

Draft as of 04/07/2020  
to be used only for management discussion  
purposes; engagement is incomplete; this  
draft is subject to final review and possible  
revision.

**WELLS BRANCH COMMUNITY  
LIBRARY DISTRICT**

**ANNUAL FINANCIAL REPORT**

FOR THE YEAR ENDED DECEMBER 31, 2019

WELLS BRANCH COMMUNITY LIBRARY DISTRICT

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TABLE OF CONTENTS

	<u>Page</u>
FINANCIAL SECTION	
Independent Auditors' Report on Financial Statements.....	1
Management's Discussion and Analysis (Required Supplementary Information).....	3
<u>Basic Financial Statements</u>	
Government-wide Financial Statements:	
Statement of Net Position.....	9
Statement of Activities.....	10
Fund Financial Statements:	
Balance Sheet – Governmental Funds.....	11
Reconciliation of the Governmental Funds Balance Sheet to the Statement of Net Position.....	12
Statement of Revenues, Expenditures, and Changes in Fund Balances – Governmental Funds.....	13
Reconciliation of the Statement of Revenues, Expenditures, and Changes in Fund Balances of Governmental Funds to the Statement of Activities.....	14
Notes to the Financial Statements.....	15
<u>Required Supplementary Information:</u>	
Budgetary Comparison Schedules:	
General Fund.....	23

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## **FINANCIAL SECTION**

# West, Davis & Company

a limited liability partnership

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## Independent Auditors' Report

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Board of Trustees  
Wells Branch Community Library District

We have audited the accompanying financial statements of the governmental activities and each major fund of the Wells Branch Community Library District (the District) as of and for the year ended December 31, 2019, and the related notes to the financial statements, which collectively comprise the District's basic financial statements as listed in the table of contents.

### **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.

### **Auditors' Responsibility**

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit 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 of 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 auditors' 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 opinions.

## **Opinions**

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, and each major fund of the District and the respective changes in financial position and cash flows, where applicable, thereof for the year then ended in conformity with accounting principles generally accepted in the United States of America.

## **Other Matters**

### *Required Supplementary Information*

Accounting principles generally accepted in the United States of America require that the Management's Discussion and Analysis and the budgetary comparison information identified as Required Supplementary Information in the table of contents be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

West, Davis & Company, LLP  
Austin, Texas  
March 25, 2020

## Wells Branch Community Library District

### **MANAGEMENT'S DISCUSSION AND ANALYSIS**

In this section of the Annual Financial Report, we, the managers of Wells Branch Community Library District (the District), discuss and analyze the District's financial performance. Please read it in conjunction with the independent auditors' report on page 1, and the District's Basic Financial Statements, which begin on page 9.

#### **FINANCIAL HIGHLIGHTS**

- Sales tax revenue increased again in 2019 to \$1.43 million from \$1.34 million in 2018.
- The District's end of year balance in investments increased from \$1.3 million on December 31, 2018 to \$1.9 million on December 31, 2019.

#### **THIS IS A COMMONLY ACCEPTED PRACTICE OF MEASURERS OF PERFORMANCE OF LIBRARIES:**

- In 2019, the District added 5,581 physical items to the collection and deleted 7,265 physical items. This is an overall decrease in materials due to a thorough "weeding" of the non-fiction collection to remove items that had gone out of date or been superseded by newer information. The total value of the physical collection went from \$1,206,852 at year end 2018 to \$1,179,048 at year end 2019.
- There were 2,077 new patrons added in 2019, which is 48 less than in 2018.
- The average total number of monthly Interlibrary Loan requests was 2.4, unchanged from 2018.
- Circulation of physical items averaged 16,938 per month in 2019, 10% higher than 15,394 in 2018.
- Digital materials averaged 2,040 per month in 2019, up 17% from 2018.
- The average monthly door count was 8,680 in 2019, down 8 people from 8,688 in 2018.
- The member amount saved in 2019 averaged \$202,666 per month for physical items, up 12% from \$180,875 in 2018.
- The monthly average of adult volunteer hours in 2019 was 293, up 20% from 244 in 2018.

#### **USING THIS ANNUAL REPORT**

This annual report consists of a series of financial statements. The government-wide financial statements include the Statement of Net Position and the Statement of Activities on pages 9 through 10. These provide information about the activities of the District as a whole and present a longer-term view of the District's property and debt obligations and other financial matters. They reflect the flow of total economic resources in a manner similar to the financial reports of a business enterprise.

Fund financial statements, starting on page 11, report the District's operations in more detail than the government-wide statements by providing information about the District's most significant funds. For governmental activities, these statements tell how services were financed in the short term as well as what

resources remain for future spending. They reflect the flow of current financial resources, and supply the basis for tax levies and the appropriations budget. For proprietary activities, fund financial statements tell how services of the District were sold within the District or to external customers and how the sales revenues covered the expenses of the services.

The notes to the financial statements starting on page 15 provide narrative explanations or additional data needed for full disclosure in the government-wide statements or the fund financial statements.

## **Reporting the District as a Whole**

### ***The Statement of Net Position and the Statement of Activities***

The analysis of the District's overall financial condition and operations begins on page 9. Its primary purpose is to show whether the District is better off or worse off as a result of the year's activities. The Statement of Net Position includes all the District's assets and liabilities at the end of the year while the Statement of Activities includes all the revenues and expenses generated by the District's operations during the year. These apply the accrual basis of accounting which is the basis used by private sector companies.

All of the current year's revenues and expenses are taken into account regardless of when cash is received or paid. The District's revenues are divided into those provided by outside parties who share the costs of some programs, such as library fines and fees, and revenues provided by taxpayers. All the District's assets are reported whether they serve the current year or future years. Liabilities are considered regardless of whether they must be paid in the current or future years (such as accrued legal fees).

These two statements report the District's net position and changes in them. The District's net position (the difference between assets and liabilities) provides one measure of the District's financial health, or financial position. Over time, increases or decreases in the District's net position are one indicator of whether its financial health is improving or deteriorating. To fully assess the overall health of the District, however, you should consider non-financial factors as well, such as changes in the District's property tax base and the condition of the District's facilities.

In the Statement of Net Position and the Statement of Activities, the District has only one type of activity:

- Governmental activities—Most of the District's basic services are reported here, including the general government and library services. Sales and use taxes and fees finance most of these activities.

## **Reporting the District's Most Significant Funds**

### ***Fund Financial Statements***

The fund financial statements begin on page 11 and provide detailed information about the most significant funds—not the District as a whole. Laws and contracts require the District to establish some funds, such as grants. The District's administration establishes other funds to help it control and manage money for particular purposes. The District has only governmental fund type and within that only one fund – the General Fund.

Governmental funds—Most of the District's basic services are reported in governmental funds, i.e. the General Fund. These use modified accrual accounting (a method that measures the receipt and disbursement of cash and all other financial assets that can be readily converted to cash) and report balances that are available for future spending. The governmental fund statements provide a detailed short-term view of the District's general operations and the basic services it provides. We describe the differences between governmental activities (reported in the Statement of Position and the Statement of Activities) and governmental funds in reconciliation schedules following each of the fund financial statements.

## GOVERNMENT-WIDE FINANCIAL ANALYSIS

The District began financial operations in 1999 with its fiscal year starting every January 1. Below are comparative figures for fiscal year 2019 to fiscal year 2018. Our analysis focuses on the net position (Table I) and changes in net position (Table II) of the District's governmental activities.

The net position of the District's governmental activities increased to \$4 million. Unrestricted net position – the part of net position that can be used to finance day-to-day operations without constraints established by debt covenants, enabling legislation, or other legal requirements – was \$2.1 million at December 31, 2019.

**Table I**  
**Wells Branch Community Library District**

**NET POSITION**  
in thousands

	Governmental Activities	
	2019	2018
Current and other assets	2,205	1,773
Capital assets	1,922	1,935
Total assets	<u>4,127</u>	<u>3,708</u>
Long-term liabilities	33	20
Other liabilities	53	24
Total liabilities	<u>86</u>	<u>44</u>
Net Position:		
Net investment in capital assets	1,922	1,935
Unrestricted	2,119	1,729
Total net position	<u>4,041</u>	<u>3,664</u>

**Table II**  
**Wells Branch Community Library District**  
**CHANGES IN NET POSITION**  
in thousands

	Governmental Activities	
	2019	2018
Revenues:		
Program Revenues:		
Charges for Services	20	24
Operating Grants	2	7
General Revenues:		
Sales taxes net of overpayments	1,433	1,343
Investment Earnings	32	25
Donations	60	38
Miscellaneous	4	1
Total Revenue	<u>1,551</u>	<u>1,438</u>
Expenses:		
General government	24	16
Library	1,150	1,070
Debt Service	-	-
Total Expenses	<u>1,174</u>	<u>1,086</u>
Increase in net position	<u>377</u>	<u>352</u>

The cost of all governmental activities this year was \$1.2 million. The Statement of Activities on page 10 shows the amount that our taxpayers ultimately financed for these activities through District sales tax revenue of \$1.4 million or 100%.

## FINANCIAL ANALYSIS OF THE DISTRICT'S FUNDS

The District uses fund accounting to ensure and demonstrate compliance with finance-related legal requirement, bond covenants, and segregation for particular purposes.

**Government funds.** The focus of the District's governmental funds is to provide information on near-term inflows, outflows, and balances of spendable resources. Such information is useful in assessing the District's financing requirements. In particular, unreserved, unassigned fund balance may serve as a useful measure of the District's net resources available for spending at the end of a fiscal year.

As of the end of the current fiscal year, the District's governmental funds reported combined ending fund balance of \$2.2 million.

The general fund is the only operating fund of the District. As a measure of the general fund's liquidity, it may be useful to compare both assigned and unassigned fund balance and total fund balance to the total fund expenditures. Fund balance represents 188 percent of that same amount.

The total fund balance of the District's general fund increased by \$403 thousand. Key factors to this change are as follows:

- A reduction in capital outlay of \$46 thousand.
- A net increase in sales tax revenue of \$90 thousand.

The District's total general revenues were \$1.6 million. A significant portion, \$1.4 million or 93 percent, comes from net sales taxes.

## GENERAL FUND BUDGETARY HIGHLIGHTS

During the year the budget was amended several times. This resulted in budgeted expenditures increasing by some \$115 thousand with the majority relating to increases in capital outlay of \$87,500, programs of \$8,000 and facilities of \$20,000.

## CAPITAL ASSET ADMINISTRATION

As of December 31, 2019, the District had \$1.9 million invested in the library building, collection and office equipment.

## DEBT ADMINISTRATION

As of December 31, 2019, the District has \$33 thousand in accrued Personal Time Off (PTO).

## **ECONOMIC FACTORS AND NEXT YEAR'S BUDGETS AND RATES**

The District is funded almost entirely by sales tax revenues, which have been steady and increasing over the past several years. In 2019, the District received revenues of \$1.43 million. When the budget for 2020 was set in November 2019, the revenues were forecast conservatively at \$1.3 million. That budget included no increase for staff or employee costs, but significant budget increases for technology maintenance, facility repairs (the building is aging), and several special improvements to include re-flooring the entire library, updating all service desks, and adding play equipment to the front yard.

Between the time of budget setting and the writing of this report, there have been global predictions of an economic downturn due to the Covid19 pandemic. As of April 2020, there has been no decrease in revenues. However, with the entire District closed to the public except for essential services, sales tax will surely suffer. The District has healthy reserves to cover a deficit temporarily but may have to reconsider the 2020 budget projections and postpone unnecessary spending during the year.

## **CONTACTING THE DISTRICT'S FINANCIAL MANAGEMENT**

This financial report is designed to provide our citizens, taxpayers, customers, and investors and creditors with a general overview of the District's finances and to show the District's accountability for the money it receives. If you have questions about this report or need additional financial information, contact the District's office at Wells Branch Community Library District, 15001 Wells Port Drive, Austin, Texas 78728 or phone 512.989.3188.

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## **BASIC FINANCIAL STATEMENTS**

**WELLS BRANCH COMMUNITY LIBRARY DISTRICT**

**Statement of Net Position**

**December 31, 2019**

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	Governmental Activities	Total
<u>ASSETS</u>		
Cash and Cash Equivalents	\$ 54,249	\$ 54,249
Investments	1,909,243	1,909,243
Due from State - Sales Tax	239,534	239,534
Other	1,863	
Capital Assets:		
Building and Improvements, Net	1,530,998	1,530,998
Collection Materials, Net	225,028	225,028
Furniture and Equipment, Net	129,599	129,599
Signage, Net	36,414	36,414
TOTAL ASSETS	<u>\$ 4,126,928</u>	<u>\$ 4,125,065</u>
<u>LIABILITIES</u>		
Accounts Payable	\$ 35,371	\$ 35,371
Accrued Liabilities	15,164	15,164
Unearned Revenue	2,405	2,405
Noncurrent Liabilities:		
Due Within One Year	-	-
Due in More Than One Year	32,954	32,954
TOTAL LIABILITIES	<u>\$ 85,894</u>	<u>\$ 85,894</u>
<u>NET POSITION</u>		
Net investment in Capital Assets	\$ 1,922,039	\$ 1,922,039
Unrestricted	2,118,995	2,118,995
TOTAL NET POSITION	<u>\$ 4,041,034</u>	<u>\$ 4,041,034</u>

The accompanying notes are an integral part of this statement.

**WELLS BRANCH COMMUNITY LIBRARY DISTRICT**

**Statement of Activities**

**For the Year Ended December 31, 2019**

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	Program Revenues			Net (Expense) Revenue and Changes in Net Position	
	Expenses	Charges for Services	Operating Grants and Contributions	Governmental Activities	Total
<u><b>FUNCTIONS/PROGRAMS</b></u>					
Government Activities:					
General Government	\$ 23,904	\$ -	\$ -	\$ 23,904	\$ 23,904
Library	1,150,078	20,526	1,800	1,127,752	1,127,752
Debt Service Interest	-	-	-	-	-
Total Governmental Activities	1,173,982	20,526	1,800	1,151,656	1,151,656
 TOTAL	\$ 1,173,982	\$ 20,526	\$ 1,800	\$ 1,151,656	\$ 1,151,656
 General Revenues:					
Sales Taxes				1,432,700	1,432,700
Interest Income				32,552	32,552
Donations				59,921	59,921
Other Revenues				3,664	3,664
Total General Revenues				1,528,837	1,528,837
 Changes in Net Position				377,181	377,181
Net Position - Beginning of Year				3,663,853	3,663,853
Net Position - End of Year				\$ 4,041,034	\$ 4,041,034

The accompanying notes are an integral part of this statement.

WELLS BRANCH COMMUNITY LIBRARY DISTRICT

Balance Sheet - Governmental Funds

December 31, 2019

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ASSETS

Cash and Cash Equivalents	\$	54,249
Investments		1,909,243
Prepaid Expenses		1,863
Due from State - Sales Tax		239,534
TOTAL ASSETS	\$	<u>2,204,889</u>

LIABILITIES AND FUND BALANCES

Accounts Payable	\$	35,371
Accrued Liabilities		15,164
Deposits		2,405
TOTAL LIABILITIES	\$	<u>52,940</u>

FUND BALANCES

Unassigned	\$	2,151,949
TOTAL FUND BALANCES	\$	<u>2,151,949</u>
TOTAL LIABILITIES AND FUND BALANCES	\$	<u>2,204,889</u>

The accompanying notes are an integral part of this statement.

**WELLS BRANCH COMMUNITY LIBRARY DISTRICT**  
**Reconciliation of the Governmental Funds Balance Sheet**  
**to the Statement of Net Position**  
**December 31, 2019**

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Total Fund Balance - Governmental Fund	\$	2,151,949
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Amounts reported for governmental activities in the Statement of Net Position are different because:

Capital assets used in the operation of governmental funds are not financial resources and, therefore, are not reported in the Governmental Fund Balance Sheet. These assets consist of the following:

Building and Improvements		2,538,103
Collection Materials		1,179,048
Furniture and Equipment		511,286
Signage		42,671
Less: Accumulated Depreciation		(2,349,069)
		1,922,039

Payables for bond principal which are not due in the current period are not reported on the Governmental Fund Balance Sheet.

Accrued Leave		(32,954)
Accrued Interest Payable		-
		(32,954)

Net position of governmental activities	\$	4,041,034
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The accompanying notes are an integral part of this statement.

**WELLS BRANCH COMMUNITY LIBRARY DISTRICT**  
**Statement of Revenues, Expenditures and Changes in Fund Balances**

Governmental Funds  
For the Year Ended December 31, 2019

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REVENUES

Sales Taxes	\$ 1,432,700
Charges for Program Services	20,526
Investment Income	32,552
Other	65,385
TOTAL REVENUES	1,551,163

EXPENDITURES

General Government	23,904
Library	932,479
Capital Outlay	191,903
Debt Service	-
TOTAL EXPENDITURES	1,148,286

Net Change in Fund Balance	402,877
Fund Balance - Beginning of Year	1,749,072
Fund Balance - End of Year	\$ 2,151,949

The accompanying notes are an integral part of this statement.

**WELLS BRANCH COMMUNITY LIBRARY DISTRICT**  
**Reconciliation of the Statement of Revenues, Expenditures and Changes in**  
**Fund Balances of Governmental Funds to the Statement of Activities**  
**For the Year Ended December 31, 2019**

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Net Change in Fund Balance - Total Governmental Funds	\$	402,877
<p>Amounts reported for governmental activities in the Statement of Activities are different because:</p> <p>Governmental funds report capital outlays as expenditures. However, in the Statement of Activities, the cost of those assets is allocated over the estimated useful lives and is reported as depreciation expense. This activity is reconciled as follows:</p>		
Cost of assets capitalized		191,903
Depreciation expense		(235,649)
Gain/(Loss) on disposition of capital assets		30,821
<p>Governmental funds do not report liabilities for compensated absences. However, in the Statement of Activities, changes in the accrued liabilities are recorded.</p>		
Accrued vacation leave		<u>(12,771)</u>
Change in Net Position of Governmental Activities - Statement of Activities	\$	<u><u>377,181</u></u>

The accompanying notes are an integral part of this statement.

**WELLS BRANCH COMMUNITY LIBRARY DISTRICT**  
**NOTES TO FINANCIAL STATEMENTS**  
For the Year Ended December 31, 2019

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A. Summary of Significant Accounting Policies

The basic financial statements of Wells Branch Community Library District (the “District”) have been prepared in conformity with accounting principles generally accepted in the United States of America (“GAAP”) applicable to governmental units. The Governmental Accounting Standards Board (“GASB”) is the accepted standard setting body for establishing governmental accounting and financial reporting principles.

1. Reporting Entity

The District’s Board of Trustees (the “Board”), a five-member group, has governance responsibilities over all activities related to the District. The Board is elected by the public and has the exclusive power and duty to govern and oversee the management of the District. The District receives funding from a local sales and use tax, as well as other sources and must comply with the requirements of Chapter 326 of the Local Government Code of the State of Texas under which the District was created. However the District is not included in any other governmental “reporting entity” as defined by the GASB in its Statement No. 14, “The Financial Reporting Entity,” and there are no component units included within the reporting entity.

2. Basis of Presentation, Basis of Accounting

a. Basis of Presentation

Government-wide Statements: The statement of net position and the statement of activities include the financial activities of the overall government. Eliminations have been made to minimize the double-counting of internal activities. These statements distinguish between the governmental and business-type activities of the District. Governmental activities generally are financed through taxes, intergovernmental revenues, and other nonexchange transactions. Business-type activities are financed in whole or in part by fees charged to external parties. The District maintains no business-type activities.

The statement of activities presents a comparison between direct expenses and program revenues for the different business-type activities of the District and for each function of the District’s governmental activities. Direct expenses are those that are specifically associated with a program or function and, therefore, are clearly identifiable to a particular function. The District does not allocate indirect expenses in the statement of activities. Program revenues include (a) fees, fines, and charges paid by the recipients of goods or services offered by the programs and (b) grants and contributions that are restricted to meeting the operational or capital requirements of a particular program. Revenues that are not classified as program revenues, including all taxes, are presented as general revenues.

WELLS BRANCH COMMUNITY LIBRARY DISTRICT

NOTES TO FINANCIAL STATEMENTS

For the Year Ended December 31, 2019

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Fund Financial Statements: The fund financial statements provide information about the District's funds, with separate statements presented for each fund category. The emphasis of fund financial statements is on major governmental and enterprise funds, each displayed in a separate column. All remaining governmental and enterprise funds are aggregated and reported as nonmajor funds.

The District reports the following major governmental funds:

General Fund. This is the District's primary operating fund. It accounts for all financial resources of the District except those required to be accounted for in another fund.

b. Measurement Focus, Basis of Accounting

Government-wide and Proprietary Fund Financial Statements: These financial statements are reported using the economic resources measurement focus. The government-wide and proprietary fund financial statements are reported using the accrual basis of accounting. Revenues are recorded when earnings and expenses are recorded at the time liabilities are incurred, regardless of when the related cash flows take place. Nonexchange transactions, in which the District gives (or receives) value without directly receiving (or giving) equal value in exchange, include property taxes, grants, entitlements, and donations. On an accrual basis, revenue from property taxes is recognized in the fiscal year for which the taxes are levied. Revenue from grants, entitlements, and donations is recognized in the fiscal year in which all eligibility requirements have been satisfied.

Governmental Fund Financial Statements: Governmental funds are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Under this method, revenues are recognized when measurable and available. The District does not consider revenues collected after its year-end to be available in the current period. Revenues from local sources consist primarily of sales and use taxes. Sales and use tax revenues and revenues received from the State are recognized under the susceptible-to-accrual concept. Miscellaneous revenues are recorded as revenue when received in cash because they are generally not measurable until actually received. Investment earnings are recorded as earned, since they are both measurable and available. Expenditures are recorded when the related fund liability is incurred, except for principal and interest on general long-term debt, claims and judgments, and compensated absences, which are recognized as expenditures to the extent they have matured. General capital asset acquisitions are reported as expenditures in governmental funds. Proceeds of general long-term debt and acquisitions under capital leases are reported as other financing sources.

When the District incurs an expenditure or expense for which both restricted and unrestricted resources may be used, it is the District's policy to use restricted resources first, then unrestricted resources.

**WELLS BRANCH COMMUNITY LIBRARY DISTRICT**  
**NOTES TO FINANCIAL STATEMENTS**  
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3. Financial Statement Amounts

a. Cash and Cash Equivalents

Cash and cash equivalents are comprised of bank demand and time deposits (certificates of deposit).

b. Sales and Use Tax

The District is authorized to assess and the Comptroller of Public Accounts collects and distributes to the District a 0.5% sales and use tax on qualified sales within the District.

c. Capital Assets

Purchased or constructed capital assets are reported at cost or estimated historical cost. Donated fixed assets are recorded at their estimated fair value at the date of the donation. The cost of normal maintenance and repairs that do not add to the value of the asset or materially extend assets' lives are not capitalized. A capitalization threshold of \$5,000 is used.

The collection consists of fiction and nonfiction books and audiovisual and computer materials that are recorded in the catalog database. The District follows the practice of carrying materials at original cost at time of purchase or fair market value at time of donation. Periodicals are expensed in the year purchased.

Capital assets are being depreciated using the straight-line method over the following estimated useful lives:

<u>Asset Class</u>	<u>Estimated Useful Lives</u>
Building & Improvements	24-40
Collection Materials	5
Furniture & Equipment	5
Signage	24

d. Receivable and Payable Balances

The District believes that sufficient detail of receivable and payable balances is provided in the financial statements to avoid the obscuring of significant components by aggregation. Therefore, no disclosure is provided which disaggregates those balances.

There are no significant receivables, which are not scheduled for collection within one year of year-end.

**WELLS BRANCH COMMUNITY LIBRARY DISTRICT**

**NOTES TO FINANCIAL STATEMENTS**

For the Year Ended December 31, 2019

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e. Uses of Estimates

The preparation of financial statements in conformity with GAAP requires the use of management's estimates.

f. Fund Balances – Governmental Funds

Fund balances of the governmental funds are classified as follows:

**Nonspendable Fund Balance** – represents amounts that cannot be spent because they are either not in spendable form (such as inventory or prepaid insurance) or legally required to remain intact (such as notes receivable or principal of a permanent fund).

**Restricted Fund Balance** – represents amounts that are constrained by external parties, constitutional provisions or enabling legislation.

**Committed Fund Balance** – represents amounts that can only be used for a specific purpose because of a formal action by the District's governing board. Committed amounts cannot be used for any other purpose unless the governing board removes those constraints by taking the same type of formal action. Committed fund balance amounts may be used for other purposes with appropriate due process by the governing board. Commitments are typically done through adoption and amendment of the budget. Committed fund balance amounts differ from restricted balances in that the constraints on their use do not come from outside parties, constitutional provisions, or enabling legislation.

**Assigned Fund Balance** – represents amounts which the District intends to use for a specific purpose, but that do not meet the criteria to be classified as restricted or committed. Intent may be stipulated by the governing board or by an official or body to which the governing board delegates the authority. Specific amounts that are not restricted or committed in a special revenue, capital projects, debt service or permanent fund are assigned for purposes in accordance with the nature of their fund type or the fund's primary purpose. Assignments within the general fund convey that the intended use of those amounts is for a specific purpose that is narrower than the general purposes of the District itself.

**Unassigned Fund Balance** – represents amounts which are unconstrained in that they may be spent for any purpose. Only the general fund reports a positive unassigned fund balance. Other governmental funds might report a negative balance in this classification because of overspending for specific purposes for which amounts had been restricted, committed or assigned.

When an expenditure is incurred for a purpose for which both restricted and unrestricted fund balance is available, the District considers restricted funds to have been spent first. When an expenditure is incurred for which committed, assigned, or unassigned fund balances are available, the District considers amounts to have been spent first out of committed funds, then assigned funds, and finally unassigned funds.

WELLS BRANCH COMMUNITY LIBRARY DISTRICT

NOTES TO FINANCIAL STATEMENTS

For the Year Ended December 31, 2019

Draft as of 04/07/2020  
to be used only for management discussion purposes; engagement is incomplete; this draft is subject to final review and possible revision.

B. Deposits and Investments

The District funds are required to be deposited and invested under the terms of a depository contract. The depository bank deposits for safekeeping and trust with the District’s agent bank agrees with pledge securities in an amount sufficient to protect District funds on a day-to-day basis during the period of the contract. The pledge of approved securities is waived only to the extent of the depository bank’s dollar amount of Federal Deposit Insurance Corporation (“FDIC”) insurance.

Cash Deposits

At December 31, 2019, the carrying amount of the District’s deposits (cash and interest-bearing savings) was \$54,249. The balance at the various banks was \$70,466. For the year ended December 31, 2019, the District’s deposits were fully insured by the Federal Deposit Insurance Corporation.

Investments

The District is required by Government Code Chapter 2256, The Public Funds Investment Act, to adopt, implement, and publicize an investment policy. That policy must address the following areas: (1) safety of principal and liquidity, (2) portfolio diversification, (3) allowable investments, (4) acceptable risk levels, (5) expected rates of return, (6) maximum allowable stated maturity of portfolio investments, (7) maximum average dollar-weighted maturity allowed based on the stated maturity date for the portfolio, (8) investment staff quality and capabilities, and (9) bid solicitation preferences for certificates of deposit.

The Public Funds Investment Act (“Act”) requires an annual audit of investment practices. Audit procedures in this area conducted as a part of the audit of the general purpose financial statements disclosed that in the areas of investment practices, management reports and establishment of appropriate policies, the District adhered to the requirements of the Act. Additionally, investment practices of the District were in accordance with local policies.

The Act determines the types of investments, which are allowable for the District. These include, with certain restrictions, (1) obligations of the U.S. Treasury, certain U.S. agencies, and the State of Texas, (2) certificates of deposit, (3) certain municipal securities, (4) money market savings accounts, (5) repurchase agreements, (6) bankers acceptances, (7) mutual funds, (8) investment pools, (9) guaranteed investment contracts, and (10) common trust funds.

The District’s investments are categorized to give an indication of the level of risk assumed by the District’s investments, as noted above consist of bank certificates of deposit.

<u>Investment or Investment Type</u>	<u>Maturity</u>	<u>Ratings</u>	<u>Fair Value</u>	<u>Percentage</u>
TexPool Investment Pool	33 days average	AAA-m	\$ 1,824,297	96%
Bank Time Deposits	Less than 12 Months	NA	84,946	4%
			<u>\$ 1,909,243</u>	<u>100%</u>

**WELLS BRANCH COMMUNITY LIBRARY DISTRICT**  
**NOTES TO FINANCIAL STATEMENTS**  
For the Year Ended December 31, 2019

**Draft as of 04/07/2020  
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Analysis of Specific Deposit and Investment Risks

GASB Statement No. 40 requires a determination as to whether the District was exposed to the following specific investment risks at year end and, if so, the reporting of certain related disclosures:

a. Credit Risk

Credit risk is the risk that an issuer or other counter party to an investment will not fulfill its obligations. The ratings of securities by nationally recognized rating agencies are designed to give an indication of credit risk. At year end, the District's investments, other than those which are obligations of or guaranteed by the U.S. Government, are rated as to credit quality.

b. Custodial Credit Risk

Deposits are exposed to custodial credit risk if they are not covered by depository insurance and the deposits are uncollateralized, collateralized with securities held by the pledging financial institution, or collateralized with securities held by the pledging financial institution's trust department or agent but not in the District's name.

Investment securities are exposed to custodial credit risk if the securities are uninsured, are not registered in the name of the government, and are held by either the counterparty or the counterparty's trust department or agency but not in the District's name.

At year end, the District was not exposed to custodial credit risk.

c. Concentration of Credit Risk

This risk is the risk of loss attributed to the magnitude of a government's investment in a single issuer. At year end, the District investments representing more than 5% of total investments are disclosed above.

d. Interest Rate Risk

This is the risk that changes in interest rates will adversely affect the fair value of an investment. At year end, the District has a formal investment policy that limits investment maturities as a means of managing its exposure to fair value losses arising from increasing interest rates.

e. Foreign Currency Risk

This is the risk that exchange rates will adversely affect the fair value of an investment. At year end, the District was not exposed to foreign currency risk.

**WELLS BRANCH COMMUNITY LIBRARY DISTRICT**  
**NOTES TO FINANCIAL STATEMENTS**  
For the Year Ended December 31, 2019

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C. Capital Assets

Capital asset activity for the period ended December 31, 2019 was as follows:

	Beginning Balances	Increases	Decreases	Ending Balances
<u>Governmental Activities:</u>				
Capital assets not being depreciated:				
Buildings and Improvements	\$ 2,538,103	\$ -	\$ -	\$ 2,538,103
Collection Materials	1,206,852	111,098	138,902	1,179,048
Furniture and Equipment	430,481	80,805	-	511,286
Signage	42,671	-	-	42,671
Total capital assets being depreciated	<u>4,218,107</u>	<u>191,903</u>	<u>138,902</u>	<u>4,271,108</u>
Less accumulated depreciation for:				
Buildings and Improvements	(942,592)	(64,513)	-	(1,007,105)
Collection Materials	(1,015,898)	(107,845)	(169,723)	(954,020)
Furniture and Equipment	(320,174)	(61,513)	-	(381,687)
Signage	(4,479)	(1,778)	-	(6,257)
Total accumulated depreciation	<u>(2,283,143)</u>	<u>(235,649)</u>	<u>(169,723)</u>	<u>(2,349,069)</u>
Total capital assets being depreciated, net	<u>1,934,964</u>	<u>(43,746)</u>	<u>(30,821)</u>	<u>1,922,039</u>
Governmental Activities capital assets, net	<u>\$ 1,934,964</u>	<u>\$ (43,746)</u>	<u>\$ (30,821)</u>	<u>\$ 1,922,039</u>

Depreciation was charged to functions as follows:

General Government	\$ -
Library	<u>235,649</u>
	<u>\$ 235,649</u>

D. Risk Management

The District is exposed to various risks of loss related to torts, theft, damage or destruction of assets, errors and omissions, injuries to employees, and natural disasters. The District purchased commercial insurance to cover general liabilities. There were no significant reductions in coverage in the past year and there were no settlements exceeding insurance coverage for each of the past three fiscal years.

E. Commitments and Contingencies

The District leases the land on which the building is located under a long-term lease with the Wells Branch Municipal Utility District, the lease expires in 2102. Minimum lease payments are \$500 per year through 2102.

**WELLS BRANCH COMMUNITY LIBRARY DISTRICT**

**NOTES TO FINANCIAL STATEMENTS**

For the Year Ended December 31, 2019

**Draft as of 04/07/2020  
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F. Deferred Compensation Plan

The District offers its employees a deferred compensation plan created in accordance with Internal Revenue Code Section 457. The plan, available to all eligible employees, permits them to defer a portion of their salary until future years. The deferred compensation is not available to employees until termination, retirement, death or unforeseeable emergency.

Permanent employees may contribute up to 25% of their salary. The District will match 100% of the employees' contribution up to 7.5% of the employees' salary. The District requires employees working thirty-five hours or more per week to participate in the plan. Six eligible employees participated in 2019. Contributions to the plan by the District were \$23,790 during 2019.

G. Compensated Leave

All Personal Time Off (PTO) is accrued and measured based on an employee's Full Time Equivalent (FTE) as compared to a forty (40) hour work week. An employee who is scheduled to work 40 hours per week has an FTE of eight hours per day. An employee who is scheduled to work 15 hours per week has an FTE of 3 hours per day. Full-time and part-time employees accrue 0.0577 hours of PTO per hour worked (15 FTE days per year) for years 1 through year 3; 0.0847 hours per hour worked (22 FTE days per year) for years 4 through 10; and 0.1155 hours per hour worked (30 FTE days per year) for years 11 or more.

Employees may accumulate a maximum of 40 days of PTO. After the completion of three months of employment, upon employee resignation or termination for any reason other than cause, unused PTO will be compensated subject to the District's policy on notice of resignation. The amount of earned but unused PTO at December 31, 2019 is \$32,954.

H. Friends of the Library

The Friends of the Library (FOL) supports the interests and welfare of the District by promoting volunteerism, fostering the library through cultural and social events and raising funds to support the library's programs. The Friends of the Library is not a component unit of the District as defined by the GASB in its Statement No. 14, "The Financial Reporting Entity."

The FOL had total receipts of \$7,991 during 2019. The FOL's expenditures totaled \$3,805 during 2019.

I. Subsequent Event Coronavirus

Subsequent to year end but before the date of this report Coronavirus has had a significant impact on the country's and worldwide markets. The World Health Organization (WHO) declared a public health emergency on January 30, 2020.

At this time, the impact on the Company's financial statements at December 31, 2019 is not clear particularly the impact on future sales tax collections.

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## **REQUIRED SUPPLEMENTARY INFORMATION**

Required supplementary information includes financial information and disclosures required by the Governmental Accounting Standards Board but not consider a part of the basic financial statements.

**WELLS BRANCH COMMUNITY LIBRARY DISTRICT** **Draft as of 04/07/2020**  
**Required Supplementary Information**  
**Budgetary Comparison Schedule**  
**General Fund**  
**For the Year Ended December 31, 2019**

**to be used only for management discussion purposes; engagement is incomplete; this draft is subject to final review and possible revision.**

	Budgeted Amounts		Actual Amounts	Variance With Final Budget Positive (Negative)
	Original	Final		
<b><u>REVENUES</u></b>				
Taxes:				
Sales Tax	\$ 1,250,000	\$ 1,250,000	\$ 1,432,700	\$ 182,700
Total Taxes	<u>1,250,000</u>	<u>1,250,000</u>	<u>1,432,700</u>	<u>182,700</u>
Charges for Program Services:				
Fines, Forfeitures and Costs	25,000	25,000	20,526	(4,474)
Meeting Room Fees	-	-	-	-
Services and Fees	-	-	-	-
Total Fines, Forfeitures and Costs	<u>25,000</u>	<u>25,000</u>	<u>20,526</u>	<u>(4,474)</u>
Investment Income:				
Investment Income	15,000	30,000	32,552	2,552
Other Revenues:				
Donations	500	500	59,921	59,421
FOL Fundraising & Activities	-	-	2,500	2,500
Miscellaneous	-	-	-	-
Book Sales	750	750	1,164	414
Miscellaneous Grant	-	-	1,800	1,800
Total Other Revenue	<u>1,250</u>	<u>1,250</u>	<u>65,385</u>	<u>64,135</u>
TOTAL REVENUES	<u>1,291,250</u>	<u>1,306,250</u>	<u>1,551,163</u>	<u>244,913</u>
<b><u>EXPENDITURES</u></b>				
General Government:				
Finance and Legal	10,653	11,403	9,067	2,336
Board Expenses	19,500	19,500	14,837	4,663
Legislative	-	-	-	-
Total General Government	<u>30,153</u>	<u>30,903</u>	<u>23,904</u>	<u>6,999</u>
Library:				
Personnel	673,290	671,790	651,113	20,677
Programs	28,000	36,000	35,828	172
Office Expenses	11,150	11,400	10,634	766
Technology	45,385	45,385	40,382	5,003
Facilities	119,306	139,306	128,456	10,850
Advertising	10,900	10,900	5,633	5,267
Contributed Goods and Services	-	-	59,497	(59,497)
Other	1,500	1,500	936	564
	<u>889,531</u>	<u>916,281</u>	<u>932,479</u>	<u>(16,198)</u>
Capital Outlay:				
Collection	129,125	131,625	111,098	20,527
Other	-	85,000	80,805	4,195
	<u>129,125</u>	<u>216,625</u>	<u>191,903</u>	<u>24,722</u>
Debt Service:				
Principal	-	-	-	-
Interest	-	-	-	-
	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
TOTAL EXPENDITURES	<u>1,048,809</u>	<u>1,163,809</u>	<u>1,148,286</u>	<u>15,523</u>
Excess Revenues Over (Under) Expenditures	<u>242,441</u>	<u>142,441</u>	<u>402,877</u>	<u>260,436</u>
Net Changes in Fund Balance	242,441	142,441	402,877	260,436
Fund Balance - Beginning of Year	1,749,072	1,749,072	1,749,072	-
Fund Balance - End of Year	<u>\$ 1,991,513</u>	<u>\$ 1,891,513</u>	<u>\$ 2,151,949</u>	<u>\$ 260,436</u>

The accompanying notes are an integral part of this statement.