

General Fund
Explanation of Variances for General Fund Activity
For The Month Ended December 31, 2018 (Before Audit)

Revenues

Tax Revenues are at 97% of budget on a year-to-date basis. Interest Income continues to be higher than budgeted due to investments being set up with longer maturities providing higher rates of return. Total Revenues are at 99.1% of year-to-date budget.

Expenditures

Total Expenditures were \$ 32,373 under budget for the month and \$ 801,020 under budget on a year-to-date basis.

Salaries is under budget by \$ 16,731 for December and \$ 119,196 under budget on a year-to-date basis. There are a few open positions at this time.

Insurance is over budget by \$ 583 for the month, but under budget on a year-to-date basis.

Building Maintenance is over budget by \$ 39,842 for December, but under budget on a year-to-date basis.

Library Consultant is over budget by \$ 5,167 for the month, but under budget on a year-to-date basis.

Building & Custodial Supplies is over budget by \$ 888 for December, but under budget on a year-to-date basis.

Public Information is over budget by \$ 3,708 for the month, but under budget on a year-to-date basis.

Postage is over budget by \$ 804 for December, but under budget on a year-to-date basis.

**Orland Park Public Library
Balance Sheet - All Funds
12/31/2018 (Before Audit)**

	<u>General Fund</u>	<u>Special Reserve</u>	<u>Capital Campaign</u>	<u>Debt Service</u>	<u>Total</u>
Assets					
Cash - Marquette	245,302	0	72,009		317,310
Cash - Marquette E-Commerce	7,372				7,372
PMA Financial Investments	6,130,728	1,194,010		607,953	7,932,690
Tax Receipts - Marquette	14,342			2,845	17,187
Special Reserve - Marquette	1	102,505			102,506
Cash - Harris Bank	0			0	0
Petty Cash	300				300
Interest Receivable	64,646	3,558		2,312	70,515
Property Taxes Receivable	110,182			3,175	113,357
Prepaid Expenses	161,148				161,148
Due from Debt Service	0	0	0	0	0
Total Assets	<u>6,734,020</u>	<u>1,300,073</u>	<u>72,009</u>	<u>616,284</u>	<u>8,722,386</u>
Liabilities & Fund Balance					
Health Insurance W/H Payable	0	0	0	0	0
457 W/H Payable	0	0	0	0	0
Garnishment W/H Payable	0	0	0	0	0
Due to General Fund	0	0	0	0	0
Deferred Property Tax Revenue	110,182	0	0	3,175	113,357
Accounts Payable	57,886	0	0	0	57,886
Estimated Property Tax Refunds	0	0	0	0	0
Due to Primary Government	0	0	0	7,964	7,964
Total Liabilities	<u>168,067</u>	<u>0</u>	<u>0</u>	<u>11,139</u>	<u>179,206</u>
Beginning Unrestricted Fund Balance	6,190,075	1,081,040	70,379	580,512	7,922,006
Fund Balance - Nonspendable	161,148	0	0	0	161,148
Fund Balance - Restricted by Donors	0	0	0	0	0
Fund Balance - Restricted by Statute	13,597	0	0	0	13,597
Fund Balance - Restricted by Budget	0	0	0	0	0
Transfers between Funds	-200,000	200,000	0	0	0
Excess (Deficiency) of Revenues Over (Under) Expenditures	<u>401,132</u>	<u>19,033</u>	<u>1,629</u>	<u>24,634</u>	<u>446,429</u>
Ending Fund Balance	<u>6,565,952</u>	<u>1,300,073</u>	<u>72,009</u>	<u>605,145</u>	<u>8,543,179</u>
Total Liabilities & Fund Balance	<u>6,734,020</u>	<u>1,300,073</u>	<u>72,009</u>	<u>616,284</u>	<u>8,722,385</u>

**Orland Park Public Library
General Fund
Statement of Revenue & Expenditures
For The Month Ended December 31, 2018 (Before Audit)**

	Actual Month	Monthly Budget	% of Budget	Actual Y-T-D	Budget Y-T-D	% of Total Budget	Total Budget
Revenues							
Taxes	244	443,750	0.1%	5,162,818	5,325,000	97.0%	5,325,000
Impact Fees	-	833	0.0%	4,375	10,000	43.8%	10,000
Replacement Taxes	473	1,667	28.4%	12,978	20,000	64.9%	20,000
State Grants	-	3,333	0.0%	73,272	40,000	183.2%	40,000
Non Resident Fees	-	417	0.0%	3,146	5,000	62.9%	5,000
Fines	4,189	4,583	91.4%	61,350	55,000	111.5%	55,000
Gifts	12,417	833	1490.7%	17,084	10,000	170.8%	10,000
Copy Machine	836	1,000	83.6%	13,656	12,000	113.8%	12,000
Interest Income	11,261	3,833	293.8%	124,816	46,000	271.3%	46,000
Miscellaneous Income	597	750	79.5%	8,621	9,000	95.8%	9,000
Total Revenues	30,017	461,000	6.5%	5,482,116	5,532,001	99.1%	5,532,000
Expenditures							
Salaries	205,091	221,822	92.5%	2,542,662	2,661,858	95.5%	2,661,859
Salaries-Maintenance	9,899	10,295	96.2%	121,156	123,541	98.1%	123,541
Life/Health Insurance	39,076	43,333	90.2%	473,123	520,000	91.0%	520,000
Books	16,495	30,667	53.8%	266,008	368,000	72.3%	368,000
Electronic Databases	7,567	8,167	92.7%	82,121	98,000	83.8%	98,000
Periodicals	2,715	3,250	83.6%	35,705	39,000	91.6%	39,000
Audio Visual Materials	5,921	13,333	44.4%	154,376	160,000	96.5%	160,000
Audio Visual Equipment	0	63	0.0%	0	750	0.0%	750
Book Rebinding	0	0	0.0%	0	0	0.0%	0
Accounting	1,243	1,021	121.7%	9,907	12,250	80.9%	12,250
Insurance	4,875	4,292	113.6%	50,765	51,500	98.6%	51,500
Landscaping & Groundskeeping	773	2,000	38.6%	17,654	24,000	73.6%	24,000
Building Maintenance	80,309	40,417	198.7%	275,328	485,000	56.8%	485,000
Security System	1,217	6,250	19.5%	35,173	75,000	46.9%	75,000
Library Office & Equipment	0	63	0.0%	185	750	24.6%	750
Legal	4,255	6,250	68.1%	50,105	75,000	66.8%	75,000
Library Consultant	6,500	1,333	487.6%	13,000	16,000	81.3%	16,000
Electricity	0	0	0.0%	0	0	0.0%	0
Water & Sewer	0	833	0.0%	9,046	10,000	90.5%	10,000
Natural Gas	2,961	3,292	90.0%	25,895	39,500	65.6%	39,500
Telephone	617	750	82.3%	7,412	9,000	82.4%	9,000
Purchase - New Equipment	0	1,250	0.0%	175	15,000	1.2%	15,000
Building & Custodial Supplies	4,013	3,125	128.4%	35,332	37,500	94.2%	37,500
Building Repairs	0	1,500	0.0%	3,154	18,000	17.5%	18,000
Lib. & Off. Eqpt Rep. & Maint	822	1,500	54.8%	14,364	18,000	79.8%	18,000
Machine Rental	0	200	0.0%	932	2,400	38.8%	2,400
Automation - Equipment	1,709	6,167	27.7%	65,283	74,000	88.2%	74,000
Automation - Line Costs	305	458	66.6%	3,565	5,500	64.8%	5,500
Automation - Consultant	3,363	6,250	53.8%	62,916	75,000	83.9%	75,000
Automation - Maintenance	5,927	7,500	79.0%	78,010	90,000	86.7%	90,000
Library Furniture	0	3,333	0.0%	4,299	40,000	10.7%	40,000
Outreach Services	184	625	29.4%	7,563	7,500	100.8%	7,500

**Orland Park Public Library
General Fund
Statement of Revenue & Expenditures
For The Month Ended December 31, 2018 (Before Audit)**

	Actual Month	Monthly Budget	% of Budget	Actual Y-T-D	Budget Y-T-D	% of Total Budget	Total Budget
Board Training & Education	0	667	0.0%	1,719	8,000	21.5%	8,000
Staff Training & Education	48	2,000	2.4%	14,865	24,000	61.9%	24,000
Conference Fees	0	500	0.0%	3,885	6,000	64.8%	6,000
Patron Programs & Events	2,731	3,583	76.2%	44,256	43,000	102.9%	43,000
Association Dues & Fees	328	583	56.3%	4,600	7,000	65.7%	7,000
Public Information	7,041	3,333	211.3%	38,382	40,000	96.0%	40,000
Library Supplies	641	3,750	17.1%	26,126	45,000	58.1%	45,000
Office Supplies	131	500	26.2%	3,594	6,000	59.9%	6,000
Postage	1,971	1,167	168.9%	13,118	14,000	93.7%	14,000
Printing	38	583	6.5%	10,055	7,000	143.6%	7,000
Contingency	0	0	0.0%	0	0	0.0%	0
Contribution to IMRF	19,525	20,250	96.4%	234,669	243,000	96.6%	243,000
Contribution to FICA	16,034	17,750	90.3%	199,220	213,000	93.5%	213,000
Audit	1,085	1,029	105.5%	11,800	12,350	95.5%	12,350
Liability Ins.-D&O,Bonds,WC	2,371	4,750	49.9%	29,122	57,000	51.1%	57,000
Unemployment Compensation	0	337	0.0%	0	4,000	0.0%	4,000
Bank Charges	15	50	30.0%	357	600	59.5%	600
Total Expenditures	457,798	490,171	93.4%	5,080,984	5,882,004	86.4%	5,882,000
Excess (Deficiency) of Revenues Over (Under) Expenditures	(427,782)	(29,171)		401,132	(350,000)		(350,000)
Interfund Transfers In / (Out)	-	0		(200,000)	0		0
Net Change in Fund Balance	(427,782)	(29,171)		201,132	(350,000)		(350,000)

Orland Park Public Library
Other Funds
Statement of Revenue & Expenditures
For The Month Ended December 31, 2018 (Before Audit)

	Special Reserve Month	Special Reserve Y-T-D	Capital Campaign Month	Capital Campaign Y-T-D	Debt Service Month	Debt Service Y-T-D
Revenues						
Taxes	0	0	0	0	79	1,661,793
Impact Fees	0	0	0	0	0	0
Replacement Taxes	0	0	0	0	0	0
State Grants	0	0	0	0	0	0
Non Resident Fees	0	0	0	0	0	0
Fines	0	0	0	0	0	0
Gifts	0	0	0	0	0	0
Copy Machine	0	0	0	0	0	0
Interest Income	2,210	19,068	6	71	1,206	23,692
Capital Campaign	0	0	75	2,220	0	0
Miscellaneous Income	0	0	0	0	0	0
Total Revenues	2,210	19,068	81	2,291	1,284	1,685,485
Expenditures						
Building Repairs	0	0	0	662	0	0
Audio Visual Equipment	0	0	0	0	0	0
Automation - Equipment	0	0	0	0	0	0
Automation - Consultant	0	0	0	0	0	0
Library Furniture	0	0	0	0	0	0
Library Supplies	0	0	0	0	0	0
Bank Charges	0	35	0	0	0	0
Debt Service Repaid to Village	0	0	0	0	7,964	1,660,851
Total Expenditures	0	35	0	662	7,964	1,660,851
Excess (Deficiency) of Revenues Over (Under) Expenditures	2,210	19,033	81	1,629	-6,680	24,634
Interfund Transfers In / (Out)	0	0	0	0	0	0
Net Change in Fund Balance	2,210	19,033	81	1,629	-6,680	24,634