

BRANCH DISTRICT LIBRARY

FINANCIAL STATEMENTS

APRIL 30, 2016 AND 2015

C O N T E N T S

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

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 9, 2016

We have compiled the accompanying balance sheets of Branch District Library as of April 30, 2016 and 2015, 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, 2016, 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

May 9, 2016

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

	April 30,	
	2016	2015
<i>Cash</i>	\$ 1,269,675.49	\$ 1,170,639.53
<i>Investments</i>	646,283.79	400,795.20
<i>Due from County</i>	15,000.00	37,399.12
<i>Due from the City of Coldwater</i>	0.00	301.60
<i>Prepaid expenses</i>	4,263.97	3,766.15
<i>Total assets</i>	<u>\$ 1,935,223.25</u>	<u>\$ 1,612,901.60</u>

LIABILITIES AND FUND EQUITY

LIABILITIES

<i>Accounts payable</i>	\$ 6,872.81	\$ 23,033.76
<i>Due to the City of Coldwater</i>	0.00	632.75
<i>Payroll taxes payable</i>	2,091.80	2,287.05
<i>Accrued wages</i>	37,820.48	31,616.10
<i>Total liabilities</i>	46,785.09	57,569.66

FUND BALANCE

	<u>1,888,438.16</u>	<u>1,555,331.94</u>
<i>Total liabilities and fund equity</i>	<u>\$ 1,935,223.25</u>	<u>\$ 1,612,901.60</u>

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

ASSETS

	April 30,	
	2016	2015
Cash	\$ 129,376.84	\$ 117,645.05
Restricted assets:		
Cash	<u>65,277.39</u>	<u>74,741.04</u>
 Total assets	 <u>\$ 194,654.23</u>	 <u>\$ 192,386.09</u>

LIABILITIES AND FUND EQUITY

LIABILITIES

Accounts payable	\$ 0.00	\$ 60.00
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FUND BALANCE

Restricted:

Bronson operations	7,599.34	4,574.46
A. Barnett memorial	8,575.96	10,820.62
Fisher memorial	2,686.62	28,242.76
Dallen memorial	855.63	848.57
Morton memorial	28,951.25	28,880.00
Union City Facilities	14,317.28	0.00
G. Barnett memorial	<u>2,291.31</u>	<u>1,374.63</u>

Total Restricted	65,277.39	74,741.04
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Committed	<u>129,376.84</u>	<u>117,585.05</u>
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Total fund balance	<u>194,654.23</u>	<u>192,326.09</u>
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Total liabilities and fund equity	<u>\$ 194,654.23</u>	<u>\$ 192,386.09</u>
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BRANCH DISTRICT LIBRARY

**CAPITAL PROJECTS FUND
BALANCE SHEETS**

ASSETS

	April 30,	
	2016	2015
Cash	\$ 414,255.31	\$ 277,351.13
Investments	<u>101,487.02</u>	<u>101,207.39</u>
Total assets	<u>\$ 515,742.33</u>	<u>\$ 378,558.52</u>

LIABILITIES AND FUND EQUITY

LIABILITIES

Accounts payable \$ 0.00 \$ 658.95

FUND BALANCE

515,742.33 377,899.57

Total liabilities and
fund equity

\$ 515,742.33 \$ 378,558.52

BRANCH DISTRICT LIBRARY

**PERMANENT TRUST FUND
BALANCE SHEETS**

ASSETS

	April 30,	
	2016	2015
<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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BRANCH DISTRICT LIBRARY

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

	Month Ended April 30, 2016	Four Months Ended April 30, 2016	Budget Year to Date 2016	
			Amount	Variance
REVENUES				
Taxes	\$ 143,658.46	\$ 1,284,594.72	\$ 1,285,584.45	\$ (989.73)
State shared revenue	0.00	0.00	30,468.55	(30,468.55)
Interest earned	241.56	754.05	2,000.00	(1,245.95)
Penal fines	30,322.39	92,452.45	175,000.00	(82,547.55)
Charges for services	130.45	595.70	27,000.00	(26,404.30)
Reimbursements	44,586.28	45,793.70	28,074.00	17,719.70
Miscellaneous	1,814.64	7,633.87	16,000.00	(8,366.13)
Total revenues	220,753.78	1,431,824.49	1,564,127.00	(132,302.51)
EXPENDITURES				
Library	100,090.11	470,191.73	1,654,749.23	(1,184,557.50)
Total expenditures	100,090.11	470,191.73	1,654,749.23	(1,184,557.50)
Excess (deficiency) of revenues over expenditures	120,663.67	961,632.76	(90,622.23)	1,052,254.99
OTHER SOURCES (USES)				
Transfers from (to) other funds	0.00	0.00	20,672.00	(20,672.00)
Excess (deficiency) of revenues and other sources over expenditures	\$ 120,663.67	961,632.76	(69,950.23)	1,031,582.99
FUND BALANCE - BEGINNING		926,805.40	865,202.50	61,602.90
FUND BALANCE - ENDING		\$ 1,888,438.16	\$ 795,252.27	\$ 1,093,185.89

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,	
	2016	2015	2016	2015
REVENUES				
<i>Interest earned</i>	\$ 126.87	\$ 127.16	\$ 491.72	\$ 389.78
<i>Donations</i>	11,292.48	4,599.00	15,564.23	9,950.43
<i>Total revenues</i>	11,419.35	4,726.16	16,055.95	10,340.21
EXPENDITURES				
<i>Expenses</i>	30.44	319.46	1,205.05	2,503.15
<i>Bronson endowment</i>	0.00	0.00	0.00	300.72
<i>Aileen Barnett endowment</i>	0.00	0.00	347.63	48.07
<i>Friends of the Library</i>	2,400.00	0.00	4,800.00	2,400.00
<i>Union City facilities</i>	0.00	0.00	444.99	0.00
<i>Total expenditures</i>	2,430.44	319.46	6,797.67	5,251.94
<i>Excess (deficiency) of revenues over expenditures</i>	<u>\$ 8,988.91</u>	<u>\$ 4,406.70</u>	9,258.28	5,088.27
FUND BALANCE - BEGINNING			<u>185,395.95</u>	<u>187,237.82</u>
FUND BALANCE - ENDING			<u>\$ 194,654.23</u>	<u>\$ 192,326.09</u>

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,	
	2016	2015	2016	2015
REVENUES				
Taxes	\$ 22,631.09	\$ 48,146.80	\$ 233,677.17	\$ 222,608.51
Interest earned	83.35	54.14	248.08	152.72
	22,714.44	48,200.94	233,925.25	222,761.23
EXPENDITURES				
Automation	0.00	7,064.51	0.00	20,993.64
Capital outlay	3,396.39	58.96	31,801.10	1,911.36
Other district projects	0.00	0.00	2,362.00	0.00
	3,396.39	7,123.47	34,163.10	22,905.00
Excess (deficiency) of revenues over expenditures	<u>\$ 19,318.05</u>	<u>\$ 41,077.47</u>	199,762.15	199,856.23
FUND BALANCE - BEGINNING			315,980.18	178,043.34
FUND BALANCE - ENDING			<u>\$ 515,742.33</u>	<u>\$ 377,899.57</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,	
	2016	2015	2016	2015
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

	Month Ended		Four Months		Budget Year to Date	
	April 30, 2016		Ended April 30, 2016		2016	
				Amount	Variance	
Salaries	\$	57,698.77	\$	257,491.53	\$ 915,179.84	\$ (657,688.31)
Payroll taxes		4,438.98		19,789.73	73,214.39	(53,424.66)
Unemployment		0.00		0.00	10,000.00	(10,000.00)
Workers compensation		703.00		1,406.00	2,000.00	(594.00)
Longevity		400.00		1,875.00	4,275.00	(2,400.00)
Board per diem		100.00		100.00	2,160.00	(2,060.00)
Contract labor		0.00		0.00	300.00	(300.00)
Hospitalization		4,263.97		17,055.88	90,000.00	(72,944.12)
Deferred compensation		0.00		2,500.00	7,500.00	(5,000.00)
Employee relations		20.00		90.00	1,500.00	(1,410.00)
Contracted services		0.00		0.00	18,000.00	(18,000.00)
Training		1,253.93		2,238.93	10,000.00	(7,761.07)
Facilities rent		102.00		402.00	600.00	(198.00)
Telephone		445.40		2,135.38	10,000.00	(7,864.62)
Utilities		2,941.82		12,303.74	49,160.00	(36,856.26)
Insurance		0.00		0.00	18,000.00	(18,000.00)
Maintenance		5,156.26		40,547.90	75,000.00	(34,452.10)
Equipment maintenance		575.42		2,981.87	9,000.00	(6,018.13)
Network maintenance		6,194.73		14,258.56	40,360.00	(26,101.44)
Janitorial supplies		274.75		766.12	0.00	766.12
Office supplies		3,213.85		9,980.86	45,000.00	(35,019.14)
Interloan document delivery		9.99		148.82	500.00	(351.18)
Postage		471.55		1,146.44	3,000.00	(1,853.56)
Books		6,683.46		35,289.00	100,000.00	(64,711.00)
Periodicals		22.50		438.50	10,000.00	(9,561.50)
Audio visual		592.29		5,216.03	20,000.00	(14,783.97)
Membership and dues		0.00		245.00	3,000.00	(2,755.00)
Transportation		876.60		2,528.66	8,000.00	(5,471.34)
Community promotions		778.92		13,404.96	40,000.00	(26,595.04)
Printing and publishing		0.00		1,442.14	1,000.00	442.14
Bank service fees		572.75		793.69	500.00	293.69
Professional services		1,946.50		23,248.28	85,000.00	(61,751.72)
Correction of prior year taxes		352.67		366.71	2,500.00	(2,133.29)
Total expenditures	\$	100,090.11	\$	470,191.73	\$ 1,654,749.23	\$ (1,184,557.50)

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,	
	2016	2015	2016	2015
<i>Salaries</i>	\$ 57,698.77	\$ 60,230.88	\$ 257,491.53	\$ 239,434.16
<i>Payroll taxes</i>	4,438.98	4,648.95	19,789.73	18,377.25
<i>Workers compensation</i>	703.00	0.00	1,406.00	610.00
<i>Longevity</i>	400.00	675.00	1,875.00	1,325.00
<i>Board per diem</i>	100.00	0.00	100.00	75.00
<i>Contract labor</i>	0.00	0.00	0.00	65.22
<i>Hospitalization</i>	4,263.97	3,057.16	17,055.88	20,118.64
<i>Deferred compensation</i>	0.00	0.00	2,500.00	2,500.00
<i>Employee relations</i>	20.00	0.00	90.00	394.95
<i>Contracted services</i>	0.00	3,919.25	0.00	3,919.25
<i>Training</i>	1,253.93	1,491.79	2,238.93	2,400.01
<i>Facilities rent</i>	102.00	0.00	402.00	0.00
<i>Telephone</i>	445.40	503.44	2,135.38	2,037.07
<i>Utilities</i>	2,941.82	3,165.42	12,303.74	14,830.07
<i>Maintenance</i>	5,156.26	3,844.46	40,547.90	19,359.08
<i>Equipment maintenance</i>	575.42	183.68	2,981.87	1,922.09
<i>Network maintenance</i>	6,194.73	2,317.76	14,258.56	8,515.48
<i>Janitorial supplies</i>	274.75	0.00	766.12	0.00
<i>Office supplies</i>	3,213.85	3,402.12	9,980.86	15,900.50
<i>Interloan document delivery</i>	9.99	0.00	148.82	80.00
<i>Postage</i>	471.55	214.13	1,146.44	621.15
<i>Books</i>	6,683.46	6,353.33	35,289.00	25,961.91
<i>Periodicals</i>	22.50	137.75	438.50	847.25
<i>Audio visual</i>	592.29	168.67	5,216.03	2,017.01
<i>Membership and dues</i>	0.00	1,464.00	245.00	1,899.00
<i>Transportation</i>	876.60	733.05	2,528.66	2,296.87
<i>Community promotions</i>	778.92	523.46	13,404.96	3,073.12
<i>Printing and publishing</i>	0.00	0.00	1,442.14	0.00
<i>Bank service fees</i>	572.75	36.60	793.69	157.82
<i>Professional services</i>	1,946.50	2,019.00	23,248.28	17,216.00
<i>Correction of prior year tax</i>	352.67	0.00	366.71	1,730.29
Total expenditures	\$ 100,090.11	\$ 99,089.90	\$ 470,191.73	\$ 407,684.19

See accountant's compilation report