



COUNTY COUNCIL OF BEAUFORT COUNTY  
**FINANCE DEPARTMENT**  
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March 5, 2015

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**January 2015 Library Financials Narrative and Analysis**

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The Library's General Fund is on track with the fiscal year 2015 budget. Expenditures are currently at 58% of budget, which is exactly at the expected 58% level of the seventh 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 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 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 transferred their annual portion of \$193,811 to the Bluffton County Tax Increment Financing Fund to pay for the construction of the Bluffton Library.

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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 January 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)	(1,867)	(2,634)	566	82%	(767)
Fines	(95,000)	(55,417)	(53,680)	41,320	57%	1,737
<b>Total Revenues</b>	<u>(98,200)</u>	<u>(57,283)</u>	<u>(56,314)</u>	<u>41,886</u>	<u>57%</u>	<u>969</u>
<b>Expenditures</b>						
<b>Library Administration</b>						
Personnel	485,460	283,185	249,125	236,335	51%	34,060
Purchased Services	93,275	54,410	59,357	33,918	64%	(4,947)
Supplies	18,946	11,052	11,145	7,801	59%	(93)
<b>Total Library Administration Expenditures</b>	<u>597,681</u>	<u>348,647</u>	<u>319,627</u>	<u>278,054</u>	<u>53%</u>	<u>29,020</u>
<b>Beaufort Branch</b>						
Personnel	450,127	262,574	276,769	173,358	61%	(14,195)
Purchased Services	94,671	55,225	60,573	34,098	64%	(5,348)
Supplies	8,273	4,826	5,326	2,947	64%	(500)
<b>Total Beaufort Branch Expenditures</b>	<u>553,071</u>	<u>322,625</u>	<u>342,668</u>	<u>210,403</u>	<u>62%</u>	<u>(20,043)</u>
<b>Bluffton Branch</b>						
Personnel	415,966	242,647	236,767	179,199	57%	5,880
Purchased Services	98,154	57,257	57,244	40,910	58%	13
Supplies	11,950	6,971	7,604	4,346	64%	(633)
<b>Total Bluffton Branch Expenditures</b>	<u>526,070</u>	<u>306,874</u>	<u>301,615</u>	<u>224,455</u>	<u>57%</u>	<u>5,259</u>
<b>Hilton Head Branch</b>						
Personnel	570,709	332,914	337,402	233,307	59%	(4,488)
Purchased Services	104,440	60,923	61,572	42,868	59%	(649)
Supplies	12,750	7,438	9,880	2,870	77%	(2,443)
<b>Total Hilton Head Branch Expenditures</b>	<u>687,899</u>	<u>401,274</u>	<u>408,854</u>	<u>279,045</u>	<u>59%</u>	<u>(7,580)</u>
<b>Lobeco Branch</b>						
Personnel	116,229	67,800	53,647	62,582	46%	14,153
Purchased Services	18,793	10,963	12,380	6,413	66%	(1,417)
Supplies	4,751	2,771	3,568	1,183	75%	(797)
<b>Total Loceco Branch Expenditures</b>	<u>139,773</u>	<u>81,534</u>	<u>69,595</u>	<u>70,178</u>	<u>50%</u>	<u>11,939</u>
<b>St. Helena Branch</b>						
Personnel	352,222	205,463	206,771	145,451	59%	(1,308)
Purchased Services	98,184	57,274	62,951	35,233	64%	(5,677)
Supplies	9,457	5,517	5,819	3,638	62%	(302)
<b>Total St. Helena Branch Expenditures</b>	<u>459,863</u>	<u>268,253</u>	<u>275,541</u>	<u>184,322</u>	<u>60%</u>	<u>(7,288)</u>
<b>Library Technical Services</b>						
Personnel	228,119	133,069	133,757	94,362	59%	(688)
Purchased Services	22,310	13,014	18,895	3,415	85%	(5,881)
Supplies	40,500	23,625	41,243	(743)	102%	(17,618)
<b>Total Library Technical Services Expenditures</b>	<u>290,929</u>	<u>169,709</u>	<u>193,895</u>	<u>97,034</u>	<u>67%</u>	<u>(24,186)</u>
<b>Library SC Room</b>						
Personnel	91,096	53,139	53,978	37,118	59%	(839)
Purchased Services	5,450	3,179	2,071	3,379	38%	1,108
Supplies	4,575	2,669	1,255	3,320	27%	1,414
<b>Total Library SC Room Expenditures</b>	<u>101,121</u>	<u>58,987</u>	<u>57,304</u>	<u>43,817</u>	<u>57%</u>	<u>1,683</u>
<b>Library Personnel Benefits</b>						
Personnel	496,405	289,570	282,124	214,281	57%	7,445
<b>Total Library Personnel Benefits</b>	<u>496,405</u>	<u>289,570</u>	<u>282,124</u>	<u>214,281</u>	<u>57%</u>	<u>7,445</u>
<b>Total Expenditures</b>	<u>3,852,812</u>	<u>2,247,474</u>	<u>2,251,223</u>	<u>1,601,589</u>	<u>58%</u>	<u>(3,750)</u>

**UNAUDITED AND PRELIMINARY**  
**BEAUFORT COUNTY, SOUTH CAROLINA**  
**COMBINING BALANCE SHEET**  
**LIBRARY SPECIAL REVENUE FUNDS**  
January 31, 2015

	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
<b>ASSETS</b>											
Equity in Pooled Cash and Investments	\$ -	\$ 201,112	\$ 447	\$ 19,035	\$ 29,490	\$ 19,348	\$ 206,889	\$ -	\$ 135,475	\$ -	611,796
Accounts Receivable	-	-	-	-	-	-	-	-	-	-	-
Total Assets	-	201,112	447	19,035	29,490	19,348	206,889	-	135,475	-	611,796
<b>LIABILITIES AND FUND EQUITY</b>											
<b>Liabilities</b>											
Accounts Payable	-	-	-	-	-	-	-	-	24,146	178	24,324
Total Liabilities	-	-	-	-	-	-	-	-	24,146	178	24,324
<b>FUND BALANCE</b>											
Reserved for Encumbrances	-	-	-	-	-	-	-	-	-	-	-
Reserved for Special Revenue Funds	-	201,112	447	19,035	29,490	19,348	206,889	-	111,329	(178)	587,472
	-	201,112	447	19,035	29,490	19,348	206,889	-	111,329	(178)	587,472
Total Liabilities and Fund Balance	\$ -	\$ 201,112	\$ 447	\$ 19,035	\$ 29,490	\$ 19,348	\$ 206,889	\$ -	\$ 135,475	\$ -	\$ 611,796

**UNAUDITED AND PRELIMINARY**  
**BEAUFORT COUNTY, SC**  
**COMBINING STATEMENTS OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE**  
**LIBRARY SPECIAL REVENUE FUNDS**  
**For the Period Ending January 31, 2015**

	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	\$ -	\$ 2,025	\$ 2,025	100%
Total Revenues	-	2,025	2,025	100%
Expenditures				
Capital	-	-	-	0%
Total Expenditures	-	-	-	0%
Excess of Revenues Over (Under) Expenditures	-	2,025	2,025	100%
Fund Balance at Beginning of Year	199,087	199,087	-	0%
Fund Balance at End of Year	\$ 199,087	\$ 201,112	\$ 2,025	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 January 31, 2015**

	Library Trust			
	Budget	Actual	Variance Positive (Negative)	Percent of Budget
Revenues				
Miscellaneous	\$ -	\$ 500	\$ 500	0%
Total Revenues	<u>-</u>	<u>500</u>	<u>500</u>	<u>0%</u>
Expenditures				
Other	-	732	(732)	100%
Total Expenditures	<u>-</u>	<u>732</u>	<u>(732)</u>	<u>100%</u>
Excess of Revenues Over (Under) Expenditures	-	(232)	(232)	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>\$ 19,035</u>	<u>\$ (232)</u>	<u>99%</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	-	3,242	(3,242)	100%
Total Expenditures	<u>-</u>	<u>3,242</u>	<u>(3,242)</u>	<u>100%</u>
Excess of Revenues Over (Under) Expenditures	1,150	(3,242)	(4,392)	-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>\$ 19,348</u>	<u>\$ (4,392)</u>	<u>81%</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 January 31, 2015**

	Library Special Trust			
	Budget	Actual	Variance Positive (Negative)	Percent of Budget
Revenues				
Interest	\$ -	\$ -	\$ -	0%
Total Revenues	-	-	-	0%
Expenditures				
Supplies	-	-	-	0%
Capital	-	-	-	0%
Total Expenditures	-	-	-	0%
Excess of Revenues Over (Under) Expenditures	-	-	-	0%
Fund Balance at Beginning of Year	206,889	206,889	-	100%
Fund Balance at End of Year	\$ 206,889	\$ 206,889	\$ -	100%

	LSTA Creation Place Grant			
	Budget	Actual	Variance Positive (Negative)	Percent of Budget
Revenues				
Miscellaneous	\$ -	\$ 5,625	\$ 5,625	100%
Total Revenues	-	5,625	5,625	100%
Expenditures				
Purchased Services	-	4,656	(4,656)	100%
Supplies	-	969	(969)	100%
Total Expenditures	-	5,625	(5,625)	100%
Excess of Revenues Over (Under) Expenditures	-	-	-	0%
Fund Balance at Beginning of Year	-	-	-	0%
Fund Balance at End of Year	\$ -	\$ -	\$ -	0%

	Public Library Foundation			
	Budget	Actual	Variance Positive (Negative)	Percent of Budget
Revenues				
Miscellaneous	\$ -	\$ 9,622	\$ 9,622	100%
Total Revenues	-	9,622	9,622	100%
Expenditures				
Supplies	-	9,800	(9,800)	100%
Total Expenditures	-	9,800	(9,800)	100%
Excess of Revenues Over (Under) Expenditures	-	(178)	(178)	0%
Fund Balance at Beginning of Year	-	-	-	0%
Fund Balance at End of Year	\$ -	\$ (178)	\$ (178)	0%

**UNAUDITED AND PRELIMINARY**  
**BEAUFORT COUNTY, SC**  
**COMBINING STATEMENTS OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE**  
**LIBRARY SPECIAL REVENUE FUNDS**  
**For the Period Ending January 31, 2015**

	Library State Aid			
	Budget	Actual	Variance Positive (Negative)	Percent of Budget
Revenues				
Intergovernmental	\$ -	165,744	\$ 165,744	100%
Total Revenues	-	165,744	165,744	100%
Expenditures				
Supplies	-	54,415	(54,415)	100%
Total Expenditures	-	54,415	(54,415)	100%
Excess of Revenues Over (Under) Expenditures	-	111,329	111,329	100%
Fund Balance at Beginning of Year	-	-	-	0%
Fund Balance at End of Year	\$ -	\$ 111,329	\$ 111,329	100%
	Total			
	Budget	Actual	Variance Positive (Negative)	Percent of Budget
Revenues				
Intergovernmental	\$ -	\$ -	\$ -	0%
Interest	2,300	-	(2,300)	0%
Miscellaneous	-	8,150	8,150	100%
Intergovernmental	-	165,744	165,744	100%
Total Revenues	2,300	173,894	171,594	7561%
Expenditures				
Supplies	-	78,296	(78,296)	100%
Purchased Services	-	4,656	(4,656)	100%
Other	-	732	(732)	100%
Total Expenditures	-	83,684	(83,684)	100%
Excess of Revenues Over (Under) Expenditures	2,300	90,210	87,910	3922%
Fund Balance at Beginning of Year	497,440	497,440	-	100%
Fund Balance at End of Year	\$ 499,740	\$ 587,650	\$ 87,910	118%

**UNAUDITED AND PRELIMINARY**  
**Beaufort County**  
**Library Impact Fees**  
**For the Period Ending January 31, 2015**

	HH/Daufuskie	Bluffton	Port Royal Island	Ladys Island/ St. Helena	Sheldon	Total
<b>Beginning Fund Balance</b>	145,715	509,797	623,549	-	35,139	1,314,200
<b>Revenues</b>						
Licenses and Permits	37,462	42,580	19,355	28,283	3,318	130,998
Interest	-	-	-	-	-	-
	37,462	42,580	19,355	28,283	3,318	130,998
<b>Expenditures</b>						
<b>Purchased Services</b>						
Library Materials						
Apple	(529)	-	-	-	-	(529)
Compucom	(4,229)	-	-	-	-	(4,229)
<b>Capital Outlay</b>						
Court Atkins Architects Inc.	-	(14,900)	-	-	-	(14,900)
Beaufort Construction Inc.	(42,999)	-	-	-	-	(42,999)
Hewlett Packard	(20,458)	-	-	-	(11,667)	(32,125)
<b>Transfer to Bluffton County TIF Fund</b>	-	(193,811)	-	-	-	(193,811)
	(68,215)	(208,711)	-	-	(11,667)	(288,593)
Total Revenues	37,462	42,580	19,355	28,283	3,318	130,998
Total Expenditures	(68,215)	(208,711)	-	-	(11,667)	(288,593)
Net Revenues (Expenditures)	(30,753)	(166,131)	19,355	28,283	(8,349)	(157,595)
Encumbered Fund Balance	128,053	4,604	-	-	-	132,657
Unencumbered Fund Balance	(13,091)	339,062	642,904	28,283	26,790	1,023,948
<b>Ending Fund Balance</b>	114,962	343,666	642,904	28,283	26,790	1,156,605