\$ 162,523	55.2%	\$ 170,752	56.5%	\$ (8,229)	*
Financial Institution Tax	\$ -	\$ -	\$ -	\$ 29	0.0%	\$ 30	0.0%	\$ (1)	
CAGIT Certified Shares	\$ 8,903	\$ 8,903	\$ -	\$ 89,028	30.2%	\$ 89,028	29.5%	\$ -	
CAGIT PTRC	\$ 2,278	\$ 2,278	\$ -	\$ 22,779	7.7%	\$ 22,779	7.5%	\$ -	
Auto and Aircraft Excise Tax	\$ -	\$ -	\$ -	\$ 5,193	1.8%	\$ 5,400	1.8%	\$ (207)	*
CVET	\$ -	\$ -	\$ -	\$ 739	0.3%	\$ 750	0.2%	\$ (11)	*
Photocopy Fees	\$ 192	\$ 208	\$ (16)	\$ 2,931	1.0%	\$ 2,083	0.7%	\$ 848	
Fines & Fees	\$ 665	\$ 583	\$ 82	\$ 5,343	1.8%	\$ 5,833	1.9%	\$ (490)	
Interest Earned	\$ 199	\$ 292	\$ (93)	\$ 2,379	0.8%	\$ 2,917	1.0%	\$ (538)	
Refunds / Reimbursements	\$ 2,724	\$ -	\$ 2,724	\$ 3,571	1.2%	\$ 2,600	0.9%	\$ 971	
Miscellaneous	\$ -	\$ -	\$ -	\$ 56	0.0%	\$ -	0.0%	\$ 56	
<b>TOTAL RECEIPTS</b>	\$ 14,961	\$ 12,264	\$ 2,697	\$ 294,572	100.0%	\$ 302,173	100.0%	\$ (7,600)	
<b>2013 Operating Fund</b>									
2013 Operating Fund	Oct	Oct Projection	Difference	YTD	%	YTD Projection	%	Difference	see Notes
<b>EXPENDITURES</b>									
<b>100 PERSONAL SERVICES</b>									
Salary of Librarian	\$ 3,329	\$ 3,329	\$ (0)	\$ 36,558	9.7%	\$ 36,558	9.7%	\$ (0)	
Salary of Assistants	\$ 16,109	\$ 15,361	\$ 748	\$ 170,455	45.2%	\$ 169,648	45.0%	\$ 806	
Employee Benefits	\$ 4,349	\$ 4,439	\$ (89)	\$ 44,868	11.9%	\$ 46,746	12.4%	\$ (1,879)	
FICA (Employer's Share)	\$ 1,487	\$ 1,430	\$ 57	\$ 15,822	4.2%	\$ 15,775	4.2%	\$ 47	
PERF (Employer's Share)	\$ 877	\$ 899	\$ (22)	\$ 9,152	2.4%	\$ 9,875	2.6%	\$ (722)	
Group Insurance (Employer's Share)	\$ 1,985	\$ 1,985	\$ -	\$ 19,894	5.3%	\$ 19,847	5.3%	\$ 47	
Unemployment Compensation	\$ -	\$ 83	\$ (83)	\$ -	0.0%	\$ 833	0.2%	\$ (833)	
Education Reimbursement	\$ -	\$ 42	\$ (42)	\$ -	0.0%	\$ 417	0.1%	\$ (417)	
<b>TOTAL PERSONAL SERVICES</b>	\$ 23,788	\$ 23,129	\$ 659	\$ 251,881	66.8%	\$ 252,953	67.1%	\$ (1,072)	
<b>200 SUPPLIES</b>									
Office Supplies	\$ 159	\$ 292	\$ (133)	\$ 1,612	0.4%	\$ 2,917	0.8%	\$ (1,304)	
Operating Supplies	\$ 54	\$ 220	\$ (166)	\$ 2,799	0.7%	\$ 2,200	0.6%	\$ 599	
Cleaning and Sanitation Supplies	\$ 33	\$ 100	\$ (67)	\$ 1,428	0.4%	\$ 1,000	0.3%	\$ 428	
Misc Operating Supplies	\$ 20	\$ 120	\$ (100)	\$ 1,371	0.4%	\$ 1,200	0.3%	\$ 171	
Repair and Maintenance Supplies	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -	0.0%	\$ -	
Other Supplies	\$ 82	\$ 167	\$ (85)	\$ 1,902	0.5%	\$ 1,667	0.4%	\$ 235	
<b>TOTAL SUPPLIES</b>	\$ 295	\$ 678	\$ (384)	\$ 6,313	1.7%	\$ 6,783	1.8%	\$ (470)	
<b>300 OTHER SERVICES AND CHGS</b>									
Professional Services	\$ 3,484	\$ 4,412	\$ (928)	\$ 15,187	4.0%	\$ 14,454	3.8%	\$ 733	
Legal	\$ -	\$ 83	\$ (83)	\$ 2,169	0.6%	\$ 833	0.2%	\$ 1,336	
Payroll	\$ 231	\$ 215	\$ 16	\$ 2,532	0.7%	\$ 2,571	0.7%	\$ (39)	
E-Rate Filing	\$ 230	\$ -	\$ 230	\$ 470	0.1%	\$ 480	0.1%	\$ (10)	
Computer Support	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -	0.0%	\$ -	
Computer DB & Software (Materials)	\$ 1,500	\$ 2,000	\$ (500)	\$ 4,335	1.1%	\$ 4,910	1.3%	\$ (575)	3, 6
Computer DB & Software (Other)	\$ 1,480	\$ 2,050	\$ (570)	\$ 4,996	1.3%	\$ 5,026	1.3%	\$ (30)	7
Debt Collection	\$ 18	\$ 33	\$ (15)	\$ 295	0.1%	\$ 333	0.1%	\$ (38)	
Misc Professional Services	\$ 25	\$ 30	\$ (5)	\$ 390	0.1%	\$ 300	0.1%	\$ 90	
Printing and Advertising	\$ -	\$ 17	\$ (17)	\$ 81	0.0%	\$ 167	0.0%	\$ (86)	
Advertising and Publication of Notices	\$ -	\$ 17	\$ (17)	\$ 81	0.0%	\$ 167	0.0%	\$ (86)	
Other Printing	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -	0.0%	\$ -	
Insurance	\$ -	\$ -	\$ -	\$ 9,955	2.6%	\$ 9,250	2.5%	\$ 705	
Official Bonds	\$ -	\$ -	\$ -	\$ 1,549	0.4%	\$ 1,450	0.4%	\$ 99	
Property-Liability	\$ -	\$ -	\$ -	\$ 7,444	2.0%	\$ 6,800	1.8%	\$ 644	4
Worker's Compensation	\$ -	\$ -	\$ -	\$ 962	0.3%	\$ 1,000	0.3%	\$ (38)	

## CUTPL 2013 Operating Fund: Working Budget

2013 Operating Fund	Oct	Oct Projection	Difference	YTD	%	YTD Projection	%	Difference	see Notes
<b>Utilities</b>	\$ 2,556	\$ 2,586	\$ (30)	\$ 33,669	8.9%	\$ 32,284	8.6%	\$ 1,385	
Gas & Electricity	\$ 1,886	\$ 2,190	\$ (304)	\$ 29,132	7.7%	\$ 28,326	7.5%	\$ 806	
Water	\$ 233	\$ 229	\$ 4	\$ 2,304	0.6%	\$ 2,292	0.6%	\$ 12	
Waste Disposal Services	\$ 436	\$ 167	\$ 270	\$ 2,233	0.6%	\$ 1,667	0.4%	\$ 566	
<b>Repairs and Maintenance</b>	\$ 2,178	\$ 2,171	\$ 7	\$ 21,442	5.7%	\$ 23,737	6.3%	\$ (2,295)	
Cleaning Service (Interior)	\$ 1,275	\$ 1,000	\$ 275	\$ 10,863	2.9%	\$ 10,000	2.7%	\$ 863	
Cleaning Service Misc	\$ -	\$ -	\$ -	\$ 2,375	0.6%	\$ 2,425	0.6%	\$ (50)	
Elevator (Service Contract)	\$ 757	\$ 214	\$ 542	\$ 1,257	0.3%	\$ 857	0.2%	\$ 400	8
Elevator Misc	\$ -	\$ 83	\$ (83)	\$ 120	0.0%	\$ 833	0.2%	\$ (713)	
Fire Monitoring	\$ -	\$ 369	\$ (369)	\$ 613	0.2%	\$ 819	0.2%	\$ (206)	
HVAC (Service Contract)	\$ -	\$ -	\$ -	\$ 1,886	0.5%	\$ 1,886	0.5%	\$ (1)	*
HVAC Misc	\$ -	\$ 83	\$ (83)	\$ 1,397	0.4%	\$ 833	0.2%	\$ 564	2
Pest Control	\$ 50	\$ 50	\$ -	\$ 500	0.1%	\$ 500	0.1%	\$ -	
Snow Removal	\$ -	\$ -	\$ -	\$ 974	0.3%	\$ 1,875	0.5%	\$ (901)	
Misc R&M Building	\$ 75	\$ 333	\$ (258)	\$ 1,289	0.3%	\$ 3,333	0.9%	\$ (2,044)	
Misc R&M Equipment	\$ 21	\$ 38	\$ (17)	\$ 168	0.0%	\$ 375	0.1%	\$ (207)	
<b>Rentals</b>	\$ -	\$ -	\$ -	\$ 40	0.0%	\$ -	0.0%	\$ 40	
<b>Dues</b>	\$ -	\$ 210	\$ (210)	\$ 342	0.1%	\$ 510	0.1%	\$ (168)	
<b>Communication and Transportation</b>	\$ 612	\$ 711	\$ (99)	\$ 6,095	1.6%	\$ 7,110	1.9%	\$ (1,015)	
Telephone	\$ 237	\$ 233	\$ 4	\$ 2,938	0.8%	\$ 2,333	0.6%	\$ 605	1
Postage	\$ -	\$ 21	\$ (21)	\$ 436	0.1%	\$ 208	0.1%	\$ 228	
Travel Expense	\$ 84	\$ 167	\$ (83)	\$ 788	0.2%	\$ 1,667	0.4%	\$ (878)	
Professional Meetings	\$ 150	\$ 167	\$ (17)	\$ 390	0.1%	\$ 1,667	0.4%	\$ (1,277)	
Internet Access	\$ 141	\$ 115	\$ 26	\$ 1,293	0.3%	\$ 1,152	0.3%	\$ 141	
Misc Comm and Trans	\$ -	\$ 8	\$ (8)	\$ 250	0.1%	\$ 83	0.0%	\$ 167	
<b>Transfer to LIRF</b>	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -	0.0%	\$ -	
<b>TOTAL OTHER SVCS AND CHGS</b>	\$ 8,829	\$ 10,106	\$ (1,277)	\$ 86,811	23.0%	\$ 87,512	23.2%	\$ (701)	
<b>400 CAPITAL OUTLAYS</b>									
<b>Furniture &amp; Equipment</b>	\$ 206	\$ 83	\$ 123	\$ 3,598	1.0%	\$ 833	0.2%	\$ 2,765	5
<b>Books</b>	\$ 1,954	\$ 1,667	\$ 287	\$ 15,529	4.1%	\$ 16,667	4.4%	\$ (1,138)	
<b>Periodicals</b>	\$ 48	\$ 17	\$ 31	\$ 3,705	1.0%	\$ 3,667	1.0%	\$ 38	
EBSCO	\$ -	\$ -	\$ -	\$ 2,745	0.7%	\$ 3,000	0.8%	\$ (255)	
Newspapers	\$ -	\$ -	\$ -	\$ 600	0.2%	\$ 500	0.1%	\$ 100	
Misc Periodicals	\$ 48	\$ 17	\$ 31	\$ 360	0.1%	\$ 167	0.0%	\$ 193	
<b>Nonprinted Materials</b>	\$ 731	\$ 833	\$ (102)	\$ 9,264	2.5%	\$ 8,333	2.2%	\$ 930	
CDs/DVDs/Audiobooks	\$ 731	\$ 833	\$ (102)	\$ 9,264	2.5%	\$ 8,333	2.2%	\$ 930	
Misc Nonprinted Materials	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -	0.0%	\$ -	
<b>TOTAL CAPITAL OUTLAYS</b>	\$ 2,940	\$ 2,600	\$ 340	\$ 32,096	8.5%	\$ 29,500	7.8%	\$ 2,596	
<b>TOTAL EXPENDITURES</b>	\$ 35,852	\$ 36,513	\$ (662)	\$ 377,101	100.0%	\$ 376,748	100.0%	\$ 353	
<b>BALANCE</b>	<b>Oct</b>	<b>Oct Projection</b>	<b>Difference</b>	<b>YTD</b>		<b>YTD Projection</b>		<b>Difference</b>	<b>see Notes</b>
Beginning Balance	\$ 278,179	\$ 289,547	\$ (11,368)	\$ 333,326		\$ 333,326		\$ -	
plus Receipts	\$ 14,961	\$ 12,264	\$ 2,697	\$ 294,572		\$ 302,173		\$ (7,600)	
minus Expenditures	\$ (35,852)	\$ (36,513)	\$ 662	\$ (377,101)		\$ (376,748)		\$ (353)	
Adjustments (see Notes Page for details)	\$ (16)	\$ -	\$ (15.50)	\$ 6,476		\$ 6,548		\$ (72)	adj
<b>ENDING BALANCE</b>	\$ 257,273	\$ 265,298	\$ (8,025)	\$ 257,273		\$ 265,298		\$ (8,025)	
<b>Material Expenditures</b>	\$ 4,233	\$ 4,517	\$ (283)	\$ 32,833	8.7%	\$ 33,577	8.9%	\$ (744)	
<b>Flag Criteria</b>	<b>Current Month</b>			<b>YTD</b>			<b>see Notes</b>		
◀ favorable ▶ unfavorable	Minimum	\$ 500		Minimum	\$ 2,000	*			
	Percent	10%		Percent	15%				
	Amount	\$ 750		Amount	\$ 3,000	*			

# Notes for CUTPL 2013 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 %

01/15/13: Transfer \$20,000 from Money Market Plus savings account to checking account (\$20,000 YTD)

01/29/13: Transfer \$20,000 from Money Market Plus savings account to checking account (\$40,000 YTD)

January: 3 payrolls

<sup>1</sup> 02/06/13: paid AT&T \$555.95 to meet minimum spending requirement as per contract

02/12/13: Transfer \$20,000 from Money Market Plus savings account to checking account (\$60,000 YTD)

<sup>2</sup> 02/12/13: paid McGrath \$1003.10 for HVAC repair (initial repair Aug 2012, completed Jan 2013, trouble finding discontinued part)

<sup>adj</sup> 02/28/13: Transfer \$6547.66 from Levy Excess Fund to Operating Fund

03/13/13: Transfer \$20,000 from Money Market Plus savings account to checking account (\$80,000 YTD)

<sup>3</sup> 03/25/13: paid \$500 to World Vital Records for genealogy database

03/25/13: Transfer \$20,000 from Money Market Plus savings account to checking account (\$100,000 YTD)

03/25/13: paid \$1563 (from LIRF) to Custom Awning as 50% deposit for east lobby window shades

<sup>adj</sup> 03/31/13: Correction made to February's Levy Excess to Operating Fund transfer

\* March: projected \$1886 to be paid to McGrath for annual HVAC contract, yet to be billed

04/09/13: Transfer \$20,000 from Money Market Plus savings account to checking account (\$120,000 YTD)

<sup>4</sup> 04/16/13: paid \$7444.00 to Harleysville Insurance (projected to be about \$6800)

04/25/13: Transfer \$20,000 from Money Market Plus savings account to checking account (\$140,000 YTD)

\* May: received \$738.97 for CVET, projected for August

05/13/13: Transfer \$6,500 from Money Market Plus savings account to checking account (\$146,500 YTD)

05/14/13: Transfer \$40,000 from Money Market Plus savings account to checking account (\$186,500 YTD)

05/14/13: Transfer \$10,000 from Money Market Plus savings account to checking account (\$196,500 YTD)

05/29/13: Transfer \$20,000 from Money Market Plus savings account to checking account (\$216,500 YTD)

06/04/13: \$100,000 Bond payment made to Bank of New York

06/25/13: Transfer \$20,000 from Money Market Plus savings account to checking account (\$236,500 YTD)

06/25/13: paid \$1563 balance (from LIRF) to Custom Awning for east lobby window shades

\* June: received \$162,523 for Property Tax, projected \$170,752 - last 3 years averaged 58% of annual property tax in June, only received 55% this year

\* June: received \$5192 for Auto & Aircraft Excise tax projected for August

07/11/13: Transfer \$20,000 from Money Market Plus savings account to checking account (\$256,500 YTD)

07/22/13: Transfer \$20,000 from Money Market Plus savings account to checking account (\$276,500 YTD)

08/13/13: Transfer \$20,000 from Money Market Plus savings account to checking account (\$296,500 YTD)

08/20/13: Transfer \$20,000 from Money Market Plus savings account to checking account (\$316,500 YTD)

<sup>5</sup> August: approximately \$2500 paid for projector and new server components

August: 3 payrolls

<sup>6</sup> 09/04/13: paid \$660.00 to Newspaper Archive Pro, projected for August

<sup>7</sup> 09/04/13: paid \$490.00 to Chester, Inc for Symantec Backup Exec, projected for October

\* 09/09/13: Transfer \$20,000 from Money Market Plus savings account to checking account (\$336,500 YTD)

09/10/13: paid \$1885.50 to McGrath for annual HVAC contract, projected for March

09/17/13: Transfer \$20,000 from Money Market Plus savings account to checking account (\$356,500 YTD)

September: received \$3537 MCCF Distribution

<sup>8</sup> 10/08/13: paid \$756.60 to Thyssenkrupp Elevator, annual fee under new contract

10/08/13: paid \$8267.24 (from Rainy Day Fund) to McGrath for new air handler compressor

10/14/13: Transfer \$20,000 from Money Market Plus savings account to checking account (\$376,500 YTD)

10/29/13: Transfer \$20,000 from Money Market Plus savings account to checking account (\$396,500 YTD)