



Westchester Library System
Financial Statement Review
January 2017



NOTES FOR JANUARY 2017 BALANCE SHEET

Assets:

Cash & Cash Equivalents – WLS’s cash position improved by approximately \$530,000 over December 2016. \$440,000 in expenses was paid during January, including approximately \$100,000 for e-content subscriptions. At the same time, \$975,000 was received, much of it from member libraries for their January - June IT fees.

Unconditional Promises to Give – This line decreased by approximately \$110,000 in January, primarily driven by the recording of the first month of Westchester County 2017 revenue and receipt of \$200,000 from the County for the 4th quarter of 2016.

Accounts Receivable – The \$600,000 increase in this figure is primarily driven by the recording of receivables from the member libraries for January – June IT fees.

Prepaid Expenses – This line increased by approximately \$40,000, the result of recording of \$110,000 in prepaid expenses for e-content subscriptions and maintenance agreements, and the release of \$70,000 in prepaid expenses for same.

Liabilities:

Deferred Revenue – The increase of more than \$900,000 in this line is the result of recording approximately \$1,100,000 in member fees (1/5 of this money will be recognized in each of the next five months), and recognizing approximately \$200,000 in NYS and other revenues.

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	<u>1/31/2017</u>	<u>12/31/2016</u>	<u>YTD Change</u>	<u>YTD % Change</u>
Assets				
Current Assets				
Cash & Cash Equivalents	4,225,593	3,691,561	534,031	14.5%
Unconditional Promises to Give	163,855	280,522	(116,667)	-41.6%
Accounts Receivable	679,020	72,116	606,905	841.6%
Prepaid Expenses	695,745	656,928	38,817	5.9%
Security Deposits	<u>0</u>	<u>0</u>	<u>0</u>	<u>0.0%</u>
Total Current Assets	5,764,214	4,701,127	1,063,086	22.6%
Long-term Assets				
Property & Equipment	<u>889,606</u>	<u>905,817</u>	<u>(16,211)</u>	<u>-1.8%</u>
Total Property & Equipment	<u>889,606</u>	<u>905,817</u>	<u>(16,211)</u>	<u>-1.8%</u>
Total Long-term Assets	<u>889,606</u>	<u>905,817</u>	<u>(16,211)</u>	<u>-1.8%</u>
Total Assets	<u>6,653,820</u>	<u>5,606,945</u>	<u>1,046,875</u>	<u>18.7%</u>
Liabilities				
Short-term Liabilities				
Accounts Payable	519,962	470,537	49,425	10.5%
Deferred Revenue	<u>1,664,791</u>	<u>735,784</u>	<u>929,007</u>	<u>126.3%</u>
Total Short-term Liabilities	2,184,753	1,206,321	978,432	81.1%
Long-term Liabilities				
Capital Lease Obligations	0	0	0	0.0%
Deferred Rent	170,364	146,026	24,338	16.7%
Post-Retirement Benefits Payable	<u>4,023,673</u>	<u>4,023,673</u>	<u>0</u>	<u>0.0%</u>
Total Long-term Liabilities	<u>4,194,037</u>	<u>4,169,699</u>	<u>24,338</u>	<u>0.6%</u>
Total Liabilities	<u>6,378,790</u>	<u>5,376,020</u>	<u>1,002,770</u>	<u>18.7%</u>
Net Assets				
Total Net Assets	<u>275,029</u>	<u>230,924</u>	<u>44,105</u>	<u>19.1%</u>
Total Liabilities and Net Assets	<u>6,653,820</u>	<u>5,606,945</u>	<u>1,046,875</u>	<u>18.7%</u>



NOTES FOR JANUARY 2017 INCOME STATEMENT:

Revenues:

Overall, revenues for the month of January are approximately \$6,700 ahead of monthly budget.

Member fees exceeded the monthly budget, and will continue to exceed the monthly budget each month through June. This is the result of the fact that invoices to member libraries for the first half of the year are higher than will be billed for the second half of the year.

Fundraising & Contributions fell short of the monthly budget, but it should be noted that the budget assumes that approximately \$8,300 would be raised each month, when in reality the monies raised will fluctuate monthly.

Expenses:

Overall, spending for the month is within budget. Since this report shows only the first month of activity for the 2017 fiscal year, for the most part any overspent lines are not raising red flags. The only overspent line of note is Professional Fees. Overspending here is the result of legal fees incurred in connection with review of WLS's lease for new office space.

**Financial Statement Review
January 2017**

	Current Period			Current Year			YTD Budget Variance	Total Budget
	1/31/2017	Budget	Budget Variance	Actual	YTD Budget			
Revenue								
Grants State	186,083	186,083	0	186,083	186,083	0	2,233,000	
Grants County	83,333	83,333	0	83,333	83,333	0	1,000,000	
Member Technology Fees	226,375	225,892	484	226,375	225,892	484	2,710,700	
Fund Raising & Contributions	292	8,917	(8,625)	292	8,917	(8,625)	119,000	
Interest	501	400	101	501	400	101	4,800	
WEBS & Other	3,086	3,442	(356)	3,086	3,442	(356)	41,300	
Restricted Grants	23,367	23,375	(8)	23,367	23,375	(8)	280,500	
Restricted Other	<u>0</u>	<u>417</u>	<u>(417)</u>	<u>0</u>	<u>417</u>	<u>(417)</u>	<u>5,000</u>	
Total Revenue	<u>523,038</u>	<u>531,858</u>	<u>(8,821)</u>	<u>523,038</u>	<u>531,858</u>	<u>(8,821)</u>	<u>6,394,300</u>	
Expenditures								
Salaries	175,375	199,025	23,650	175,375	199,025	23,650	2,388,300	
Fringe Benefits	91,767	95,758	3,992	91,767	95,758	3,992	1,149,100	
Professional Fees	802	2,175	1,373	802	2,175	1,373	26,100	
Equipment	926	18,183	17,257	926	18,183	17,257	218,200	
Library Materials	46,362	57,088	10,726	46,362	57,088	10,726	685,050	
Rent and Utilities	25,738	27,925	2,187	25,738	27,925	2,187	335,100	
Repairs and Maintenance	32,431	34,975	2,544	32,431	34,975	2,544	419,700	
Supplies	1,609	3,550	1,941	1,609	3,550	1,941	30,900	
Telephone and Internet	25,529	30,733	5,205	25,529	30,733	5,205	368,800	
Printing and Postage	2,738	5,275	2,537	2,738	5,275	2,537	63,300	
Bibliographic Fees	4,818	5,833	1,015	4,818	5,833	1,015	70,000	
Professional Development	4,000	4,425	425	4,000	4,425	425	53,100	
Travel	0	3,179	3,179	0	3,179	3,179	38,150	
Memberships	3,493	1,408	(2,084)	3,493	1,408	(2,084)	16,900	
Contractual Services	14,106	12,092	(2,015)	14,106	12,092	(2,015)	185,100	
Delivery Service	31,059	32,792	1,733	31,059	32,792	1,733	393,500	
Special Events	0	0	0	0	0	0	12,000	
Insurance	1,725	1,917	192	1,725	1,917	192	23,000	
Interest	0	0	0	0	0	0	500	
Miscellaneous	<u>245</u>	<u>1,158</u>	<u>914</u>	<u>245</u>	<u>1,158</u>	<u>914</u>	<u>13,900</u>	
Total Expenditures	<u>462,721</u>	<u>537,492</u>	<u>74,771</u>	<u>462,721</u>	<u>537,492</u>	<u>74,771</u>	<u>6,490,700</u>	
Net Revenue Before Depreciation	60,316	(5,633)	65,950	60,316	(5,633)	65,950	(96,400)	
Non-Cash Activity								
Depreciation	<u>16,211</u>	<u>0</u>	<u>(16,211)</u>	<u>16,211</u>	<u>0</u>	<u>(16,211)</u>	<u>0</u>	
Total Non-Cash Activity	<u>16,211</u>	<u>0</u>	<u>(16,211)</u>	<u>16,211</u>	<u>0</u>	<u>(16,211)</u>	<u>0</u>	
Net Revenue	<u>44,105</u>	<u>(5,633)</u>	<u>49,739</u>	<u>44,105</u>	<u>(5,633)</u>	<u>49,739</u>	<u>(96,400)</u>	