



Westchester Library System
Financial Statement Review
October 2017



NOTES FOR OCTOBER 2017 BALANCE SHEET

Assets:

Cash & Cash Equivalents – WLS received approximately \$140,000 in cash, including \$48,000 in monies for Local Services Support and Local Library Services (pass-through) Aid, and \$70,000 in member fees. Approximately \$570,000 was paid out during the month, all of which was for regular monthly expenses such as payroll, rent, insurance, delivery services, and telephone & internet. The result is a \$430,000 reduction in our cash position during the month of October.

Unconditional Promises to Give – This figure increased by approximately \$83,000 in October driven by the recording of one month's worth of Westchester County revenue.

Accounts Receivable – This line was reduced by \$65,000, primarily the result of payments received from member libraries.

Prepaid Expenses – This line decreased by \$14,000 from the September figure. \$60,000 was recorded for rent (November), insurance and maintenance agreements and \$74,000 of existing prepaid expenses was released during the month.

Liabilities:

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 2017

	<u>10/31/2017</u>	<u>12/31/2016</u>	<u>YTD Change</u>	<u>YTD % Change</u>
Assets				
Current Assets				
Cash & Cash Equivalents	5,199,864	3,691,561	1,508,302	40.9%
Unconditional Promises to Give	333,333	280,522	52,811	18.8%
Accounts Receivable	89,551	72,116	17,436	24.2%
Prepaid Expenses	526,127	701,656	(175,529)	-25.0%
Security Deposits	<u>0</u>	<u>0</u>	<u>0</u>	<u>0.0%</u>
Total Current Assets	6,148,875	4,745,855	1,403,020	29.6%
Long-term Assets				
Property & Equipment	<u>750,525</u>	<u>912,638</u>	<u>(162,114)</u>	<u>-17.8%</u>
Total Property & Equipment	<u>750,525</u>	<u>912,638</u>	<u>(162,114)</u>	<u>-17.8%</u>
Total Long-term Assets	<u>750,525</u>	<u>912,638</u>	<u>(162,114)</u>	<u>-17.8%</u>
Total Assets	<u>6,899,400</u>	<u>5,658,494</u>	<u>1,240,906</u>	<u>21.9%</u>
Liabilities				
Short-term Liabilities				
Accounts Payable	781,759	470,537	311,222	66.1%
Deferred Revenue	<u>1,536,073</u>	<u>646,284</u>	<u>889,789</u>	<u>137.7%</u>
Total Short-term Liabilities	2,317,832	1,116,821	1,201,011	107.5%
Long-term Liabilities				
Capital Lease Obligations	0	0	0	0.0%
Deferred Rent	293,055	146,026	147,028	100.7%
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>4,316,728</u>	<u>4,169,699</u>	<u>147,028</u>	<u>3.5%</u>
Total Liabilities	<u>6,634,560</u>	<u>5,286,520</u>	<u>1,348,039</u>	<u>25.5%</u>
Net Assets				
	<u>264,840</u>	<u>371,973</u>	<u>(107,134)</u>	<u>-28.8%</u>
Total Net Assets	<u>264,840</u>	<u>371,973</u>	<u>(107,134)</u>	<u>-28.8%</u>
Total Liabilities and Net Assets	<u>6,899,400</u>	<u>5,658,494</u>	<u>1,240,906</u>	<u>21.9%</u>



NOTES FOR OCTOBER 2017 INCOME STATEMENT

Revenues:

Total revenues for October exceeded budget by \$10,000. There were no notable variances in any of the individual lines.

Expenses:

Overall spending for the period fell short of budget by approximately \$17,000. Most lines came in within budget or had deficits of approximately \$5,000 or less. The only lines with notable deficits were:

Salaries & Wages – The deficit in this line is driven by the hourly staff working on WSOS. Since this is the open enrollment period for seniors to make changes to their health insurance, the hourly staff work additional hours to meet increased demand.

Library Materials – Spending in this line continues to exceed, driven by higher-than-anticipated use of e-content materials for which WLS is paying by usage. It is anticipated that reduced spending during November and December will result in eliminating or significantly reducing this deficit.



Empowering libraries. Empowering communities.

Financial Statement Review October 2017

	Current Period			Current Year			YTD Budget Variance	Total Budget
	10/31/2017	Budget	Budget Variance	Actual	YTD Budget			
Revenue								
Grants State	186,300	186,083	217	1,861,411	1,860,833	577	2,233,000	
Grants County	83,333	83,333	0	833,333	833,333	0	1,000,000	
Grants Federal	0	0	0	317	0	317	0	
Member Technology Fees	229,761	225,892	3,869	2,280,118	2,258,917	21,202	2,710,700	
Fund Raising & Contributions	12,725	8,917	3,808	48,981	101,167	(52,186)	119,000	
Interest	1,496	400	1,096	6,944	4,000	2,944	4,800	
WEBS & Other	3,150	3,442	(292)	32,959	34,417	(1,457)	41,300	
Restricted Grants	25,217	23,375	1,842	253,741	233,750	19,991	280,500	
Restricted Other	416	417	(1)	17,168	4,167	13,001	5,000	
Total Revenue	542,397	531,858	10,539	5,334,972	5,330,583	4,389	6,394,300	
Expenditures								
Salaries	201,709	199,025	(2,684)	1,966,372	1,990,250	23,878	2,388,300	
Fringe Benefits	95,194	95,758	564	929,060	957,584	28,523	1,149,100	
Professional Fees	1,130	2,175	1,045	12,745	21,750	9,005	26,100	
Equipment	4,580	18,183	13,603	115,802	181,833	66,032	218,200	
Library Materials	76,060	57,088	(18,973)	595,798	570,875	(24,923)	685,050	
Rent and Utilities	27,689	27,925	236	280,107	279,250	(857)	335,100	
Repairs and Maintenance	32,831	34,975	2,144	369,591	349,750	(19,841)	419,700	
Supplies	1,188	2,500	1,312	25,973	25,900	(73)	30,900	
Telephone and Internet	26,873	30,733	3,860	274,955	307,333	32,379	368,800	
Printing and Postage	3,026	5,275	2,249	43,148	52,750	9,601	63,300	
Bibliographic Fees	5,670	5,833	164	55,647	58,333	2,687	70,000	
Professional Development	1,378	4,425	3,047	38,420	44,250	5,830	53,100	
Travel	448	3,179	2,732	23,272	31,792	8,520	38,150	
Memberships	379	1,408	1,029	11,769	14,084	2,315	16,900	
Contractual Services	11,729	15,425	3,696	173,773	154,250	(19,523)	185,100	
Delivery Service	31,100	32,792	1,692	330,044	327,917	(2,127)	393,500	
Special Events	0	0	0	12,986	12,000	(986)	12,000	
Insurance	1,792	1,917	125	17,758	19,167	1,408	23,000	
Interest	0	0	0	0	500	500	500	
Miscellaneous	265	1,158	894	5,773	11,583	5,811	13,900	
Total Expenditures	523,042	539,775	16,734	5,282,992	5,411,151	128,159	6,490,700	
Net Revenue Before Depreciation	19,356	(7,917)	27,272	51,980	(80,568)	132,548	(96,400)	
Non-Cash Activity								
Depreciation	16,211	0	(16,211)	162,114	0	(162,114)	0	
Total Non-Cash Activity	16,211	0	(16,211)	162,114	0	(162,114)	0	
Net Revenue	3,144	(7,917)	11,061	(110,134)	(80,568)	(29,565)	(96,400)	



NOTES FOR OCTOBER 2017 INCOME STATEMENT WITH PROJECTIONS

Revenues:

Revenue projections for the year have improved by about \$5,000 from the September report, driven primarily by an increased projection of about \$3,000 in member fees and \$1,500 in interest.

Expenses:

On the Expense side, total expenses are projected to come in approximately \$130,000 under budget before depreciation, which is approximately \$2,200 lower than what had been projected in September. The only line with a notable change is:

Salaries & Wages – This line is now projected to close the year with a surplus of \$15,500, approximately \$4,100 less than what had been projected in September. The change is based upon revised projections for hourly wages for the last two months of the year.

Financial Statement Review – Full-Year Projections October 2017

	Total Budget	Current Year Actuals (through Oct-2017)	Current Year Projected (Nov -Dec 2017)	CURRENT YEAR TOTAL PROJECTIONS	Current Year Projected vs Budget
Revenue					
Grants State	2,233,000	1,861,411	372,595	2,234,006	1,006
Grants County	1,000,000	833,333	166,667	1,000,000	0
Grants Federal	0	317	0	317	317
Member Technology Fees	2,710,700	2,280,118	453,300	2,733,418	22,718
Fund Raising & Contributions	119,000	48,981	3,225	52,206	(66,794)
Interest	4,800	6,944	1,600	8,544	3,744
WEBS & Other	41,300	32,959	6,075	39,034	(2,266)
Restricted Grants	<u>280,500</u>	253,741	55,122	308,863	28,363
Restricted Other	<u>5,000</u>	<u>17,168</u>	<u>5,500</u>	<u>22,668</u>	<u>17,668</u>
Total Revenue	6,394,300	5,334,972	1,064,084	6,399,056	4,756
Expenditures					
Salaries	2,388,300	1,966,372	406,362	2,372,734	15,566
Fringe Benefits	1,149,100	929,060	169,443	1,098,504	50,596
Professional Fees	26,100	12,745	16,503	29,249	(3,149)
Equipment	218,200	115,802	88,440	204,242	13,958
Library Materials	685,050	595,798	84,806	680,604	4,446
Rent and Utilities	335,100	280,107	55,380	335,486	(386)
Repairs and Maintenance	419,700	369,591	70,810	440,401	(20,701)
Supplies	30,900	25,973	3,600	29,573	1,327
Telephone and Internet	368,800	274,955	54,991	329,946	38,854
Printing and Postage	63,300	43,148	13,003	56,151	7,149
Bibliographic Fees	70,000	55,647	11,600	67,247	2,753
Professional Development	53,100	38,420	15,700	54,120	(1,020)
Travel	38,150	23,272	6,004	29,276	8,874
Memberships	16,900	11,769	3,100	14,869	2,031
Contractual Services	185,100	173,773	9,253	183,026	2,074
Delivery Service	393,500	330,044	62,179	392,223	1,277
Special Events	12,000	12,986	0	12,986	(986)
Insurance	23,000	17,758	5,143	22,901	99
Interest	500	0	0	0	500
Miscellaneous	<u>13,900</u>	<u>5,773</u>	<u>1,800</u>	7,573	<u>6,327</u>
Total Expenditures	6,490,700	5,282,992	1,078,116	6,361,108	129,592
Net Revenue Before Depreciation	(96,400)	51,980	(14,033)	37,948	
Non-Cash Activity					
Depreciation	<u>0</u>	<u>162,114</u>	<u>32,423</u>	<u>194,537</u>	<u>(194,537)</u>
Total Non-Cash Activity	<u>0</u>	<u>145,903</u>	<u>32,423</u>	<u>194,537</u>	<u>(194,537)</u>
Net Revenue	(96,400)	(93,922)	(46,455)	(156,589)	