

# CUTPL Financial Summary (Sep 2013)

Bank Summary	Bank Number	Ending Balance
First Farmers Bank & Trust	5	\$ 29,213
First National Bank of Monterey	7	\$ 683,045
First Farmers Bank & Trust	8	\$ 2,185
First Farmers Bank & Trust	9	\$ 3,529
First Farmers Bank & Trust	10	\$ 13,618
<b>TOTAL ALL BANKS</b>		<b>\$ 731,589</b>

Funds	2013 Appropriation	YTD Disbursements <sup>1</sup>	Unexpended Balance	YTD Receipts <sup>1</sup>	Ending Balance	Target
Operating Fund	\$ 536,551	\$ 341,250	✓ \$ 195,301	\$ 279,611	✓ \$ 278,179	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	\$ -	✓ \$ 40,000	\$ -	✓ \$ 142,329	\$100,000+
Gift and Grant Funds <sup>2</sup>		\$ 4,736		\$ 7,136	✓ \$ 155,552	\$100,000+
Misc <sup>3</sup>		\$ 27,645		\$ 21,097	✓ \$ 216	zero+
<b>TOTAL ALL FUNDS</b>		\$ 476,756		\$ 417,061	\$ 731,589	

Operating Fund	Sep	Sep Projection	Difference	YTD	%	YTD Projection	%	Difference
<b>RECEIPTS</b>								
Tax Receipts	\$ 11,181	\$ 11,181	\$ -	\$ 269,111	96.2%	\$ 277,559	95.7%	✗ \$ (8,448)
Other Receipts	\$ 1,101	\$ 1,083	\$ 17	\$ 10,501	3.8%	\$ 12,350	4.3%	✗ \$ (1,850)
<b>TOTAL RECEIPTS</b>	\$ 12,281	\$ 12,264	\$ 17	\$ 279,611	100.0%	\$ 289,909	100.0%	✗ \$ (10,297)
<b>EXPENDITURES</b>								
Personal Services	\$ 21,704	\$ 23,264	\$ (1,560)	\$ 228,093	66.8%	\$ 229,824	67.5%	✓ \$ (1,731)
Supplies	\$ 937	\$ 678	\$ 258	\$ 6,018	1.8%	\$ 6,105	1.8%	✓ \$ (87)
Other Services and Charges	\$ 10,742	\$ 5,583	\$ 5,159	\$ 77,982	22.9%	\$ 77,406	22.8%	! \$ 576
Capital Outlays	\$ 2,367	\$ 2,600	\$ (233)	\$ 29,156	8.5%	\$ 26,900	7.9%	✗ \$ 2,256
<b>TOTAL EXPENDITURES</b>	\$ 35,750	\$ 32,125	\$ 3,625	\$ 341,250	100.0%	\$ 340,235	100.0%	! \$ 1,014
<b>Adjustments (see Notes page)</b>				\$ 6,492				
<b>ENDING BALANCE</b>				\$ 278,179		\$ 289,547		✗ \$ (11,368)

<b>Material Expenditures</b>	\$ 28,599	8.4%	\$ 29,060	8.5%	! \$ (461)
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Financial Targets			
Operating Fund (number of months balance is sufficient to cover)	6 mos. operation Jan & Jul 1st	✓	7.5
Materials Expenditures (YTD as percent of Operating Expenditures) <sup>4</sup>	7.5% minimum by end of year	!	8.4%
Personal Services (YTD as percent of Operating Expenditures) <sup>4</sup>	67.5% maximum	✓	66.8%

Notes	
<b>Transfers YTD between Operating Fund bank accounts</b>	<b>\$ 356,500.00</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	Sep	Sep Projection	Difference	YTD	%	YTD Projection	%	Difference	see Notes
<b>RECEIPTS</b>									
General Property Taxes	\$ -	\$ -	\$ -	\$ 162,523	58.1%	\$ 170,752	58.9%	\$ (8,229)	* ◀
Financial Institution Tax	\$ -	\$ -	\$ -	\$ 29	0.0%	\$ 30	0.0%	\$ (1)	
CAGIT Certified Shares	\$ 8,903	\$ 8,903	\$ -	\$ 80,125	28.7%	\$ 80,125	27.6%	\$ -	
CAGIT PTRC	\$ 2,278	\$ 2,278	\$ -	\$ 20,501	7.3%	\$ 20,501	7.1%	\$ -	
Auto and Aircraft Excise Tax	\$ -	\$ -	\$ -	\$ 5,193	1.9%	\$ 5,400	1.9%	\$ (207)	*
CVET	\$ -	\$ -	\$ -	\$ 739	0.3%	\$ 750	0.3%	\$ (11)	*
Photocopy Fees	\$ 372	\$ 208	\$ 164	\$ 2,739	1.0%	\$ 1,875	0.6%	\$ 864	▶
Fines & Fees	\$ 507	\$ 583	\$ (76)	\$ 4,678	1.7%	\$ 5,250	1.8%	\$ (572)	▶
Interest Earned	\$ 221	\$ 292	\$ (70)	\$ 2,180	0.8%	\$ 2,625	0.9%	\$ (445)	
Refunds / Reimbursements	\$ -	\$ -	\$ -	\$ 847	0.3%	\$ 2,600	0.9%	\$ (1,753)	▶
Miscellaneous	\$ -	\$ -	\$ -	\$ 56	0.0%	\$ -	0.0%	\$ 56	
<b>TOTAL RECEIPTS</b>	<b>\$ 12,281</b>	<b>\$ 12,264</b>	<b>\$ 17</b>	<b>\$ 279,611</b>	<b>100.0%</b>	<b>\$ 289,909</b>	<b>100.0%</b>	<b>\$ (10,297)</b>	▶
<b>2013 Operating Fund</b>									
2013 Operating Fund	Sep	Sep Projection	Difference	YTD	%	YTD Projection	%	Difference	see Notes
<b>EXPENDITURES</b>									
<b>100 PERSONAL SERVICES</b>									
Salary of Librarian	\$ 3,329	\$ 3,329	\$ (0)	\$ 33,229	9.7%	\$ 33,229	9.8%	\$ (0)	
Salary of Assistants	\$ 14,281	\$ 15,486	\$ (1,206)	\$ 154,346	45.2%	\$ 154,288	45.3%	\$ 58	
Employee Benefits	\$ 4,094	\$ 4,448	\$ (354)	\$ 40,519	11.9%	\$ 42,308	12.4%	\$ (1,789)	
FICA (Employer's Share)	\$ 1,347	\$ 1,439	\$ (92)	\$ 14,335	4.2%	\$ 14,345	4.2%	\$ (10)	
PERF (Employer's Share)	\$ 762	\$ 899	\$ (137)	\$ 8,275	2.4%	\$ 8,976	2.6%	\$ (701)	
Group Insurance (Employer's Share)	\$ 1,985	\$ 1,985	\$ -	\$ 17,909	5.2%	\$ 17,862	5.2%	\$ 47	
Unemployment Compensation	\$ -	\$ 83	\$ (83)	\$ -	0.0%	\$ 750	0.2%	\$ (750)	
Education Reimbursement	\$ -	\$ 42	\$ (42)	\$ -	0.0%	\$ 375	0.1%	\$ (375)	
<b>TOTAL PERSONAL SERVICES</b>	<b>\$ 21,704</b>	<b>\$ 23,264</b>	<b>\$ (1,560)</b>	<b>\$ 228,093</b>	<b>66.8%</b>	<b>\$ 229,824</b>	<b>67.5%</b>	<b>\$ (1,731)</b>	
<b>200 SUPPLIES</b>									
Office Supplies	\$ 154	\$ 292	\$ (138)	\$ 1,453	0.4%	\$ 2,625	0.8%	\$ (1,172)	
Operating Supplies	\$ 416	\$ 220	\$ 196	\$ 2,745	0.8%	\$ 1,980	0.6%	\$ 765	
Cleaning and Sanitation Supplies	\$ 396	\$ 100	\$ 296	\$ 1,394	0.4%	\$ 900	0.3%	\$ 494	
Misc Operating Supplies	\$ 20	\$ 120	\$ (100)	\$ 1,351	0.4%	\$ 1,080	0.3%	\$ 271	
Repair and Maintenance Supplies	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -	0.0%	\$ -	
Other Supplies	\$ 367	\$ 167	\$ 200	\$ 1,820	0.5%	\$ 1,500	0.4%	\$ 320	
<b>TOTAL SUPPLIES</b>	<b>\$ 937</b>	<b>\$ 678</b>	<b>\$ 258</b>	<b>\$ 6,018</b>	<b>1.8%</b>	<b>\$ 6,105</b>	<b>1.8%</b>	<b>\$ (87)</b>	
<b>300 OTHER SERVICES AND CHGS</b>									
Professional Services	\$ 2,104	\$ 363	\$ 1,741	\$ 11,703	3.4%	\$ 10,042	3.0%	\$ 1,661	
Legal	\$ 650	\$ 83	\$ 567	\$ 2,169	0.6%	\$ 750	0.2%	\$ 1,419	
Payroll	\$ 213	\$ 216	\$ (3)	\$ 2,301	0.7%	\$ 2,356	0.7%	\$ (55)	
E-Rate Filing	\$ -	\$ -	\$ -	\$ 240	0.1%	\$ 480	0.1%	\$ (240)	
Computer Support	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -	0.0%	\$ -	
Computer DB & Software (Materials)	\$ 660	\$ -	\$ 660	\$ 2,835	0.8%	\$ 2,910	0.9%	\$ (75)	3, 6
Computer DB & Software (Other)	\$ 540	\$ -	\$ 540	\$ 3,516	1.0%	\$ 2,976	0.9%	\$ 540	7
Debt Collection	\$ 18	\$ 33	\$ (15)	\$ 277	0.1%	\$ 300	0.1%	\$ (23)	
Misc Professional Services	\$ 23	\$ 30	\$ (7)	\$ 364	0.1%	\$ 270	0.1%	\$ 94	
Printing and Advertising	\$ -	\$ 17	\$ (17)	\$ 81	0.0%	\$ 150	0.0%	\$ (69)	
Advertising and Publication of Notices	\$ -	\$ 17	\$ (17)	\$ 81	0.0%	\$ 150	0.0%	\$ (69)	
Other Printing	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -	0.0%	\$ -	
Insurance	\$ -	\$ -	\$ -	\$ 9,955	2.9%	\$ 9,250	2.7%	\$ 705	
Official Bonds	\$ -	\$ -	\$ -	\$ 1,549	0.5%	\$ 1,450	0.4%	\$ 99	
Property-Liability	\$ -	\$ -	\$ -	\$ 7,444	2.2%	\$ 6,800	2.0%	\$ 644	4
Worker's Compensation	\$ -	\$ -	\$ -	\$ 962	0.3%	\$ 1,000	0.3%	\$ (38)	

## CUTPL 2013 Operating Fund: Working Budget

2013 Operating Fund	Sep	Sep Projection	Difference	◀	YTD	%	YTD Projection	%	Difference	◀	see Notes
<b>Utilities</b>	\$ 2,745	\$ 2,905	\$ (160)		\$ 31,113	9.1%	\$ 29,698	8.7%	\$ 1,415		
Gas & Electricity	\$ 2,517	\$ 2,509	\$ 8		\$ 27,246	8.0%	\$ 26,136	7.7%	\$ 1,110		
Water	\$ 229	\$ 229	\$ (1)		\$ 2,071	0.6%	\$ 2,063	0.6%	\$ 8		
Waste Disposal Services	\$ -	\$ 167	\$ (167)		\$ 1,797	0.5%	\$ 1,500	0.4%	\$ 297		
<b>Repairs and Maintenance</b>	\$ 5,257	\$ 1,588	\$ 3,669	▶	\$ 19,264	5.6%	\$ 21,566	6.3%	\$ (2,302)		
Cleaning Service (Interior)	\$ 1,020	\$ 1,000	\$ 20		\$ 9,588	2.8%	\$ 9,000	2.6%	\$ 588		
Cleaning Service Misc	\$ 2,000	\$ -	\$ 2,000	▶	\$ 2,375	0.7%	\$ 2,425	0.7%	\$ (50)		
Elevator (Service Contract)	\$ -	\$ -	\$ -		\$ 501	0.1%	\$ 643	0.2%	\$ (142)		
Elevator Misc	\$ -	\$ 83	\$ (83)		\$ 120	0.0%	\$ 750	0.2%	\$ (630)		
Fire Monitoring	\$ -	\$ -	\$ -		\$ 613	0.2%	\$ 450	0.1%	\$ 163		
HVAC (Service Contract)	\$ 1,886	\$ -	\$ 1,886	▶	\$ 1,886	0.6%	\$ 1,886	0.6%	\$ (1)		*
HVAC Misc	\$ -	\$ 83	\$ (83)		\$ 1,397	0.4%	\$ 750	0.2%	\$ 647		2
Pest Control	\$ 50	\$ 50	\$ -		\$ 450	0.1%	\$ 450	0.1%	\$ -		
Snow Removal	\$ -	\$ -	\$ -		\$ 974	0.3%	\$ 1,875	0.6%	\$ (901)		
Misc R&M Building	\$ 301	\$ 333	\$ (32)		\$ 1,214	0.4%	\$ 3,000	0.9%	\$ (1,786)		
Misc R&M Equipment	\$ -	\$ 38	\$ (38)		\$ 147	0.0%	\$ 338	0.1%	\$ (191)		
<b>Rentals</b>	\$ 20	\$ -	\$ 20		\$ 40	0.0%	\$ -	0.0%	\$ 40		
<b>Dues</b>	\$ -	\$ -	\$ -		\$ 342	0.1%	\$ 300	0.1%	\$ 42		
<b>Communication and Transportation</b>	\$ 617	\$ 711	\$ (94)		\$ 5,483	1.6%	\$ 6,399	1.9%	\$ (916)		
Telephone	\$ 237	\$ 233	\$ 4		\$ 2,701	0.8%	\$ 2,100	0.6%	\$ 601		1
Postage	\$ 206	\$ 21	\$ 185		\$ 436	0.1%	\$ 188	0.1%	\$ 249		
Travel Expense	\$ 32	\$ 167	\$ (135)		\$ 705	0.2%	\$ 1,500	0.4%	\$ (795)		
Professional Meetings	\$ -	\$ 167	\$ (167)		\$ 240	0.1%	\$ 1,500	0.4%	\$ (1,260)		
Internet Access	\$ 141	\$ 115	\$ 26		\$ 1,151	0.3%	\$ 1,037	0.3%	\$ 115		
Misc Comm and Trans	\$ -	\$ 8	\$ (8)		\$ 250	0.1%	\$ 75	0.0%	\$ 175		
<b>Transfer to LIRF</b>	\$ -	\$ -	\$ -		\$ -	0.0%	\$ -	0.0%	\$ -		
<b>TOTAL OTHER SVCS AND CHGS</b>	\$ 10,742	\$ 5,583	\$ 5,159	▶	\$ 77,982	22.9%	\$ 77,406	22.8%	\$ 576		
<b>400 CAPITAL OUTLAYS</b>											
<b>Furniture &amp; Equipment</b>	\$ 80	\$ 83	\$ (3)		\$ 3,392	1.0%	\$ 750	0.2%	\$ 2,642	▶	5
<b>Books</b>	\$ 1,076	\$ 1,667	\$ (591)	▶	\$ 13,575	4.0%	\$ 15,000	4.4%	\$ (1,425)		
<b>Periodicals</b>	\$ 141	\$ 17	\$ 124		\$ 3,657	1.1%	\$ 3,650	1.1%	\$ 7		
EBSCO	\$ -	\$ -	\$ -		\$ 2,745	0.8%	\$ 3,000	0.9%	\$ (255)		
Newspapers	\$ 23	\$ -	\$ 23		\$ 600	0.2%	\$ 500	0.1%	\$ 100		
Misc Periodicals	\$ 118	\$ 17	\$ 101		\$ 312	0.1%	\$ 150	0.0%	\$ 162		
<b>Nonprinted Materials</b>	\$ 1,071	\$ 833	\$ 237		\$ 8,532	2.5%	\$ 7,500	2.2%	\$ 1,032		
CDs/DVDs/Audiobooks	\$ 1,071	\$ 833	\$ 237		\$ 8,532	2.5%	\$ 7,500	2.2%	\$ 1,032		
Misc Nonprinted Materials	\$ -	\$ -	\$ -		\$ -	0.0%	\$ -	0.0%	\$ -		
<b>TOTAL CAPITAL OUTLAYS</b>	\$ 2,367	\$ 2,600	\$ (233)		\$ 29,156	8.5%	\$ 26,900	7.9%	\$ 2,256		
<b>TOTAL EXPENDITURES</b>	\$ 35,750	\$ 32,125	\$ 3,625	▶	\$ 341,250	100.0%	\$ 340,235	100.0%	\$ 1,014		
<b>BALANCE</b>	Sep	Sep Projection	Difference	◀	YTD		YTD Projection		Difference	◀	see Notes
Beginning Balance	\$ 301,648	\$ 309,408	\$ (7,761)	▶	\$ 333,326		\$ 333,326		\$ -		
plus Receipts	\$ 12,281	\$ 12,264	\$ 17		\$ 279,611		\$ 289,909		\$ (10,297)	▶	
minus Expenditures	\$ (35,750)	\$ (32,125)	\$ (3,625)	▶	\$ (341,250)		\$ (340,235)		\$ (1,014)		
Adjustments (see Notes Page for details)	\$ -	\$ -	\$ -		\$ 6,492		\$ 6,548		\$ (56)		adj
<b>ENDING BALANCE</b>	\$ 278,179	\$ 289,547	\$ (11,368)	▶	\$ 278,179		\$ 289,547		\$ (11,368)	▶	
<b>Material Expenditures</b>	\$ 2,947	\$ 2,517	\$ 430		\$ 28,599		\$ 29,060		\$ (461)		
<b>Flag Criteria</b>	Current Month				YTD				see Notes		
◀ 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