

NEWMARKET PUBLIC LIBRARY

2nd QTR Income Statement Comparison of 2021 Actual to 2021 Budget and 2020 Actual

07-09-2021

EXPENSES	2021 2nd QTR	2021 ANNUAL BUD	2020 2nd QTR	Q2 2021 Vs Q2 2020	% of Budget	Comments for 2021 Vs 2020 variances > \$3000
<u>MATERIALS</u>						
Books	\$51,779	\$153,864	\$24,497	(\$27,282)	34%	Timing of purchases
Reference Materials	2,675	10,800	962	(1,713)	25%	
Magazines & Newspapers	9,679	11,100	6,238	(3,441)	87%	Timing of prepaid reversals in 2020
Electronic Materials and Subscriptions	123,158	179,530	111,114	(12,044)	69%	Timing of purchases and higher budget allocation in 2021
Talking Books	3,032	9,100	1,642	(1,390)	33%	
Compact Sound Discs	0	100	0	0	0%	
DVD/Console Games	3,593	18,000	3,160	(433)	20%	
Book Binding and Materials Processing	26,385	30,843	25,364	(1,022)	86%	
Sub-Total	\$220,302	\$413,337	\$172,977	(\$47,325)	53%	
<u>FACILITIES AND EQUIPMENT</u>						
Caretakers' Contract	\$16,120	\$48,000	\$10,397	(\$5,723)	34%	Less cleaning in 2020 due to COVID-19 full closure
Caretakers' Supplies	927	4,393	712	(214)	21%	
Equipment-Repairs/Maintenance Contracts	71,795	90,007	36,569	(35,225)	80%	Timing of Prepaid reversals in 2020
Building-Repairs/Maintenance Contracts	12,449	27,400	10,790	(1,658)	45%	
Sub-Total	\$101,290	\$169,800	\$58,469	(\$42,821)	60%	
<u>CAPITAL</u>						
Minor Capital	\$0	\$5,656	\$3,685	\$3,685	0%	Timing of purchases
Asset Replacement Fund	111,775	223,550	111,775	0	50%	
Sub-Total	\$111,775	\$229,206	\$115,460	\$3,685	49%	
<u>UTILITIES</u>						
Hydro	\$35,993	\$86,000	\$31,991	(\$4,003)	42%	Additional month's charge in 2021
Heat	11,068	11,000	6,438	(4,631)	101%	Higher usage in 2021
Water	1,883	4,000	1,525	(358)	47%	
Sub-Total	\$48,945	\$101,000	\$39,953	(\$8,991)	48%	
<u>ADMINISTRATION - Salaries, Wages & Benefits</u>						
Salaries and Wages	\$1,011,693	\$2,130,727	\$928,920	(\$82,773)	47%	MA & step increases in 2021; fewer PT hours in 2020 due to COVID-19; reversal of vacation accruals in 2020
Employee Benefits *	207,447	444,000	193,563	(13,885)	47%	ASO - timing of usage
Inter-Depart Human Resources Cost	7,425	14,851	7,425	0	50%	
Sub-Total	\$1,226,566	\$2,589,578	\$1,129,908	(\$96,658)	47%	
<u>ADMINISTRATION - General</u>						
Stationery and Office Supplies	\$223	\$2,780	\$481	\$258	8%	
Photocopier/Microfilm Lease & Supplies	1,443	3,000	1,474	31	48%	
Emergency Mgmt. Materials	2,854	0	13,710	10,856		Timing of needs
Health and Safety	1,089	2,400	382	(707)	45%	
Program and Project Costs	7,813	26,159	2,521	229	30%	
Coffee Supplies	0	1,000	235	235	0%	
Circulation and Processing Supplies	3,033	14,300	919	(2,114)	21%	
Miscellaneous Expense	146	4,725	219	73	3%	
Telephone and Internet	2,208	5,440	1,997	(211)	41%	
Audit Legal and Finance	0	4,000	0	0	0%	

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ADMINISTRATION - General Continued						
Consulting Fees	\$16,960	\$4,400	\$666	(\$16,295)	385%	Consultant for recruiting CEO
Postage and Freight	2,946	8,275	2,348	(598)	36%	
Advertising	3,101	17,700	6,201	3,100	18%	Lower promotional and event costs due to COVID-19 in 2021; Timing of COVID-19 in 2020
Education and Training	2,715	11,400	4,884	2,169	24%	
Services & Rents	207	0	1,955	1,748		
Copyright fees	509	500	509	0	102%	
Other Fees	0	600	336	336	0%	
Travel Expense	0	6,800	1,486	1,486	0%	
Memberships and Subscriptions	10,599	10,895	1,091	(9,508)	97%	Timing of the reversal of prepaids in 2020; Additional subscription in 2021
Conference/Seminar Fees & Expenses	4,919	12,405	6,638	1,719	40%	
Bank Charges	602	3,000	851	249	20%	
Transfer to LTD. Reserve	15,809	48,195	19,815	4,006	33%	Timing of transfers
Sub-Total	\$77,175	\$187,974	\$68,717	(\$2,937)	41%	
TOTAL EXPENSES	\$1,786,053	\$3,690,895	\$1,585,484	(\$195,048)	48%	

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<u>REVENUES</u>	2021 2nd QTR	2021 ANNUAL BUD	2020 2nd QTR	Q2 2021 Vs Q2 2020	% of Budget	Comments for 2021 Vs 2020 variances > \$3000
Municipal Grant	\$1,743,711	\$3,487,422	\$1,732,711	\$11,000	50%	Higher grant in 2021
Provincial Grant	0	64,401	0	0	0%	
Program Fees	168	29,752	2,258	(2,090)	1%	
Photocopier/Microfilm Receipts	379	10,000	2,999	(2,620)	4%	
Room Rentals	0	37,750	7,996	(7,996)	0%	Room rentals discontinued starting mid March 2020 to present due to COVID-19
Coffee Supplies Recovered	0	1,000	279	(279)	0%	
Fines	969	38,070	5,416	(4,447)	3%	All fines have been waived during COVID-19, fine collection in 2021 relates to fines pre Covid-19
Sundry Receipts	779	19,200	1,955	(1,176)	4%	
Non-Resident Fees	90	300	90	0	30%	
Donations Received	445	3,000	762	(317)	15%	
Gain/Loss on Disposal	0	0	4	(4)		
TOTAL REVENUES	\$1,746,540	\$3,690,895	\$1,754,469	(\$7,929)	47%	
SURPLUS/(DEFICIT) CURRENT	(\$39,513)	\$0	\$168,985	(\$202,977)		