



COUNTY COUNCIL OF BEAUFORT COUNTY  
**FINANCE DEPARTMENT**  
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November 18, 2015

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**October 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 31% of budget, which is under the expected 33% level of the fourth month of the fiscal year, while revenues are above budget at 43%.

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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 October 31, 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)	(267)	(1,350)	1,850	42%	(1,083)
Fines	(75,000)	(6,250)	(32,196)	42,804	43%	(25,946)
<b>Total Revenues</b>	<u>(78,200)</u>	<u>(6,517)</u>	<u>(33,546)</u>	<u>44,654</u>	<u>43%</u>	<u>(27,029)</u>
<b>Expenditures</b>						
<b>Library Administration</b>						
Personnel	482,915	40,243	177,060	305,855	37%	(136,817)
Purchased Services	97,128	8,094	44,921	52,207	46%	(36,827)
Supplies	22,144	1,845	4,688	17,456	21%	(2,843)
<b>Total Library Administration Expenditures</b>	<u>602,187</u>	<u>50,182</u>	<u>226,669</u>	<u>375,518</u>	<u>38%</u>	<u>(176,487)</u>
<b>Beaufort Branch</b>						
Personnel	443,911	36,993	133,993	309,918	30%	(97,000)
Purchased Services	100,300	8,358	26,577	73,723	26%	(18,219)
Supplies	7,610	634	2,546	5,064	33%	(1,912)
<b>Total Beaufort Branch Expenditures</b>	<u>551,821</u>	<u>45,985</u>	<u>163,116</u>	<u>388,705</u>	<u>30%</u>	<u>(117,131)</u>
<b>Bluffton Branch</b>						
Personnel	476,894	39,741	121,009	355,885	25%	(81,268)
Purchased Services	100,831	8,403	25,494	75,337	25%	(17,091)
Supplies	8,418	702	1,728	6,690	21%	(1,026)
<b>Total Bluffton Branch Expenditures</b>	<u>586,143</u>	<u>48,846</u>	<u>148,231</u>	<u>437,912</u>	<u>25%</u>	<u>(99,385)</u>
<b>Hilton Head Branch</b>						
Personnel	525,095	43,758	171,592	353,503	33%	(127,834)
Purchased Services	109,850	9,154	30,089	79,761	27%	(20,935)
Supplies	12,400	1,033	2,973	9,427	24%	(1,940)
<b>Total Hilton Head Branch Expenditures</b>	<u>647,345</u>	<u>53,945</u>	<u>204,654</u>	<u>442,691</u>	<u>32%</u>	<u>(150,709)</u>
<b>Lobeco Branch</b>						
Personnel	139,953	11,663	46,246	93,707	33%	(34,583)
Purchased Services	21,428	1,786	4,041	17,387	19%	(2,255)
Supplies	4,200	350	1,487	2,713	35%	(1,137)
<b>Total Loceco Branch Expenditures</b>	<u>165,581</u>	<u>13,799</u>	<u>51,774</u>	<u>113,807</u>	<u>31%</u>	<u>(37,975)</u>
<b>St. Helena Branch</b>						
Personnel	393,647	32,804	109,975	283,672	28%	(77,171)
Purchased Services	105,729	8,811	26,914	78,815	25%	(18,103)
Supplies	7,600	633	1,053	6,547	14%	(420)
<b>Total St. Helena Branch Expenditures</b>	<u>506,976</u>	<u>42,248</u>	<u>137,942</u>	<u>369,034</u>	<u>27%</u>	<u>(95,694)</u>
<b>Library Technical Services</b>						
Personnel	269,975	22,498	88,747	181,228	33%	(66,249)
Purchased Services	25,350	2,113	17,830	7,520	70%	(15,717)
Supplies	54,303	4,525	1,333	52,970	2%	3,192
<b>Total Library Technical Services Expenditures</b>	<u>349,628</u>	<u>29,136</u>	<u>107,910</u>	<u>241,718</u>	<u>31%</u>	<u>(78,774)</u>
<b>Library SC Room</b>						
Personnel	87,690	7,308	24,795	62,895	28%	(17,487)
Purchased Services	5,650	471	1,311	4,339	23%	(840)
Supplies	4,243	354	544	3,699	13%	(190)
<b>Total Library SC Room Expenditures</b>	<u>97,583</u>	<u>8,133</u>	<u>26,650</u>	<u>70,933</u>	<u>27%</u>	<u>(18,517)</u>
<b>Library Personnel Benefits</b>						
Personnel	529,543	44,129	176,514	353,029	33%	(132,385)
<b>Total Library Personnel Benefits</b>	<u>529,543</u>	<u>44,129</u>	<u>176,514</u>	<u>353,029</u>	<u>33%</u>	<u>(132,385)</u>
<b>Total Expenditures</b>	<u>4,036,807</u>	<u>336,403</u>	<u>1,243,460</u>	<u>2,793,347</u>	<u>31%</u>	<u>(907,057)</u>

**UNAUDITED AND PRELIMINARY**  
**BEAUFORT COUNTY, SOUTH CAROLINA**  
**COMBINING BALANCE SHEET**  
**LIBRARY SPECIAL REVENUE FUNDS**  
 October 31, 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	\$ 63,334	\$ 17,551	\$ 29,500	\$ 13,277	\$ 206,957	\$ 32,316	\$ 102,690	\$ 6	\$ -	\$ -	\$ 7,200	\$ 472,831
Accounts Receivable	-	-	-	-	-	-	-	-	-	-	-	-
Total Assets	<u>63,334</u>	<u>17,551</u>	<u>29,500</u>	<u>13,277</u>	<u>206,957</u>	<u>32,316</u>	<u>102,690</u>	<u>6</u>	<u>-</u>	<u>-</u>	<u>7,200</u>	<u>472,831</u>
<b>LIABILITIES AND FUND EQUITY</b>												
<b>Liabilities</b>												
Accounts Payable	9,659	-	-	1,057	-	12,991	-	1	1,168	4,200	-	29,076
Total Liabilities	<u>9,659</u>	<u>-</u>	<u>-</u>	<u>1,057</u>	<u>-</u>	<u>12,991</u>	<u>-</u>	<u>1</u>	<u>1,168</u>	<u>4,200</u>	<u>-</u>	<u>29,076</u>
<b>FUND BALANCE</b>												
Reserved for Encumbrances	52,240	-	-	-	-	-	-	-	-	-	-	52,240
Reserved for Special Revenue Funds	1,435	17,551	29,500	12,220	206,957	19,325	102,690	5	(1,168)	(4,200)	7,200	391,515
	<u>53,675</u>	<u>17,551</u>	<u>29,500</u>	<u>12,220</u>	<u>206,957</u>	<u>19,325</u>	<u>102,690</u>	<u>5</u>	<u>(1,168)</u>	<u>(4,200)</u>	<u>7,200</u>	<u>443,755</u>
Total Liabilities and Fund Balance	\$ <u>63,334</u>	\$ <u>17,551</u>	\$ <u>29,500</u>	\$ <u>13,277</u>	\$ <u>206,957</u>	\$ <u>32,316</u>	\$ <u>102,690</u>	\$ <u>6</u>	\$ <u>-</u>	\$ <u>-</u>	\$ <u>7,200</u>	\$ <u>472,831</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 October 31, 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	-	9,659.00	(9,659)	0%
Total Expenditures	<u>-</u>	<u>9,659</u>	<u>(9,659)</u>	<u>0%</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	-	1,452	(1,452)	0%
Total Expenditures	<u>-</u>	<u>1,452</u>	<u>(1,452)</u>	<u>0%</u>
Excess of Revenues Over (Under) Expenditures	-	(1,452)	(1,452)	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>\$ 17,551</u>	<u>\$ (1,452)</u>	<u>92%</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 October 31, 2015**

Hilton Head Library Special Trust				
	Budget	Actual	Variance Positive (Negative)	Percent of Budget
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)	0%
Total Expenditures	<u>-</u>	<u>4,594</u>	<u>(4,594)</u>	<u>0%</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>

Library Special Trust				
	Budget	Actual	Variance Positive (Negative)	Percent of Budget
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>

Library State Aid				
	Budget	Actual	Variance Positive (Negative)	Percent of Budget
Revenues				
Intergovernmental	\$ -	50,698	\$ 50,698	100%
Total Revenues	<u>-</u>	<u>50,698</u>	<u>50,698</u>	<u>100%</u>
Expenditures				
Supplies	-	85,800	(85,800)	100%
Total Expenditures	<u>-</u>	<u>85,800</u>	<u>(85,800)</u>	<u>100%</u>
Excess of Revenues Over (Under) Expenditures	-	(35,102)	(35,102)	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>\$ 19,325</u>	<u>\$ (35,102)</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 October 31, 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	-	3,427	(3,427)	0%
Total Expenditures	<u>-</u>	<u>3,427</u>	<u>(3,427)</u>	<u>0%</u>
Excess of Revenues Over (Under) Expenditures	-	85,169	85,169	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>\$ 102,690</u>	<u>\$ 85,169</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	0%
Total Revenues	<u>-</u>	<u>600</u>	<u>600</u>	<u>0%</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)	0%
Total Expenditures	<u>1,000</u>	<u>1,168</u>	<u>(168)</u>	<u>0%</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>100%</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 October 31, 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)	0%
Total Expenditures	<u>-</u>	<u>4,200</u>	<u>(4,200)</u>	<u>0%</u>
Excess of Revenues Over (Under) Expenditures	-	(4,200)	(4,200)	0%
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	0%
Total Revenues	<u>-</u>	<u>7,200</u>	<u>7,200</u>	<u>0%</u>
Expenditures				
Supplies	-	-	-	0%
Total Expenditures	<u>-</u>	<u>-</u>	<u>-</u>	<u>0%</u>
Excess of Revenues Over (Under) Expenditures	-	7,200	7,200	0%
Fund Balance at Beginning of Year	<u>-</u>	<u>-</u>	<u>-</u>	<u>100%</u>
Fund Balance at End of Year	<u>\$ -</u>	<u>\$ 7,200</u>	<u>\$ 7,200</u>	<u>100%</u>

	Total			
	Budget	Actual	Variance Positive (Negative)	Percent of Budget
Revenues				
Interest	2,300	-	(2,300)	0%
Miscellaneous	-	7,943	743	100%
Intergovernmental	1,000	139,894	138,894	13989%
Total Revenues	<u>3,300</u>	<u>147,837</u>	<u>137,337</u>	<u>4480%</u>
Expenditures				
Supplies	-	98,041	(98,041)	100%
Purchased Services	1,000	1,743	(743)	174%
Other	-	1,452	(1,452)	0%
Total Expenditures	<u>1,000</u>	<u>110,895</u>	<u>(109,895)</u>	<u>100%</u>
Excess of Revenues Over (Under) Expenditures	2,300	36,942	27,442	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>\$ 443,755</u>	<u>\$ 44,963</u>	<u>113%</u>

**UNAUDITED AND PRELIMINARY**  
**Beaufort County**  
**Library Impact Fees**  
**For the Period Ending October 31, 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	14,079	37,051	12,719	28,756	2,212	94,817
Interest	-	-	-	-	-	-
	14,079	37,051	12,719	28,756	2,212	94,817
<b>Expenditures</b>						
<b>Capital Outlay</b>						
Court Atkins Architects Inc.	-	(350)	-	-	-	(350)
Neal's Construction, LLC	-	(43,689)	-	-	-	(43,689)
Herald Office Systems	-	-	-	(2,208)	-	(2,208)
	-	(44,039)	-	(2,208)	-	(46,247)
Total Revenues	14,079	37,051	12,719	28,756	2,212	94,817
Total Expenditures	-	(44,039)	-	(2,208)	-	(46,247)
Net Revenues (Expenditures)	14,079	(6,988)	12,719	26,548	2,212	48,570
Encumbered Fund Balance	-	3,922	-	-	-	3,922
Unencumbered Fund Balance	26,200	872,675	669,658	88,574	31,777	1,688,884
<b>Ending Fund Balance</b>	26,200	876,597	669,658	88,574	31,777	1,692,806