

DECATUR PUBLIC LIBRARY

Decatur, Illinois

REPORT of EXAMINATION

April 30, 1976

MURPHEY, JENNE & JONES
CERTIFIED PUBLIC ACCOUNTANTS

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CERTIFIED PUBLIC ACCOUNTANTS

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Decatur, Illinois

June 3, 1976

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510 WEST PARK AVENUE

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ONE NORTH OLD STATE CAPITOL PLAZA

PEORIA, ILLINOIS 61602
1800 SAVINGS CENTER TOWER

MONMOUTH, ILLINOIS 61462
1025 EAST BROADWAY

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, 1976, 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, 1976, and the results of its operations for the year then ended in conformity with generally accepted accounting principles applied on a consistent basis.

Murphy, Jenne & Jones
Certified Public Accountants

DECATUR PUBLIC LIBRARY

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DECATUR PUBLIC LIBRARY

BALANCE SHEET

April 30, 1976

ASSETS

Cash on hand	\$ 100.00
Cash on deposit	2,735.44
Investments, certificates of deposit	230,009.59
Accrued interest receivable	4,319.62
Taxes receivable, current levy -	
Estimated collection, 96% of levy	756,527.00
Taxes receivable, prior levies -	
Estimated collection, 30% of delinquent taxes	<u>1,955.15</u>

TOTAL ASSETS\$ 995,646.80

LIABILITIES and FUND BALANCE

Accrued payroll	\$ 2,052.49
Accounts payable	4,537.99
Fund balance	<u>989,056.32</u>

TOTAL LIABILITIES and FUND BALANCE\$ 995,646.80

DECATUR PUBLIC LIBRARYANALYSIS of CHANGES in FUND BALANCE
For the fiscal year ended April 30, 1976

FUND BALANCE, May 1, 1975		\$ 815,995.28
Add,		
Excess of revenue over expenditures -		
Revenue	\$ 871,119.32	
Expenditures	<u>698,058.28</u>	<u>173,061.04</u>
<u>FUND BALANCE, April 30, 1976</u>		<u>\$ 989,056.32</u>

DECATUR PUBLIC LIBRARY

STATEMENT of REVENUE

————— For the fiscal year ended April 30, 1976 —————

<u>Source</u>	<u>Actual revenue</u>
Property taxes	\$ 816,393.69
Fines and fees	23,677.87
Interest on investments	18,637.22
Miscellaneous	12,410.54
<u>TOTAL</u>	<u>\$ 871,119.32</u>

DECATUR PUBLIC LIBRARY

STATEMENT of EXPENDITURES

————— For the fiscal year ended April 30, 1976 —————

<u>Classified by object</u>	<u>Expenditures</u>
Personal services	\$ 477,947.22
Contractual services	112,639.82
Commodities	22,450.59
Other charges	6,829.22
Capital outlay	78,191.43
<u>TOTAL</u>	<u>\$ 698,058.28</u>

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DECATUR PUBLIC LIBRARY

SCHEDULE of EXPENDITURES

_____ For the fiscal year ended April 30, 1976 _____

	<u>Expenditures</u>
PERSONAL SERVICES	
Regular salaries	\$ 454,710.95
Hospitalization, medical and life insurance	9,530.28
Temporary salaries	<u>13,705.99</u>
Total personal services	<u>\$ 477,947.22</u>
CONTRACTUAL SERVICES	
Advertising	\$ 29.70
Printing and binding	2,781.05
Service to maintain buildings	35,774.65
Service to maintain improvements other than buildings	396.11
Service to maintain office equipment	1,443.02
Service to maintain automotive equipment	1,891.86
Auditing	600.00
Other professional services	751.50
Payment to City for data processing	35,000.00
Electricity	18,007.78
Water	176.62
Telephone	5,748.16
Travel, training and conferences	2,137.25
Postage	3,000.00
Professional association membership fees	795.31
Rentals	<u>4,106.81</u>
Total contractual services	<u>\$ 112,639.82</u>
COMMODITIES	
Gas, oil and antifreeze	\$ 94.35
Janitorial supplies	678.17
Materials to maintain buildings and improvements	9,455.07
Materials to maintain automotive equipment	2,991.18
Medical and laboratory supplies	5.00
Office supplies	<u>9,226.82</u>
Total commodities	<u>\$ 22,450.59</u>
OTHER CHARGES	
Service recognition payroll	\$ 890.00
Insurance	<u>5,939.22</u>
Total other charges	<u>\$ 6,829.22</u>
CAPITAL OUTLAY	
Machinery and equipment	\$ 2,241.25
Books	<u>75,950.18</u>
Total capital outlay	<u>\$ 78,191.43</u>

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STATEMENT of CASH RECEIPTS - ESTIMATED and ACTUAL

_____ For the fiscal year ended April 30, 1976 _____

<u>Source</u>	<u>Estimated revenue</u>	<u>Cash receipts</u>	<u>Actual over or under(-) estimated</u>
Property taxes	\$ 672,300.00	\$ 708,402.46	\$ 36,102.46
Fines and fees	18,300.00	23,677.87	5,377.87
Interest on investments	19,000.00	16,224.68	2,775.32-
Service charge refund	0	10,169.16	10,169.16
Miscellaneous	<u>11,603.00</u>	<u>12,410.54</u>	<u>807.54</u>
<u>TOTAL</u>	<u>\$ 721,203.00</u>	<u>\$ 770,884.71</u>	<u>\$ 49,681.71</u>

DECATUR PUBLIC LIBRARYSTATEMENT of CASH DISBURSEMENTS COMPARED
with AUTHORIZATIONS

_____ For the fiscal year ended April 30, 1976 _____

<u>Classified by object</u>	<u>Authorizations</u>	<u>Cash disbursements</u>	<u>Unencumbered balances</u>
Personal services	\$ 507,871.00	\$ 489,908.75	\$ 17,962.25
Contractual services	116,993.00	112,621.94	4,371.06
Commodities	26,731.00	22,510.70	4,220.30
Other charges	16,435.00	6,829.22	9,605.78
Capital outlay	<u>86,459.00</u>	<u>77,835.43</u>	<u>8,623.57</u>
<u>TOTAL</u>	<u>\$ 754,489.00</u>	<u>\$ 709,706.04</u>	<u>\$ 44,782.96</u>

DECATUR PUBLIC LIBRARY

SCHEDULE of TAXES LEVIED and COLLECTED and SETTLEMENTS

 Tax levy years 1970 through 1974

	<u>1974</u>	<u>1973</u>	<u>1972</u>	<u>1971</u>	<u>1970</u>
Property taxes, current year extensions (includes payment by Decatur Housing Authority)	\$ 692,454	\$ 566,556	\$ 464,230	\$ 461,220	\$ 685,568
Back taxes collected, prior years	<u>17,820</u>	<u>4,229</u>	<u>2,647</u>	<u>2,700</u>	<u>5,880</u>
Total to be accounted for	\$ 710,274	\$ 570,785	\$ 466,877	\$ 463,920	\$ 691,448
Deductions for					
Errors and abatements, collection and extension fees, and property taxes unpaid	<u>1,872</u>	<u>2,622-</u>	<u>9,765</u>	<u>33,545</u>	<u>28,589</u>
Net tax collections	<u>\$ 708,402</u>	<u>\$ 573,407</u>	<u>\$ 457,112</u>	<u>\$ 430,375</u>	<u>\$ 662,859</u>

DECATUR PUBLIC LIBRARY

DECATUR PUBLIC LIBRARY TRUST FUND

BALANCE SHEET

April 30, 1976

ASSETS

Investments	\$ 45,125.65
Accrued interest receivable	<u>963.29</u>
Total assets	<u>\$ 46,088.94</u>

<u>FUND BALANCE</u>	<u>\$ 46,088.94</u>
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DECATUR PUBLIC LIBRARY TRUST FUND

ANALYSIS of CHANGES in FUND BALANCE

For the fiscal year ended April 30, 1976

FUND BALANCE, May 1, 1975		\$ 43,322.73
Add,		
Interest received on investments	\$ 2,052.12	
Increase in accrued interest receivable	<u>714.09</u>	<u>2,766.21</u>
<u>FUND BALANCE, April 30, 1976</u>		<u>\$ 46,088.94</u>

Note: Bequests to the Decatur Public Library from the Breckenridge Estate in the amount of \$36,400.00 were received in prior years. There are no restrictions on expenditure of this money.

DECATUR PUBLIC LIBRARY

NOTE to FINANCIAL STATEMENTS

April 30, 1976

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 96% of the current levy. Protested unpaid collection charges of approximately \$18,500 for the prior two years are not provided for in these statements.

Bonds outstanding -

1971 Decatur Public Library bonds in the amount of \$545,000.00 were outstanding at April 30, 1976. 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 \$61,755.00 for Library employees was paid from the tax levy for that purpose. This amount is not reflected in the Library's statement of expenditures.