

BRANCH DISTRICT LIBRARY

FINANCIAL STATEMENTS

APRIL 30, 2014 AND 2013

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Taylor, Plant & Watkins, P.C.

Certified Public Accountants
and Business Advisors

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INDEPENDENT ACCOUNTANT'S COMPILATION REPORT

To the Members of the Branch
District Library Board
Branch County, Michigan

May 12, 2014

We have compiled the accompanying balance sheets of Branch District Library as of April 30, 2014 and 2013, and the related statements of revenues, expenditures and changes in fund balance, and other supplemental information for the four months then ended. We have not audited or reviewed the accompanying financial statements and, accordingly, do not express an opinion or provide any assurance about whether the financial statements are in accordance with accounting principles generally accepted in the United States of America.

Management is responsible for the preparation and fair presentation of the financial statements and additional information in accordance with accounting principles generally accepted in the United States of America and for designing, implementing, and maintaining internal control relevant to the preparation and fair presentation of the financial statements.

Our responsibility is to conduct the compilation in accordance with Statements on Standards for Accounting and Review Services issued by the American Institute of Certified Public Accountants. The objective of a compilation is to assist management in presenting financial information in the form of financial statements without undertaking to obtain or provide any assurance that there are no material modifications that should be made to the financial statements or additional information.

Management has elected to omit substantially all of the disclosures and the statements of cash flows required by accounting principles generally accepted in the United States of America. If the omitted disclosures and the statements of cash flows were included in the financial statements, they might influence the user's conclusions about the company's financial position, results of operations, and cash flows. Accordingly, the financial statements are not designed for those who are not informed about such matters.

The accompanying annual budget of Branch District Library for the year ending December 31, 2014, has not been compiled or examined by us and, accordingly, we do not express an opinion or any other form of assurance on it.

Management has elected to omit the summaries of significant assumptions and accounting policies required under established guidelines for presentation of prospective financial statements. If the omitted summaries were included in the budgeted information, they might influence the user's conclusions about the entity's budgeted information. Accordingly, this budgeted information is not designed for those who are not informed about such matters.

Taylor, Plant & Watkins, P.C.
TAYLOR, PLANT & WATKINS, P.C.

BRANCH DISTRICT LIBRARY

**GENERAL FUND
BALANCE SHEETS**

ASSETS

	April 30,	
	2014	2013
Cash	\$ 551,376.83	\$ 466,131.56
Investments	500,964.03	499,446.48
Due from County	25,973.67	26,278.00
Due from the City of Coldwater	288.37	5.67
Prepaid expenses	<u>3,766.15</u>	<u>4,046.26</u>
Total assets	<u>\$1,082,369.05</u>	<u>\$ 995,907.97</u>

LIABILITIES AND FUND EQUITY

LIABILITIES

Accounts payable	\$ 27,133.22	\$ 19,507.97
Due to the City of Coldwater	585.50	209.00
Payroll taxes payable	1,715.70	6,572.89
Accrued wages	<u>24,758.04</u>	<u>26,742.36</u>
Total liabilities	54,192.46	53,032.22

FUND BALANCE

	<u>1,028,176.59</u>	<u>942,875.75</u>
Total liabilities and fund equity	<u>\$1,082,369.05</u>	<u>\$ 995,907.97</u>

See accountant's compilation report

**BRANCH DISTRICT LIBRARY
SPECIAL REVENUE TRUST FUND
BALANCE SHEETS**

ASSETS

	April 30,	
	<u>2014</u>	<u>2013</u>
Cash	\$ 116,962.34	\$ 102,919.73
Restricted assets:		
Cash	<u>68,799.44</u>	<u>63,461.36</u>
 Total assets	 <u>\$ 185,761.78</u>	 <u>\$ 166,381.09</u>

LIABILITIES AND FUND EQUITY

LIABILITIES

Accounts payable	\$ 3,748.60	\$ 68.84
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FUND BALANCE

Restricted:

Bronson operations	10,547.11	6,291.07
Fisher memorial	27,803.95	27,458.82
Dallen memorial	842.51	837.11
Morton memorial	28,818.54	28,763.85
Barnett memorial	<u>787.33</u>	<u>110.51</u>

Total Restricted	68,799.44	63,461.36
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Committed	<u>113,213.74</u>	<u>102,850.89</u>
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Total fund balance	<u>182,013.18</u>	<u>166,312.25</u>
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Total liabilities and fund equity	<u>\$ 185,761.78</u>	<u>\$ 166,381.09</u>
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BRANCH DISTRICT LIBRARY
CAPITAL PROJECTS FUND
BALANCE SHEETS

ASSETS

	April 30,	
	2014	2013
	<u> </u>	<u> </u>
Cash	\$ 143,152.42	\$ 101,214.47
Investments	<u>101,005.64</u>	<u>100,578.98</u>
Total assets	<u>\$ 244,158.06</u>	<u>\$ 201,793.45</u>

LIABILITIES AND FUND EQUITY

LIABILITIES		
Accounts payable	\$ 6,100.60	\$ 129.23
 FUND BALANCE		
	<u>238,057.46</u>	<u>201,664.22</u>
Total liabilities and fund equity	<u>\$ 244,158.06</u>	<u>\$ 201,793.45</u>

**BRANCH DISTRICT LIBRARY
PERMANENT TRUST FUND
BALANCE SHEETS**

ASSETS

	April 30,	
	2014	2013
	<u> </u>	<u> </u>
<i>Restricted assets:</i>		
<i>Cash</i>	\$ 52,000.00	\$ 52,000.00
<i>Investments</i>	<u>90,133.62</u>	<u>90,133.62</u>
<i>Total assets</i>	<u>\$ 142,133.62</u>	<u>\$ 142,133.62</u>

LIABILITIES AND FUND EQUITY

LIABILITIES

<i>Accounts payable</i>	\$ 0.00	\$ 0.00
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FUND BALANCE

Restricted:

<i>Semmelroth memorial</i>	50,000.00	50,000.00
<i>Dallen memorial</i>	2,000.00	2,000.00
<i>Barnett memorial</i>	<u>90,133.62</u>	<u>90,133.62</u>

<i>Total fund balance</i>	<u>142,133.62</u>	<u>142,133.62</u>
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<i>Total liabilities and fund equity</i>	<u>\$ 142,133.62</u>	<u>\$ 142,133.62</u>
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See accountant's compilation report

BRANCH DISTRICT LIBRARY

GENERAL FUND

**SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES
IN FUND BALANCE COMPARED TO BUDGET**

	<u>Month Ended April 30, 2014</u>	<u>Four Months Ended April 30, 2014</u>	<u>Budget Year to Date 2014</u>	
			<u>Amount</u>	<u>Variance</u>
REVENUES				
Taxes	\$ 82,978.74	\$ 672,779.87	\$ 664,420.08	\$ 8,359.79
State shared revenue	0.00	0.00	25,200.00	(25,200.00)
Interest earned	57.04	397.96	1,200.00	(802.04)
Penal fines	25,973.67	110,109.64	161,000.00	(50,890.36)
Charges for services	859.08	4,103.21	21,000.00	(16,896.79)
Reimbursements	12.00	7,839.90	26,083.00	(18,243.10)
Miscellaneous	989.01	4,223.16	14,000.00	(9,776.84)
	<hr/>	<hr/>	<hr/>	<hr/>
Total revenues	110,869.54	799,453.74	912,903.08	(113,449.34)
EXPENDITURES				
Library	<hr/> 90,657.41	<hr/> 341,089.10	<hr/> 993,127.88	<hr/> (652,038.78)
Total expenditures	<hr/> 90,657.41	<hr/> 341,089.10	<hr/> 993,127.88	<hr/> (652,038.78)
Excess (deficiency) of revenues over expenditures	20,212.13	458,364.64	(80,224.80)	538,589.44
OTHER SOURCES (USES)				
Transfers from (to) other funds	<hr/> 0.00	<hr/> 0.00	<hr/> 27,690.08	<hr/> (27,690.08)
Excess (deficiency) of revenues and other sources over expenditures	<hr/> \$ 20,212.13	458,364.64	(52,534.72)	510,899.36
FUND BALANCE - BEGINNING		<hr/> 569,811.95	<hr/> 494,835.00	<hr/> 74,976.95
FUND BALANCE - ENDING		<hr/> \$ 1,028,176.59	<hr/> \$ 442,300.28	<hr/> \$ 585,876.31

See accountant's compilation report

BRANCH DISTRICT LIBRARY
SPECIAL REVENUE TRUST FUND
STATEMENTS OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE

	Month Ended April 30,		Four Months Ended April 30,	
	2014	2013	2014	2013
REVENUES				
Interest earned	\$ 96.46	\$ 92.75	\$ 374.99	\$ 357.94
Donations	4,049.00	11,052.63	11,576.97	42,559.20
Total revenues	4,145.46	11,145.38	11,951.96	42,917.14
EXPENDITURES				
Books	3,848.60	3,367.52	6,536.57	5,904.41
Bronson endowment	0.00	0.00	492.38	24,070.40
Friends of the Library	0.00	0.00	2,400.00	0.00
Total expenditures	3,848.60	3,367.52	9,428.95	29,974.81
Excess (deficiency) of revenues over expenditures	\$ 296.86	\$ 7,777.86	2,523.01	12,942.33
FUND BALANCE - BEGINNING			179,490.17	150,360.06
FUND BALANCE - ENDING			\$ 182,013.18	\$ 163,302.39

See accountant's compilation report

BRANCH DISTRICT LIBRARY
CAPITAL PROJECTS FUND
STATEMENTS OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE

	Month Ended April 30,		Four Months Ended April 30,	
	2014	2013	2014	2013
REVENUES				
Taxes	\$ 12,303.46	\$ 12,070.68	\$ 110,603.63	\$ 108,430.04
Sale of fixed assets	0.00	115.00	0.00	115.00
Interest earned	22.52	15.96	60.73	53.42
Total revenues	12,325.98	12,201.64	110,664.36	108,598.46
EXPENDITURES				
Automation	6,000.00	0.00	6,000.00	19,353.94
Capital outlay	100.60	1,301.43	914.95	17,463.70
Total expenditures	6,100.60	1,301.43	6,914.95	36,817.64
Excess (deficiency) of revenues over expenditures	6,225.38	10,900.21	103,749.41	71,780.82
OTHER SOURCES (USES)				
Transfer from (to) other funds	0.00	(3,009.86)	0.00	(3,009.86)
Debt service	0.00	0.00	(10,101.69)	(10,101.69)
Total other sources (uses)	0.00	(3,009.86)	(10,101.69)	(13,111.55)
Excess (deficiency) of revenues over expenditures and other uses	<u>\$ 6,225.38</u>	<u>\$ 7,890.35</u>	93,647.72	58,669.27
FUND BALANCE - BEGINNING			<u>144,409.74</u>	<u>142,994.95</u>
FUND BALANCE - ENDING			<u>\$ 238,057.46</u>	<u>\$ 201,664.22</u>

See accountant's compilation report

BRANCH DISTRICT LIBRARY
PERMANENT TRUST FUND
STATEMENTS OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE

	Month Ended April 30,		Four Months Ended April 30,	
	2014	2013	2014	2013
REVENUES				
Total revenues	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
EXPENDITURES				
Total expenditures	0.00	0.00	0.00	0.00
Excess (deficiency) of revenues over expenditures	\$ 0.00	\$ 0.00	0.00	0.00
FUND BALANCE - BEGINNING			142,133.62	142,133.62
FUND BALANCE - ENDING			\$ 142,133.62	\$ 142,133.62

See accountant's compilation report

BRANCH DISTRICT LIBRARY
OTHER SUPPLEMENTAL INFORMATION
GENERAL FUND
SCHEDULE OF EXPENDITURES COMPARED TO BUDGET

	<u>Month Ended</u> <u>April 30, 2014</u>	<u>Four Months</u> <u>Ended</u> <u>April 30, 2014</u>	<u>Budget Year to Date</u> <u>2014</u>	
			<u>Amount</u>	<u>Variance</u>
Salaries	\$ 47,408.93	\$ 200,091.97	\$ 590,211.00	\$ (390,119.03)
Payroll taxes	3,616.42	15,325.38	47,216.88	(31,891.50)
Unemployment	0.00	10.30	14,100.00	(14,089.70)
Workers compensation	0.00	423.00	2,500.00	(2,077.00)
Longevity	0.00	850.00	4,300.00	(3,450.00)
Board per diem	0.00	0.00	900.00	(900.00)
Contract labor	0.00	0.00	300.00	(300.00)
Hospitalization	3,766.15	17,344.71	46,000.00	(28,655.29)
Deferred compensation	0.00	2,500.00	4,500.00	(2,000.00)
Employee relations	81.64	106.64	500.00	(393.36)
Contracted services	3,842.40	3,842.40	12,600.00	(8,757.60)
Training	135.00	2,111.92	3,000.00	(888.08)
Telephone	595.83	2,107.57	6,500.00	(4,392.43)
Utilities	3,354.48	15,637.44	38,000.00	(22,362.56)
Insurance	0.00	158.43	11,500.00	(11,341.57)
Maintenance	3,853.80	14,817.74	50,500.00	(35,682.26)
Equipment maintenance	362.89	1,333.80	9,000.00	(7,666.20)
Network maintenance	7,649.86	8,384.86	8,000.00	384.86
Office supplies	5,852.40	12,297.31	23,000.00	(10,702.69)
Interloan document delivery	104.49	192.49	7,500.00	(7,307.51)
Postage	269.25	401.98	4,000.00	(3,598.02)
Books	5,437.78	18,075.49	42,000.00	(23,924.51)
Periodicals	87.75	353.90	5,200.00	(4,846.10)
Audio visual	451.04	2,930.11	8,000.00	(5,069.89)
Membership and dues	904.00	1,994.00	2,000.00	(6.00)
Transportation	610.83	2,057.76	8,000.00	(5,942.24)
Community promotions	450.00	1,951.26	6,300.00	(4,348.74)
Printing and publishing	0.00	0.00	1,000.00	(1,000.00)
Payroll fees	46.07	154.82	500.00	(345.18)
Professional services	1,776.40	15,579.00	33,000.00	(17,421.00)
Correction of prior year taxes	0.00	54.82	3,000.00	(2,945.18)
Total expenditures	\$ 90,657.41	\$ 341,089.10	\$ 993,127.88	\$ (652,038.78)

See accountant's compilation report

BRANCH DISTRICT LIBRARY
OTHER SUPPLEMENTAL INFORMATION
GENERAL FUND
SCHEDULE OF EXPENDITURES

	Month Ended April 30,		Four Months Ended April 30,	
	2014	2013	2014	2013
Salaries	\$ 47,408.93	\$ 41,303.77	\$ 200,091.97	\$ 195,629.17
Payroll taxes	3,616.42	3,154.80	15,325.38	15,048.68
Unemployment	0.00	0.00	10.30	0.00
Workers compensation	0.00	0.00	423.00	495.00
Longevity	0.00	0.00	850.00	1,550.00
Contract labor	0.00	0.00	0.00	62.88
Hospitalization	3,766.15	4,046.26	17,344.71	17,185.04
Deferred compensation	0.00	0.00	2,500.00	2,500.00
Employee relations	81.64	0.00	106.64	50.00
Contracted services	3,842.40	0.00	3,842.40	0.00
Training	135.00	1,237.04	2,111.92	3,169.67
Telephone	595.83	464.69	2,107.57	2,003.17
Utilities	3,354.48	3,077.65	15,637.44	13,383.57
Insurance	0.00	0.00	158.43	156.89
Maintenance	3,853.80	7,133.51	14,817.74	19,545.50
Equipment maintenance	362.89	526.63	1,333.80	999.99
Network maintenance	7,649.86	1,450.00	8,384.86	1,450.00
Office supplies	5,852.40	3,721.71	12,297.31	8,410.83
Interloan document delivery	104.49	0.00	192.49	151.15
Postage	269.25	66.22	401.98	568.11
Books	5,437.78	6,336.91	18,075.49	17,656.89
Periodicals	87.75	48.75	353.90	330.71
Audio visual	451.04	1,019.07	2,930.11	2,793.27
Membership and dues	904.00	0.00	1,994.00	420.00
Transportation	610.83	539.29	2,057.76	2,109.99
Community promotions	450.00	428.89	1,951.26	665.76
Printing and publishing	0.00	18.00	0.00	18.00
Payroll fees	46.07	35.85	154.82	152.10
Professional services	1,776.40	1,911.86	15,579.00	15,726.12
Correction of prior year tax	0.00	0.00	54.82	32.53
Total expenditures	\$ 90,657.41	\$ 76,520.90	\$ 341,089.10	\$ 322,265.02

See accountant's compilation report

BRANCH DISTRICT LIBRARY
BRONSON FIDUCIARY RESERVED FUND

BRONSON INCOME 2013 (BEGINNING BALANCE) \$9,319.39

INCOME:

ALLOCATED INTEREST	(JAN)	1.42
ALLOCATED INTEREST	(FEB)	1.41
DEPOSIT	(MAR)	965.00
ALLOCATED INTEREST	(MAR)	1.60
DEPOSIT	(APR)	3,149.00
ALLOCATED INTEREST	(APR)	1.67

TOTAL INCOME \$4,120.10

EXPENSES:

LYNELL EASH	(FEB)	(280.00)
TAYLOR'S	(FEB)	(147.54)
LINDA DULL	(FEB)	(22.26)
LYNELL EASH	(MAR)	(42.58)
CENTURY BANK & TRUST	(MAR)	(2,400.00)

TOTAL DISBURSEMENTS (2,892.38)
(#655-201: #640-201: #680-200)

BALANCE ENDOWMENT RESERVED FUND
(#302200)

\$10,547.11

BRANCH DISTRICT LIBRARY
BARNETT FIDUCIARY RESERVED FUND

BARNETT INCOME 2014 (BEGINNING BALANCE) \$562.80

INCOME:

DEPOSIT	(JAN)	57.42
ALLOCATED INTEREST	(JAN)	0.09
DEPOSIT	(FEB)	57.41
ALLOCATED INTEREST	(FEB)	0.10
DEPOSIT	(MAR)	51.86
ALLOCATED INTEREST	(MAR)	0.12
DEPOSIT	(APR)	57.41
ALLOCATED INTEREST	(APR)	0.12
	TOTAL INCOME	<u>\$224.53</u>

EXPENSES:

#640202	TOTAL DISBURSEMENTS	<u>0.00</u>
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BALANCE ENDOWMENT RESERVED FUND \$787.33

#304300

BRANCH DISTRICT LIBRARY
MORTON

MORTON 2013 (BEGINNING BALANCE) \$28,800.09

INCOME:

ALLOCATED INTEREST	(JAN)	4.40
ALLOCATED INTEREST	(FEB)	4.42
ALLOCATED INTEREST	(MAR)	4.89
ALLOCATED INTEREST	(APR)	4.74

TOTAL INCOME \$18.45

EXPENSES:

TOTAL DISBURSEMENTS 0.00

BALANCE ENDOWMENT RESERVED FUND \$28,818.54
(#304400)