

DECATUR PUBLIC LIBRARY

Decatur, Illinois

REPORT of EXAMINATION

April 30, 1975

MURPHEY, JENNE & JONES
CERTIFIED PUBLIC ACCOUNTANTS

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CERTIFIED PUBLIC ACCOUNTANTS

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Decatur, Illinois
June 4, 1975

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DECATUR PUBLIC LIBRARY

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April 30, 1975

BALANCE SHEET
April 30, 1975

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, 1975, 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 at April 30, 1975, and the results of its operations for the year then ended in conformity with generally accepted accounting principles applied on a basis consistent with that of the preceding year.

STATEMENT of EXPENDITURES and ENCUMBRANCES
COMPARED with AUTHORIZATIONS

SCHEDULE of AUTHORIZATIONS, EXPENDITURES
and UNENCUMBERED BALANCES

SCHEDULE of TAXES LEVIED and COLLECTED and
SETTLEMENTS

DECATUR PUBLIC LIBRARY TRUST FUND

NOTE to FINANCIAL STATEMENTS

Murphy, Jenne Jones
Certified Public Accountants

DECATUR PUBLIC LIBRARY

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April 30, 1975

BALANCE SHEET

April 30, 1975

DECATUR PUBLIC LIBRARY

ANALYSIS of CHANGES in FUND BALANCE

For the fiscal year ended April 30, 1975

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ACCOUNTANTS' OPINION	Preceding
Cash on hand	\$ 100.00
Cash on deposit	1,566.36
BALANCE SHEET, certificates of deposit	1,000.00
Accrued interest receivable	1,907.08
Taxes receivable, current levy -	
ANALYSIS of CHANGES in FUND BALANCE	2,931.98
Taxes receivable, prior levies -	558.94
Estimated collection, 30% of delinquent taxes	3,169.16
STATEMENT of REVENUE - ESTIMATED and ACTUAL	<u>3</u>
TOTAL ASSETS	<u>\$ 834,233.52</u>
STATEMENT of EXPENDITURES and ENCUMBRANCES COMPARED with AUTHORIZATIONS	<u>3</u>
Accrued payroll	\$ 14,014.02
Accounts payable	4,224.22
SCHEDULE of AUTHORIZATIONS, EXPENDITURES and UNENCUMBERED BALANCES	<u>815,995.28</u> <u>4</u>
TOTAL LIABILITIES and FUND BALANCE	<u>\$ 834,233.52</u>
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DECATUR PUBLIC LIBRARY

BALANCE SHEET
April 30, 1975

DECATUR PUBLIC LIBRARY

ANALYSIS of CHANGES in FUND BALANCE

For the fiscal year ended April 30, 1975

ASSETS			
Cash on hand		\$	100.00
Cash on deposit			1,566.36
Investments, certificates of deposit			170,000.00
Accrued interest receivable			1,907.08
Taxes receivable, current levy -			
Estimated collection, 94% of levy			649,931.98
Taxes receivable, prior levies -		\$	662,310.27
Estimated collection, 30% of delinquent taxes			558.94
Receivable, service charge refund			10,169.16
Revenue	\$ 752,894.43		
Expenses	\$ 599,209.42		
<u>TOTAL ASSETS</u>		\$	<u>834,233.52</u>
LIABILITIES and FUND BALANCE			\$ 815,995.28
Accrued payroll		\$	14,014.02
Accounts payable			4,224.22
Fund balance			815,995.28
<u>TOTAL LIABILITIES and FUND BALANCE</u>		\$	<u>834,233.52</u>

DECATUR PUBLIC LIBRARY

SCHEDULE of AUTHORIZATIONS, EXPENDITURES
and UNENCUMBERED BALANCES

For the fiscal year ended April 30, 1975

	<u>Authorizations</u>	<u>Expenditures</u>	<u>Unencumbered balances</u>
DECATUR PUBLIC LIBRARY			
PERSONAL SERVICES			
Regular salaries	\$ 397,414.00	\$ 393,418.43	\$ 3,995.57
Hospitalization, medical insurance	24,630.00	17,376.55	7,253.45
Temporary salaries			
Total personal services	\$ 430,792.00	\$ 418,586.44	\$ 12,205.56

STATEMENT of REVENUE - ESTIMATED and ACTUAL
For the fiscal year ended April 30, 1975

	<u>Estimated revenue</u>	<u>Actual revenue</u>	<u>Actual over-under(-) estimated</u>
DECATUR PUBLIC LIBRARY			
CONTRACTUAL SERVICES			
Advertising	\$ 200.00	\$ 117.79	\$ 82.21
Printing and binding	0.00	748.92	748.92
Service to maintain buildings	0.00	25.74	25.74
Service to maintain improvements			
Property taxes	\$ 550,000.00	\$ 691,202.88	\$ 141,202.88
Lines and fees	16,300.00	18,728.34	2,428.34
Interest on investments	17,500.00	22,667.16	5,167.16
Service charge refund	0.00	10,169.16	10,169.16
Miscellaneous	5,345.00	10,126.89	4,781.89
Payment to City for data processing	35,000.00	35,000.00	0.00
TOTAL	\$ 589,145.00	\$ 752,894.43	\$ 163,749.43

STATEMENT of EXPENDITURES and ENCUMBRANCES
COMPARED with AUTHORIZATIONS

For the fiscal year ended April 30, 1975

	<u>Authorizations</u>	<u>Expenditures</u>	<u>Unencumbered balances</u>
DECATUR PUBLIC LIBRARY			
COMMODITIES			
Gas, oil and antifreeze	\$ 378.00	\$ 75.46	\$ 302.54
Janitorial supplies	432.00	357.06	74.94
Materials to maintain buildings and improvements	6,280.00	5,954.49	325.51
Personal services	\$ 430,792.00	\$ 418,586.44	\$ 12,205.56
Contractual services	105,009.00	98,782.40	6,226.60
Commodities	19,318.00	16,382.47	2,935.53
Other charges	62,590.00	6,579.56	56,010.44
Capital outlay	85,140.00	58,878.55	26,261.45
TOTAL	\$ 702,849.00	\$ 599,209.42	\$ 103,639.58

OTHER CHARGES			
Contingencies	\$ 55,635.00	\$ 0.00	\$ 55,635.00
Service recognition payroll	855.00	845.00	10.00
Insurance	6,100.00	5,734.56	365.44
Total other charges	\$ 62,590.00	\$ 6,579.56	\$ 56,010.44

CAPITAL OUTLAY			
Office machinery and equipment	\$ 1,140.00	\$ 19.73	\$ 1,120.27
Books	84,000.00	58,858.82	25,141.18
Total capital outlay	\$ 85,140.00	\$ 58,878.55	\$ 26,261.45

DECATUR PUBLIC LIBRARY

SCHEDULE of AUTHORIZATIONS, EXPENDITURES
and UNENCUMBERED BALANCES

For the fiscal year ended April 30, 1975

	<u>Authorizations</u>	<u>Expenditures</u>	<u>Unencumbered balances</u>
PERSONAL SERVICES			
Regular salaries	\$ 397,414.00	\$ 393,418.43	\$ 3,995.57
Hospitalization, medical and life insurance	8,748.00	7,791.46	956.54
Temporary salaries	<u>24,630.00</u>	<u>17,376.55</u>	<u>7,253.45</u>
Total personal services	<u>\$ 430,792.00</u>	<u>\$ 418,586.44</u>	<u>\$ 12,205.56</u>
CONTRACTUAL SERVICES			
Advertising	\$ 200.00	\$ 117.79	\$ 82.21
Printing and binding	3,240.00	1,748.92	1,491.08
Service to maintain buildings	27,400.00	27,485.74	85.74-
Service to maintain improvements other than buildings	648.00	203.95	444.05
Service to maintain office equipment	1,703.00	1,564.85	138.15
Service to maintain automotive equipment	1,080.00	861.84	218.16
Auditing	600.00	600.00	0
Other professional services	1,467.00	1,154.04	312.96
Payment to City for data processing	35,000.00	35,000.00	0
Electricity (Housing Authority)	\$ 17,820.00	\$ 15,355.15	\$ 2,464.85
Water	300.00	151.75	148.25
Telephone	6,000.00	5,446.98	553.02
Travel, training and conferences	1,535.00	905.03	629.97
Postage	3,000.00	2,906.56	93.44
Professional association membership fees	908.00	905.50	2.50
Rentals	<u>4,108.00</u>	<u>4,374.30</u>	<u>266.30-</u>
Total contractual services	<u>\$ 105,009.00</u>	<u>\$ 98,782.40</u>	<u>\$ 6,226.60</u>
COMMODITIES			
Gas, oil and antifreeze	\$ 378.00	\$ 75.46	\$ 302.54
Janitorial supplies	432.00	357.06	74.94
Materials to maintain buildings and improvements	6,280.00	5,954.49	325.51
Materials to maintain automotive equipment	1,398.00	1,319.93	78.07
Medical and laboratory supplies	5.00	5.00	0
Office supplies	<u>10,825.00</u>	<u>8,670.53</u>	<u>2,154.47</u>
Total commodities	<u>\$ 19,318.00</u>	<u>\$ 16,382.47</u>	<u>\$ 2,935.53</u>
OTHER CHARGES			
Contingencies	\$ 55,635.00	\$ 0	\$ 55,635.00
Service recognition payroll	855.00	845.00	10.00
Insurance	<u>6,100.00</u>	<u>5,734.56</u>	<u>365.44</u>
Total other charges	<u>\$ 62,590.00</u>	<u>\$ 6,579.56</u>	<u>\$ 56,010.44</u>
CAPITAL OUTLAY			
Office machinery and equipment	\$ 1,140.00	\$ 19.73	\$ 1,120.27
Books	<u>84,000.00</u>	<u>58,858.82</u>	<u>25,141.18</u>
Total capital outlay	<u>\$ 85,140.00</u>	<u>\$ 58,878.55</u>	<u>\$ 26,261.45</u>

DECATUR PUBLIC LIBRARY

DECATUR PUBLIC LIBRARY TRUST FUND

BALANCE SHEET

April 30, 1975

DECATUR PUBLIC LIBRARY

SCHEDULE of TAXES LEVIED and COLLECTED and SETTLEMENTS

Tax levy years 1969 through 1973

SETS					
Investments					\$ 43,073.53
Accrued interest receivable					1969 20
	1973	1972	1971	1970	
Property taxes, current year					1,01,322.73
extensions (includes payment					
by Decatur Housing Authority)	\$ 566,556	\$ 464,230	\$ 461,220	\$ 685,568	\$ 643,393
Back taxes collected, prior years	4,229	2,647	2,700	5,880	3,431
Total to be accounted for	\$ 570,785	\$ 466,877	\$ 463,920	\$ 691,448	\$ 646,824
DUCTIONS for					
Errors and abatements, collection					
and extension fees, and property					
taxes unpaid	2,622-	9,765	33,545	28,589	41,467
Net tax collections	\$ 573,407	\$ 457,112	\$ 430,375	\$ 662,859	\$ 605,357
ADD					
Interest received on investments				\$ 4,789.36	
Gifts and bequests				1,550.00	
Less, decrease in accrued interest receivable					
ENDING BALANCE, April 30, 1975					

Bequests to the Decatur Public Library from the Buckenridge Estate in the amount of \$35,000.00 were received in a prior year and \$1,400.00 in the current year. There are no restrictions on expenditure of this money.

DECATUR PUBLIC LIBRARY

DECATUR PUBLIC LIBRARY TRUST FUND

BALANCE SHEET

April 30, 1975

SETS		
Investments		\$ 43,073.53
Accrued interest receivable		<u>249.20</u>

Total assets

\$ 43,322.73END BALANCE\$ 43,322.73

DECATUR PUBLIC LIBRARY TRUST FUND
ANALYSIS of CHANGES in FUND BALANCE

For the fiscal year ended April 30, 1975

ND BALANCE, May 1, 1974		\$ 38,081.85
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Add,

Interest received on investments

\$ 4,789.26

Gifts and bequests

1,550.00

6,339.26

Less, decrease in accrued interest receivable

1,098.38-ND BALANCE, April 30, 1975\$ 43,322.73

Bequests to the Decatur Public Library from the Breckenridge Estate in the amount of \$35,000.00 were received in a prior year and \$1,400.00 in the current year. There are no restrictions on expenditure of this money.

DECATUR PUBLIC LIBRARY

NOTE to FINANCIAL STATEMENTS

April 30, 1975

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.

Bonds outstanding -

1971 Decatur Public Library bonds in the amount of \$620,000.00 were outstanding at April 30, 1975. 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 employer's share of contributions to the Illinois Municipal Retirement Fund of \$51,769.85 for Library employees was paid from the tax levy for that purpose. This amount is not reflected in the Library's statement of expenditures.