

**Item: 7.5 No.2/12– QUARTERLY INCOME AND EXPENDITURE SHEET**REPORT SUMMARY

This report provides information on the progress of the Budget for the year to date and an indication of unspent monies and the projected amount that will go into Reserve at the end of the Financial Year.

OFFICER'S RECOMMENDATION

That the report on the Quarterly Income and Expenditure Sheet is noted by the Committee.

BACKGROUND

Overall, given the reduced number of staff working at Regional Headquarters the expenditure of the budget is proceeding well. Some areas are still behind in expenditure though, for example the workforce related costs is down approximately 10% due to unfilled staff vacancies, and this will mean a further transfer to Reserve at the end of the financial year.

Advertising and promotions includes expenditure on program advertisement, such as National Simultaneous Storytime, Library Lovers Day, Book Week, Library Week, Summer Reading Club etc

<b>CLARENCE REGIONAL LIBRARY</b>			
<b>REVENUE &amp; EXPENDITURE</b>			
<b>PROJECTIONS FOR 2011/12</b>	<b>Budget 2011-12 as at 30/4/12</b>	<b>Actual Expenditure as at 30/4/12</b>	<b>% of budget</b>
<b>Revenue</b>			
Contributions CVC	-738,709.00	-484,848.35	65.6
Contributions NSC	-259,499.56	-97,942.59	37.7
Contributions BSC	-187,982.02	-68,012.16	36.2
Revenues from users	-11,265.00	-10,247.50	91.0
Interest received	-1,632.00	0.00	0.0
Sundry Revenues	-3,142.00	-1,700.39	54.1
Adult Fiction			
Junior Non Fiction			
Newspaper on Microfilm			
Transfer to/from Accumulated Surplus Reserve	-117,696.48		0.0
	<b>-1,319,926.06</b>	<b>-662,750.99</b>	<b>50.2</b>
<b>Expenditure</b>			
<b>Workforce related</b>			
Salaries & Employment	329,086.88	191,064.77	58.1
Public Holidays	14,277.07	7,771.49	54.4
Superannuation	26,665.00	20,672.17	77.5
Admin and Management support	65,657.00	43,639.36	66.5

Leave Accruals	41,556.20	3,953.82	9.5
Workers Compensation	20,257.52	15,953.00	78.8
Motor vehicle costs	9,504.00	7,916.70	83.3
Training & seminars	11,239	3,427	30.5
Travel costs	3,340	1,086	32.5
	<b>521,582.67</b>	<b>295,484.31</b>	56.7
<b>Site &amp; Equipment costs</b>			
Computer system costs	77,270.00	66,902.71	86.6
Building maintenance	38,884.00	27,348.87	70.3
Insurance	4,396.39	4,396.39	100.0
	<b>120,550.39</b>	<b>98,647.97</b>	81.8
<b>Direct Collection costs</b>			
Book stock	517,705.00	366,611.21	70.8
Freight & cartage	28,770.00	21,886.35	76.1
Book Maintenance	50,550.00	51,974.04	102.8
Subscriptions and periodicals	25,344.00	18,888.53	74.5
	<b>622,369.00</b>	<b>459,360.13</b>	73.8
<b>Overhead costs</b>			
Telephone & Internet	22,605.00	21,529.11	95.2
Postage	14,385.00	5,901.02	41.0
Printing & Stationery	7,193.00	5,563.75	77.3
Photocopying	514	0	0.0
Furniture & Equipment Repairs & Capital	1,120.00	255.91	22.8
Sundry expenses *	8,019.00	1,139.97	14.2
User survey	0.00	5,925.00	n/a
National Year of Reading	0.00	1,882.72	n/a
Advertising & Promotions	560	1,837.24	328.1
Regional Committee Expenses	1,028.00	594.28	57.8
	<b>55,424.00</b>	<b>44,629.00</b>	80.5
	<b>1,319,926.06</b>	<b>898,121.41</b>	68.0
<b>GRANT FUNDS</b>			
Large Junior Fiction Grant	-28,294.00	0.00	0.0
Large Junior Fiction Grant	28,294.00	27,127.39	95.9
Local Studies Strategies Grant	-18,500.00	0.00	0.0
Local Studies Strategies Grant	18,500.00	17,856.91	96.5
Visiting Authors/Illustrators Grant	-19,429.00	0.00	0.0
Visiting Authors/Illustrators Grant	19,429.00	12,053.27	62.0
*Sundry expense includes			
Lost books refunds and ILL charges	501.64		

n/a - Committee has approved transfer from reserve to budget for these items.

Advertising and promotions includes expenditure on program advertisement

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