



Westchester Library System
Financial Statement Review
April 2018

NOTES FOR APRIL 2018 BALANCE SHEET

Assets:

Cash & Cash Equivalents – WLS’s cash position declined by approximately \$740,000 during the months of March and April. \$310,000 in revenue was received and approximately \$1,050,000 in (mostly recurring) expenses was paid out. The only notable expense was \$247,400 for the annual renewal of the SIRSI maintenance contract. Although this is a large decrease in revenue, it follows the pattern of WLS’s cash position during these months each year.

Unconditional Promises to Give – This figure increased by almost \$375,000 during March and April, all of which was the result of recording County and State revenue for the period.

Accounts Receivable – This figure decreased by \$175,000, driven by additional billings to member libraries and the recording of revenue for various WLS programs (\$30,000), against receipt of more than \$205,000 in receivable monies.

Prepaid Expenses – This figure increased by approximately \$45,000 during the months of March and April, driven by recognition of \$215,500 in expenses against the recording for \$260,000 in new prepaid expenses, primarily for insurance, maintenance and database expenses. The most notable new prepaid expense was \$226,600 for the annual SIRSI maintenance contract.

Liabilities:

Deferred Revenue – This figure decreased by approximately \$640,000 during the two-month period, the result of recognition of IT revenues during those months and recognition of NYS revenues for the month of March. (For the month of April, those revenues are recorded as Unconditional Promises since they reflect monies anticipated from the State in the new budget year.)

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	<u>4/30/2018</u>	<u>12/31/2017</u>	<u>YTD Change</u>	<u>YTD % Change</u>
Assets				
Current Assets				
Cash & Cash Equivalents	3,213,333	3,794,703	(581,369)	-15.3%
Unconditional Promises to Give	593,333	250,000	343,333	137.3%
Accounts Receivable	70,332	99,751	(29,419)	-29.5%
Prepaid Expenses	840,689	552,827	287,862	52.1%
Security Deposits	<u>0</u>	<u>0</u>	<u>0</u>	<u>0.0%</u>
Total Current Assets	4,717,688	4,697,281	20,407	43.0%
Long-term Assets				
Property & Equipment	<u>915,996</u>	<u>995,536</u>	<u>(79,540)</u>	<u>-8.0%</u>
Total Property & Equipment	<u>915,996</u>	<u>995,536</u>	<u>(79,540)</u>	<u>-8.0%</u>
Total Long-term Assets	<u>915,996</u>	<u>995,536</u>	<u>(79,540)</u>	<u>-8.0%</u>
Total Assets	<u>5,633,684</u>	<u>5,692,817</u>	<u>(59,133)</u>	<u>-1.0%</u>
Liabilities				
Short-term Liabilities				
Accounts Payable	584,584	449,888	134,696	29.9%
Deferred Revenue	<u>487,043</u>	<u>624,430</u>	<u>(137,387)</u>	<u>-22.0%</u>
Total Short-term Liabilities	1,071,627	1,074,317	(2,690)	-0.3%
Long-term Liabilities				
Capital Lease Obligations	0	0	0	0.0%
Deferred Rent	294,558	293,556	1,002	0.3%
Post-Retirement Benefits Payable	<u>4,380,908</u>	<u>4,380,908</u>	<u>0</u>	<u>0.0%</u>
Total Long-term Liabilities	<u>4,675,466</u>	<u>4,674,464</u>	<u>1,002</u>	<u>0.0%</u>
Total Liabilities	<u>5,747,093</u>	<u>5,748,781</u>	<u>(1,688)</u>	<u>-3.0%</u>
Net Assets				
	(113,409)	(55,965)	(57,445)	102.6%
Total Net Assets	(113,409)	(55,965)	(57,445)	102.6%
Total Liabilities and Net Assets	<u>5,633,684</u>	<u>5,692,817</u>	<u>(59,133)</u>	<u>-1.0%</u>



NOTES FOR APRIL 2018 INCOME STATEMENT

Revenues:

The end of April marks the end of the first 1/3 of the WLS fiscal year. Overall, revenues are ahead of budget by approximately \$15,000 for the year-to-date. Revenues for the month of April fell short of budget by \$9,200. The only line with a notable variance is *Fundraising & Contributions*, which fell short of budget by \$16,500. It is worth noting that these monies are budgeted evenly across all twelve months of the year, but are not received on a scheduled basis. This line will continue to be monitored and reviewed. *Temporarily Restricted Government Revenues* are less than budgeted because the two NYS literacy grants were incorrectly budgeted across 12 months when they should have been budgeted across six months (July through December). In the second half of the year, recording of those revenues will result in figures which exceed budget each month.

Expenses:

Year-to-date, expenses are \$104,000 under budget, before depreciation. Expenses during April came in approximately \$11,600 greater than the monthly budget. Notable variances in individual lines are discussed below.

Library Materials – Expenses for hoopla were the driving force for overspending in this line in April. While the high usage of this product indicates its success, more cost-effect approaches to providing similar content will be explored.

Professional Development – Spending during April includes payment of \$25,650 to Long Island University for the certificate program that they have been conducting at WLS for the spring semester. This item was included in the annual budget, but the budget for this line is evenly spread across the entire year. So although the line is overspent for April, it is not anticipated to be overspent at year-end.

Other lines which had smaller deficits in April (*Fringe Benefits, Professional Fees, Travel, and Contractual Services*) are also largely the result of timing and at this point do not indicate that the lines will be overspent for the year.



Empowering libraries. Empowering communities.

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	Current Period		Current Period	Current Year		YTD Budget	Total Budget
	4/30/2018	Budget	Budget Variance	Actual	YTD Budget	Variance	
Revenue							
Grants State	191,775	191,775	0	767,087	767,100	(13)	2,301,300
Grants County	83,333	83,333	0	333,333	333,333	0	1,000,000
Member Technology Fees	230,000	231,008	(1,008)	951,491	924,033	27,457	2,772,100
Fund Raising & Contributions	2,992	19,500	(16,508)	13,262	42,000	(28,738)	102,000
Interest	868	500	368	3,731	2,000	1,731	6,000
WEBS & Other	2,800	2,983	(183)	11,185	11,933	(748)	35,800
Temporarily Restricted Government	17,900	19,625	(1,725)	73,625	78,500	(4,875)	235,500
Temporarily Restricted Other Revenues	11,510	1,667	9,843	27,001	6,667	20,334	20,000
Total Revenue	541,179	550,392	(9,213)	2,180,716	2,165,567	15,149	6,472,700
Expenditures							
Salaries	194,595	198,075	3,480	769,546	792,300	22,753	2,376,900
Fringe Benefits	99,875	98,855	(1,019)	385,568	396,631	11,063	1,187,000
Professional Fees	3,078	1,992	(1,087)	6,389	7,967	1,578	28,900
Equipment	4,655	17,700	13,045	67,187	70,650	3,463	212,400
Library Materials	77,927	64,042	(13,886)	219,960	257,467	37,506	769,800
Rent and Utilities	27,689	28,133	444	110,758	112,533	1,775	337,600
Repairs and Maintenance	36,722	39,083	2,361	159,144	163,175	4,031	477,700
Supplies	1,200	3,092	1,892	7,431	12,367	4,936	38,100
Telephone and Internet	26,697	29,917	3,220	107,213	119,667	12,453	359,000
Printing and Postage	3,555	4,533	978	14,872	17,633	2,761	52,600
Bibliographic Fees	5,721	5,833	112	22,450	23,333	883	70,000
Professional Development	27,999	4,192	(23,808)	36,334	16,167	(20,167)	52,200
Travel	6,073	3,017	(3,057)	6,625	12,067	5,442	36,200
Memberships	140	800	660	7,282	9,700	2,418	15,100
Contractual Services	12,893	10,767	(2,126)	35,598	43,067	7,469	129,200
Delivery Service	31,100	32,792	1,692	130,762	131,167	405	393,500
Special Events	6,054	9,000	2,946	9,258	9,000	(258)	12,000
Insurance	403	2,083	1,681	5,848	8,333	2,486	25,000
Interest	0	42	42	0	167	167	500
Miscellaneous	349	1,142	792	1,461	4,567	3,106	13,700
Total Expenditures	566,727	555,089	(11,638)	2,103,686	2,207,956	104,270	6,587,400
Net Revenue Before Depreciation	(25,548)	(4,697)	(20,851)	77,029	(42,390)	119,419	(96,400)
Non-Cash Activity							
Depreciation	20,343	0	(20,343)	79,540	0	(79,540)	0
Total Non-Cash Activity	20,343	0	(20,343)	79,540	0	(79,540)	0
Net Revenue	(45,891)	(4,697)	(41,194)	(2,511)	(42,390)	39,879	(114,700)