



COUNTY COUNCIL OF BEAUFORT COUNTY
FINANCE DEPARTMENT
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May 1, 2015

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March 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 73% of budget, which is below the expected 75% level of the ninth month of the fiscal year, while revenues are at the expected 75% level.

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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.

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The Bluffton library impact fees increased significantly in March 2015 due to the Town of Bluffton remitting several months of library impact fees at one time.

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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 March 31, 2015

	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)	(2,400)	(3,415)	(215)	107%	(1,015)
Fines	(95,000)	(71,250)	(70,061)	24,939	74%	1,189
Total Revenues	<u>(98,200)</u>	<u>(73,650)</u>	<u>(73,476)</u>	<u>24,724</u>	<u>75%</u>	<u>174</u>
Expenditures						
Library Administration						
Personnel	463,960	347,970	314,010	149,950	68%	33,960
Purchased Services	96,475	72,356	93,388	3,087	97%	(21,032)
Supplies	23,246	17,435	14,135	9,111	61%	3,300
Total Library Administration Expenditures	<u>583,681</u>	<u>437,761</u>	<u>421,533</u>	<u>162,148</u>	<u>72%</u>	<u>16,228</u>
Beaufort Branch						
Personnel	450,127	337,595	344,854	105,273	77%	(7,259)
Purchased Services	93,921	70,441	71,627	22,294	76%	(1,186)
Supplies	7,523	5,642	6,340	1,183	84%	(698)
Total Beaufort Branch Expenditures	<u>551,571</u>	<u>413,678</u>	<u>422,821</u>	<u>128,750</u>	<u>77%</u>	<u>(9,143)</u>
Bluffton Branch						
Personnel	383,966	287,975	301,313	82,653	78%	(13,338)
Purchased Services	96,154	72,116	69,559	26,595	72%	2,557
Supplies	11,450	8,588	9,236	2,214	81%	(648)
Total Bluffton Branch Expenditures	<u>491,570</u>	<u>368,679</u>	<u>380,108</u>	<u>111,462</u>	<u>77%</u>	<u>(11,429)</u>
Hilton Head Branch						
Personnel	570,709	428,032	430,220	140,489	75%	(2,188)
Purchased Services	103,375	77,531	76,703	26,672	74%	828
Supplies	12,815	9,611	10,783	2,032	84%	(1,172)
Total Hilton Head Branch Expenditures	<u>686,899</u>	<u>515,174</u>	<u>517,706</u>	<u>169,193</u>	<u>75%</u>	<u>(2,532)</u>
Lobeco Branch						
Personnel	104,729	78,547	72,983	31,746	70%	5,564
Purchased Services	17,568	13,176	14,176	3,392	81%	(1,000)
Supplies	4,476	3,357	3,972	504	89%	(615)
Total Loceco Branch Expenditures	<u>126,773</u>	<u>95,080</u>	<u>91,131</u>	<u>35,642</u>	<u>72%</u>	<u>3,949</u>
St. Helena Branch						
Personnel	312,222	234,167	244,366	67,856	78%	(10,199)
Purchased Services	97,184	72,888	72,236	24,948	74%	652
Supplies	9,457	7,093	6,135	3,322	65%	958
Total St. Helena Branch Expenditures	<u>418,863</u>	<u>314,148</u>	<u>322,737</u>	<u>96,126</u>	<u>77%</u>	<u>(8,589)</u>
Library Technical Services						
Personnel	228,119	171,089	174,522	53,597	77%	(3,433)
Purchased Services	22,310	16,733	19,393	2,917	87%	(2,661)
Supplies	157,800	118,350	43,071	114,729	27%	75,279
Total Library Technical Services Expenditures	<u>408,229</u>	<u>306,172</u>	<u>236,986</u>	<u>171,243</u>	<u>58%</u>	<u>69,186</u>
Library SC Room						
Personnel	78,796	59,097	64,909	13,887	82%	(5,812)
Purchased Services	5,450	4,088	2,142	3,308	39%	1,946
Supplies	4,575	3,431	1,822	2,753	40%	1,609
Total Library SC Room Expenditures	<u>88,821</u>	<u>66,616</u>	<u>68,873</u>	<u>19,948</u>	<u>78%</u>	<u>(2,257)</u>
Library Personnel Benefits						
Personnel	496,405	372,304	365,053	131,352	74%	7,251
Total Library Personnel Benefits	<u>496,405</u>	<u>372,304</u>	<u>365,053</u>	<u>131,352</u>	<u>74%</u>	<u>7,251</u>
Total Expenditures	<u>3,852,812</u>	<u>2,889,611</u>	<u>2,826,948</u>	<u>1,025,864</u>	<u>73%</u>	<u>62,663</u>

UNAUDITED AND PRELIMINARY
BEAUFORT COUNTY, SOUTH CAROLINA
COMBINING BALANCE SHEET
For the Period Ended March 31, 2015
March 31, 2015

	Children's LEGO Grant & 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	\$ 89	\$ 201,450	\$ 447	\$ 19,385	\$ 29,490	\$ 19,349	\$ 206,889	\$ -	\$ 84,784	\$ -	561,883
Accounts Receivable	-	-	-	-	-	-	-	-	-	-	-
Total Assets	89	201,450	447	19,385	29,490	19,349	206,889	-	84,784	-	561,883
LIABILITIES AND FUND EQUITY											
Liabilities											
Accounts Payable	31	46,149	-	-	-	1,415	-	-	53,255	-	100,850
Total Liabilities	31	46,149	-	-	-	1,415	-	-	53,255	-	100,850
FUND BALANCE											
Reserved for Encumbrances	-	97,836	-	-	-	-	-	-	-	-	97,836
Reserved for Special Revenue Funds	58	57,465	447	19,385	29,490	17,934	206,889	-	31,530	-	363,198
	58	155,301	447	19,385	29,490	17,934	206,889	-	31,530	-	461,034
Total Liabilities and Fund Balance	\$ 89	\$ 201,450	\$ 447	\$ 19,385	\$ 29,490	\$ 19,349	\$ 206,889	\$ -	\$ 84,785	\$ -	\$ 561,884

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

<u>Children's LEGO Grant & Library Grants</u>				
	<u>Budget</u>	<u>Actual</u>	<u>Variance Positive (Negative)</u>	<u>Percent of Budget</u>
Revenues				
Intergovernmental	\$ -	\$ 150	\$ 150	0%
Total Revenues	<u>-</u>	<u>150</u>	<u>150</u>	<u>0%</u>
Expenditures				
Supplies	-	19,762	(19,762)	100%
Total Expenditures	<u>-</u>	<u>19,762</u>	<u>(19,762)</u>	<u>100%</u>
Excess of Revenues Over (Under) Expenditures	-	(19,612)	(19,612)	100%
Fund Balance at Beginning of Year	<u>19,670</u>	<u>19,670</u>	<u>-</u>	<u>100%</u>
Fund Balance at End of Year	<u>\$ 19,670</u>	<u>\$ 58</u>	<u>\$ (19,612)</u>	<u>0%</u>

<u>Del Webb Library Agreement</u>				
	<u>Budget</u>	<u>Actual</u>	<u>Variance Positive (Negative)</u>	<u>Percent of Budget</u>
Revenues				
Miscellaneous	\$ -	\$ 2,363	\$ 2,363	100%
Total Revenues	<u>-</u>	<u>2,363</u>	<u>2,363</u>	<u>100%</u>
Expenditures				
Supplies	-	46,149	(46,149)	0%
Total Expenditures	<u>-</u>	<u>46,149</u>	<u>(46,149)</u>	<u>0%</u>
Excess of Revenues Over (Under) Expenditures	-	(43,786)	(43,786)	100%
Fund Balance at Beginning of Year	<u>199,087</u>	<u>199,087</u>	<u>-</u>	<u>0%</u>
Fund Balance at End of Year	<u>\$ 199,087</u>	<u>\$ 155,301</u>	<u>\$ (43,786)</u>	<u>78%</u>

<u>Friends of HHI Library Grant</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				
Supplies	-	-	-	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>447</u>	<u>447</u>	<u>-</u>	<u>100%</u>
Fund Balance at End of Year	<u>\$ 447</u>	<u>\$ 447</u>	<u>\$ -</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 March 31, 2015

	Library Trust			
	Budget	Actual	Variance Positive (Negative)	Percent of Budget
Revenues				
Miscellaneous	\$ -	\$ 850	\$ 850	0%
Total Revenues	<u>-</u>	<u>850</u>	<u>850</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	-	118	118	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>\$ 19,385</u>	<u>\$ 118</u>	<u>101%</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	-	4,656	(4,656)	100%
Total Expenditures	<u>-</u>	<u>4,656</u>	<u>(4,656)</u>	<u>100%</u>
Excess of Revenues Over (Under) Expenditures	1,150	(4,656)	(5,806)	-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>\$ 17,934</u>	<u>\$ (5,806)</u>	<u>76%</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 March 31, 2015

	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	-	9,622	(9,622)	100%
Total Expenditures	<u>-</u>	<u>9,622</u>	<u>(9,622)</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 March 31, 2015

	Library State Aid			
	Budget	Actual	Variance Positive (Negative)	Percent of Budget
Revenues				
Intergovernmental	\$ 202,791	165,744	\$ (37,047)	100%
Total Revenues	202,791	165,744	(37,047)	100%
Expenditures				
Supplies	202,791	134,214	68,577	100%
Total Expenditures	202,791	134,214	68,577	100%
Excess of Revenues Over (Under) Expenditures	-	31,530	31,530	100%
Fund Balance at Beginning of Year	-	-	-	0%
Fund Balance at End of Year	\$ -	\$ 31,530	\$ 31,530	100%
	Total			
	Budget	Actual	Variance Positive (Negative)	Percent of Budget
Revenues				
Intergovernmental	\$ -	\$ 150	\$ 150	0%
Interest	2,300	-	(2,300)	0%
Miscellaneous	-	8,838	8,838	100%
Intergovernmental	202,791	165,744	(37,047)	100%
Total Revenues	205,091	174,732	(30,359)	85%
Expenditures				
Supplies	202,791	205,750	(2,959)	100%
Purchased Services	-	4,656	(4,656)	100%
Other	-	732	(732)	100%
Total Expenditures	202,791	211,138	(8,347)	100%
Excess of Revenues Over (Under) Expenditures	2,300	(36,406)	(38,706)	-1583%
Fund Balance at Beginning of Year	497,440	497,440	-	100%
Fund Balance at End of Year	\$ 499,740	\$ 461,034	\$ (38,706)	92%

UNAUDITED AND PRELIMINARY
Beaufort County
Library Impact Fees
For the Period Ended March 31, 2015

	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	45,981	271,556	25,438	41,555	4,424	388,954
Interest	-	-	-	-	-	-
	45,981	271,556	25,438	41,555	4,424	388,954
Expenditures						
Purchased Services						
Library Materials						
Apple	(529)	-	-	-	-	(529)
Compucom	(4,229)	-	-	-	-	(4,229)
Capital Outlay						
Court Atkins Architects Inc.	-	(14,900)	-	-	-	(14,900)
Beaufort Construction Inc.	(69,750)	-	-	-	-	(69,750)
Hewlett Packard	(20,458)	-	-	-	(11,667)	(32,125)
Transfer to Bluffton County TIF Fund	-	(193,811)	-	-	-	(193,811)
	(94,966)	(208,711)	-	-	(11,667)	(315,344)
Total Revenues	45,981	271,556	25,438	41,555	4,424	388,954
Total Expenditures	(94,966)	(208,711)	-	-	(11,667)	(315,344)
Net Revenues (Expenditures)	(48,985)	62,845	25,438	41,555	(7,243)	73,610
Encumbered Fund Balance	102,009	4,604	-	-	-	106,613
Unencumbered Fund Balance	(5,279)	568,038	648,987	41,555	27,896	1,281,197
Ending Fund Balance	96,730	572,642	648,987	41,555	27,896	1,387,810