



COUNTY COUNCIL OF BEAUFORT COUNTY  
**FINANCE DEPARTMENT**  
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October 30, 2014

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**September 2014 Library Financials Narrative and Analysis**

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The Library's General Fund is on track with the new fiscal year 2015 budget. Expenditures are currently at 28% of budget, which is slightly higher than the expect 25% of the third month of the fiscal year. It should be noted that the library has some annual maintenance contracts in Purchased Services that were recorded in July, but their activity relate for the entire fiscal year.

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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 restrictions 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 Hilton Head library impact fees fund will go in the negative during fiscal year 2015 due to a few large capital projects, but Finance expects this fund to get back in the positive by June 30, 2015. These capital projects are currently encumbered, which means a purchase order has been issued, but the County has not paid the vendor since the projects are not completed. The Bluffton library impact fees have the highest revenue and this can be attributable to higher growth than in other parts of Beaufort County.

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**UNAUDITED AND PRELIMINARY**  
**BEAUFORT COUNTY LIBRARIES- GENERAL FUND**  
**SCHEDULE OF REVENUES AND EXPENDITURES - BUDGET (GAAP BASIS) AND ACTUAL**  
For the Period Ended September 30, 2014

	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	800	1,179	(2,021)	37%	379
Fines	95,000	23,750	24,111	(70,889)	25%	361
<b>Total Revenues</b>	<u>98,200</u>	<u>24,550</u>	<u>25,290</u>	<u>(72,910)</u>	<u>26%</u>	<u>740</u>
<b>Library Administration</b>						
Personnel	485,460	121,365	121,562	363,898	25%	(197)
Purchased Services	96,171	24,043	39,297	56,874	41%	(15,254)
Supplies	19,350	4,838	4,348	15,002	22%	490
<b>Total Library Administration Expenditures</b>	<u>600,981</u>	<u>150,245</u>	<u>165,207</u>	<u>435,774</u>	<u>27%</u>	<u>(14,962)</u>
<b>Beaufort Branch</b>						
Personnel	450,127	112,532	125,683	324,444	28%	(13,151)
Purchased Services	93,744	23,436	37,274	56,470	40%	(13,838)
Supplies	9,000	2,250	1,117	7,883	12%	1,133
<b>Total Beaufort Branch Expenditures</b>	<u>552,871</u>	<u>138,218</u>	<u>164,074</u>	<u>388,797</u>	<u>30%</u>	<u>(25,856)</u>
<b>Bluffton Branch</b>						
Personnel	415,966	103,992	103,261	312,705	25%	731
Purchased Services	98,154	24,539	34,100	64,054	35%	(9,562)
Supplies	11,950	2,988	2,683	9,267	22%	305
<b>Total Bluffton Branch Expenditures</b>	<u>526,070</u>	<u>131,518</u>	<u>140,044</u>	<u>386,026</u>	<u>27%</u>	<u>(8,527)</u>
<b>Hilton Head Branch</b>						
Personnel	570,709	142,677	144,359	426,350	25%	(1,682)
Purchased Services	104,440	26,110	37,312	67,128	36%	(11,202)
Supplies	12,750	3,188	2,921	9,829	23%	267
<b>Total Hilton Head Branch Expenditures</b>	<u>687,899</u>	<u>171,975</u>	<u>184,592</u>	<u>503,307</u>	<u>27%</u>	<u>(12,617)</u>
<b>Lobeco Branch</b>						
Personnel	116,229	29,057	22,549	93,680	19%	6,508
Purchased Services	18,469	4,617	9,757	8,712	53%	(5,140)
Supplies	4,775	1,194	1,486	3,289	31%	(292)
<b>Total Loceco Branch Expenditures</b>	<u>139,473</u>	<u>34,868</u>	<u>33,792</u>	<u>105,681</u>	<u>24%</u>	<u>1,076</u>
<b>St. Helena Branch</b>						
Personnel	352,222	88,056	95,971	256,251	27%	(7,916)
Purchased Services	93,691	23,423	42,098	51,593	45%	(18,675)
Supplies	11,150	2,788	2,409	8,741	22%	379
<b>Total St. Helena Branch Expenditures</b>	<u>457,063</u>	<u>114,266</u>	<u>140,478</u>	<u>316,585</u>	<u>31%</u>	<u>(26,212)</u>
<b>Library Technical Services</b>						
Personnel	228,119	57,030	57,065	171,054	25%	(35)
Purchased Services	22,310	5,578	17,509	4,801	78%	(11,932)
Supplies	40,500	10,125	40,363	137	100%	(30,238)
<b>Total Library Technical Services Expenditures</b>	<u>290,929</u>	<u>72,732</u>	<u>114,937</u>	<u>175,992</u>	<u>40%</u>	<u>(42,205)</u>
<b>Library SC Room</b>						
Personnel	91,096	22,774	23,134	67,962	25%	(360)
Purchased Services	5,450	1,363	487	4,963	9%	876
Supplies	4,575	1,144	290	4,285	6%	854
<b>Total Library SC Room Expenditures</b>	<u>101,121</u>	<u>25,280</u>	<u>23,911</u>	<u>77,210</u>	<u>24%</u>	<u>1,369</u>
<b>Library Personnel Benefits</b>						
Personnel	496,405	124,101	124,101	372,304	25%	-
<b>Total Library Personnel Benefits</b>	<u>496,405</u>	<u>124,101</u>	<u>124,101</u>	<u>372,304</u>	<u>25%</u>	<u>-</u>
<b>Total Expenditures</b>	<u>3,852,812</u>	<u>963,203</u>	<u>1,091,136</u>	<u>2,761,676</u>	<u>28%</u>	<u>(127,933)</u>

**UNAUDITED AND PRELIMINARY**  
**BEAUFORT COUNTY, SOUTH CAROLINA**  
**COMBINING BALANCE SHEET**  
**LIBRARY SPECIAL REVENUE FUNDS**  
September 30, 2014

	Library Grants	Del Webb Library Agreement	Friends of HHI Library Grant	Library Trust	Beaufort Library Special Trust	Hilton Head Library Special Trust	Library Special Trust	LSTA Creation Place Grant	Library State Aid	Total
<b>ASSETS</b>										
Equity in Pooled Cash and Investments	\$ 19,670	\$ 199,830	447	\$ 19,216	\$ 29,490	\$ 22,315	\$ 206,889	-	28,907	526,764
Accounts Receivable	-	-	-	-	-	-	-	-	-	-
Total Assets	<u>19,670</u>	<u>199,830</u>	<u>447</u>	<u>19,216</u>	<u>29,490</u>	<u>22,315</u>	<u>206,889</u>	<u>-</u>	<u>28,907</u>	<u>526,764</u>
<b>LIABILITIES AND FUND EQUITY</b>										
<b>Liabilities</b>										
Accounts Payable	19,670	-	-	-	-	1,104	-	-	-	20,774
Total Liabilities	<u>19,670</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>1,104</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>20,774</u>
<b>FUND BALANCE</b>										
Reserved for Encumbrances	-	-	-	-	-	-	-	-	-	-
Reserved for Special Revenue Funds	-	199,830	447	19,216	29,490	21,211	206,889	-	28,907	505,990
	<u>-</u>	<u>199,830</u>	<u>447</u>	<u>19,216</u>	<u>29,490</u>	<u>21,211</u>	<u>206,889</u>	<u>-</u>	<u>28,907</u>	<u>505,990</u>
Total Liabilities and Fund Balance	<u>\$ 19,670</u>	<u>\$ 199,830</u>	<u>\$ 447</u>	<u>\$ 19,216</u>	<u>\$ 29,490</u>	<u>\$ 22,315</u>	<u>\$ 206,889</u>	<u>\$ -</u>	<u>\$28,907</u>	<u>\$ 526,764</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 September 30, 2014**

	Library Grants			
	Budget	Actual	Variance Positive (Negative)	Percent of Budget
Revenues				
Intergovernmental	\$ -	\$ -	\$ -	0%
Total Revenues	-	-	-	0%
Expenditures				
Supplies	-	19,670	(19,670)	100%
Total Expenditures	-	19,670	(19,670)	100%
Excess of Revenues Over (Under) Expenditures	-	(19,670)	(19,670)	100%
Fund Balance at Beginning of Year	19,670	19,670	-	100%
Fund Balance at End of Year	\$ 19,670	\$ -	\$ (19,670)	0%

	Del Webb Library Agreement			
	Budget	Actual	Variance Positive (Negative)	Percent of Budget
Revenues				
Miscellaneous	\$ -	\$ 743	\$ 743	100%
Total Revenues	-	743	743	100%
Expenditures				
Capital	-	-	-	0%
Total Expenditures	-	-	-	0%
Excess of Revenues Over (Under) Expenditures	-	743	743	100%
Fund Balance at Beginning of Year	199,087	199,087	-	0%
Fund Balance at End of Year	\$ 199,087	\$ 199,830	\$ 743	100%

	Friends of HHI Library Grant			
	Budget	Actual	Variance Positive (Negative)	Percent of Budget
Revenues				
Miscellaneous	\$ -	\$ -	\$ -	0%
Total Revenues	-	-	-	0%
Expenditures				
Supplies	-	-	-	0%
Total Expenditures	-	-	-	0%
Excess of Revenues Over (Under) Expenditures	-	-	-	0%
Fund Balance at Beginning of Year	447	447	-	100%
Fund Balance at End of Year	\$ 447	\$ 447	\$ -	100%

**UNAUDITED AND PRELIMINARY**  
**BEAUFORT COUNTY, SC**  
**COMBINING STATEMENTS OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE**  
**LIBRARY SPECIAL REVENUE FUNDS**  
**For the Period Ending September 30, 2014**

	Library Trust			
	Budget	Actual	Variance Positive (Negative)	Percent of Budget
Revenues				
Miscellaneous	\$ -	\$ -	\$ -	0%
Total Revenues	<u>-</u>	<u>-</u>	<u>-</u>	<u>0%</u>
Expenditures				
Other	-	51	(51)	100%
Total Expenditures	<u>-</u>	<u>51</u>	<u>(51)</u>	<u>100%</u>
Excess of Revenues Over (Under) Expenditures	-	(51)	(51)	100%
Fund Balance at Beginning of Year	<u>19,267</u>	<u>19,267</u>	<u>-</u>	<u>100%</u>
Fund Balance at End of Year	<u>\$ 19,267</u>	<u>\$ 19,216</u>	<u>\$ (51)</u>	<u>100%</u>

	Beaufort 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	-	-	-	0%
Total Expenditures	<u>-</u>	<u>-</u>	<u>-</u>	<u>0%</u>
Excess of Revenues Over (Under) Expenditures	1,150	-	(1,150)	-100%
Fund Balance at Beginning of Year	<u>29,490</u>	<u>29,490</u>	<u>-</u>	<u>100%</u>
Fund Balance at End of Year	<u>\$ 30,640</u>	<u>\$ 29,490</u>	<u>\$ (1,150)</u>	<u>96%</u>

	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	-	1,379	(1,379)	100%
Total Expenditures	<u>-</u>	<u>1,379</u>	<u>(1,379)</u>	<u>100%</u>
Excess of Revenues Over (Under) Expenditures	1,150	(1,379)	(2,529)	-100%
Fund Balance at Beginning of Year	<u>22,590</u>	<u>22,590</u>	<u>-</u>	<u>100%</u>
Fund Balance at End of Year	<u>\$ 23,740</u>	<u>\$ 21,211</u>	<u>\$ (2,529)</u>	<u>89%</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 September 30, 2014**

<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>206,889</u>	<u>206,889</u>	<u>-</u>	<u>100%</u>
Fund Balance at End of Year	<u>\$ 206,889</u>	<u>\$ 206,889</u>	<u>\$ -</u>	<u>100%</u>
<u>LSTA Creation Place Grant</u>				
	<u>Budget</u>	<u>Actual</u>	<u>Variance Positive (Negative)</u>	<u>Percent of Budget</u>
Revenues				
Miscellaneous	\$ -	\$ 5,625	\$ 5,625	100%
Total Revenues	<u>-</u>	<u>5,625</u>	<u>5,625</u>	<u>100%</u>
Expenditures				
Purchased Services	-	4,656	(4,656)	100%
Supplies	-	969	(969)	100%
Total Expenditures	<u>-</u>	<u>5,625</u>	<u>(5,625)</u>	<u>100%</u>
Excess of Revenues Over (Under) Expenditures	-	-	-	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>\$ -</u>	<u>\$ -</u>	<u>0%</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 September 30, 2014**

	Library State Aid			
	Budget	Actual	Variance Positive (Negative)	Percent of Budget
Revenues				
Intergovernmental	\$ -	37,048	\$ 37,048	100%
Total Revenues	-	37,048	37,048	100%
Expenditures				
Supplies	-	8,141	(8,141)	100%
Total Expenditures	-	8,141	(8,141)	100%
Excess of Revenues Over (Under) Expenditures	-	28,907	28,907	100%
Fund Balance at Beginning of Year	-	-	-	0%
Fund Balance at End of Year	\$ -	\$ 28,907	\$ 28,907	100%
	Total			
	Budget	Actual	Variance Positive (Negative)	Percent of Budget
Revenues				
Intergovernmental	\$ -	\$ -	\$ -	0%
Interest	2,300	-	(2,300)	0%
Miscellaneous	-	6,368	6,368	100%
Intergovernmental	-	37,048	37,048	100%
Total Revenues	2,300	43,416	41,116	1888%
Expenditures				
Supplies	-	30,159	(30,159)	100%
Purchased Services	-	4,656	(4,656)	100%
Other	-	51	(51)	100%
Total Expenditures	-	34,866	(34,866)	100%
Excess of Revenues Over (Under) Expenditures	2,300	8,550	6,250	372%
Fund Balance at Beginning of Year	497,440	497,440	-	100%
Fund Balance at End of Year	\$ 499,740	\$ 505,990	\$ 6,250	101%

**UNAUDITED AND PRELIMINARY**  
**Beaufort County**  
**Library Impact Fees**  
**For the Period Ending September 30, 2014**

	HH/Daufuskie	Bluffton	Port Royal Island	Ladys Island/ St. Helena	Sheldon	Total
<b>Beginning Fund Balance</b>	145,715	666,685	623,549	-	35,139	1,471,088
<b>Revenues</b>						
Licenses and Permits	11,804	20,460	8,848	15,011	553	3,753
Interest	-	-	-	-	-	-
	11,804	20,460	8,848	15,011	553	8,756
<b>Expenditures</b>						
<b>Purchased Services</b>						
Library Materials						
Apple	(529)	-	-	-	-	(529)
Compucom	(4,229)	-	-	-	-	(4,229)
<b>Capital Outlay</b>						
Hewlett Packard	(20,458)	-	-	-	(11,667)	(32,125)
	(25,216)	-	-	-	(11,667)	-
Total Revenues	11,804	20,460	8,848	15,011	553	56,676
Total Expenditures	(25,216)	-	-	-	(11,667)	(36,883)
Net Revenues (Expenditures)	(13,412)	20,460	8,848	15,011	(11,114)	19,793
Encumbered Fund Balance	171,052	19,504	-	-	-	-
Unencumbered Fund Balance	(38,749)	667,641	632,397	15,011	24,025	3,753
<b>Ending Fund Balance</b>	132,303	687,145	632,397	15,011	24,025	1,490,881