

MADISON PUBLIC LIBRARY
Supplementary Notes to the 2017 Year to Date Budget as at December 28, 2017

Key Indicators

Budget Year Lapsed	99%
Total Operating Revenue	99%
Total Operating Expense	98%
Total Wages & Benefits Expense	98%
Total Supplies Expense	100%
Total Services Expense	93%
Total Debt/Inter-Dept Charges	100%

Executive Summary

The monthly year to date budget report represents the current net operating position of the library at the time of producing the report. This report provides analysis on MPL's year to date budget performance. The library's activities and financial performance year to date can be compared against a linear time benchmark with 99% of the budget year lapsed as at the date of the report. Variances between revised budget and year to date actual are reported as either a timing variance where actual transactions occur on a non-linear timing basis, or a permanent variance where actual performance will not meet or exceed the estimated year end budget target. Of particular note at this point of the fiscal year, the 2017 year-end processes are currently in progress; therefore, until final audit is finalized in early May 2018, the final results for 2017 are subject to adjustments and changes where account balances and net fund balance figures will fluctuate accordingly.

Net Fund Balance & Budget Amendments

A number of budget amendments were processed this month to recognize the 2017 year-end appropriations and adjustments recognizing a drawdown from the Library's fund balance representing \$200,000 relating to the budget shortfall for FICA benefits and salaries and wages as reported previously and approved by the Common Council. This amendment has a nil impact on the operating statement as both revenue and expenditures have been increased by this amount. The impact is a reduction in the Library's fund balance, reducing funds to a total of approximately \$674,350.75 of unassigned funds.

Additionally, a number of amendments were processed after the year-end appropriations deadline relating to the adjustment and allocation of private contributions. These also have a nil impact on the Library's operating result but require the approval of the Library Board. See appendix 1 for schedule of amendments.

The revised net fund balance remains at \$12,655. This is a result of carried forward encumbrances for furniture and signage projects for Sequoya and Meadowridge from last year. While these add an additional budgeted expense to 2017, this represents the carried forward surplus from 2016.

The year to date net fund balance shows a surplus effect of \$116,181. This has decreased by \$1,356,089.65 since the last report as normal expenditure and operations have occurred. The net fund balance will continue to vary each month until the close and audit of the fiscal year as the final payroll and outstanding 2017 supplies and services invoices and receipts are paid. It is predicted that the net fund balance will produce a deficit effect after the final payroll expense is recognized when posted in mid-January for pay period 12/17/2017 – 12/30/2017, plus any 2017 expenses. This is estimated to be \$343,000 compared to the \$200,000 projected at the year-end appropriations. Library staff are currently reviewing this with City Finance and will report back to the Board each month on the 2017 year-end result.

APPENDIX 1 – Budget Amendments

GENERAL LEDGER STRING			AMOUNT	DESCRIPTION
ORG	OBJECT	PROJECT		
2017 MPLF Annual Donation Funding Budget Amendment				
50224	46310	00000	(28,157.00)	Net adjustment to private contribution revenue to recognize actual funds received from the MPLF Annual Contribution
50224	54695	00000	34,000.00	Allocation of estimated community engagement programming performer expenses
50224	54695	00000	(85,000.00)	Reversal of original amendment for community engagement programming performer expenses
50224	51210	00000	9,200.00	Allocation of estimated medial lab intern hourly salary and wages expenses
50224	52610	00000	800.00	Allocation of estimated medial lab intern hourly benefits expenses
50224	53140	00000	11,000.00	Allocation of estimated technology hardware equipment supplies expenses
50100	53145	00000	4,000.00	Allocation of estimated technology software supplies expenses
50224	53155	00000	19,857.00	Allocation of estimated community engagement programming supplies expenses
50223	53250	00000	3,400.00	Allocation of estimated community engagement food & beverages expenses (Staff Day)
50300	53225	00000	15,000.00	Allocation of estimated library collections and resources materials (Equity Collection)
50100	54520	00000	15,000.00	Adjustment to professional development expenses (total \$20,000).
50223	54650	00000	900.00	Allocation of estimated community engagement marketing/advertising services (Staff Day)
			-	Net impact
2017 MPLF Mini Donation Funding Budget Amendment				
50224	53155	00000	11,000.00	Allocation of estimated community engagement programming supplies expenses
50224	53225	00000	2,000.00	Allocation of estimated library collections and resources materials (Early Literacy project)
50224	54695	00000	(13,000.00)	Adjustment of estimated community engagement programming performer expenses (total \$2,000)
			-	Net impact
Google Making Spaces Project Funding Budget Amendment				
50221751	53155	00000	3,000.00	Allocation of estimated community engagement programming supplies expenses
50221751	54815	00000	10,000.00	Allocation of estimated community engagement grant fund expenses to schools/maker spaces
50221751	54695	00000	(13,000.00)	Adjustment of estimated community engagement programming performer expenses (total \$2,000)
			-	Net impact