

**BRANCH DISTRICT LIBRARY**  
**FINANCIAL STATEMENTS**  
**MARCH 31, 2020 AND 2019**

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## INDEPENDENT ACCOUNTANT'S COMPILATION REPORT

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

April 13, 2020

We have compiled the accompanying balance sheets of Branch District Library as of March 31, 2020 and 2019, and the related statements of revenues, expenditures and changes in fund balance, and other supplemental information for the three months then ended, and retained earnings and cash flows for the year 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 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 three months ending March 31, 2020, has not been compiled or examined by us and, accordingly, we do not express an opinion or any other form of assurance on it.

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

April 13, 2020

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.

**BRANCH DISTRICT LIBRARY**

**GENERAL FUND  
BALANCE SHEETS**

**ASSETS**

	<b>March 31,</b>	
	<u><b>2020</b></u>	<u><b>2019</b></u>
Cash	\$ 602,980.37	\$ 638,079.82
Investments	687,517.08	667,986.35
Due from County	45,986.85	30,000.00
Due from the City of Coldwater	0.00	27.97
Due from others	4,635.33	0.00
Prepaid expenses	14,653.09	23,736.75
Restricted assets:		
Cash	338,929.34	0.00
Investments	104,629.17	0.00
 Total assets	 <u>\$ 1,799,331.23</u>	 <u>\$ 1,359,830.89</u>

**LIABILITIES AND FUND EQUITY**

**LIABILITIES**

Accounts payable	\$ 2,105.00	\$ 17,351.85
Due to the City of Coldwater	517.80	3.45
Payroll taxes payable	2,735.05	3,102.13
Accrued wages	46,800.00	46,492.88
 Total liabilities	 52,157.85	 66,950.31

**FUND BALANCE**

Assigned	443,558.51	0.00
Unassigned	1,313,481.91	1,292,880.58
 Total fund balance	 <u>1,747,173.38</u>	 <u>1,292,880.58</u>
 Total liabilities and fund equity	 <u>\$ 1,799,331.23</u>	 <u>\$ 1,359,830.89</u>

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

**ASSETS**

	<b>March 31,</b>	
	<b>2020</b>	<b>2019</b>
Cash	\$ 205,072.99	\$ 197,573.20
Restricted assets:		
Cash	59,877.12	41,820.33
Investments	29,807.11	29,072.46
 Total Assets	 \$ 294,757.22	 \$ 268,465.99

**LIABILITIES AND FUND EQUITY**

**LIABILITIES**

Accounts payable	\$ 0.00	\$ 0.00
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**FUND BALANCE**

Restricted:

A. Barnett memorial	33,545.05	26,930.00
Fisher memorial	5,359.44	3,511.59
Dallen memorial	882.95	876.46
Uhle memorial	20.98	9.68
Morton memorial	29,807.11	29,072.46
Union City Facilities	13,692.01	5,169.06
G. Barnett memorial	6,376.69	5,323.54
 Total Restricted	 89,684.23	 70,892.79
Committed	205,072.99	197,573.20
 Total fund balance	 294,757.22	 268,465.99
 Total liabilities and fund equity	 \$ 294,757.22	 \$ 268,465.99

**BRANCH DISTRICT LIBRARY**

**CAPITAL PROJECTS FUND  
BALANCE SHEETS**

**ASSETS**

	<b>February 29,</b>	
	<u><b>2020</b></u>	<u><b>2019</b></u>
Cash	\$ 0.00	\$ 324,781.59
Investments	<u>0.00</u>	<u>104,238.00</u>
Total Assets	<u><u>\$ 0.00</u></u>	<u><u>\$ 429,019.59</u></u>

**LIABILITIES AND FUND EQUITY**

**LIABILITIES**

Total liabilities	0.00	0.00
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**FUND BALANCE**

	<u>0.00</u>	<u>429,019.59</u>
Total liabilities and fund equity	<u><u>\$ 0.00</u></u>	<u><u>\$ 429,019.59</u></u>

**BRANCH DISTRICT LIBRARY**

**PERMANENT TRUST FUND  
BALANCE SHEETS**

**ASSETS**

	<b>March 31,</b>	
	<u><b>2020</b></u>	<u><b>2019</b></u>
Restricted assets:		
Cash	\$ 57,000.00	\$ 57,000.00
Investments	<u>90,133.62</u>	<u>90,133.62</u>
Total assets	<u>\$ 147,133.62</u>	<u>\$ 147,133.62</u>

**LIABILITIES AND FUND EQUITY**

**LIABILITIES**

Accounts payable	\$ 0.00	\$ 0.00
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**FUND BALANCE**

Restricted:		
Semmelroth memorial	50,000.00	50,000.00
Dallen memorial	2,000.00	2,000.00
Uhle memorial	5,000.00	5,000.00
Barnett memorial	<u>90,133.62</u>	<u>90,133.62</u>
Total fund balance	<u>147,133.62</u>	<u>147,133.62</u>
Total liabilities fund equity	<u>\$ 147,133.62</u>	<u>\$ 147,133.62</u>



**BRANCH DISTRICT LIBRARY**

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

	One Month Ended March 31, 2020	Three Months Ended March 31, 2020	Budget Year to Date 2020	
			Amount	Variance
<b>REVENUES</b>				
Taxes	\$ 0.00	\$ 727,814.41	\$ 1,679,447.72	\$ (951,633.31)
State aid	0.00	0.00	34,474.40	(34,474.40)
Interest earned	1,164.08	13,252.16	8,000.00	5,252.16
Penal fines	15,000.00	45,986.85	200,000.00	(154,013.15)
Charges for services	108.68	2,861.79	15,000.00	(12,138.21)
Reimbursements	2.94	4,072.29	30,900.00	(26,827.71)
Other revenue	0.00	0.00	5,000.00	(5,000.00)
<b>Total revenues</b>	<b>16,275.70</b>	<b>793,987.50</b>	<b>1,972,822.12</b>	<b>(1,178,834.62)</b>
<b>EXPENDITURES</b>				
Library	158,180.88	419,858.49	2,157,784.34	(1,737,925.85)
Excess (deficiency) of revenues over expenditures	(141,905.18)	374,129.01	(184,962.22)	559,091.23
<b>OTHER SOURCES (USES)</b>				
Transfers from (to) other funds	0.00	433,691.47	496,000.00	(62,308.53)
Excess (deficiency) of revenues and other sources over expenditures	\$ (141,905.18)	807,820.48	311,037.78	496,782.70
<b>FUND BALANCE - BEGINNING</b>		939,352.90	752,776.14	186,576.76
<b>FUND BALANCE - ENDING</b>		\$ 1,747,173.38	\$ 1,063,813.92	\$ 683,359.46

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

	One Month Ended March 31,		Three Months Ended March 31,	
	2020	2019	2020	2019
<b>REVENUES</b>				
Interest earned	\$ 27.04	\$ 124.16	\$ 285.34	\$ 379.12
Donations	0.00	1,411.15	9,937.36	7,211.17
Total revenues	27.04	1,535.31	10,222.70	7,590.29
<b>EXPENDITURES</b>				
Expenses	0.00	424.14	0.00	596.24
Total expenditures	0.00	424.14	0.00	596.24
Excess (deficiency) of revenues over expenditures	<u>\$ 27.04</u>	<u>\$ 1,111.17</u>	10,222.70	6,994.05
<b>FUND BALANCE - BEGINNING</b>			284,534.52	261,471.94
<b>FUND BALANCE - ENDING</b>			<u>\$ 294,757.22</u>	<u>\$ 268,465.99</u>

See accountant's compilation report

**BRANCH DISTRICT LIBRARY**

**CAPITAL PROJECTS FUND  
STATEMENTS OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE**

	One Month Ended February 29,		Two Months Ended February 29,	
	2020	2019	2020	2019
<b>REVENUES</b>				
Taxes	\$ 0.00	\$ 14,295.34	\$ 0.00	\$ 14,295.34
Interest earned	0.00	60.90	0.00	115.59
Total revenues	0.00	14,356.24	0.00	14,410.93
<b>EXPENDITURES</b>				
Excess (deficiency) of revenues over expenditures	0.00	14,356.24	0.00	14,410.93
<b>OTHER SOURCES (USES)</b>				
Transfer from (to) other funds	0.00	0.00	(433,691.47)	0.00
Excess (deficiency) of revenues over expenditures and other uses	\$ 0.00	\$ 14,356.24	(433,691.47)	14,410.93
<b>FUND BALANCE - BEGINNING</b>			433,691.47	414,608.66
<b>FUND BALANCE - ENDING</b>			\$ 0.00	\$ 429,019.59

**BRANCH DISTRICT LIBRARY**

**PERMANENT TRUST FUND  
STATEMENTS OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE**

	One Month Ended March 31,		Three Months Ended March 31,	
	<u>2020</u>	<u>2019</u>	<u>2020</u>	<u>2019</u>
<b>REVENUES</b>				
Donation	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
<b>EXPENDITURES</b>				
Total expenditures	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Excess (deficiency) of revenues over expenditures	<u>\$ 0.00</u>	<u>\$ 0.00</u>	0.00	0.00
<b>FUND BALANCE - BEGINNING</b>			<u>147,133.62</u>	<u>147,133.62</u>
<b>FUND BALANCE - ENDING</b>			<u>\$ 147,133.62</u>	<u>\$ 147,133.62</u>

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

	One Month Ended March 31, 2020	Three Months Ended March 31, 2020	Budget Year to Date 2020	
			Amount	Variance
Salaries	\$ 76,219.25	\$ 227,411.29	\$ 1,042,168.01	\$ (814,756.72)
Payroll taxes	5,815.42	17,377.75	83,373.44	(65,995.69)
Other benefits	62.69	3,599.15	11,000.00	(7,400.85)
Health insurance	17,105.14	47,762.07	181,342.89	(133,580.82)
Unemployment	0.00	0.00	17,000.00	(17,000.00)
Training and travel	3,555.92	5,600.21	24,000.00	(18,399.79)
Education reimbursement	0.00	0.00	5,000.00	(5,000.00)
Board per diem	0.00	350.00	4,200.00	(3,850.00)
Physical materials	3,249.99	16,626.32	119,000.00	(102,373.68)
Digital materials	5,751.37	9,158.19	41,500.00	(32,341.81)
Materials preparation	0.00	40.88	75,000.00	(74,959.12)
Programming	1,759.54	4,084.44	46,800.00	(42,715.56)
Rent	600.00	880.00	4,000.00	(3,120.00)
Utilities	3,845.94	9,451.76	57,000.00	(47,548.24)
Upkeep	6,978.68	10,238.25	144,000.00	(133,761.75)
Technology	24,887.61	39,460.60	113,000.00	(73,539.40)
Equipment maintenance	11.56	680.31	10,000.00	(9,319.69)
Office supplies	487.81	1,919.00	30,000.00	(28,081.00)
Consulting services	2,105.00	18,550.00	50,000.00	(31,450.00)
Licensing	2,480.24	3,007.41	45,000.00	(41,992.59)
Insurance	844.67	954.67	23,000.00	(22,045.33)
Memberships	85.00	233.00	30,000.00	(29,767.00)
Other expenditures	2,335.05	2,473.19	1,400.00	1,073.19
<b>Total expenditures</b>	<b>\$ 158,180.88</b>	<b>\$ 419,858.49</b>	<b>\$ 2,157,784.34</b>	<b>\$ (1,737,925.85)</b>

**BRANCH DISTRICT LIBRARY**  
**OTHER SUPPLEMENTAL INFORMATION**  
**GENERAL FUND**  
**SCHEDULE OF EXPENDITURES**

	One Month Ended March 31,		Three Months Ended March 31,	
	2020	2019	2020	2019
Salaries	\$ 76,219.25	\$ 87,532.88	\$ 227,411.29	\$ 265,230.79
Payroll taxes	5,815.42	6,661.99	17,377.75	20,187.33
Other benefits	62.69	0.00	3,599.15	6,800.00
Health insurance	17,105.14	20,310.86	47,762.07	64,175.94
Training and travel	3,555.92	1,092.06	5,600.21	1,605.40
Board per diem	0.00	0.00	350.00	0.00
Physical Materials	3,249.99	10,741.92	16,626.32	30,650.04
Digital materials	5,751.37	2,628.98	9,158.19	9,518.92
Materials preparation	0.00	2,469.92	40.88	4,039.69
Programming	1,759.54	3,083.24	4,084.44	6,160.99
Rent	600.00	600.00	880.00	820.00
Utilities	3,845.94	4,254.56	9,451.76	12,588.80
Upkeep	6,978.68	5,254.88	10,238.25	14,961.50
Technology	24,887.61	0.00	39,460.60	0.00
Equipment maintenance	11.56	140.86	680.31	645.91
Office supplies	487.81	8,372.61	1,919.00	10,288.22
Consulting services	2,105.00	2,505.50	18,550.00	18,395.50
Licensing	2,480.24	946.20	3,007.41	1,136.87
Insurance	844.67	0.00	954.67	700.84
Memberships	85.00	0.00	233.00	85.00
Other expenditures	2,335.05	44.90	2,473.19	302.29
<b>Total expenditures</b>	<b>\$ 158,180.88</b>	<b>\$ 156,641.36</b>	<b>\$ 419,858.49</b>	<b>\$ 468,294.03</b>