

PRPLD - Financial Report Highlights - Dec 2019 and Q4 2019

These numbers are not final; they may change through the year-end process

General Fund Revenue

Property Taxes	Property taxes are at 101% of budget.
Specific Ownership Taxes	SO Taxes are at 101% of budget with another \$74,000 charged in December that will be paid in January.
Investment Earnings	Investment earnings are at 367% of budget before year-end adjustments.
Copier Charges & Fines	Fines ended up at \$94k, 79% of budget.
Donations & Miscellaneous	Year-end donations did not match what was recorded last year, and we ended the year at \$107k. This may change when we adjust for Deferred Revenue as part of the year-end process.

General Fund Expenditures

Total Expenditures	Total expenditures are at 91% of budget, and all business units are under budget except for Programming. There will be quite a few year-end adjustments made to accrue expenditures back to 2019, so total expenditures will increase.
Net Revenue over Exp.	Net revenue over expenditures is at \$214,968 before year-end adjustments.

Capital Projects Fund

Expenditures	We spent the remaining Committed Fund Balance on architecture services at Old Town and paid the balance of the HVAC repair at Council Tree.
Ending Fund Balance	The ending fund balance in the Capital Projects Fund is \$5,111,956 before year-end adjustments.

Statement of Net Position and Governmental Funds Balance Sheet

This statement shows our overall net position as of 12/31/19. Please note that I have included the City's recording of property taxes receivable and the corresponding deferred revenue for consistency. Our total fund balance, excluding YTD net change in fund balance, is \$26,102,173.

General Fund Budget vs. Actual Detail

This report shows revenue and expenditures for the General Fund in detail and a comparison against the annual budget for each object. There are a few accounts such as long-term disability, banking services and utilities that ended over budget due to having an insufficient 2019 budget. Software Maintenance and Support was underbudgeted, but it has been corrected in the 2020 budget. Maintenance contracts includes an extra payment for maintenance on the automated material handler to change the billing cycle to match our fiscal year. Dues and subscriptions includes a portion of Communication spend that was not budgeted in that account but is offset by the underspend in Other Professional & Technical Services. Programming spend for food, supplies, artists and speakers is over budget by \$26k, but the BookFest was not included in the budgeted expense.

General Fund Expenditures Summarized by Business Unit

This statement shows YTD expenditures categorized as Personnel, Contractual or Commodity and filtered by Business Unit. The annual budget variance is shown. Admin and Community Services both overspent their annual budget in Supplies. The Council Tree contractual overage is due to the automated material handler charge mentioned above, and they also overspent on supplies. The Programming variance was mentioned above.

PRPLD - General Fund Budget vs. Actual

	2018		2019					
	December	YTD Actual	December	YTD Actual	YTD Budget	YTD % of Budget	YTD Budget Variance \$	Adopted Annual Budget
Revenue								
Property taxes	51,273	9,568,990	35,097	9,617,498	9,540,300	101%	77,198	9,540,300
Specific ownership taxes	70,117	865,927	65,464	806,694	800,000	101%	6,694	800,000
Property tax interest	3,523	9,668	2,450	12,526	-	#DIV/0!	12,526	-
Investment earnings	43,172	99,051	3,345	183,449	50,000	367%	133,449	50,000
Copier charges	2,640	27,129	5,607	33,562	20,000	168%	13,562	20,000
Extended use fees	8,574	108,877	6,438	94,454	120,000	79%	(25,546)	120,000
Donations	19,447	109,623	11,188	107,276	141,000	76%	(33,724)	141,000
Miscellaneous	196	4,825	1,202	18,509	9,600	193%	8,909	9,600
Total Operating Revenue	198,942	10,794,090	130,791	10,873,967	10,680,900	102%	193,067	10,680,900
Intergovernmental - Grants	-	48,284	-	79,707	78,700	101%	1,007	78,700
Total Revenue	198,942	10,842,374	130,791	10,953,674	10,759,600	102%	194,074	10,759,600
Expenditures								
Administration	269,909	2,030,788	153,266	1,851,322	2,010,915	92%	159,593	2,010,915
Combined	128,894	1,280,104	89,743	1,217,567	1,407,635	86%	190,068	1,407,635
Community Services	42,162	361,760	24,828	337,787	395,365	85%	57,578	395,365
Communication	-	-	-	-	-	#DIV/0!	-	-
Old Town Library	164,962	1,442,699	101,454	1,440,097	1,645,835	87%	205,738	1,645,835
Collection Services	201,784	2,370,910	206,845	2,260,552	2,445,500	92%	184,948	2,445,500
Harmony Library	128,957	1,158,287	81,306	1,097,111	1,229,040	89%	131,929	1,229,040
Council Tree Library	119,209	1,077,628	127,164	1,094,442	1,212,780	90%	118,338	1,212,780
Programming	14,452	155,600	7,408	160,394	154,900	104%	(5,494)	154,900
Total Operating Costs	1,070,329	9,877,776	792,014	9,459,272	10,501,970	90%	1,042,698	10,501,970
Capital Outlay	534	42,811	6,934	29,434	50,000	59%	20,566	50,000
Transfer to Cap. Projects Fund	1,000,000	1,250,000	1,000,000	1,250,000	1,250,000	100%	-	1,250,000
Total Expenditures	2,070,863	11,170,587	1,798,948	10,738,706	11,801,970	91%	1,063,264	11,801,970
Net Revenue over Exp.	(1,871,921)	(328,213)	(1,668,158)	214,968	(1,042,370)		1,257,338	(1,042,370)
Beginning Fund Balance				3,850,868				
Current Fund Balance				4,065,836				

PRPLD - Capital Projects Fund Budget vs. Actual

	December 2019	2019 YTD Actual	Project to Date	Adopted Budget	Budget Variance \$
Revenue					
Investment earnings	6,997	119,587	-	-	119,587
Library Trust donations	-	10,100	-	-	10,100
Intergovernmental	-	-	-	-	-
Miscellaneous	-	54,187			
Transfer from General Fund	1,000,000	1,250,000	-	1,250,000	-
Total Revenue	1,006,997	1,433,874	-	1,250,000	129,687
Expenditures					
Library Trust expenditures	-	-	10,236	10,100	(136)
Committed Fund Balance expenditures	378	40,377	40,377	40,377	-
Capital Replacement Plan - 2018	-	197,811	221,682	275,000	53,318
Capital Replacement Plan - 2019	33,116	142,844	142,844	125,000	(17,844)
Total Expenditures	33,494	381,032	415,138	450,477	35,339
Net Revenue over Exp.	973,503	1,052,842			
Beginning Fund Balance		4,059,114			
Current Fund Balance		5,111,956			

PRPLD - Preliminary Statement of Net Position and Governmental Funds Balance Sheet as of Dec 31, 2019

	Capital Projects		Total	Adjustments	Statement of Net
	General Fund	Fund			Position
Assets					
Cash and cash equivalents	4,129,500	5,090,797	9,220,297	-	9,220,297
Interest receivable	16,105	15,279	31,384	-	31,384
Property taxes receivable	9,653,048		9,653,048	-	9,653,048
Accounts receivable	902		902	-	902
Investments	5,434	5,880	11,314	-	11,314
Land			-	2,256,000	2,256,000
Construction in Progress			-	4,150	4,150
Other capital assets, net of depreciation			-	16,181,377	16,181,377
Total Assets	13,804,989	5,111,956	18,916,945	18,441,527	37,358,472
Liabilities, Deferred Inflows of Resources and Fund Balances					
Accounts payable	14,959	-	14,959	-	14,959
Wages payable	-	-	-	-	-
Accrued compensated absences	-	-	-	249,336	249,336
Sales tax payable	16	-	16	-	16
Unearned revenue	71,130	-	71,130	-	71,130
Total Liabilities	86,105	-	86,105	249,336	335,441
Deferred Inflows of Resources					
Property taxes	9,653,048	-	9,653,048	-	9,653,048
Fund balances					
Restricted fund balance	309,720	-	309,720	-	309,720
Committed fund balance	2,188,712	4,059,114	6,247,826	-	6,247,826
Unassigned fund balance	1,352,436	-	1,352,436	18,192,191	19,544,627
Total fund balance	3,850,868	4,059,114	7,909,982	18,192,191	26,102,173
Net Change in fund balance	214,968	1,052,842	1,267,810	-	1,267,810
Total Liabilities, Deferred Inflows of Resources and Fund Balances	13,804,989	5,111,956	18,916,945	18,441,527	37,358,472
Net Position					
Investment in Capital Assets					18,441,527
Restricted for Emergencies					306,000
Restricted Donation					3,720
Unrestricted					8,618,736
Total Net Position					27,369,983

PRPLD - General Fund Budget vs. Actual Detail - YTD Dec 31, 2019

	YTD Actual	Annual Budget	% of Annual Budget	Annual Budget Variance \$
General Revenue				
Property taxes	9,617,498	9,540,300	101%	77,198
Specific ownership taxes	806,694	800,000	101%	6,694
Property tax interest	12,526	-	#DIV/0!	12,526
Investment earnings	183,449	50,000	367%	133,449
Miscellaneous	18,509	9,600	193%	8,909
Total General Revenue	10,638,675	10,399,900	102%	238,775
Program Revenue				
Copier charges	33,562	20,000	168%	13,562
Extended use fees	94,454	120,000	79%	(25,546)
Donations	107,276	141,000	76%	(33,724)
Intergovernmental - Grants	79,707	78,700	101%	1,007
Total Program Revenue	314,999	359,700	88%	(44,701)
Total Revenue	10,953,674	10,759,600	102%	194,074

Expenditures - Personnel

Salaries-Regular	3,647,706	3,917,430	93%	269,724
Salaries-Hourly	747,923	1,032,405	72%	284,482
Salaries-Overtime	67,115	93,695	72%	26,580
Termination Pay	36,357	-	#DIV/0!	(36,357)
Health Insurance	826,737	894,790	92%	68,053
Dental Insurance	43,776	52,020	84%	8,244
Retirement Contributions	244,385	269,665	91%	25,280
SS & Medicare	324,133	399,375	81%	75,242
Workers Compensation	9	7,200	0%	7,191
Life Insurance	5,476	13,460	41%	7,984
Long-Term Disability	20,029	17,180	117%	(2,849)
Unemployment	13,208	-	#DIV/0!	(13,208)
Other Personnel Costs	-	15,000	0%	15,000
Total Personnel Expenditures	5,976,854	6,712,220	89%	735,366

Expenditures - Contractual

Banking Services	11,274	10,350	109%	(924)
Audit Services	4,050	7,500	54%	3,450
Collections Services	18,248	30,000	61%	11,752
Consulting Services	43,278	46,750	93%	3,472
Legal Services	29,797	45,000	66%	15,203
Security Services	94,873	117,000	81%	22,127
Artists, Musicians & Speakers (comb. w/ Supplies)	-	-	#DIV/0!	-
Education & Training	4,247	5,000	85%	753
Disposal of HAZMAT	-	-	#DIV/0!	-
Contractual Labor	-	1,500	0%	1,500

PRPLD - General Fund Budget vs. Actual Detail - YTD Dec 31, 2019

	YTD Actual	Annual Budget	% of Annual Budget	Annual Budget Variance \$
Governmental Services	-	-	#DIV/0!	-
Contract Pmt to Gvt/Other	570,557	591,700	96%	21,143
Other Prof & Tech Services (incl. Comm budget)	143,384	165,200	87%	21,816
Water	7,021	5,300	132%	(1,721)
Wastewater Services	2,579	3,080	84%	501
Storm Drainage Services	3,712	3,100	120%	(612)
Natural Gas	18,480	40,100	46%	21,620
Electricity	35,190	61,500	57%	26,310
Solid Waste Services	1,329	4,000	33%	2,671
Recycling Services	7,421	3,170	234%	(4,251)
Janitorial Services	117,028	155,350	75%	38,322
Vehicle Repair Services	-	-	#DIV/0!	-
Hardware Maint & Support	9,500	-	#DIV/0!	(9,500)
Software Maint & Support	174,527	129,000	135%	(45,527)
Maintenance Contracts	73,489	45,000	163%	(28,489)
Other Repair & Maint Serv	55,866	50,000	112%	(5,866)
Office Rental	55,444	51,920	107%	(3,524)
Fleet Services Equip	-	-	#DIV/0!	-
Copier Rental Services	42,157	51,650	82%	9,493
Other Rental Services	19,160	29,400	65%	10,240
Other Property Services	55,302	56,380	98%	1,078
Workers Comp Premiums	8,035	15,000	54%	6,965
Liability Ins Premium	4,083	35,000	12%	30,917
Property Ins Premium	-	21,500	0%	21,500
Telephone Services	40,216	41,200	98%	984
Cell Phone Services	10,153	-	#DIV/0!	(10,153)
Employee Travel	-	-	#DIV/0!	-
Mileage	11,664	16,300	72%	4,636
Conference and Travel	56,051	65,000	86%	8,949
Other Employee Travel	-	-	#DIV/0!	-
Copy & Reproduction Serv	1,102	7,750	14%	6,648
Interview Applicant Trav	-	-	#DIV/0!	-
Postage & Freight Service	113,762	114,000	100%	238
Dues & Subscription Service	29,838	17,250	173%	(12,588)
On-Line Database Subscriptions	222,162	310,350	72%	88,188
Advertising Services	-	-	#DIV/0!	-
Other Purchased Services	25	9,500	0%	9,475
Total Expenditures - Contractual	2,095,006	2,361,800	89%	266,794
Expenditures - Commodity				
Office Supplies	33,947	29,200	116%	(4,747)
Office Equipment	-	-	#DIV/0!	-
Furniture	-	-	#DIV/0!	-
Computer Hardware	6,480	10,000	65%	3,520

PRPLD - General Fund Budget vs. Actual Detail - YTD Dec 31, 2019

	YTD Actual	Annual Budget	% of Annual Budget	Annual Budget Variance \$
Computer Software	2,367	5,000	47%	2,633
Meals - Business, Non Travel	2,287	4,500	51%	2,213
Food & Related Supplies	6,153	7,100	87%	947
Food & Related for Programs (incl. Artists & Speakers)	138,198	112,100	123%	(26,098)
Books & Periodicals	433,244	459,100	94%	25,856
Non-Print Media	110,528	116,800	95%	6,272
Electronic Media	570,723	575,200	99%	4,477
Other Supplies	83,418	108,950	77%	25,532
Computer Hardware	-	-	#DIV/0!	-
NSF write-offs	68	-	#DIV/0!	(68)
Other Contingency	-	-	#DIV/0!	-
Total Expenditures - Commodity	1,387,412	1,427,950	97%	40,538
Total Operating Costs	9,459,272	10,501,970	90%	1,042,698
Capital Outlay	29,434	50,000	59%	20,566
Transfer to Capital Projects Fund	1,250,000	1,250,000	100%	-
Total Expenditures	10,738,706	11,801,970	91%	1,063,264

PRPLD - General Fund Expenditures Summarized by BU - YTD Dec 31, 2019

	YTD Actual	YTD Budget	% of YTD Budget	YTD Budget Variance \$
Expenditures				
Administration - Personnel	1,064,648	1,125,265	95%	60,617
Administration - Contractual	774,705	874,250	89%	99,545
Administration - Commodity	11,969	11,400	105%	(569)
Total Administration	1,851,322	2,010,915	92%	159,593
Combined - Personnel	620,811	699,335	89%	78,524
Combined - Contractual	546,043	646,100	85%	100,057
Combined - Commodity	50,713	62,200	82%	11,487
Total Combined	1,217,567	1,407,635	86%	190,068
Community Services - Personnel	313,960	374,665	84%	60,705
Community Services - Contractual	5,850	9,750	60%	3,900
Community Services - Commodity	17,976	10,950	164%	(7,026)
Total Community Services	337,787	395,365	85%	57,578
Old Town Operations - Personnel	1,264,083	1,449,685	87%	185,602
Old Town Operations - Contractual	158,402	172,150	92%	13,748
Old Town Operations - Commodity	17,612	24,000	73%	6,388
Total Old Town Operations	1,440,097	1,645,835	87%	205,738
Collection Services - Personnel	726,336	803,900	90%	77,564
Collection Services - Contractual	401,938	416,000	97%	14,062
Collection Services - Commodity	1,132,278	1,225,600	92%	93,322
Total Collection Services	2,260,552	2,445,500	92%	184,948
Harmony Operations - Personnel	1,077,421	1,199,190	90%	121,769
Harmony Operations - Contractual	11,261	17,000	66%	5,739
Harmony Operations - Commodity	8,430	12,850	66%	4,420
Total Harmony Operations	1,097,111	1,229,040	89%	131,929
Council Tree Operations - Personnel	894,139	1,028,980	87%	134,841
Council Tree Operations - Contractual	188,998	174,950	108%	(14,048)
Council Tree Operations - Commodity	11,305	8,850	128%	(2,455)
Total Council Tree Operations	1,094,442	1,212,780	90%	118,338
Programming - Personnel	15,457	31,200	50%	15,743
Programming - Contractual	7,809	11,600	67%	3,791
Programming - Commodity	137,129	112,100	122%	(25,029)
Total Programming	160,394	154,900	104%	(5,494)
Total Personnel	5,976,854	6,712,220	89%	735,366
Total Contractual	2,095,006	2,321,800	90%	226,794
Total Commodity	1,387,412	1,467,950	95%	80,538
Total Expenditures	9,459,272	10,501,970	90%	1,042,698

**These numbers exclude Capital Outlay and Transfers to the Capital Projects Fund