



Westchester Library System
Financial Statement Review
October 2016



NOTES FOR OCTOBER 2016 BALANCE SHEET

Assets:

Cash & Cash Equivalents – WLS received approximately \$250,000 in cash, including \$150,000 in State and Federal (IMLS) monies. Approximately \$1,000,000 was paid out during the month, including a \$340,000 payment to the NYS Retirement System and \$111,000 payment to Dell for virtual desktop purchases. The result is a \$750,000 reduction in our cash position during the month of October.

Unconditional Promises to Give – This figure increased by approximately \$34,000 in October. During the month, \$106,000 in unconditional promises was recorded, and revenues received from New York State and the Institute of Museum and Library Services (noted above) reduced the line by \$72,000.

Accounts Receivable – This line was reduced by \$43,000, the result of payments received for the Long Island University/Palmer School certificate program, and member library payments for various supplies and services.

Prepaid Expenses – This line remained essentially unchanged from September. \$118,400 was recorded during the month and \$118,800 was released, resulting in a reduction of \$400.

Liabilities:

Accounts Payable – This line decreased by approximately \$375,000, most of which was the result of payment of the annual pension bill.

Deferred Revenue – This line decreased by approximately \$425,000 during the period, primarily the result of recognition of one month's worth of IT and State revenues.

Financial Statement Review
October 2016

	<u>10/31/2016</u>	<u>12/31/2015</u>	<u>YTD Change</u>	<u>YTD % Change</u>
Assets				
Current Assets				
Cash & Cash Equivalents	4,726,019	3,959,925	766,094	19.4%
Unconditional Promises to Give	336,424	337,244	(819)	-0.2%
Accounts Receivable	148,435	70,252	78,183	111.3%
Prepaid Expenses	418,653	451,404	(32,750)	-7.3%
Security Deposits	0	35,737	(35,737)	-100.0%
Total Current Assets	5,629,532	4,854,561	774,971	16.0%
Long-term Assets				
Property & Equipment	<u>239,496</u>	<u>325,884</u>	(86,388)	-26.5%
Total Property & Equipment	<u>239,496</u>	<u>325,884</u>	(86,388)	-26.5%
Total Long-term Assets	<u>239,496</u>	<u>325,884</u>	(86,388)	-26.5%
Total Assets	<u>5,869,028</u>	<u>5,180,445</u>	<u>688,583</u>	<u>13.3%</u>
Liabilities				
Short-term Liabilities				
Accounts Payable	413,740	421,624	(7,885)	-1.9%
Deferred Revenue	<u>1,568,933</u>	<u>651,749</u>	<u>917,184</u>	<u>140.7%</u>
Total Short-term Liabilities	1,982,673	1,073,373	909,300	84.7%
Long-term Liabilities				
Capital Lease Obligations	0	0	0	0.0%
Deferred Rent	97,351	0	97,351	100.0%
Post-Retirement Benefits Payable	<u>4,116,348</u>	<u>4,116,348</u>	<u>0</u>	0.0%
Total Long-term Liabilities	<u>4,213,699</u>	<u>4,116,348</u>	<u>97,351</u>	<u>2.4%</u>
Total Liabilities	<u>6,196,372</u>	<u>5,189,721</u>	<u>1,006,651</u>	<u>19.4%</u>
Net Assets				
Total Net Assets	<u>(327,344)</u>	<u>(9,276)</u>	<u>(318,068)</u>	<u>3428.9%</u>
Total Liabilities and Net Assets	<u>5,869,028</u>	<u>5,180,445</u>	<u>688,583</u>	<u>13.3%</u>



NOTES FOR OCTOBER 2016 INCOME STATEMENT

Revenues:

Total revenues for October exceeded budget by \$17,000. The only notable variance is in the *Grants – State* line, the result of greater-than-budgeted NYS revenues for 2016-17, as well as receipt of monies reimbursing WLS for MTA tax payments made in prior years.

Expenses:

Overall spending for the period fell short of budget by \$53,000. Most lines came in within budget or had deficits of approximately \$5,000 or less. Most of the deficits in the monthly budget are the result of timing issues. However, the deficits in Bibliographic Fees and Delivery Charges are indicative of overall budget deficits at year-end. (See the Income Statement with Projections for additional information.)



Empowering libraries. Empowering communities.

Financial Statement Review October 2016

	Current Period		Current Year			Total Budget	
	10/31/2016	Budget	Budget Variance	Actual	YTD Budget		YTD Budget Variance
Revenue							
Grants State	200,328	178,408	21,919	1,836,904	1,783,883	53,021	2,140,700
Grants County	83,325	83,325	0	833,250	833,250	0	1,000,000
Grants Federal	0	0	0	2,168	0	2,168	0
Member Technology Fees	220,618	225,308	(4,691)	2,290,014	2,254,083	35,931	2,704,700
Fund Raising & Contributions	3,000	8,917	(5,917)	65,841	99,167	(33,326)	117,000
Interest	623	250	373	5,843	2,500	3,343	3,000
WEBS & Other	3,725	3,325	400	36,522	33,250	3,272	39,500
Restricted Grants	44,561	39,558	5,003	382,798	403,083	(20,286)	482,100
Total Revenue	<u>556,179</u>	<u>539,092</u>	<u>17,087</u>	<u>5,453,340</u>	<u>5,409,217</u>	<u>44,123</u>	<u>6,487,000</u>
Expenditures							
Salaries	180,033	197,256	17,223	1,914,882	1,947,349	32,467	2,341,700
Fringe Benefits	89,267	94,981	5,715	914,000	947,771	33,771	1,141,200
Professional Fees	1,157	1,842	684	16,661	15,517	(1,144)	25,400
Equipment	954	14,717	13,763	97,279	149,167	51,888	178,600
Library Materials	60,618	59,175	(1,443)	570,857	579,850	8,993	687,300
Rent and Utilities	24,338	25,233	896	234,257	250,533	16,277	301,000
Repairs and Maintenance	37,080	31,533	(5,546)	311,926	315,833	3,907	378,300
Supplies	4,525	3,408	(1,117)	27,077	30,783	3,707	37,400
Telephone and Internet	25,331	26,833	1,503	257,158	268,333	11,176	322,000
Printing and Postage	39	4,800	4,761	46,689	51,700	5,011	60,200
Bibliographic Fees	5,543	5,250	(293)	56,928	54,500	(2,428)	65,000
Professional Development	613	3,950	3,337	33,733	69,900	36,167	79,500
Travel	723	3,983	3,260	26,477	32,232	5,755	39,000
Memberships	0	17	17	10,400	17,167	6,767	17,500
Contractual Services	25,140	37,350	12,210	269,222	336,750	67,529	392,200
Delivery Service	37,479	31,875	(5,604)	326,455	318,750	(7,705)	382,500
Special Events	0	0	0	15,733	10,000	(5,733)	10,000
Insurance	100	1,900	1,800	14,729	18,200	3,471	22,000
Interest	0	0	0	0	0	0	500
Miscellaneous	426	2,295	1,869	9,967	21,650	11,683	25,700
Total Expenditures	<u>493,365</u>	<u>546,399</u>	<u>53,034</u>	<u>5,154,429</u>	<u>5,435,986</u>	<u>281,557</u>	<u>6,507,000</u>
Net Revenue Before Depreciation	62,814	(7,307)	70,122	298,911	(26,769)	325,680	(20,000)
Non-Cash Activity							
Depreciation	8,639	0	(8,639)	86,388	0	(86,388)	0
Total Non-Cash Activity	<u>8,639</u>	<u>0</u>	<u>(8,639)</u>	<u>86,388</u>	<u>0</u>	<u>(86,388)</u>	<u>0</u>
Net Revenue	<u>54,175</u>	<u>(7,307)</u>	<u>61,483</u>	<u>212,523</u>	<u>(26,769)</u>	<u>239,292</u>	<u>(20,000)</u>



NOTES FOR OCTOBER 2016 INCOME STATEMENT WITH PROJECTIONS

Revenues:

Revenue projections for the year have changed very little from the September report. Current total projections are roughly \$12,000 greater than what was projected last month, driven primarily by receipt of monies reimbursing WLS for MTA tax payments made in prior years (\$7,000) as well as smaller changes in other revenue lines.

Expenses:

On the Expense side, total expenses are projected to come in approximately \$223,000 under budget before depreciation, which is approximately \$22,000 lower than what had been projected in September. This difference is primarily driven by changes in the following budget lines:

Library Materials – This line is now projected to end the year with a surplus of \$14,000, which is \$11,000 less than had been projected in September. The change is the result of greater-than-anticipated purchases made by member libraries participating in the collection development pilot project.

Rent & Utilities – Projected spending in this line has been revised to reflect utility costs which had not been included in the September report, resulting in a projected year-end surplus which is approximately \$4,000 less than what was projected in September.

Delivery Service – Analysis of spending for this line indicates that it will close with a deficit that is approximately \$7,000 greater than had been previously projected.

Financial Statement Review – Full-Year Projections October 2016

	<u>Total Budget</u>	<u>Current Year Actuals (through Oct-2016)</u>	<u>Current Year Projected (Nov -Dec 2016)</u>	<u>CURRENT YEAR TOTAL PROJECTIONS</u>	<u>Current Year Projected vs Budget</u>
Revenue					
Grants State	2,140,700	1,836,904	385,226	2,222,130	81,430
Grants County	1,000,000	833,250	166,750	1,000,000	0
Grants Federal	0	2,168	0	2,168	2,168
Member Technology Fees	2,704,700	2,290,014	437,000	2,727,014	22,314
Fund Raising & Contributions	117,000	65,841	12,500	78,341	(38,659)
Interest	3,000	5,843	600	6,443	3,443
WEBS & Other	39,500	36,522	6,945	43,467	3,967
Restricted Grants	<u>482,100</u>	<u>382,798</u>	<u>51,377</u>	<u>434,175</u>	<u>(47,925)</u>
Total Revenue	<u>6,487,000</u>	<u>5,453,340</u>	<u>1,060,398</u>	<u>6,513,738</u>	<u>26,738</u>
Expenditures					
Salaries	2,341,700	1,914,882	409,785	2,324,667	17,033
Fringe Benefits	1,141,200	914,000	150,089	1,064,089	77,111
Professional Fees	25,400	16,661	13,520	30,181	(4,781)
Equipment	178,600	97,279	78,725	176,004	2,596
Library Materials	687,300	570,857	102,150	673,007	14,293
Rent and Utilities	301,000	234,257	57,800	292,057	8,944
Repairs and Maintenance	378,300	311,926	66,000	377,926	374
Supplies	37,400	27,077	7,500	34,577	2,823
Telephone and Internet	322,000	257,158	55,152	312,310	9,690
Printing and Postage	60,200	46,689	14,353	61,042	(842)
Bibliographic Fees	65,000	56,928	11,400	68,328	(3,328)
Professional Development	79,500	33,733	19,417	53,150	26,350
Travel	39,000	26,477	9,326	35,803	3,197
Memberships	17,500	10,400	6,000	16,400	1,100
Contractual Services	392,200	269,222	53,000	322,222	69,978
Delivery Service	382,500	326,455	63,369	389,824	(7,324)
Special Events	10,000	15,733	0	15,733	(5,733)
Insurance	22,000	14,729	7,100	21,829	171
Interest	500	0	500	500	0
Miscellaneous	25,700	9,967	4,000	13,967	11,733
Total Expenditures	<u>6,507,000</u>	<u>5,154,429</u>	<u>1,129,186</u>	<u>6,283,615</u>	<u>223,385</u>
Net Revenue Before Depreciation	(20,000)	298,911	(68,787)	230,124	
Non-Cash Activity					
Depreciation	<u>0</u>	<u>77,749</u>	<u>43,916</u>	<u>121,665</u>	<u>(121,665)</u>
Total Non-Cash Activity	<u>0</u>	<u>77,749</u>	<u>43,916</u>	<u>121,665</u>	<u>(121,665)</u>
Net Revenue	<u>(20,000)</u>	<u>221,162</u>	<u>(112,704)</u>	<u>108,458</u>	