

# Budget Worksheet Form

Chester County Library System

Control No. 32123

1/10/2023 12:51:05 PM

\*\*\* Documents Transferred to Abila \*\*\*\*

## Document Information

**Date** 10/07/2022  
**Description** Budget Document for  
**Prepared By** Christopher M. Manna  
**Workflow ID** Kennett Budget  
**Effective Date** 2023 January

## Comments

Current Year Cut-off-Date: Dec 31 2022

Account Number	Description	Monthly Distribution		2022 Budget	2023 Budget
<b>Category : Revenue</b>					
<b>Group : all-all</b>					
310000 020	STATE AID	12Mth		112,922.70	0.00
310000 020 000	STATE AID	12Mth		0.00	138,036.71
320000 020	LOCAL GOVERNMENTAL U	12Mth		119,600.00	125,580.17
320000 020 000	LOCAL GOVERNMENTAL U	12Mth		0.00	0.00
320063 020	LOCAL GOVERNMENTAL U	12Mth		9,000.00	9,000.00
320141 020	LOCAL GOVERNMENTAL U	12Mth		130,000.00	135,000.00
320141 020 000	LOCAL GOVERNMENTAL U	12Mth		0.00	0.00
320142 020	LOCAL GOVERNMENTAL U	12Mth		160,500.00	162,000.00
320142 020 000	LOCAL GOVERNMENTAL U	12Mth		0.00	0.00
320143 020	LOCAL GOVERNMENTAL U	12Mth		58,820.00	40,000.00
320143 020 000	LOCAL GOVERNMENTAL U	12Mth		0.00	0.00
320144 020	LOCAL GOVERNMENTAL U	12Mth		81,290.00	83,000.00
320144 020 000	LOCAL GOVERNMENTAL U	12Mth		0.00	0.00
320145 020	LOCAL GOVERNMENTAL U	12Mth		11,000.00	11,000.00
320145 020 000	LOCAL GOVERNMENTAL U	12Mth		0.00	0.00
320146 020	LOCAL GOVERNMENTAL U	12Mth		35,500.00	35,500.00
320146 020 000	LOCAL GOVERNMENTAL U	12Mth		0.00	0.00
320147 020	LOCAL GOVERNMENTAL U	12Mth		2,000.00	1,500.00
332100 020 000	CHARGES-JTC DMLM (DIG	12Mth		0.00	500.00
333000 020	CHARGES-COPIER-B/W	12Mth		2,500.00	3,000.00
333000 020 000	CHARGES-COPIER-B/W	12Mth		0.00	0.00
333300 020 000	CHARGES-PRINTING-B/W	12Mth		100.00	500.00
333350 020 000	CHARGES-PRINTING-COL	12Mth		100.00	0.00
333400 020 000	CHARGES-FAX	12Mth		300.00	50.00
333500 020 000	CHARGES-EQUIPMENT RE	12Mth		0.00	0.00
334000 020 000	SALE OF LIBRARY MATERI	12Mth		300.00	1,500.00
334100 020	SALE OF LIBRARY MATERI	12Mth		2,200.00	0.00

Account Number	Description	Monthly Distribution		2022 Budget	2023 Budget
334100 020 000	SALE OF LIBRARY MATERI	12Mth		0.00	5,000.00
334200 020 000	CHARGES-LITERACY MATE	12Mth		0.00	2,000.00
334350 020 000	SALE OF CANVAS BAGS	12Mth		300.00	1,000.00
334375 020	MEMBERSHIP FEES-FRIEN	12Mth		1,000.00	500.00
334375 020 000	MEMBERSHIP FEES-FRIEN	12Mth		0.00	0.00
335100 020	CHARGES-LOST BOOKS	12Mth		1,400.00	1,500.00
335100 020 000	CHARGES-LOST BOOKS	12Mth		0.00	0.00
336100 020	CHARGES-PROGRAMMING	12Mth		250.00	200.00
336100 020 000	CHARGES-PROGRAMMING	12Mth		0.00	0.00
336300 020 000	CHARGES-PROGRAMMING	12Mth		150.00	200.00
336600 020 000	CHARGES-ROOM RENTAL	12Mth		0.00	12,000.00
336630 020	CHARGES - HOT SPOTS	12Mth		2,200.00	0.00
336630 020 000	CHARGES - HOT SPOTS	12Mth		0.00	0.00
340000 020	FINES & OVERDUES	12Mth		12,000.00	12,000.00
340000 020 000	FINES & OVERDUES	12Mth		0.00	0.00
343000 020 000	FINES AND OVERDUES - C	12Mth		100.00	100.00
350000 020	INTEREST	12Mth		100.00	1,200.00
350000 020 000	INTEREST	12Mth		0.00	0.00
360000 020	DONATIONS	12Mth		126,250.00	0.00
360000 020 000	DONATIONS	12Mth		0.00	150,000.00
361000 020 000	DONATIONS-FRIENDS	12Mth		0.00	5,000.00
362000 020 000	DONATIONS-LITERACY	12Mth		14,000.00	5,000.00
363000 020	DONATIONS-MEMORIAL	12Mth		1,500.00	1,000.00
363000 020 000	DONATIONS-MEMORIAL	12Mth		0.00	0.00
364000 020 000	DONATIONS-UNITED WAY	12Mth		200.00	200.00
364010 020	DONATIONS-UNITED WAY	12Mth		35,000.00	38,640.00
364010 020 000	DONATIONS-UNITED WAY	12Mth		0.00	0.00
367000 020 000	DONATIONS-PROGRAMMI	12Mth		0.00	50,000.00
367030 020 000	DONATIONS-ADULT PROG	12Mth		0.00	0.00
372000 020	FUNDS-GRANT	12Mth		2,500.00	0.00
372000 020 000	FUNDS-GRANT	12Mth		0.00	67,500.00
376000 020 000	FUND DRIVE-FRIENDS OF	12Mth		25,000.00	22,500.00
376500 020 000	TEEN FUNDRAISER	12Mth		0.00	0.00
376520 020	FALL FUNDRAISING EVEN	12Mth		30,000.00	30,000.00
376540 020 000	MISCELLANEOUS EVENTS	12Mth		0.00	2,500.00
377030 020 000	FUND DRIVE-SPECIAL PR	12Mth		0.00	50,000.00

Account Number	Description	Monthly Distribution		2022 Budget	2023 Budget
378000 020 000	ANNUAL GIVING	12Mth		0.00	0.00
	<b>Budget Narratives</b>			<b>Amount</b>	
	385000 Rental Income			0.00	
		<b>all-all</b>		978,082.70	1,204,206.88
		<b>Revenue</b>		978,082.70	1,204,206.88
<b>Category :</b>	<b>Expense</b>				
<b>Group :</b>	<b>all-all</b>				
412000 020	WAGES-LOCAL PARTTIME	12Mth		510,000.00	665,038.24
412000 020 000	WAGES-LOCAL PARTTIME	12Mth		0.00	0.00
413000 020	FRINGE BENEFITS-FICA A	12Mth		39,015.00	50,875.00
413000 020 000	FRINGE BENEFITS-FICA A	12Mth		0.00	0.00
414000 020	MEDICAL BENEFITS	12Mth		75,800.00	95,000.00
414000 020 000	MEDICAL BENEFITS	12Mth		0.00	0.00
415100 020	UNEMPLOYMENT INSURAN	12Mth		3,000.00	3,000.00
415100 020 000	UNEMPLOYMENT INSURAN	12Mth		0.00	0.00
416000 020	WORKMANS COMPENSATI	12Mth		3,500.00	3,500.00
416000 020 000	WORKMANS COMPENSATI	12Mth		0.00	0.00
417000 020	RETIREMENT/403B	12Mth		25,000.00	30,000.00
417000 020 000	RETIREMENT/403B	12Mth		0.00	0.00
418000 020	LIFE & DISABILITY INSUR	12Mth		5,500.00	6,200.00
418000 020 000	LIFE & DISABILITY INSUR	12Mth		0.00	0.00
421100 020 000	BOOKS-ADULT	12Mth		35,900.00	46,000.00
421200 020	BOOKS-CHILDREN	12Mth		13,400.00	35,000.00
421200 020 000	BOOKS-CHILDREN	12Mth		0.00	0.00
421250 020	BOOKS-YOUNG ADULT	12Mth		700.00	2,500.00
421250 020 000	BOOKS-YOUNG ADULT	12Mth		0.00	0.00
421275 020	BOOKS-GRAPHIC NOVELS	12Mth		1,200.00	3,000.00
421275 020 000	BOOKS-GRAPHIC NOVELS	12Mth		0.00	0.00
421300 020 000	BOOKS-REFERENCE	12Mth		700.00	450.00
421350 020	BOOKS-ELECTRONIC	12Mth		21,800.00	45,000.00
421350 020 000	BOOKS-ELECTRONIC	12Mth		0.00	0.00
421620 020	BOOKS-LITERACY	12Mth		10,000.00	15,000.00
421620 020 000	BOOKS-LITERACY	12Mth		0.00	0.00
422000 020	PERIODICALS	12Mth		5,900.00	6,000.00
422000 020 000	PERIODICALS	12Mth		0.00	0.00
423300 020	DIGITAL VIDEO DISC-AD	12Mth		1,600.00	1,200.00
423300 020 000	DIGITAL VIDEO DISC-AD	12Mth		0.00	0.00
423400 020	AUDIO BOOKS-ADULT	12Mth		8,200.00	3,000.00
423400 020 000	AUDIO BOOKS-ADULT	12Mth		0.00	0.00
423406 020	DOWNLOADABLE E-BOOK	12Mth		11,042.00	0.00

Account Number	Description	Monthly Distribution		2022 Budget	2023 Budget
423406 020 000	DOWNLOADABLE E-BOOK	12Mth		0.00	0.00
425000 020 000	SOFTWARE	12Mth		0.00	2,000.00
428500 020 000	EQUIPMENT/TOYS/CIRC N	12Mth		200.00	0.00
428555 020	MOBILE HOT SPOTS	12Mth		5,100.00	0.00
428555 020 000	MOBILE HOT SPOTS	12Mth		0.00	0.00
429000 020	LIBRARY SUPPLIES - PRO	12Mth		1,600.00	6,000.00
429000 020 000	LIBRARY SUPPLIES - PRO	12Mth		0.00	0.00
431000 020	PROFESSIONAL SERVICES	12Mth		3,000.00	0.00
431070 020	LEGAL FEES	12Mth		500.00	2,000.00
431100 020	AUDIT FEES	12Mth		5,500.00	10,000.00
431100 020 000	AUDIT FEES	12Mth		0.00	0.00
431130 020	ADMINISTRATIVE SERVIC	12Mth		500.00	500.00
431130 020 000	ADMINISTRATIVE SERVIC	12Mth		0.00	0.00
431200 020	MAINTENANCE-BUILDING	12Mth		40,000.00	60,000.00
431200 020 000	MAINTENANCE-BUILDING	12Mth		0.00	0.00
432000 020	POSTAGE	12Mth		1,500.00	1,800.00
432000 020 000	POSTAGE	12Mth		0.00	0.00
432300 020	TELEPHONE SERVICE	12Mth		6,000.00	8,000.00
432300 020 000	TELEPHONE SERVICE	12Mth		0.00	0.00
432310 020 000	TELECOMMUNICATIONS C	12Mth		0.00	0.00
432320 020 000	TELEPHONE SERVICE - H	12Mth		0.00	0.00
433000 020	TRAVEL & MILEAGE	12Mth		1,000.00	500.00
433000 020 000	TRAVEL & MILEAGE	12Mth		0.00	0.00
433700 020	ADVERTISING	12Mth		4,000.00	4,000.00
433700 020 000	ADVERTISING	12Mth		0.00	0.00
434100 020	PRINTING	12Mth		100.00	2,000.00
434100 020 000	PRINTING	12Mth		0.00	0.00
434300 020 000	PROGRAMMING	12Mth		0.00	0.00
434310 020	PROGRAMMING-ADULT	12Mth		7,500.00	22,000.00
434310 020 000	PROGRAMMING-ADULT	12Mth		0.00	0.00
434320 020	PROGRAMMING-CHILDRE	12Mth		7,500.00	12,000.00
434320 020 000	PROGRAMMING-CHILDRE	12Mth		0.00	0.00
434360 020	PROGRAMMING-YOUNG A	12Mth		1,000.00	1,500.00
434360 020 000	PROGRAMMING-YOUNG A	12Mth		0.00	0.00
434365 020 000	PROGRAMMING-LITERACY	12Mth		0.00	750.00
435000 020	INSURANCE	12Mth		10,500.00	10,500.00
435000 020 000	INSURANCE	12Mth		0.00	0.00
436000 020 000	ELECTRIC	12Mth		13,000.00	30,000.00

Account Number	Description	Monthly Distribution		2022 Budget	2023 Budget
436100 020	WATER\SEWER	12Mth		2,500.00	4,500.00
436100 020 000	WATER\SEWER	12Mth		0.00	0.00
436200 020	HEATING	12Mth		5,000.00	20,000.00
436200 020 000	HEATING	12Mth		0.00	0.00
436400 020	TRASH/RECYCLING	12Mth		500.00	2,000.00
436400 020 000	TRASH/RECYCLING	12Mth		0.00	0.00
437200 020	WEBSITE MAINTENANCE	12Mth		6,500.00	3,000.00
437200 020 000	WEBSITE MAINTENANCE	12Mth		0.00	0.00
438000 020	RENT	12Mth		1,000.00	0.00
438230 020	EQUIPMENT LEASE-POSTA	12Mth		500.00	1,300.00
438230 020 000	EQUIPMENT LEASE-POSTA	12Mth		0.00	0.00
438310 020	EQUIPMENT LEASE-COPIE	12Mth		6,000.00	8,000.00
438310 020 000	EQUIPMENT LEASE-COPIE	12Mth		0.00	0.00
439140 020	TRAINING-PROFESSIONAL	12Mth		500.00	500.00
439140 020 000	TRAINING-PROFESSIONAL	12Mth		0.00	0.00
439200 020	DUES & MEMBERSHIP	12Mth		1,500.00	2,000.00
439200 020 000	DUES & MEMBERSHIP	12Mth		0.00	0.00
439400 020 000	FUND RAISING EXPENSES	12Mth		0.00	15,000.00
439440 020 000	FUNDRAISING EXPENSES-	12Mth		0.00	20,000.00
441000 020	SUPPLIES-OFFICE	12Mth		5,000.00	5,000.00
441000 020 000	SUPPLIES-OFFICE	12Mth		0.00	0.00
442000 020 000	SUPPLIES-COPIER	12Mth		1,000.00	2,000.00
443000 020	SUPPLIES-COMPUTER	12Mth		1,000.00	2,500.00
443000 020 000	SUPPLIES-COMPUTER	12Mth		0.00	0.00
443100 020 000	SUPPLIES-MAKERSPACE	12Mth		0.00	5,000.00
446000 020	SUPPLIES-MAINTENANCE	12Mth		2,500.00	3,000.00
446000 020 000	SUPPLIES-MAINTENANCE	12Mth		0.00	0.00
447000 020 000	SUPPLIES-PUBLIC RELATI	12Mth		500.00	900.00
448000 020 000	SUPPLIES-MERCHANDISI	12Mth		0.00	0.00
450000 020	MISCELLANEOUS EXPENS	12Mth		1,000.00	1,000.00
450100 020	WATER COOLER/COFFEE	12Mth		1,500.00	1,500.00
450100 020 000	WATER COOLER/COFFEE	12Mth		0.00	0.00
450300 020	STAFF RECOGNITION	12Mth		750.00	1,000.00
450300 020 000	STAFF RECOGNITION	12Mth		0.00	0.00
453000 020 000	EXPENDITURES-FRIENDS	12Mth		0.00	3,100.00
456000 020 000	BANK CHARGES	12Mth		0.00	100.00
456025 020	CREDIT CARD FEES	12Mth		5,000.00	6,000.00
456025 020 000	CREDIT CARD FEES	12Mth		0.00	0.00

Account Number	Description	Monthly Distribution		2022 Budget	2023 Budget
456030 020	BACKGROUND CHECK FEE	12Mth		100.00	100.00
456030 020 000	BACKGROUND CHECK FEE	12Mth		0.00	0.00
456100 020 000	PERMITS	12Mth		0.00	200.00
494100 020	CAPITAL OUTLAY-OFFICE	12Mth		500.00	1,000.00
494100 020 000	CAPITAL OUTLAY-OFFICE	12Mth		0.00	0.00
494200 020	CAPITAL OUTLAY-OFFICE	12Mth		250.00	500.00
494200 020 000	CAPITAL OUTLAY-OFFICE	12Mth		0.00	0.00
495000 020	CAPITAL OUTLAY-COMPUT	12Mth		2,000.00	0.00
495000 020 000	CAPITAL OUTLAY-COMPUT	12Mth		0.00	0.00
495400 020	CAPITAL OUTLAY-TELECO	12Mth		250.00	0.00
497000 020	CAPITAL OUTLAY-RENOVA	12Mth		2,500.00	0.00
		<b>all-all</b>		928,607.00	1,293,513.24
		<b>Expense</b>		928,607.00	1,293,513.24
		<b>Net Amount :</b>		49,475.70	-89,306.36

**Approval Information**

Rebecca Peck Business Manager 12/26/2022 8:05 AM  
Christopher M. Manna Requester 12/22/2022 9:59 AM