

**Warren-Newport Public Library District
Variance Report
November 30, 2020**

Account Number and Name	Expended YTD	Yearly Budget	Expected Budgeted YTD	\$ Difference More/(Less) Than Budget YTD	% Difference YTD	Explanation
Corporate Fund						
51020 - Professional Fees	9,577.00	19,695.00	9,650.55	(73.55)	-0.76%	Additional audit accounting work at beginning of year
51023 - Consulting/Other Professional Fees	8,565.00	19,420.00	8,591.67	(26.67)	-0.31%	Timing of consulting payments
51025 - Audit Fees	11,250.00	11,500.00	11,500.00	(250.00)	-2.17%	Audit in beginning of the year
51205 - Supplies – Covid-19	1,259.22	0.00	0.00	1,259.22	-	Not budgeted
51213 - Software and Hardware Support	65,874.77	122,534.00	67,393.70	(1,518.93)	-2.25%	Beginning of year purchases
51310 - Cleaning Service - Monthly Contract	50,775.00	104,235.00	50,975.00	(200.00)	-0.39%	Extra COVID cleaning
51410 - Telephone	21,406.13	39,220.00	16,341.67	5,064.46	30.99%	Extra services for COVID
51421- Postage Meter Rental	360.12	800.00	400.00	(39.88)	-9.97%	Quarterly payment
52020 - Books	79,684.73	178,780.00	81,491.67	(1,806.94)	-2.22%	Timing of purchases, more purchases due to not purchasing during shutdown
52040 - Serials & Periodicals	19,370.94	23,200.00	19,720.00	(349.06)	-1.77%	Yearly EBSCO payment (\$19,530)
52500 - Electronic Materials/Databases	207,382.78	228,964.00	208,357.24	(974.46)	-0.47%	Beginning of the year purchases. Hoopla was \$70,000.
52700 - Shipping Costs - Materials	777.83	1,800.00	810.00	(32.17)	-3.97%	Timing additional costs due to higher materials purchases
53030 - Technology	116,551.60	231,324.00	127,228.20	(10,676.60)	-8.39%	Catalog software (\$103,611)
Building Sites & Maintenance Fund						
51205 - Supplies – Covid-19	5,105.92	0.00	0.00	5,105.92	-	Not budgeted
51820 - Building Maintenance - Landsc	12,690.00	19,520.00	12,800.00	(110.00)	-0.86%	Five of eight months of landscaping, tree removal due to storm
51840 - Building Maintenance - Alarm	1,384.59	2,250.00	1,125.00	259.59	23.07%	Quarterly payments, increased rates
51850 - Building Maintenance - HVAC	44,061.97	70,426.12	40,344.22	3,717.75	9.22%	Quarterly payments
Public Liability Fund						
50100 - Liability Insurance	20,431.00	27,800.00	27,800.00	(7,369.00)	-26.51%	Beginning of year purchase
50200 - Worker's Compensation	8,332.00	12,000.00	10,800.00	(2,468.00)	-22.85%	Beginning of year purchase
50400 - Errors & Omissions	2,655.00	2,750.00	2,750.00	(95.00)	-3.45%	Beginning of year purchase
50600 - Treasurers Bond	3,286.00	3,300.00	3,300.00	(14.00)	-0.42%	Beginning of year purchase
Special Reserve Fund						
53010 - Capital Equipment & Furnishings	57,762.00	65,000.00	50,267.00	7,495.00	14.91%	Van purchase
Bond Fund						
58000 -Debt Service - Principal	410,000.00	410,000.00	410,000.00	0.00	0.00%	December half year payment, all principal is on December payment
58050 -Debt Service - Interest	128,375.00	304,535.00	152,267.50	(23,892.50)	-	December half year payment