

ACTUAL vs. BUDGET YTD

May 2018

Account Title	Actual	Budget	Remaining \$	Remaining %
Salaries	\$ 360,198.08	\$ 1,037,459.47	\$ 677,261.39	65.28%
Board per Diem	\$ 925.00	\$ 4,200.00	\$ 3,275.00	77.98%
Payroll Taxes	\$ 32,270.84	\$ 82,996.76	\$ 50,725.92	61.12%
Insurance benefits	\$ 109,062.47	\$ 223,300.32	\$ 114,237.85	51.16%
Other benefits	\$ 62,433.27	\$ 4,275.00	\$ (58,158.27)	-1360.43%
Deferred Compensation	\$ 6,000.00	\$ 3,272.73	\$ (2,727.27)	-83.33%
Liability insurance-employees	\$ 12,068.00	\$ 16,112.73	\$ 4,044.73	25.10%
Employee Benefits	\$ 549.99	\$ -	\$ (549.99)	0.00%
Training and Education	\$ 14,729.12	\$ 17,000.00	\$ 2,270.88	13.36%
Travel-Training	\$ 7,323.65	\$ 16,000.00	\$ 8,676.35	54.23%
Travel-Business	\$ 5,708.24	\$ 10,000.00	\$ 4,291.76	42.92%
Rents and leases	\$ 1,150.00	\$ 1,100.00	\$ (50.00)	-4.55%
Telecommunications	\$ 6,767.54	\$ 6,270.00	\$ (497.54)	-7.94%
Utilities	\$ 14,846.55	\$ 31,000.00	\$ 16,153.45	52.11%
Operating Supplies	\$ 11,504.20	\$ 10,000.00	\$ (1,504.20)	-15.04%
Office Supplies	\$ 9,171.74	\$ 21,818.18	\$ 12,646.44	57.96%
Janitorial Supplies	\$ 772.81	\$ 3,272.73	\$ 2,499.92	76.39%
Building/grounds maintenance materials	\$ 1,700.38	\$ 9,000.00	\$ 7,299.62	81.11%
Postage	\$ 2,217.15	\$ 4,909.09	\$ 2,691.94	54.84%
Food and catering	\$ 822.62	\$ 1,000.00	\$ 177.38	17.74%
Equipment maintenance	\$ 1,875.91	\$ -	\$ (1,875.91)	0.00%
Building/grounds maintenance svcs	\$ 22,888.90	\$ 45,000.00	\$ 22,111.10	49.14%
Janitorial services	\$ 6,581.87	\$ 20,640.00	\$ 14,058.13	68.11%
Other Contractual Services	\$ 4,145.95	\$ 19,000.00	\$ 14,854.05	78.18%
Licensing and subscription services	\$ 1,810.53	\$ 22,801.11	\$ 20,990.58	92.06%
Books	\$ 40,408.66	\$ 90,000.00	\$ 49,591.34	55.10%
Periodicals	\$ 682.37	\$ 7,414.00	\$ 6,731.63	90.80%
Professional and Technical publications	\$ 660.00	\$ 1,633.00	\$ 973.00	59.58%
Audio/visual	\$ 8,463.74	\$ 19,870.00	\$ 11,406.26	57.40%
Digital Services	\$ 13,404.18	\$ 27,626.00	\$ 14,221.82	51.48%
Membership and Dues	\$ 2,382.82	\$ 3,000.00	\$ 617.18	20.57%
Community Promotions	\$ 2,805.06	\$ 6,000.00	\$ 3,194.94	53.25%
Performers	\$ 10,987.11	\$ 13,655.00	\$ 2,667.89	19.54%
Food	\$ 938.18	\$ 13,655.00	\$ 12,716.82	93.13%
Program Supplies	\$ 5,219.46	\$ 13,655.00	\$ 8,435.54	61.78%
Printing and Binding	\$ 1,814.95	\$ 4,800.00	\$ 2,985.05	62.19%
Public announcements	\$ 1,819.19	\$ 4,800.00	\$ 2,980.81	62.10%
Bank and merchant charges	\$ 322.80	\$ 1,090.90	\$ 768.10	70.41%
Broadcast content fees	\$ -	\$ 1,826.88	\$ 1,826.88	100.00%
Management and consulting services	\$ 6,500.00	\$ 16,500.00	\$ 10,000.00	60.61%
Legal and accounting services	\$ 22,982.39	\$ 40,000.00	\$ 17,017.61	42.54%
Correction of Prior Years' Taxes	\$ 169.88	\$ 750.00	\$ 580.12	77.35%
	\$ 817,085.60	\$ 1,876,703.90	\$ 1,059,618.30	56.46%

BRANCH DISTRICT LIBRARY

FINANCIAL STATEMENTS

MAY 31, 2018 AND 2017

CONTENTS

	Page
FINANCIAL STATEMENTS	
Independent accountants' compilation report	1
Basic Financial Statements:	
Governmental Funds Balance Sheets:	
General Fund	3
Special Revenue Trust Fund	4
Capital Projects Fund	5
Permanent Trust Fund	6
Statement of Revenues, Expenditures and Changes in Fund Balance Compared to Budget:	
General Fund	7
Statements of Revenues, Expenditures and Changes in Fund Balance:	
Special Revenue Trust Fund	8
Capital Projects Fund	9
Permanent Trust Fund	10
OTHER SUPPLEMENTAL INFORMATION	
General Fund:	
Schedule of expenditures compared to budget	11
Schedule of expenditures	12



INDEPENDENT ACCOUNTANT'S COMPILATION REPORT

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

June 11, 2018

We have compiled the accompanying balance sheets of Branch District Library as of May 31, 2018 and 2017, and the related statements of revenues, expenditures and changes in fund balance, and other supplemental information for the five 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 five months ending May 31, 2018, 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

June 11, 2018

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

	May 31,	
	<u>2018</u>	<u>2017</u>
Cash	\$ 983,081.05	\$ 1,055,269.32
Investments	659,506.11	652,337.19
Due from County	29,858.64	43,859.62
Due from the City of Coldwater	27.97	325.93
Due from others	0.00	2,176.14
Prepaid expenses	<u>21,796.69</u>	<u>8,101.12</u>
 Total assets	 <u>\$ 1,694,270.46</u>	 <u>\$ 1,762,069.32</u>

LIABILITIES AND FUND EQUITY

LIABILITIES

Accounts payable	\$ 29,921.69	\$ 28,526.50
Due to the City of Coldwater	27.89	0.00
Payroll taxes payable	3,078.22	2,610.90
Accrued wages	<u>46,066.22</u>	<u>15,637.01</u>
 Total liabilities	 79,094.02	 46,774.41

FUND BALANCE

	<u>1,615,176.44</u>	<u>1,715,294.91</u>
 Total liabilities and fund equity	 <u>\$ 1,694,270.46</u>	 <u>\$ 1,762,069.32</u>

BRANCH DISTRICT LIBRARY
SPECIAL REVENUE TRUST FUND
BALANCE SHEETS

ASSETS

	May 31,	
	2018	2017
Cash	\$ 186,695.55	\$ 189,940.39
Restricted assets:		
Cash	53,854.46	57,979.07
Total Assets	\$ 240,550.01	\$ 247,919.46

LIABILITIES AND FUND EQUITY

LIABILITIES		
Accounts payable	\$ 1,210.06	\$ 2,861.69
FUND BALANCE		
Restricted:		
A. Barnett memorial	17,169.66	8,120.72
Fisher memorial	2,204.83	1,538.51
Dallen memorial	870.60	863.42
Morton memorial	29,072.46	29,029.87
Union City Facilities	254.20	12,744.36
G. Barnett memorial	4,282.71	3,282.19
Total Restricted	53,854.46	55,579.07
Committed	185,485.49	189,478.70
Total fund balance	239,339.95	245,057.77
Total liabilities and fund equity	\$ 240,550.01	\$ 247,919.46

BRANCH DISTRICT LIBRARY

**CAPITAL PROJECTS FUND
BALANCE SHEETS**

ASSETS

	May 31,	
	2018	2017
Cash	\$ 499,265.02	\$ 457,429.30
Investments	<u>103,563.60</u>	<u>102,379.97</u>
Total Assets	<u>\$ 602,828.62</u>	<u>\$ 559,809.27</u>

LIABILITIES AND FUND EQUITY

LIABILITIES		
Accounts payable	\$ 862.68	\$ 0.00
Total liabilities	862.68	0.00
FUND BALANCE	<u>601,965.94</u>	<u>559,809.27</u>
Total liabilities and fund equity	<u>\$ 602,828.62</u>	<u>\$ 559,809.27</u>

BRANCH DISTRICT LIBRARY

**PERMANENT TRUST FUND
BALANCE SHEETS**

ASSETS

	May 31,	
	<u>2018</u>	<u>2017</u>
Restricted assets:		
Cash	\$ 52,000.00	\$ 52,000.00
Investments	<u>90,133.62</u>	<u>90,133.62</u>
Total assets	<u>\$ 142,133.62</u>	<u>\$ 142,133.62</u>

LIABILITIES AND FUND EQUITY

LIABILITIES

Accounts payable	\$ 0.00	\$ 0.00
------------------	---------	---------

FUND BALANCE

Restricted:		
Simmelroth memorial	50,000.00	50,000.00
Dallen memorial	2,000.00	2,000.00
Barnett memorial	<u>90,133.62</u>	<u>90,133.62</u>
Total fund balance	<u>142,133.62</u>	<u>142,133.62</u>
Total liabilities fund equity	<u>\$ 142,133.62</u>	<u>\$ 142,133.62</u>

BRANCH DISTRICT LIBRARY

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

	One Month Ended May 31, 2018	Five Months Ended May 31, 2018	Budget Year to Date 2018	
			Amount	Variance
REVENUES				
Taxes	\$ 174,079.23	\$ 1,265,138.08	\$ 1,457,951.02	\$ (192,812.94)
State shared revenue	0.00	0.00	34,137.46	(34,137.46)
Interest earned	259.23	964.83	3,658.55	(2,693.72)
Penal fines	15,565.51	74,473.13	183,746.05	(109,272.92)
Charges for services	3,399.39	6,835.02	26,331.60	(19,496.58)
Reimbursements	0.00	4,080.08	15,427.62	(11,347.54)
Miscellaneous	56.38	313.30	29,472.38	(29,159.08)
 Total revenues	 193,359.74	 1,351,929.44	 1,750,724.68	 (398,795.24)
EXPENDITURES				
Library	188,490.64	817,085.60	1,876,703.90	(1,059,618.30)
 Excess (deficiency) of revenues over expenditures	 \$ 4,869.10	 534,843.84	 (125,979.22)	 660,823.06
FUND BALANCE - BEGINNING		1,080,332.60	1,935,043.25	(854,710.65)
FUND BALANCE - ENDING		\$ 1,615,176.44	\$ 1,809,064.03	\$ (193,887.59)

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

	One Month Ended May 31,		Five Months Ended May 31,	
	2018	2017	2018	2017
REVENUES				
Interest earned	\$ 130.64	\$ 137.35	\$ 542.03	\$ 669.19
Donations	1,081.94	14,797.68	18,868.85	76,265.61
	1,212.58	14,935.03	19,410.88	76,934.80
EXPENDITURES				
Expenses	3,796.79	4,155.67	4,115.58	5,429.84
Aileen Barnett endowment	0.00	0.00	0.00	152.19
Friends of the Library	0.00	2,400.00	0.00	7,200.00
Union City facilities	0.00	0.00	0.00	438.00
	4,321.79	6,555.67	4,640.58	13,220.03
Excess (deficiency) of revenues over expenditures	<u>\$ (3,109.21)</u>	<u>\$ 8,379.36</u>	14,770.30	63,714.77
FUND BALANCE - BEGINNING			224,569.65	181,343.00
FUND BALANCE - ENDING			<u>\$ 239,339.95</u>	<u>\$ 245,057.77</u>

BRANCH DISTRICT LIBRARY

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

	One Month Ended May 31,		Five Months Ended May 31,	
	2018	2017	2018	2017
REVENUES				
Taxes	\$ 32,124.43	\$ 0.00	\$ 220,670.91	\$ 201,874.20
Interest earned	102.58	99.03	431.14	432.78
Total revenues	32,227.01	99.03	221,102.05	202,306.98
EXPENDITURES				
Capital outlay	862.68	18,130.00	30,566.91	20,683.27
Excess (deficiency) of revenues over expenditures	<u>\$ 31,364.33</u>	<u>\$ (18,030.97)</u>	190,535.14	181,623.71
FUND BALANCE - BEGINNING			411,430.80	378,185.56
FUND BALANCE - ENDING			<u>\$ 601,965.94</u>	<u>\$ 559,809.27</u>

BRANCH DISTRICT LIBRARY

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

	One Month Ended May 31,		Five Months Ended May 31,	
	2018	2017	2018	2017
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

BRANCH DISTRICT LIBRARY

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

	One Month Ended May 31, 2018	Five Months Ended May 31, 2018	Budget Year to Date 2018	
			Amount	Variance
Salaries	\$ 79,746.13	\$ 360,198.08	\$ 1,037,459.47	\$ (677,261.39)
Board per diem	0.00	925.00	4,200.00	(3,275.00)
Payroll taxes	6,548.73	32,270.84	82,996.76	(50,725.92)
Insurance benefits	22,436.98	109,062.47	223,300.32	(114,237.85)
Other benefits	6,201.21	62,433.27	4,275.00	58,158.27
Deferred compensation	0.00	6,000.00	3,272.73	2,727.27
Liability insurance-employees	12,068.00	12,068.00	16,112.73	(4,044.73)
Employee benefits	49.99	549.99	0.00	549.99
Training and education	7,772.87	14,729.12	17,000.00	(2,270.88)
Travel-Training	2,559.07	7,323.65	16,000.00	(8,676.35)
Travel-Business	2,189.93	5,708.24	10,000.00	(4,291.76)
Rents and leases	220.00	1,150.00	1,100.00	50.00
Telecommunications	1,687.10	6,767.54	6,270.00	497.54
Utilities	3,985.26	14,846.55	31,000.00	(16,153.45)
Operating supplies	1,074.21	11,504.20	10,000.00	1,504.20
Office supplies	1,816.89	9,171.74	21,818.18	(12,646.44)
Janitorial supplies	200.52	772.81	3,272.73	(2,499.92)
Building/grounds maintenace materials	0.00	1,700.38	9,000.00	(7,299.62)
Postage	217.22	2,217.15	4,909.09	(2,691.94)
Food and catering	(260.73)	822.62	1,000.00	(177.38)
Equipment maintenance	1,251.55	1,875.91	0.00	1,875.91
Building and grounds maintenance svcs	9,262.82	22,888.90	45,000.00	(22,111.10)
Janitorial services	0.00	6,581.87	20,640.00	(14,058.13)
Other contractual services	449.64	4,145.95	19,000.00	(14,854.05)
Licensing and subscription services	20.00	1,810.53	22,801.11	(20,990.58)
Books	9,455.61	40,408.66	90,000.00	(49,591.34)
Periodicals	33.48	682.37	7,414.00	(6,731.63)
Professional and technical publications	0.00	660.00	1,633.00	(973.00)
Audio visual	2,670.22	8,463.74	19,870.00	(11,406.26)
Digital services	2,026.02	13,404.18	27,626.00	(14,221.82)
Membership and dues	1,379.16	2,382.82	3,000.00	(617.18)
Community promotions	1,204.61	2,805.06	6,000.00	(3,194.94)
Performers	457.11	10,987.11	13,655.00	(2,667.89)
Food	512.73	938.18	13,655.00	(12,716.82)
Program supplies	1,824.18	5,219.46	13,655.00	(8,435.54)
Printing and binding	158.48	1,814.95	4,800.00	(2,985.05)
Public announcements	777.55	1,819.19	4,800.00	(2,980.81)
Bank and merchant charges	47.60	322.80	1,090.90	(768.10)
Broadcast content fees	0.00	0.00	1,826.88	(1,826.88)
Management and consulting services	6,500.00	6,500.00	16,500.00	(10,000.00)
Legal and accounting services	1,946.50	22,982.39	40,000.00	(17,017.61)
Correction of prior year taxes	0.00	169.88	750.00	(580.12)
Total expenditures	\$ 188,490.64	\$ 817,085.60	\$ 1,876,703.90	\$ (1,059,618.30)

BRANCH DISTRICT LIBRARY
OTHER SUPPLEMENTAL INFORMATION
GENERAL FUND
SCHEDULE OF EXPENDITURES

	One Month Ended May 31,		Five Months Ended May 31,	
	2018	2017	2018	2017
Salaries	\$ 79,746.13	\$ 74,988.80	\$ 360,198.08	\$ 355,752.69
Board per diem	0.00	0.00	925.00	375.00
Payroll taxes	6,548.73	5,634.16	32,270.84	27,144.09
Insurance benefits	22,436.98	18,159.45	109,062.47	55,855.81
Other benefits	6,201.21	0.00	62,433.27	1,425.00
Deferred compensation	0.00	0.00	6,000.00	3,000.00
Liability insurance-employees	12,068.00	0.00	12,068.00	0.00
Employee benefits	49.99	30.00	549.99	42.00
Training and education	7,772.87	2,697.12	14,729.12	8,763.77
Travel-Training	2,559.07	0.00	7,323.65	0.00
Travel-Business	2,189.93	913.44	5,708.24	2,435.54
Rents and leases	220.00	104.00	1,150.00	624.00
Telecommunications	1,687.10	1,461.94	6,767.54	6,822.30
Utilities	3,985.26	1,906.61	14,846.55	12,907.64
Insurance	0.00	3,472.00	0.00	3,785.16
Operating supplies	1,074.21	78.56	11,504.20	2,307.96
Office supplies	1,816.89	2,865.88	9,171.74	10,240.65
Janitorial supplies	200.52	216.92	772.81	1,450.96
Building/grounds maintenace materials	0.00	1,458.40	1,700.38	2,889.67
Postage	217.22	224.50	2,217.15	1,398.72
Food and catering	(260.73)	0.00	822.62	0.00
Equipment maintenance	1,251.55	378.75	1,875.91	4,725.37
Building and grounds maintenance svcs	9,262.82	5,809.12	22,888.90	18,582.37
Janitorial services	0.00	0.00	6,581.87	0.00
Other contractual services	449.64	301.28	4,145.95	1,524.93
Licensing and subscription services	20.00	1,957.06	1,810.53	16,355.88
Books	9,455.61	8,401.35	40,408.66	41,288.38
Periodicals	33.48	94.16	682.37	828.51
Professional and technical publications	0.00	507.00	660.00	627.00
Audio visual	2,670.22	974.47	8,463.74	6,492.33
Digital services	2,026.02	0.00	13,404.18	5,815.22
Membership and dues	1,379.16	150.00	2,382.82	1,182.00
Community promotions	1,204.61	5,201.22	2,805.06	14,363.08
Performers	457.11	0.00	10,987.11	0.00
Food	512.73	0.00	938.18	0.00
Program supplies	1,824.18	0.00	5,219.46	0.00
Printing and binding	158.48	595.25	1,814.95	1,368.53
Public announcements	777.55	170.41	1,819.19	1,820.00
Bank and merchant charges	47.60	59.37	322.80	277.62
Management and consulting services	6,500.00	0.00	6,500.00	0.00
Legal and accounting services	1,946.50	2,342.00	22,982.39	21,494.20
Correction of prior year taxes	0.00	0.00	169.88	81.58
Total expenditures	\$ 188,490.64	\$ 141,153.22	\$ 817,085.60	\$ 634,047.96