



To: Toronto Public Library Board – September 20, 2004

From: City Librarian

Subject: **Operating Budget Monitoring Report – July 31, 2004**

Purpose:

To provide the Toronto Public Library Board with a summary of gross and net expenditures of the Library for the seven-month period ending July 31, 2004.

Funding Implications and Impact Statement:

Net expenditures for the seven-month period ending July 31, 2004 were under spent by \$1,121,000.

Recommendation:

It is recommended that the Toronto Public Library Board receive the *Operating Budget Monitoring Report – July 31, 2004* for information.

Comments:

For the seven-month period ending July 31, 2004, the Library is experiencing a favourable net expenditure variance to budget of \$1,121,000. Expenditures and revenues are monitored on an on-going basis to ensure that spending is within the approved budget.

The year-to-date favourable net expenditures variance to budget of \$1,121,000 is the result of a favourable gross expenditure variance of \$939,000, and a favourable revenue variance of \$182,000.

The favourable gross expenditure variance of \$939,000 is mainly caused by under-expenditures in Staffing Costs of \$937,000, due to the late operating budget approval at the end of April 2004, which included a decrease to the 2004 gapping target, and the continuation of the hiring freeze. Now that the gapping target and staffing cost budget for 2004 have been determined, vacant positions are being filled under the guidelines of the hiring freeze.

The favourable Revenue variance of \$182,000 is mainly due to unbudgeted funding from the Toronto Public Library Foundation for Library programs.

Conclusion:

Expenditures and revenues are monitored on an on-going basis to ensure that spending is within the approved budget.

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City Librarian

List of Attachments:

Attachment 1: Operating Budget Monitoring Report Summary for the Period Ending July 31, 2004