

BRANCH DISTRICT LIBRARY
FINANCIAL STATEMENTS
FEBRUARY 28, 2017 AND 2016

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Certified Public Accountants
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INDEPENDENT ACCOUNTANT'S COMPILATION REPORT

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

March 10, 2017

We have compiled the accompanying balance sheets of Branch District Library as of February 28, 2017 and 2016, and the related statements of revenues, expenditures and changes in fund balance, and other supplemental information for the two 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 two months ending February 28, 2017, 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

March 10, 2017

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

	February 28,	
	2017	2016
Cash	\$ 984,874.82	\$ 741,865.49
Investments	651,338.87	646,168.07
Due from County	33,964.74	15,000.00
Prepaid expenses	<u>8,101.12</u>	<u>4,263.97</u>
 Total assets	 <u>\$ 1,678,279.55</u>	 <u>\$ 1,407,297.53</u>

LIABILITIES AND FUND EQUITY

LIABILITIES

Accounts payable	\$ 19,276.74	\$ 23,188.46
Due to the City of Coldwater	0.00	5.85
Payroll taxes payable	11,207.15	8,386.31
Accrued wages	<u>15,637.01</u>	<u>37,820.48</u>
 Total liabilities	 46,120.90	 69,401.10

FUND BALANCE

	<u>1,632,158.65</u>	<u>1,337,896.43</u>
 Total liabilities and fund equity	 <u>\$ 1,678,279.55</u>	 <u>\$ 1,407,297.53</u>

BRANCH DISTRICT LIBRARY
SPECIAL REVENUE TRUST FUND
BALANCE SHEETS

ASSETS

	February 28,	
	2017	2016
Cash	\$ 182,538.26	\$ 128,590.04
Restricted assets:		
Cash	50,085.09	56,883.82
Total Assets	\$ 232,623.35	\$ 185,473.86

LIABILITIES AND FUND EQUITY

LIABILITIES		
Accounts payable	\$ 150.85	\$ 10.99
FUND BALANCE		
Restricted:		
Bronson operations	0.00	7,596.17
A. Barnett memorial	10,235.64	7,828.23
Fisher memorial	1,537.53	2,685.50
Dallen memorial	861.61	854.43
Morton memorial	29,011.59	28,939.16
Union City Facilities	5,380.51	6,839.18
G. Barnett memorial	3,058.21	2,141.15
Total Restricted	50,085.09	56,883.82
Committed	182,387.41	128,579.05
Total fund balance	232,472.50	185,462.87
Total liabilities and fund equity	\$ 232,623.35	\$ 185,473.86

BRANCH DISTRICT LIBRARY

**CAPITAL PROJECTS FUND
BALANCE SHEETS**

ASSETS

	February 28,	
	2017	2016
Cash	\$ 403,923.95	\$ 304,958.85
Investments	<u>102,379.97</u>	<u>101,487.02</u>
Total Assets	<u>\$ 506,303.92</u>	<u>\$ 406,445.87</u>

LIABILITIES AND FUND EQUITY

LIABILITIES		
Accounts payable	\$ 409.96	\$ 487.79
Total liabilities	409.96	487.79
FUND BALANCE	<u>505,893.96</u>	<u>405,958.08</u>
Total liabilities and fund equity	<u>\$ 506,303.92</u>	<u>\$ 406,445.87</u>

BRANCH DISTRICT LIBRARY

**PERMANENT TRUST FUND
BALANCE SHEETS**

ASSETS

	February 28,	
	<u>2017</u>	<u>2016</u>
Restricted assets:		
Cash	\$ 52,000.00	\$ 52,000.00
Investments	<u>90,133.62</u>	<u>90,133.62</u>
Total assets	<u><u>\$ 142,133.62</u></u>	<u><u>\$ 142,133.62</u></u>

LIABILITIES AND FUND EQUITY

LIABILITIES		
Accounts payable	\$ 0.00	\$ 0.00
FUND BALANCE		
Restricted:		
Semmelroth 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><u>\$ 142,133.62</u></u>	<u><u>\$ 142,133.62</u></u>

BRANCH DISTRICT LIBRARY

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

	One Month Ended February 28, 2017	Two Months Ended February 28, 2017	Budget Year to Date 2017	
			Amount	Variance
REVENUES				
Taxes	\$ 268,916.12	\$ 741,964.00	\$ 1,325,348.20	\$ (583,384.20)
State shared revenue	0.00	0.00	30,672.10	(30,672.10)
Interest earned	159.66	264.60	5,177.46	(4,912.86)
Penal fines	18,964.74	33,964.74	175,000.00	(141,035.26)
Charges for services	1,257.00	2,403.68	27,000.00	(24,596.32)
Reimbursements	0.00	0.00	40,000.00	(40,000.00)
Miscellaneous	630.03	1,920.83	11,860.91	(9,940.08)
	<hr/>	<hr/>	<hr/>	<hr/>
Total revenues	289,927.55	780,517.85	1,615,058.67	(834,540.82)
EXPENDITURES				
Library	129,375.64	247,052.23	1,684,796.46	(1,437,744.23)
	<hr/>	<hr/>	<hr/>	<hr/>
Excess (deficiency) of revenues over expenditures	160,551.91	533,465.62	(69,737.79)	603,203.41
OTHER SOURCES (USES)				
Transfers from (to) other funds	0.00	0.00	64,380.08	(64,380.08)
	<hr/>	<hr/>	<hr/>	<hr/>
Excess (deficiency) of revenues and other sources over expenditures	\$ 160,551.91	533,465.62	(5,357.71)	538,823.33
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FUND BALANCE - BEGINNING		1,098,693.03	865,202.50	233,490.53
		<hr/>	<hr/>	<hr/>
FUND BALANCE - ENDING		\$ 1,632,158.65	\$ 859,844.79	\$ 772,313.86
		<hr/>	<hr/>	<hr/>

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

	One Month Ended February 28,		Two Months Ended February 28,	
	2017	2016	2017	2016
REVENUES				
Interest earned	\$ 131.88	\$ 124.27	\$ 264.09	\$ 242.27
Donations	773.68	940.97	54,125.85	4,016.75
Total revenues	905.56	1,065.24	54,389.94	4,259.02
EXPENDITURES				
Expenses	794.94	71.41	794.94	1,061.09
Aileen Barnett endowment	0.00	286.02	65.50	286.02
Friends of the Library	0.00	0.00	2,400.00	2,400.00
Union City facilities	0.00	0.00	0.00	444.99
Total expenditures	794.94	357.43	3,260.44	4,192.10
Excess (deficiency) of revenues over expenditures	\$ 110.62	\$ 707.81	51,129.50	66.92
FUND BALANCE - BEGINNING			181,343.00	185,395.95
FUND BALANCE - ENDING			\$ 232,472.50	\$ 185,462.87

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

	One Month Ended February 28,		Two Months Ended February 28,	
	2017	2016	2017	2016
REVENUES				
Taxes	\$ 41,462.67	\$ 110,715.48	\$ 129,086.61	\$ 118,535.48
Interest earned	<u>73.58</u>	<u>52.36</u>	<u>146.75</u>	<u>90.21</u>
 Total revenues	 41,536.25	 110,767.84	 129,233.36	 118,625.69
EXPENDITURES				
Automation	0.00	2,362.00	0.00	2,362.00
Capital outlay	<u>1,524.96</u>	<u>487.79</u>	<u>1,524.96</u>	<u>26,285.79</u>
Excess (deficiency) of revenues over expenditures	<u>\$ 40,011.29</u>	<u>\$ 107,918.05</u>	127,708.40	89,977.90
 FUND BALANCE - BEGINNING			 <u>378,185.56</u>	 <u>315,980.18</u>
 FUND BALANCE - ENDING			 <u>\$ 505,893.96</u>	 <u>\$ 405,958.08</u>

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

	One Month Ended February 28,		Two Months Ended February 28,	
	2017	2016	2017	2016
REVENUES				
Total revenues	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
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	0.00
FUND BALANCE - BEGINNING			<u>142,133.62</u>	<u>142,133.62</u>
FUND BALANCE - ENDING			<u>\$ 142,133.62</u>	<u>\$ 142,133.62</u>

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

	One Month Ended February 28, 2017	Two Months Ended February 28, 2017	Budget Year to Date 2017	
			Amount	Variance
Salaries	\$ 73,783.84	\$ 130,994.51	\$ 970,784.34	\$ (839,789.83)
Payroll taxes	5,694.33	10,044.44	77,662.75	(67,618.31)
Unemployment	0.00	0.00	10,000.00	(10,000.00)
Workers compensation	882.99	1,765.98	3,535.00	(1,769.02)
Longevity	1,000.00	1,000.00	6,825.00	(5,825.00)
Board per diem	0.00	0.00	4,200.00	(4,200.00)
Hospitalization	10,048.26	18,149.38	105,695.52	(87,546.14)
Deferred compensation	0.00	3,000.00	7,500.00	(4,500.00)
Employee relations	0.00	0.00	1,000.00	(1,000.00)
Contracted services	0.00	0.00	19,000.00	(19,000.00)
Training	1,680.00	2,875.58	10,000.00	(7,124.42)
Facilities rent	104.00	312.00	1,900.00	(1,588.00)
Telephone	548.04	975.94	6,270.00	(5,294.06)
Utilities	4,202.78	7,878.22	35,000.00	(27,121.78)
Insurance	305.59	305.59	14,770.00	(14,464.41)
Capital outlay	0.00	(1,000.00)	0.00	(1,000.00)
Maintenance	2,645.99	6,567.90	75,000.00	(68,432.10)
Equipment maintenance	1,266.93	2,757.21	9,000.00	(6,242.79)
Network maintenance	1,739.56	10,647.94	46,224.85	(35,576.91)
Janitorial supplies	430.40	668.19	3,000.00	(2,331.81)
Office supplies	399.40	1,877.31	20,000.00	(18,122.69)
Operating supplies	310.37	934.47	15,000.00	(14,065.53)
Interloan document delivery	0.00	14.99	500.00	(485.01)
Postage	237.60	456.40	4,000.00	(3,543.60)
Books	11,783.20	18,909.65	87,169.00	(68,259.35)
Periodicals	215.00	768.65	8,000.00	(7,231.35)
Audio visual	912.83	2,944.55	18,260.00	(15,315.45)
Membership and dues	636.00	911.00	2,000.00	(1,089.00)
Transportation	784.88	1,457.54	13,000.00	(11,542.46)
Community promotions	1,614.52	4,927.11	36,400.00	(31,472.89)
Printing, publishing & advertising	1,237.04	1,832.06	9,600.00	(7,767.94)
Bank service fees	49.31	100.61	1,000.00	(899.39)
Professional services	6,645.00	14,734.80	60,000.00	(45,265.20)
Correction of prior year taxes	0.00	22.43	2,500.00	(2,477.57)
Total expenditures	\$ 129,375.64	\$ 247,052.23	\$ 1,684,796.46	\$ (1,437,744.23)

BRANCH DISTRICT LIBRARY
OTHER SUPPLEMENTAL INFORMATION
GENERAL FUND
SCHEDULE OF EXPENDITURES

	One Month Ended February 28,		Two Months Ended February 28,	
	2017	2016	2017	2016
Salaries	\$ 73,783.84	\$ 56,469.50	\$ 130,994.51	\$ 141,179.39
Payroll taxes	5,694.33	4,344.96	10,044.44	10,843.70
Workers compensation	882.99	0.00	1,765.98	703.00
Longevity	1,000.00	500.00	1,000.00	1,000.00
Hospitalization	10,048.26	4,263.97	18,149.38	8,527.94
Deferred compensation	0.00	0.00	3,000.00	2,500.00
Employee relations	0.00	70.00	0.00	70.00
Training	1,680.00	158.00	2,875.58	158.00
Facilities rent	104.00	102.00	312.00	300.00
Telephone	548.04	586.92	975.94	1,091.65
Utilities	4,202.78	3,505.86	7,878.22	6,591.88
Insurance	305.59	0.00	305.59	0.00
Capital outlay	0.00	0.00	(1,000.00)	0.00
Maintenance	2,645.99	23,010.72	6,567.90	30,135.44
Equipment maintenance	1,266.93	1,324.82	2,757.21	1,859.82
Network maintenance	1,739.56	0.01	10,647.94	8,058.83
Janitorial supplies	430.40	94.84	668.19	316.53
Office supplies	399.40	1,379.30	1,877.31	4,260.85
Operating supplies	310.37	0.00	934.47	0.00
Interloan document delivery	0.00	33.00	14.99	69.98
Postage	237.60	238.05	456.40	506.65
Books	11,783.20	11,287.27	18,909.65	18,151.18
Periodicals	215.00	312.00	768.65	416.00
Audio visual	912.83	1,468.24	2,944.55	3,042.79
Membership and dues	636.00	65.00	911.00	245.00
Transportation	784.88	525.72	1,457.54	1,000.02
Community promotions	1,614.52	3,899.29	4,927.11	7,565.97
Printing, publishing & advertising	1,237.04	(99.72)	1,832.06	1,442.14
Bank service fees	49.31	76.01	100.61	125.91
Professional services	6,645.00	6,482.70	14,734.80	19,449.00
Correction of prior year taxes	0.00	14.04	22.43	14.04
Total expenditures	\$ 129,375.64	\$ 120,112.50	\$ 247,052.23	\$ 269,625.71