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Decatur, Illinois  
June 17, 1977

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, 1977, 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, 1977, and the results of its operations for the year then ended in conformity with generally accepted accounting principles applied on a consistent basis.

*Murphey, Jenne & Jones*  
Certified Public Accountants

DECATUR PUBLIC LIBRARY

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April 30, 1977

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DECATUR PUBLIC LIBRARYBALANCE SHEET  
April 30, 1977

## ASSETS

Cash on hand	\$	100
Cash on deposit		5,455
Investments, certificates of deposit		230,000
Accrued interest receivable		3,483
Taxes receivable, current levy -		
Estimated collection, 98 1/2% of levy		809,545
Taxes receivable, prior levies -		
Estimated collection, 30% of delinquent taxes		<u>2,892</u>

TOTAL ASSETS\$ 1,051,475

## LIABILITIES and FUND BALANCE

Accrued payroll	\$	2,139
Accounts payable		3,054
Fund balance		<u>1,046,282</u>

TOTAL LIABILITIES and FUND BALANCE\$ 1,051,475

DECATUR PUBLIC LIBRARY

## ANALYSIS of CHANGES in FUND BALANCE

For the fiscal year ended April 30, 1977

FUND BALANCE, May 1, 1976		\$ 989,056
Add,		
Excess of revenue over expenditures -		
Revenue	\$ 889,326	
Expenditures	<u>832,100</u>	<u>57,226</u>
<u>FUND BALANCE, April 30, 1977</u>		<u>\$ 1,046,282</u>

DECATUR PUBLIC LIBRARY

## STATEMENT of REVENUE

————— For the fiscal year ended April 30, 1977 —————

<u>Source</u>	<u>Actual revenue</u>
Property taxes	\$ 844,143
Fines and fees	22,286
Interest on investments	13,895
Miscellaneous	<u>9,002</u>
<u>TOTAL</u>	<u>\$ 889,326</u>

DECATUR PUBLIC LIBRARY

## STATEMENT of EXPENDITURES

————— For the fiscal year ended April 30, 1977 —————

<u>Classified by object</u>	<u>Expenditures</u>
Personal services	\$ 617,170
Contractual services	105,300
Commodities	14,024
Other charges	8,885
Capital outlay	<u>86,721</u>
<u>TOTAL</u>	<u>\$ 832,100</u>

## DECATUR PUBLIC LIBRARY

## SCHEDULE of EXPENDITURES

For the fiscal year ended April 30, 1977

	<u>Expenditures</u>
PERSONAL SERVICES	
Regular salaries	\$ 516,392
Retirement	76,958
Hospitalization, medical, and life insurance	10,559
Temporary salaries	<u>13,261</u>
Total personal services	<u>\$ 617,170</u>
CONTRACTUAL SERVICES	
Advertising	\$ 562
Printing and binding	4,136
Service to maintain buildings	17,324
Service to maintain improvements other than buildings	408
Service to maintain office equipment	1,284
Service to maintain automotive equipment	798
Auditing	600
Other professional services	2,042
Payment to City for data processing	35,000
Electricity	24,446
Water	239
Telephone	5,645
Travel, training, and conferences	1,541
Postage	4,945
Professional association membership fees	905
Rentals	<u>5,425</u>
Total contractual services	<u>\$ 105,300</u>
COMMODITIES	
Gas, oil, and antifreeze	\$ 63
Janitorial supplies	861
Materials to maintain buildings and improvements	4,184
Materials to maintain automotive equipment	1,144
Medical and laboratory supplies	6
Office supplies	<u>7,766</u>
Total commodities	<u>\$ 14,024</u>
OTHER CHARGES	
Service recognition payroll	\$ 840
Insurance	<u>8,045</u>
Total other charges	<u>\$ 8,885</u>
CAPITAL OUTLAY	
Machinery and equipment	\$ 4,865
Books	<u>81,856</u>
Total capital outlay	<u>\$ 86,721</u>

DECATUR PUBLIC LIBRARY

## STATEMENT of CASH RECEIPTS - ESTIMATED and ACTUAL

For the fiscal year ended April 30, 1977

<u>Source</u>	<u>Estimated revenue</u>	<u>Cash receipts</u>	<u>Actual over or under(-) estimated</u>
Property taxes	\$ 766,250	\$ 790,189	\$ 23,939
Fines and fees	19,600	22,285	2,685
Interest on investments	18,000	14,731	3,269-
Miscellaneous	5,850	9,002	3,152
<u>TOTAL</u>	<u>\$ 809,700</u>	<u>\$ 836,207</u>	<u>\$ 26,507</u>

DECATUR PUBLIC LIBRARYSTATEMENT of CASH DISBURSEMENTS COMPARED  
with AUTHORIZATIONS

For the fiscal year ended April 30, 1977

<u>Classified by object</u>	<u>Authorizations</u>	<u>Cash disbursements</u>	<u>Unencumbered balances</u>
Personal services	\$ 624,946	\$ 617,083	\$ 7,863
Contractual services	121,323	106,851	14,472
Commodities	20,456	13,881	6,575
Other charges	16,384	8,886	7,498
Capital outlay	103,405	86,797	16,608
<u>TOTAL</u>	<u>\$ 886,514</u>	<u>\$ 833,498</u>	<u>\$ 53,016</u>

DECATUR PUBLIC LIBRARY

SCHEDULE of TAXES LEVIED and COLLECTED and SETTLEMENTS

----- Tax levy years 1971 through 1975 -----

	1975	1974	1973	1972	1971
Property taxes, current year extensions (includes payment by Decatur Housing Authority)	\$ 789,231	\$ 692,454	\$ 566,556	\$ 464,230	\$ 461,220
Back taxes collected, prior years	4,284	17,820	4,229	2,647	2,700
Total to be accounted for	\$ 793,515	\$ 710,274	\$ 570,785	\$ 466,877	\$ 463,920
Deductions for Errors and abatements, collection and extension fees, and property taxes unpaid	3,326	1,872	2,622	9,765	33,545
Net tax collections	\$ 790,189	\$ 708,402	\$ 573,407	\$ 457,112	\$ 430,375

DECATUR PUBLIC LIBRARYDECATUR PUBLIC LIBRARY TRUST FUND

## BALANCE SHEET

April 30, 1977

ASSETS		
Investments		\$ 49,282
Accrued interest receivable		<u>969</u>
Total assets		<u>\$ 50,251</u>
<u>FUND BALANCE</u>		<u>\$ 50,251</u>

DECATUR PUBLIC LIBRARY TRUST FUND

## ANALYSIS of CHANGES in FUND BALANCE

For the fiscal year ended April 30, 1977

FUND BALANCE, May 1, 1976			\$ 46,089
Add,			
Bequests		\$ 1,378	
Interest received on investments		3,137	
Increase in accrued interest receivable		<u>6</u>	4,521
Deduct,			
Purchase of bronze placques			<u>359</u>
<u>FUND BALANCE, April 30, 1977</u>			<u>\$ 50,251</u>

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

During the current year \$478 was received from the Maude Ellen Bridges Estate. This money is to be expended only for childrens books and supplies.

DECATUR PUBLIC LIBRARY

## NOTE to FINANCIAL STATEMENTS

April 30, 1977

## 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 98 1/2% of the current levy.

## Bonds outstanding -

1971 Decatur Public Library bonds in the amount of \$470,000.00 were outstanding at April 30, 1977. 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 \$76,958.00 for Library employees is reflected in the Library's statement of expenditures for the current year. In prior years this amount was paid from the tax levy for that purpose and was not reflected in the Library's financial statements.

The current year's financial statements do not reflect expenditures for personal services amounting to \$22,851. These expenditures were paid with CETA funds and are accounted for in a separate fund maintained by the City of Decatur, Illinois.