

Hometown Public Library  
 Monthly Financial Report  
 March, 19XX

*Receipts*

<u>Code</u>	<u>Description</u>	<u>Budget Amount</u>	<u>March Receipts</u>	<u>Year to Date</u>	<u>Percent Received</u>
001	City appropriation	\$150,000	\$37,500	\$37,500	25
002	County grant	15,000	0	7,500	50
003	State aid	7,855	0	0	0
011	Gifts/donations	20,000	1,127	3,445	17
021	Interest	8,000	487	1,256	16
031	Misc. income	14,000	995	2,704	19
	Totals	\$214,855	\$40,109	\$52,405	24

*Expenditures*

<u>Code</u>	<u>Description</u>	<u>Budget Amount</u>	<u>March Expenses</u>	<u>Year to Date</u>	<u>Percent Expended</u>
141	Salaries	\$ 92,000	\$ 7,478	\$22,570	25
145	Payroll taxes	7,500	572	1,727	23
148	Employee benefits	25,000	1,114	3,417	14
151	Mileage/travel	1,500	86	516	34
411	Books	30,000	2,816	7,648	25
412	Periodicals	6,000	0	84	1
416	Other library material	4,000	216	925	23
419	Bookbinding	500	94	94	19
211	Supplies	4,500	297	1,215	27
212	Telephone	3,000	256	732	24
214	Postage	1,200	0	400	33
216	Publicity/printing	3,000	413	1,118	37
311	Fuel/utilities	14,500	1,722	4,927	34
312	Insurance	1,000	0	488	49
314	Custodial supplies	800	89	211	26
315	Repairs/maintenance	7,000	894	1,478	21
316	Equipment	3,000	0	1,655	55
511	Transfer to reserve	10,355	0	0	0
	Totals	\$214,855	\$16,047	\$49,205	23

Figure 2. Sample monthly report. Example only; actual accounts may vary according to library needs.