Monthly Financial Report

For the Month Ended November 30, 2017

Prepared by: Lauterbach & Amen, LLP

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# Monthly Compilation Opinion

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December 14, 2017

Members of the Board of Trustees: Des Plaines Public Library 1501 Ellinwood Street Des Plaines, IL 60016

Management is responsible for the accompanying modified cash basis balance sheet of the Des Plaines Public Library as of November 30, 2017 and the related modified cash basis statements of revenues and expenditures and changes in fund balance for the one month and the Eleven Months then ended, and the accompanying other supplementary information as referred to in the table of contents. We have performed the compilation engagement in accordance with Statements on Standards for Accounting and Review Services issued by the American Institute of Certified Public Accountants. We have not audited or reviewed the accompanying financial statements and other supplementary information nor were we required to perform any procedures to verify the accuracy or completeness of the information provided by management. Accordingly we do not express an opinion, a conclusion, nor provide any form of assurance on the financial statements.

#### Other Matter

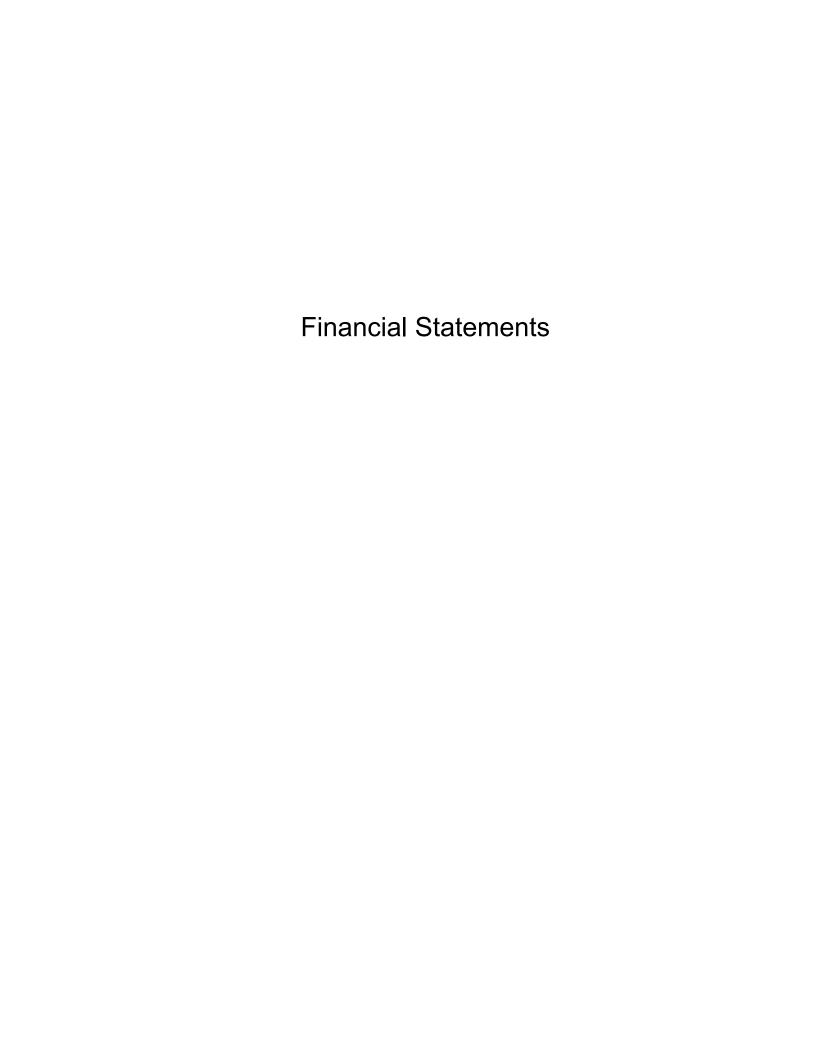
The other supplementary information is presented for purposes of additional analysis and is not a required part of the basic financial statements. This information is the representation of management. The information was subject to our compilation engagement. We have not audited or reviewed the other supplementary information nor were we required to perform any procedures to verify the accuracy or completeness of the information provided by management. Accordingly, we do not express an opinion, a conclusion, nor provide any form of assurance on the other supplementary information.

Management has elected to omit substantially all of the disclosures, Management Discussion and Analysis (MD&A), and Required Supplementary Information (RSI) required by the modified cash basis of accounting. If the omitted disclosures were included in the financial statements and other supplementary information, they might influence the user's conclusions about the Library's assets, liabilities, fund balances, revenues and expenditures. Accordingly, these financial statements and other supplementary information are not designed for those who are not informed about such matters.

Respectfully Submitted,

Lauterbach & amen, LLP

Lauterbach & Amen, LLP



#### **Governmental Funds Balance Sheet**

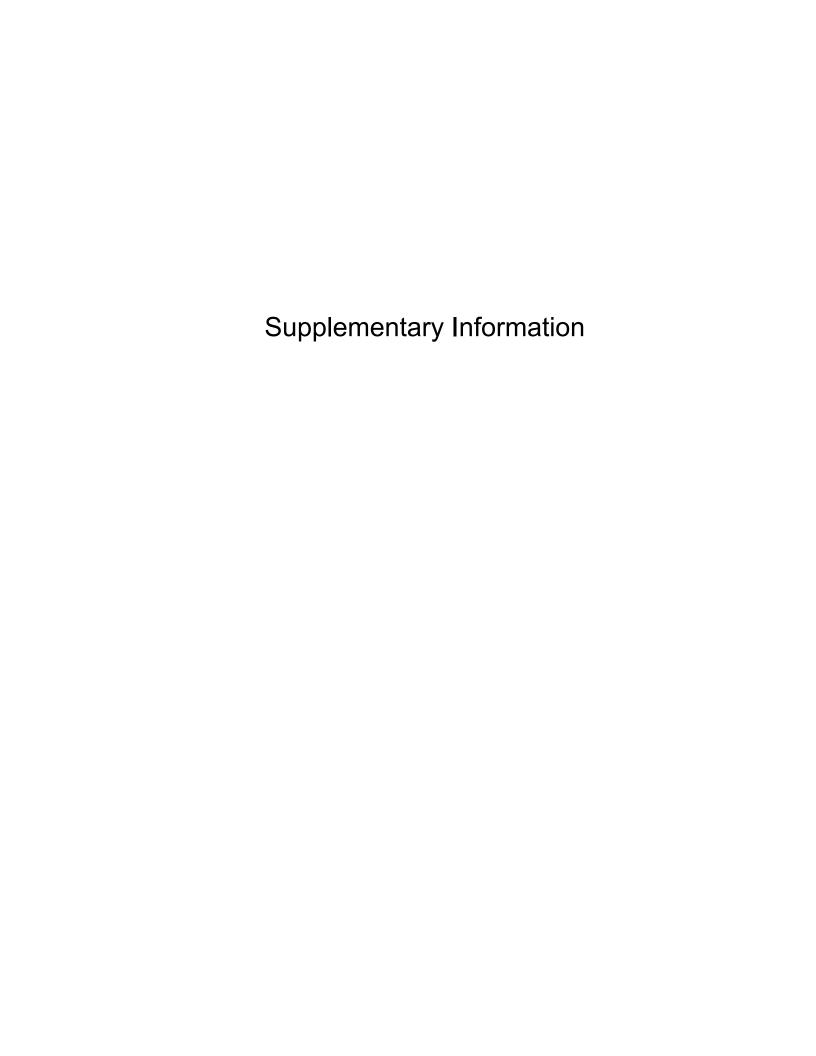
### As of November 30, 2017

	Library Fund	Capital jects Fund	Total
ASSETS		 <u>-</u>	 
Cash and Investments	\$ 4,493,275.31	\$ 44,832.20	\$ 4,538,107.51
Prepaids	6,951.75	-	6,951.75
Receivables Property Taxes Receivable	6,003,288.78	-	6,003,288.78
Total Assets	\$ 10,503,515.84	\$ 44,832.20	\$ 10,548,348.04
LIABILITIES			
Accounts Payable	\$ 260,473.85	\$ 7,844.40	\$ 268,318.25
Accrued Payroll	105,633.29	-	105,633.29
Due to other funds	 316,358.78	 <u>-</u>	 316,358.78
Total Liabilities	 682,465.92	 7,844.40	 690,310.32
Deferred Inflows of Resources			
Property Taxes	 5,986,354.00	 <u>-</u>	 5,986,354.00
Total Liabilities and Deferred Inflows of Resources	 6,668,819.92	 7,844.40	 6,676,664.32
FUND BALANCE			
Fund Balance - Unreserved	3,827,744.17	36,987.80	3,864,731.97
Fund Balance - Reserved for Prepaids	6,951.75	-	6,951.75
Total Fund Balance	3,834,695.92	 36,987.80	 3,871,683.72
Total Liabilities, Deferred Inflows of Resources and Fund Balance	\$ 10,503,515.84	\$ 44,832.20	\$ 10,548,348.04

# Governmental Funds Statement of Revenues, Expenditures, and Changes In Fund Balances

### For the 11 Months Ended November 30, 2017

		General Fund		Capital Improvements Fund		Total		
REVENUES								
Taxes	\$	6,012,617.34	\$	-	\$	6,012,617.34		
Intergovernmental		70,141.00		-		70,141.00		
Fines & Fees		94,545.23		-		94,545.23		
Interest		33,242.74		26.18		33,268.92		
Special Events and Programs		6,565.50		-		6,565.50		
Miscellaneous		53,729.71		200,000.00		253,729.71		
Total Revenues	6,270,841.52		Total Revenues6,		200,026.18			6,470,867.70
EXPENDITURES								
Personnel	\$	2,704,293.69	\$	-	\$	2,704,293.69		
Operating		1,919,967.82		-		1,919,967.82		
Library Materails		885,452.16		-		885,452.16		
Capital Outlay		51,617.00		126,405.74		178,022.74		
Other Expenditures		226,044.62		<u>-</u>		225,896.12		
Total Expenditures		5,787,375.29		126,405.74		5,913,781.03		
Net Change in Fund Balances		483,466.23		73,620.44		557,086.67		
FUND BALANCES								
Beginning of the year		3,351,229.69		(36,632.64)		3,314,597.05		
End of the period	<u>\$</u>	3,834,695.92	\$	36,987.80	<u>\$</u>	3,871,683.72		



# Treasurer's Report as of November 30, 2017

<u>Institution</u>	<u>Invested</u>
201-1101000 - Petty Cash	500.00
201-1102015 - First Midwest Operating #8100292260 202-1102015 - First Midwest Operating #8100292260	528,933.89 41,966.12 570,900.01
201-1102028 - Cash Library Donations	154,763.86
201-1102073 - Cash IL - Epay #151600222104	237,460.76
201-1102078 - Cash IL - Epay Library	26,972.84
201-1102079 - IL Funds - 151600222591 202-1102079 - IL Funds - 151600222591	3,544,643.96 2,866.08 3,547,510.04
201-1104006 - Investments - Certificates of Deposit	0.00
Total Invested	4,538,107.51

### Des Plaines Public Library Balance Sheet as of November 30, 2017

	Beginning	M.T.D.	Ending	
	<u>Balance</u>	<u>Changes</u>	<u>Balance</u>	
Library Fund				
<u>Assets</u>				
1101000 - Petty Cash	500.00	0.00	500.00	
1102015 - First Midwest Operating #8100292260	291,963.62	236,970.27	528,933.89	
1102028 - Cash Library Donations	154,702.81	61.05	154,763.86	
1102073 - Cash IL - Epay 151600008073	237,248.50	212.26	237,460.76	
1102078 - Cash IL - Epay Library	26,948.73	24.11	26,972.84	
1102079 - IL Funds - 151600222591	4,291,073.75	(746,429.79)	3,544,643.96	
1118000 - Receivable - Property Taxes	6,003,288.78	0.00	6,003,288.78	
1119301 - Prepaid Expense	6,951.75	0.00	6,951.75	
	11,012,677.94	(509,162.10)	10,503,515.84	
<u>Liabilities and Fund Balance</u> <u>Liabilities</u>				
2401000 - Accounts Payable	250,622.73	9,851.12	260,473.85	
2430707 - Due to Library Comp Abs	316,358.78	0.00	316,358.78	
2450040 - Accrued Payroll	105,633.29	0.00	105,633.29	
2470000 - Deferred Revenue - Property Tax	5,986,354.00	0.00	5,986,354.00	
	6,658,968.80	9,851.12	6,668,819.92	
Fund Balance				
3720010 - Fund Balance - Reserved for Prepaid Items	6,951.75	0.00	6,951.75	
3730000 - Fund Balance - Unreserved	3,344,277.94	0.00	3,344,277.94	
	3,351,229.69	0.00	3,351,229.69	
Total Liabilities and Fund Balance	10,010,198.49	9,851.12	10,020,049.61	
Excess Revenues Over Expenses	1,002,479.45	(519,013.22)	483,466.23	

### Des Plaines Public Library Balance Sheet as of November 30, 2017

	Beginning <u>Balance</u>	M.T.D. <u>Changes</u>	Ending Balance
Capital Projects Fund			
<u>Assets</u>			
1102015 - First Midwest Operating #8100292260	55,286.21	(13,320.09)	41,966.12
1102079 - IL Funds - 151600222591	2,863.70	2.38	2,866.08
	58,149.91	(13,317.71)	44,832.20
Liabilities and Fund Balance			
<u>Liabilities</u>			
2401000 - Accounts Payable	13,320.09	(5,475.69)	7,844.40
	13,320.09	(5,475.69)	7,844.40
Fund Balance			
3730000 - Fund Balance - Unreserved	(36,632.64)	0.00	(36,632.64)
Total Liabilities and Fund Balance	(23,312.55)	(5,475.69)	(28,788.24)
Excess Revenues Over Expenses	<u>81,462.46</u> _	(7,842.02)	73,620.44
Compensated Absences Fund			
<u>Assets</u>			
1120201 - Due From Library	316,358.78	0.00	316,358.78
	316,358.78	0.00	316,358.78
Liabilities and Fund Balance			
<u>Liabilities</u>			
2450035 - Accrued ST-LT Comp Absence	106,797.99	0.00	106,797.99
2490010 - Compensated Absences Payable	209,560.79	0.00	209,560.79
	316,358.78	0.00	316,358.78
Fund Balance			
3720010 - Fund Balance - Reserved for Prepaid Items	0.00	0.00	0.00
3730000 - Fund Balance - Unreserved	0.00	0.00	0.00
Total Liabilities and Fund Balance	316,358.78	0.00	316,358.78
Excess Revenues Over Expenses	0.00	0.00	0.00

### Des Plaines Public Library Balance Sheet as of November 30, 2017

	Beginning	M.T.D.	Ending
	<u>Balance</u>	<u>Changes</u>	<b>Balance</b>
Fixed Assets Fund			
<u>Assets</u>			
1203000 - Fixed Assets - Improvements	2,386,200.00	0.00	2,386,200.00
1204201 - Fixed Assets - Library Equipment	1,137,265.00	0.00	1,137,265.00
1204300 - Fixed Assets - Vehicles	67,163.39	0.00	67,163.39
1209900 - Fixed Assets - Accumulated Depreciation	(688,331.00)	0.00	(688,331.00)
	2,902,297.39	0.00	2,902,297.39
<u>Liabilities</u>			
Fund Balance			
3730000 - Fund Balance - Unreserved	2,902,297.39	0.00	2,902,297.39
	2,902,297.39	0.00	2,902,297.39
Total Liabilities and Net Capital Assets	2,902,297.39	0.00	2,902,297.39
Excess Revenues Over Expenses	0.00	0.00	0.00

# Des Plaines Public Library Revenue Report For the 11 Months Ended November 30, 2017

	Received	Received	Budgeted	Uncollected	Prct.
	this Month	this Year	Receipts	<u>Receipts</u>	Collected
Library Fund					
<u>Taxes</u>					
201-4810025 - Property Taxes 2012	0.00	0.00	0.00	0.00	0.00
201-4810026 - Property Taxes 2013	0.00	0.00	0.00	0.00	0.00
201-4810027 - Property Taxes 2014	0.00	0.00	0.00	0.00	0.00
201-4810028 - Property Taxes 2015	0.00	0.00	0.00	0.00	0.00
201-4810029 - Property Taxes 2016	(23,247.00)	6,012,617.34	6,016,436.00	3,818.66	99.94
	(23,247.00)	6,012,617.34	6,016,436.00	3,818.66	99.94
<u>Intergovernmental</u>					
201-4810800 - Personal Property Replacement Tax	23,247.00	69,741.00	92,988.00	23,247.00	75.00
201-4822040 - State Grant - Per Capita	0.00	0.00	45,000.00	45,000.00	0.00
201-4822090 - Grant Revenue	0.00	0.00	0.00	0.00	0.00
201-4822095 - State Grant - Library	400.00	400.00	0.00	(400.00)	0.00
	23,647.00	70,141.00	137,988.00	67,847.00	50.83
Fines & Fees					
201-4850101 - Library Fees	16.00	1,622.64	3,500.00	1,877.36	46.36
201-4650102 - Library Fines	(5,330.77)	22,213.23	28,000.00	5,786.77	79.33
201-4850103 - Library Fines / Credit Card	1,906.54	30,992.42	61,000.00	30,007.58	50.81
201-4850201 - Copying Fees	8,952.96	22,271.10	28,000.00	5,728.90	79.54
201-4850202 - Damaged Materials	42.89	1,268.56	1,500.00	231.44	84.57
201-4850203 - Lost Materials	474.96	7,274.60	6,000.00	(1,274.60)	121.24
201-4850205 - Bags	34.00	452.18	500.00	47.82	90.44
201-4850207 - Non-Res Cards	135.00	6,050.50	1,200.00	(4,850.50)	504.21
201-4850208 - Meeting Room Fees	90.00	2,400.00	3,000.00	600.00	80.00
	6,321.58	94,545.23	132,700.00	38,154.77	71.25
Special Programs & Events				/	
201-4850215 - Special Programs & Events	71.37	6,565.50	6,000.00	(565.50)	109.43
	71.37	6,565.50	6,000.00	(565.50)	109.43
Interest					
201-4890010 - Interest Income	3,875.50	33,242.74	9,000.00	(24,242.74)	369.36
	3,875.50	33,242.74	9,000.00	(24,242.74)	369.36
Other Revenue					
201-4890050 - Sale of Fixed Assets	0.00	6,814.00	0.00	(6,814.00)	0.00
201-4899900 - Miscellaneous Revenue	1,927.94	31,941.96	30,000.00	(1,941.96)	106.47
201-4899910 - Vending Machine Revenue	106.35	958.75	300.00	(658.75)	319.58
201-4899920 - Library Donations	0.00	14,015.00	50,000.00	35,985.00	28.03
	2,034.29	53,729.71	80,300.00	26,570.29	66.91
	40		0.000 151.55		
Total Library Fund	12,702.74	6,270,841.52	6,382,424.00	111,582.48	98.25

# Des Plaines Public Library Revenue Report For the 11 Months Ended November 30, 2017

	Received this Month	Received this Year	Budgeted <u>Receipts</u>	Uncollected Receipts	Prct. Collected
Capital Projects Fund					
<u>Interest</u>					
202-4890010 - Interest Income	2.38	26.18	1,200.00	1,173.82	2.18
	2.38	26.18	1,200.00	1,173.82	2.18
Other Financing Sources					
202-4898902 - Transfer from Library Fund	0.00	200,000.00	300,000.00	100,000.00	66.67
	0.00	200,000.00	300,000.00	100,000.00	66.67
Total Capital Projects Fund	2.38	200,026.18	301,200.00	101,173.82	66.41
Total of All Funds	12,705.12	6,470,867.70	6,683,624.00	212,756.30	96.82

# Des Plaines Public Library Expense Report For the 11 Months Ended November 30, 2017

	M.T.D.	Y.T.D.	Budgeted	Budgeted	Prct.
	<u>Expended</u>	Expended	<u>Amount</u>	Remain.	Expend.
Library Fund					
<u>Salaries</u>					
5910100 - Full-time Salaries	169,852.95	2,041,015.94	2,263,960.00	222,944.06	90.15
5910200 - Part-time Salaries	54,164.28	663,277.75	815,136.00	<u>151,858.25</u>	81.37
	224,017.23	2,704,293.69	3,079,096.00	374,802.31	87.83
<u>Benefits</u>					
5918010 - Unemployment Compensation	0.00	0.00	10,000.00	10,000.00	0.00
5918020 - Employer Contribution - FICA	16,480.22	199,164.84	228,718.00	29,553.16	87.08
5918021 - Employer Contribution - IMRF	23,965.94	288,044.56	317,717.00	29,672.44	90.66
5918040 - Life Insurance Premiums	131.24	1,596.46	1,794.00	197.54	88.99
5918050 - PPO Insurance Premiums	71,106.91	281,289.34	246,955.00	(34,334.34)	113.90
5918051 - HMO Insurance Premiums	12,967.46	145,286.16	154,162.00	8,875.84	94.24
5918055 - Dental Insurance Premiums	1,390.12	16,494.83	18,456.00	1,961.17	89.37
5918070 - Workers Compensation	0.00	13,001.00	12,500.00	(501.00)	104.01
·	126,041.89	944,877.19	990,302.00	45,424.81	95.41
Contractual Services					
5920100 - Legal Fees	329.75	2,717.55	4,000.00	1,282.45	67.94
5920110 - Professional Services	2,364.15	375,868.49	470,525.00	94,656.51	79.88
5920120 - Communication Services	1,637.43	24,387.81	19,400.00	(4,987.81)	125.71
5920140 - Data Processing Services	8,157.14	89,037.70	95,500.00	6,462.30	93.23
5920202 - Conferences	0.00	876.00	0.00	(876.00)	0.00
5920204 - Training	0.00	36.93	0.00	(36.93)	0.00
5920220 - Membership Dues	567.00	7,723.00	7,000.00	(723.00)	110.33
5920230 - Publication of Notices	0.00	49.95	500.00	450.05	9.99
5920990 - Property/Liability Insurance	2,501.00	32,922.00	35,000.00	2,078.00	94.06
5930010 - R&M Equipment	23,301.55	113,469.35	97,500.00	(15,969.35)	116.38
5930020 - R&M Buildings & Structures	3,576.40	102,576.11	161,950.00	59,373.89	63.34
5930030 - R&M Vehicles	0.00	2,298.23	250.00	(2,048.23)	919.29
5930210 - Rental of Equipment	1,601.24	22,055.15	21,788.00	(267.15)	101.23
5930320 - Cleaning/Custodial Services	5,122.00	41,593.00	46,800.00	5,207.00	88.87
5930490 - Refuse Contract	439.72	4,290.14	6,000.00	1,709.86	71.50
5960040 - Pre-Employment Testing	0.00	1,608.45	3,000.00	1,391.55	53.62
5960065 - Bank Fees	0.00	10.00	1,500.00	1,490.00	0.67
5960070 - Mileage	0.00	484.05	700.00	215.95	69.15
5960210 - Special Event Programming	4,561.56	51,743.32	58,350.00	6,606.68	88.68
5960990 - Misc. Contractual Services	17,114.08	101,343.40	106,395.00	5,051.60	95.25
	71,273.02	975,090.63	1,136,158.00	161,067.37	85.82
Commodities					
5970100 - Office Supplies	8,863.01	46,731.93	72,500.00	25,768.07	64.46
5970110 - Meals	42.06	1,148.01	2,000.00	851.99	57.40
5970115 - Supplies - Dept/Other	102.64	4,573.21	7,000.00	2,426.79	65.33
5970170 - Janitorial	1,059.56	13,151.32	24,500.00	11,348.68	53.68
5970260 - Postage & Parcel	1,006.59	6,481.29	10,000.00	3,518.71	64.81
5970500 - Water Bill	0.00	8,514.55	4,500.00	(4,014.55)	189.21
	Accountants' Comp	•		, , , , ,	

# Des Plaines Public Library Expense Report For the 11 Months Ended November 30, 2017

	M.T.D.	Y.T.D.	Budgeted	Budgeted	Prct.
	Expended	Expended	<u>Amount</u>	Remain.	Expend.
5970600 - Books	51,869.77	343,265.44	372,000.00	28,734.56	92.28
5970610 - Audio Materials	7,575.01	70,696.47	80,800.00	10,103.53	87.50
5970620 - Subscriptions & Books	3,886.79	66,846.66	74,230.00	7,383.34	90.05
5970630 - Visual Materials	15,578.90	129,594.48	143,500.00	13,905.52	90.31
5970640 - Automated Reference Materials	17,900.78	178,034.77	195,000.00	16,965.23	91.30
5970810 - Natural Gas	0.00	12,479.31	20,000.00	7,520.69	62.40
5970850 - Gasoline	0.00	323.03	500.00	176.97	64.61
5970900 - Equipment < \$5,000	0.00	3,611.69	3,500.00	(111.69)	103.19
	<u>107,885.11</u>	<u>885,452.16</u>	1,010,030.00	124,577.84	<u>87.67</u>
Capital Expenditures					
5980400 - Equipment	0.00	3,362.95	2,500.00	(862.95)	134.52
5980410 - Computer Hardware	688.11	6,907.97	9,200.00	2,292.03	75.09
5980420 - Computer Software	1,189.82	39,201.04	42,600.00	3,398.96	92.02
5980600 - Furniture & Fixtures	0.00	2,145.04	8,000.00	5,854.96	26.81
	1,877.93	51,617.00	62,300.00	10,683.00	82.85
Other Funding Activities					
5990900 - Per Capita Grant Expenditures	620.78	25,896.12	45,000.00	19,103.88	57.55
5990940 - Trans to Library Capital Proj. Fund	0.00	200,000.00	300,000.00	100,000.00	66.67
5993000 - Contingency Reserve	0.00	0.00	60,000.00	60,000.00	0.00
	620.78	225,896.12	405,000.00	179,103.88	55.78
Total Library Fund Expenditures	531,715.96	5,787,375.29	6,682,886.00	895,510.71	86.60
Capital Projects Fund					
Contractual Services					
<u>Capital Expenditures</u>					
5980300 - Improvements	6,000.00	25,132.04	7,000.00	(18,132.04)	359.03
5980400 - Equipment	0.00	32,752.42	46,000.00	13,247.58	71.20
5980410 - Computer Hardware	1,844.40	40,334.33	68,900.00	28,565.67	58.54
5980420 - Computer Software	0.00	0.00	0.00	0.00	0.00
5980600 - Furniture and Fixtures	0.00	28,186.95	19,000.00	(9,186.95)	148.35
	7,844.40	126,405.74	140,900.00	14,494.26	89.71
Total Capital Projects Fund Expenditures	7,844.40	126,405.74	140,900.00	14,494.26	89.71
			<u> </u>		
Total of All Funds	<u>539,560.36</u>	5,913,781.03	6,823,786.00	910,004.97	86.66