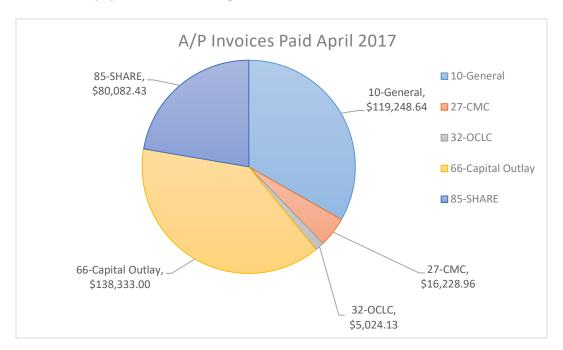


IHLS Finance Committee Meeting – May 9, 2017 IHLS Board Meeting – May 25, 2017

Finance Team Tasks Performed in April 2017:

- ✓ CFO and OCLC Senior Accountant attended Women in Leadership Seminar.
- ✓ CFO, OCLC Senior Accountant, and Accounting Coordinators attended Project Management Seminar.
- ✓ Recruited and hired two part-time couriers one for CHA and one for CAR location.
- ✓ Processed termination of part-time courier at the CAR Location.
- ✓ Prepared and processed two payrolls.
- ✓ Compiled financial data for special revenue grant third quarter reports submitted to ISL.
- ✓ Prepared and submitted CY2017 1st quarter payroll taxes reports.
- ✓ Prepared March 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 279 accounts receivable invoices (OCLC 19 Monthly, 11 quarterly, and 125 Transactional; SHARE 3 SHARE Monthly, 8 SHARE Quarterly, 7 Transitional, 16 Cloud (3M) eBooks, 1 Cloud (3M) Subscription, 58 Cataloging/Barcoding, 19 SAM Billing, and 10 ICN Filtering; General-1 Room Rental, and 1 ILDS Project).
- ✓ Received and posted 119 accounts receivable cash receipts checks (OCLC 62, SHARE 49, and General 8).
- ✓ Received and entered 170 accounts payable invoices.
- ✓ Disbursed 92 accounts payable checks totaling \$358,917.16.



Financial Reports Overview

The attached financial reports present IHLS' Financial Activities as of April 30, 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 April 30, 2017, the target benchmark of the remaining budget should be 17% for all budget line items except personnel which should be 15%. 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 Board	IHLS FY2015-2016
	April 2017	FY2016-2017	FY2016-2017		IHLS Board	Approved Budget	Total Actuals
	(04/01/2017 -	(01/01/2017 -	(07/01/2016 -	FY2016-2017	Approved	Percent Total	(07/01/2015 -
	04/30/2017)	03/31/2017)	12/31/2016)	YTD Actuals	FY2016-17 Budget	Budget Remaining	06/30/2016)
Revenues							
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	800.00	1,335.20	0.00	2,135.20	0.00	0.00%	870.00
Investment Income	1,661.19	4,129.20	5,599.28	11,389.67	4,836.00	135.52%	5,005.53
Other Revenue	23,623.11	99,287.86	128,683.82	251,594.79	66,026.84	281.05%	116,112.87
Total Revenues	<u>26,084.30</u>	104,752.26	761,029.10	<u>891,865.66</u>	2,060,533.82	(56.72)%	2,111,659.38
Expenses							
Personnel	137,634.47	393,580.24	985,648.28	1,516,862.99	1,737,561.69	12.70%	1,749,574.33
Building and Grounds	21,804.31	45,552.27	113,146.04	180,502.62	198,222.00	8.94%	182,289.54
Vehicle Expenses	20,384.13	51,018.86	108,207.03	179,610.02	161,418.00	(11.27)%	157,190.97
Travel, Meetings & Continuing for Staff and	1,559.95	6,737.91	15,152.11	23,449.97	28,145.00	16.68%	18,658.32
Conferences & Continuing Education Meetings	646.32	3,865.32	5,618.56	10,130.20	7,000.00	(44.72)%	16,415.61
Public Relations	253.98	340.13	564.10	1,158.21	2,000.00	42.09%	1,669.54
Liability Insurance	560.29	1,532.87	12,689.77	14,782.93	16,053.00	7.91%	15,440.70
Supplies, Postage & Printing	1,868.45	8,482.27	27,102.99	37,453.71	32,000.00	(17.04)%	32,879.98
Telephone & Telecommunications	2,129.22	6,848.03	11,989.03	20,966.28	23,200.00	9.63%	17,673.44
Equipment Rental, Repair and Maintenance	436.87	1,133.00	2,348.70	3,918.57	15,000.00	73.88%	22,358.13
Professional Services	5,513.25	7,401.56	34,521.16	47,435.97	45,000.00	(5.41)%	56,417.65
Contractual Services	13.95	2,649.11	12,176.01	14,839.07	15,500.00	4.26%	5,775.67
Professional Membership Dues	1,000.00	111.00	1,545.00	2,656.00	3,000.00	11.47%	2,498.50
Miscellaneous	86.43	238.81	1,044.63	1,369.87	3,600.00	61.95%	2,537.77
Capital Outlays	0.00	5,750.00	0.00	5,750.00	0.00	0.00%	394.45
Total Expenses	193,891.62	535,241.38	1,331,753.41	2,060,886.41	2,287,699.69	9.91%	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
Other Income (Expense)							
Dreamhost	0.00	0.00	181.35	181.35	0.00	0.00%	318.40
Reimbursement	(41.85)	(167.40)	(181.35)	(390.60)	0.00	0.00%	(318.40)
Total Other Income (Expense)	(41.85)	(167.40)	0.00	(209.25)	0.00	0.00%	0.00
Total Revenue Over (Under) Expense	(167,849.17)	(430,656.52)	(570,724.31)	(1,169,230.00)	(477,165.87)	145.04%	(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
	April 2017	FY2016-2017	FY2016-2017		IHLS Board	Approved Budget	Total Actuals
	(04/01/2017 -	(01/01/2017 -	(07/01/2016 -	FY2016-2017	Approved	Percent Total	(07/01/2015 -
	04/30/2017)	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	17,562.32	52,734.81	128,588.27	198,885.40	240,881.68	17.43%	297,671.77
Vehicle Expenses	35.35	0.00	0.00	35.35	0.00	0.00%	0.00
Travel, Meetings & Continuing for Staff and Board	1,965.44	254.61	0.00	2,220.05	2,025.00	(9.63)%	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	0.00	84.39	146.51	230.90	3,000.00	92.30%	19,069.00
Telephone & Telecommunications	196.45	588.87	1,248.20	2,033.52	2,652.60	23.34%	5,593.14
Equipment Rental, Repair and Maintenance	341.77	839.11	1,810.59	2,991.47	5,200.00	42.47%	0.00
Professional Services	4,480.20	14,004.52	28,948.93	47,433.65	65,159.00	27.20%	30,387.10
Contractual Services	3,275.14	8,470.43	16,500.86	28,246.43	44,101.72	35.95%	41,405.93
Professional Membership Dues	0.00	0.00	0.00	0.00	0.00	0.00%	25.00
Total Expenses	27,856.67	76,976.74	177,243.36	282,076.77	363,020.00	22.30%	406,342.85
	· · · · · · · · · · · · · · · · · · ·	· · · · · · · · · · · · · · · · · · ·	· · · · · · · · · · · · · · · · · · ·	·			·
Total Revenue Over (Under) Expense	(27,856.67)	(76,976.74)	185,776.64	80,943.23	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
	April 2017	FY2016-2017	FY2016-2017		IHLS Board	Approved Budget	Total Actuals
	(04/01/2017 -	(01/01/2017 -	(07/01/2016 -	FY2016-2017	Approved	Percent Total	(07/01/2015 -
	04/30/2017)	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
Expenses							
Personnel	8,331.64	25,033.87	59,058.44	92,423.95	114,532.96	19.30%	112,648.25
Supplies, Postage & Printing	102.99	368.27	633.39	1,104.65	3,300.00	66.53%	3,642.55
Telephone & Telecommunications	194.41	585.52	1,173.12	1,953.05	2,197.20	11.11%	926.39
Equipment Rental, Repair and Maintenance	197.73	588.32	1,648.35	2,434.40	3,100.20	21.48%	3,037.80
Professional Services	0.00	0.00	0.00	0.00	15,000.00	100.00%	0.00
Contractual Services	1,211.58	5,351.11	9,470.50	16,033.19	21,794.64	26.44%	16,916.01
Capital Outlays	0.00	0.00	0.00	0.00	0.00	0.00%	29,869.96
Total Expenses	10,038.35	31,927.09	71,983.80	113,949.24	159,925.00	28.75%	167,040.96
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	(10,038.35)	(31,927.09)	87,941.20	45,975.76	0.00	0.00%	<u>894.13</u>

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

	April 2017 (04/01/2017 -	3rd Qtr FY2016-2017 (01/01/2017 -	6-Month FY2016-2017 (07/01/2016 -	FY2016-2017	IHLS Board Approved	IHLS Board Approved Budget Percent Total	. ota. / totaa.o
	04/30/2017)	03/31/2017)	12/31/2016)	YTD Actuals	FY2016-17 Budget	Budget Remaining	06/30/2016)
Revenues							
State Grants	0.00	0.00	8,200.00	8,200.00	8,200.00	0.00%	8,200.00
Total Revenues	0.00	0.00	<u>8,200.00</u>	8,200.00	<u>8,200.00</u>	0.00%	8,200.00
Expenses							
Contractual Services	0.00	0.00	4,100.00	4,100.00	8,200.00	50.00%	8,200.00
Total Expenses	0.00	0.00	4,100.00	<u>4,100.00</u>	<u>8,200.00</u>	50.00%	<u>8,200.0</u> 0
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

							Audited
		3rd Qtr	6-Month			IHLS Board	IHLS FY2015-2016
	April 2017	FY2016-2017	FY2016-2017			Approved Budget	Total Actuals
	(04/01/2017 -	(01/01/2017 -	(07/01/2016 -	FY2016-2017	IHLS Board Approved	Percent Total	(07/01/2015 -
	04/30/2017)	03/31/2017)	12/31/2016)	YTD Actuals	FY2016-17 Budget	Budget Remaining	06/30/2016)
Revenues							
Investment Income	170.21	909.28	1,542.77	2,622.26	4,299.41	(39.01)%	4,296.47
Other Revenue	0.00	0.00	0.00	0.00	0.00	0.00%	20,916.55
Total Revenues	<u>170.21</u>	909.28	1,542.77	2,622.26	4,299.41	(39.01)%	25,213.02
Expenses							
Capital Outlays	0.00	211,028.00	128,890.00	339,918.00	407,000.00	16.48%	129,570.00
Total Expenses	0.00	211,028.00	128,890.00	339,918.00	407,000.00	16.48%	129,570.00
Total Revenue Over (Under) Expense	170.21	(210,118.72)	(127,347.23)	(337,295.74)	(402,700.59)	(16.24)%	(104,356.98)

Illinois Heartland Library System

Balance Sheet Governmental Funds as of April 30, 2017

Major Funds

_			Major runus				
					Capital Projects	Non-Major Governmental	
_	General Fund	CMC Fund	Plinkit	OCLC Fund	Fund	Funds	Total
Assets							
Cash and Cash Equivalents	3,766,186.08	101,558.38	41,582.86	47,052.18	1,046,525.49	9,703.83	5,012,608.82
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	20,395.92	0.00	0.00	0.00	0.00	0.00	20,395.92
Prepaid Expenses	3,179.00	0.00	0.00	0.00	0.00	0.00	3,179.00
Total Assets	3,789,761.00	101,558.38	41,582.86	47,052.18	1,046,525.49	9,703.83	5,036,183.74
Liabilities							
Accounts Payable	19,831.45	727.83	0.00	45.98	48,495.00	0.00	69,100.26
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	<u>104,318.76</u>	18,611.24	<u>118.86</u>	<u>6,386.04</u>	<u>0.00</u>	0.00	<u>129,434.9</u> 0
Total Liabilities	124,150.21	19,339.07	118.86	<u>6,432.02</u>	48,495.00	0.00	<u>198,535.1</u> 6
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	27.00	0.00	0.00	0.00	0.00	0.00	27.00
Fund Balances							
	3,665,583.79	82,219.31	41,464.00	40,620.16	998,030.49	9,703.83	<u>4,837,621.58</u>
Total Liabilities, Deferred Inflows,	3,789,761.00	101,558.38	41,582.86	47,052.18	1,046,525.49	9,703.83	5,036,183.74
and Fund Balances							

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

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

		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	11,818.24	17,886.22	1,054,269.96	1,083,974.42	1,100,857.58	(1.53)%	1,188,690.32
Investment Income	517.63	1,295.72	1,524.57	3,337.92	1,102.25	202.83%	1,117.23
Other Revenue	14,030.93	2,062.61	79,414.39	95,507.93	24,860.80	284.17%	61,913.96
Total Revenues	26,366.80	21,244.55	1,135,208.92	1,182,820.27	1,126,820.63	4.97%	1,251,721.51
Expenses							
Personnel	72,638.64	223,383.05	582,824.88	878,846.57	1,092,049.49	19.52%	1,114,447.47
Vehicle Expenses	96.81	195.30	334.79	626.90	1,320.00	52.51%	960.80
Travel, Meetings & Continuing for Staff and Board	227.98	4,094.82	6,058.47	10,381.27	9,174.00	(13.16)%	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	0.00	969.49	3,105.44	4,074.93	6,000.00	32.08%	5,533.24
Telephone & Telecommunications	1,017.27	2,994.30	7,276.13	11,287.70	16,060.00	29.72%	15,990.24
Equipment Rental, Repair and Maintenance	341.78	839.17	1,810.73	2,991.68	3,400.00	12.01%	280.00
Professional Services	0.00	0.00	6,000.00	6,000.00	7,000.00	14.29%	490.00
Contractual Services	3,988.67	45,884.16	145,355.18	195,228.01	183,824.00	(6.20)%	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	30.00	36.52	0.00	66.52	0.00	0.00%	0.00
Total Expenses	78,341.15	278,496.81	753,158.82	1,109,996.78	1,318,927.49	15.84%	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	100.63	3,145.61	251,573.51	254,819.75	0.00	0.00%	267,743.32
Reimbursements-3M e-books	8,942.26	22,380.10	11,947.38	43,269.74	0.00	0.00%	53,637.90
Reimbursement:Subscriptions	(4,490.78)	(16,660.78)	(214,552.17)	(235,703.73)	0.00	0.00%	(302,932.71)
Reimbursement:3M e-books	(12,525.32)	(18,797.04)	(11,247.42)	(42,569.78)	0.00	0.00%	(53,637.58)
Reimbursement:SAM	(11,488.00)	0.00	0.00	(11,488.00)	0.00	0.00%	0.00
Pension Expense	0.00	0.00	0.00	0.00	0.00	0.00%	(50,867.45)
Total Other Income (Expense)	(19,461.21)	(9,932.11)	37,721.30	8,327.98	0.00	0.00%	(97,211.27)
Total Revenue Over (Under) Expense	(<u>71,435.56</u>)	(<u>267,184.37</u>)	419,771.40	81,151.47	(84,606.86)	(195.92)%	(<u>137,258.99</u>)

Illinois Heartland Library System

Statement of Net Position

SHARE Fund

as of April 30, 2017

	Computer Development Fund
Assets:	
Current Assets:	
Cash and Cash Equivalents	1,344,134.93
Due from Other Funds	0.00
Accounts Receivable	25,011.97
Prepaid Expenses	150,521.63
Net Pension Assets	(345,749.09)
Total Current Assets:	1,173,919.44
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:	1,476,516.47
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 Deferred Outflows of Resources:	020,723.30
Total Assets and Deferred Outflows of Resources	2,097,242.03
Liabilities:	
Current Liabilities:	
Accounts Payable	14,935.19
Accrued Expenses	<u>76,245.82</u>
Total Current Liabilities:	91,181.01
Long-Term Liabilities:	
Compensated Absences Payable	87,290.70
Other Long-Term Liabilities	0.00
Total Long-Term Liabilities:	87,290.70
Total Liabilities:	178,471.71
Net Position:	
Unrestricted	1 010 770 22
	<u>1,918,770.32</u>
Total Net Position:	<u>1,918,770.32</u>
Total Liabilities, Deferred Inflows & Net Position	2,097,242.03