



Reporting Errors Workbook

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What we'll cover

- Overview of Reporting Errors Workbook
- How do I clear up items or answer any questions?
- How can I use the workbook to plan?

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Not really "errors"

- We call it an "error" report, but really need more information/may need corrections
- Mostly will just need additional information
- Accreditation issues earlier in process, so we have more time to work with you

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Why do Reporting Error Workbooks?

- Minimize time spent with follow up questions
- Audit trail for revisions
- Planning tool for future fiscal years
- Remember: It is NOT personal; it's a program



Image courtesy of Stuart Mills of ExcelDive.com

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5 spreadsheets/tabs in workbook

- ❖ Introduction
- ❖ Reporting errors
- ❖ Appendix
- ❖ Annotations
- ❖ Qryreportdata (for TSLAC use only)

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Introduction spreadsheet/tab



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- ◆ Local Gov't Support expenditures (Item 02)
 - Go to Appendix tab
 - Review the Minimum Local Gov't Support expenditures
 - Will show you how much you are short

Item 02 - Minimum Local Government Support, Rule §1.77
 At least half of the minimum per capita support in Rule 1.81(A) must come from local government sources. Minimum government support is calculated by dividing minimum per capita support by 2 and multiplying by population. If the library spent at least \$17.50 per capita in 192014 and had at least some expenditures from Local Government Sources, the library is exempt from this criteria.

2014 Expenditures from local governmental sources reported in 4.3	\$507,870
Required per Capita Capital Government Support - Required amount in Rule §1.81(A) 4.2 x [2013]Popdvd	\$1,082,231.11
Difference between expenditures reported in 4.3 and Minimum Government Expenditures	\$489,746.89
Difference between \$17.50 x 2014 Population and 4.2 reported	\$1,115,955.00
Amount needed to meet Local Government Support Expenditures requirement (4.3) ▶▶▶▶▶	MLT

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Amending report

- **Before** April 30
 - Through Texas LibPAS
- **After** April 30
 - Email us



http://www.waltonsc.com/libraries/assessments/2014k_spatial_calculator.aspx

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Reporting Errors

Let's take a closer look



image courtesy of digitalartphotos.net
<http://www.flickr.com/photos/digitalartphotos/939243461/>

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MOE Forecast

Population Assigned and Per Capita Expenditures		
<i>Historical data for the 2012-2013 biennium. Maintenance of Effort and Local Government Support</i>		
2014 Local Operating Expenditures reported in 4.3		\$597,970
2014 Population Served Assigned		20,792
2014 Per Capita Expenditures (PCExp)	(2014) 4.3 / (2014) PopSrvd	\$28,469,704.9
2013 Expenditures from local governmental sources reported in 4.3		\$597,970
Maintenance of Effort, Calculations		
<i>Previous year's data used to derive averages for minimum expenditure requirements.</i>		
Number MOE Years to Average (0.1, 2, 3)	(Member Year)	3
2011 Local Operating Expenditures (4.2)		\$750,424
2012 Local Operating Expenditures (4.2)		\$744,732
2013 Local Operating Expenditures (4.2)		\$610,181
Required Minimum Expenditure Average (MOEavg) ((2011) PCExp + (2012) PCExp + (2013) PCExp) / Number Year		\$68,700,000.0
2011 Population Served		39,938
2012 Population Served		40,429
2013 Population Served		39,854
Required Minimum Per Capita Average (PCAvg) ((2011) 4.2 + (2012) 4.2 + (2013) 4.2) /		
((2011) PopSrvd + (2012) PopSrvd + (2013) PopSrvd)		\$17,205,916

MOE information from Appendix is shown above.

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MOE Forecasting 3 year average

- You have everything to estimate next year's MOE using Appendix:
 - 2012 Local Operating Expenditures - \$744,732
 - 2013 Local Operating Expenditures - \$610,181
 - 2014 Local Operating Expenditures - \$597,970
 - ▶ Estimate MOE for 2015 \$650,961
- (2012 + 2013 + 2014)/3

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Additional Resources

- Texas LibPAS
<https://tx.countingopinions.com>
- Tips and Tools for Annual Report
 - Reporting Downloadables
 - MOE Calculator
 - Weekly unduplicated hours open (with branches)
 - Indirect Costs Information

<https://www.tsl.texas.gov/ld/pubs/arsma/index.html>

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Questions?



image courtesy of Stuart Miles of www.shutterstock.com

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