

***BRANCH DISTRICT LIBRARY***  
***FINANCIAL STATEMENTS***  
***NOVEMBER 30, 2014 AND 2013***

## **C O N T E N T S**

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

# Taylor, Plant & Watkins, P.C.

Certified Public Accountants  
and Business Advisors

20 Tibbits Plaza • Coldwater, MI 49036 • (517) 279-7931

## INDEPENDENT ACCOUNTANT'S COMPILATION REPORT

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

December 8, 2014

*We have compiled the accompanying balance sheets of Branch District Library as of November 30, 2014 and 2013, and the related statements of revenues, expenditures and changes in fund balance, and other supplemental information for the eleven 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**

	<b>November 30,</b>	
	<b>2014</b>	<b>2013</b>
Cash	\$ 346,750.18	\$ 92,198.42
Investments	400,060.87	499,774.94
Due from County	15,000.00	36,608.43
Due from the City of Coldwater	406.20	243.03
Prepaid expenses	<u>3,766.15</u>	<u>4,046.26</u>
Total assets	<u>\$ 765,983.40</u>	<u>\$ 632,871.08</u>

**LIABILITIES AND FUND EQUITY**

**LIABILITIES**

Accounts payable	\$ 4,560.81	\$ 4,889.55
Due to the City of Coldwater	188.50	285.50
Payroll taxes payable	1,684.06	1,654.01
Accrued wages	<u>24,758.04</u>	<u>26,742.36</u>
Total liabilities	31,191.41	33,571.42

**FUND BALANCE**

	<u>734,791.99</u>	<u>599,299.66</u>
Total liabilities and fund equity	<u>\$ 765,983.40</u>	<u>\$ 632,871.08</u>

See accountant's compilation report

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

**ASSETS**

	<b>November 30,</b>	
	<b>2014</b>	<b>2013</b>
Cash	\$ 112,325.80	\$ 104,779.03
Restricted assets:		
Cash	72,617.14	66,645.64
Total assets	\$ 184,942.94	\$ 171,424.67

**LIABILITIES AND FUND EQUITY**

**LIABILITIES**

Accounts payable	\$ 0.00	\$ 1,152.88
------------------	---------	-------------

**FUND BALANCE**

Restricted:

Bronson operations	13,930.72	9,011.82
Fisher memorial	27,836.81	27,489.91
Dallen memorial	845.87	840.32
Morton memorial	28,852.60	28,796.42
Barnett memorial	1,151.14	507.17

Total Restricted	72,617.14	66,645.64
------------------	-----------	-----------

Committed	112,325.80	103,626.15
-----------	------------	------------

Total fund balance	184,942.94	170,271.79
--------------------	------------	------------

Total liabilities and fund equity	\$ 184,942.94	\$ 171,424.67
-----------------------------------	---------------	---------------

**BRANCH DISTRICT LIBRARY**

**CAPITAL PROJECTS FUND  
BALANCE SHEETS**

**ASSETS**

	<b>November 30,</b>	
	<b>2014</b>	<b>2013</b>
Cash	\$ 78,135.83	\$ 44,861.49
Investments	<u>101,005.64</u>	<u>100,578.98</u>
Total assets	<u>\$ 179,141.47</u>	<u>\$ 145,440.47</u>

**LIABILITIES AND FUND EQUITY**

**LIABILITIES**

Accounts payable	\$ 0.00	\$ 338.00
------------------	---------	-----------

**FUND BALANCE**

	<u>179,141.47</u>	<u>145,102.47</u>
Total liabilities and fund equity	<u>\$ 179,141.47</u>	<u>\$ 145,440.47</u>

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

**ASSETS**

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

**LIABILITIES AND FUND EQUITY**

**LIABILITIES**

<i>Accounts payable</i>	\$ 0.00	\$ 0.00
-------------------------	---------	---------

**FUND BALANCE**

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

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 November 30, 2014</u>	<u>Eleven Months Ended November 30, 2014</u>	<u>Budget Year to Date 2014</u>	
			<u>Amount</u>	<u>Variance</u>
<b>REVENUES</b>				
Taxes	\$ 209.80	\$ 674,152.42	\$ 664,420.08	\$ 9,732.34
State shared revenue	0.00	27,645.16	25,200.00	2,445.16
Interest earned	22.46	1,170.42	1,200.00	(29.58)
Penal fines	8,454.97	276,511.32	161,000.00	115,511.32
Charges for services	1,024.72	25,019.03	21,000.00	4,019.03
Reimbursements	1,985.97	25,361.54	26,083.00	(721.46)
Miscellaneous	<u>3,665.84</u>	<u>15,537.79</u>	<u>14,000.00</u>	<u>1,537.79</u>
Total revenues	15,363.76	1,045,397.68	912,903.08	132,494.60
<b>EXPENDITURES</b>				
Library	<u>77,026.33</u>	<u>905,007.72</u>	<u>993,127.88</u>	<u>(88,120.16)</u>
Total expenditures	<u>77,026.33</u>	<u>905,007.72</u>	<u>993,127.88</u>	<u>(88,120.16)</u>
Excess (deficiency) of revenues over expenditures	(61,662.57)	140,389.96	(80,224.80)	220,614.76
<b>OTHER SOURCES (USES)</b>				
Transfers from (to) other funds	<u>0.00</u>	<u>24,590.08</u>	<u>27,690.08</u>	<u>(3,100.00)</u>
Excess (deficiency) of revenues and other sources over expenditures	<u>\$ (61,662.57)</u>	164,980.04	(52,534.72)	217,514.76
<b>FUND BALANCE - BEGINNING</b>		<u>569,811.95</u>	<u>494,835.00</u>	<u>74,976.95</u>
<b>FUND BALANCE - ENDING</b>		<u>\$ 734,791.99</u>	<u>\$ 442,300.28</u>	<u>\$ 292,491.71</u>

See accountant's compilation report

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

	<b>Month Ended November 30,</b>		<b>Eleven Months Ended November 30,</b>	
	<b>2014</b>	<b>2013</b>	<b>2014</b>	<b>2013</b>
<b>REVENUES</b>				
<i>Interest earned</i>	\$ 60.95	\$ 84.98	\$ 1,016.40	\$ 1,002.71
<i>Donations</i>	455.00	955.00	24,125.89	56,557.27
<i>Total revenues</i>	515.95	1,039.98	25,142.29	57,559.98
 <b>EXPENDITURES</b>				
<i>Books</i>	2,034.46	1,197.52	13,718.53	11,242.82
<i>Bronson endowment</i>	0.00	85.00	1,170.99	24,615.29
<i>Friends of the Library</i>	0.00	0.00	4,800.00	4,800.00
<i>Total expenditures</i>	2,034.46	1,282.52	19,689.52	40,658.11
<i>Excess (deficiency) of revenues over expenditures</i>	(1,518.51)	(242.54)	5,452.77	16,901.87
 <b>OTHER SOURCES (USES)</b>				
<i>Transfer from (to) other funds</i>	0.00	0.00	0.00	3,009.86
<i>Excess (deficiency) of revenues over expenditures and other uses</i>	<u>\$ (1,518.51)</u>	<u>\$ (242.54)</u>	5,452.77	19,911.73
<b>FUND BALANCE - BEGINNING</b>			<u>179,490.17</u>	<u>150,360.06</u>
<b>FUND BALANCE - ENDING</b>			<u>\$ 184,942.94</u>	<u>\$ 170,271.79</u>

See accountant's compilation report

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

	<b>Month Ended November 30,</b>		<b>Eleven Months Ended November 30,</b>	
	<b>2014</b>	<b>2013</b>	<b>2014</b>	<b>2013</b>
<b>REVENUES</b>				
Taxes	\$ 34.97	\$ 0.70	\$ 110,778.85	\$ 108,497.90
Sale of fixed assets	0.00	0.00	281.20	622.00
Interest earned	13.72	6.43	187.82	139.96
 Total revenues	 48.69	 7.13	 111,247.87	 109,259.86
<b>EXPENDITURES</b>				
Automation	0.00	338.00	6,000.00	19,691.94
Capital outlay	0.00	465.42	5,517.21	28,031.78
 Total expenditures	 0.00	 803.42	 11,517.21	 47,723.72
 Excess (deficiency) of revenues over expenditures	 48.69	 (796.29)	 99,730.66	 61,536.14
<b>OTHER SOURCES (USES)</b>				
Transfer from (to) other funds	0.00	0.00	(24,590.08)	(19,021.86)
Debt service	0.00	(10,101.69)	(40,408.85)	(40,406.76)
 Total other sources (uses)	 0.00	 (10,101.69)	 (64,998.93)	 (59,428.62)
 Excess (deficiency) of revenues over expenditures and other uses	 \$ 48.69	 \$ (10,897.98)	 34,731.73	 2,107.52
 <b>FUND BALANCE - BEGINNING</b>			 144,409.74	 142,994.95
 <b>FUND BALANCE - ENDING</b>			 \$ 179,141.47	 \$ 145,102.47

See accountant's compilation report

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

	<b>Month Ended November 30,</b>		<b>Eleven Months Ended November 30,</b>	
	<b>2014</b>	<b>2013</b>	<b>2014</b>	<b>2013</b>
<b>REVENUES</b>				
Total revenues	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
<b>EXPENDITURES</b>				
Total expenditures	0.00	0.00	0.00	0.00
Excess (deficiency) of revenues over expenditures	\$ 0.00	\$ 0.00	0.00	0.00
<b>FUND BALANCE - BEGINNING</b>			142,133.62	142,133.62
<b>FUND BALANCE - ENDING</b>			\$ 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**

	<b>Month Ended</b>		<b>Eleven Months</b>		<b>Budget Year to Date</b>	
	<b>November 30, 2014</b>		<b>Ended</b>		<b>2014</b>	
			<b>November 30, 2014</b>		<b>Amount</b>	<b>Variance</b>
Salaries	\$	46,494.48	\$	546,182.29	\$ 590,211.00	\$ (44,028.71)
Payroll taxes		3,584.70		41,838.21	47,216.88	(5,378.67)
Unemployment		0.00		2,475.20	14,100.00	(11,624.80)
Workers compensation		0.00		1,269.00	2,500.00	(1,231.00)
Longevity		500.00		2,350.00	4,300.00	(1,950.00)
Board per diem		0.00		0.00	900.00	(900.00)
Contract labor		0.00		0.00	300.00	(300.00)
Hospitalization		3,932.78		43,874.39	46,000.00	(2,125.61)
Deferred compensation		0.00		4,500.00	4,500.00	0.00
Employee relations		29.22		198.39	500.00	(301.61)
Contracted services		0.00		17,664.98	12,600.00	5,064.98
Training		0.00		3,168.42	3,000.00	168.42
Telephone		483.81		5,551.53	6,500.00	(948.47)
Utilities		3,308.58		36,113.69	38,000.00	(1,886.31)
Insurance		0.00		11,444.43	11,500.00	(55.57)
Maintenance		4,069.08		39,597.74	50,500.00	(10,902.26)
Equipment maintenance		137.57		5,103.85	9,000.00	(3,896.15)
Network maintenance		124.79		9,485.10	8,000.00	1,485.10
Office supplies		1,703.49		27,973.95	23,000.00	4,973.95
Interloan document delivery		0.00		447.02	7,500.00	(7,052.98)
Postage		137.49		1,955.89	4,000.00	(2,044.11)
Books		4,642.42		45,236.07	42,000.00	3,236.07
Periodicals		4,450.42		5,807.62	5,200.00	607.62
Audio visual		697.80		8,097.37	8,000.00	97.37
Membership and dues		0.00		1,994.00	2,000.00	(6.00)
Transportation		602.14		6,945.59	8,000.00	(1,054.41)
Community promotions		624.31		6,458.66	6,300.00	158.66
Printing and publishing		0.00		0.00	1,000.00	(1,000.00)
Payroll fees		36.15		418.68	500.00	(81.32)
Professional services		1,467.10		26,898.08	33,000.00	(6,101.92)
Correction of prior year taxes		0.00		1,957.57	3,000.00	(1,042.43)
<b>Total expenditures</b>	<b>\$</b>	<b>77,026.33</b>	<b>\$</b>	<b>905,007.72</b>	<b>\$ 993,127.88</b>	<b>\$ (88,120.16)</b>

See accountant's compilation report

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

	<b>Month Ended</b>		<b>Eleven Months Ended</b>	
	<b>November 30,</b>		<b>November 30,</b>	
	<b>2014</b>	<b>2013</b>	<b>2014</b>	<b>2013</b>
Salaries	\$ 46,494.48	\$ 45,085.51	\$ 546,182.29	\$ 522,942.13
Payroll taxes	3,584.70	3,438.69	41,838.21	40,133.78
Unemployment	0.00	0.00	2,475.20	0.00
Workers compensation	0.00	423.00	1,269.00	1,908.00
Longevity	500.00	0.00	2,350.00	2,775.00
Contract labor	0.00	157.20	0.00	345.84
Hospitalization	3,932.78	3,567.69	43,874.39	43,580.51
Deferred compensation	0.00	2,000.00	4,500.00	4,500.00
Employee relations	29.22	20.00	198.39	168.45
Contracted services	0.00	0.00	17,664.98	11,704.02
Training	0.00	0.00	3,168.42	3,716.03
Telephone	483.81	445.11	5,551.53	5,322.65
Utilities	3,308.58	2,406.65	36,113.69	32,641.45
Insurance	0.00	0.00	11,444.43	11,442.89
Maintenance	4,069.08	3,856.72	39,597.74	42,174.36
Equipment maintenance	137.57	330.05	5,103.85	4,695.64
Network maintenance	124.79	37.05	9,485.10	4,147.91
Operating supplies	0.00	0.00	0.00	75.00
Office supplies	1,703.49	1,089.38	27,973.95	23,703.44
Interloan document delivery	0.00	20.99	447.02	4,111.34
Postage	137.49	(66.57)	1,955.89	1,643.37
Books	4,642.42	2,598.68	45,236.07	41,633.84
Periodicals	4,450.42	0.00	5,807.62	4,375.06
Audio visual	697.80	527.30	8,097.37	7,668.12
Membership and dues	0.00	0.00	1,994.00	1,324.00
Transportation	602.14	576.88	6,945.59	6,635.41
Community promotions	624.31	0.00	6,458.66	3,284.83
Printing and publishing	0.00	0.00	0.00	694.02
Payroll fees	36.15	36.30	418.68	418.20
Professional services	1,467.10	1,569.24	26,898.08	28,570.62
Correction of prior year tax	0.00	0.00	1,957.57	269.60
<b>Total expenditures</b>	<b>\$ 77,026.33</b>	<b>\$ 68,119.87</b>	<b>\$ 905,007.72</b>	<b>\$ 856,605.51</b>

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
ALLOCATED INTEREST	(MAY)	1.88
DEPOSIT	(JUNE)	50.00
ALLOCATED INTEREST	(JUNE)	1.73
DEPOSIT	(JULY)	3,049.00
ALLOCATED INTEREST	(JULY)	2.04
ALLOCATED INTEREST	(AUG)	2.25
ALLOCATED INTEREST	(SEPT)	1.95
DEPOSIT	(SEPT)	200.00
DEPOSIT	(OCT)	3,049.00
ALLOCATED INTEREST	(OCT)	2.09
ALLOCATED INTEREST	(NOV)	2.28
DEPOSIT	(NOV)	100.00

TOTAL INCOME \$10,582.32

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)
LYNELL EASH	(MAY)	(81.00)
LYNELL EASH	(JULY)	(72.61)
KALAMAZOO NATURE CENTER	(AUG)	(525.00)
CENTURY BANK & TRUST	(SEPT)	(2,400.00)

TOTAL DISBURSEMENTS (5,970.99)  
(#655-201: #640-201: #680-200)

BALANCE ENDOWMENT RESERVED FUND \$13,930.72  
(#302200)

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
DEPOSIT	(MAY)	55.57
ALLOCATED INTEREST	(MAY)	0.15
DEPOSIT	(JUNE)	57.41
ALLOCATED INTEREST	(JUNE)	0.14
DEPOSIT	(JULY)	55.56
ALLOCATED INTEREST	(JULY)	0.16
DEPOSIT	(AUG)	57.41
ALLOCATED INTEREST	(AUG)	0.17
DEPOSIT	(SEPT)	57.42
ALLOCATED INTEREST	(SEPT)	0.17
DEPOSIT	(OCT)	57.41
ALLOCATED INTEREST	(OCT)	0.19
DEPOSIT	(NOV)	21.86
ALLOCATED INTEREST	(NOV)	0.19

TOTAL INCOME \$588.34

EXPENSES:

#640202 TOTAL DISBURSEMENTS 0.00

BALANCE ENDOWMENT RESERVED FUND \$1,151.14

#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
ALLOCATED INTEREST	(MAY)	5.14
ALLOCATED INTEREST	(JUNE)	4.74
ALLOCATED INTEREST	(JULY)	4.90
ALLOCATED INTEREST	(AUG)	4.90
ALLOCATED INTEREST	(SEPT)	4.74
ALLOCATED INTEREST	(OCT)	4.90
ALLOCATED INTEREST	(NOV)	4.74

TOTAL INCOME \$52.51

EXPENSES:

TOTAL DISBURSEMENTS 0.00

BALANCE ENDOWMENT RESERVED FUND \$28,852.60  
**(#304400)**