

BRANCH DISTRICT LIBRARY

FINANCIAL STATEMENTS

OCTOBER 31, 2019 AND 2018

C O N T E N T S

	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

November 11, 2019

We have compiled the accompanying balance sheets of Branch District Library as of November 30, 2019 and 2018, and the related statements of revenues, expenditures and changes in fund balance, and other supplemental information for the eleven 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 eleven months ending November 30, 2019, 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

November 11, 2019

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

	October 31,	
	2019	2018
Cash	\$ 543,234.42	\$ 366,086.61
Investments	667,986.35	659,506.11
Due from County	24,294.58	30,000.00
Due from the City of Coldwater	0.00	27.97
Due from others	3,757.54	0.00
Prepaid expenses	<u>23,736.75</u>	<u>21,796.69</u>
 Total assets	 <u>\$ 1,263,009.64</u>	 <u>\$ 1,077,417.38</u>

LIABILITIES AND FUND EQUITY

LIABILITIES

Accounts payable	\$ 2,290.00	\$ 28,907.97
Due to the City of Coldwater	381.00	44.16
Payroll taxes payable	2,504.04	3,099.91
Accrued wages	<u>46,492.88</u>	<u>46,066.22</u>
 Total liabilities	 51,667.92	 78,118.26

FUND BALANCE

	<u>1,211,341.72</u>	<u>999,299.12</u>
 Total liabilities and fund equity	 <u>\$ 1,263,009.64</u>	 <u>\$ 1,077,417.38</u>

BRANCH DISTRICT LIBRARY
SPECIAL REVENUE TRUST FUND
BALANCE SHEETS

ASSETS

	October 31,	
	2019	2018
Cash	\$ 197,914.51	\$ 187,521.58
Restricted assets:		
Cash	54,675.99	36,722.86
Investments	29,072.46	29,072.46
 Total Assets	 \$ 281,662.96	 \$ 253,316.90

LIABILITIES AND FUND EQUITY

LIABILITIES

Accounts payable	\$ 0.00	\$ 183.22
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FUND BALANCE

Restricted:		
A. Barnett memorial	30,582.31	23,618.22
Fisher memorial	3,511.59	2,204.83
Dallen memorial	880.67	873.61
Uhle memorial	17.02	4.72
Morton memorial	29,072.46	29,072.46
Union City Facilities	13,692.01	5,169.06
G. Barnett memorial	5,992.39	4,852.42
 Total Restricted	 83,748.45	 65,795.32
 Committed	 197,914.51	 187,338.36
 Total fund balance	 281,662.96	 253,133.68
 Total liabilities and fund equity	 \$ 281,662.96	 \$ 253,316.90

BRANCH DISTRICT LIBRARY

**CAPITAL PROJECTS FUND
BALANCE SHEETS**

ASSETS

	October 31,	
	<u>2019</u>	<u>2018</u>
Cash	\$ 335,786.89	\$ 457,640.36
Investments	<u>104,238.00</u>	<u>103,563.60</u>
Total Assets	<u><u>\$ 440,024.89</u></u>	<u><u>\$ 561,203.96</u></u>

LIABILITIES AND FUND EQUITY

LIABILITIES		
Accounts payable	\$ 0.00	\$ 10,864.21
Total liabilities	0.00	10,864.21
FUND BALANCE	<u>440,024.89</u>	<u>550,339.75</u>
Total liabilities and fund equity	<u><u>\$ 440,024.89</u></u>	<u><u>\$ 561,203.96</u></u>

BRANCH DISTRICT LIBRARY

**PERMANENT TRUST FUND
BALANCE SHEETS**

ASSETS

	October 31,	
	<u>2019</u>	<u>2018</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 October 31, 2019	Ten Months Ended October 31, 2019	Budget Year to Date 2019	
			Amount	Variance
REVENUES				
Taxes	\$ 18.74	\$ 1,610,410.23	\$ 1,611,850.10	\$ (1,439.87)
State shared revenue	0.00	37,645.56	34,458.40	3,187.16
Interest earned	156.70	1,836.68	8,000.00	(6,163.32)
Penal fines	9,294.58	187,252.22	220,000.00	(32,747.78)
Charges for services	2,635.24	29,495.14	22,000.00	7,495.14
Reimbursements	400.00	12,682.34	12,000.00	682.34
Miscellaneous	224.84	5,321.83	1,000.00	4,321.83
Total revenues	12,730.10	1,884,644.00	1,909,308.50	(24,664.50)
EXPENDITURES				
Library	117,295.03	1,479,285.50	1,962,516.35	(483,230.85)
Excess (deficiency) of revenues over expenditures	\$ (104,564.93)	405,358.50	(53,207.85)	458,566.35
FUND BALANCE - BEGINNING		805,983.22	752,776.63	53,206.59
FUND BALANCE - ENDING		\$ 1,211,341.72	\$ 699,568.78	\$ 511,772.94

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

	One Month Ended October 31,		Ten Months Ended October 31,	
	2019	2018	2019	2018
REVENUES				
Interest earned	\$ 130.65	\$ 128.52	\$ 1,301.91	\$ 1,283.60
Donations	3,019.82	5,148.03	28,083.94	39,291.66
	3,150.47	5,276.55	29,385.85	40,575.26
EXPENDITURES				
Expenses	25.00	202.11	3,778.96	8,735.88
Aileen Barnett endowment	0.00	0.00	5,235.91	175.00
Union City facilities	179.96	0.00	179.96	3,100.35
	204.96	202.11	9,194.83	12,011.23
Excess (deficiency) of revenues over expenditures	<u>\$ 2,945.51</u>	<u>\$ 5,074.44</u>	20,191.02	28,564.03
FUND BALANCE - BEGINNING			261,471.94	224,569.65
FUND BALANCE - ENDING			<u>\$ 281,662.96</u>	<u>\$ 253,133.68</u>

BRANCH DISTRICT LIBRARY

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

	One Month Ended October 31,		Ten Months Ended October 31,	
	2019	2018	2019	2018
REVENUES				
Taxes	\$ 0.00	\$ 0.00	\$ 25,962.70	\$ 217,074.72
Interest earned	71.33	98.16	675.59	927.99
	<hr/>	<hr/>	<hr/>	<hr/>
Total revenues	71.33	98.16	26,638.29	218,002.71
EXPENDITURES				
Capital outlay	414.99	19,294.57	1,222.06	79,093.76
	<hr/>	<hr/>	<hr/>	<hr/>
Excess (deficiency) of revenues over expenditures	\$ (343.66)	\$ (19,196.41)	25,416.23	138,908.95
FUND BALANCE - BEGINNING			414,608.66	411,430.80
			<hr/>	<hr/>
FUND BALANCE - ENDING			\$ 440,024.89	\$ 550,339.75
			<hr/>	<hr/>

BRANCH DISTRICT LIBRARY

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

	One Month Ended October 31,		Ten Months Ended October 31,	
	<u>2019</u>	<u>2018</u>	<u>2019</u>	<u>2018</u>
REVENUES				
Donation	\$ 0.00	\$ 0.00	\$ 0.00	\$ 5,000.00
EXPENDITURES				
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	5,000.00
FUND BALANCE - BEGINNING			<u>147,133.62</u>	<u>142,133.62</u>
FUND BALANCE - ENDING			<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 October 31, 2019	Ten Months Ended October 31, 2019	Budget Year to Date 2019	
			Amount	Variance
Salaries	\$ 69,888.84	\$ 825,825.10	\$ 1,049,268.47	\$ (223,443.37)
Board per diem	325.00	1,675.00	4,200.00	(2,525.00)
Payroll taxes	5,356.36	63,072.26	83,871.48	(20,799.22)
Insurance benefits	12,062.71	186,172.90	244,375.40	(58,202.50)
Unemployment insurance	0.00	0.00	8,000.00	(8,000.00)
Workers compensation	0.00	1,887.91	1,000.00	887.91
Deferred compensation	0.00	6,000.00	6,000.00	0.00
Liability insurance-employees	0.00	17,435.00	18,000.00	(565.00)
Employee benefits	0.00	976.44	5,000.00	(4,023.56)
Training and education	235.00	759.66	6,500.00	(5,740.34)
Travel-Training	237.72	597.25	1,500.00	(902.75)
Travel-Business	1,535.12	7,153.45	10,000.00	(2,846.55)
Rents and leases	0.00	1,500.00	2,000.00	(500.00)
Telecommunications	1,108.22	23,914.73	26,000.00	(2,085.27)
Utilities	2,082.31	22,010.95	31,000.00	(8,989.05)
Operating supplies	536.56	6,383.03	18,000.00	(11,616.97)
Office supplies	1,739.63	16,973.04	30,000.00	(13,026.96)
Janitorial supplies	267.73	2,446.38	3,000.00	(553.62)
Building/grounds maintenace materials	191.00	2,596.25	3,000.00	(403.75)
Postage	294.63	3,875.89	6,000.00	(2,124.11)
Interlibrary loans	0.00	507.17	1,000.00	(492.83)
Food and catering	25.44	225.20	200.00	25.20
Building and grounds maintenance svcs	881.14	21,733.35	45,000.00	(23,266.65)
Janitorial services	1,663.00	15,220.00	21,000.00	(5,780.00)
Other contractual services	0.00	25,874.49	22,000.00	3,874.49
Licensing and subscription services	1,692.47	27,404.91	45,000.00	(17,595.09)
Books	4,086.83	62,650.60	81,000.00	(18,349.40)
Periodicals	2,519.89	3,581.43	7,000.00	(3,418.57)
Professional and technical publications	1,768.81	1,768.81	0.00	1,768.81
Audio visual	875.75	12,135.09	18,000.00	(5,864.91)
Digital services	1,766.83	21,926.89	34,489.00	(12,562.11)
Technology hardware	0.00	34,042.81	40,000.00	(5,957.19)
Technology equipment repair & supplies	633.59	3,086.54	2,000.00	1,086.54
Membership and dues	93.46	1,682.84	2,000.00	(317.16)
Community promotions	913.46	4,892.26	5,400.00	(507.74)
Performers	635.00	3,407.00	12,290.00	(8,883.00)
Food	135.54	1,149.57	2,700.00	(1,550.43)
Program supplies	1,401.00	11,338.91	12,290.00	(951.09)
Printing and binding	0.00	401.80	2,000.00	(1,598.20)
Public announcements	0.00	717.34	1,000.00	(282.66)
Bank and merchant charges	51.99	524.46	732.00	(207.54)
Management and consulting services	0.00	450.00	0.00	450.00
Legal and accounting services	2,290.00	33,299.10	50,000.00	(16,700.90)
Correction of prior year taxes	0.00	9.69	700.00	(690.31)
Total expenditures	\$ 117,295.03	\$ 1,479,285.50	\$ 1,962,516.35	\$ (483,230.85)

BRANCH DISTRICT LIBRARY
OTHER SUPPLEMENTAL INFORMATION
GENERAL FUND
SCHEDULE OF EXPENDITURES

	One Month Ended October 31,		Ten Months Ended October 31,	
	2019	2018	2019	2018
Salaries	\$ 69,888.84	\$ 86,957.06	\$ 825,825.10	\$ 897,534.54
Board per diem	325.00	575.00	1,675.00	2,275.00
Payroll taxes	5,356.36	6,660.41	63,072.26	68,550.31
Insurance benefits	12,062.71	20,694.28	186,172.90	220,498.55
Workers compensation	0.00	0.00	1,887.91	0.00
Deferred compensation	0.00	0.00	6,000.00	6,000.00
Liability insurance-employees	0.00	0.00	17,435.00	17,707.00
Employee benefits	0.00	0.00	976.44	599.98
Training and education	235.00	706.44	759.66	15,527.06
Travel-Training	237.72	119.00	597.25	9,517.65
Travel-Business	1,535.12	915.76	7,153.45	10,476.84
Rents and leases	0.00	110.00	1,500.00	1,700.00
Telecommunications	1,108.22	2,015.38	23,914.73	21,086.85
Utilities	2,082.31	1,854.86	22,010.95	24,870.19
Operating supplies	536.56	1,000.07	6,383.03	16,215.22
Office supplies	1,739.63	657.45	16,973.04	24,531.01
Janitorial supplies	267.73	586.27	2,446.38	2,332.72
Building/grounds maintenance materials	191.00	1,757.54	2,596.25	19,873.72
Postage	294.63	200.00	3,875.89	4,491.38
Interlibrary loans	0.00	0.00	507.17	0.00
Food and catering	25.44	389.76	225.20	1,224.04
Equipment maintenance	0.00	683.21	0.00	7,264.79
Building and grounds maintenance svcs	881.14	3,208.43	21,733.35	45,084.47
Janitorial services	1,663.00	0.00	15,220.00	10,543.22
Other contractual services	0.00	(3,309.04)	25,874.49	21,036.41
Licensing and subscription services	1,692.47	9,206.52	27,404.91	14,430.90
Books	4,086.83	7,958.82	62,650.60	82,115.57
Periodicals	2,519.89	265.00	3,581.43	2,258.36
Professional and technical publications	1,768.81	0.00	1,768.81	759.00
Audio visual	875.75	809.47	12,135.09	13,844.45
Digital services	1,766.83	3,872.99	21,926.89	39,413.05
Technology hardware	0.00	0.00	34,042.81	0.00
Technology equipment repair & supplies	633.59	0.00	3,086.54	0.00
Membership and dues	93.46	0.00	1,682.84	2,945.82
Community promotions	913.46	921.52	4,892.26	6,460.75
Performers	635.00	810.00	3,407.00	16,166.55
Food	135.54	272.45	1,149.57	1,903.82
Program supplies	1,401.00	1,956.08	11,338.91	15,025.83
Printing and binding	0.00	0.00	401.80	1,814.95
Public announcements	0.00	0.00	717.34	3,313.35
Bank and merchant charges	51.99	48.80	524.46	597.77
Management and consulting services	0.00	1,850.06	450.00	17,357.36
Legal and accounting services	2,290.00	2,240.00	33,299.10	33,343.37
Correction of prior year taxes	0.00	0.00	9.69	624.10
Total expenditures	\$ 117,295.03	\$ 155,993.59	\$ 1,479,285.50	\$ 1,701,315.95