



***Westchester Library System***  
***Financial Statement Review***  
***April 2015***



#### **NOTES FOR APRIL 2015 BALANCE SHEET**

##### **Assets:**

Cash & Cash Equivalents – During April, WLS’s cash position declined by slightly more than \$400,000. We received approximately \$55,000 in revenue and paid out more than \$450,000 in expenses. This activity is fairly normal at this time of the year, as we wait to hear from New York State regarding the 2015-16 allocations.

Unconditional Promises to Give – This figure increased by approximately \$285,000 during the month, driven by the recording of County and Federal (IMLS) monies as well as State monies for the new (2015-16) fiscal year.

Accounts Receivable – This line decreased by more than \$22,000 in April. This decrease is largely driven by receipt of monies on the operating side. Of particular note is \$10,000 from H.W. Wilson for minigrants. This money had been recorded as a receivable in February and was inadvertently recorded as revenue when the check arrived in March. This error was corrected in April, and also has an impact on the Income Statement.

Prepaid Expenses – This figure decreased by approximately \$55,000 during the month. \$62,000 was recognized for various licensing, database and maintenance fees, and \$10,000 of expenses was recognized for the Breakfast with Frank Bruni event; approximately \$17,000 in new pre-paid expenses were recorded, primarily for insurance and computer maintenance expenses.

##### **Liabilities:**

Deferred Revenue – This figure decreased by approximately \$242,000 during the month of April, just about all of which was the result of recognition of IT revenues and some of the smaller NYS restricted monies.

**Financial Statement Review**  
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	<u>4/30/2015</u>	<u>12/31/2014</u>	<u>YTD Change</u>	<u>YTD % Change</u>
<b>Assets</b>				
<b>Current Assets</b>				
Cash & Cash Equivalents	3,022,517	3,515,888	(493,372)	14.0%
Unconditional Promises to Give	964,944	586,273	378,671	64.6%
Accounts Receivable	94,589	89,385	5,203	5.8%
Prepaid Expenses	615,975	362,592	253,383	69.9%
Security Deposits	<u>35,737</u>	<u>35,737</u>	<u>0</u>	<u>0.0%</u>
Total Current Assets	4,733,761	4,589,875	143,886	3.1%
<b>Long-term Assets</b>				
Property & Equipment	<u>318,899</u>	<u>351,057</u>	<u>(32,157)</u>	<u>-9.2%</u>
Total Property & Equipment	<u>318,899</u>	<u>351,057</u>	<u>(32,157)</u>	<u>-9.2%</u>
Total Long-term Assets	<u>318,899</u>	<u>351,057</u>	<u>(32,157)</u>	<u>-9.2%</u>
Total Assets	<u>5,052,661</u>	<u>4,940,932</u>	<u>111,728</u>	<u>2.3%</u>
<b>Liabilities</b>				
<b>Short-term Liabilities</b>				
Accounts Payable	496,292	455,713	40,579	8.9%
Deferred Revenue	<u>515,460</u>	<u>517,485</u>	<u>(2,025)</u>	<u>-0.4%</u>
Total Short-term Liabilities	1,011,752	973,198	38,554	4.0%
<b>Long-term Liabilities</b>				
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>4,841,307</u>	<u>4,802,753</u>	<u>38,554</u>	<u>0.8%</u>
<b>Net Assets</b>				
	<u>211,353</u>	<u>138,179</u>	<u>73,174</u>	<u>53.0%</u>
Total Net Assets	<u>211,353</u>	<u>138,179</u>	<u>73,174</u>	<u>53.0%</u>
Total Liabilities and Net Assets	<u>5,052,661</u>	<u>4,940,932</u>	<u>111,728</u>	<u>2.3%</u>

#### **NOTES FOR APRIL 2015 INCOME STATEMENT**

##### **Revenues:**

The end of April marks the end of the first 1/3 of the WLS fiscal year. Overall, revenues are on target, exceeding the year-to-date budget by approximately \$18,000, while total expenditures are approximately \$25,000 under budget before depreciation. For the month of April, overall revenues fell short of budget by \$7,400; however, this was due to an adjustment made in the Fundraising & Contributions line, the result of recording a \$10,000 gift twice in earlier months (see note for the Accounts Receivable line of the Balance Sheet). Without that adjustment, total revenues for the month would have exceeded budget by approximately \$3,000.

The only revenue line of note is the Fundraising & Contribution line. As noted above, an adjustment for the double-recording of a \$10,000 gift resulted in this line showing a deficit of \$1,895 for *Current Period Actual*. Without the adjustment, the line would have shown revenue of approximately \$8,100, all of which was from the Breakfast with Frank Bruni event.

##### **Expenses:**

Spending during the month of April was approximately \$7,500 short of budget. For the most part, lines which were overspent during the month are primarily the result of timing issues, and spending for the year in those lines should come in within budget. Notable overspending included:

Equipment – WLS again purchased a large number of replacement PCs during April. Purchase of these PCs was included in the 2015 budget but was assumed for later in the year.

Printing & Postage – Marketing activities are included here and it is these expenses and postage expenses that are driving the line over budget. However, here again, with 1/3 of the fiscal year elapsed 1/3 of the budget spent, this too appears to be an issue of timing.

Contractual Services – More than half of the spending in this line during April is attributable to the IMLS/Creative Aging grant. This is again a timing issue since project expenses will not exceed the project's budget.

## Financial Statement Review April 2015

	Current Period		Current Period	Current Year		YTD Budget	Total Budget
	4/30/2015	Budget	Budget Variance	Actual	YTD Budget	Variance	
Revenue							
Grants State	167,175	167,175	0	665,004	666,700	(1,696)	2,004,000
Grants County	82,700	82,700	0	330,800	330,800	0	1,000,000
Grants Federal	0	0	0	1,323	0	1,323	1,700
Member Technology Fees	243,087	238,108	4,979	968,629	953,603	15,026	2,685,700
Fund Raising & Contributions	(1,895)	12,583	(14,478)	29,047	50,333	(21,286)	115,000
Interest	240	250	(10)	1,183	1,000	183	3,000
WEBS & Other	4,740	3,400	1,340	14,490	13,700	790	40,500
Restricted Grants	<u>40,682</u>	<u>39,633</u>	<u>1,048</u>	<u>167,713</u>	<u>148,333</u>	<u>19,380</u>	<u>440,500</u>
Total Revenue	536,728	543,850	(7,122)	2,178,188	2,164,470	13,718	6,290,400
Expenditures							
Salaries	185,348	190,769	5,421	721,192	763,237	42,045	2,288,721
Fringe Benefits	89,293	93,389	4,096	359,005	374,769	15,764	1,121,879
Professional Fees	1,508	1,400	(108)	5,299	4,800	(499)	29,000
Equipment	37,735	8,967	(28,768)	93,381	60,667	(32,715)	238,100
Books, Film, etc.	15,392	21,500	6,108	97,571	82,600	(14,971)	253,200
Periodicals	800	1,400	600	4,046	4,900	854	15,000
Rent and Utilities	19,127	24,442	5,314	86,813	95,767	8,954	292,200
Repairs and Maintenance	25,360	31,450	6,090	141,887	126,400	(15,487)	385,300
Supplies	2,778	4,200	1,422	11,806	10,500	(1,306)	36,800
Telephone and Internet	25,987	27,900	1,913	87,311	110,800	23,489	334,100
Printing and Postage	8,108	4,367	(3,741)	27,337	15,067	(12,270)	49,000
Database	29,066	34,467	5,401	143,475	139,267	(4,208)	415,000
Professional Development	2,405	4,650	2,245	31,346	11,050	(20,296)	47,900
Travel	3,319	2,910	(409)	5,209	7,620	2,411	30,300
Memberships	0	1,700	1,700	9,099	11,350	2,251	13,400
Contractual Services	39,403	28,700	(10,703)	82,856	116,400	33,544	399,000
Delivery Service	29,110	31,200	2,090	131,610	124,400	(7,210)	374,000
Special Events	14,723	6,500	(8,223)	16,292	6,500	(9,792)	10,000
Insurance	1,815	1,800	(15)	7,065	7,200	135	22,000
Interest	0	0	0	0	0	0	500
Miscellaneous	<u>273</u>	<u>2,470</u>	<u>2,197</u>	<u>1,333</u>	<u>8,380</u>	<u>7,047</u>	<u>27,200</u>
Total Expenditures	<u>531,550</u>	<u>524,180</u>	<u>(7,370)</u>	<u>2,063,933</u>	<u>2,081,673</u>	<u>17,739</u>	<u>6,382,600</u>
Net Revenue Before Depreciation	5,179	19,670	(14,492)	114,255	82,797	31,457	(92,200)
Non-Cash Activity							
Depreciation	8,039	0	(8,039)	32,157	0	(32,157)	0
Total Non-Cash Activity	<u>8,039</u>	<u>0</u>	<u>(8,039)</u>	<u>32,157</u>	<u>0</u>	<u>(32,157)</u>	<u>0</u>
Net Revenue	<u>(2,861)</u>	<u>19,670</u>	<u>(22,531)</u>	<u>82,097</u>	<u>82,797</u>	<u>(700)</u>	<u>(92,200)</u>