

Sample Budget Memo

To: XYZ Library Board
From: Library Director
Subject: Fiscal Year 20XX Budget
Date: August 31, 20XX

Attached is the proposed fiscal year 20XX Library XYZ operating budget.

XYZ County Library's budget totals \$560,000. Sources for the budget include \$350,000 local funding and \$125,000 state funding. Local funding includes a decrease of \$2,000 from the County.

Total expenditures budgeted are \$480,000. The majority of expenditures, \$350,000, are personnel related. This year's budget includes an increase in the required Retirement Contribution for employers from 9.28% to 9.74% of gross salaries. There are currently six 15-hour-per-week vacancies budgeted at \$7.25 hour. A number of positions were left vacant during the last fiscal year as a result of retirements, branch transfers, or resignations.

Materials expenditures are equal to the materials grant received from the State of \$12,000 plus \$1,000 from the local governments.

Operating costs total \$117,000. Approximately 78% of this budget, \$91,000 will be spent for gas and electricity. Another \$14,000 was included to pay the costs of maintaining technology in the branches and to pay for two program performances. Telecommunications costs were budgeted at \$3,000. Expendable equipment is budgeted at \$2,000 to include the purchase of a DVD cleaner. The remaining budget is for Dues, Supplies, Insurance, Repairs and Maintenance, Water/Sewer, and Garbage.

Not included in the budget are the costs of data lines paid by the State Library.

Two month's operating contingency of \$80,000 is included in the budget to facilitate needed cash flows between receipt of local and state revenues.

The fund balance at the end of fiscal year 20XX is projected to remain at \$80,000.