

DECATUR PUBLIC LIBRARY

REPORT ON EXAMINATION OF
FINANCIAL STATEMENTS

FOR THE YEAR ENDED APRIL 30, 1980



GRAVES & GRAVES
CERTIFIED PUBLIC ACCOUNTANTS
DECATUR, ILLINOIS

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FOR THE YEAR ENDED APRIL 30, 1980

DECATUR PUBLIC LIBRARY

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APRIL 30, 1980

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Certified Public Accountants

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The Board of Library Directors
Decatur Public Library

We have examined the balance sheet of the Decatur Public Library and Library Trust Fund as of April 30, 1980, and the related statements of revenue and expenditures and changes in fund balance for the year then ended. Our examination was made in accordance with generally accepted auditing standards, and, accordingly, included such tests of the accounting records and such other auditing procedures as we considered necessary in the circumstances.

In our opinion, the accompanying balance sheet and statements of revenue and expenditures and changes in fund balance present fairly the financial position of the Decatur Public Library and Library Trust Fund as of April 30, 1980, and the results of its operations for the year then ended in conformity with generally accepted accounting principles applied on a consistent basis.

Graves & Graves

September 26, 1980

DECATUR PUBLIC LIBRARY

BALANCE SHEET
APRIL 30, 1980

ASSETS

Cash on hand	\$	125
Cash on deposit		14,372
Investments, certificates of deposit		252,000
Accrued interest receivable		3,775
Taxes receivable, current levy - Estimated collection, 98½% of levy		1,109,258
Taxes receivable, prior levies - Estimated collection, 54% of delinquent taxes		<u>3,413</u>
TOTAL ASSETS		<u>\$1,382,943</u>

LIABILITIES AND FUND BALANCE

Accrued payroll	\$	10,700
Accounts payable		6,918
Fund balance		<u>1,365,325</u>
TOTAL LIABILITIES AND FUND BALANCE		<u>\$1,382,943</u>

The Note to the Financial Statements is an integral part of this statement.

DECATUR PUBLIC LIBRARY

STATEMENT OF REVENUE AND EXPENDITURES
AND CHANGES IN FUND BALANCE
FOR THE YEAR ENDED APRIL 30, 1980

<u>Sources of Financial Resources</u>	<u>Budget</u>	<u>Actual</u>	<u>Actual Over (Under)</u>
Property taxes	\$ 991,230	\$1,100,707	\$ 109,477
Illinois State Per Capita Grant	--	43,718	43,718
Fines and fees	19,700	26,054	6,354
Interest on investments	10,000	23,000	13,000
Miscellaneous	<u>5,700</u>	<u>10,471</u>	<u>4,771</u>
 Total Sources of Financial Resources	 <u>\$1,026,630</u>	 <u>\$1,203,950</u>	 <u>\$ 177,320</u>
 <u>Uses of Financial Resources</u>			
Personal services	\$ 780,465	\$ 742,946	\$ (37,519)
Contractual services	100,948	98,253	(2,695)
Commodities	30,600	29,571	(1,029)
Other charges	43,239	11,064	(32,175)
Capital outlay	<u>156,826</u>	<u>133,209</u>	<u>(23,617)</u>
 Total Uses of Financial Resources	 <u>\$1,112,078</u>	 <u>\$1,015,043</u>	 <u>\$ (97,035)</u>
 Net Increase (Decrease) in Fund Balance During the Year	 <u>\$ (85,448)</u>	 \$ 188,907	 <u>\$ 274,355</u>
 Fund Balance, May 1, 1979		 <u>1,176,418</u>	
 Fund Balance, April 30, 1980		 <u>\$1,365,325</u>	

The Note to the Financial Statements is an integral part of this statement.

DECATUR PUBLIC LIBRARY TRUST FUND
BALANCE SHEET
APRIL 30, 1980

ASSETS

Investments	\$ 65,875
Accrued interest receivable	<u>176</u>
 TOTAL ASSETS	 <u>\$ 66,051</u>
 FUND BALANCE	 <u>\$ 66,051</u>

DECATUR PUBLIC LIBRARY TRUST FUND
STATEMENT OF REVENUE AND EXPENDITURES
AND CHANGES IN FUND BALANCE
FOR THE YEAR ENDED APRIL 30, 1980

<u>Sources of Financial Resources</u>	<u>Budget</u>	<u>Actual</u>	<u>Actual Over (Under)</u>
Interest on investment	\$ 3,560	\$ 5,594	\$ 2,034
Miscellaneous income	<u>900</u>	<u>910</u>	<u>10</u>
 Total Sources of Financial Resources	 <u>\$ 4,460</u>	 <u>\$ 6,504</u>	 <u>\$ 2,044</u>
 <u>Uses of Financial Resources</u>			
Purchase of books	<u>\$ 800</u>	<u>\$ --</u>	<u>\$ (800)</u>
 Net Increase (Decrease) in Fund Balance During the Year	 <u>\$ 3,660</u>	 \$ 6,504	 <u>\$ 2,844</u>
 Fund Balance, May 1, 1979		<u>59,547</u>	
Fund Balance, April 30, 1980		<u>\$ 66,051</u>	

The Note to the Financial Statements is an integral part of this statement.

DECATUR PUBLIC LIBRARY

NOTE TO FINANCIAL STATEMENTS
APRIL 30, 1980

SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Basis of Accounting -

The financial statements of the Decatur Public Library are presented on the accrual basis of accounting. This means that the changes in receivables and payables are reported as current items within the statements of revenues and expenditures. Estimated revenue and expenditure authorizations are based on the budget which is prepared on a receipts and disbursements basis.

Taxes Receivable -

Taxes are computed at 98½% of the current levy.

Bonds Outstanding -

1971 Decatur Public Library bonds in the amount of \$195,000 were outstanding at April 30, 1980. The bonds were issued for acquisition of the present Library building and are general obligations of the City.

Taxes levied and received for payment of the principal and interest of these bonds are reflected in the Debt Service Funds of the City of Decatur.

Fixed Assets -

Library building and other fixed assets are considered a part of the City's General Fixed Assets and are not reflected in these statements.

Expenditures -

The current year's financial statements do not reflect expenditures for personal services amounting to \$22,229. These expenditures were paid with CETA funds and are accounted for in a separate fund maintained by the City of Decatur, Illinois.

Decatur Public Library Trust Fund -

Bequests to the Decatur Public Library from the Breckenridge Estate in the amount of \$37,300 were received in prior years. None was received during the current year. There are no restrictions on expenditures of this money.

Money received from the Maude Ellen Bridges Estate is to be expended only for children's books and supplies. None was received during the current year.

SUPPLEMENTARY INFORMATION

In connection with the examination of the financial statements of the Decatur Public Library for the year ended April 30, 1980, we have reviewed the additional information presented on the following pages taken from the accounting and other records of the Decatur Public Library and presented for supplementary analysis purposes, but which is not, in our opinion, necessary for a fair presentation of financial position or results of operations. This information has been subjected to the audit procedures applied in the examinations of the basic financial statements and is, in our opinion, fairly stated in all material respects in relation to the basic financial statements taken as a whole.

Greene + Brown

September 26, 1980

SCHEDULE OF EXPENDITURES
FOR THE YEAR ENDED APRIL 30, 1980

	<u>Budget</u>	<u>Actual</u>	<u>Actual Over (Under)</u>
PERSONAL SERVICES			
Regular salaries	\$ 643,954	\$ 620,552	\$ (23,402)
Retirement	97,826	89,964	(7,862)
Hospitalization, medical and life insurance	16,357	15,239	(1,118)
Unemployment compensation	3,209	3,208	(1)
Temporary salaries	<u>19,119</u>	<u>13,983</u>	<u>(5,136)</u>
Total Personal Services	<u>\$ 780,465</u>	<u>\$ 742,946</u>	<u>\$ (37,519)</u>
CONTRACTUAL SERVICES			
Advertising	\$ 552	\$ 420	\$ (132)
Printing and binding	5,000	4,784	(216)
Service to maintain buildings	10,248	10,503	255
Service to maintain improvements other than buildings	650	227	(423)
Service to maintain office equipment	11,715	10,212	(1,503)
Service to maintain automotive equipment	4,150	2,998	(1,152)
Auditing	650	650	--
Other professional services	1,557	1,578	21
Payment to City for data processing	12,415	12,415	--
Electricity	33,000	36,606	3,606
Water	400	347	(53)
Telephone	7,000	6,496	(504)
Travel, training and conference	3,151	1,820	(1,331)
Postage	4,000	3,721	(279)
Professional association membership fees	1,185	1,155	(30)
Rentals	<u>5,275</u>	<u>4,321</u>	<u>(954)</u>
Total Contractual Services	<u>\$ 100,948</u>	<u>\$ 98,253</u>	<u>\$ (2,695)</u>
COMMODITIES			
Gas, oil and antifreeze	\$ 1,272	\$ 2,138	\$ 866
Janitorial supplies	1,844	1,865	21
Materials to maintain buildings and improvements	9,326	9,461	135
Materials to maintain automotive equipment	2,553	2,552	(1)
Medical and laboratory supplies	5	5	--
Office supplies	15,600	13,127	(2,473)
Minor equipment, tools and hardware	<u>--</u>	<u>423</u>	<u>423</u>
Total Commodities	<u>\$ 30,600</u>	<u>\$ 29,571</u>	<u>\$ (1,029)</u>

DECATUR PUBLIC LIBRARY

SCHEDULE OF EXPENDITURES
FOR THE YEAR ENDED APRIL 30, 1980
(CONTINUED)

	<u>Budget</u>	<u>Actual</u>	<u>Actual Over (Under)</u>
OTHER CHARGES			
Contingencies	\$ 32,067	\$ --	\$ (32,067)
Service recognition payroll	1,172	1,171	(1)
Insurance	<u>10,000</u>	<u>9,893</u>	<u>(107)</u>
Total Other Charges	<u>\$ 43,239</u>	<u>\$ 11,064</u>	<u>\$ (32,175)</u>
CAPITAL OUTLAY			
Machinery and equipment	\$ 56,826	\$ 41,600	\$ (15,226)
Books	<u>100,000</u>	<u>91,609</u>	<u>(8,391)</u>
Total Capital Outlay	<u>\$ 156,826</u>	<u>\$ 133,209</u>	<u>\$ (23,617)</u>
Total Expenditures	<u>\$1,112,078</u>	<u>\$1,015,043</u>	<u>\$ (97,035)</u>

STATEMENT OF CASH RECEIPTS - ESTIMATED AND ACTUAL
FOR THE YEAR ENDED APRIL 30, 1980

<u>Source</u>	<u>Estimated Revenue</u>	<u>Cash Receipts</u>	<u>Actual Over (Under) Estimated</u>
Property taxes	\$ 991,230	\$ 991,212	\$ (18)
Illinois State Per Capita Grant	--	43,728	43,728
Fines and fees	19,700	26,043	6,343
Interest on investments	10,000	20,858	10,858
Miscellaneous	5,700	10,471	4,771
Total	<u>\$1,026,630</u>	<u>\$1,092,312</u>	<u>\$ 65,682</u>

DECATUR PUBLIC LIBRARY

STATEMENT OF CASH DISBURSEMENTS COMPARED WITH AUTHORIZATIONS
FOR THE FISCAL YEAR ENDED APRIL 30, 1980

<u>Classified By Object</u>	<u>Authorizations</u>	<u>Cash Disbursements</u>	<u>Unencumbered Balances</u>
Personal services	\$ 780,465	\$ 739,354	\$ (41,111)
Contractual services	100,948	94,321	(6,627)
Commodities	30,600	30,770	170
Other charges	43,239	11,089	(32,150)
Capital outlay	156,826	137,030	(19,796)
Total	<u>\$1,112,078</u>	<u>\$1,012,564</u>	<u>\$ (99,514)</u>

SCHEDULE OF TAXES LEVIED AND COLLECTED AND SETTLEMENTS
TAX LEVY YEARS 1974 THROUGH 1978

	<u>1978</u>	<u>1977</u>	<u>1976</u>	<u>1975</u>	<u>1974</u>
Property taxes, current year extensions (includes payment by Decatur Housing Authority)					
Library	\$ 944,760	\$881,973	\$823,108	\$789,231	\$692,454
Repair and maintenance	57,218	--	--	--	--
Back taxes collected, prior years (See note)	--	12,413	5,166	4,284	17,820
TOTAL TO BE ACCOUNTED FOR	\$1,001,978	\$894,386	\$828,274	\$793,515	\$710,274
Deductions (additions) for: Errors and abatements, collection and extension fees and property taxes unpaid (received)	10,766	(1,903)	6,326	3,326	1,872
NET TAX COLLECTIONS	<u>\$ 991,212</u>	<u>\$896,289</u>	<u>\$821,948</u>	<u>\$790,189</u>	<u>\$708,402</u>

NOTE: Beginning in Fiscal Year 1978, Macon County did not separate prior year collections from current year collections. Therefore, back taxes collected in prior years for 1978 is included in current year collections.