

<b>Bolton Free Library</b>							
<b>Profit and Loss</b>							12/11/20
<b>January 2017 - December 7, 2020</b>							Worksheet
	Jan - Dec 2017	Jan - Dec 2018	Jan - Dec 2019	Jan-Dec 7, 2020	Amended Budget 2020	Proposed Budget 2021	Notes
<b>Income</b>							If no notes, 2021 Budget based on prior years income/expenditures
<b>4 Contributed support</b>							
4010 Indiv/business contribution	153.80	9,639.44	10,954.98	1,772.75	2,500.00	3,000.00	Norowal, AmazonSmile, misc. donations
4010.1 Appeal Letter	14,615.00	15,649.00	20,808.00	7,840.00	14,306.00	15,000.00	
4010.5 BJ Bixby	148.81						
4010.6 Jane Gabriels				5,015.00	0.00	0.00	
4010.7 Donations-at Circulation Desk		670.40	180.87	85.40	200.00	100.00	received at Circulation Desk
4010.8 St. Sacrement Donation		5,000.00			0.00		
4010.9 Trivia Donation		63.00	90.10		0.00	0.00	
<b>Total 4010 Indiv/business contribution</b>	<b>\$ 14,917.61</b>	<b>\$ 31,021.84</b>	<b>\$ 32,033.95</b>	<b>\$ 14,713.15</b>	<b>17,006.00</b>	<b>18,100.00</b>	
4015 Contributions- Restricted	25.00						
4140 Donated art, etc	454.75						
4210 Corporate/business grants	250.00		500.00	400.00	400.00	400.00	Stewarts
4250 Nonprofit organization grants			3,919.00		0.00	0.00	
4510 Agency (government) grants	7,184.00	5,000.00	4,800.00		0.00	0.00	Construction Challenge Grant
4530 State grants	7,411.00	4,648.00	29,381.00	21,559.00	2,600.00	2,600.00	Local Library Services Aid (LLSA), State Ed Grants, SALS-Warren Co. Aid
4540 Local government grants	54,988.00	51,500.00	57,500.00	65,400.00	65,400.00	60,000.00	Town of Bolton-Approved 11/20
<b>Total 4 Contributed support</b>	<b>\$ 85,230.36</b>	<b>\$ 92,169.84</b>	<b>\$ 128,133.95</b>	<b>\$ 102,072.15</b>	<b>85,406.00</b>	<b>81,100.00</b>	
<b>5 Earned revenues</b>							
5310 Interest-savings/short-term inv	38.64	41.05	972.01	522.33	500.00	500.00	
5320 Dividends & interest-securities	324.61	426.00	302.20	537.00	460.00	500.00	
5490 Miscellaneous revenue							
5495 Fines assessed	728.56	370.73	184.45		0.00	0.00	Discontinued
5496 Copy Fee	448.30	416.20	426.55	193.50	200.00	200.00	
5497 Fax Fee	99.00	124.00	118.00	94.00	50.00	100.00	
<b>Total 5490 Miscellaneous revenue</b>	<b>\$ 1,275.86</b>	<b>\$ 910.93</b>	<b>\$ 729.00</b>	<b>\$ 287.50</b>	<b>250.00</b>	<b>300.00</b>	
<b>Total 5 Earned revenues</b>	<b>\$ 1,639.11</b>	<b>\$ 1,377.98</b>	<b>\$ 2,003.21</b>	<b>\$ 1,346.83</b>	<b>1,210.00</b>	<b>1,300.00</b>	
<b>5800 Special events</b>							
5810 Special events - non-gift rev							
5810.1 Booksale	5,844.00	6,419.00	7,350.00	6.00	0.00	0.00	
5810.12 Plant Sale	1,964.04	2,103.00		2,680.00	2,660.00	2,000.00	Carla's estimate
5810.13 Dancing Under the Stars	20,534.86			250.00	0.00	0.00	
5810.15 Book Bag/Masks(Sheilagh Menzies)			315.00	175.00	0.00	200.00	
5810.16 Wine Tasting			1,340.00		0.00	0.00	
5810.17 Thirty-one Fundraiser			530.00		0.00	0.00	
5810.2 Cabin Fever	1,456.00	1,177.00	1,538.90	100.00	0.00	0.00	
5810.4 Raffles	-70.00		1,914.00	95.00	0.00	250.00	What is minimum willing to let it go for?
5810.5 TD Affinity Program		984.75		3,375.62	2,495.00	2,000.00	
<b>Total 5810 Special events - non-gift rev</b>	<b>\$ 29,728.90</b>	<b>\$ 10,683.75</b>	<b>\$ 12,987.90</b>	<b>\$ 6,681.62</b>	<b>5,155.00</b>	<b>4,450.00</b>	

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<b>Total 5800 Special events</b>	\$ 29,728.90	\$ 10,683.75	\$ 12,987.90	\$ 6,681.62	5,155.00	4,450.00	
<b>Total Income</b>	\$ 116,598.37	\$ 104,231.57	\$ 143,125.06	\$ 110,100.60	91,771.00	86,850.00	
<b>Gross Profit</b>	\$ 116,598.37	\$ 104,231.57	\$ 143,125.06	\$ 110,100.60	91,771.00	86,850.00	
<b>Expenses</b>							
<b>6560 Payroll Expenses</b>	46.55						
6562 Time Clock Software	223.55	234.00	216.00	198.00	216.00	216.00	\$18.00/month x 12
6563 Priority One Payroll Fee		894.54	940.39	876.00	1,200.00	1,000.00	Approx. 71.00/mo, plus year end reports, W-2s
<b>Wages</b>		0.00	0.00				
Other Earnings	156.00			1,319.24		0.00	Paid PTO
Regular Pay	10,378.30	10,261.53	10,420.77	7,356.24	12,338.24	11,000.00	Hourly Personnel: Library Asst + Cleaning (detail on Payroll Worksheet)
Salary	29,283.96	29,283.96	30,894.58	29,023.28	31,661.76	32,295.00	Director-2% increase (cost of living)
<b>Total Wages</b>	\$ 39,818.26	\$ 39,545.49	\$ 41,315.35	\$ 37,698.76	44,000.00	43,295.00	
<b>Total 6560 Payroll Expenses</b>	\$ 40,088.36	\$ 40,674.03	\$ 42,471.74	\$ 38,772.76	45,416.00	44,511.00	
6561 Payroll Taxes	3,356.10	3,243.95	2,428.26	2,997.68	3,400.00	3,500.00	Based on payroll-SS + Medicare 7.65%, NYS Unemployment 0.6% (max \$11,800.00)
<b>7200 Salaries &amp; related expenses</b>							
7240 Employee Health Insurance	4,496.20	6,002.40	6,000.00	6,243.72	6,000.00	6,000.00	Max \$6,000.00 Health + Dental
7250 Payroll taxes	381.71						
<b>Total 7200 Salaries &amp; related expenses</b>	\$ 4,877.91	\$ 6,002.40	\$ 6,000.00	\$ 6,243.72	6,000.00	6,000.00	
<b>7500 Other personnel expenses</b>							
7510 Intuit Payroll Fee	470.28	96.30			0.00	0.00	No longer used
7520 Accounting fees			50.00		1,000.00	1,000.00	
<b>Total 7500 Other personnel expenses</b>	\$ 470.28	\$ 96.30	\$ 50.00	\$ 0.00	1,000.00	1,000.00	
<b>8100 Non-personnel expenses</b>							
8110 Supplies	863.92	33.64	166.33		0.00	0.00	
<b>8115 Supplies- Events (Funded)</b>	200.00		277.27		0.00	0.00	
8115.1 2015 Gala	4,117.48	36.97			0.00	0.00	
8115.2 Book Sale	372.21	22.81			200.00	200.00	
8115.3 After School Program	142.10	15.25		34.64	0.00	0.00	
8115.4 Appeal Letter Expense	1,616.92	1,874.41	1,435.27	934.55	2,000.00	2,000.00	
8115.5 Cabin Fever			254.76		0.00	0.00	
8115.6 Plant Sale				83.37	50.00	100.00	
<b>Total 8115 Supplies- Events (Funded)</b>	\$ 6,448.71	\$ 1,949.44	\$ 1,967.30	\$ 1,052.56	2,250.00	2,300.00	
8130 Telephone & telecommunications	1,405.35	910.95	889.72	748.99	850.00	900.00	
8140 Postage, shipping, delivery	98.00		324.35	121.00	200.00	165.00	55.00 x 3-General
8160 Equip rental & maintenance	45.59						
8170 Printing & copying	654.70	660.05	323.64	242.48	300.00	400.00	Document Solutions
8175 Library Programs	280.03	31.69	304.43	322.69	300.00	300.00	Movie License Renewal,
8180 Books, subscriptions, reference		64.39					

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8181 Books	9,766.25	10,980.44	13,387.95	4,249.05	10,000.00	10,000.00	If fundraising revenue is available, Book Budget will be restored up to \$13,000.00, pending board approval
8181.1 EBooks	470.13	636.38	384.66	2,419.09	2,422.00	2,500.00	Overdrive
8182 Video	1,167.20	1,722.58	1,194.12	1,116.22	1,500.00	1,500.00	
8183 Magazines	767.16	315.38	511.53	184.77	400.00	0.00	
8184 Newspapers	649.35	423.14	525.00		0.00	0.00	
<b>Total 8180 Books, subscriptions, reference</b>	<b>\$ 12,820.09</b>	<b>\$ 14,142.31</b>	<b>\$ 16,003.26</b>	<b>\$ 7,969.13</b>	<b>14,322.00</b>	<b>14,000.00</b>	
<b>Total 8100 Non-personnel expenses</b>	<b>\$ 22,616.39</b>	<b>\$ 17,728.08</b>	<b>\$ 19,979.03</b>	<b>\$ 10,456.85</b>	<b>18,222.00</b>	<b>18,065.00</b>	
<b>8200 Occupancy expenses</b>							
8215 Building Maintenance	7,962.66	6,404.79	3,168.61	1,334.39	2,000.00	2,000.00	\$1,000.00 General R&M, additional \$1,000.00 for construction contingencies
8220 Utilities							
8221 Electric	2,876.72	1,676.03	1,541.37	1,130.63	2,000.00	1,600.00	
8222 Fuel Oil	1,722.98	3,183.46	3,389.55	1,470.41	3,000.00	2,500.00	Prepaid \$2,500.00 10/20 (2020-561 gal used) (2019-1,193 gal used)
8223 Water & Sewer	532.71	540.00	548.00	604.20	540.00	605.00	\$151.05 x 4 qtrs
<b>Total 8220 Utilities</b>	<b>\$ 5,132.41</b>	<b>\$ 5,399.49</b>	<b>\$ 5,478.92</b>	<b>\$ 3,205.24</b>	<b>5,540.00</b>	<b>4,705.00</b>	
<b>Total 8200 Occupancy expenses</b>	<b>\$ 13,095.07</b>	<b>\$ 11,804.28</b>	<b>\$ 8,647.53</b>	<b>\$ 4,539.63</b>	<b>7,540.00</b>	<b>6,705.00</b>	
<b>8300 Travel &amp; meetings expenses</b>	56.65						
8311 Chamber Meeting		25.00	75.00		0.00		?
8320 Conference,convention,meeting	225.00	75.00	150.00		0.00		?
<b>Total 8300 Travel &amp; meetings expenses</b>	<b>\$ 281.65</b>	<b>\$ 100.00</b>	<b>\$ 225.00</b>	<b>\$ 0.00</b>	<b>0.00</b>		
<b>8500 Misc expenses</b>	76.49						
8515 Fundraising fees	93.59						
8530 Membership dues - organization	115.00	175.00	121.00	248.50	150.00	300.00	Bolton Chamber, NYLA
8540 Staff development		175.00	90.00		100.00	800.00	s/b 1% of Budget for 2021-Per Mininum Standards
8560 SALS Circulation Fees	2,977.34	2,906.64	3,187.07	3,043.44	3,400.00	3,400.00	SALS JA to remain same for 2021 \$277.71/month
8565 Computer Software	342.40	401.25	460.10	609.03	500.00	650.00	QB Essentials Online (\$460.00-2020 cost), Zoom (\$149.00)
8570 Advertising expenses	109.00	60.00			0.00	0.00	
8590 Other expenses	100.00	468.20	132.25	59.98	250.00	1,500.00	Misc. \$250.00, + \$1,000.00 potential Fundraising Expenses, + possible new logo design
<b>Total 8500 Misc expenses</b>	<b>\$ 3,813.82</b>	<b>\$ 4,186.09</b>	<b>\$ 3,990.42</b>	<b>\$ 3,960.95</b>	<b>4,400.00</b>	<b>6,650.00</b>	
<b>9000 Postage</b>	94.00	98.00					
9001 Office Supplies-Old	1,331.28	1,220.88					
9001.1 Supplies-Office		189.57	1,734.53	584.22	1,500.00	1,000.00	
9001.2 Supplies-Cleaning/COVID Protocols				715.57	1,000.00	1,000.00	
<b>9003 Insurance</b>							
9004 Worker's Comp	171.00	1,032.00	812.00	749.00	749.00	750.00	Upstate Agency estimate
9005 Employee Medical	449.62						
9012 Disability Insurance	287.74	175.00	130.18	224.31	224.00	250.00	
9017 Fine Arts Insurance			355.00	488.00	400.00	500.00	

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9020 Insurance - Liability	2,898.26	2,624.25	3,175.34	2,777.30	3,500.00	3,000.00		
Total 9020 Insurance-GL & Property	2,898.26	2,624.25	3,530.34	3,265.30	3,900.00	3,500.00		
Total 9003 Insurance	\$ 3,806.62	\$ 3,831.25	\$ 4,472.52	\$ 4,238.61	4,873.00	4,500.00		
Total Expenses	\$ 93,831.48	\$ 89,174.83	\$ 89,999.03	\$ 72,509.99	93,351.00	92,931.00		
Net Operating Income	\$ 22,766.89	\$ 15,056.74	\$ 53,126.03	\$ 37,590.61	-1,580.00	-6,081.00		
From Unrestricted MM Fund Balance						6,081.00		
Net Income						0.00		
Other Expenses								
9800 Fixed asset purchases								
9820 Capital purchases - building/Addition	6,200.00				8,305.00	40,360.00		BFL Addition Cost - Grantor Portion \$30,270.00
9820 Capital purchases - building/Windows, etc.				15,023.33		12,240.00		BFL Windows & Front Door replacement/Basement Insulation/Ceiling lights-housing Cost: \$26,513.00 -Grantor Portion \$19,885.00, deposits of \$14,273.33 paid 12/04/2020
9820 Capital purchases - building/Windows, etc.						2,034.00		Additions to above-Insulation
9820 Capital purchases - building/Attic Shelving						3,000.00		Estimate from McAvinney Builders, LLC. \$2,150.00
9830 Capital purchases - equipment	9,514.99	5,611.22				2,900.00		New Staff and Public Computers
Total 9800 Fixed asset purchases	\$ 15,714.99	\$ 5,611.22	\$ 0.00	\$ 15,023.33	8,305.00	60,534.00		
Reconciliation Discrepancies-1	0.01							
Total Other Expenses	\$ 15,715.00	\$ 5,611.22	\$ 0.00	\$ 15,023.33	8,305.00	60,534.00		
NYS Contruction Grant-NYS Dept of Ed-Restricted						27,243.00		Addition \$ Rec'd 10/03/2019-in MM 10% due at completion \$3,027.00
NYS Aid for Library Construction-Restricted						3,623.00		Window Replacement \$17,896.00 Rec'd 11/23/20 10% due at completion \$1,989.00
BFL Portion - 25% Addition						10,090.00		
BFL Portion - 25% Window Replacement						6,628.00		
From MM Balance-Restricted and Unrestricted						47,584.00		
Other Income	-\$ 15,715.00	-\$ 5,611.22	\$ 0.00	-\$ 15,023.33	9,885.00	5,000.00		Town of Bolton-Capital Funds 2021 5,000.00
Total Capital Improvements-Expenses/Income						(7,950.00)		Balances at completion \$3,027.00+\$1,989.00=\$5,016.00
From Restricted &Unrestricted MM Fund Balance						7,950.00		
Net Other Expenses						0.00		
Net Income	\$ 7,051.89	\$ 9,445.52	\$ 53,126.03	\$ 22,567.28	0.00	0.00		
Total from MM (restricted + unrestricted)						61,615.00		

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