

Annual Report Quick Reference Guide

Type of income	Line #
County	11.1
City, village	11.1
Town	11.1
School District	11.1
Local Library Services Aid (LLSA)	11.3
Special legislative grants- came from MHLS	11.5
Outreach Mini Grant	11.7
Conference attendance monies/stipends	11.7
Special legislative grant- came directly from NYS	11.9
LSTA (Paid directly to the library - NOT received through MHLS)	11.10
USDA Rural Development Grant	11.11
Personal donation	11.14
Grants from WalMart/Dollar General/Stewarts	11.14
Foundation grants (ie.: Community Foundations of the Hudson Valley or Berkshire Taconic Foundation)	11.14
Memorial donations	11.14
Personal donations	11.14
Cash contribution from Friends Group	11.14
Fundraising event (not sale of books)	11.15
Interest from checking or savings account	11.16
Interest from CD or money market, but only if it is brought into the Operating Fund	11.16
Fax, copier, printer charges	11.17
Overdue or lost book charges/Rental fees	11.17
Any refunds (Equipment, Purchases)	11.18
Sold books, furniture, etc.	11.18
E-Rate reimbursement	11.18
Insurance Recovery	11.18

Type of income	Line #
Transfer of \$ from SEPARATE Capital Fund to the Operating Fund <i>This must match 14.8</i>	11.22
Matured CD (<i>ONLY IF the \$ was put in the Operating Fund</i>)	11.23

How is the NYS Construction Grant award counted on the Annual Report?
If you DO NOT HAVE a Capital Fund:

- Receive the funds on line 11.9
- Expend the funds on line 12.11. If you only brought NYS Construction Grant funds in on 11.9 but did not spend it, you can leave 12.11 alone.
- Please leave notes in these fields regarding NYS Construction Grant Funds.

If you DO HAVE a Capital Fund:

- Receive the award on LINE 13.4 State Aid Received for Construction
- Expend the funds on LINES 14.1-14.5
 - 14.1 – Payment to contractors for ANY construction costs
 - 14.2 – Architect fees, site acquisition, furniture & equipment, advertising, surveying, utility system, site improvement, legal services, etc.
 - 14.3 – Purchase of buildings
 - 14.4 – Payments from capital fund of interest charges on notes
 - 14.5 – Capital project expenditures for books, films, serials, etc.

Type of expense	Line #
Salary of Certified Librarians (gross with State and Federal taxes PAID)	12.1
Gross Salaries and wages of all other library employees (Contractual employees such as janitorial or snow removal do not go here, they go on line 12.16)	12.2
Disability	12.4
FICA	12.4
Life Insurance	12.4
Medical such as Hospital/Medical Insurance and Medicare tax	12.4
Retirement (State and Private)	12.4
Social Security Tax	12.4
Unemployment Insurance	12.4
Workmen's Compensation	12.4
Books	12.6
Magazines	12.6
Newspapers	12.6
Databases (that you subscribe to and pay for)	12.7
Audio Books	12.8
DVD, Blu Ray, VHS	12.8
Music CD's	12.8
Other circulating items such as puzzles, cake pans, etc.	12.8
Purchase of Equipment (vehicle) - Public Funds	12.10
Purchase of Equipment (vehicle) - Other Funds	12.11
Repairs using <i>Public</i> Funds (broken window, furnace)	12.13
Repairs using <i>Other</i> Funds (broken window, furnace)	12.14
Broom, mop, duster	12.16
Disinfecting supplies	12.16
Utilities (except phone or internet) Gas, electric, oil, propane, water	12.16

Type of expense	Line #
Insurance on the building and contents	12.16
Janitorial service	12.16
Lawn care and landscaping	12.16
Light bulbs, fixtures	12.16
New carpet, paint, window dressings	12.16
Services such as fire alarm monitoring, HVAC Maintenance, fire extinguisher inspection.	12.16
Snow removal	12.16
Toilet paper, cleaner, plunger, paper towels	12.16
Binding supplies, cards, barcode labels	12.18
Ink for photocopy and fax machines	12.18
Paper, pens, staplers, calendars	12.18
Receipt printer tape	12.18
Telephone/Internet bill	12.19
Website domain name fees	12.19
Website hosting (if MHLS doesn't manage your site)	12.19
Postage stamps/UPS/FED EX	12.23
Hired Treasurer	12.21
Accountant, Auditor	12.21
Attorney	12.21
Financial Advisor	12.21
Performers & Program Presenters	12.21
Computers	12.22
Headphones, speakers, cables, cords	12.22
Network Switch Equipment (i.e.: Meraki Equipment)	12.22
Printers, Photocopiers, Fax Machines, Scanners, etc.	12.22
Repairs to Office equipment (copier, fax)	12.22

Type of expense	Line #
Antivirus software and computer software	12.23
Charter Amendment Fees	12.23
Fees for memberships like ALA, NYLA, etc.	12.23
Furniture and File Cabinets, Sneeze Guards	12.23
PO Box Fee	12.23
Printing and publicity materials	12.23
Program expenses (other than performers and presenters): crafts, food, prizes	12.23
Travel expense such as mileage, hotel, and food	12.23
MHLS fees which may include: Assessment fees, Tech Services Contract, Telephone Notification System, SAM, Webpage hosting (if MHLS manages your webpage), Sierra Module Maintenance/Licenses	12.25
Money moved from your operating fund to a capital fund (this amount will also go on line 13.8)	12.33 or 12.34
Money moved from your operating fund to another fund (like a CD, money market, etc.)	12.36
The amount of cash you have in your operating fund as of December 31	12.39