

Date: September 14, 2017

To: IHLS Finance Committee

**IHLS Board of Directors** 

From: Adrienne L. Elam

Subject: IHLS Financial Reports as of August 31, 2017

IHLS received a "Clean (Unmodified) Opinion" on FY2016-2017 Audited Financial Statements which indicates that an independent examination of the financial statements has not revealed any actual or possible misstatement in those financial statements.

Reflected in the attached financial reports is the receipt of the remaining FY2016-2017 System Area and Per Capita Grant (SAPG) \$1,362,924.98 that was not received by June 30, 2017.

IHLS has not received approval of the FY2017-2018 System Area and Per Capita and Special Revenue Funds budgets for the Illinois State Library (ISL).

The financial reports included represent IHLS' Financial Activities through August 31, 2017. On the Statement of Revenues and Expenditures, the column titled, "IHLS Approved FY2017-18 Budget Percent Total Budget Remaining", represents the remainder left (based on %) of the "IHLS Approved FY2017-18 Budget". As of August 31, 2017, the target benchmark of the remaining budget should be 83% for all budget line items except for personnel which should be 85% remaining based on 26 biweekly payrolls in a fiscal year.

General Fund cash balance of \$4,173,189 would fund IHLS Funds Operations (General and Special Revenue Funds-CMC and OCLC) an estimated 13 months.

### **Statement of Revenues and Expenditures**

### **General Fund**

The revenue (98.04 %) below budget is due to the non-receipt of the any FY2017-2018 SAPG Funds.

## Special Revenue Funds

IHLS has received no FY2017-2018 funding for Special Revenue Funds.

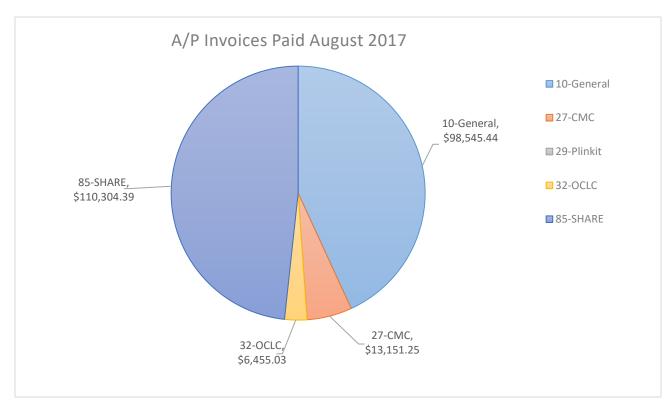
### **Statement of Net Position**

### **SHARE**

SHARE cash balance of \$2,241,300.69 represents \$1,434,224.93 in SHARE Reserve Fund and \$807,075.76 SHARE Operating Cash. The \$807,075.76 operating cash minus a reserve fund transfer of \$142,500 leaving a remaining balance of \$664,575.76 which would fund SHARE Operations 5.7 months.

## **Finance Team Tasks Performed in August 2017**

- Prepared and processed two payrolls.
- Prepared July 2017 Bill Payment, Credit Card Transaction, Statement of Revenues and Expenditures, Balance Sheet Reports, and Cash Position Analysis for IHLS Finance Committee and Board of Directors.
- ➤ Prepared final FY2016-2017 Adjusting Entries for Auditors.
- ➤ Worked with broker to market IHLS FY2017-2018 Staff Health Insurance Requirements.
- ➤ Generated and mailed 156 accounts receivable invoices (OCLC 2 Annual, 18 Monthly and 119 Transactional; SHARE 3 Monthly, 5 Cloud (3M) eBooks, 2 Zino Subscription, and 5 Cloud Subscription; General 1 Library Law Book and 1 ILDS Project).
- ➤ Received and posted 859 accounts receivable cash receipts checks (OCLC 522, SHARE 331, and General 6).
- Received and entered 163 accounts payable invoices.
- ➤ Disbursed 96 accounts payable checks totaling \$228,456.11.



## Illinois Heartland Library System Statement of Revenues and Expenditures Fund #10 - General Fund

							Audited
				YTD Budget		IHLS Approved	FY2016-2017
	August 2017	YTD Actuals	YTD Budget	Variance		FY2017-18 Budget	Actuals
	(08/01/2017 -	(07/01/2017 -	(07/01/2017 -	(07/01/2017 -	IHLS Approved	Percent Total	(07/01/2016 -
	08/31/2017)	08/31/2017)	08/31/2017)	08/31/2017)	FY2017-18 Budget	Budget Remaining	06/30/2017)
Revenues							
State Grants	0.00	0.00	560,738.24	(560,738.24)	3,364,429.41	(100.00)%	1,989,670.98
Fees for Services and Materials	0.00	0.00	0.00	0.00	0.00	0.00%	2,674.45
Investment Income	2,220.53	4,335.46	2,202.04	2,133.42	13,212.19	(67.19)%	15,000.01
Other Revenue	46,321.67	67,043.09	43,640.96	23,402.13	261,845.70	(74.40)%	322,436.34
Total Revenues	48,542.20	71,378.55	606,581.24	( <u>535,202.69</u> )	3,639,487.30	(98.04)%	2,329,781.78
Expenses							
Personnel	135,973.86	274,808.17	356,629.38	81,821.21	2,139,776.27	87.16%	1,795,642.32
Building and Grounds	14,747.52	31,523.12	38,171.90	6,648.78	229,031.26	86.24%	210,646.74
Vehicle Expenses	15,132.23	25,749.99	39,031.58	13,281.59	234,189.40	89.00%	221,725.51
Travel, Meetings & Continuing for Staff and	1,935.61	7,365.94	5,575.50	(1,790.44)	33,453.00	77.98%	33,895.63
Conferences & Continuing Education Meetings	600.00	600.00	983.32	383.32	5,900.00	89.83%	11,340.19
Public Relations	229.66	229.66	1,379.16	1,149.50	8,275.00	97.22%	1,756.24
Liability Insurance	444.00	11,138.70	2,710.20	(8,428.50)	16,261.21	31.50%	14,782.93
Supplies, Postage & Printing	1,638.67	1,928.02	6,124.84	4,196.82	36,749.00	94.75%	41,583.44
Telephone & Telecommunications	1,926.54	3,255.21	2,804.76	(450.45)	16,828.50	80.66%	19,803.28
Equipment Rental, Repair and Maintenance	454.78	1,349.07	1,273.34	(75.73)	7,640.00	82.34%	4,840.33
Professional Services	1,312.50	2,730.00	7,303.34	4,573.34	43,820.00	93.77%	48,790.97
Contractual Services	0.00	7,132.00	6,961.40	(170.60)	41,768.39	82.92%	14,839.07
Professional Membership Dues	0.00	1,260.00	523.00	(737.00)	3,138.00	59.85%	2,656.00
Miscellaneous	614.77	1,109.42	290.00	(819.42)	1,740.00	36.24%	5,761.74
Capital Outlays	0.00	0.00	42,885.82	42,885.82	257,315.00	100.00%	5,750.00
Total Expenses	175,010.14	370,179.30	512,647.54	142,468.24	3,075,885.03	87.97%	2,433,814.39
Other Financing Sources & Uses							
Transfers From Other Funds	0.00	0.00	0.00	0.00	0.00	0.00%	(1,839.38)
Transfer to Other Funds	0.00	0.00	41,666.66	41,666.66	250,000.00	100.00%	250,000.00
Total Other Financing Sources & Uses	0.00	0.00	41,666.66	41,666.66	250,000.00	100.00%	248,160.62
Other Income (Expense)							
Dreamhost	0.00	0.00	0.00	0.00	0.00	0.00%	432.45
Reimbursement	(55.80)	(55.80)	0.00	(55.80)	0.00	0.00%	(432.45)
Total Other Income (Expense)	(55.80)	( <u>55.80</u> )	0.00	( <u>55.80</u> )	0.00	0.00%	0.00
Total Revenue Over (Under) Expense	( <u>126,523.74</u> )	(298,856.55)	52,267.04	( <u>351,123.59</u> )	313,602.27	(195.30)%	(352,193.23)

# Illinois Heartland Library System Statement of Revenues and Expenditures Fund #27 - Cataloging Maintenance Center (CMC)

							Audited
				YTD Budget		IHLS Approved	FY2016-2017
	August 2017	YTD Actuals	YTD Budget	Variance		FY2017-18 Budget	Actuals
	(08/01/2017 -	(07/01/2017 -	(07/01/2017 -	(07/01/2017 -	IHLS Approved	Percent Total	(07/01/2016 -
	08/31/2017)	08/31/2017)	08/31/2017)	08/31/2017)	FY2017-18 Budget	Budget Remaining	06/30/2017)
Revenues							
State Grants	0.00	0.00	48,837.98	(48,837.98)	293,027.90	(100.00)%	363,020.00
Total State Grants	0.00	0.00	48,837.98	(48,837.98)	293,027.90	(100.00)%	363,020.00
Total Revenues	0.00	0.00	48,837.98	( <u>48,837.98</u> )	293,027.90	(100.00)%	363,020.00
Expenses							
Personnel	13,016.46	26,032.92	29,904.96	3,872.04	179,429.82	85.49%	225,954.03
Building and Grounds	0.00	0.00	0.00	0.00	0.00	0.00%	11.49
Vehicle Expenses	0.00	0.00	50.00	50.00	300.00	100.00%	35.35
Travel, Meetings & Continuing for Staff and	163.71	327.42	1,224.68	897.26	7,348.00	95.54%	3,788.28
Supplies, Postage & Printing	509.85	509.85	493.32	(16.53)	2,960.00	82.78%	12,326.57
Telephone & Telecommunications	226.86	452.24	456.00	3.76	2,736.00	83.47%	5,976.26
Equipment Rental, Repair and Maintenance	259.75	490.24	600.00	109.76	3,600.00	86.38%	3,643.90
Professional Services	5,293.00	7,889.25	11,166.66	3,277.41	67,000.00	88.22%	59,323.39
Contractual Services	0.00	0.00	4,938.18	4,938.18	29,629.08	100.00%	39,275.97
Professional Membership Dues	48.00	48.00	4.16	( <u>43.84</u> )	<u>25.00</u>	(92.00)%	0.00
Total Expenses	19,517.63	35,749.92	48,837.96	13,088.04	293,027.90	87.80%	350,335.24
Total Revenue Over (Under) Expense	( <u>19,517.63</u> )	(35,749.92)	0.02	(35,749.94)	0.00	0.00%	12,684.76

# Illinois Heartland Library System Statement of Revenues and Expenditures Fund #32 - Online Computer Library Center (OCLC)

							Audited
				YTD Budget		IHLS Approved	FY2016-2017
	August 2017	YTD Actuals	YTD Budget	Variance		FY2017-18 Budget	Actuals
	(08/01/2017 -	(07/01/2017 -	(07/01/2017 -	(07/01/2017 -	IHLS Approved	Percent Total	(07/01/2016 -
	08/31/2017)	08/31/2017)	08/31/2017)	08/31/2017)	FY2017-18 Budget	Budget Remaining	06/30/2017)
Revenues							
State Grants	0.00	0.00	22,584.42	(22,584.42)	135,506.55	(100.00)%	159,925.00
Total State Grants	0.00	0.00	22,584.42	(22,584.42)	135,506.55	(100.00)%	159,925.00
Total Revenues	0.00	0.00	22,584.42	(22,584.42)	135,506.55	(100.00)%	159,925.00
Expenses							
Personnel	8,668.18	17,336.36	19,448.44	2,112.08	116,690.47	85.14%	108,296.38
Supplies, Postage & Printing	420.00	467.92	800.00	332.08	4,800.00	90.25%	2,025.93
Telephone & Telecommunications	226.22	453.80	456.00	2.20	2,736.00	83.41%	2,348.07
Equipment Rental, Repair and Maintenance	476.09	686.94	630.00	(56.94)	3,780.00	81.83%	2,934.60
Professional Services	0.00	0.00	1,600.00	1,600.00	9,600.00	100.00%	0.00
Contractual Services	700.00	2,543.50	3,103.14	<u>559.64</u>	18,618.78	86.34%	18,456.00
Total Expenses	10,490.49	21,488.52	26,037.58	4,549.06	156,225.25	86.25%	134,060.98
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Total Revenue Over (Under) Expense	( <u>10,490.49</u> )	(21,488.52)	(3,453.16)	(18,035.36)	(20,718.70)	3.72%	25,864.02

Illinois Heartland Library System
Statement of Revenues and Expenditures
Fund #34 - The Marc of Quality (TMQ)

							Audited
				YTD Budget		IHLS Approved	FY2016-2017
	August 2017	YTD Actuals	YTD Budget	Variance		FY2017-18 Budget	Actuals
	(08/01/2017 -	(07/01/2017 -	(07/01/2017 -	(07/01/2017 -	IHLS Approved	Percent Total	(07/01/2016 -
	08/31/2017)	08/31/2017)	08/31/2017)	08/31/2017)	FY2017-18 Budget	Budget Remaining	06/30/2017)
Revenues							
State Grants	0.00	0.00	1,366.66	( <u>1,366.66</u> )	8,200.00	(100.00)%	8,200.00
Total Revenues	0.00	0.00	1,366.66	( <u>1,366.66</u> )	8,200.00	(100.00)%	8,200.00
Expenses							
Contractual Services	0.00	0.00	1,366.66	1,366.66	8,200.00	100.00%	8,200.00
Total Expenses	0.00	0.00	1,366.66	1,366.66	8,200.00	100.00%	8,200.00
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Total Revenue Over (Under) Expense	0.00	0.00	0.00	0.00	0.00	0.00%	0.00

Illinois Heartland Library System Statement of Revenues and Expenditures Fund #66 - Capital Fund

							Audited
				YTD Budget		IHLS Approved	FY2016-2017
	August 2017	YTD Actuals	YTD Budget	Variance		FY2017-18 Budget	Actuals
	(08/01/2017 -	(07/01/2017 -	(07/01/2017 -	(07/01/2017 -	IHLS Approved	Percent Total	(07/01/2016 -
	08/31/2017)	08/31/2017)	08/31/2017)	08/31/2017)	FY2017-18 Budget	Budget Remaining	06/30/2017)
Revenues							
Investment Income	168.37	329.08	0.00	329.08	0.00	0.00%	4,982.46
Total Revenues	168.37	329.08	0.00	329.08	0.00	0.00%	4,982.46
Expenses							
Capital Outlays	0.00	0.00	0.00	0.00	0.00	0.00%	356,899.51
Total Expenses	0.00	0.00	0.00	0.00	0.00	0.00%	356,899.51
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Total Revenue Over (Under) Expense	168.37	329.08	0.00	329.08	0.00	0.00%	(351,917.05)

## Illinois Heartland Library System

Balance Sheet Governmental Funds as of August 31, 2017

Major Funds

<u> </u>			Major Furius				
					Capital Projects	Non-Major Governmental	
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_	General Fund	CMC Fund	Plinkit	OCLC Fund	Fund	Funds	Total
Assets							
Cash and Cash Equivalents	4,173,188.57	17,431.24	41,582.86	1,155.78	983,738.26	3,764.45	5,220,861.16
Due From Other Funds	35,921.43	0.00	0.00	0.00	0.00	0.00	35,921.43
Grants Receivable	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Accounts Receivable	20,485.37	0.00	0.00	0.00	0.00	0.00	20,485.37
Prepaid Expenses	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Assets	4,229,595.37	<u>17,431.24</u>	41,582.86	<u>1,155.78</u>	983,738.26	<u>3,764.45</u>	5,277,267.96
Liabilities							
Accounts Payable	1,162.14	58.06	6,410.00	(3.68)	0.00	0.00	7,626.52
Grants Payable	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Due to Other Funds	0.00	35,921.43	0.00	0.00	0.00	0.00	35,921.43
Accrued Expenses	44,669.22	3,240.83	118.86	2,139.56	0.00	0.00	50,168.47
Total Liabilities	45,831.36	39,220.32	6,528.86	2,135.88	0.00	0.00	93,716.42
Deferred Inflows of Resources Loss Book Funds	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Other Deferred Inflows	0.00	0.00	0.00	0.00	0.00	0.00	0.00
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Total Deferred Inflows of Resources	<u>0.00</u>	<u>0.00</u>	0.00	0.00	<u>0.00</u>	0.00	0.00
Fund Balances							
	<u>4,183,764.01</u>	( <u>21,789.08</u> )	35,054.00	( <u>980.10</u> )	<u>983,738.2</u> 6	<u>3,764.45</u>	<u>5,183,551.5</u> 4
Total Liabilities, Deferred Inflows, and Fund Balances	4,229,595.37	<u>17,431.2</u> 4	41,582.86	<u>1,155.78</u>	983,738.26	<u>3,764.45</u>	5,277,267.96

Non-Major Governmental Funds represents TMQ, SWAYS and Dream Grant

# Illinois Heartland Library System Statement of Revenues and Expenditures Fund #85 - Sharing Heartland's Available Resources Equally (SHARE)

							Audited
				YTD Budget		IHLS Approved	FY2016-2017
	August 2017	YTD Actuals	YTD Budget	Variance		FY2017-18 Budget	Actuals
	(08/01/2017 -	(07/01/2017 -	(07/01/2017 -	(07/01/2017 -	IHLS Approved	Percent Total	(07/01/2016 -
	08/31/2017)	08/31/2017)	08/31/2017)	08/31/2017)	FY2017-18 Budget	Budget Remaining	06/30/2017)
Revenues							
Fees for Services and Materials	1,163.24	1,186,309.52	213,586.76	972,722.76	1,281,520.44	(7.43)%	1,105,690.40
Investment Income	708.17	1,371.98	748.16	623.82	4,489.00	(69.44)%	4,466.36
Other Revenue	21.60	21.60	6,646.82	(6,625.22)	39,880.85	(99.95)%	23,678.00
Total Revenues	1,893.01	1,187,703.10	220,981.74	966,721.36	1,325,890.29	(10.42)%	1,133,834.76
Expenses							
Personnel	74,173.99	148,376.65	173,717.02	25,340.37	1,042,301.98	85.76%	996,675.25
Library Materials	0.00	0.00	12,181.96	12,181.96	73,091.81	100.00%	0.00
Vehicle Expenses	38.70	38.70	166.66	127.96	1,000.00	96.13%	796.18
Travel, Meetings & Continuing for Staff and	303.55	518.66	2,912.16	2,393.50	17,473.00	97.03%	16,613.75
Conferences & Continuing Education Meetings	0.00	0.00	0.00	0.00	0.00	0.00%	300.00
Public Relations	0.00	0.00	83.34	83.34	500.00	100.00%	93.20
Supplies, Postage & Printing	1,145.21	1,481.77	3,183.34	1,701.57	19,100.00	92.24%	5,292.54
Telephone & Telecommunications	1,264.51	3,095.16	2,418.00	(677.16)	14,508.00	78.67%	16,502.52
Equipment Rental, Repair and Maintenance	341.05	664.46	860.00	195.54	5,160.00	87.12%	3,644.13
Professional Services	0.00	0.00	1,833.32	1,833.32	11,000.00	100.00%	6,000.00
Contractual Services	9,600.22	181,137.39	37,032.06	(144,105.33)	222,192.30	18.48%	195,342.86
Depreciation	0.00	0.00	0.00	0.00	0.00	0.00%	188,307.97
Professional Membership Dues	0.00	0.00	16.66	16.66	100.00	100.00%	100.00
Miscellaneous	30.00	30.00	60.00	30.00	360.00	91.67%	515.96
Total Expenses	86,897.23	335,342.79	234,464.52	(100,878.27)	1,406,787.09	76.16%	1,430,184.36
Total Expenses	00/037123	333/3 1217 3	23 1/10 1132	(100/070127)	1/100//0/103	70.1070	1/130/101130
Other Financing Sources & Uses							
Transfers From Other Funds	0.00	0.00	(41,666.66)	(41,666.66)	(250,000.00)	100.00%	(250,000.00)
Transfer to Other Funds	0.00	0.00	23,750.00	23,750.00	142,500.00	100.00%	0.00
Total Other Financing Sources & Uses	0.00	0.00	( <u>17,916.66</u> )	( <u>17,916.66</u> )	(107,500.00)	100.00%	( <u>250,000.00</u> )
Other Income (Expense)							
Reimbursements-Subscriptions	847.92	135,596.99	0.00	135,596.99	0.00	0.00%	254,819.75
Reimbursements-3M e-books	1,795.44	1,795.44	0.00	1,795.44	0.00	0.00%	82,576.55
Reimbursement:Subscriptions	(779.17)	(136,411.21)	0.00	(136,411.21)	0.00	0.00%	(245,969.00)
Reimbursement:3M e-books	(1,795.44)	(24,052.10)	0.00	(24,052.10)	0.00	0.00%	(60,284.90)
Reimbursement:SAM	0.00	(10,530.67)	0.00	(10,530.67)	0.00	0.00%	(957.33)
Pension Expense	0.00	0.00	0.00	0.00	0.00	0.00%	28,127.10
Total Other Income (Expense)	<u>68.75</u>	(33,601.55)	0.00	(33,601.55)	0.00	0.00%	58,312.17
Total Revenue Over (Under) Expense	( <u>84,935.47</u> )	818,758.76	4,433.88	814,324.88	26,603.20	2,977.67%	11,962.57

## Illinois Heartland Library System

Statement of Net Position

## SHARE Fund

as of August 31, 2017

	Computer Development Fund
Assets:	
Current Assets:	
Cash and Cash Equivalents	2,241,300.69
Due from Other Funds	0.00
Accounts Receivable	181,441.83
Prepaid Expenses	0.00
Net Pension Assets	( <u>160,608.16</u> )
Total Current Assets:	2,262,134.36
Capital Assets:	
Depreciable Capital Assets	2,667,758.77
Accumulated Depreciation	( <u>2,553,469.71</u> )
Total Capital Assets:	114,289.06
Total Assets:	<u>2,376,423.42</u>
Deferred Outflows of Resources:	
Deferred Outflows from Pension Contribution	
Deferred Outflows from Pension Contribution	473,181.39
Total Deferred Outflows of Resources:	473,181.39
Total Assets and Deferred Outflows of Resources	2,849,604.81
Liabilities:	
Current Liabilities:	
Accounts Payable	912.28
Due to Other Funds	0.00
Accrued Expenses	79,695.12
Total Current Liabilities:	80,607.40
Long-Term Liabilities:	
Compensated Absences Payable	90,828.13
Other Long-Term Liabilities	0.00
Total Long-Term Liabilities:	90,828.13
Total Liabilities:	<u>171,435.53</u>
Deferred Inflows of Resources:	
Deferred Inflows of Resources Related to Pension	
Deferred Inflows of Resources Related to Pension	9,469.66
Total Deferred Inflows of Resources:	9,469.66
Net Position:	
Unrestricted	<u>2,668,699.6</u> 2
Total Net Position:	<u>2,668,699.62</u>
Total Liabilities, Deferred Inflows & Net Position	2,849,604.81