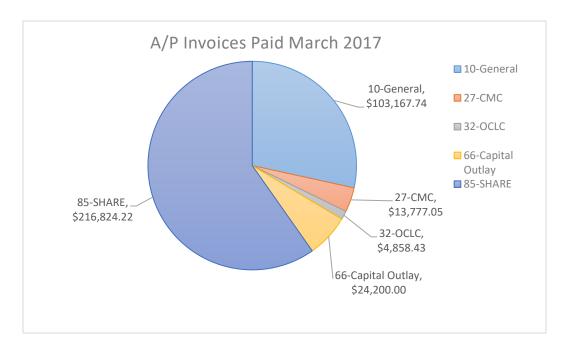


## IHLS Finance Committee Meeting – April 12, 2017 IHLS Board Meeting – April 25, 2017

### **Finance Team Tasks Performed in March 2017:**

- ✓ OCLC Accounts Receivable Coordinator attended Business Writing for Results Seminar.
- ✓ OCLC Senior Accountant and Accounts Receivable Coordinator attended Collections Law Seminar.
- ✓ CFO, HR Backup, and HR Supervisor attended Human Resources Duties Seminar.
- ✓ CFO and OCLC Senior Accountant attended Leadership Seminar.
- ✓ Recruited and hired part-time courier at the CHA Location.
- ✓ Processed termination of part-time courier at the EDW Location.
- ✓ Prepared and processed two payrolls.
- ✓ Prepared February 2017 Bill Payment, Credit Card Transaction, Statement of Revenues and Expenditures, and Balance Sheet Reports for IHLS Finance Committee and Board of Directors.
- ✓ Generated and mailed 179 accounts receivable invoices (OCLC 19 Monthly and 139 Transactional; SHARE 3 SHARE Monthly, 1 SHARE Quarterly, 2 Zinio Subscription, 11 Cloud (3M) eBooks, and 2 Cloud (3M) Subscription; General-1 Library Law Book, and 1 ILDS Project).
- ✓ Received and posted 123 accounts receivable cash receipts checks (OCLC 87, SHARE 27, and General 9).
- ✓ Received and entered 200 accounts payable invoices.
- ✓ Disbursed 108 accounts payable checks totaling \$362,827.44.



### **Financial Reports Overview**

The attached financial reports present IHLS' Financial Activities as of March 31, 2017. The column titled, "IHLS Board Approved Budget Percent Total Budget Remaining", represents the remainder left (based on %) of the IHLS Board Approved FY2016-2017 Budget. As of March 31, 2017, the target benchmark of the remaining budget should be 25% for all budget line items except personnel which should be 23%. In July and December 2016, IHLS had three payrolls.

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

							Audited
		3rd Qtr	6-Month				IHLS FY2015-2016
	March 2017	FY2016-2017	FY2016-2017		IHLS Board	Approved Budget	Total Actuals
	(03/01/2017 -	(01/01/2017 -	(07/01/2016 -	FY2016-2017	Approved	Percent Total	(07/01/2015 -
	03/31/2017)	03/31/2017)	12/31/2016)	YTD Actuals	FY2016-17 Budget	Budget Remaining	06/30/2016)
Davisson							
Revenues	0.00	0.00	626 746 00	626 746 00	1 000 670 00	(60.50)0/	1 000 670 00
State Grants	0.00	0.00	626,746.00	626,746.00	1,989,670.98	(68.50)%	1,989,670.98
Fees for Services and Materials	1,335.20	1,335.20	0.00	1,335.20	0.00	0.00%	870.00
Investment Income	1,554.73	4,129.20	5,599.28	9,728.48	4,836.00	101.17%	5,005.53
Other Revenue	25,828.17	99,287.86	128,683.82	227,971.68	66,026.84	245.27%	116,112.87
Total Revenues	28,718.10	104,752.26	761,029.10	865,781.36	2,060,533.82	(57.98)%	2,111,659.38
Expenses							
Personnel	124,542.80	393,580.24	985,648.28	1,379,228.52	1,737,561.69	20.62%	1,749,574.33
Building and Grounds	19,070.53	45,552.27	113,146.04	158,698.31	198,222.00	19.94%	182,289.54
Vehicle Expenses	16,150.63	51,018.86	108,207.03	159,225.89	161,418.00	1.36%	157,190.97
Travel, Meetings & Continuing for Staff and	2,648.72	6,737.91	15,152.11	21,890.02	28,145.00	22.22%	18,658.32
Conferences & Continuing Education Meetings	0.00	0.00	5,618.56	5,618.56	7,000.00	19.73%	16,415.61
Public Relations	0.00	340.13	564.10	904.23	2,000.00	54.79%	1,669.54
Liability Insurance	557.29	1,532.87	12,689.77	14,222.64	16,053.00	11.40%	15,440.70
Supplies, Postage & Printing	4,410.26	8,482.27	27,102.99	35,585.26	32,000.00	(11.20)%	32,879.98
Telephone & Telecommunications	2,919.33	6,848.03	11,989.03	18,837.06	23,200.00	18.81%	17,673.44
Equipment Rental, Repair and Maintenance	476.22	1,133.00	2,348.70	3,481.70	15,000.00	76.79%	22,358.13
Professional Services	550.00	7,401.56	34,521.16	41,922.72	45,000.00	6.84%	56,417.65
Contractual Services	65.50	2,649.11	12,176.01	14,825.12	15,500.00	4.35%	5,775.67
Professional Membership Dues	0.00	111.00	1,545.00	1,656.00	3,000.00	44.80%	2,498.50
Miscellaneous	108.64	238.81	1,044.63	1,283.44	3,600.00	64.35%	2,537.77
Capital Outlays	5,750.00	5,750.00	0.00	5,750.00	0.00	0.00%	394.45
Total Expenses	177,249.92	531,376.06	1,331,753.41	1,863,129.47	2,287,699.69	18.56%	2,281,774.60
Other Financing Sources & Uses							
Transfer to Other Funds	0.00	0.00	0.00	0.00	250,000.00	100.00%	202,034.09
Total Other Financing Sources & Uses	0.00	0.00	0.00	0.00	250,000.00	100.00%	202,034.09
Total Other Financing Sources & Oses	<u>0.00</u>	0.00	0.00	<u>0.00</u>	_230,000.00	100.00%	202,034.09
Other Income (Expense)							
Dreamhost	0.00	0.00	181.35	181.35	0.00	0.00%	318.40
Reimbursement	( <u>13.95</u> )	( <u>167.40</u> )	( <u>181.35</u> )	(348.75)	0.00	0.00%	(318.40)
Total Other Income (Expense)	( <u>13.95</u> )	( <u>167.40</u> )	0.00	(167.40)	0.00	0.00%	0.00
Total Revenue Over (Under) Expense	(148,545.77)	( <u>426,791.20</u> )	(570,724.31)	(997,515.51)	(477,165.87)	109.05%	(372,149.31)

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

							Audited
		3rd Qtr	6-Month			IHLS Board	IHLS FY2015-2016
	March 2017	FY2016-2017	FY2016-2017		IHLS Board	Approved Budget	Total Actuals
	(03/01/2017 -	(01/01/2017 -	(07/01/2016 -	FY2016-2017	Approved	Percent Total	(07/01/2015 -
	03/31/2017)	03/31/2017)	12/31/2016)	YTD Actuals	FY2016-17 Budget	Budget Remaining	06/30/2016)
Revenues							
State Grants	0.00	0.00	363,020.00	363,020.00	363,020.00	0.00%	404,346.00
Total State Grants	0.00	0.00	363,020.00	363,020.00	363,020.00	0.00%	404,346.00
Total Revenues	0.00	0.00	363,020.00	363,020.00	363,020.00	0.00%	404,346.00
Expenses							
Personnel	17,578.27	52,734.81	128,588.27	181,323.08	240,881.68	24.73%	297,671.77
Travel, Meetings & Continuing for Staff and Board	254.61	254.61	0.00	254.61	2,025.00	87.43%	2,190.91
Conferences & Continuing Education Meetings	0.00	0.00	0.00	0.00	0.00	0.00%	10,000.00
Supplies, Postage & Printing	29.24	84.39	146.51	230.90	3,000.00	92.30%	19,069.00
Telephone & Telecommunications	196.85	588.87	1,248.20	1,837.07	2,652.60	30.74%	5,593.14
Equipment Rental, Repair and Maintenance	319.22	839.11	1,810.59	2,649.70	5,200.00	49.04%	0.00
Professional Services	2,537.73	14,004.52	28,948.93	42,953.45	65,159.00	34.08%	30,387.10
Contractual Services	2,750.15	8,470.43	16,500.86	24,971.29	44,101.72	43.38%	41,405.93
Professional Membership Dues	0.00	0.00	0.00	0.00	0.00	0.00%	25.00
Total Expenses	23,666.07	76,976.74	177,243.36	254,220.10	363,020.00	29.97%	406,342.85
				<del></del>	·		
Total Revenue Over (Under) Expense	(23,666.07)	(76,976.74)	185,776.64	108,799.90	0.00	0.00%	( <u>1,996.85</u> )

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

							Audited
		3rd Qtr	6-Month			IHLS Board	IHLS FY2015-2016
	March 2017	FY2016-2017	FY2016-2017		IHLS Board	Approved Budget	Total Actuals
	(03/01/2017 -	(01/01/2017 -	(07/01/2016 -	FY2016-2017	Approved	Percent Total	(07/01/2015 -
	03/31/2017)	03/31/2017)	12/31/2016)	YTD Actuals	FY2016-17 Budget	Budget Remaining	06/30/2016)
Revenues							
State Grants	0.00	0.00	159,925.00	159,925.00	159,925.00	0.00%	165,901.00
Total State Grants	0.00	0.00	159,925.00	159,925.00	159,925.00	0.00%	165,901.00
Total Revenues	0.00	0.00	159,925.00	159,925.00	159,925.00	0.00%	165,901.00
					<del></del>		
Expenses							
Personnel	8,344.63	25,033.87	59,058.44	84,092.31	114,532.96	26.58%	112,648.25
Supplies, Postage & Printing	110.97	368.27	633.39	1,001.66	3,300.00	69.65%	3,642.55
Telephone & Telecommunications	198.74	585.52	1,173.12	1,758.64	2,197.20	19.96%	926.39
Equipment Rental, Repair and Maintenance	187.36	588.32	1,648.35	2,236.67	3,100.20	27.85%	3,037.80
Professional Services	0.00	0.00	0.00	0.00	15,000.00	100.00%	0.00
Contractual Services	1,211.59	5,351.11	9,470.50	14,821.61	21,794.64	31.99%	16,916.01
Capital Outlays	0.00	_0.00	_0.00	0.00	0.00	0.00%	29,869.96
Total Expenses	10,053.29	31,927.09	71,983.80	103,910.89	159,925.00	35.03%	167,040.96
		<u> </u>	·				<del></del>
Other Financing Sources & Uses							
Transfers From Other Funds	0.00	0.00	0.00	0.00	0.00	0.00%	(2,034.09)
Total Other Financing Sources & Uses	0.00	0.00	0.00	0.00	0.00	0.00%	(2,034.09)
						·	·
Total Revenue Over (Under) Expense	(10,053.29)	(31,927.09)	87,941.20	56,014.11	0.00	0.00%	894.13

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

	March 2017 (03/01/2017 -	3rd Qtr FY2016-2017 (01/01/2017 -	6-Month FY2016-2017 (07/01/2016 -	FY2016-2017	IHLS Board Approved	Approved Budget Percent Total	(07/01/2015 -
	03/31/2017)	03/31/2017)	12/31/2016)	YTD Actuals	FY2016-17 Budget	Budget Remaining	06/30/2016)
Revenues State Grants Total Revenues	0.00 0.00	0.00 0.00	8,200.00 8,200.00	8,200.00 8,200.00	8,200.00 8,200.00	0.00%	<del></del>
Expenses Contractual Services Total Expenses	0.00 0.00	0.00 0.00	4,100.00 4,100.00	4,100.00 4,100.00	8,200.00 8,200.00	50.00% 50.00%	<del></del>
Total Revenue Over (Under) Expense	0.00	0.00	4,100.00	4,100.00	0.00	0.00%	0.00

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

	March 2017 (03/01/2017 - 03/31/2017)	3rd Qtr FY2016-2017 (01/01/2017 - 03/31/2017)	6-Month FY2016-2017 (07/01/2016 - 12/31/2016)	FY2016-2017 YTD Actuals	IHLS Board Approved FY2016-17 Budget	IHLS Board Approved Budget Percent Total Budget Remaining	Audited IHLS FY2015-2016
Revenues Investment Income Other Revenue Total Revenues	637.01	909.28	1,542.77	2,452.05	4,299.41	(42.97)%	4,296.47
	_0.00	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	0.00%	20,916.55
	_637.01	<u>909.28</u>	<u>1,542.77</u>	<u>2,452.05</u>	<u>4,299.4</u> 1	(42.97)%	25,213.02
Expenses Capital Outlays Total Expenses	186,828.00	211,028.00	128,890.00	339,918.00	<u>407,000.00</u>	16.48%	129,570.00
	186,828.00	211,028.00	128,890.00	339,918.00	<u>407,000.00</u>	16.48%	129,570.00
Total Revenue Over (Under) Expense	(186,190.99)	(210,118.72)	(127,347.23)	(337,465.95)	(402,700.59)	(16.20)%	(104,356.98)

### Illinois Heartland Library System

Balance Sheet Governmental Funds as of March 31, 2017

Major Funds

_			Major runus				
					Capital Projects	Non-Major Governmental	
	General Fund	CMC Fund	Plinkit	OCLC Fund	Fund	Funds	Total
Accelo							
Assets							
Cash and Cash Equivalents	3,952,839.82	129,180.00	41,582.86	57,284.13	1,184,688.28	9,703.83	5,375,278.92
Due From Other Funds	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Grants Receivable	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Accounts Receivable	67.00	0.00	0.00	0.00	0.00	0.00	67.00
Prepaid Expenses	<u>500.00</u>	0.00	<u>0.00</u> 0	0.00	0.00	0.00	500.00
Total Assets	3,953,406.82	129,180.00	41,582.86	57,284.13	1,184,688.28	9,703.83	5,375,845.92
Liabilities							
Accounts Payable	7,667.10	23.22	0.00	11.00	186,828.00	0.00	194,529.32
Grants Payable	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Due to Other Funds	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Accrued Expenses	108,414.44	19,080.80	118.86	6,614.62	0.00	0.00	134,228.72
Total Liabilities	116,081.54	19,104.02	118.86	6,625.62	<u>186,828.0</u> 0	0.00	328,758.04
Deferred Inflows of Resources							
Loss Book Funds	27.00	0.00	0.00	0.00	0.00	0.00	27.00
Other Deferred Inflows	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Deferred Inflows of Resources	<u>27.0</u> 0	<u>0.00</u>	0.00	0.00	0.00	0.00	<u>27.00</u>
Fund Balances							
Turia balances	3,837,298.28	110,075.98	41,464.00	50,658.51	997,860.28	9,703.83	5,047,060.88
Total Liabilities, Deferred Inflows, and Fund Balances	<u>3,953,406.82</u>	129,180.00	41,582.86	<u>57,284.13</u>	1,184,688.28	<u>9,703.83</u>	<u>5,375,845.92</u>

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

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

	March 2017 (03/01/2017 - 03/31/2017)	3rd Qtr FY2016-2017 (01/01/2017 - 03/31/2017)		FY2016-2017 YTD Actuals	IHLS Board Approved FY2016-17 Budget	Percent Total	Audited IHLS FY2015- 2016 Total Actuals (07/01/2015 - 06/30/2016)
Revenues							
Fees for Services and Materials	1,276.74	17,886.22	1,054,269.96	1,072,156.18	1,100,857.58	(2.61)%	1,188,690.32
Investment Income	485.74	1,295.72	1,524.57	2,820.29	1,102.25	155.87%	1,117.23
Other Revenue	687.54	2,062.61	79,414.39	81,477.00	24,860.80	227.73%	61,913.96
Total Revenues	2,450.02	21,244.55	1,135,208.92	1,156,453.47	1,126,820.63	2.63%	1,251,721.51
Expenses							
Personnel	74,389.46	223,383.05	582,824.88	806,207.93	1,092,049.49	26.17%	1,114,447.47
Vehicle Expenses	62.54	195.30	334.79	530.09	1,320.00	59.84%	960.80
Travel, Meetings & Continuing for Staff and Board Members	1,078.73	4,094.82	6,058.47	10,153.29	9,174.00	(10.67)%	3,333.61
Conferences & Continuing Education Meetings	0.00	0.00	300.00	300.00	100.00	(200.00)%	65.43
Public Relations	0.00	0.00	93.20	93.20	0.00	0.00%	0.00
Supplies, Postage & Printing	863.06	969.49	3,105.44	4,074.93	6,000.00	32.08%	5,533.24
Telephone & Telecommunications	1,079.89	2,994.30	7,276.13	10,270.43	16,060.00	36.05%	15,990.24
Equipment Rental, Repair and Maintenance	319.23	839.17	1,810.73	2,649.90	3,400.00	22.06%	280.00
Professional Services	0.00	0.00	6,000.00	6,000.00	7,000.00	14.29%	490.00
Contractual Services	404.93	45,884.16	145,355.18	191,239.34	183,824.00	(4.03)%	162,183.10
Depreciation	0.00	0.00	0.00	0.00	0.00	0.00%	188,485.34
Professional Membership Dues	0.00	100.00	0.00	100.00	0.00	0.00%	0.00
Miscellaneous	<u>34.4</u> 4	<u>36.5</u> 2	0.00	<u>36.5</u> 2	0.00	0.00%	0.00
Total Expenses	78,232.28	278,496.81	753,158.82	1,031,655.63	1,318,927.49	21.78%	1,491,769.23
Other Financing Sources & Uses							
Transfers From Other Funds	0.00	0.00	0.00	0.00	(250,000.00)	100.00%	(200,000.00)
Transfer to Other Funds	0.00	0.00	0.00	0.00	142,500.00	100.00%	0.00
Total Other Financing Sources & Uses	0.00	0.00	0.00	0.00	(107,500.00)	100.00%	(200,000.00)
Other Income (Expense)							
Reimbursements-Restick Printers	0.00	0.00	0.00	0.00	0.00	0.00%	(11,154.75)
Reimbursements-Subscriptions	1,188.09	3,145.61	251,573.51	254,719.12	0.00	0.00%	267,743.32
Reimbursements-3M e-books	14,062.63	22,380.10	11,947.38	34,327.48	0.00	0.00%	53,637.90
Reimbursement:Subscriptions	(4,713.51)	(16,660.78)	(214,552.17)	(231,212.95)	0.00	0.00%	(302,932.71)
Reimbursement:3M e-books	(10,479.57)	(18,797.04)	(11,247.42)	(30,044.46)	0.00	0.00%	(53,637.58)
Pension Expense	0.00	0.00	0.00	0.00	0.00	0.00%	(50,867.45)
Total Other Income (Expense)	<u>57.64</u>	(9,932.11)	37,721.30	27,789.19	0.00	0.00%	(97,211.27)
Total Revenue Over (Under) Expense	( <u>75,724.62</u> )	( <u>267,184.37</u> )	419,771.40	152,587.03	(84,606.86)	(280.35)%	(137,258.99)

### Illinois Heartland Library System

Statement of Net Position

### **SHARE Fund**

as of March 31, 2017

	Computer Development Fund
Assets:	
Current Assets:	1 420 000 11
Cash and Cash Equivalents	1,436,960.11
Due from Other Funds	0.00
Accounts Receivable	15,384.49
Prepaid Expenses	125,521.63
Net Pension Assets	(345,749.09)
Total Current Assets:	1,232,117.14
Capital Assets:	
Depreciable Capital Assets	2,667,758.77
Accumulated Depreciation	( <u>2,365,161.74</u> )
Total Capital Assets:	<u>302,597.03</u>
Total Assets:	<u>1,534,714.17</u>
Deferred Outflows of Resources:	
Deferred Outflows from Pension Contribution	
Deferred Outflows from Pension Contribution	620,725.56
Total Deferred Outflows of Resources:	620,725.56
Total Assets and Deferred Outflows of Resources	2,155,439.73
Liabilities:	
Current Liabilities:	
Accounts Payable	512.56
Accrued Expenses	<u>77,430.59</u>
Total Current Liabilities:	77,943.15
Long-Term Liabilities:	
Compensated Absences Payable	87,290.70
Other Long-Term Liabilities	0.00
Total Long-Term Liabilities:	
Total Liabilities:	165,233.85
Net Position:	
Unrestricted	1,990,205.88
Total Net Position:	1,990,205.88
Total Liabilities, Deferred Inflows & Net Position	2,155,439.73