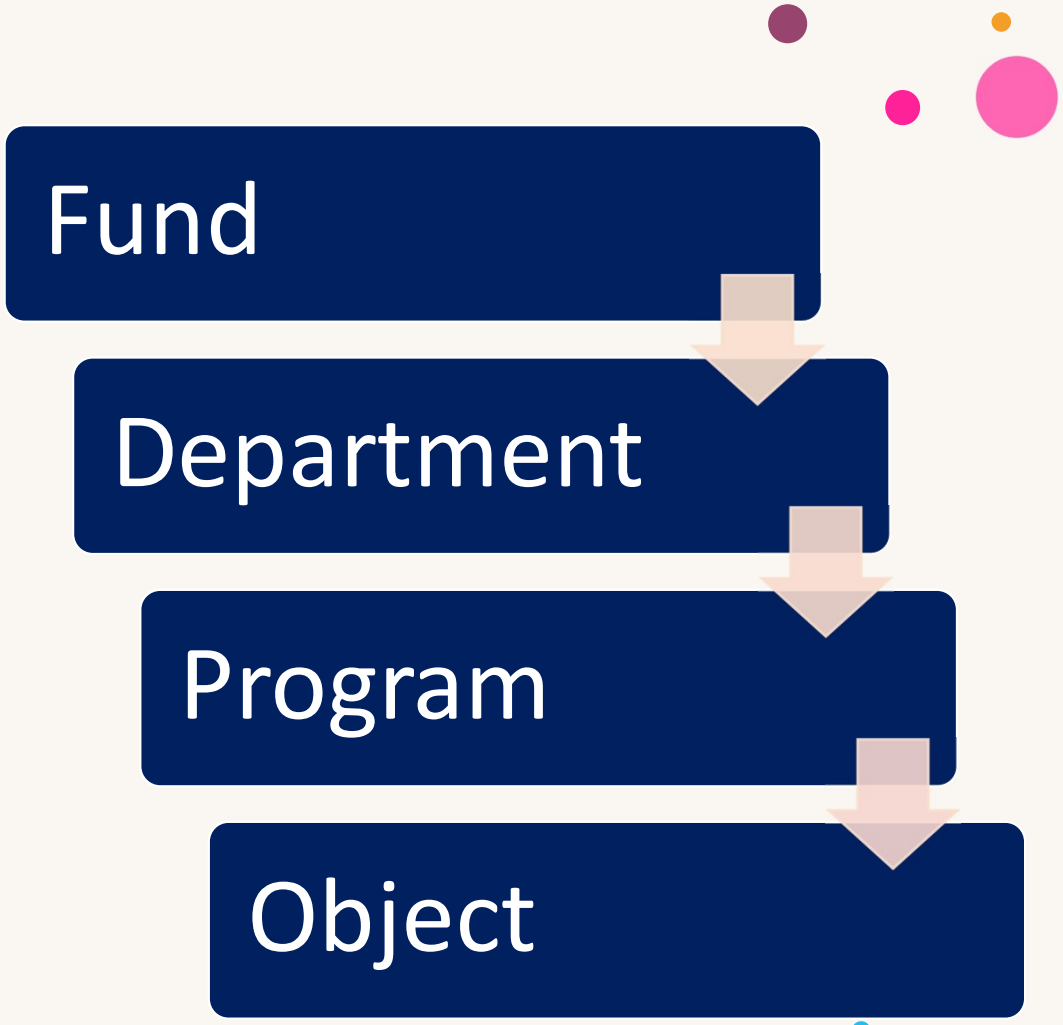
Governmental Accounting

At the beginning there were FUNDS!

Governmental Accounting

- Library Chart of Account Structure
- Accounting Transactions
- Reports & Statements
- General Maintenance
- Annual Report and Audit
- My Library's Story!

Account Structure



Fund

Governmental Funds

General

Special Revenue

Coronavirus Relief Fund

Debt Service

Capital Projects

Permanent

Proprietary Funds

Enterprise

Internal Service

Fiduciary Funds

Custodial

Investment Trust

Private-Purpose Trust

Departments/Locations

Locations

- Location of branches

Departments

- Administrative
- Children's Services
- Adult Services
- Facilities
- Information Services

Programs

Revenue

- Property and Other Local Taxes
- Intergovernmental
- Patron Fines & Fees
- Services Provided to Other Entities
- Contributions, Gifts, and Donations
- Earnings on Investments
- Miscellaneous
- Other Financing

Expense

- Public Service & Programs
- Collection Development & Processing
- Facilities Operation & Maintenance
- Information Services
- Business Administration
- Self-Insurance
- Capital Outlay
- Debt Service
- Transfers/Advances
- Contingencies
- Other Financing Uses

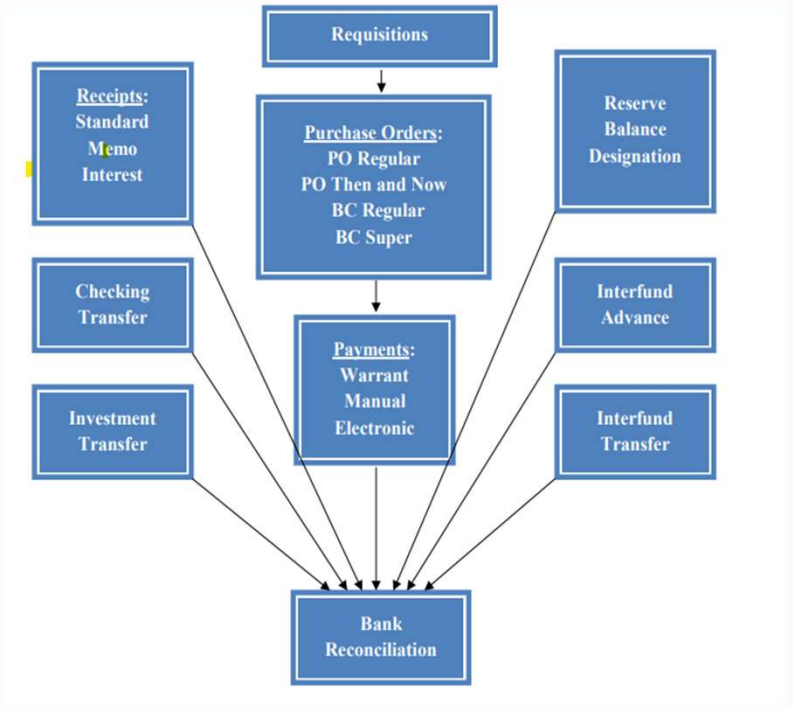
Revenue Codes

Property and Other Taxes	Intergovernmental	Patron Fines and Fees	Services Provided to Other Entities
Contributions, Gifts, and Donations	Earnings on Investments	Mscellaneous	Other Financing Sources

Appropriation Objects Codes

- Salaries
- Employee Fringe Benefits
- Purchased and Contracted Services
- Library Materials and Information
- Supplies
- Other
- Capital Outlay
- Debt Service
- Other Financing Sources

Transactions



Ohio Auditor of State, 2022

Requistions

- Regular Purchase Orders
  - Specific purchase of merchandise or services is required
- Purchase Order Then and Now
  - Prior certification of funds by the fiscal officer was not obtained before the contract or order involving the expenditure was made.
- BC Regular
  - A BC regular cannot be more than the unencumbered balance in an appropriation account and expiration must be in current year.
- BC Super
  - A BC Super can be open for any amount and through the end of the year. Limited to permitted purposes: per AOS Bulletin 98-004.
- PO Maintenance Options: Adjust (Increase/Decrease), Open/Close, Adjust

Payments

Warrants

Manual

Electronic – EFT/ACH

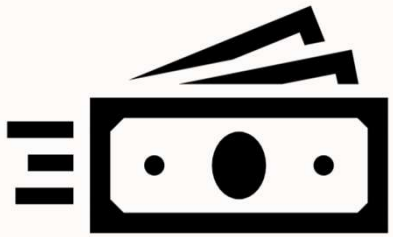
Receipts and Bank Transfers

Receipts

- Standard
- Memo
- Interest

Transfer

- Checking Transfer
- Investment Transfer

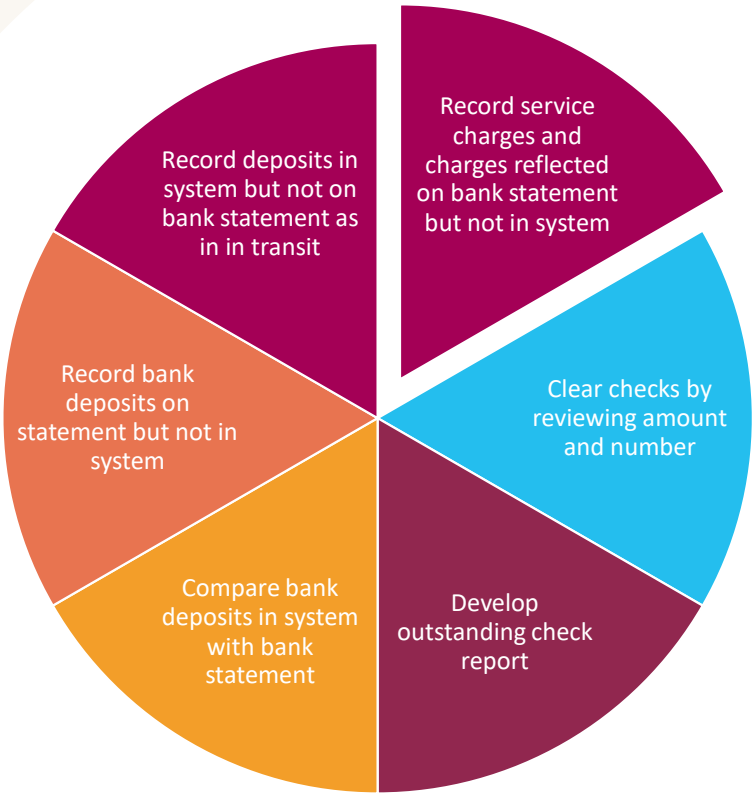


Reserve Balance & Interfund Transactions

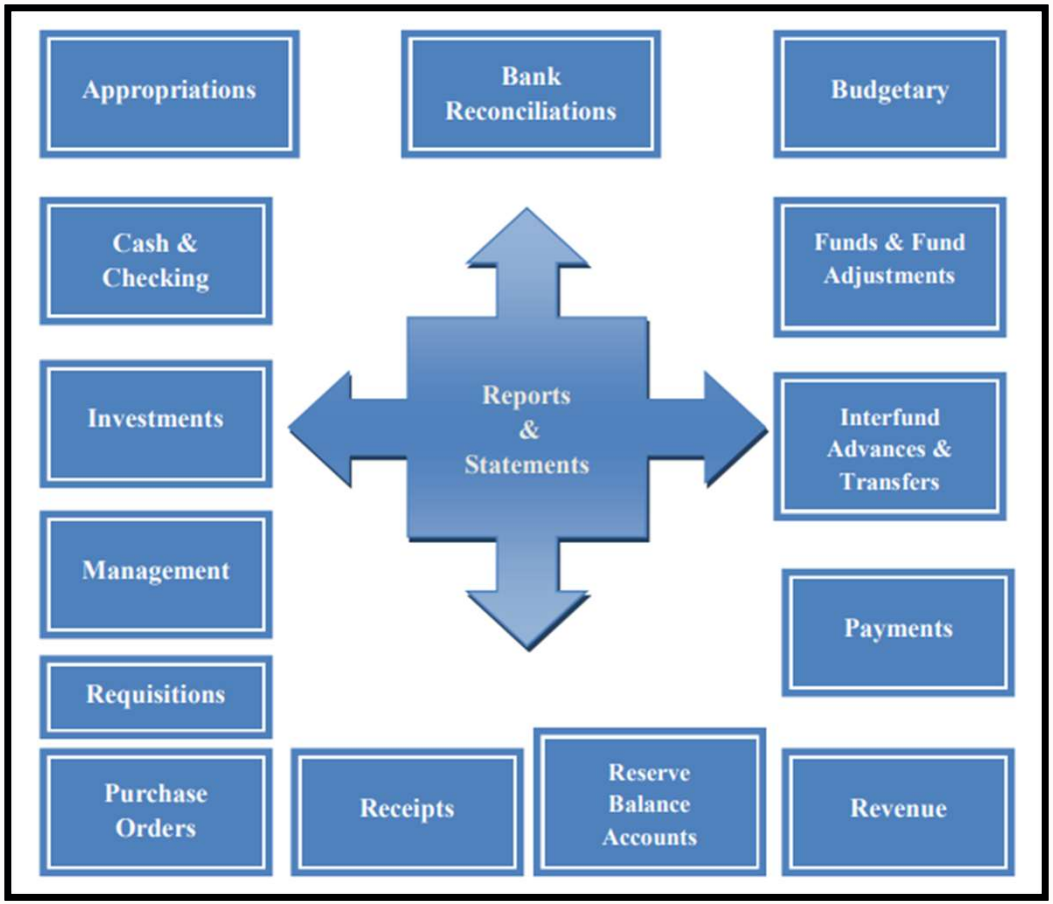
- **Reserve Balance Designation**
  - A reserve valance designation increases or decreases the amount of money designated to particular balance account from one or more selected funds.

- **Interfund Advances**
  - Advances are temporary loans to other funds which are ultimately going to be repaid.
    - Require board/legislative approval
    - Estimated date of repayment established
- **Interfund Transfers**
  - Transfers are intended to permanently reallocate money from one fund to another.
    - Requires Appropriation
    - Amended Official Certificate

Bank Reconciliation



Reports



Ohio Auditor of State, 2022

Monthly Financials

- **Cash Statements**
  - MTD & YTD Cash Balances
  - What story does this tell? When Reviewing cash from the beginning of 2023 and April of 2025?

MIDPOINTE LIBRARY SYSTEM
STATEMENT OF CASH POSITION
JANUARY 2023

FUND	DESCRIPTION	BEGINNING BALANCE	MONTH-TO-DATE RECEIPTS	MONTH-TO-DATE EXPENSES	UNEXPENDED BALANCE	ENCUMBRANCES	UNENCUMBERED BALANCE
101	GENERAL FUND	0.00	656,152.84	748,826.03	9,222,150.65	3,625,345.87	5,596,804.78
401	CAPITAL IMPROVEMENT FUND	0.00	0.00	129,761.53	7,833,336.15	703,893.20	7,129,442.95
704	DOUGLAS J BEAN PROGRESS FUND	0.00	1.33	0.00	2,373.53	0.00	2,373.53
705	ROTHWELL FUND	0.00	19.48	0.00	34,817.57	0.00	34,817.57
Grand Total		**0.00**	**656,173.65**	**878,587.56**	**17,092,677.90**	**4,329,239.07**	**12,763,438.83**

MIDPOINTE LIBRARY SYSTEM
STATEMENT OF CASH POSITION
YEAR-TO-DATE
APRIL 2025

FUND	DESCRIPTION	BEGINNING BALANCE	YEAR-TO-DATE REVENUE	YEAR-TO-DATE EXPENSE	UNEXPENDED BALANCE	ENCUMBRANCES	UNENCUMBERED BALANCE
101	GENERAL FUND	5,790,683.20	4,001,460.51	3,675,409.59	6,116,734.12	2,664,700.05	3,452,034.07
401	CAPITAL IMPROVEMENT FUND	4,740,488.60	0.00	2,854,856.09	1,885,632.51	1,440,041.65	445,590.86
705	ROTHWELL FUND	35,269.39	44.55	0.00	35,313.94	0.00	35,313.94
Grand Total		**10,566,441.19**	**4,001,505.06**	**6,530,265.68**	**8,037,680.57**	**4,104,741.70**	**3,932,938.87**

NEW BRANCH!

MIDPOINTE LIBRARY SYSTEM
REVENUE
APRIL 2025

ACCOUNT		ESTIMATED REVENUE	MONTH-TO-DATE REVENUE	YEAR-TO-DATE REVENUE	UNCOLLECTED BUDGET	COLLECTED PERCENT	UNCOLLECTED PERCENT
1001 GENERAL FUND							
1001-00100-412100	GENERAL PROPERTY TAX	$3,400,000.00	$610,299.21	$1,706,027.21	$1,693,972.79	50.18%	49.82%
1001-00100-424000	PUBLIC LIBRARY FUND	$6,500,000.00	$440,476.48	$2,158,555.59	$4,341,444.41	33.21%	66.79%
1001-00300-431000	PATRON FINES & LOST ITEMS	$25,000.00	$2,082.30	$9,749.27	$15,250.73	39.00%	61.00%
1001-00300-434000	PASSPORT ACCEPTANCE FEES	$30,000.00	$3,325.00	$17,640.00	$12,360.00	58.80%	41.20%
1001-00300-439900	PATRON COIN-OP	$30,000.00	($58.75)	$6,668.24	$23,331.76	22.23%	77.77%
1001-00600-461900	RESTRICTED CONTRIBUTIONS	$500.00	$0.00	$600.00	($100.00)	120.00%	-20.00%
1001-00600-469000	UNRESTRICTED CONTRIBUTIONS	$500.00	$1.06	$2,570.06	($2,070.06)	514.01%	-414.01%
1001-00700-470100	INTEREST ON C.D.'S & G.S.E'S	$25,000.00	$6,816.63	$41,249.01	($16,249.01)	165.00%	-65.00%
1001-00700-479000	OTHER EARNINGS	$15,000.00	$9,412.12	$38,344.70	($23,344.70)	255.63%	-155.63%
1001-00900-491900	MISCELLANEOUS REVENUE	$65,000.00	$6,133.40	$19,875.25	$45,124.75	30.58%	69.42%
1001-00900-493100	SALE OF SURPLUS	$1,500.00	$0.00	$181.18	$1,318.82	12.08%	87.92%
TOTAL - GENERAL FUND		**$10,092,500.00**	**$1,078,487.45**	**$4,001,460.51**	**$6,091,039.49**	**39.65%**	**60.35%**
2005 ROTHWELL FUND							
2005-00700-479000	OTHER EARNINGS	$100.00	$13.68	$44.55	$55.45	44.55%	55.45%
TOTAL - ROTHWELL FUND		**$100.00**	**$13.68**	**$44.55**	**$55.45**	**44.55%**	**55.45%**
GRAND TOTAL		**$10,092,600.00**	**$1,078,501.13**	**$4,001,505.06**	**$6,091,094.94**	**39.65%**	**60.35%**

Expense Reports

MIDPOINTE LIBRARY SYSTEM
APPROPRIATIONS
APRIL 2025

OUNT		APPROPRIATION	MONTH-TO-DATE EXPENSES	YEAR-TO-DATE EXPENSES	UNEXPENDED BALANCE	ENCUMBRANCES	UNENCUMBERED	UNENCUMBER PERCENT
-06210-533900	GROUNDSKEEPING - LOW	$7,000.00	$0.00	$6,890.00	$110.00	$110.00	$0.00	0.0
-06210-536000	UTILITY - ELECTRICITY & GAS - LOW	$8,184.54	$656.34	$3,220.21	$4,964.33	$4,964.33	$0.00	0.0
-06210-539000	CLEANING & JANITOR SERVICE - LOW	$5,600.00	$436.50	$1,742.42	$3,857.58	$3,557.58	$300.00	5.3
-06220-532100	TELEPHONE & INTERNET SERV. -LOW	$9,371.64	$171.70	$686.74	$8,684.90	$8,584.90	$100.00	1.0
-06230-545100	GENERAL SUPPLIES - LOW	$1,500.00	$88.88	$269.79	$1,230.21	$50.00	$1,180.21	78.0
TOTAL - LIBRARY ON WHEELS		255,102.97	11,357.64	23,002.26	232,100.71	18,943.17	213,157.54	83.5
RTY TOWNSHIP								
-07110-511000	SALARY -PSP - LT	$159,031.52	$8,370.08	$8,370.08	$150,661.44	$0.00	$150,661.44	94.7
-07110-521100	OPERS -PSP-LT	$44,413.45	$0.00	$0.00	$44,413.45	$0.00	$44,413.45	100.0
-07110-521300	MEDICARE-PSP-LT	$256.55	$119.37	$119.37	$137.18	$0.00	$137.18	53.4
-07120-521300	MEDICARE-CD-LT	$4,626.00	$0.00	$0.00	$4,626.00	$0.00	$4,626.00	100.0
-07210-533300	SECURITY & MONITORING SERVICE - LT	$6,800.00	$900.00	$900.00	$5,900.00	$900.00	$5,000.00	73.5
-07210-533900	GROUNDSKEEPING - LT	$13,000.00	$0.00	$0.00	$13,000.00	$12,700.00	$300.00	2.3
-07210-536000	UTILITY - ELECTRICITY & GAS - LT	$20,000.00	$0.00	$400.00	$19,600.00	$2,000.00	$17,600.00	88.0
-07210-539000	CLEANING & JANITOR SERVICES- LT	$25,560.00	$56.42	$220.30	$25,339.70	$21,817.70	$3,522.00	13.7
-07220-532100	TELEPHONE & INTERNET SERV. -LT	$13,876.93	$646.97	$3,587.84	$10,289.09	$5,589.09	$4,700.00	33.8
-07230-545100	GENERAL SUPPLIES - LT	$3,101.66	$0.00	$186.58	$2,915.08	$0.00	$2,915.08	93.9
TOTAL - LIBERTY TOWNSHIP		290,666.11	10,092.84	13,784.17	276,881.94	43,006.79	233,875.15	80.4
AL - GENERAL FUND		**$11,965,219.96**	**$944,143.52**	**$3,675,409.59**	**$8,289,810.37**	**$2,664,700.05**	**$5,650,872.32**	**47.2**
CAPITAL IMPROVEMENT FUND								
TEM								
-01760-537000	PROFESSIONAL SERVICES - SYS	$90,129.00	$17,772.50	$29,747.50	$60,381.50	$32,162.47	$28,219.03	31.3
-01760-545200	PROPERTY MAINTENANCE & REPAIR - SYS	$562,417.75	$5,209.00	$119,324.15	$443,093.60	$8,675.00	$434,418.60	77.3
-01760-571000	PURCHASE OF LAND - SYS	$35,000.00	$0.00	$0.00	$35,000.00	$0.00	$35,000.00	100.0
-01760-573000	NEW BUILDINGS - SYS	$2,923,646.06	$402,953.48	$2,049,830.48	$873,815.58	$873,815.58	$0.00	0.0
-01760-574000	BUILDING IMPROVEMENTS - SYS	$85,928.00	$11,965.80	$11,965.80	$73,962.20	$56,310.20	$17,652.00	20.5
-01760-575000	FURNITURE & EQUIPMENT - SYS	$720,448.00	$442,913.00	$461,795.00	$258,653.00	$163,834.00	$94,819.00	13.1
-01760-579000	COMPUTER EQUIPMENT - SYS	$552,872.53	$141,351.20	$182,193.16	$370,679.37	$296,564.41	$74,114.96	13.4
-01760-579500	COMPUTER SOFTWARE - SYS	$18,999.99	$0.00	$0.00	$18,999.99	$8,679.99	$10,320.00	54.3
AL - CAPITAL IMPROVEMENT FUND		**$4,989,441.33**	**$1,022,164.98**	**$2,854,856.09**	**$2,134,585.24**	**$1,440,041.65**	**$694,543.59**	**13.9**
ND TOTAL		**16,954,661.29**	**1,966,308.50**	**6,530,265.68**	**10,424,395.61**	**4,104,741.70**	**6,345,415.91**	**37.4**

MIDPOINTE:		OTHER RATES:
FREE	EBOOKS AND AUDIOBOOKS	$9-$75 PER MONTH
FREE	NEWSPAPER SUBSCRIPTION	$4-$20 PER MONTH
FREE	MUSIC SUBSCRIPTION	$11-$23 PER MONTH
FREE	STREAMING SERVICES	$18-$25 PER SERVICE, PER MONTH
FREE	DROP IN YOGA CLASS	$20 PER CLASS
FREE	ROOM RENTALS	$30-$200 PER HOUR

Management Reports

What reports does your governing body want to see?

- Cash Summary by Fund
- Revenue Summary
- Appropriation Summary
- Bank Reconciliation Report

General Maintenance

Vendor maintenance

Address

ACH information

1099 file maintenance

W-9 files

General Ledger account maintenance

GL revenue account names

GL appropriation account names

Inactive accounts

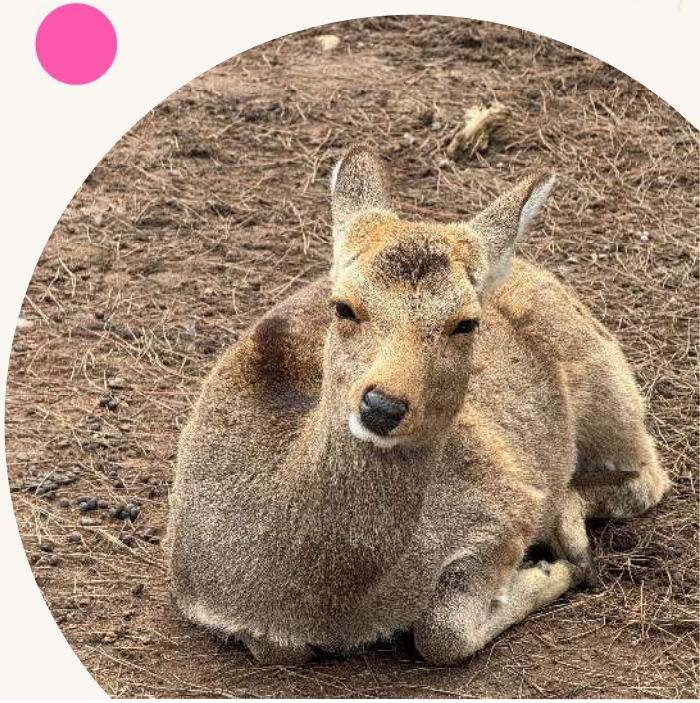
Revenue account audit review

Review for revenue in correct GL account

Appropriation account audit review

Review for expenditure in correct GL account

What are the types of financial reports?



Annual Regulatory Report

- Combined Statement reflects the fund groups (i.e. General fund, Special Revenue funds, Capital Project funds, Debt Service funds, Permanent funds)
    - Detailed Report Breakdown
        - Cash Receipts
            - Property & Local Taxes
            - Public Library
            - Intergovernmental
            - Patron Fines and Fees
            - Services Provided to Other Entities
            - Contributions, Gifts, and Donations
            - Earnings on Investment
            - Miscellaneous

	General	Special Revenue	Capital Projects	Combined Total
Cash Receipts				
Property and Other Local Taxes	$3,163,594	$0	$0	$3,163,594
Public Library	6,498,925	-	-	6,498,925
Intergovernmental	349,009	-	-	349,009
Patron Fines and Fees	28,349	-	-	28,349
Services Provided to Other Entities	0	-	-	0
Contributions, Gifts and Donations	3,926	-	-	3,926
Earnings on Investments	537,284	236	-	537,519
Miscellaneous	160,348	-	-	160,348
Total Cash Receipts	10,741,435	236	-	10,741,671
Cash Disbursements				
Current:				
Library Services:				
Public Services and Programs	4,328,645	-	-	4,328,645
Collection Development and Processing	2,186,617	-	-	2,186,617
Support Services:		-	-	0
Facilities Operation and Maintenance	1,396,845	-	-	1,396,845
Information Services	752,616	-	-	752,616
Business Administration	1,399,953	-	-	1,399,953
Capital Outlay	86,799	-	7,028,329	7,115,128
Total Cash Disbursements	10,151,475	-	7,028,329	17,179,803

Annual Regulatory Report

- Detailed Report Breakdown
  - Cash Disbursements
    - Salaries
    - Employee Fring Benefits
    - Purchased and Contractual Services
    - Library Materials & Information
    - Supplies
    - Other
    - Capital Outlay
    - Debt Service

	General	Special Revenue	Capital Projects	Combined Total
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Property and Other Local Taxes	$3,163,594	$0	$0	$3,163,594
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Total Cash Disbursements	10,151,475	-	7,028,329	17,179,803

Annual Regulatory Report

Total Cash Disbursements

Total Receipts Over/Under Disbursements

Other Financing Receipts/Disbursements

- Sale of Bond/Notes
- Transfers-in/Transfers-out
- Advances-in/Advances-out

Total Other Financing Receipts/Disbursements

Excess of Cash Receipts & Other Financing Receipts Over/Under Cash Disbursements and Other Financing Disbursements

Fund Cash Balance January

Fund Cash Balance December

Reserve for Encumbrances, December

MidPointe Library System
Butler County
Combined Statement of Receipts, Disbursements
And Changes in Fund Balances (Regulatory Cash Basis)
For the Year Ended December 31, 2024

	General	Special Revenue	Capital Projects	Combined Total
Cash Receipts				
Property and Other Local Taxes	$3,163,594	$0	$0	$3,163,594
Public Library	6,498,925	-	-	6,498,925
Intergovernmental	349,009	-	-	349,009
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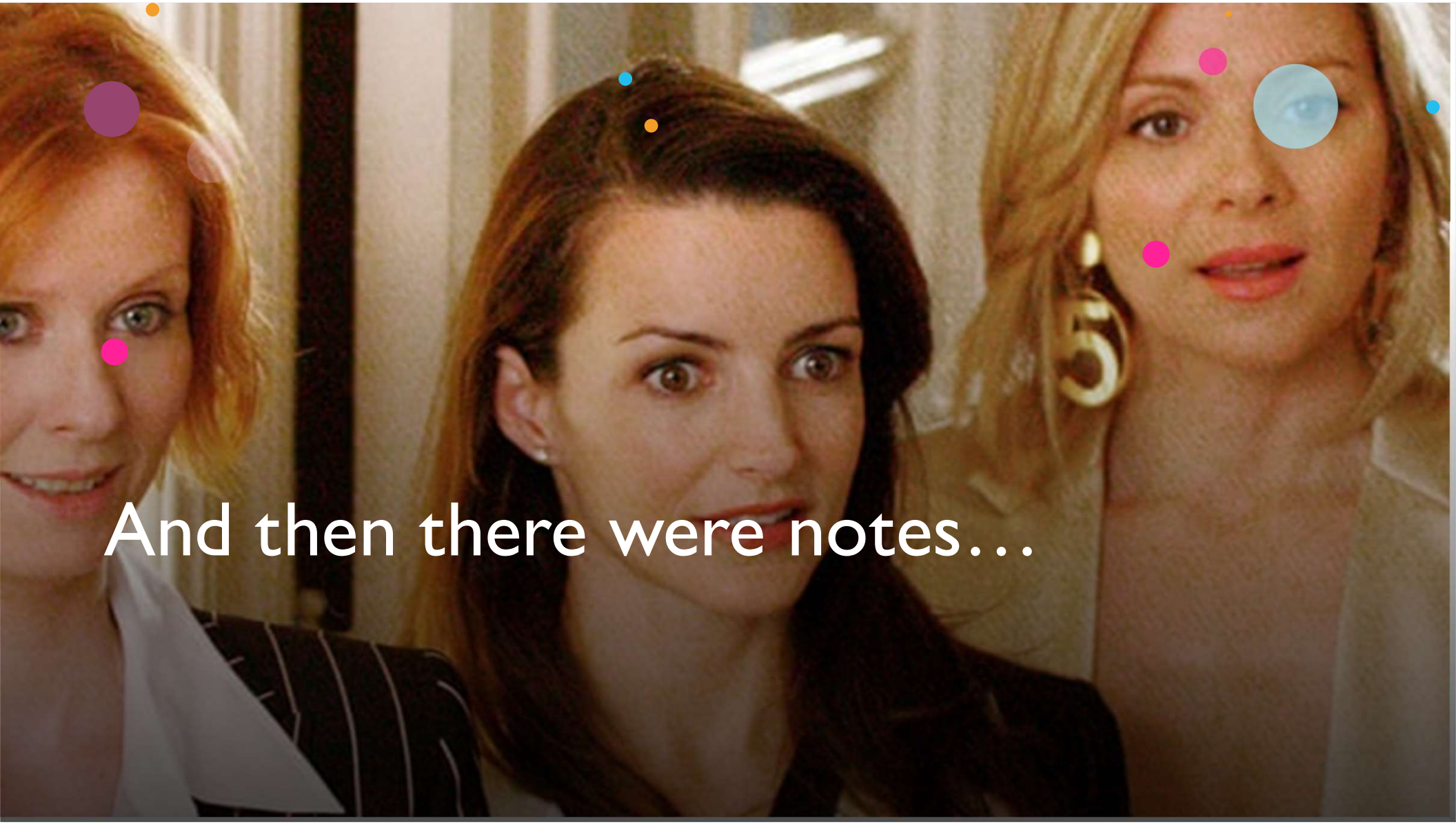
Business Administration	1,399,953	-	-	1,399,953
Capital Outlay	86,799	-	7,028,329	7,115,128
Total Cash Disbursements	10,151,475	-	7,028,329	17,179,803
Other Financing Receipts (Disbursements)				
Transfers Out	(6,000,000)	(2,901)	-	(6,002,901)
Transfers In	2,901	-	6,000,000	6,002,901
Total Other Financing Receipts (Disbursements)	(5,997,099)	(2,901)	6,000,000	-
Excess of Receipts Over (Under) Disbursements	(5,407,139)	(2,665)	(1,028,329)	(6,438,133)
Fund Cash Balances, January 1	11,197,822	37,935	5,768,817	17,004,574
Fund Cash Balances, December 31	$5,790,683	$35,269	$4,740,489	$10,566,441

See accompanying notes to the basic financial statements

This is an unaudited financial statement.


And then there were notes…

Annual Report – How to stay sane!

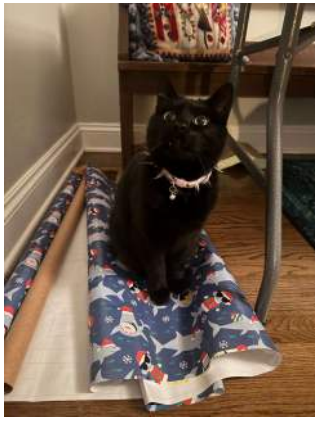
My Library's Story

Does your financials tell your library's story?

- What are my personnel costs across departments/locations?
- How did we use the tax levy to improve library services?
- How has my library grown over the years?
- How has revenue increased in comparison to disbursements?
- Can we afford to buy a new building?
- What were my utilities last year?
- Do my financials tell the story of the library's contributions to the community?

Resources

- Ohio Treasurer - https://www.tos.ohio.gov
- Ohio Auditor of State – http://www.ohioauditor.gov
- Ohio Library Council – https://www.olc.org/
- Ohio Municipal League - https://www.aptusc.org/
- Ohio Association of School & Business Officials - https://oasbo-ohio.org
- Ohio Association of Public Treasurers - https://www.ohioapt.org/
- National Association of Public Treasurers - https://www.aptusc.org/



Questions ?