

# Richards Library Annual Budget

January through December 2021

Accrual Basis

	Jan - Dec 21
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
<b>PUBLIC FUNDING (1e)</b>	214,030
<b>Total Income</b>	214,030
<b>Gross Profit</b>	214,030
<b>Expense</b>	
<b>OPERATING EXPENSES</b>	
Accounting & Tax Prep (11c)	5,000
Archival Preservation (24e)	400
Automation Fees (14)	5,500
Bank Fees - Operating (24e)	25
Banking Supplies (13)	90
Building Repairs & Maint (16)	5,750
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)	1,200
Heating Fuel (16)	6,000
Insurance Expense (23)	7,500
Internet Services (16)	1,020
Janitorial Supplies & Exp(16-B)	1,200
Library Operating Supplies(24a)	1,400
Library Programs (24b)	4,000
Memberships & Dues (24c)	500
Mileage Reimbursements	1,500
Movie License Renewal (14)	250
Office & Computer Expenses (13)	1,000
Postage (13)	300
Safety & Security (16)	100
Sewer District Tax (16)	5
Sprinkler Inspection (16)	350
Telephone Expense (16-B)	1,460
Water (16)	50
<b>Total OPERATING EXPENSES</b>	54,500
<b>PAYROLL, WAGES, BENEFITS &amp; EXPE</b>	
Wages (5/7)	101,359
Employer's SS Med Expense (10)	7,677
Workers' Comp, Dis & PFL (9)	2,700
Payroll Processing Fees	1,500
<b>Total PAYROLL, WAGES, BENEFITS &amp; EX...</b>	113,236
<b>COLLECTION &amp; OTHER CAPITAL EXPE</b>	
<b>Collection</b>	
Audio/Visual - DVD's / CD's	5,000
Books - Audio	3,500
Books - Printed	12,000
Periodicals	800
Reference Periodicals	300
<b>Total Collection</b>	21,600
<b>Equipment &amp; Equip Replacements</b>	
Computer Equipmen < \$1,000 (14)	5,000

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Total Equipment & Equip Replacements	5,000
Other Capital Expenditures	5,000
Transfers to Capital Reserve Fd	13,350
Total COLLECTION & OTHER CAPITAL E...	<u>44,950</u>
Total Expense	<u>212,686</u>
Net Ordinary Income	<u>1,344</u>
Net Income	<u><u>1,344</u></u>