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Decatur, Illinois
May 23, 1974

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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, 1974, 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, 1974, 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.

Murphey, Jenne & Jones
Certified Public Accountants

DECATUR PUBLIC LIBRARY

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April 30, 1974

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DECATUR PUBLIC LIBRARY

BALANCE SHEET

April 30, 1974

ASSETS

Cash on hand	\$ 100.00
Cash on deposit	7,326.62
Investments, certificates of deposit	135,094.69
Accrued interest receivable	793.48
Taxes receivable, current levy - Estimated collection, 94% of levy	531,712.13
Taxes receivable, prior levies - Estimated collection, 30% of delinquent taxes	<u>983.24</u>
<u>TOTAL ASSETS</u>	<u>\$ 676,010.16</u>

LIABILITIES and FUND BALANCE

Accrued payroll	\$ 10,886.15
Accounts payable	2,813.74
Fund balance	<u>662,310.27</u>
<u>TOTAL LIABILITIES and FUND BALANCE</u>	<u>\$ 676,010.16</u>

DECATUR PUBLIC LIBRARY

ANALYSIS of CHANGES in FUND BALANCE

For the fiscal year ended April 30, 1974

BALANCE, May 1, 1973		\$ 628,831.92
Id,		
Excess of revenue over expenditures -		
Revenue	\$ 586,428.12	
Expenditures	<u>552,949.77</u>	<u>33,478.35</u>
<u>BALANCE, April 30, 1974</u>		<u>\$ 662,310.27</u>

DECATUR PUBLIC LIBRARY

STATEMENT of REVENUE - ESTIMATED and ACTUAL

For the fiscal year ended April 30, 1974

<u>Source</u>	<u>Estimated revenue</u>	<u>Actual revenue</u>	<u>Actual over-under (-) estimated</u>
erty taxes	\$ 450,000.00	\$ 545,364.66	\$ 95,364.66
and fees	16,170.00	17,929.93	1,759.93
rest on investments	15,000.00	17,553.19	2,553.19
ellaneous	<u>1,572.00</u>	<u>5,580.34</u>	<u>4,008.34</u>
<u>TOTAL</u>	<u>\$ 482,742.00</u>	<u>\$ 586,428.12</u>	<u>\$ 103,686.12</u>

DECATUR PUBLIC LIBRARYSTATEMENT of EXPENDITURES and ENCUMBRANCES
COMPARED with AUTHORIZATIONS

For the fiscal year ended April 30, 1974

<u>Classified by object</u>	<u>Authorizations</u>	<u>Expenditures</u>	<u>Unencumbered balances</u>
onal services	\$ 423,551.00	\$ 379,004.47	\$ 44,546.53
ractical services	104,779.67	90,693.08	14,086.59
odities	16,796.33	12,842.69	3,953.64
t charges	6,498.00	6,076.00	422.00
al outlay	<u>84,200.00</u>	<u>64,333.53</u>	<u>19,866.47</u>
<u>TOTAL</u>	<u>\$ 635,825.00</u>	<u>\$ 552,949.77</u>	<u>\$ 82,875.23</u>

DECATUR PUBLIC LIBRARY

SCHEDULE of AUTHORIZATIONS, EXPENDITURES
and UNENCUMBERED BALANCES

For the fiscal year ended April 30, 1974

	<u>Authorizations</u>	<u>Expenditures</u>	<u>Unencumbered balances</u>
PERSONAL SERVICES			
Regular salaries	\$ 390,821.00	\$ 348,410.02	\$ 42,410.98
Hospitalization, medical and life insurance	8,100.00	7,155.03	944.97
Temporary salaries	<u>24,630.00</u>	<u>23,439.42</u>	<u>1,190.58</u>
Total personal services	<u>\$ 423,551.00</u>	<u>\$ 379,004.47</u>	<u>\$ 44,546.53</u>
CONTRACTUAL SERVICES			
Advertising	\$ 200.00	\$ 64.63	\$ 135.37
Printing and binding	2,128.15	2,128.15	0
Service to maintain buildings	24,500.00	21,065.53	3,434.47
Service to maintain improvements other than buildings	500.00	321.74	178.26
Service to maintain office equipment	1,381.74	1,381.74	0
Service to maintain automotive equipment	810.43	810.43	0
Printing	600.00	600.00	0
Other professional services	732.37	814.12	81.75-
Payment to City for data processing	43,946.49	35,000.00	8,946.49
Electricity	15,752.49	15,539.92	212.57
Telephone	300.00	135.99	164.01
Telephone	5,500.00	5,297.71	202.29
Travel, training and conferences	1,489.00	1,162.31	326.69
postage	2,600.00	2,560.29	39.71
Professional association membership fees	808.00	804.00	4.00
Supplies	<u>3,531.00</u>	<u>3,006.52</u>	<u>524.48</u>
Total contractual services	<u>\$ 104,779.67</u>	<u>\$ 90,693.08</u>	<u>\$ 14,086.59</u>
COMMODITIES			
Gas, oil and antifreeze	\$ 350.00	\$ 102.46	\$ 247.54
Editorial supplies	410.00	407.27	2.73
Materials to maintain buildings and improvements	5,000.00	4,217.25	782.75
Materials to maintain automotive equipment	428.33	428.33	0
Medical and laboratory supplies	5.00	3.26	1.74
Office supplies	<u>10,603.00</u>	<u>7,684.12</u>	<u>2,918.88</u>
Total commodities	<u>\$ 16,796.33</u>	<u>\$ 12,842.69</u>	<u>\$ 3,953.64</u>
OTHER CHARGES			
Service recognition payroll insurance	\$ 755.00	\$ 745.00	\$ 10.00
	<u>5,743.00</u>	<u>5,331.00</u>	<u>412.00</u>
Total other charges	<u>\$ 6,498.00</u>	<u>\$ 6,076.00</u>	<u>\$ 422.00</u>
CAPITAL OUTLAY			
Office machinery and equipment	\$ 9,200.00	\$ 344.69	\$ 8,855.31
Books	<u>75,000.00</u>	<u>63,988.84</u>	<u>11,011.16</u>
Total capital outlay	<u>\$ 84,200.00</u>	<u>\$ 64,333.53</u>	<u>\$ 19,866.47</u>

DECATUR PUBLIC LIBRARY

SCHEDULE of TAXES LEVIED and COLLECTED and SETTLEMENTS

----- Tax levy years 1968 through 1972 -----

	<u>1972</u>	<u>1971</u>	<u>1970</u>	<u>1969</u>	<u>1968</u>
erty taxes, current year ensions (includes payment y Decatur Housing Authority)	\$ 464,230	\$ 461,220	\$ 685,568	\$ 643,393	\$ 420,586
taxes collected, prior years	<u>2,647</u>	<u>2,700</u>	<u>5,880</u>	<u>3,431</u>	<u>2,911</u>
Total to be accounted for	\$ 466,877	\$ 463,920	\$ 691,448	\$ 646,824	\$ 423,497
tions for ors and abatements, collection nd extension fees, and property axes unpaid	<u>9,765</u>	<u>33,545</u>	<u>28,589</u>	<u>41,467</u>	<u>25,365</u>
Net tax collections	<u>\$ 457,112</u>	<u>\$ 430,375</u>	<u>\$ 662,859</u>	<u>\$ 605,357</u>	<u>\$ 398,132</u>

DECATUR PUBLIC LIBRARYDECATUR PUBLIC LIBRARY TRUST FUND
BALANCE SHEET

April 30, 1974

Investments	\$ 36,734.27
Accrued interest receivable	<u>1,347.58</u>
Total assets	<u>\$ 38,081.85</u>
<u>BALANCE</u>	<u>\$ 38,081.85</u>

DECATUR PUBLIC LIBRARY TRUST FUND
ANALYSIS of CHANGES in FUND BALANCE

For the fiscal year ended April 30, 1974

BALANCE, May 1, 1973	\$ 35,461.85
Interest received on investments	1,734.27
Increase in accrued interest receivable	<u>885.73</u>
<u>BALANCE, April 30, 1974</u>	<u>\$ 38,081.85</u>

A bequest to the Decatur Public Library from the Breckenridge Estate in the amount of \$35,000.00 was received last year. There are no restrictions on expenditures of this money.

DECATUR PUBLIC LIBRARY

NOTE to FINANCIAL STATEMENTS

April 30, 1974

of SIGNIFICANT ACCOUNTING POLICIES

asis 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 statement of revenues and expenditures. Estimated revenue and expenditure authorizations are based on the budget which was prepared on a receipts and disbursements basis.

Bonds outstanding -

71 Decatur Public Library bonds in the amount of \$695,000.00 were outstanding at April 30, 1974. 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 \$4,065.52 for Library employees was paid from the tax levy for that purpose. In addition, salaries and fringe benefits of \$3,355.36 for persons working through the Emergency Employment Act were paid from that fund. These amounts are not reflected in the Library's statement of expenditures.