

**Richards Library
Annual Budget
January through December 2020**

	Jan - Dec 20
Ordinary Income/Expense	
Income	
PUBLIC FUNDING (1e)	178,200
Total Income	178,200
Gross Profit	178,200
Expense	
OPERATING EXPENSES	
Accounting & Tax Prep (11c)	5,000
Archival Preservation (24e)	400
Automation Fees (14)	5,000
Bank Fees - Operating (24e)	25
Banking Supplies (13)	90
Building Repairs & Maint (16)	5,000
Copier Lease (13)	1,200
Copier Usage Contract (13)	350
Electric (16)	3,700
Electronic Mat & % Overdr (14)	500
Elevator Monitoring (16)	250
Elevator PMA & Inspections (16)	1,500
Elevator Repairs & Maint (16)	1,200
Equipment Repairs & Maint (16)	100
Fire Alarm System Inspect (16)	400
Fire Alarm System Monitor (16)	600
Fire Extinguisher Inspect (16)	100
Grounds Repairs & Maint (16)	1,000
Heating Fuel (16)	6,000
Insurance Expense (23)	7,500
Internet Services (16)	1,020
Janitorial Supplies & Exp(16-B)	1,000
Library Operating Supplies(24a)	1,200
Library Programs (24b)	3,000
Memberships & Dues (24c)	100
Mileage Reimbursements	1,500
Movie License Renewal (14)	250
Office & Computer Expenses (13)	1,000
Postage (13)	250
Safety & Security (16)	100
Sewer District Tax (16)	5
Sprinkler Inspection (16)	350
Telephone Expense (16-B)	1,460
Water (16)	50
Total OPERATING EXPENSES	51,200
PAYROLL, WAGES, BENEFITS & EXPE	

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	Jan - Dec 20
Wages (5/7)	87,112
Employer's SS Med Expense (10)	5,663
Workers' Comp, Dis & PFL (9)	2,500
Payroll Processing Fees	1,500
Total PAYROLL, WAGES, BENEFITS & EX...	96,775
COLLECTION & OTHER CAPITAL EXPE	
Collection	
Audio/Visual - DVD's / CD's	3,500
Books - Audio	2,500
Books - Printed	10,000
Periodicals	700
Reference Periodicals	175
Total Collection	16,875
Equipment & Equip Replacements	
Computers - Current Year	5,000
Total Equipment & Equip Replacements	5,000
Transfers to Capital Reserve Fd	8,350
Total COLLECTION & OTHER CAPITAL E...	30,225
Total Expense	178,200
Net Ordinary Income	0
Net Income	0