

BASEHOR COMMUNITY LIBRARY
Basehor, Kansas

FINANCIAL STATEMENTS
AND
INDEPENDENT AUDITOR'S REPORT

December 31, 2018

BASEHOR COMMUNITY LIBRARY

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Board of Directors
Basehor Community Library
Basehor, Kansas

Report on Financial Statements

We have audited the accompanying fund summary statement of regulatory basis receipts, expenditures, and unencumbered cash balances of Basehor Community Library (the municipality), as of and for the year ended December 31, 2018 and the related notes to the financial statement.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of this financial statement in accordance with the *Kansas Municipal Audit and Accounting Guide* as described in Note C to meet the financial reporting requirements of the State of Kansas; this includes determining that the regulatory basis of accounting is an acceptable basis for the preparation of the financial statement in the circumstances. Management is also responsible for the design, implementation and maintenance of internal control relevant to the preparation and fair presentation of the financial statement that is free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on the financial statement based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America, and the *Kansas Municipal Audit and Accounting Guide*. Those standards require we plan and perform the audit to obtain reasonable assurance about whether the financial statement is free of material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statement. The procedures selected depend on auditor's judgment, including the assessment of the risks of material misstatement of the financial statement, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statement in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal controls. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statement.

We believe that the audit evidence have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Basis for Adverse Opinion on U.S. Generally Accepted Accounting Principles

As described in Note C of the financial statement, the financial statement is prepared by Basehor Community Library to meet the requirements of the State of Kansas on the basis of the financial reporting provisions of the *Kansas Municipal Audit and Accounting Guide*, which is a basis of accounting other than accounting principles generally accepted in the United States of America.

The effects on the financial statement of the variances between the regulatory basis of accounting described in Note C and accounting principles generally accepted in the United States of America, although not reasonably determinable, are presumed to be material.

Adverse Opinion on U.S. Generally Accepted accounting Principles

In our opinion, because of the significance of the matter discussed in the "Basis of Adverse Opinion on U.S. Generally Accepted Accounting Principles" paragraph, the financial statement referred to above does not present fairly, in conformity with accounting principles generally accepted in the United States of America, the financial position of Basehor Community Library as of December 31, 2018, or changes in financial position and cash flows thereof for the year then ended.

Opinion on Regulatory Basis of Accounting

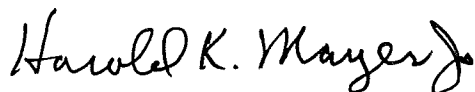
In our opinion, the financial statement referred to above presents fairly, in all material respects, the aggregate cash and unencumbered cash balance of Basehor Community Library as of December 31, 2018, and the aggregate receipts and expenditures for the year then ended in accordance with the financial reporting provisions of the *Kansas Municipal Audit and Accounting Guide* described in Note C.

Report on Supplementary Information

Our audit was conducted for forming an opinion on the fund summary statement of regulatory basis receipts, expenditures, and unencumbered cash balances (basic financial statement) as a whole. The summary of regulatory basis expenditure-actual and budget and the individual fund schedules of regulatory basis receipts and expenditures-actual and budget (Schedules 1 and 2 as listed in the table of contents) are presented for analysis and are not a required part of the basic financial statement, however are required to be presented under the provisions of the *Kansas Municipal Audit and Accounting Guide*. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statement. The information has been subjected to the auditing procedures applied in the audit of the basic financial statement and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statement or to the basic financial statement itself, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated in all material respects in relation to the basic financial statement as a whole, on the basis of accounting described in Note C.

Prior Year Comparative

We also previously audited, in accordance with auditing standards generally accepted in the United States of America, the basic financial statements of Basehor Community Library as of and for the year ended December 31, 2017 (not presented herein), and have issued our report August 22, 2018, which contained an unmodified opinion on the basic financial statement. The 2017 basic financial statements and accompanying report are not presented herein, but available in electronic form from the web site of the Kansas Department of Administration at the following link <http://www.admin.ks.gov/offices//chief-financial-officer/municipal-services>. The 2017 actual column (2018 comparative information) presented in the individual fund schedules of regulatory basis receipts and expenditures – actual and budget for the year ended December 31, 2018 (Schedule 2 as listed in the table of contents) is presented for purposes of additional analysis and is not required part of the basic financial statement. Such 2017 comparative information is the responsibility of managements and was derived from and relates directly to the underlying accounting and other records used to prepare the 2017 basic financial statement. The 2017 comparative information was subjected to the auditing procedures applied in the audit of the 2017 basic financial statement and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the 2017 basic financial statement or to the basic financial statements itself, and other additional procedure in accordance with auditing standards generally accepted in the United States of America. In our opinion, the 2017 comparative information is fairly stated in all material respects in relation to the 2017 basic financial statements as a whole, on the basis of accounting described in Note C.



Harold K Mayes Jr CPA
Agler & Gaeddert, Chartered
Ottawa, Kansas
August 2, 2019

BASEHOR COMMUNITY LIBRARY

**SUMMARY STATEMENT OF RECEIPTS, EXPENDITURES
AND UNENCUMBERED CASH
REGULATORY BASIS
For the Year Ended December 31, 2018**

	<u>Beginning Unencumbered Cash Balance</u>	<u>Prior Year Cancelled Encumbrances</u>	<u>Receipts</u>
General Fund			
General fund	\$ 97,731	\$ 0	\$ 892,147
Special Purpose Funds			
Non-tax fund	20,112	0	1,911
Capital Improvement fund	316,495	0	85,006
Bond and Interest			
Bond and Interest	<u>50,426</u>	<u>0</u>	<u>191,324</u>
	\$ <u><u>484,764</u></u>	\$ <u><u>0</u></u>	\$ <u><u>1,170,388</u></u>

The accompanying notes are an integral part of this statement.

Statement 1

<u>Expenditures</u>	<u>Ending Unencumbered Cash Balance</u>	<u>Add Encumbrances and Accounts Payable</u>	<u>Ending Cash Balance</u>
\$ 863,608	\$ 126,270	\$ 0	\$ 126,270
286	21,737	0	21,737
11,052	390,449	0	390,449
<u>189,415</u>	<u>52,335</u>	<u>0</u>	<u>52,335</u>
\$ <u><u>1,064,361</u></u>	\$ <u><u>590,791</u></u>	\$ <u><u>0</u></u>	\$ <u><u>590,791</u></u>

Composition of cash:

Interest-bearing transaction accounts	\$ 254,917
Certificates of deposit	335,524
Petty Cash	<u>350</u>
	\$ <u><u>590,791</u></u>

The accompanying notes are an integral part of this statement.

BASEHOR COMMUNITY LIBRARY
NOTES TO FINANCIAL STATEMENT
December 31, 2018

NOTE A. MUNICIPAL REPORTING ENTITY

Basehor Community Library operates under a seven-member form of government, which is elected by qualified voters of Library District #2, County of Leavenworth, and State of Kansas. Basehor Community Library is a separately administered organization that is dependent on Leavenworth County for the levy of the library tax. The Library adopts the annual budget. This financial statement presents Basehor Community Library (the municipality).

The scope of the entity for financial reporting purposes is defined as those funds for which the Library is considered financially accountable. The Library's financial statements include all of the Library's operations. The Library has one related municipal entity, which is the Friends of the Library however; this report only includes the Library and no related municipal entities.

The Friends of the Library has been omitted from the accompanying financial statements. The Friends of the Library is a not for profit corporation which provides funding to the Library for projects which are generally outside of the routine operations of the Library. The Friends of the Library exists for the express purpose of encouragement and support of Basehor Community Library and to invest and disburse monies for the use and benefit of the Library. The Friends of the Library is governed by a separate Board, which operates independently of Basehor Community Library.

NOTE B. REGULATORY BASIS FUND TYPES

The accounts of the Library are organized and operated on the basis of funds. A fund is defined as an independent fiscal and accounting entity with a self-balancing set of accounts. Fund accounting segregates funds according to their intended purpose and is used to aid management in demonstrating compliance with finance-related legal and contractual provisions. The Library potential could have the following types of funds.

General Fund – the chief operating fund. Used to account for all resources except those required to be accounted for in another fund.

Special Purpose Funds – used to account for the proceeds of specific tax levies and other specific revenues sources (other than Capital Project and tax levies for long-term debt) that are intended for specific purposes.

Bond and Interest Fund – used to account for the accumulation of resources, including tax levies, transfers from other funds and used to make payments of general long-term debt.

Capital Project Fund – used to account for the debt proceeds and other financial resources to be used for acquisition or construction of major capital facilities or equipment. The Library does not have any funds of this type.

Business Fund – funds financed in whole or part by fees charged to users of goods or services (i.e. enterprise and internal service funds etc.). The Library does not have any funds of this type.

Trust Fund – funds used to report assets held in trust for the benefit of the municipal financial reporting entity (i.e. pension funds, investment trust funds, private purpose trust funds, which benefit the municipality reporting entity scholarship funds, etc.). The Library does not have any funds of this type.

Agency Fund – funds used to report assets held by the municipal reporting entity in purely a custodial capacity (payroll clearing fund, county tax collection accounts, etc.). The Library does not have any funds of this type.

BASEHOR COMMUNITY LIBRARY
NOTES TO FINANCIAL STATEMENT
December 31, 2018

NOTE C. BASIS OF ACCOUNTING

Statutory Basis of Accounting – The statutory basis of accounting, as used in the preparation of these statutory basis financial statements, is designed to demonstrate compliance with the cash basis and budget laws of the State of Kansas. Cash receipts are recognized when the cash balance of a fund is increased. Expenditures include disbursements, account payable, and encumbrances. Encumbrances are commitments related to unperformed (executor) contracts for goods and services, and are usually evidenced by a purchase order or written contract. For an interfund transaction, a cash receipt is recorded in the fund receiving cash from another fund, and expenditure would be charged in the fund from which the transfer is made.

The Library has approved a resolution that is in compliance with K.S.A. 75-1120a(c), waiving the requirement for application of generally accepted accounting principles and allowing the Library to use the statutory basis of accounting.

Departure from Accounting Principles Generally Accepted in the United States of America - The basis of accounting described above results in a financial statement presentation, which shows cash receipts, cash disbursements, cash and unencumbered cash balances, and expenditures compared to budget. Balance sheets that would have shown non-cash assets such as receivables, inventories and prepaid expense, liabilities such as deferred revenue and matured principal and interest payable, and reservations of the fund balance are not presented. Under generally accepted accounting principles in the United States of America, encumbrances are only recognized as a reservation of fund balance; encumbrances outstanding at year-end do not constitute expenditures or liabilities. Consequently, the expenditures as reported do not present the cost of goods and services received during the fiscal year in accordance with generally accepted accounting principles. Purchases of land, buildings and equipment owned by the Library are expensed in the year of purchase rather than capitalized and depreciated as required by generally accepted accounting principles. Capital assets that account for the land, buildings and equipment owned by the Library are not presented in the financial statements. In addition, long-term debt such as general obligation bonds, revenue bonds, temporary notes, and compensated absences are not presented in the financial statements.

NOTE D. BUDGETARY INFORMATION

Kansas statutes require that an annual operating budget be legally adopted for the general fund, special purpose funds (unless specifically exempted by statute), bond and interest funds, and business funds. Although directory rather than mandatory, the statutes provide for the following sequence and timetable in the adoption of the legal annual operating budget:

1. Preparation of the budget for the succeeding calendar year on or before August 1st.
2. Publication in local newspaper of the proposed budget and notice of public hearing on the budget on or before August 5th.
3. Public hearing on or before August 15th, but at least ten days after publication of notice of hearing.
4. Adoption of the final budget on or before August 25th.

The statutes allow the governing body to increase the originally adopted budget for previously unbudgeted increases in revenue other than ad valorem property taxes. To do this, a notice of public hearing to amend the budget must be published in the local newspaper. At least ten days after publication the hearing may be held and the governing body may amend the budget at that time. There were no such amendments for the year ended December 31, 2017.

The statutes permit transferring budgeted amounts between line items within an individual fund. However, such statutes prohibit expenditures in excess of the total amount of the adopted budget of expenditures of individual funds. Budget comparison schedules are presented for each fund showing actual receipts and expenditures compared to legally budgeted receipts and expenditures.

BASEHOR COMMUNITY LIBRARY

NOTES TO FINANCIAL STATEMENT

December 31, 2018

NOTE D. BUDGETARY INFORMATION - continued

All legal annual operating budgets are prepared using the regulatory basis of accounting in which revenues are recognized when cash is received and expenditures include disbursements, accounts payable, and encumbrances, with disbursements being adjusted for prior year's accounts payable and encumbrances. Encumbrances are commitments by the municipality for future payments and are supported by a document evidencing the commitment, such as a purchase order or contract. Any unused budgeted expenditure authority lapses at year-end.

A legal operating budget is not required for the following special revenue funds:

Non-Tax Fund

Capital Improvement

Spending in funds which are not subject to the legal annual operating budget requirements is controlled by federal regulations, other statutes, or by the use of internal spending limits established by the governing board.

NOTE E. CASH AND INVESTMENTS

K.S.A. 9-1401 establishes the depositories which may be used by the Library. The statute requires bank eligible to hold the Library's funds have a main or branch bank in the county in which the Library is located, or in an adjoining county if such institution has been designated as an official depository, and the banks provide an acceptable rate of return on funds. In addition, K.S.A. 9-1402 requires the banks to pledge securities for deposits in excess of FDIC coverage. The Library has no other policies that would further limit interest rate risk.

K.S.A. 12-1675 limits the Library's investment of idle funds to time deposits, open accounts, and certificates of deposit with allowable financial institution; U.S. government securities, temporary notes; no-fund warrants; repurchase agreements; and the Kansas Municipal Investment Pool. The Library has no investment policy that would further limit its investment choices.

Concentration of credit risk – State statutes place no limit on the amount the Library may invest in any one issuer as long as the investments are adequately secured under K.S.A. 9-1402 and 9-1405. The Library was invested only in interest bearing bank accounts and certificates of deposit as of December 31, 2018.

Custodial credit risk – Deposits: Custodial credit risk is the risk that in the event of a bank failure, the Library's deposits may not be returned to it. State statutes require the Library's deposits in financial institutions be entirely covered by federal depository insurance or by collateral held under a joint custody receipt issued by a bank within the State of Kansas, the Federal Reserve Bank of Kansas City or the Federal Home Loan Bank of Topeka, except during designated "peak periods" when required coverage is 50%. There were no designated "peak periods" for year ended December 31, 2018. All deposits were legally secured at December 31, 2018.

At December 31, 2018, the carrying amount of the Library's deposits, including certificates of deposit and petty cash, was \$590,791 and the bank balance was \$617,085. The difference between carrying amount and bank balance is outstanding checks and deposits in transit. Of the bank balance, \$521,737 was covered by FDIC insurance and \$95,348 was covered by pledged securities in the name of the Library.

Custodial credit risk – investments: For an investment, this is the risk that, in the event of the failure of the issuer or counterparty, the Library will not be able to recover the value of its investments or collateral securities that are in the possession of an outside party. State statutes require investments be adequately secured. The Library had no such investments at year-end.

BASEHOR COMMUNITY LIBRARY

NOTES TO FINANCIAL STATEMENT

December 31, 2018

NOTE F. LONG-TERM DEBT

<u>Issue</u>	<u>Interest Rate</u>	<u>Date of Issue</u>	<u>Amount of Issue</u>	<u>Date of Final Maturity</u>		
General obligation bonds:						
Series 2006	4.75-5.00%	2006	\$ 2,990,000	3/1/2036		
<u>Issue</u>	<u>Balance Beginning of Year</u>	<u>Additions</u>	<u>Reductions/ Payments</u>	<u>Net Change</u>	<u>Balance End of Year</u>	<u>Interest Paid</u>
General obligation bonds:						
Series 2006	\$ <u>2,700,000</u>	\$ <u>0</u>	\$ <u>60,000</u>	\$ <u>(60,000)</u>	\$ <u>2,640,000</u>	\$ <u>129,415</u>

Current maturities of long-term debt and interest for the next five years and in five year increments through maturity are as follows:

	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>	<u>2024-2028</u>
Principal:						
General obligation bonds	\$ 65,000	\$ 70,000	\$ 80,000	\$ 85,000	\$ 95,000	\$ 625,000
Interest:						
General obligation bonds	<u>126,290</u>	<u>122,915</u>	<u>119,165</u>	<u>115,040</u>	<u>110,659</u>	<u>472,471</u>
Total principal and interest	\$ <u>191,290</u>	\$ <u>192,915</u>	\$ <u>199,165</u>	\$ <u>200,040</u>	\$ <u>205,659</u>	\$ <u>1,097,471</u>
	<u>2029-2033</u>	<u>2034-2036</u>	<u>Total</u>			
Principal:						
General obligation bonds	\$ 905,000	\$ 715,000	\$ 2,640,000			
Interest:						
General obligation bonds	<u>289,909</u>	<u>53,471</u>	<u>1,409,920</u>			
Total principal and interest	\$ <u>1,194,909</u>	\$ <u>768,471</u>	\$ <u>4,049,920</u>			

NOTE G. INTERFUND TRANSFERS

Operating transfers were as follows:

<u>Transfers from:</u>	<u>Transfers to:</u>	<u>Statutory Authority</u>	<u>Amount</u>
General Fund	Capital Improvement	K.S.A. 12-198	\$ 80,000

BASEHOR COMMUNITY LIBRARY
NOTES TO FINANCIAL STATEMENT
December 31, 2018

NOTE H. OTHER LONG-TERM OBLIGATIONS FROM OPEARTIONS

Other Post Employment Benefits:

As provided by K.S.A. 12-5040, the Library allows retirees to participate in the group health insurance plan. While each retiree pays the full amount of the applicable premium, conceptually, the Library is subsidizing the retiree's health insurance plan because each participant is charged a level of premium regardless of age. However, the cost of this subsidy has not been qualified in this financial statement.

Compensated Absences:

Full-time employees (over 35 hours per week) will receive eighty (80) hours of vacation beginning their first year of employment, one hundred and twenty (120) hours after five years, and one hundred and sixty (160) hours after ten years. Part-time employees will receive vacation based upon the following: first year of employment under 10 hours per week worked no vacation, 11 to 20 hours per week 18 hours vacation per year, 21 to 35 hours per week 30 hours vacation per year. After 5 years of employment for part-time employees who work 11 to 20 hours per week earn 36 hours vacation per year and 21 to 35 hours worked per week earn 60 hours vacation per year. After 10 years of employment for part-time employees who work 11 to 20 hours per week earn 54 hours vacation per year and 21 to 35 hours worked per week earn 90 hours vacation per year.

Full-time employees earn sick leave at the rate of one day per month and can accrue up to 24 days. Part-time employees working 20 hours or more per week earn 4 hours per month and may accrue up to 48 hours. Accrued sick leave is forfeited upon termination of employment so no accrual has been calculated.

Operating Leases:

The Library has entered into lease agreements for the use of copying equipment. The future minimum payments on these leases are as follows:

Future Minimum Payments

	2019	2020	2021	2022	2023	Total
C8405H	\$ 2,423	\$ 2,422	\$ 2,423	\$ 2,422	\$ 606	\$ 10,296
C3003SP	372	0	0	0	0	372
	<u>\$ 372</u>	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 2,422</u>	<u>\$ 606</u>	<u>\$ 10,668</u>

Rental expense for copying equipment under these operating leases was \$3,988 for the year ended December 31, 2018.

Maintenance agreement: Beginning April 16, 2016, the Library has entered into a three year pre-paid maintenance agreement with 3M Library Systems for their self check computers and software.

Death and Disability Other Post Employment Benefits:

As provided by K.S.A. 74-4927, disabled members in Kansas Public Employees Retirement System (KPERS) receive long-term disability benefits and life insurance benefits. The plan is administered through a trust held by KPERS that is funded to pay annual benefits payments. The employer contribution rate is set at 1% for the year ended June 30, 2019.

NOTE I. DEFINED BENEFIT PENSION PLAN

Plan description. The City participates in the Kansas Public Employees Retirement System (KPERS), a cost-sharing multiple-employer defined benefit pension plan as provided by K.S.A. 74-4901, et. seq. Kansas law establishes and amends benefit provisions. KPERS issues a publically available financial report that includes financial statements and required supplementary information. KPERS' financial statements are included in its Comprehensive Annual Financial Report which can be found on the KPERS website at www.kpers.org or by writing to KPERS (611 South Kansas, Suite 100, Topeka, KS 66603) or by calling 1-888-275-5737.

BASEHOR COMMUNITY LIBRARY

NOTES TO FINANCIAL STATEMENT

December 31, 2018

NOTE I. DEFINED BENEFIT PENSION PLAN – continued

Contributions - KSA 74-4919 and K.S.A. 74-49,210 establish the KPERS member-employee contribution rates. KPERS has multiple benefit structures and contribution rates depending on whether the employee is a KPERS 1, KPERS 2 or KPERS 3 member. KPERS 1 members are active and contributing members hired before July 1, 2009. KPERS 2 members were first employed in a covered position on or after July 1, 2009, and KPERS 3 members were first employed in a covered position on or after January 1, 2015. Effective January 1, 2015 Kansas law established the KPERS member-employee contribution rate at 6% of covered salary for KPERS 1, KPERS 2, and KPERS 3 members. Member contributions are withheld by their employer and paid to KPERS according to the provisions of Section 414(h) of the Internal Revenue Code.

State law provides that the employer contribution rates for KPERS 1 and KPERS 2 and KPERS 3 be determined based on the results of each annual actuarial valuation. Kansas law sets a limitation on annual increases in the employer contribution rates. The actuarially determined employer contribution rate (not including the 1% contribution rate for the Death and Disability Program) and the statutory contribution rate was 8.39% for the fiscal year ended December 31, 2018. Contributions to the pension plan from the City were \$35,168 for the year ended December 31, 2018.

Net Pension Liability

At December 31, 2018, the City's proportionate share of the collective net pension liability reported to KPERS was \$257,712. The net pension liability was measured as of June 30, 2018, and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of December 31, 2017, which was rolled forward to June 30, 2018. The City's proportion of the net pension liability was based on the ratio of the City's contributions to KPERS, relative to the total employer and non-employer contributions of the Local subgroup within KPERS. Since the KMAAG regulatory basis accounting does not recognize long-term debt, this liability is not reported in these financial statements.

The complete actuarial valuation report including all actuarial assumptions and methods, and the report on allocation of the KPERS collective net pension liability to all participating employers are publicly available on the website at www.kpers.org or can be obtained as described above.

NOTE J. RISK MANAGEMENT

The Library is exposed to various risks of loss related to torts; theft of, damage to and destruction of assets; errors and omissions; and natural disasters for which the Library carries commercial insurance. Settlement of claims has not exceeded commercial insurance coverage in any of the last three fiscal years.

NOTE K. OTHER INFORMATION

Deferred Compensation Plan: The Library offers its employees a deferred compensation plan created in accordance with Internal Revenue Code Section 457. The Plans, available to all Library employees, permits them to defer a portion of their salary until future years. The Library does not contribute. The deferred compensation is not available to employees until termination, retirement, death or unforeseeable emergency. Investments are managed by the plan trustees under one of various pools of investment options offered by Security Benefit Inc.

Reimbursed Expenses: The Library records reimbursable expenditures in the fund that makes the disbursement and records reimbursements as revenue to the funds. Advertising costs are expensed in the year incurred and do not have any significant benefit to succeeding years.

Compliance with Kansas Statutes: References made herein to the statutes are not intended as interpretations of law, but are offered for consideration of the State Director of Accounts and Reports and interpretation by the legal representative of the municipality. The Library did not have any violations for year ended December 31, 2018.

BASEHOR COMMUNITY LIBRARY

NOTES TO FINANCIAL STATEMENT

December 31, 2018

NOTE K. OTHER INFORMATION – continued

Subsequent Events: The date to which events occurring after December 31, 2018, the date of the most recent Summary of Cash Receipts, Expenditures and Unencumbered Cash have been evaluated for possible adjustments to the financial statements or disclosure is August 2, 2019 which is the date on which the financial statements were available to be issued. Management is not aware of any material subsequent events which need to be disclosed.

REGULATORY BASIS
SUPPLEMENTARY INFORMATION

BASEHOR COMMUNITY LIBRARY**Schedule 1**

SUMMARY OF EXPENDITURES - ACTUAL AND BUDGET
REGULATORY BASIS
(Budgeted Funds Only)
For the Year Ended December 31, 2018

<u>Governmental Type Funds</u>	<u>Certified Budget</u>	<u>Adjustment for Qualifying Budget Credits</u>	<u>Total Budget for Comparison</u>	<u>Expenditures Chargeable to Current Year</u>	<u>Variance Over (Under)</u>
General Fund					
General fund	\$ 880,982	\$ 0	\$ 880,982	\$ 863,608	\$ (17,374)
Bond and Interest					
Bond and interest	189,415	0	189,415	189,415	0

See Independent Auditor's Report.

BASEHOR COMMUNITY LIBRARY

Schedule 2a

GENERAL FUNDS
GENERAL FUND
SCHEDULE OF RECEIPTS AND EXPENDITURES - ACTUAL AND BUDGET
REGULATORY BASIS
For the Year Ended December 31, 2018
(With Comparative Actual Totals for the Year Ended December 31, 2017)

		2018		Variance
	2017	Actual	Budget	Over (Under)
Cash receipts				
Taxes				
Ad valorem property tax	\$ 665,388	\$ 717,145	\$ 713,453	\$ 3,692
Back tax	13,134	5,202	0	5,202
Motor vehicle tax	106,544	113,435	99,047	14,388
Recreational Vehicle Tax	1,761	1,880	1,655	225
16/20M Vehicle Tax	1,015	1,214	1,067	147
Commercial Vehicle Tax	3,017	2,877	2,954	(77)
Watercraft	773	799	807	(8)
NEKLS Grant	500	4,700	0	4,700
State grant	4,911	5,154	0	5,154
E-rate	1,199	6,521	0	6,521
Interest	1,813	4,427	0	4,427
Donations	2,887	4,950	0	4,950
Miscellaneous	25,415	23,843	0	23,843
Total cash receipts	828,357	892,147	818,983	73,164
Expenditures				
Salaries	\$ 370,129	\$ 374,803	\$ 857,139	\$ (482,336)
Materials	123,780	112,876	0	112,876
Legal and financial	5,279	5,404	0	5,404
Technology	34,316	28,447	0	28,447
Library Operations				
Programs	19,939	20,582	0	20,582
Supplies	7,937	6,421	0	6,421
Utilities	33,737	36,406	0	36,406
Employee Benefits	104,613	122,755	0	122,755
Building Programs	55,583	45,747	0	45,747
Continuing Education	6,228	4,796	0	4,796
Miscellaneous	6,132	7,883	0	7,883
Advertising	2,274	1,837	0	1,837
Postage	2,897	2,889	0	2,889
Furniture & Equipment	13,786	10,962	0	10,962
Humanities Council	1,800	1,800	0	1,800
Transfers Out	34,991	80,000	0	80,000
Legal fund budget & expenditures	823,421	863,608	857,139	6,469
Adjustments for qualifying budget credits	0	0	23,843	(23,843)
Total Expenditures after Adjustment	823,421	863,608	880,982	(17,374)
Receipts over (under) expenditures	4,936	28,539		
Unencumbered cash, beginning of year	92,796	97,731		
Unencumbered cash, end of year	\$ 97,731	\$ 126,270		

See Independent Auditor's Report.

BASEHOR COMMUNITY LIBRARY**Schedule 2b**

SPECIAL PURPOSE FUNDS

NON-TAX FUND

SCHEDULE OF RECEIPTS AND EXPENDITURES - ACTUAL

REGULATORY BASIS

For the Year Ended December 31, 2018

(With Comparative Actual Totals for the Year Ended December 31, 2017)

	<u>2017</u>	<u>2018</u>
Cash receipts		
Donations	\$ 2,706	\$ 1,748
Miscellaneous	524	163
Transfer in	200	0
	<u>3,430</u>	<u>1,911</u>
Total cash receipts		
	<u>3,430</u>	<u>1,911</u>
Expenditures		
Building & Grounds Maintenance	740	0
Programs	1,679	0
Team building	52	277
Miscellaneous	76	9
	<u>2,547</u>	<u>286</u>
Total expenditures		
	<u>2,547</u>	<u>286</u>
Receipts over (under) expenditures	883	1,625
Unencumbered cash, beginning of year	<u>19,229</u>	<u>20,112</u>
Unencumbered cash, end of year	\$ <u><u>20,112</u></u>	\$ <u><u>21,737</u></u>

See Independent Auditor's Report.

BASEHOR COMMUNITY LIBRARY**Schedule 2c**

SPECIAL PURPOSE FUNDS
CAPITAL IMPROVEMENT FUND
SCHEDULE OF RECEIPTS AND EXPENDITURES - ACTUAL
REGULATORY BASIS
For the Year Ended December 31, 2018
(With Comparative Actual Totals for the Year Ended December 31, 2017)

	<u>2017</u>		<u>2018</u>
Cash receipts			
Interest	3,253	\$	5,006
Transfers In	\$ 34,791		80,000
	<u>38,044</u>		<u>85,006</u>
Total cash receipts			
	<u>38,044</u>		<u>85,006</u>
Expenditures			
Building Maintenance	8,258		0
Remodeling	3,121		11,052
	<u>11,379</u>		<u>11,052</u>
Total expenditures			
	<u>11,379</u>		<u>11,052</u>
Receipts over (under) expenditures	<u>26,665</u>		<u>73,954</u>
Unencumbered cash, beginning of year	<u>289,830</u>		<u>316,495</u>
Unencumbered cash, end of year	\$ <u><u>316,495</u></u>	\$	<u><u>390,449</u></u>

See Independent Auditor's Report.

BASEHOR COMMUNITY LIBRARY

Schedule 2d

BOND AND INTEREST FUNDS
BOND AND INTEREST
SCHEDULE OF RECEIPTS AND EXPENDITURES - ACTUAL AND BUDGET
REGULATORY BASIS
For the Year Ended December 31, 2018
(With Comparative Actual Totals for the Year Ended December 31, 2017)

			2018		Variance Over Under
	2017	Actual	Budget		(Under)
Cash receipts					
Taxes					
Ad valorem property tax	\$ 150,963	\$ 162,586	\$ 165,640	\$	(3,054)
Back tax	3,367	649	0		649
Motor vehicle	26,185	25,821	22,482		3,339
Recreational vehicle tax	432	428	376		52
16/20M vehicle tax	272	298	242		56
Commercial vehicle tax	746	1,246	670		576
Watercraft	189	181	183		(2)
Interest	103	115	0		115
Total cash receipts	182,257	191,324	\$ 189,593	\$	1,731
Expenditures					
Principal	50,000	60,000	\$ 60,000	\$	0
Interest	132,165	129,415	129,415		0
Total expenditures	182,165	189,415	\$ 189,415	\$	0
Receipts over (under) expenditures	92	1,909			
Unencumbered cash, beginning of year	50,334	50,426			
Unencumbered cash, end of year	\$ 50,426	\$ 52,335			

See Independent Auditor's Report.