

**BRANCH DISTRICT LIBRARY**  
**FINANCIAL STATEMENTS**  
**AUGUST 31, 2019 AND 2018**

## **CONTENTS**

	Page
<b>FINANCIAL STATEMENTS</b>	
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
<b>OTHER SUPPLEMENTAL INFORMATION</b>	
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

September 09, 2019

We have compiled the accompanying balance sheets of Branch District Library as of August 31, 2019 and 2018, and the related statements of revenues, expenditures and changes in fund balance, and other supplemental information for the eight 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.

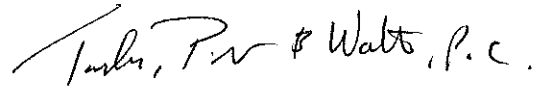
Management has elected to omit substantially all of the disclosures and the statements of cash flows required by accounting principles generally accepted in the United States of America. If the omitted disclosures and the statements of cash flows were included in the financial statements, they might 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 eight months ending August 31, 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

September 09, 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**

	<b>August 31,</b>	
	<b>2019</b>	<b>2018</b>
Cash	\$ 790,988.90	\$ 630,182.63
Investments	667,986.35	659,506.11
Due from County	15,000.00	33,193.47
Due from the City of Coldwater	0.00	27.97
Due from others	3,757.54	0.00
Prepaid expenses	23,736.75	21,796.69
<b>Total assets</b>	<b>\$ 1,501,469.54</b>	<b>\$ 1,344,706.87</b>

**LIABILITIES AND FUND EQUITY**

**LIABILITIES**

Accounts payable	\$ 0.00	\$ 14,246.98
Due to the City of Coldwater	325.90	19.16
Payroll taxes payable	2,429.05	3,103.60
Accrued wages	46,492.88	46,066.22
<b>Total liabilities</b>	<b>49,247.83</b>	<b>63,435.96</b>

**FUND BALANCE**

	1,452,221.71	1,281,270.91
<b>Total liabilities and fund equity</b>	<b>\$ 1,501,469.54</b>	<b>\$ 1,344,706.87</b>

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

**ASSETS**

	<b>August 31,</b>	
	<b>2019</b>	<b>2018</b>
Cash	\$ 197,096.23	\$ 185,902.13
Restricted assets:		
Cash	51,699.16	63,236.41
Investments	29,072.46	0.00
 Total Assets	 \$ 277,867.85	 \$ 249,138.54

**LIABILITIES AND FUND EQUITY**

<b>LIABILITIES</b>			
Accounts payable	\$	0.00	\$ 0.00
 <b>FUND BALANCE</b>			
Restricted:			
A. Barnett memorial		27,619.57	20,306.44
Fisher memorial		3,511.59	2,204.83
Dallen memorial		879.47	872.41
Uhle memorial		14.92	2.63
Morton memorial		29,072.46	29,072.46
Union City Facilities		13,871.97	6,115.50
G. Barnett memorial		5,801.64	4,662.14
 Total Restricted		80,771.62	63,236.41
 Committed		197,096.23	185,902.13
 Total fund balance		277,867.85	249,138.54
 Total liabilities and fund equity	 \$	 277,867.85	 \$ 249,138.54

**BRANCH DISTRICT LIBRARY**

**CAPITAL PROJECTS FUND  
BALANCE SHEETS**

**ASSETS**

	<b>August 31,</b>	
	<b>2019</b>	<b>2018</b>
Cash	\$ 336,323.57	\$ 467,467.13
Investments	104,238.00	103,563.60
Total Assets	<u>\$ 440,561.57</u>	<u>\$ 571,030.73</u>

**LIABILITIES AND FUND EQUITY**

**LIABILITIES**

Total liabilities	0.00	0.00
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**FUND BALANCE**

	440,561.57	571,030.73
Total liabilities and fund equity	<u>\$ 440,561.57</u>	<u>\$ 571,030.73</u>

**BRANCH DISTRICT LIBRARY**

**PERMANENT TRUST FUND  
BALANCE SHEETS**

**ASSETS**

	<b>August 31,</b>	
	<b>2019</b>	<b>2018</b>
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 August 31, 2019	Eight Months Ended August 31, 2019	Budget Year to Date 2019	
			Amount	Variance
<b>REVENUES</b>				
Taxes	\$ 6.68	\$ 1,610,248.00	\$ 1,611,850.10	\$ (1,602.10)
State shared revenue	19,029.44	37,645.56	34,458.40	3,187.16
Interest earned	211.12	1,497.44	8,000.00	(6,502.56)
Penal fines	18,301.70	160,206.52	220,000.00	(59,793.48)
Charges for services	1,439.72	25,711.22	22,000.00	3,711.22
Reimbursements	1,513.40	12,089.42	12,000.00	89.42
Miscellaneous	536.50	4,871.67	1,000.00	3,871.67
Total revenues	41,038.56	1,852,269.83	1,909,308.50	(57,038.67)
<b>EXPENDITURES</b>				
Library	119,311.33	1,206,031.34	1,962,516.35	(756,485.01)
Excess (deficiency) of revenues over expenditures	\$ <u>(78,272.77)</u>	646,238.49	(53,207.85)	699,446.34
<b>FUND BALANCE - BEGINNING</b>		805,983.22	752,776.63	53,206.59
<b>FUND BALANCE - ENDING</b>		\$ <u>1,452,221.71</u>	\$ <u>699,568.78</u>	\$ <u>752,652.93</u>

**BRANCH DISTRICT LIBRARY**

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

	One Month Ended August 31,		Eight Months Ended August 31,	
	2019	2018	2019	2018
<b>REVENUES</b>				
Interest earned	\$ 133.48	\$ 131.59	\$ 1,038.86	\$ 1,024.80
Donations	708.49	25.00	24,346.92	34,143.63
Total revenues	841.97	156.59	25,385.78	35,168.43
<b>EXPENDITURES</b>				
Expenses	227.21	924.69	3,753.96	8,270.63
Aileen Barnett endowment	5,025.00	0.00	5,235.91	175.00
Union City facilities	0.00	0.00	0.00	2,153.91
Total expenditures	5,252.21	924.69	8,989.87	10,599.54
Excess (deficiency) of revenues over expenditures	\$ (4,410.24)	\$ (768.10)	16,395.91	24,568.89
<b>FUND BALANCE - BEGINNING</b>			261,471.94	224,569.65
<b>FUND BALANCE - ENDING</b>			\$ 277,867.85	\$ 249,138.54

**BRANCH DISTRICT LIBRARY**

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

	One Month Ended August 31,		Eight Months Ended August 31,	
	2019	2018	2019	2018
<b>REVENUES</b>				
Taxes	\$ 0.00	\$ 0.00	\$ 25,962.70	\$ 217,074.72
Interest earned	71.40	99.71	535.18	733.83
	<hr/>	<hr/>	<hr/>	<hr/>
Total revenues	71.40	99.71	26,497.88	217,808.55
<b>EXPENDITURES</b>				
Capital outlay	0.00	4,100.95	544.97	58,208.62
	<hr/>	<hr/>	<hr/>	<hr/>
Excess (deficiency) of revenues over expenditures	\$ 71.40	\$ (4,001.24)	25,952.91	159,599.93
	<hr/>	<hr/>	<hr/>	<hr/>
<b>FUND BALANCE - BEGINNING</b>			414,608.66	411,430.80
			<hr/>	<hr/>
<b>FUND BALANCE - ENDING</b>			\$ 440,561.57	\$ 571,030.73
			<hr/>	<hr/>

**BRANCH DISTRICT LIBRARY**

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

	One Month Ended August 31,		Eight Months Ended August 31,	
	<u>2019</u>	<u>2018</u>	<u>2019</u>	<u>2018</u>
<b>REVENUES</b>				
Donation	\$ 0.00	\$ 0.00	\$ 0.00	\$ 5,000.00
<b>EXPENDITURES</b>				
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
<b>FUND BALANCE - BEGINNING</b>			<u>147,133.62</u>	<u>142,133.62</u>
<b>FUND BALANCE - ENDING</b>			<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 August 31, 2019	Eight Months Ended August 31, 2019	Budget Year to Date 2019	
			Amount	Variance
Salaries	\$ 69,285.11	\$ 683,385.71	\$ 1,049,268.47	\$ (365,882.76)
Board per diem	0.00	1,350.00	4,200.00	(2,850.00)
Payroll taxes	5,284.08	52,180.98	83,871.48	(31,690.50)
Insurance benefits	18,892.89	158,632.39	244,375.40	(85,743.01)
Unemployment insurance	0.00	0.00	8,000.00	(8,000.00)
Workers compensation	486.23	1,887.91	1,000.00	887.91
Deferred compensation	0.00	6,000.00	6,000.00	0.00
Liability insurance-employees	(500.00)	17,435.00	18,000.00	(565.00)
Employee benefits	109.88	976.44	5,000.00	(4,023.56)
Training and education	150.00	524.66	6,500.00	(5,975.34)
Travel-Training	174.00	359.53	1,500.00	(1,140.47)
Travel-Business	470.96	4,638.73	10,000.00	(5,361.27)
Rents and leases	0.00	1,390.00	2,000.00	(610.00)
Telecommunications	1,566.00	17,999.85	26,000.00	(8,000.15)
Utilities	2,305.89	18,083.73	31,000.00	(12,916.27)
Operating supplies	0.00	5,450.77	18,000.00	(12,549.23)
Office supplies	190.84	14,603.79	30,000.00	(15,396.21)
Janitorial supplies	0.00	2,008.30	3,000.00	(991.70)
Building/grounds maintenace materials	0.00	835.62	3,000.00	(2,164.38)
Postage	277.90	2,661.47	6,000.00	(3,338.53)
Interlibrary loans	6.98	260.17	1,000.00	(739.83)
Food and catering	27.96	199.76	200.00	(0.24)
Building and grounds maintenance svcs	860.92	20,443.75	45,000.00	(24,556.25)
Janitorial services	1,896.00	11,580.00	21,000.00	(9,420.00)
Other contractual services	9,923.56	25,874.49	22,000.00	3,874.49
Licensing and subscription services	45.00	25,117.52	45,000.00	(19,882.48)
Books	3,556.94	54,544.49	81,000.00	(26,455.51)
Periodicals	0.00	1,061.54	7,000.00	(5,938.46)
Audio visual	1,384.16	10,093.15	18,000.00	(7,906.85)
Digital services	1,904.43	18,359.92	34,489.00	(16,129.08)
Technology hardware	0.00	0.00	40,000.00	(40,000.00)
Technology equipment repair & supplies	443.68	2,121.28	2,000.00	121.28
Membership and dues	0.00	1,589.38	2,000.00	(410.62)
Community promotions	332.24	3,412.19	5,400.00	(1,987.81)
Performers	(250.00)	2,422.00	12,290.00	(9,868.00)
Food	0.00	1,012.25	2,700.00	(1,687.75)
Program supplies	247.80	8,469.72	12,290.00	(3,820.28)
Printing and binding	143.60	401.80	2,000.00	(1,598.20)
Public announcements	83.30	645.94	1,000.00	(354.06)
Bank and merchant charges	83.57	413.32	732.00	(318.68)
Management and consulting services	0.00	450.00	0.00	450.00
Legal and accounting services	0.00	27,144.10	50,000.00	(22,855.90)
Correction of prior year taxes	(72.59)	9.69	700.00	(690.31)
<b>Total expenditures</b>	<b>\$ 119,311.33</b>	<b>\$ 1,206,031.34</b>	<b>\$ 1,962,516.35</b>	<b>\$ (756,485.01)</b>

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

	One Month Ended August 31,		Eight Months Ended August 31,	
	2019	2018	2019	2018
Salaries	\$ 69,285.11	\$ 87,219.04	\$ 683,385.71	\$ 722,698.37
Board per diem	0.00	0.00	1,350.00	1,700.00
Payroll taxes	5,284.08	6,645.96	52,180.98	55,193.31
Insurance benefits	18,892.89	24,817.84	158,632.39	177,003.01
Workers compensation	486.23	0.00	1,887.91	0.00
Deferred compensation	0.00	0.00	6,000.00	6,000.00
Liability insurance-employees	(500.00)	0.00	17,435.00	17,707.00
Employee benefits	109.88	0.00	976.44	599.98
Training and education	150.00	0.00	524.66	14,820.62
Travel-Training	174.00	3,110.00	359.53	11,609.65
Travel-Business	470.96	1,066.04	4,638.73	8,816.37
Rents and leases	0.00	110.00	1,390.00	1,480.00
Telecommunications	1,566.00	1,947.21	17,999.85	17,890.06
Utilities	2,305.89	2,147.49	18,083.73	20,881.62
Operating supplies	0.00	1,772.31	5,450.77	14,909.78
Office supplies	190.84	3,897.36	14,603.79	24,840.02
Janitorial supplies	0.00	450.20	2,008.30	1,706.87
Building/grounds maintenace materials	0.00	694.80	835.62	2,453.18
Postage	277.90	499.25	2,661.47	3,957.29
Interlibrary loans	6.98	0.00	260.17	0.00
Food and catering	27.96	0.00	199.76	822.62
Equipment maintenance	0.00	12.00	0.00	4,317.72
Building and grounds maintenance svcs	860.92	7,652.54	20,443.75	36,332.21
Janitorial services	1,896.00	2,176.00	11,580.00	10,543.22
Other contractual services	9,923.56	9,108.70	25,874.49	28,956.52
Licensing and subscription services	45.00	2,123.26	25,117.52	5,224.38
Books	3,556.94	10,111.82	54,544.49	64,347.50
Periodicals	0.00	0.00	1,061.54	1,652.36
Professional and technical publications	0.00	99.00	0.00	759.00
Audio visual	1,384.16	1,330.43	10,093.15	12,152.58
Digital services	1,904.43	2,556.78	18,359.92	20,495.60
Technology equipment repair & supplies	443.68	0.00	2,121.28	0.00
Membership and dues	0.00	228.00	1,589.38	2,860.82
Community promotions	332.24	2,254.39	3,412.19	5,514.23
Performers	(250.00)	2,029.44	2,422.00	14,291.55
Food	0.00	221.56	1,012.25	1,438.63
Program supplies	247.80	416.50	8,469.72	10,065.66
Printing and binding	143.60	0.00	401.80	1,814.95
Public announcements	83.30	113.05	645.94	2,825.83
Bank and merchant charges	83.57	70.73	413.32	496.98
Management and consulting services	0.00	180.00	450.00	6,860.00
Legal and accounting services	0.00	1,996.00	27,144.10	29,027.69
Correction of prior year taxes	(72.59)	0.00	9.69	169.88
<b>Total expenditures</b>	<b>\$ 119,311.33</b>	<b>\$ 177,057.70</b>	<b>\$ 1,206,031.34</b>	<b>\$ 1,365,237.06</b>