

**NEW JERSEY LIBRARY ASSOCIATION**  
**Draft - FY22 BUDGET**  
**EXECUTIVE BOARD MEETING - JUNE 15, 2021**

REVENUE	FY20/21	YTD (2.28.21)	FY21/22
Cash Reserves	\$ 205,062.24		\$ -
Less any contingencies	\$ -		\$ -
Cash Reserves	\$ 205,062.24		\$ -

Sources of Income	FY20/21	YTD (4.30.21)	FY21/22
Available Cash Reserves	\$ -		
4100 Annual Conference	\$ 75,000.00	\$ 14,164.00	\$ 75,000.00
4110 Membership	\$ 90,000.00	\$ 97,573.00	\$ 110,000.00
4120 Advertising	\$ 3,000.00	\$ 1,538.00	\$ 2,000.00
4125 Annual Appeal	\$ 7,500.00	\$ 3,805.00	\$ 5,000.00
4139 Program / Workshops	\$ 8,000.00	\$ 4,709.00	\$ 12,000.00
4135 Grants (Access Navigators)	\$ -	\$ -	\$ 25,000.00
4140 Summer Reading (Grant admin fee)	\$ 3,000.00	\$ -	\$ 1,600.00
4250 Store Income	\$ 20,000.00	1300	12,500
4300.1 NJLTA	\$ 18,000.00	12800	19200
4300.2 Rewards	\$ 1,000.00	1242	1000
4300.3 Job Hotline	\$ 2,000.00	2200	2500
4300.4 Mailing List	\$ -	0	0
4300.5 Interest	\$ 1,000.00	34981	2000
4300.8 Carryover (Cash in the Bank - 063021)	\$ 308,932.29	-	275,000.00
<b>Total Income:</b>	<b>\$ 537,432.29</b>	<b>\$ 174,312.00</b>	<b>\$ 230,600.00</b>
<b>TOTAL CASH AVAILABLE</b>	<b>\$ 537,432.29</b>		<b>\$ 505,600.00</b>

Line #	Operating Expenses	FY20/21	FY21/22
5000	Payroll (ED, Asst ED, Bookkeeping)	\$ 138,000.00	\$ 175,600.00
5005	Payroll Expense	\$ 4,000.00	\$ 4,000.00
5006	ER 4038 Match	\$ 3,100.00	\$ 3,100.00
5007	ER Payroll Tax Expense	\$ 10,585.00	\$ 10,585.00
5010	Employee Benefits	\$ 36,000.00	\$ 36,000.00
5010 - 2	Health Insurance		

5010 -3	Employee Benefits - Annuity	\$	-		
5010 - 4	Employee Benefits - Insurance	\$	-		\$ -
	Employee Benefits - other	\$	-		\$ -
	<b>TOTAL PAYROLL EXPENSES</b>	\$	<b>191,685.00</b>		<b>\$ 229,285.00</b>
<b>5300</b>	<b>Office Expenses</b>				
5301	Office Lease	\$	35,000.00		\$ 14,400.00
5302	Office Supplies	\$	1,000.00		\$ 3,000.00
5303	Utilities	\$	3,500.00		\$ 4,800.00
5304	Bank & Credit Card Fees	\$	7,500.00		\$ 6,000.00
5305	Postage	\$	750.00		\$ 1,000.00
5306	Printing	\$	1,000.00		\$ 1,500.00
5307	Phones, Internet, alarm)	\$	3,250.00		\$ 6,000.00
	<b>TOTAL OFFICE EXPENSES</b>	\$	<b>52,000.00</b>		<b>\$ 36,700.00</b>
<b>5400</b>	<b>Business Expenses</b>				\$ -
5401	Insurance	\$	6,000.00		\$ 6,000.00
5402	Auto - Car Lease	\$	7,500.00		\$ 7,500.00
5403	Marketing & Promotions	\$	4,000.00		\$ 4,000.00
5404	Equipment	\$	5,000.00		\$ 5,000.00
5405	Travel, Training, Conferences & Meetings	\$	2,500.00		\$ 6,750.00
5406	Membership Fees - ALA, League of Municipalities	\$	2,000.00		\$ 3,000.00
	Chamber, Ctr for Nonprofit, etc.				
5407	Corporate Filing Fees	\$	-		\$ -
5408	Business Registration Fees	\$	400.00		\$ 400.00
5409	Business Expenses - other	\$	-		\$ 1,200.00
	<b>TOTAL BUSINESS EXPENSES</b>	\$	<b>27,400.00</b>		<b>\$ 33,850.00</b>
<b>5500</b>	<b>Professional Services</b>				
5501	Legal	\$	7,000.00		\$ 7,000.00
5402	Audit	\$	6,000.00		\$ 6,000.00
5403	Investment Advisory Fees	\$	3,000.00		\$ 3,000.00
5404	Other Professional Services	\$	20,000.00		\$ 10,000.00
	<b>TOTAL PROFESSIONAL SERVICES</b>	\$	<b>36,000.00</b>		<b>\$ 26,000.00</b>

<b>5600</b>	<b>Technology</b>			
5601	Hardware	\$ 1,000.00		\$ 5,000.00
5602	Software	\$ 10,000.00		\$ 10,000.00
5603	Technology support	\$ -		\$ 15,000.00
	<b>TOTAL TECHNOLOGY EXPENSES</b>	<b>\$ 11,000.00</b>		<b>\$ 30,000.00</b>
<b>5600</b>	<b>Annual Conference</b>			<b>\$ 50,000.00</b>
<b>5700</b>	<b>Store Expense</b>			<b>\$ 12,500.00</b>
<b>5900</b>	<b>MISCELLANEOUS EXPENSES</b>			
5905	Board Discretionary Fund	\$ 650.00		\$ 1,000.00
5906	Professional Development Discretionary Fund			\$ 2,000.00
5907	Miscellaneous - other	\$ -		\$ 2,000.00
	<b>TOTAL MISCELLANEOUS EXPENSES</b>	<b>\$ 650.00</b>		<b>\$ 5,000.00</b>
	<b>TOTAL OPERATING EXPENSES</b>	<b>\$ 318,735.00</b>		<b>\$ 423,335.00</b>
	<b>TOTAL PROJECTED FY22 REVENUE</b>	<b>\$ 537,432.29</b>		<b>\$ 505,600.00</b>
	<b>Projected FY22 Revenue over Expenses</b>	<b>\$ 218,697.29</b>		<b>\$ 82,265.00</b>
<b>7000</b>	<b>RESTRICTED FUNDS - SCHOLARSHIPS</b>			
	NJLA Scholarship Fund			\$ 200,474.58
	NJLA 2nd Scholarship Account			\$ 177,993.15
	NJLA Endowment Account			\$79,090.22
<b>8000</b>	<b>RESTRICTED FUNDS - GRANTS</b>	<b>Grant Income</b>	<b>Grant Expense</b>	<b>Budget Impact</b>
8001	Summer Reading	\$ 32,000.00	\$ 32,000.00	\$ 1,600.00

8020	Access Navigators Program	250,000	250,000.00	25,000
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