



COUNTY COUNCIL OF BEAUFORT COUNTY  
**FINANCE DEPARTMENT**  
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**November 2015 Library Financials Narrative and Analysis**

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The Library's General Fund is on track with the fiscal year 2016 budget. Expenditures are currently at 38% of budget, which is under the expected 42% level of the fifth month of the fiscal year, while revenues are above budget at 51%.

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There has not been much significant activity with the library's special revenue funds since most of these are tied to grants and have to be spent according to their restriction or purpose. The most important number is the fund balance amount for each of these funds.

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Library impact fees are restricted to the area in which they are generated. The Bluffton Library Impact Fees has the largest fund balance due to the area's growth.

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Respectively submitted by,

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*"Professionally we serve; Personally we care!"*

**UNAUDITED AND PRELIMINARY**  
**BEAUFORT COUNTY LIBRARIES- GENERAL FUND**  
**SCHEDULE OF REVENUES AND EXPENDITURES - BUDGET (GAAP BASIS) AND ACTUAL**  
For the Period Ended November 30, 2015

	Annual Budget	Year to Date Budget	Actual	Annual Variance Positive (Negative)	Annual Percent of Budget	Year to Date Variance Positive (Negative)
<b>Revenues</b>						
Copy Fees	(3,200)	(1,333)	(1,657)	1,543	52%	(324)
Fines	(75,000)	(31,250)	(38,195)	36,805	51%	(6,945)
<b>Total Revenues</b>	<u>(78,200)</u>	<u>(32,583)</u>	<u>(39,852)</u>	<u>38,348</u>	<u>51%</u>	<u>(7,269)</u>
<b>Expenditures</b>						
<b>Library Administration</b>						
Personnel	482,915	201,215	223,403	259,512	46%	(22,188)
Purchased Services	97,128	40,470	52,465	44,663	54%	(11,995)
Supplies	22,144	9,227	7,423	14,721	34%	1,804
<b>Total Library Administration Expenditures</b>	<u>602,187</u>	<u>250,912</u>	<u>283,291</u>	<u>318,896</u>	<u>47%</u>	<u>(32,379)</u>
<b>Beaufort Branch</b>						
Personnel	443,911	184,963	166,221	277,690	37%	18,742
Purchased Services	100,300	41,792	31,429	68,871	31%	10,363
Supplies	7,610	3,171	5,165	2,445	68%	(1,994)
<b>Total Beaufort Branch Expenditures</b>	<u>551,821</u>	<u>229,926</u>	<u>202,815</u>	<u>349,006</u>	<u>37%</u>	<u>27,111</u>
<b>Bluffton Branch</b>						
Personnel	476,894	198,706	153,334	323,560	32%	45,372
Purchased Services	100,831	42,013	30,690	70,141	30%	11,323
Supplies	8,418	3,508	4,808	3,610	57%	(1,300)
<b>Total Bluffton Branch Expenditures</b>	<u>586,143</u>	<u>244,227</u>	<u>188,832</u>	<u>397,311</u>	<u>32%</u>	<u>55,395</u>
<b>Hilton Head Branch</b>						
Personnel	525,095	218,790	209,022	316,073	40%	9,768
Purchased Services	109,850	45,771	36,781	73,069	33%	8,990
Supplies	12,400	5,167	7,364	5,036	59%	(2,197)
<b>Total Hilton Head Branch Expenditures</b>	<u>647,345</u>	<u>269,728</u>	<u>253,167</u>	<u>394,178</u>	<u>39%</u>	<u>16,561</u>
<b>Lobeco Branch</b>						
Personnel	139,953	58,314	58,284	81,669	42%	30
Purchased Services	21,428	8,928	4,531	16,897	21%	4,397
Supplies	4,200	1,750	2,844	1,356	68%	(1,094)
<b>Total Loceco Branch Expenditures</b>	<u>165,581</u>	<u>68,992</u>	<u>65,659</u>	<u>99,922</u>	<u>40%</u>	<u>3,333</u>
<b>St. Helena Branch</b>						
Personnel	393,647	164,020	133,642	260,005	34%	30,378
Purchased Services	105,729	44,054	38,514	67,215	36%	5,540
Supplies	7,600	3,167	2,788	4,812	37%	379
<b>Total St. Helena Branch Expenditures</b>	<u>506,976</u>	<u>211,241</u>	<u>174,944</u>	<u>332,032</u>	<u>35%</u>	<u>36,297</u>
<b>Library Technical Services</b>						
Personnel	269,975	112,490	109,678	160,297	41%	2,812
Purchased Services	25,350	10,563	18,673	6,677	74%	(8,110)
Supplies	54,303	22,626	1,465	52,838	3%	21,161
<b>Total Library Technical Services Expenditures</b>	<u>349,628</u>	<u>145,679</u>	<u>129,816</u>	<u>219,812</u>	<u>37%</u>	<u>15,863</u>
<b>Library SC Room</b>						
Personnel	87,690	36,538	32,194	55,496	37%	4,344
Purchased Services	5,650	2,354	1,375	4,275	24%	979
Supplies	4,243	1,768	565	3,678	13%	1,203
<b>Total Library SC Room Expenditures</b>	<u>97,583</u>	<u>40,660</u>	<u>34,134</u>	<u>63,449</u>	<u>35%</u>	<u>6,526</u>
<b>Library Personnel Benefits</b>						
Personnel	529,543	220,643	220,643	308,900	42%	(0)
<b>Total Library Personnel Benefits</b>	<u>529,543</u>	<u>220,643</u>	<u>220,643</u>	<u>308,900</u>	<u>42%</u>	<u>(0)</u>
<b>Total Expenditures</b>	<u>4,036,807</u>	<u>1,682,008</u>	<u>1,553,301</u>	<u>2,483,506</u>	<u>38%</u>	<u>128,707</u>

**UNAUDITED AND PRELIMINARY**  
**BEAUFORT COUNTY, SOUTH CAROLINA**  
**COMBINING BALANCE SHEET**  
**LIBRARY SPECIAL REVENUE FUNDS**  
November 30, 2015

	Del Webb Library Agreement	Library Trust	Beaufort Library Special Trust	Hilton Head Library Special Trust	Library Special Trust	Library State Aid	State Lottery Funds	LSTA STEAM Grant	LSTA Continuing Education Grant	Big Read Federal Grant	Humanities Storybook America Grant	Total
<b>ASSETS</b>												
Equity in Pooled Cash and Investments	\$ 53,675	\$ 16,072	\$ 29,500	\$ 12,220	\$ 206,957	\$ 18,927	\$ 102,190	\$ 5	\$ -	\$ -	\$ 7,200	\$ 446,746
Accounts Receivable	-	-	-	-	-	-	-	-	-	-	-	-
Total Assets	<u>53,675</u>	<u>16,072</u>	<u>29,500</u>	<u>12,220</u>	<u>206,957</u>	<u>18,927</u>	<u>102,190</u>	<u>5</u>	<u>-</u>	<u>-</u>	<u>7,200</u>	<u>446,746</u>
<b>LIABILITIES AND FUND EQUITY</b>												
<b>Liabilities</b>												
Accounts Payable	-	-	-	-	-	17,418	-	-	1,168	4,200	4,000	26,786
Total Liabilities	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>17,418</u>	<u>-</u>	<u>-</u>	<u>1,168</u>	<u>4,200</u>	<u>4,000</u>	<u>26,786</u>
<b>FUND BALANCE</b>												
Reserved for Encumbrances	52,240	-	-	-	-	-	-	-	-	-	-	52,240
Reserved for Special Revenue Funds	1,435	16,072	29,500	12,220	206,957	1,509	102,190	5	(1,168)	(4,200)	3,200	367,720
	<u>53,675</u>	<u>16,072</u>	<u>29,500</u>	<u>12,220</u>	<u>206,957</u>	<u>1,509</u>	<u>102,190</u>	<u>5</u>	<u>(1,168)</u>	<u>(4,200)</u>	<u>3,200</u>	<u>419,960</u>
Total Liabilities and Fund Balance	\$ <u>53,675</u>	\$ <u>16,072</u>	\$ <u>29,500</u>	\$ <u>12,220</u>	\$ <u>206,957</u>	\$ <u>18,927</u>	\$ <u>102,190</u>	\$ <u>5</u>	\$ <u>-</u>	\$ <u>-</u>	\$ <u>7,200</u>	\$ <u>446,746</u>

**UNAUDITED AND PRELIMINARY**  
**BEAUFORT COUNTY, SC**  
**COMBINING STATEMENTS OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE**  
**LIBRARY SPECIAL REVENUE FUNDS**  
For the Period Ending November 30, 2015

	<u>Del Webb Library Agreement</u>			
	<u>Budget</u>	<u>Actual</u>	<u>Variance Positive (Negative)</u>	<u>Percent of Budget</u>
Revenues				
Miscellaneous	\$ -	\$ 743	\$ 743	100%
Total Revenues	<u>-</u>	<u>743</u>	<u>743</u>	<u>100%</u>
Expenditures				
Capital	-	9,659	(9,659)	100%
Total Expenditures	<u>-</u>	<u>9,659</u>	<u>(9,659)</u>	<u>100%</u>
Excess of Revenues Over (Under) Expenditures	-	(8,916)	(8,916)	100%
Fund Balance at Beginning of Year	<u>62,591</u>	<u>62,591</u>	<u>-</u>	<u>0%</u>
Fund Balance at End of Year	<u>\$ 62,591</u>	<u>\$ 53,675</u>	<u>\$ (8,916)</u>	<u>86%</u>
	<u>Library Trust</u>			
	<u>Budget</u>	<u>Actual</u>	<u>Variance Positive (Negative)</u>	<u>Percent of Budget</u>
Revenues				
Miscellaneous	\$ -	\$ -	\$ -	0%
Total Revenues	<u>-</u>	<u>-</u>	<u>-</u>	<u>0%</u>
Expenditures				
Other	-	2,931	(2,931)	100%
Total Expenditures	<u>-</u>	<u>2,931</u>	<u>(2,931)</u>	<u>100%</u>
Excess of Revenues Over (Under) Expenditures	-	(2,931)	(2,931)	0%
Fund Balance at Beginning of Year	<u>19,003</u>	<u>19,003</u>	<u>-</u>	<u>100%</u>
Fund Balance at End of Year	<u>\$ 19,003</u>	<u>\$ 16,072</u>	<u>\$ (2,931)</u>	<u>85%</u>
	<u>Beaufort Library Special Trust</u>			
	<u>Budget</u>	<u>Actual</u>	<u>Variance Positive (Negative)</u>	<u>Percent of Budget</u>
Revenues				
Interest	\$ 1,150	\$ -	\$ (1,150)	0%
Total Revenues	<u>1,150</u>	<u>-</u>	<u>(1,150)</u>	<u>0%</u>
Expenditures				
Supplies	-	-	-	0%
Total Expenditures	<u>-</u>	<u>-</u>	<u>-</u>	<u>0%</u>
Excess of Revenues Over (Under) Expenditures	1,150	-	(1,150)	0%
Fund Balance at Beginning of Year	<u>29,500</u>	<u>29,500</u>	<u>-</u>	<u>100%</u>
Fund Balance at End of Year	<u>\$ 30,650</u>	<u>\$ 29,500</u>	<u>\$ (1,150)</u>	<u>96%</u>

**UNAUDITED AND PRELIMINARY**  
**BEAUFORT COUNTY, SC**  
**COMBINING STATEMENTS OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE**  
**LIBRARY SPECIAL REVENUE FUNDS**  
**For the Period Ending November 30, 2015**

<u>Hilton Head Library Special Trust</u>				
	<u>Budget</u>	<u>Actual</u>	<u>Variance Positive (Negative)</u>	<u>Percent of Budget</u>
Revenues				
Interest	\$ 1,150	\$ -	\$ (1,150)	0%
Total Revenues	<u>1,150</u>	<u>-</u>	<u>(1,150)</u>	<u>0%</u>
Expenditures				
Supplies	-	4,594	(4,594)	100%
Total Expenditures	<u>-</u>	<u>4,594</u>	<u>(4,594)</u>	<u>100%</u>
Excess of Revenues Over (Under) Expenditures	1,150	(4,594)	(5,744)	0%
Fund Balance at Beginning of Year	<u>16,814</u>	<u>16,814</u>	<u>-</u>	<u>100%</u>
Fund Balance at End of Year	<u>\$ 17,964</u>	<u>\$ 12,220</u>	<u>\$ (5,744)</u>	<u>68%</u>

<u>Library Special Trust</u>				
	<u>Budget</u>	<u>Actual</u>	<u>Variance Positive (Negative)</u>	<u>Percent of Budget</u>
Revenues				
Interest	\$ -	\$ -	\$ -	0%
Total Revenues	<u>-</u>	<u>-</u>	<u>-</u>	<u>0%</u>
Expenditures				
Supplies	-	-	-	0%
Capital	-	-	-	0%
Total Expenditures	<u>-</u>	<u>-</u>	<u>-</u>	<u>0%</u>
Excess of Revenues Over (Under) Expenditures	-	-	-	0%
Fund Balance at Beginning of Year	<u>206,957</u>	<u>206,957</u>	<u>-</u>	<u>100%</u>
Fund Balance at End of Year	<u>\$ 206,957</u>	<u>\$ 206,957</u>	<u>\$ -</u>	<u>100%</u>

<u>Library State Aid</u>				
	<u>Budget</u>	<u>Actual</u>	<u>Variance Positive (Negative)</u>	<u>Percent of Budget</u>
Revenues				
Intergovernmental	\$ -	50,698	\$ 50,698	100%
Total Revenues	<u>-</u>	<u>50,698</u>	<u>50,698</u>	<u>100%</u>
Expenditures				
Supplies	-	103,616	(103,616)	100%
Total Expenditures	<u>-</u>	<u>103,616</u>	<u>(103,616)</u>	<u>100%</u>
Excess of Revenues Over (Under) Expenditures	-	(52,918)	(52,918)	100%
Fund Balance at Beginning of Year	<u>54,427</u>	<u>54,427</u>	<u>-</u>	<u>100%</u>
Fund Balance at End of Year	<u>\$ 54,427</u>	<u>\$ 1,509</u>	<u>\$ (52,918)</u>	<u>100%</u>

**UNAUDITED AND PRELIMINARY**  
**BEAUFORT COUNTY, SC**  
**COMBINING STATEMENTS OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE**  
**LIBRARY SPECIAL REVENUE FUNDS**  
**For the Period Ending November 30, 2015**

<u>State Lottery Funds</u>				
	<u>Budget</u>	<u>Actual</u>	<u>Variance Positive (Negative)</u>	<u>Percent of Budget</u>
Revenues				
Intergovernmental	\$ -	\$ 88,596	\$ 88,596	100%
Total Revenues	<u>-</u>	<u>88,596</u>	<u>88,596</u>	<u>100%</u>
Expenditures				
Supplies	-	3,927	(3,927)	100%
Total Expenditures	<u>-</u>	<u>3,927</u>	<u>(3,927)</u>	<u>100%</u>
Excess of Revenues Over (Under) Expenditures	-	84,669	84,669	100%
Fund Balance at Beginning of Year	<u>17,521</u>	<u>17,521</u>	<u>-</u>	<u>100%</u>
Fund Balance at End of Year	<u>\$ 17,521</u>	<u>\$ 102,190</u>	<u>\$ 84,669</u>	<u>100%</u>
<u>LSTA STEAM Grant</u>				
	<u>Budget</u>	<u>Actual</u>	<u>Variance Positive (Negative)</u>	<u>Percent of Budget</u>
Revenues				
Intergovernmental	\$ -	\$ 600	\$ 600	100%
Total Revenues	<u>-</u>	<u>600</u>	<u>600</u>	<u>100%</u>
Expenditures				
Purchased Services	-	575	(575)	100%
Supplies	-	20	(20)	100%
Total Expenditures	<u>-</u>	<u>595</u>	<u>(595)</u>	<u>100%</u>
Excess of Revenues Over (Under) Expenditures	-	5	5	100%
Fund Balance at Beginning of Year	<u>-</u>	<u>-</u>	<u>-</u>	<u>100%</u>
Fund Balance at End of Year	<u>\$ -</u>	<u>\$ 5</u>	<u>\$ 5</u>	<u>100%</u>
<u>LSTA Continuing Education Grant</u>				
	<u>Budget</u>	<u>Actual</u>	<u>Variance Positive (Negative)</u>	<u>Percent of Budget</u>
Revenues				
Intergovernmental	\$ 1,000	\$ -	\$ (1,000)	0%
Total Revenues	<u>1,000</u>	<u>-</u>	<u>(1,000)</u>	<u>0%</u>
Expenditures				
Purchased Services	1,000	1,168	(168)	117%
Total Expenditures	<u>1,000</u>	<u>1,168</u>	<u>(168)</u>	<u>117%</u>
Excess of Revenues Over (Under) Expenditures	-	(1,168)	(1,168)	0%
Fund Balance at Beginning of Year	<u>-</u>	<u>-</u>	<u>-</u>	<u>0%</u>
Fund Balance at End of Year	<u>\$ -</u>	<u>\$ (1,168)</u>	<u>\$ (1,168)</u>	<u>100%</u>

**UNAUDITED AND PRELIMINARY**  
**BEAUFORT COUNTY, SC**  
**COMBINING STATEMENTS OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE**  
**LIBRARY SPECIAL REVENUE FUNDS**  
**For the Period Ending November 30, 2015**

	Big Read Federal Grant			
	Budget	Actual	Variance Positive (Negative)	Percent of Budget
Revenues				
Intergovernmental	\$ -	\$ -	\$ -	0%
Total Revenues	<u>-</u>	<u>-</u>	<u>-</u>	<u>0%</u>
Expenditures				
Supplies	-	4,200	(4,200)	100%
Total Expenditures	<u>-</u>	<u>4,200</u>	<u>(4,200)</u>	<u>100%</u>
Excess of Revenues Over (Under) Expenditures	-	(4,200)	(4,200)	100%
Fund Balance at Beginning of Year	<u>-</u>	<u>-</u>	<u>-</u>	<u>100%</u>
Fund Balance at End of Year	<u>\$ -</u>	<u>\$ (4,200)</u>	<u>\$ (4,200)</u>	<u>100%</u>

	Humanities Storybook America Grant			
	Budget	Actual	Variance Positive (Negative)	Percent of Budget
Revenues				
Miscellaneous	\$ -	\$ 7,200	\$ 7,200	100%
Total Revenues	<u>-</u>	<u>7,200</u>	<u>7,200</u>	<u>100%</u>
Expenditures				
Purchased Services	-	4,000	(4,000)	100%
Total Expenditures	<u>-</u>	<u>4,000</u>	<u>(4,000)</u>	<u>100%</u>
Excess of Revenues Over (Under) Expenditures	-	3,200	3,200	100%
Fund Balance at Beginning of Year	<u>-</u>	<u>-</u>	<u>-</u>	<u>0%</u>
Fund Balance at End of Year	<u>\$ -</u>	<u>\$ 3,200</u>	<u>\$ 3,200</u>	<u>100%</u>

	Total			
	Budget	Actual	Variance Positive (Negative)	Percent of Budget
Revenues				
Interest	2,300	-	(2,300)	0%
Miscellaneous	-	7,943	7,943	100%
Intergovernmental	1,000	139,894	138,894	13989%
Total Revenues	<u>3,300</u>	<u>147,837</u>	<u>144,537</u>	<u>4480%</u>
Expenditures				
Supplies	-	116,357	(116,357)	100%
Purchased Services	1,000	5,743	(4,743)	574%
Other	-	2,931	(2,931)	0%
Total Expenditures	<u>1,000</u>	<u>134,690</u>	<u>(133,690)</u>	<u>100%</u>
Excess of Revenues Over (Under) Expenditures	2,300	13,147	10,847	100%
Fund Balance at Beginning of Year	<u>389,292</u>	<u>406,813</u>	<u>17,521</u>	<u>105%</u>
Fund Balance at End of Year	<u>\$ 391,592</u>	<u>\$ 419,960</u>	<u>\$ 28,368</u>	<u>107%</u>

**UNAUDITED AND PRELIMINARY**  
**Beaufort County**  
**Library Impact Fees**  
**For the Period Ending November 30, 2015**

	HH/Daufuskie	Bluffton	Port Royal Island	Ladys Island/ St. Helena	Sheldon	Total
<b>Beginning Fund Balance</b>	12,121	883,585	656,939	62,026	29,565	1,644,236
<b>Revenues</b>						
Licenses and Permits	18,712	42,028	14,931	32,627	2,765	111,063
Interest	-	-	-	-	-	-
	18,712	42,028	14,931	32,627	2,765	111,063
<b>Expenditures</b>						
<b>Capital Outlay</b>						
Court Atkins Architects Inc.	-	(3,500)	-	-	-	(3,500)
Neal's Construction, LLC	-	(43,689)	-	-	-	(43,689)
Herald Office Systems	-	-	-	(2,208)	-	(2,208)
	-	(47,189)	-	(2,208)	-	(49,397)
Total Revenues	18,712	42,028	14,931	32,627	2,765	111,063
Total Expenditures	-	(47,189)	-	(2,208)	-	(49,397)
Net Revenues (Expenditures)	18,712	(5,161)	14,931	30,419	2,765	61,666
Encumbered Fund Balance	-	-	-	-	-	-
Unencumbered Fund Balance	30,833	878,424	671,870	92,445	32,330	1,705,902
<b>Ending Fund Balance</b>	30,833	878,424	671,870	92,445	32,330	1,705,902