

**SOUTHERN TIER LIBRARY SYSTEM**

**PAINTED POST, NEW YORK**

**AUDITED FINANCIAL STATEMENTS**

**OTHER FINANCIAL INFORMATION**

**AND**

**INDEPENDENT AUDITOR'S REPORTS**

**DECEMBER 31, 2015 AND 2014**



**MENGEL METZGER BARR & CO. LLP**

*Certified Public Accountants*

## CONTENTS

<u>AUDITED FINANCIAL STATEMENTS</u>	<u>PAGE</u>
Independent Auditor's Report	3
Balance Sheets	5
Statements of Activities	6
Statements of Cash Flows	7
Notes to Financial Statements	8

  

<u>OTHER FINANCIAL INFORMATION</u>	
Independent Auditor's Report on Other Financial Information	12
Schedules of Expenses	13

INDEPENDENT AUDITOR'S REPORT

Board of Trustees  
Southern Tier Library System

We have audited the accompanying financial statements of Southern Tier Library System, which comprise the balance sheets as of December 31, 2015 and 2014, and the related statements of activities and cash flows for the years then ended, and the related notes to the financial statements.

**Management's Responsibility for the Financial Statements**

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

**Auditor's Responsibility**

Our responsibility is to express an opinion on these financial statements based on our audits. We conducted our audits in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, 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 statements 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 control. 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 statements.

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

**Basis for Qualified Opinion**

Southern Tier Library System has not accrued a liability for postretirement benefits relating to future healthcare costs which, in our opinion, should be recorded in accordance with accounting principles generally accepted in the United States of America (GAAP). Southern Tier Library System has not determined the impact of this departure from GAAP on the balance sheets as of December 31, 2015 and 2014, or on the statements of activities for the years ended December 31, 2015 and 2014. We believe GAAP requires a liability to be recorded based on an actuarial calculation and we believe this liability, if calculated, would be material to the financial statements. See also Note E.

**Qualified Opinion**

In our opinion, except for the effects on the financial statements of not accruing a liability for postretirement benefits related to future healthcare costs as described in the Basis for Qualified Opinion paragraph, the financial statements referred to above present fairly, in all material respects, the financial position of Southern Tier Library System as of December 31, 2015 and 2014, and the changes in its net assets and its cash flows for the years then ended in accordance with accounting principles generally accepted in the United States of America.

*Menzel, Metzger, Barr & Co. LLP*

Elmira, New York  
June 8, 2016

SOUTHERN TIER LIBRARY SYSTEM

BALANCE SHEETS

<u>ASSETS</u>	December 31,	
	2015	2014
<b>CURRENT ASSETS</b>		
Cash and cash equivalents	\$ 1,106,702	\$ 955,277
Accounts receivable	15,240	19,225
Prepaid expenses	57,508	60,816
TOTAL CURRENT ASSETS	1,179,450	1,035,318
<b>PROPERTY AND EQUIPMENT</b>		
Building	992,538	986,953
Furniture, fixtures and equipment	623,495	616,764
Vehicles	109,811	93,994
	1,725,844	1,697,711
Less allowances for depreciation	1,110,236	1,059,118
	615,608	638,593
<u>OTHER ASSET</u> - Collections	<u>\$ 1,795,058</u>	<u>\$ 1,673,911</u>
<b>LIABILITIES AND NET ASSETS</b>		
<b>CURRENT LIABILITIES</b>		
Accounts payable	\$ 48,616	\$ 20,006
Accrued payroll and related withholdings	15,122	10,892
Accrued benefit time	75,083	68,614
Grant advances	3,598	3,598
TOTAL CURRENT LIABILITIES	142,419	103,110
<b>NET ASSETS</b>		
Unrestricted:		
Operating	1,519,533	1,433,703
Board designated	100,000	89,000
	1,619,533	1,522,703
Temporarily restricted	33,106	48,098
	1,652,639	1,570,801
	<u>\$ 1,795,058</u>	<u>\$ 1,673,911</u>

The accompanying notes are an integral part of the financial statements.

SOUTHERN TIER LIBRARY SYSTEM

STATEMENTS OF ACTIVITIES

	Year ended December 31,			Year ended December 31,		
	2015			2014		
	Unrestricted	Temporarily restricted	Total	Unrestricted	Temporarily restricted	Total
<b>Support and revenue:</b>						
General library aid	\$ 946,592	\$ -	\$ 946,592	\$ 894,591	\$ -	\$ 894,591
Local services aid	90,452	-	90,452	85,483	-	85,483
Outreach aid	100,840	-	100,840	95,324	-	95,324
Other grants	-	36,836	36,836	-	43,367	43,367
Member library pass through	493,465	-	493,465	480,883	-	480,883
Member library automation fee	400,909	-	400,909	372,667	-	372,667
Telephone e-rate discount	50,201	-	50,201	55,208	-	55,208
Processing fees	18,547	-	18,547	17,809	-	17,809
Other income	28,706	-	28,706	39,453	-	39,453
Interest	1,012	-	1,012	1,081	-	1,081
Net assets released from restrictions	51,828	(51,828)	-	29,002	(29,002)	-
<b>TOTAL SUPPORT AND REVENUE</b>	<b>2,182,552</b>	<b>(14,992)</b>	<b>2,167,560</b>	<b>2,071,501</b>	<b>14,365</b>	<b>2,085,866</b>
<b>Expenses:</b>						
Program expenses	1,703,505	-	1,703,505	1,454,594	-	1,454,594
Management and general	382,217	-	382,217	418,940	-	418,940
<b>TOTAL EXPENSES</b>	<b>2,085,722</b>	<b>-</b>	<b>2,085,722</b>	<b>1,873,534</b>	<b>-</b>	<b>1,873,534</b>
<b>CHANGE IN NET ASSETS</b>	<b>96,830</b>	<b>(14,992)</b>	<b>81,838</b>	<b>197,967</b>	<b>14,365</b>	<b>212,332</b>
Net assets at beginning of year	1,522,703	48,098	1,570,801	1,324,736	33,733	1,358,469
<b>NET ASSETS AT END OF YEAR</b>	<b>\$ 1,619,533</b>	<b>\$ 33,106</b>	<b>\$ 1,652,639</b>	<b>\$ 1,522,703</b>	<b>\$ 48,098</b>	<b>\$ 1,570,801</b>

The accompanying notes are an integral part of the financial statements.

SOUTHERN TIER LIBRARY SYSTEM

STATEMENTS OF CASH FLOWS

	Year ended December 31,	
	2015	2014
<b>CASH FLOWS - OPERATING ACTIVITIES</b>		
Change in net assets	\$ 81,838	\$ 212,332
Adjustments to reconcile change in net assets to net cash provided from operating activities:		
Depreciation	61,277	70,612
Changes in certain assets and liabilities affecting operations:		
Accounts receivable	3,985	(9,754)
Prepaid expenses	3,308	(13,452)
Accounts payable	28,610	3,600
Grants payable	-	(10,218)
Accrued payroll and related withholdings	4,230	3,172
Accrued benefit time	6,469	6,338
Grant advances	-	(12,000)
NET CASH PROVIDED FROM OPERATING ACTIVITIES	189,717	250,630
<b>CASH FLOWS - INVESTING ACTIVITY</b>		
Purchase of property and equipment, net of disposals	(38,292)	(47,496)
NET CASH USED FOR INVESTING ACTIVITY	(38,292)	(47,496)
<b>CASH FLOWS - FINANCING ACTIVITY</b>		
Payments on mortgage payable	-	(377,560)
NET CASH USED FOR FINANCING ACTIVITY	-	(377,560)
NET INCREASE (DECREASE) IN CASH AND CASH EQUIVALENTS	151,425	(174,426)
Cash and cash equivalents at beginning of year	955,277	1,129,703
CASH AND CASH EQUIVALENTS AT END OF YEAR	\$ 1,106,702	\$ 955,277
<b>SUPPLEMENTAL DISCLOSURE OF CASH FLOW INFORMATION</b>		
Cash paid during the year for interest	\$ -	\$ 2,897

The accompanying notes are an integral part of the financial statements.

**SOUTHERN TIER LIBRARY SYSTEM**

**NOTES TO FINANCIAL STATEMENTS**

**DECEMBER 31, 2015 AND 2014**

**NOTE A: THE ORGANIZATION AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

**The Library System and revenue recognition**

The Southern Tier Library System (the "System") provides grants and services to member libraries and reading centers in Allegany, Schuyler, Steuben, Chemung and Yates counties in New York State. The System is funded primarily through New York State grants and records revenue as services are rendered.

Other grants are recorded as temporarily restricted support if they are received with donor stipulations that limit the use of the donated assets. When the donor restriction is met, temporarily restricted net assets are reclassified to unrestricted net assets and reported in the statement of activities as net assets released from restrictions. Grants that are restricted by the donor are reported as increases in unrestricted net assets if the restriction expires in the fiscal year in which the grants are recognized.

**Cash and cash equivalents**

The System maintains its cash and cash equivalents in one financial institution, which are insured by the Federal Deposit Insurance Corporation up to \$250,000. Uninsured balances, which are fully collateralized by securities, aggregate approximately \$954,000 at December 31, 2015. The System has not experienced any losses in such accounts and believes it is not exposed to any significant risk in cash and cash equivalents.

**Accounts receivable**

Accounts receivable are stated at the amount management expects to collect from outstanding balances. Management reviews these amounts periodically to determine if any receivables will potentially be uncollectible. After all attempts to collect a receivable have failed, the receivable is written off.

**Property and equipment**

Property and equipment are stated on the basis of cost if purchased or, if donated, at approximate fair value at the date of donation. Depreciation is computed using the straight-line method on a basis considered adequate to depreciate the assets over their estimated useful lives, which range from three to thirty years.

Expenditures for renewals and betterments are capitalized while expenditures for repairs and maintenance are charged to operations as incurred. Upon sale or retirement, the related cost and allowances for depreciation are removed from the accounts and the related gain or loss is reflected in activities.

**Grant advance**

Grant advance represents conditional amounts received from a funding source. The System recognizes revenue when the conditions are substantially met.

**Collections**

Books, periodicals and other library materials are not capitalized. Purchases of these items are recorded as decreases in unrestricted net assets in the year in which the items are acquired. Contributions of these items are not reflected in the financial statements.

**SOUTHERN TIER LIBRARY SYSTEM**

**NOTES TO FINANCIAL STATEMENTS, Cont'd**

**DECEMBER 31, 2015 AND 2014**

**NOTE A: THE ORGANIZATION AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES, Cont'd**

**Tax exempt status**

The System is a non-profit organization exempt from federal and state income taxation under Section 501(c)(3) of the Internal Revenue Code. The System files a Form 990 in the U.S. Federal jurisdiction and is not required to file in New York State.

**Use of estimates in the preparation of financial statements**

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of support, revenue and expenses during the reporting period. Actual results could differ from those estimates.

**Financial statement presentation**

The System reports information regarding its financial position and activities according to three classes of net assets: unrestricted net assets, temporarily restricted net assets, and permanently restricted net assets. At December 31, 2015 and 2014, the System had no permanently restricted net assets.

**Subsequent events**

The System has conducted an evaluation of potential subsequent events occurring after the balance sheet date through June 8, 2016, which is the date the financial statements are available to be issued. No subsequent events requiring disclosure were noted.

**NOTE B: USE OF LAND**

The System's building is situated on land that is leased for thirty years through May 2031 from Steuben-Allegany Board of Cooperative Education Services (BOCES) for a total sum of one dollar. The lease agreement includes renewal options and purchase options for the lessor to sell land to the lessee for one dollar and the lessee to sell the building to the lessor for one dollar. Due to the nature of the leasing arrangement, the System has not determined a fair market value of the use of the land, and accordingly has not recorded the related contribution revenue or lease expense.

**NOTE C: TEMPORARILY RESTRICTED NET ASSETS**

Temporarily restricted net assets consist of unexpended amounts relating to various grants which limit the use of the grant proceeds.

SOUTHERN TIER LIBRARY SYSTEM

NOTES TO FINANCIAL STATEMENTS, Cont'd

DECEMBER 31, 2015 AND 2014

NOTE D: RETIREMENT BENEFITS

Substantially all employees of the System are eligible to participate in the New York State Employees' Retirement System on a contributory basis. As a government pension plan, the New York State Employees' Retirement System is exempt from provisions of the Employee Retirement Income Security Act of 1974. Information relating to the differences, if any, between the actuarially computed value of vested benefits and the Plan's assets, is not available.

The System makes pension payments to the New York State Employees' Retirement System based on the salaries of participating employees multiplied by the most recent rates available from the New York State Employees' Retirement System. The pension contribution for the years ended December 31, 2015 and 2014 amounted to \$111,900 and \$80,251 respectively.

NOTE E: OTHER POSTRETIREMENT BENEFIT

The System pays a portion of health insurance premiums for certain retirees in accordance with a contract with the staff organization. The current contract expires in 2018. Effective July 2015, no new employees are eligible for this benefit. The System is currently paying a total of approximately \$4,500 per month for existing retirees. The System has not recorded a liability for the postretirement benefits and has not determined the impact on this departure from GAAP on the balance sheets as of December 31, 2015 and 2014, or on the statements of activities for the years then ended.

**SOUTHERN TIER LIBRARY SYSTEM**

**OTHER FINANCIAL INFORMATION**



### INDEPENDENT AUDITOR'S REPORT ON OTHER FINANCIAL INFORMATION

Board of Trustees  
Southern Tier Library System

We have audited the financial statements of Southern Tier Library System as of and for the years ended December 31, 2015 and 2014, and have issued our report thereon dated June 8, 2016, which contained a qualified opinion on those financial statements, as a result of a liability for postretirement benefits related to future healthcare costs not being recognized in accordance with accounting principles generally accepted in the United States of America. Our audits were performed for the purpose of forming an opinion on the financial statements as a whole.

The financial information hereinafter is presented for the purposes of additional analysis and is not a required part of the financial statements. 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 financial statements. The information has been subjected to the auditing procedures applied in the audits of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, except for the effects on the accompanying information of the qualified opinion on the financial statements as described above, the information is fairly stated in all material respects in relation to the financial statements as a whole.

*Mengel, Metzger, Barr & Co. LLP*

Elmira, New York  
June 8, 2016

SOUTHERN TIER LIBRARY SYSTEM

SCHEDULES OF EXPENSES

	Year ended December 31,	
	2015	2014
Salaries and wages	\$ 680,787	\$ 589,559
Payroll taxes	59,385	52,732
Employee benefits	286,209	249,282
Library materials and supplies	102,900	88,179
Office supplies	12,137	21,836
Small equipment	16,762	4,473
Repairs and maintenance	112,860	102,850
Utilities	10,172	13,440
Insurance	11,794	11,370
Vehicle expenses	28,400	33,008
Telephone and internet	82,353	76,681
Postage	4,052	4,119
Publicity	8,755	7,885
Travel and training	31,631	32,286
Professional fees	23,898	18,764
Interest expense	-	2,897
Depreciation expense	61,277	70,612
Member library pass through and grants	552,350	493,561
	<u>\$ 2,085,722</u>	<u>\$ 1,873,534</u>