



COUNTY COUNCIL OF BEAUFORT COUNTY
FINANCE DEPARTMENT
Post Office Drawer 1228
Beaufort, South Carolina 29901-1228

Alicia Holland, CPA
Chief Financial Officer
843.255.2296
aholland@bcgov.net

February 2, 2015

Chanel Lewis
Controller
843.255.2303
clewis@bcgov.net

December 2014 Library Financials Narrative and Analysis

Alan R. Eisenman, CPA
Financial Supervisor
843.255.2295
aeisenman@bcgov.net

The Library's General Fund is on track with the fiscal year 2015 budget. Expenditures are currently at 51% of budget, which is slightly higher than the expect 50% of the sixth 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.

Janet Andrews
Accounting Supervisor
843.255.2290
jandrews@bcgov.net

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.

Crystine Hendrick
Accounts Payable
A thru K
843.255.2293
cryshe@bcgov.net

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.

Frances Collins
Accounts Payable
L thru Z
843.255.2294
fcollins@bcgov.net

Melissa (Missy) Easler
Fiscal Tech
843.255.4010
melissae@bcgov.net

Respectively submitted by,

Alan R. Eisenman, CPA

Lori Sexton
Fiscal Tech
843.255.2801
loris@bcgov.net

Michael Dunn
Fiscal Tech
843.255.2951
mdunn@bcgov.net

102 Industrial Village Road, Building 2, Beaufort, SC 29906

"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 December 31, 2014

	Annual Budget	Year to Date Budget	Actual	Annual Variance Positive (Negative)	Annual Percent of Budget	Year to Date Variance Positive (Negative)
Revenues						
Copy Fees	3,200	1,600	2,308	(892)	72%	708
Fines	95,000	47,500	44,192	(50,808)	47%	(3,308)
Total Revenues	<u>98,200</u>	<u>49,100</u>	<u>46,500</u>	<u>(51,700)</u>	<u>47%</u>	<u>(2,600)</u>
<hr/>						
Expenditures						
Library Administration						
Personnel	485,460	242,730	217,730	267,730	45%	25,000
Purchased Services	95,971	47,986	56,024	39,947	58%	(8,039)
Supplies	19,350	9,675	10,004	9,346	52%	(329)
Total Library Administration Expenditures	<u>600,781</u>	<u>300,391</u>	<u>283,758</u>	<u>317,023</u>	<u>47%</u>	<u>16,633</u>
Beaufort Branch						
Personnel	450,127	225,064	239,512	210,615	53%	(14,449)
Purchased Services	94,671	47,336	55,223	39,448	58%	(7,888)
Supplies	8,273	4,137	5,240	3,033	63%	(1,104)
Total Beaufort Branch Expenditures	<u>553,071</u>	<u>276,536</u>	<u>299,975</u>	<u>253,096</u>	<u>54%</u>	<u>(23,440)</u>
Bluffton Branch						
Personnel	415,966	207,983	201,596	214,370	48%	6,387
Purchased Services	98,154	49,077	51,673	46,481	53%	(2,596)
Supplies	11,950	5,975	7,087	4,863	59%	(1,112)
Total Bluffton Branch Expenditures	<u>526,070</u>	<u>263,035</u>	<u>260,356</u>	<u>265,714</u>	<u>49%</u>	<u>2,679</u>
Hilton Head Branch						
Personnel	570,709	285,355	288,795	281,914	51%	(3,441)
Purchased Services	104,440	52,220	55,083	49,357	53%	(2,863)
Supplies	12,750	6,375	9,310	3,440	73%	(2,935)
Total Hilton Head Branch Expenditures	<u>687,899</u>	<u>343,950</u>	<u>353,188</u>	<u>334,711</u>	<u>51%</u>	<u>(9,239)</u>
Lobeco Branch						
Personnel	116,229	58,115	43,760	72,469	38%	14,355
Purchased Services	18,319	9,160	12,083	6,236	66%	(2,924)
Supplies	4,925	2,463	3,507	1,418	71%	(1,045)
Total Loceco Branch Expenditures	<u>139,473</u>	<u>69,737</u>	<u>59,350</u>	<u>80,123</u>	<u>43%</u>	<u>10,387</u>
St. Helena Branch						
Personnel	352,222	176,111	183,414	168,808	52%	(7,303)
Purchased Services	93,691	46,846	59,105	34,586	63%	(12,260)
Supplies	11,150	5,575	5,791	5,359	52%	(216)
Total St. Helena Branch Expenditures	<u>457,063</u>	<u>228,532</u>	<u>248,310</u>	<u>208,753</u>	<u>54%</u>	<u>(19,779)</u>
Library Technical Services						
Personnel	228,119	114,060	114,522	113,597	50%	(463)
Purchased Services	22,310	11,155	18,839	3,471	84%	(7,684)
Supplies	40,500	20,250	41,220	(720)	102%	(20,970)
Total Library Technical Services Expenditures	<u>290,929</u>	<u>145,465</u>	<u>174,581</u>	<u>116,348</u>	<u>60%</u>	<u>(29,117)</u>
Library SC Room						
Personnel	91,096	45,548	46,267	44,829	51%	(719)
Purchased Services	5,450	2,725	1,945	3,505	36%	780
Supplies	4,575	2,288	1,255	3,320	27%	1,033
Total Library SC Room Expenditures	<u>101,121</u>	<u>50,561</u>	<u>49,467</u>	<u>51,654</u>	<u>49%</u>	<u>1,094</u>
Library Personnel Benefits						
Personnel	496,405	248,203	248,203	248,202	50%	(1)
Total Library Personnel Benefits	<u>496,405</u>	<u>248,203</u>	<u>248,203</u>	<u>248,202</u>	<u>50%</u>	<u>(1)</u>
Total Expenditures	<u>3,852,812</u>	<u>1,926,406</u>	<u>1,977,188</u>	<u>1,875,624</u>	<u>51%</u>	<u>(50,782)</u>

UNAUDITED AND PRELIMINARY
BEAUFORT COUNTY, SOUTH CAROLINA
COMBINING BALANCE SHEET
LIBRARY SPECIAL REVENUE FUNDS
December 31, 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	Public Library Foundation	Total
ASSETS											
Equity in Pooled Cash and Investments	\$ -	\$ 200,910	\$ 447	\$ 19,216	\$ 29,490	\$ 21,210	\$ 206,889	\$ -	\$ 88,731	\$ 9,622	576,515
Accounts Receivable	-	-	-	-	-	-	-	-	-	-	-
Total Assets	-	200,910	447	19,216	29,490	21,210	206,889	-	88,731	9,622	576,515
LIABILITIES AND FUND EQUITY											
Liabilities											
Accounts Payable	-	-	-	-	-	1,533	-	-	7,857	5,379	14,769
Total Liabilities	-	-	-	-	-	1,533	-	-	7,857	5,379	14,769
FUND BALANCE											
Reserved for Encumbrances	-	-	-	-	-	-	-	-	-	4,429	4,429
Reserved for Special Revenue Funds	-	200,910	447	19,216	29,490	19,677	206,889	-	80,874	(186)	557,317
	-	200,910	447	19,216	29,490	19,677	206,889	-	80,874	4,243	561,746
Total Liabilities and Fund Balance	\$ -	\$ 200,910	\$ 447	\$ 19,216	\$ 29,490	\$ 21,210	\$ 206,889	\$ -	\$ 88,731	\$ 9,622	\$ 576,515

UNAUDITED AND PRELIMINARY
BEAUFORT COUNTY, SC
COMBINING STATEMENTS OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE
LIBRARY SPECIAL REVENUE FUNDS
For the Period Ending December 31, 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	\$ -	\$ 1,823	\$ 1,823	100%
Total Revenues	-	1,823	1,823	100%
Expenditures				
Capital	-	-	-	0%
Total Expenditures	-	-	-	0%
Excess of Revenues Over (Under) Expenditures	-	1,823	1,823	100%
Fund Balance at Beginning of Year	199,087	199,087	-	0%
Fund Balance at End of Year	\$ 199,087	\$ 200,910	\$ 1,823	101%

	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 December 31, 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	-	2,913	(2,913)	100%
Total Expenditures	<u>-</u>	<u>2,913</u>	<u>(2,913)</u>	<u>100%</u>
Excess of Revenues Over (Under) Expenditures	1,150	(2,913)	(4,063)	-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>\$ 19,677</u>	<u>\$ (4,063)</u>	<u>83%</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 December 31, 2014

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>206,889</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>

LSTA Creation Place Grant				
	Budget	Actual	Variance Positive (Negative)	Percent of Budget
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>

Public Library Foundation				
	Budget	Actual	Variance Positive (Negative)	Percent of Budget
Revenues				
Miscellaneous	\$ -	\$ 9,622	\$ 9,622	100%
Total Revenues	<u>-</u>	<u>9,622</u>	<u>9,622</u>	<u>100%</u>
Expenditures				
Supplies	-	5,379	(5,379)	100%
Total Expenditures	<u>-</u>	<u>5,379</u>	<u>(5,379)</u>	<u>100%</u>
Excess of Revenues Over (Under) Expenditures	-	4,243	4,243	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>\$ 4,243</u>	<u>\$ 4,243</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 December 31, 2014

	Library State Aid			
	Budget	Actual	Variance Positive (Negative)	Percent of Budget
Revenues				
Intergovernmental	\$ -	111,143	\$ 111,143	100%
Total Revenues	-	111,143	111,143	100%
Expenditures				
Supplies	-	30,269	(30,269)	100%
Total Expenditures	-	30,269	(30,269)	100%
Excess of Revenues Over (Under) Expenditures	-	80,874	80,874	100%
Fund Balance at Beginning of Year	-	-	-	0%
Fund Balance at End of Year	\$ -	\$ 80,874	\$ 80,874	100%
	Total			
	Budget	Actual	Variance Positive (Negative)	Percent of Budget
Revenues				
Intergovernmental	\$ -	\$ -	\$ -	0%
Interest	2,300	-	(2,300)	0%
Miscellaneous	-	7,448	7,448	100%
Intergovernmental	-	111,143	111,143	100%
Total Revenues	2,300	118,591	116,291	5156%
Expenditures				
Supplies	-	53,821	(53,821)	100%
Purchased Services	-	4,656	(4,656)	100%
Other	-	51	(51)	100%
Total Expenditures	-	58,528	(58,528)	100%
Excess of Revenues Over (Under) Expenditures	2,300	60,063	57,763	2611%
Fund Balance at Beginning of Year	497,440	497,440	-	100%
Fund Balance at End of Year	\$ 499,740	\$ 557,503	\$ 57,763	112%

UNAUDITED AND PRELIMINARY
Beaufort County
Library Impact Fees
For the Period Ending December 31, 2014

	HH/Daufuskie	Bluffton	Port Royal Island	Ladys Island/ St. Helena	Sheldon	Total
Beginning Fund Balance	145,715	509,797	623,549	-	35,139	1,314,200
Revenues						
Licenses and Permits	29,032	34,286	18,249	24,412	3,318	109,297
Interest	-	-	-	-	-	-
	29,032	34,286	18,249	24,412	3,318	109,297
Expenditures						
Purchased Services						
Library Materials						
Apple	(529)	-	-	-	-	(529)
Compucom	(4,229)	-	-	-	-	(4,229)
Capital Outlay						
Court Atkins Architects Inc.	-	(11,500)	-	-	-	(11,500)
Hewlett Packard	(20,458)	-	-	-	(11,667)	(32,125)
	(25,216)	(11,500)	-	-	(11,667)	(48,383)
Total Revenues	29,032	34,286	18,249	24,412	3,318	109,297
Total Expenditures	(25,216)	(11,500)	-	-	(11,667)	(48,383)
Net Revenues (Expenditures)	3,816	22,786	18,249	24,412	(8,349)	60,914
Encumbered Fund Balance	171,052	8,004	-	-	-	179,056
Unencumbered Fund Balance	(21,521)	524,579	641,798	24,412	26,790	1,196,058
Ending Fund Balance	149,531	532,583	641,798	24,412	26,790	1,375,114