



Westchester Library System
Financial Statement Review
March 2015

NOTES FOR MARCH 2015 BALANCE SHEET

Assets:

Cash & Cash Equivalents – During March, WLS’s cash position declined by more than \$500,000. We received approximately \$200,000 in revenue and paid out more than \$700,000 in expenses. The only notable expense was payment of \$229,000 to SIRSI for software maintenance for the next 12 months.

Unconditional Promises to Give – This figure increased by approximately \$115,000 during the month, driven by the recording of County, State and federal (IMLS) monies.

Accounts Receivable – This line decreased by more than \$75,000 over February, primarily driven by monies received from member libraries for January – June fees.

Prepaid Expenses – This figure increased by approximately \$185,000. Approximately \$75,000 was recognized for various licensing, database and maintenance fees; approximately \$260,000 in new pre-paid expenses were recorded, most notably \$229,000 for SIRSI hardware and software for the period April 2015 through March 2016.

Liabilities:

Deferred Revenue – This figure decreased by approximately \$400,000 during the month of March, primarily the result of recognition of IT and State revenues.

Financial Statement Review
March 2015

	<u>3/31/2015</u>	<u>12/31/2014</u>	<u>YTD Change</u>	<u>YTD % Change</u>
Assets				
Current Assets				
Cash & Cash Equivalents	3,425,999	3,515,888	(89,890)	-2.6%
Unconditional Promises to Give	676,444	586,273	90,171	15.4%
Accounts Receivable	116,539	89,385	27,154	30.4%
Prepaid Expenses	670,596	362,592	308,004	85.0%
Security Deposits	<u>35,737</u>	<u>35,737</u>	<u>0</u>	<u>0.0%</u>
Total Current Assets	4,925,315	4,589,875	335,440	7.3%
Long-term Assets				
Property & Equipment	<u>326,939</u>	<u>351,057</u>	<u>(24,118)</u>	<u>-6.9%</u>
Total Property & Equipment	<u>326,939</u>	<u>351,057</u>	<u>(24,118)</u>	<u>-6.9%</u>
Total Long-term Assets	<u>326,939</u>	<u>351,057</u>	<u>(24,118)</u>	<u>-6.9%</u>
Total Assets	<u>5,252,254</u>	<u>4,940,932</u>	<u>311,322</u>	<u>6.3%</u>
Liabilities				
Short-term Liabilities				
Accounts Payable	416,194	455,713	(39,519)	-8.7%
Deferred Revenue	<u>757,748</u>	<u>517,485</u>	<u>240,263</u>	<u>46.4%</u>
Total Short-term Liabilities	1,173,942	973,198	200,744	20.6%
Long-term Liabilities				
Capital Lease Obligations	7,197	7,197	0	0.0%
Post-Retirement Benefits Payable	<u>3,822,358</u>	<u>3,822,358</u>	<u>0</u>	<u>0.0%</u>
Total Long-term Liabilities	<u>3,829,555</u>	<u>3,829,555</u>	<u>0</u>	<u>0.0%</u>
Total Liabilities	<u>5,003,498</u>	<u>4,802,753</u>	<u>200,744</u>	<u>4.2%</u>
Net Assets				
	<u>248,756</u>	<u>138,179</u>	<u>110,577</u>	<u>80.0%</u>
Total Net Assets	<u>248,756</u>	<u>138,179</u>	<u>110,577</u>	<u>80.0%</u>
Total Liabilities and Net Assets	<u>5,252,254</u>	<u>4,940,932</u>	<u>311,322</u>	<u>6.3%</u>



NOTES FOR MARCH 2015 INCOME STATEMENT

Revenues:

With one quarter of the year elapsed, revenues exceed the year-to-date budget by approximately \$20,000 and expenses are approximately \$50,000 under budget for the period. For the month of March, there was little variance between Current Period Actuals and Current Period Budget for each category of revenue.

Expenses:

Spending during the month of March was approximately \$12,000 short of budget. For the most part, lines which were overspent during the month are the result of timing, and spending for the year in those lines should come in within budget. Notable overspending included:

Books, Film, etc. – As was the case last month, overspending in this line is the result of a timing issue. Money has been budgeted here for the local collection development pilot project requested by PLDA, and the budget was spread out over the first nine months of the year. However, some of the libraries continue to aggressively spend their allocations, and a couple of the libraries have fully spent their allocations.

Repairs and Maintenance – The deficit in this line is driven by recognition of monthly expenses for the 2014-15 SIRSI maintenance contract which ends in March (approximately \$28,000/month). The new maintenance contract which begins in April will cost substantially less than the contract, and so it is anticipated that this deficit will be eliminated during the course of the year.

Professional Development – This line was overspent by approximately \$23,000, driven by expenses associated with the Palmer School public administrator's certificate program, which is again being offered through WLS and was not included in the 2015 budget. However, revenues associated with the program were also not included in the budget, so overspending in this line is covered by revenues from those libraries that are sending staff to this program.



Empowering libraries. Empowering communities.

Financial Statement Review March 2015

	Current Period		Current Period	YTD Budget			Total Budget
	3/31/2015	Budget	Budget Variance	Actual	YTD Budget	Variance	
Revenue							
Grants State	174,709	167,175	7,534	497,829	499,525	(1,696)	2,004,000
Grants County	82,700	82,700	0	248,100	248,100	0	1,000,000
Grants Federal	1,323	0	1,323	1,323	0	1,323	1,700
Member Technology Fees	238,590	238,108	482	725,542	715,495	10,047	2,685,700
Fund Raising & Contributions	17,376	13,583	3,793	30,942	37,750	(6,808)	115,000
Interest	287	250	37	943	750	193	3,000
WEBS & Other	3,275	3,400	(125)	9,750	10,300	(550)	40,500
Restricted Grants	58,265	39,933	18,332	127,031	108,700	18,331	440,500
Total Revenue	<u>576,526</u>	<u>545,150</u>	<u>31,376</u>	<u>1,641,460</u>	<u>1,620,620</u>	<u>20,840</u>	<u>6,290,400</u>
Expenditures							
Salaries	182,842	190,669	7,827	535,844	572,468	36,624	2,288,721
Fringe Benefits	87,437	93,389	5,952	262,309	281,380	19,072	1,121,879
Professional Fees	1,247	1,400	153	3,791	3,400	(391)	29,000
Equipment	4,965	8,967	4,002	55,647	51,700	(3,947)	238,100
Books, Film, etc.	29,716	21,500	(8,216)	82,179	61,100	(21,079)	253,200
Periodicals	1,366	1,400	34	3,017	3,500	483	15,000
Rent and Utilities	22,562	24,442	1,880	67,686	71,325	3,639	292,200
Repairs and Maintenance	35,833	31,450	(4,383)	116,527	94,950	(21,577)	385,300
Supplies	3,731	4,100	369	7,583	6,300	(1,283)	36,800
Telephone and Internet	23,978	27,900	3,922	60,436	82,900	22,464	334,100
Printing and Postage	5,412	4,767	(645)	16,213	10,700	(5,513)	49,000
Database	35,900	34,667	(1,233)	110,171	104,800	(5,371)	415,000
Professional Development	27,341	4,550	(22,791)	28,941	6,400	(22,541)	47,900
Travel	4,013	2,810	(1,203)	1,891	4,710	2,819	30,300
Memberships	1,055	800	(255)	9,099	9,650	551	13,400
Contractual Services	2,651	28,200	25,549	43,453	87,700	44,247	399,000
Delivery Service	29,110	31,000	1,890	95,223	93,200	(2,023)	374,000
Special Events	0	0	0	0	0	0	10,000
Insurance	1,750	1,800	50	5,250	5,400	150	22,000
Interest	0	0	0	0	0	0	500
Miscellaneous	<u>2,511</u>	<u>2,370</u>	<u>(141)</u>	<u>1,060</u>	<u>5,910</u>	<u>4,850</u>	<u>27,200</u>
Total Expenditures	<u>503,421</u>	<u>516,180</u>	<u>12,759</u>	<u>1,506,318</u>	<u>1,557,493</u>	<u>51,175</u>	<u>6,382,600</u>
Net Revenue Before Depreciation	73,105	28,970	44,134	135,142	63,127	72,015	(92,200)
Non-Cash Activity							
Depreciation	<u>8,039</u>	<u>0</u>	<u>(8,039)</u>	<u>24,118</u>	<u>0</u>	<u>(24,118)</u>	<u>0</u>
Total Non-Cash Activity	<u>8,039</u>	<u>0</u>	<u>(8,039)</u>	<u>24,118</u>	<u>0</u>	<u>(24,118)</u>	<u>0</u>
Net Revenue	<u>65,065</u>	<u>28,970</u>	<u>36,095</u>	<u>111,024</u>	<u>63,127</u>	<u>47,897</u>	<u>(92,200)</u>