

2024 Annual Report Financials Line Item Guide

TYPE OF INCOME	LINE #
County	11.1
City, Village	11.1
Town	11.1
School District	11.1
Local Library Services Aid (LLSA) - state aid sent out by FLLS	11.3
Special legislative grant - sent out by FLLS (Bullet Aid)	11.5
Family Literacy Grant or Outreach Mini-Grant; include a note referencing the type of grant	11.5
RBDB grants from SCRLC; include a note referencing the type of grant	11.5
FLLS Collection Grant	11.7
Special legislative grant - came directly to you from NYS (state issued check)	11.9
LSTA - Paid directly to the library, NOT received through FLLS	11.10
USDA Rural Development Grant	11.11
ALA American Rescue Plan: Humanities for Libraries Grant	11.11
Personal donation	11.14
Wal-Mart, Dollar General, Target, Ronald McDonald, etc. grants	11.14
Foundation grants (Community Foundation of Tompkins County, etc.)	11.14
Memorial donations	11.14
Cash contribution from Friends group	11.14
Fundraising event; NOT book sales (that would be 11.18)	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 book replacement fees, or rental fees	11.17
Any refunds on equipment or purchases from prior years	11.18
Sale of books, furniture, etc.	11.18
E-Rate reimbursement	11.18
Insurance recovery	11.18
Funds transferred from SEPARATE Capital Fund to the Operating Fund	11.22
Matured CD, ONLY IF the funds were put into the Operating Fund	11.23
The amount of cash in your operating fund as of January 1, 2024; MUST be exactly the same as 12.39 from your 2023 report	11.25
MUST be exactly the same as line 12.40	11.26
NYS Construction grant	13.4
MUST be exactly the same as 14.11 on your 2023 report	13.12
MUST be exactly the same as line 14.12	13.13

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TYPE OF EXPENSE	LINE #
Salary of NYS Certified Librarians (gross wages paid)	12.1
Salaries of all other staff employed by the library (gross wages paid)	12.2
Employer's contribution for Social Security, Unemployment Insurance, Workmen's Compensation, Disability Insurance, etc.	12.4
Employer's contribution for Life Insurance and Medical Insurance	12.4
Employer's retirement contributions (NYS or Private)	12.4
Books, magazines, newspapers, etc.	12.6
Downloadable items (eBooks, audiobooks, videos, music, etc.) including payments sent to FLLS to purchase OverDrive materials	12.7
Databases bought specifically by your library	12.7
VHS, DVDs, or Blu-Rays (physical)	12.8
Audiobooks & music CDs (physical)	12.8
Microfilm, puzzles, games, kits, etc. for the library collection	12.8
Purchase of equipment (vehicle) - Local Public Funds	12.10
Purchase of equipment (vehicle) - Other Funds	12.11
Repairs using Local Public Funds (electrical, windows, furnace, A/C, etc.)	12.13
Repairs using Other Funds (electrical, windows, furnace, A/C, etc.)	12.14
Utilities like gas, electric, oil, propane, water, etc.	12.16
Light bulbs, fixtures, etc.	12.16
Snow removal	12.16
Lawn care and landscaping	12.16
New carpet, paint, window dressings, etc.	12.16
Janitorial service and custodial supplies	12.16
Insurance on the building and contents	12.16
Paper, ink, processing supplies, receipt tape, barcodes, bindery supplies, etc.	12.18
Telephone and internet bills	12.19
Presenter, performer, auditor, accountant, attorney, etc.	12.21
Bulk Buy Computer Purchase, printers, copies, etc.	12.22
Repairs to office equipment (copiers, fax, etc.)	12.22
Postage, freight, UPS, P.O. box fee, and other delivery costs	12.23
Headphones, speakers, cables, cords, etc.	12.23
Anti-Virus or other computer software	12.23
Travel expenses, hotel, food	12.23
Fees for memberships (NYLA, ALA, etc.)	12.23
Prizes for Summer Reading or other programs	12.23
Printing and publicity materials	12.23
Polaris fees	12.25
The amount of cash in your operating fund as of December 31, 2024	12.39
MUST be exactly the same as line 11.26	12.40
MUST be exactly the same as line 13.13	14.12