

To: IHLS Finance Committee

From: Adrienne L. Elam Date: May 22, 2018

RE: IHLS Financial Reports as of April 30, 2018

As of April 30, 2018, IHLS has received partial FY2018 System Area & Per Capita Grant (SAPG) Funding of \$1,209,700.32. Still outstanding is \$2,154,729.09 or 64% of the SAPG Funding. IHLS has received total funding of all FY2018 Special Revenue Grants-OCLC Grant-\$135,506.55, CMC-\$293,028.00, and TMQ-\$8,200.

The financial reports included represent IHLS' Financial Activities through April 30, 2018. 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 April 30, 2018, the target benchmark of the remaining budget should be 17% for all budget line items except for personnel which should be 19% remaining based on 26 biweekly payrolls in a fiscal year.

Statement of Revenues and Expenditures

General Fund

"Total Revenue" (59.12 %) below IHLS Approved FY2017-18 Budget is due primarily to receiving only 36% of FY2017-18 SAPG Funds.

The majority of the budget categories in which the total budget remaining is below target benchmark is because the expenditures occurred in the beginning of the fiscal year.

"Total Expenses" YTD Actuals are below YTD Budget by 17.5%.

Special Revenue Funds

IHLS has received the entire FY2017-18 funding for all Special Revenue Grants and anticipates spending all funds received.

SHARE

"Total Expenses" YTD Actuals are below YTD by 1%.

Balance Sheet Governmental Funds

General Fund

"Cash and Cash Equivalents" \$3,875,451.64 would fund IHLS General Fund Operations an estimated 13.9 months.

SHARE

"Cash and Cash Equivalents" \$1,705,763.18 represents \$957,498.57 (includes FY2017-18 transfer of \$142,500) in SHARE Reserve Fund and \$748,264.81 SHARE Operating Cash. The \$748,264.81 operating cash would fund SHARE Operations 5.7 months.

Finance Team Tasks Performed in April 2018

- Prepared and processed two payrolls.
- ➤ Prepared March 2018 Bill Payments, Credit Card Transactions, Statement of Revenues and Expenditures, and Balance Sheets Reports for IHLS Finance Committee and Board of Directors.
- > Discussed and reviewed with department managers FY2019 Department Budget requirements.
- Draft FY2019 Fund Operational Budgets.
- Compiled financial data for special revenue grant third quarter reports submitted to ISL.
- Prepared and submitted CY2018 1st quarter payroll taxes reports.
- ➤ Generated and mailed 269 accounts receivable invoices (OCLC –18 Monthly, 10 Quarterly and 127 Transactional; SHARE 3 Monthly, 23 Quarterly, 72 Cataloging/Barcoding, 2 Cloud Subscription (3M) and 13 Cloud (3M) eBooks (3M); General 1 ILDS Project).
- ➤ Received and posted 109 accounts receivable cash receipts checks totaling \$757,375.48 (OCLC 86, SHARE 21, and General 2).
- Received and entered 137 accounts payable invoices.
- Disbursed 93 accounts payable checks totaling \$274,757.51.

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

	April 2018 (04/01/2018 -	YTD Actuals (07/01/2017 -	YTD Budget (07/01/2017 -	YTD Budget	IHLS Approved	IHLS Approved FY2017-18 Budget Percent Total	Audited FY2016-2017 Actuals (07/01/2016 -
	04/30/2018)	04/30/2018)	04/30/2018)	04/30/2018)	FY2017-18 Budget	Budget Remaining	06/30/2017)
Payanuas							
Revenues State Grants	0.00	1,209,700.32	2,803,691.20	(1,593,990.88)	3,364,429.41	(64.04)%	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	3,591.75	26,453.73	11,010.20	15,443.53	13,212.19	100.22%	15,000.01
Other Revenue	21,747.99	251,789.12	218,204.80	33,584.32	261,845.70	(3.84)%	322,436.34
Total Revenues	25,339.74	1,487,943.17	3,032,906.20	(1,544,963.03)	3,639,487.30	(59.12)%	2,329,781.78
Total Revenues	23,339.7	1,707,975.17	3,032,300.20	(1,544,905.05)	3,039,407.50	(33.12) /0	2,323,701.70
Expenses							
Personnel	155,907.34	1,529,910.71	1,783,146.90	253,236.19	2,139,776.27	28.50%	1,795,252.32
Building and Grounds	16,121.11	163,480.01	190,859.50	27,379.49	229,031.26	28.62%	210,646.74
Vehicle Expenses	23,947.22	184,737.46	195,157.90	10,420.44	234,189.40	21.12%	221,725.51
Travel, Meetings & Continuing for Staff and	5,087.75	30,940.68	27,877.50	(3,063.18)	33,453.00	7.51%	33,895.63
Conferences & Continuing Education Meetings	0.00	600.00	4,916.60	4,316.60	5,900.00	89.83%	11,340.19
Public Relations	486.35	7,911.97	6,895.80	(1,016.17)	8,275.00	4.39%	1,756.24
Liability Insurance	444.00	14,690.70	13,551.00	(1,139.70)	16,261.21	9.66%	14,782.93
Supplies, Postage & Printing	5,628.92	35,269.41	30,624.20	(4,645.21)	36,749.00	4.03%	41,583.44
Telephone & Telecommunications	1,305.54	13,018.89	14,023.80	1,004.91	16,828.50	22.64%	19,803.28
Equipment Rental, Repair and Maintenance	441.98	4,640.80	6,366.70	1,725.90	7,640.00	39.26%	4,840.33
Professional Services	1,570.00	23,204.28	36,516.70	13,312.42	43,820.00	47.05%	48,790.97
Contractual Services	13.95	14,409.01	34,807.00	20,397.99	41,768.39	65.50%	14,839.07
Professional Membership Dues	0.00	2,292.00	2,615.00	323.00	3,138.00	26.96%	2,656.00
Miscellaneous	65.00	2,144.79	1,450.00	(694.79)	1,740.00	(23.26)%	5,761.74
Capital Outlays	61,650.00	87,324.00	214,429.10	127,105.10	257,315.00	66.06%	5,750.00
Total Expenses	272,669.16	2,114,574.71	2,563,237.70	448,662.99	3,075,885.03	31.25%	2,433,424.39
Other Financing Sources & Uses							
Transfers From Other Funds	0.00	(1,878.32)	0.00	1,878.32	0.00	0.00%	(1,839.38)
Transfer to Other Funds	0.00	0.00	208,333.30	208,333.30	250,000.00	100.00%	250,000.00
Total Other Financing Sources & Uses	0.00	(1,878.32)	208,333.30	210,211.62	250,000.00	100.75%	248,160.62
-							
Other Income (Expense)							
Dreamhost	0.00	181.35	0.00	181.35	0.00	0.00%	432.45
Reimbursement	(<u>41.85</u>)	(<u>414.50</u>)	0.00	(<u>414.50</u>)	0.00	0.00%	(<u>432.45</u>)
Total Other Income (Expense)	(<u>41.85</u>)	(233.15)	0.00	(<u>233.15</u>)	0.00	0.00%	0.00
Total Revenue Over (Under) Expense	(247,371.27)	(624,986.37)	261,335.20	(886,321.57)	313,602.27	(299.29)%	(<u>351,803.23</u>)

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

							Audited
				YTD Budget		IHLS Approved	FY2016-2017
	April 2018	YTD Actuals	YTD Budget	Variance		FY2017-18 Budget	Actuals
	(04/01/2018 -	(07/01/2017 -	(07/01/2017 -	(07/01/2017 -	IHLS Approved	Percent Total	(07/01/2016 -
	04/30/2018)	04/30/2018)	04/30/2018)	04/30/2018)	FY2017-18 Budget	Budget Remaining	06/30/2017)
Revenues							
State Grants	0.00	293,028.00	244,189.90	48,838.10	293,027.90	0.00%	363,020.00
Total State Grants	0.00	293,028.00	244,189.90	48,838.10	293,027.90	0.00%	363,020.00
Total Revenues	0.00	293,028.00	244,189.90	48,838.10	293,027.90	0.00%	363,020.00
Expenses							
Personnel	13,917.10	147,529.63	149,524.80	1,995.17	179,429.82	17.78%	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	250.00	250.00	300.00	100.00%	35.35
Travel, Meetings & Continuing for Staff and	467.24	5,021.80	6,123.40	1,101.60	7,348.00	31.66%	3,788.28
Supplies, Postage & Printing	1,979.58	2,489.43	2,466.60	(22.83)	2,960.00	15.90%	12,326.57
Telephone & Telecommunications	434.42	2,506.97	2,280.00	(226.97)	2,736.00	8.37%	5,976.26
Equipment Rental, Repair and Maintenance	318.26	2,097.75	3,000.00	902.25	3,600.00	41.73%	3,643.90
Professional Services	5,678.25	47,854.75	55,833.30	7,978.55	67,000.00	28.57%	59,323.39
Contractual Services	2,254.83	23,286.23	24,690.90	1,404.67	29,629.08	21.41%	39,275.97
Professional Membership Dues	0.00	48.00	20.80	(27.20)	<u>25.00</u>	(92.00)%	0.00
Total Expenses	25,049.68	230,834.56	244,189.80	13,355.24	293,027.90	21.22%	350,335.24
Total Revenue Over (Under) Expense	(25,049.68)	62,193.44	<u>0.10</u>	62,193.34	0.00	0.00%	12,684.76

Illinois Heartland Library System
Statement of Revenues and Expenditures
Fund #29 - Plinkit Fund

							Audited
				YTD Budget		IHLS Approved	FY2016-2017
	April 2018	YTD Actuals	YTD Budget	Variance		FY2017-18 Budget	Actuals
	(04/01/2018 -	(07/01/2017 -	(07/01/2017 -	(07/01/2017 -	IHLS Approved	Percent Total	(07/01/2016 -
	04/30/2018)	04/30/2018)	04/30/2018)	04/30/2018)	FY2017-18 Budget	Budget Remaining	06/30/2017)
Revenues							
Fees for Services and Materials	0.00	(15,400.00)	0.00	(15,400.00)	0.00	0.00%	0.00
Total Revenues	0.00	(15,400.00)	0.00	(15,400.00)	0.00	0.00%	0.00
Expenses							
Supplies, Postage & Printing	0.00	9,132.45	0.00	(<u>9,132.45</u>)	0.00	0.00%	0.00
Total Expenses	0.00	9,132.45	0.00	(9,132.45)	0.00	0.00%	0.00
							
Total Revenue Over (Under) Expense	0.00	(24,532.45)	0.00	(<u>24,532.45</u>)	0.00	0.00%	0.00

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

							Audited
				YTD Budget		IHLS Approved	FY2016-2017
	April 2018	YTD Actuals	YTD Budget	Variance		FY2017-18 Budget	Actuals
	(04/01/2018 -	(07/01/2017 -	(07/01/2017 -	(07/01/2017 -	IHLS Approved	Percent Total	(07/01/2016 -
	04/30/2018)	04/30/2018)	04/30/2018)	04/30/2018)	FY2017-18 Budget	Budget Remaining	06/30/2017)
Revenues							
State Grants	0.00	135,506.55	112,922.10	22,584.45	135,506.55	0.00%	159,925.00
Total State Grants	0.00	135,506.55	112,922.10	22,584.45	135,506.55	0.00%	159,925.00
Total Revenues	0.00	135,506.55	112,922.10	22,584.45	135,506.55	0.00%	159,925.00
Expenses							
Personnel	10,844.88	104,227.74	97,242.20	(6,985.54)	116,690.47	10.68%	108,296.38
Supplies, Postage & Printing	1,979.58	3,405.52	4,000.00	594.48	4,800.00	29.05%	2,025.93
Telephone & Telecommunications	281.03	2,361.59	2,280.00	(81.59)	2,736.00	13.68%	2,348.07
Equipment Rental, Repair and Maintenance	225.75	2,576.33	3,150.00	573.67	3,780.00	31.84%	2,934.60
Professional Services	0.00	2,800.00	8,000.00	5,200.00	9,600.00	70.83%	0.00
Contractual Services	1,026.57	12,809.16	<u>15,515.70</u>	2,706.54	18,618.78	31.20%	18,456.00
Total Expenses	14,357.81	128,180.34	130,187.90	2,007.56	156,225.25	17.95%	134,060.98
Total Revenue Over (Under) Expense	(14,357.81)	7,326.21	(17,265.80)	24,592.01	(20,718.70)	(135.36)%	25,864.02

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

Audited IHLS Approved FY2016-2017 YTD Budget Variance April 2018 YTD Actuals FY2017-18 Budget

	April 2018	YID Actuals	Y I D Buaget	variance		FY2017-18 Budget	Actuals
	(04/01/2018 -	(07/01/2017 -	(07/01/2017 -	(07/01/2017 -	IHLS Approved	Percent Total	(07/01/2016 -
	04/30/2018)	04/30/2018)	04/30/2018)	04/30/2018)	FY2017-18 Budget	Budget Remaining	06/30/2017)
Revenues							
State Grants	0.00	8,200.00	6,833.30	1,366.70	8,200.00	0.00%	8,200.00
Total Revenues	0.00	8,200.00	6,833.30	1,366.70	8,200.00	0.00%	8,200.00
Expenses							
Contractual Services	0.00	4,100.00	6,833.30	2,733.30	8,200.00	50.00%	8,200.00
Total Expenses	0.00	4,100.00	6,833.30	2,733.30	8,200.00	50.00%	8,200.00
Other Financing Sources & Uses							
Transfer to Other Funds	0.00	0.14	0.00	(<u>0.14</u>)	0.00	0.00%	0.00
Total Other Financing Sources & Uses	0.00	0.14	0.00	(<u>0.14</u>)	0.00	0.00%	0.00
Total Revenue Over (Under) Expense	0.00	4,099.86	0.00	4,099.86	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
	April 2018	YTD Actuals	YTD Budget	Variance		FY2017-18 Budget	Actuals
	(04/01/2018 -	(07/01/2017 -	(07/01/2017 -	(07/01/2017 -	IHLS Approved	Percent Total	(07/01/2016 -
	04/30/2018)	04/30/2018)	04/30/2018)	04/30/2018)	FY2017-18 Budget	Budget Remaining	06/30/2017)
Revenues							
Investment Income	271.22	3,835.55	0.00	3,835.55	0.00	0.00%	4,982.46
Total Revenues	271.22	3,835.55	0.00	3,835.55	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
Total Revenue Over (Under) Expense	271.22	<u>3,835.5</u> 5	0.00	<u>3,835.5</u> 5	0.00	0.00%	(<u>351,917.05</u>)

Illinois Heartland Library System

Balance Sheet Governmental Funds as of April 30, 2018

Major Funds

_		l	Major Funds				
_					Capital Projects	Non-Major Governmental	
	General Fund	CMC Fund	Plinkit	OCLC Fund	Fund	Funds	Total
-	ocheral i ana	Ci ic i dila	1 minde	OCEC I GIIG	- Tuna	Tanas	Total
Assets							
Cash and Cash Equivalents	3,875,451.64	76,733.66	17,050.41	32,079.90	987,244.73	6,074.23	4,994,634.57
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	20,479.32	0.00	0.00	0.00	0.00	0.00	20,479.32
Prepaid Expenses	<u>3,853.34</u>	0.00	0.00	0.00	0.00	0.00	3,853.34
Total Assets	3,899,784.30	76,733.66	17,050.41	32,079.90	987,244.73	6,074.23	5,018,967.23
Liabilities							
Accounts Payable	9,848.16	1,979.58	0.00	2,009.02	0.00	0.00	13,836.76
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>31,931.9</u> 0	(<u>1,400.20</u>)	118.86	2,236.25	0.00	0.00	32,886.81
Total Liabilities	41,780.06	579.38	118.86	4,245.27	0.00	0.00	46,723.57
Deferred Inflows of Resources							
Loss Book Funds	(19.95)	0.00	0.00	0.00	0.00	0.00	(19.95)
Other Deferred Inflows	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Deferred Inflows of Resources	(<u>19.95</u>)	0.00	0.00	0.00	0.00	0.00	(<u>19.95</u>)
Fund Balances							
	<u>3,858,024.19</u>	<u>76,154.2</u> 8	<u>16,931.5</u> 5	27,834.63	<u>987,244.7</u> 3	<u>6,074.2</u> 3	<u>4,972,263.6</u> 1
Total Liabilities, Deferred Inflows,	3,899,784.30	<u>76,733.6</u> 6	<u>17,050.4</u> 1	32,079.90	987,244.73	6,074.23	5,018,967.23
and Fund Balances							

Non-Major Governmental Funds represents SWAYS

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
	April 2018	YTD Actuals	YTD Budget	Variance		FY2017-18 Budget	Actuals
	(04/01/2018 -	(07/01/2017 -	(07/01/2017 -	(07/01/2017 -	IHLS Approved	Percent Total	(07/01/2016 -
	04/30/2018)	04/30/2018)	04/30/2018)	04/30/2018)	FY2017-18 Budget	Budget Remaining	06/30/2017)
				_			
Revenues							
Fees for Services and Materials	18,818.29	1,280,453.38	1,067,933.80	212,519.58	1,281,520.44	(0.08)%	1,105,690.40
Investment Income	1,323.75	9,452.20	3,740.80	5,711.40	4,489.00	110.56%	4,466.36
Other Revenue	2,219.83	50,151.47	33,234.10	16,917.37	39,880.85	25.75%	23,678.00
Total Revenues	22,361.87	1,340,057.05	1,104,908.70	235,148.35	1,325,890.29	1.07%	1,133,834.76
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Expenses	02.604.07	005.046.00	060 505 40	62 620 20	1 0 12 201 00	22.600/	000 600 00
Personnel	82,694.07	805,946.90	868,585.10	62,638.20	1,042,301.98	22.68%	989,600.39
Library Materials	4,638.44	57,940.92	60,909.80	2,968.88	73,091.81	20.73%	0.00
Vehicle Expenses	155.56	985.73	833.30	(152.43)	1,000.00	1.43%	796.18
Travel, Meetings & Continuing for Staff and	1,782.67	12,886.94	14,560.80	1,673.86	17,473.00	26.25%	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	24.09	416.70	392.61	500.00	95.18%	93.20
Supplies, Postage & Printing	957.23	18,586.78	15,916.70	(2,670.08)	19,100.00	2.69%	5,292.54
Telephone & Telecommunications	1,667.79	14,142.51	12,090.00	(2,052.51)	14,508.00	2.52%	16,502.52
Equipment Rental, Repair and Maintenance	361.91	2,929.65	4,300.00	1,370.35	5,160.00	43.22%	3,644.13
Professional Services	2,228.58	16,169.83	9,166.60	(7,003.23)	11,000.00	(47.00)%	6,000.00
Contractual Services	42,971.32	223,747.00	185,160.30	(38,586.70)	222,192.30	(0.70)%	195,342.86
Depreciation	0.00	0.00	0.00	0.00	0.00	0.00%	188,307.97
Professional Membership Dues	0.00	100.00	83.30	(16.70)	100.00	0.00%	100.00
Miscellaneous	30.00	273.20	300.00	26.80	360.00	24.11%	515.96
Capital Outlays	1,910.05	1,910.05	0.00	(1,910.05)	0.00	0.00%	0.00
Total Expenses	139,397.62	1,155,643.60	1,172,322.60	16,679.00	1,406,787.09	17.85%	1,423,109.50
Other Financing Sources & Uses							
Transfers From Other Funds	0.00	0.00	(208,333.30)	(208,333.30)	(250,000.00)	100.00%	(250,000.00)
Transfer to Other Funds	0.00	0.00	118,750.00	118,750.00	142,500.00	100.00%	0.00
Total Other Financing Sources & Uses	0.00	0.00	(89,583.30)	(89,583.30)	(107,500.00)	100.00%	(250,000.00)
Total Galler I manoning Goulded at Good			(<u>05/000.00</u>)	(<u>05/000.00</u>)	(<u>107/200100</u>)	100.0070	(<u>===,===</u>)
Other Income (Expense)							
Reimbursements-Subscriptions	0.00	135,596.99	0.00	135,596.99	0.00	0.00%	254,819.75
Reimbursements-3M e-books	9,897.06	49,687.66	0.00	49,687.66	0.00	0.00%	82,576.55
Reimbursement:Subscriptions	0.00	(136,411.21)	0.00	(136,411.21)	0.00	0.00%	(245,969.00)
Reimbursement:3M e-books	(9,897.06)	(71,944.32)	0.00	(71,944.32)	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)	0.00	(33,601.55)	0.00	(33,601.55)	0.00	0.00%	58,312.17
Total Revenue Over (Under) Expense	(<u>117,035.75</u>)	<u>150,811.9</u> 0	22,169.40	128,642.50	26,603.20	466.89%	19,037.43

Illinois Heartland Library System

Statement of Net Position

SHARE Fund

as of April 30, 2018

	Computer Development Fund
Assets:	
Current Assets:	
Cash and Cash Equivalents	1,705,763.18
Due from Other Funds	0.00
Accounts Receivable	18,442.68
Prepaid Expenses	165,996.43
Net Pension Assets	(<u>160,608.16</u>)
Total Current Assets:	1,729,594.13
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>1,843,883.19</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	<u>2,317,064.5</u> 8
Liabilities:	
Current Liabilities:	
Accounts Payable	192,911.52
Due to Other Funds	0.00
Accrued Expenses	23,102.51
Total Current Liabilities:	216,014.03
Long-Term Liabilities:	
Compensated Absences Payable	83,753.27
Other Long-Term Liabilities	0.00
Total Long-Term Liabilities:	83,753.27
Total Liabilities:	<u>299,767.30</u>
Deferred Inflows of Resources:	
Deferred Inflows of Resources Related to Pension	
Deferred Inflows of Resources Related to Pension	<u>9,469.6</u> 6
Total Deferred Inflows of Resources:	9,469.66
Net Position:	
Unrestricted	<u>2,007,827.6</u> 2
Total Net Position:	<u>2,007,827.62</u>
Total Liabilities, Deferred Inflows & Net Position	2,317,064.58