

To: IHLS Finance Committee

From: Adrienne L. Elam Date: February 15, 2018

RE: IHLS Financial Reports as of January 31, 2018

As of January 31, 2018, IHLS has received partial FY2018 funding of \$659,722.21 which represents the LSTA portion of the System Area & Per Capita Grant and 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 January 31, 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 January 31, 2018, the target benchmark of the remaining budget should be 42% for all budget line items.

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

### **General Fund**

"Total Revenue" (76.28 %) below IHLS Approved FY2017-18 Budget is due primarily to receiving only 19.61% of FY2017-18 SAPG Funds.

"Public Relations", "Liability Insurance", "Supplies, Postage & Printing", and "Professional Membership Dues" total budget remaining is below target benchmark due to majority of expenditures occurring in the first half of fiscal year.

"Total Expenses" YTD Actuals are below YTD Budget by 20%.

### Special Revenue Funds

IHLS has received the entire FY2017-18 funding for all Special Revenue Grants.

### **SHARE**

"Total Expenses" YTD Actuals are greater than YTD Budget primarily due to the purchasing of annual software maintenance agreements and subscriptions in the beginning of the fiscal year.

### **Balance Sheet Governmental Funds**

## **General Fund**

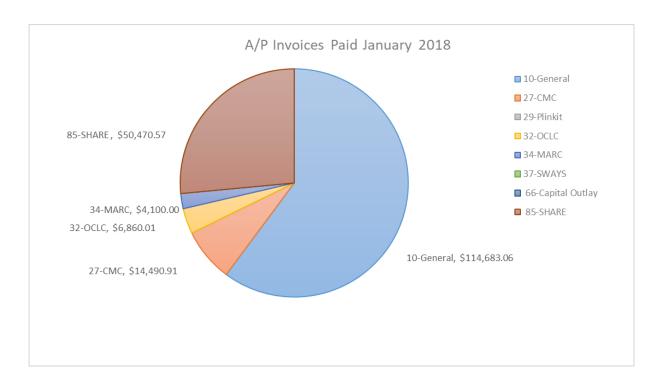
"Cash and Cash Equivalents" \$3,932,326.70 would fund IHLS General Fund Operations an estimated 14.2 months.

## **SHARE**

"Cash and Cash Equivalents" \$1,947,909.71 represents \$953,999.13 (includes FY2017-18 transfer of \$142,500) in SHARE Reserve Fund and \$993,910.58 SHARE Operating Cash. The \$993,910.58 operating cash would fund SHARE Operations 7.7 months.

## **Finance Team Tasks Performed in January 2018**

- Prepared and processed three payrolls.
- ➤ Prepared December 2017 Bill Payments, Credit Card Transactions, Statement of Revenues and Expenditures, and Balance Sheets Reports for IHLS Finance Committee and Board of Directors.
- Prepared and electronically filed W-2s for 111 employees.
- Calculated and filed electronically 1095-Cs for 37 employees.
- Prepared and electronically filed 1099s for 19 vendors.
- > Compiled financial data for special revenue grant second quarter reports submitted to ISL.
- ➤ Generated and mailed 243 accounts receivable invoices (OCLC −18 Monthly, 10 quarterly and 112 Transactional; SHARE − 6 Transitional, 18 Quarterly, 5 Cataloging, 1 Half Year Module, 58 Barcoding Buddy Credit, 3 Monthly, 10 Cloud (3M) eBooks, and 1 Cloud Subscriptions (3M); General 1 ILDS Project).
- ➤ Received and posted 126 accounts receivable cash receipts checks totaling \$139,910.87 (OCLC 74, SHARE 27, and General 25).
- Received and entered 181 accounts payable invoices.
- Disbursed 72 accounts payable checks totaling \$190,604.55.



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

							Audited
				YTD Budget		IHLS Approved	FY2016-2017
	Jan. 2017	YTD Actuals	YTD Budget	Variance	TILL C Ammunud	FY2017-18 Budget	Actuals
	(01/01/2018 -	(07/01/2017 -	(07/01/2017 -	(07/01/2017 -	IHLS Approved	Percent Total	(07/01/2016 -
	01/31/2018)	01/31/2018)	01/31/2018)	01/31/2018)	FY2017-18 Budget	Budget Remaining	06/30/2017)
Revenues							
State Grants	0.00	659,722.21	1,962,583.84	(1,302,861.63)	3,364,429.41	(80.39)%	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	2,905.16	16,856.72	7,707.14	9,149.58	13,212.19	27.58%	15,000.01
Other Revenue	21,747.99	186,545.16	152,743.36	33,801.80	261,845.70	(28.76)%	322,436.34
Total Revenues	24,653.15	863,124.09	2,123,034.34	(1,259,910.25)	3,639,487.30	(76.28)%	2,329,781.78
Expenses							
Personnel	162,207.40	1,071,422.21	1,248,202.83	176,780.62	2,139,776.27	49.93%	1,795,252.32
Building and Grounds	15,857.27	114,491.75	133,601.65	19,109.90	229,031.26	50.01%	210,646.74
Vehicle Expenses	9,397.72	110,134.01	136,610.53	26,476.52	234,189.40	52.97%	221,725.51
Travel, Meetings & Continuing for Staff and	2,105.65	20,438.65	19,514.25	(924.40)	33,453.00	38.90%	33,895.63
Conferences & Continuing Education Meetings	0.00	600.00	3,441.62	2,841.62	5,900.00	89.83%	11,340.19
Public Relations	332.19	7,027.85	4,827.06	(2,200.79)	8,275.00	15.07%	1,756.24
Liability Insurance	444.00	13,358.70	9,485.70	(3,873.00)	16,261.21	17.85%	14,782.93
Supplies, Postage & Printing	3,487.55	24,796.74	21,436.94	(3,359.80)	36,749.00	32.52%	41,583.44
Telephone & Telecommunications	910.63	8,788.90	9,816.66	1,027.76	16,828.50	47.77%	19,803.28
Equipment Rental, Repair and Maintenance	312.20	3,428.73	4,456.69	1,027.96	7,640.00	55.12%	4,840.33
Professional Services	735.00	21,221.25	25,561.69	4,340.44	43,820.00	51.57%	48,790.97
Contractual Services	242.33	13,985.07	24,364.90	10,379.83	41,768.39	66.52%	14,839.07
Professional Membership Dues	111.00	2,192.00	1,830.50	(361.50)	3,138.00	30.15%	2,656.00
Miscellaneous	65.00	1,949.28	1,015.00	(934.28)	1,740.00	(12.03)%	5,761.74
Capital Outlays	0.00	25,674.00	150,100.37	124,426.37	257,315.00	90.02%	5,750.00
Total Expenses	196,207.94	1,439,509.14	1,794,266.39	354,757.25	3,075,885.03	53.20%	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	145,833.31	145,833.31	250,000.00	100.00%	250,000.00
Total Other Financing Sources & Uses	0.00	( <u>1,878.32</u> )	145,833.31	147,711.63	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>97.65</u> )	(279.00)	0.00	(279.00)	0.00	0.00%	( <u>432.45</u> )
Total Other Income (Expense)	( <u>97.65</u> )	( <u>97.65</u> )	0.00	( <u>97.65</u> )	0.00	0.00%	0.00
Total Revenue Over (Under) Expense	(171,652.44)	(574,604.38)	182,934.64	( <u>757,539.02</u> )	313,602.27	(283.23)%	(351,803.23)

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

							Audited
				YTD Budget		IHLS Approved	FY2016-2017
	Jan. 2017	YTD Actuals	YTD Budget	Variance		FY2017-18 Budget	Actuals
	(01/01/2018 -	(07/01/2017 -	(07/01/2017 -	(07/01/2017 -	IHLS Approved	Percent Total	(07/01/2016 -
	01/31/2018)	01/31/2018)	01/31/2018)	01/31/2018)	FY2017-18 Budget	Budget Remaining	06/30/2017)
Revenues							
State Grants	0.00	293,028.00	170,932.93	122,095.07	293,027.90	0.00%	363,020.00
Total State Grants	0.00	293,028.00	170,932.93	122,095.07	293,027.90	0.00%	363,020.00
Total Revenues	0.00	293,028.00	170,932.93	122,095.07	293,027.90	0.00%	363,020.00
Expenses							
Personnel	16,209.56	105,677.81	104,667.36	(1,010.45)	179,429.82	41.10%	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	175.00	175.00	300.00	100.00%	35.35
Travel, Meetings & Continuing for Staff and	0.00	4,554.56	4,286.38	(268.18)	7,348.00	38.02%	3,788.28
Supplies, Postage & Printing	0.00	509.85	1,726.62	1,216.77	2,960.00	82.78%	12,326.57
Telephone & Telecommunications	236.19	1,603.29	1,596.00	(7.29)	2,736.00	41.40%	5,976.26
Equipment Rental, Repair and Maintenance	151.65	1,423.10	2,100.00	676.90	3,600.00	60.47%	3,643.90
Professional Services	3,467.25	31,925.50	39,083.31	7,157.81	67,000.00	52.35%	59,323.39
Contractual Services	2,254.83	16,521.73	17,283.63	761.90	29,629.08	44.24%	39,275.97
Professional Membership Dues	0.00	48.00	14.56	(33.44)	25.00	(92.00)%	0.00
Total Expenses	22,319.48	162,263.84	170,932.86	8,669.02	293,027.90	44.63%	350,335.24
Total Revenue Over (Under) Expense	(22,319.48)	130,764.16	0.07	130,764.09	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
	Jan. 2017	YTD Actuals	YTD Budget	Variance		FY2017-18 Budget	Actuals
	(01/01/2018 -	(07/01/2017 -	(07/01/2017 -	(07/01/2017 -	IHLS Approved	Percent Total	(07/01/2016 -
	01/31/2018)	01/31/2018)	01/31/2018)	01/31/2018)	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	( <u>9,132.45</u> )	0.00	0.00%	0.00
Total Revenue Over (Under) Expense	0.00	( <u>24,532.45</u> )	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)

				YTD Budget		IHLS Approved	Audited FY2016-2017
	Jan. 2017	YTD Actuals	YTD Budget	Variance		FY2017-18 Budget	Actuals
	(01/01/2018 -	(07/01/2017 -	(07/01/2017 -	(07/01/2017 -	IHLS Approved	Percent Total	(07/01/2016 -
	01/31/2018)	01/31/2018)	01/31/2018)	01/31/2018)	FY2017-18 Budget	Budget Remaining	06/30/2017)
Revenues							
State Grants	0.00	135,506.55	79,045.47	56,461.08	135,506.55	0.00%	159,925.00
Total State Grants	0.00	135,506.55	79,045.47	56,461.08	135,506.55	0.00%	159,925.00
Total Revenues	0.00	135,506.55	79,045.47	56,461.08	135,506.55	0.00%	159,925.00
Expenses							
Personnel	13,495.93	74,426.05	68,069.54	(6,356.51)	116,690.47	36.22%	108,296.38
Supplies, Postage & Printing	178.67	911.96	2,800.00	1,888.04	4,800.00	81.00%	2,025.93
Telephone & Telecommunications	233.85	1,597.46	1,596.00	(1.46)	2,736.00	41.61%	2,348.07
Equipment Rental, Repair and Maintenance	212.07	1,842.02	2,205.00	362.98	3,780.00	51.27%	2,934.60
Professional Services	0.00	2,800.00	5,600.00	2,800.00	9,600.00	70.83%	0.00
Contractual Services	1,026.57	9,729.46	10,860.99	<u>1,131.53</u>	18,618.78	47.74%	18,456.00
Total Expenses	<u>15,147.09</u>	91,306.95	91,131.53	( <u>175.42</u> )	156,225.25	41.55%	134,060.98
Total Revenue Over (Under) Expense	(15,147.09)	44,199.60	(12,086.06)	56,285.66	(20,718.70)	(313.33)%	25,864.02

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

				YTD Budget		IHLS Approved	Audited FY2016-2017
	Jan. 2017	YTD Actuals	YTD Budget	Variance		FY2017-18 Budget	Actuals
	(01/01/2018 -	(07/01/2017 -	(07/01/2017 -	(07/01/2017 -	IHLS Approved	Percent Total	(07/01/2016 -
	01/31/2018)	01/31/2018)	01/31/2018)	01/31/2018)	FY2017-18 Budget	Budget Remaining	06/30/2017)
Revenues							
State Grants	0.00	8,200.00	4,783.31	3,416.69	8,200.00	0.00%	8,200.00
Total Revenues	0.00	8,200.00	4,783.31	3,416.69	8,200.00	0.00%	8,200.00
Expenses							
Contractual Services	0.00	4,100.00	<u>4,783.31</u>	683.31	8,200.00	50.00%	8,200.00
Total Expenses	0.00	4,100.00	4,783.31	683.31	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
	Jan. 2017	YTD Actuals	YTD Budget	Variance		FY2017-18 Budget	Actuals
	(01/01/2018 -	(07/01/2017 -	(07/01/2017 -	(07/01/2017 -	IHLS Approved	Percent Total	(07/01/2016 -
	01/31/2018)	01/31/2018)	01/31/2018)	01/31/2018)	FY2017-18 Budget	Budget Remaining	06/30/2017)
Revenues							
Investment Income	219.34	2,634.33	0.00	2,634.33	0.00	0.00%	4,982.46
Total Revenues	219.34	2,634.33	0.00	2,634.33	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	219.34	2,634.33	0.00	2,634.33	0.00	0.00%	(351,917.05)

## Illinois Heartland Library System

Balance Sheet Governmental Funds as of January 31, 2018

Major Funds

_	Major Funds						
_					Capital Projects	Non-Major Governmental	
-	General Fund	CMC Fund	Plinkit	OCLC Fund	Fund	Funds	Total
Assets							
Cash and Cash Equivalents	3,932,326.70	145,910.97	17,050.41	66,928.66	986,043.51	6,074.23	5,154,334.48
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	20,493.27	0.00	0.00	0.00	0.00	0.00	20,493.27
Prepaid Expenses	1,174.34	0.00	0.00	0.00	0.00	0.00	1,174.34
Total Assets	3,953,994.31	145,910.97	17,050.41	66,928.66	986,043.51	6,074.23	5,176,002.09
Liabilities							
Accounts Payable	11,313.13	29.45	0.00	88.92	0.00	0.00	11,431.50
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	34,275.00	1,156.52	118.86	2,131.72	0.00	0.00	37,682.10
Total Liabilities	45,588.13	<u>1,185.9</u> 7	118.86	2,220.64	0.00	0.00	49,113.60
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
Total Deferred Inflows of Resources	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Fund Balances							
	3,908,406.18	144,725.00	<u>16,931.5</u> 5	64,708.02	986,043.51	<u>6,074.23</u>	5,126,888.49
Tabel Calciforn Defended to 0	2.052.004.24	145.010.07	17.050.41	66,020,66	006 042 54	6 074 33	F 176 002 00
Total Liabilities, Deferred Inflows, and Fund Balances	3,953,994.31	<u>145,910.9</u> 7	<u>17,050.41</u>	66,928.66	986,043.51	<u>6,074.23</u>	5,176,002.09

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
	Jan. 2017	YTD Actuals	YTD Budget	Variance		FY2017-18 Budget	Actuals
	(01/01/2018 -	(07/01/2017 -	(07/01/2017 -	(07/01/2017 -	IHLS Approved	Percent Total	(07/01/2016 -
	01/31/2018)	01/31/2018)	01/31/2018)	01/31/2018)	FY2017-18 Budget	Budget Remaining	06/30/2017)
Revenues							
Fees for Services and Materials	17,593.21	1,259,321.24	747,553.66	511,767.58	1,281,520.44	(1.73)%	1,105,690.40
Investment Income	1,074.86	5,900.22	2,618.56	3,281.66	4,489.00	31.44%	4,466.36
Other Revenue	2,219.83	43,490.43	23,263.87	20,226.56	39,880.85	9.05%	23,678.00
Total Revenues	20,887.90	1,308,711.89	773,436.09	535,275.80	1,325,890.29	(1.30)%	1,133,834.76
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Expenses							
Personnel	83,284.34	569,026.91	608,009.57	38,982.66	1,042,301.98	45.41%	989,600.39
Library Materials	4,887.92	44,149.53	42,636.86	(1,512.67)	73,091.81	39.60%	0.00
Vehicle Expenses	111.89	690.57	583.31	(107.26)	1,000.00	30.94%	796.18
Travel, Meetings & Continuing for Staff and	842.24	6,034.78	10,192.56	4,157.78	17,473.00	65.46%	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	291.69	291.69	500.00	100.00%	93.20
Supplies, Postage & Printing	1,572.52	14,930.76	11,141.69	(3,789.07)	19,100.00	21.83%	5,292.54
Telephone & Telecommunications	1,285.79	9,870.30	8,463.00	(1,407.30)	14,508.00	31.97%	16,502.52
Equipment Rental, Repair and Maintenance	231.75	2,013.20	3,010.00	996.80	5,160.00	60.98%	3,644.13
Professional Services	585.00	11,488.75	6,416.62	(5,072.13)	11,000.00	(4.44)%	6,000.00
Contractual Services	40.24	180,765.78	129,612.21	(51,153.57)	222,192.30	18.64%	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	58.31	(41.69)	100.00	0.00%	100.00
Miscellaneous	30.00	183.20	210.00	26.80	360.00	49.11%	515.96
Total Expenses	92,871.69	839,253.78	820,625.82	( <u>18,627.96</u> )	1,406,787.09	40.34%	1,423,109.50
Other Financing Courses & Hees							
Other Financing Sources & Uses Transfers From Other Funds	0.00	0.00	(14E 022 21)	(14E 022 21)	(350,000,00)	100.00%	(250,000.00)
			(145,833.31)	(145,833.31)	(250,000.00)		, ,
Transfer to Other Funds	0.00	0.00	83,125.00	83,125.00	142,500.00	100.00%	0.00
Total Other Financing Sources & Uses	0.00	0.00	(62,708.31)	(62,708.31)	(107,500.00)	100.00%	(250,000.00)
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	4,605.82	27,982.25	0.00	27,982.25	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	(4,605.82)	(50,238.91)	0.00	(50,238.91)	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
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Total Revenue Over (Under) Expense	( <u>71,983.79</u> )	435,856.56	15,518.58	420,337.98	26,603.20	1,538.36%	19,037.43

## Illinois Heartland Library System

Statement of Net Position

## **SHARE Fund**

as of January 31, 2018

	Computer Development Fund
Assets:	
Current Assets:	
Cash and Cash Equivalents	1,947,909.71
Due from Other Funds	0.00
Accounts Receivable	28,742.84
Prepaid Expenses	6,062.21
Net Pension Assets	( <u>160,608.16</u> )
Total Current Assets:	1,822,106.60
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:	1,936,395.66
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	2,409,577.05
Liabilities:	
Current Liabilities:	
Accounts Payable	1,208.95
Due to Other Funds	0.00
Accrued Expenses	22,272.89
Total Current Liabilities:	23,481.84
Long-Term Liabilities:	
Compensated Absences Payable	83,753.27
Other Long-Term Liabilities	0.00
Total Long-Term Liabilities:	83,753.27
Total Liabilities:	107,235.11
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:	<u>9,469.66</u>
Net Position:	
Unrestricted	2,292,872.28
Total Net Position:	<u>2,292,872.28</u>
Total Liabilities, Deferred Inflows & Net Position	2,409,577.05