

**Glen Ellyn Library Foundation**  
**Annual Financial Review**

**For the Period Ended**  
**May 31, 2010**

**Prepared by:**

**Leland Lewis, President**

**Barbara Urgo, Board Member**

A financial review of the Glen Ellyn Library Foundation was performed at 9:00 AM in the first floor Youth Program Room at the Glen Ellyn Library on June 16, 2010. Present at the review were Glen Ellyn Library Foundation Board Members: Leland Lewis - President, Merrill Rajeck – Treasurer, and Barbara Urgo – Board Member; and Dawn Bussey – Director Glen Ellyn Library.

The purpose of this financial review is to provide Glen Ellyn Library Foundation Board Members, general public, donators, and any other interested parties with reliable information about the financial condition of the Foundation. This report is not an audit, but rather written documentation of personal observations made simultaneously by Leland Lewis and Barbara Urgo in the presence of both Merrill Rajeck and Dawn Bussey of formal Foundation documents held by the Glen Ellyn Library. These observations concluded that the financial information as reported to the Board for the period ended May 31, 2010 is fully supported with formal written reports provided by each individual institution that serves as investment broker for the funds invested by and for the Glen Ellyn Library Foundation. Responsibility for both the accuracy and completeness of the data as reported by the institutions rests with the Glen Ellyn Library Foundation Board. To the best of our knowledge and belief, the enclosed data are accurate and represents the financial position of the Glen Ellyn Library Foundation as of May 31, 2010.

The financial reporting observed includes cash and all funds of the Glen Ellyn Library Foundation. The Foundation uses the cash basis of accounting for reporting purposes with both revenues and expenses recorded when received and verified.

The Glen Ellyn Library Foundation funds include: Cash, Oakmark Equity Income Fund, Value Line Income & Growth Fund, and iShares Dow Jones Select Dividend Index Fund all held by Charles Schwab & Company in a Schwab One Account. As of May 31, 2010 the following amounts are indicated:

• Cash	\$ 13,488.79
• Oakmark Equity Income Fund	\$ 59,174.70
• Value Line Income & Growth Fund	\$ 55,568.63
• iShares Dow Jones Select Dividend Index Fund	<u>\$ 28,944.45</u>
• Total	\$ 157,176.57

The Glen Ellyn Library Foundation Financial Report as of May 31, 2010 (copy is enclosed) as prepared and presented by Merrill Rajeck, Board Treasurer indicated the following amounts:

• Market Value Cash Balance	\$ 13,488.79
• iShares Dow Jones Select Div Index Fd	\$ 28,944.45
• Oakmark Equity Income Fund	\$ 59,174.70
• Value Line Income & Growth Fund	<u>\$ 55,568.63</u>
• Total Long Term Investments	\$ 157,176.57

As can be seen, the amounts reported in each independently prepared report are exactly the same.

In addition to the above Charles Schwab Funds, the Glen Ellyn Library Foundation Funds include The DuPage Community Foundation Glen Ellyn Library Foundation Agency Fund administered by The DuPage Community Foundation. The DuPage Community Foundation provides a Fund Statement quarterly to the Glen Ellyn Library Foundation, thus the statement available for this financial review was dated March 31, 2010. As of March 31, 2010, the following amount is indicated:

- Cumulative Fund \$77,810.28
- Total \$77,810.28

The Glen Ellyn Library Foundation Financial Report as of May 31, 2010 (copy is enclosed) as prepared and presented by Merrill Rajeck, Board Treasurer, indicated the following amount:

- DuPage Community Foundation \$77,810.28
- Total \$77,810.28

As can be seen, the amount reported in each independently prepared report is exactly the same.

A review of the current financial investments made by the Glen Ellyn Library Foundation meet the Glen Ellyn Library Foundation Investment Guidelines, as re-approved by the Foundation Board on April 13, 2010.

The Glen Ellyn Library Foundation Charles Schwab One Account also serves as the Foundation checking account. Merrill Rajeck is the only current signatory authority on the checking account. The Schwab checking account check book includes duplicate checks so each check written can be verified. The May 31, 2010 Charles Schwab Account Statement Transaction Detail Cash Activity was reviewed and Schwab One Check #0184, was indicated to be issued on May 26, 2010 in the amount of \$2,000.00.

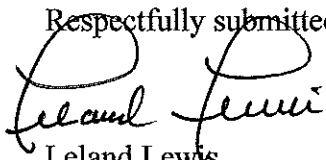
The Glen Ellyn Library Foundation Financial Report as of May 31, 2010 (copy is enclosed) as prepared and presented by Merrill Rajeck, Board Treasurer, indicated disbursements in the amount of \$2,025.00. This total amount is represented by expenditures of \$10.00 during the period ended March 31, 2010, \$15.00 during the period ended April 30, 2010, and \$2,000.00 during the period ended May 31, 2010. The \$2,000.00 expenditure during the period ended May 31, 2010 corresponds to check #0184 in the amount of \$2,000.00. In addition to observing check #0184, eight other duplicate checks from the Foundation checkbook were reviewed, compared and verified with the Financial Report spread sheet history dating back to the inception of the Foundation on June 30, 1999. As reported earlier, the cash balance shown in the Foundation checkbook corresponds exactly to the cash balance reported on the Charles Schwab May 31, 2010 Statement.

In summary, the results of the financial review performed by Leland Lewis - President and Barbara Urgo - Board Member on the Glen Ellyn Library Foundation on June 16, 2010 found no


material defects. The financial records and recording systems used were thorough and easily understood. All financial records dating back to the inception of the Foundation were available and summarized on a Financial Report spread sheet. Treasurer Rajeck should be commended for the thoroughness and accuracy of the financial information maintained for the Glen Ellyn Library Foundation.

One recommendation resulting from the performance of the financial review is made. It is recommended that the signatory authority for the Foundation check book be expanded to include the President of the Foundation, thereby making available to the organization one additional person authorized to sign checks.

Respectfully submitted,



Leland Lewis  
President



Barbara Uργο  
Board Member

# GLEN ELLYN LIBRARY FOUNDATION

## Financial Report

<u>Periods ended 5/31/10:</u>	<u>05/31/10</u> <u>Cash Balance</u>	<u>Three Months</u>	<u>Year-To-Date</u>	<u>Twelve Months</u>	<u>Inception</u> <u>06/30/99</u>
Beginning Market Value (\$)		235,432.10	233,183.09	194,843.55	0.00
Receipts		600.00	1,850.00	1,950.00	285,095.26
Disbursements		<u>2,025.00</u>	<u>2,025.00</u>	<u>2,596.10</u>	<u>132,123.09</u>
Adjusted Base		234,007.10	233,008.09	194,197.45	152,972.17
Market Value 5/31/10**	13,488.79	<u>234,986.85</u>	<u>234,986.85</u>	<u>234,986.85</u>	<u>234,986.85</u>
** DCF Market Value 3/31/10					
Investment Return (\$)		979.75	1,978.76	40,789.40	82,014.68
Investment Return (%)		0.42	0.85	21.97	4.50
S & P 500 Index (%)		(0.89)	(1.50)	20.97	0.33

<u>As of 3/31/10:</u>	<u>Five Years</u>			
Total Fund (%)	3.51	3.51	32.91	4.01
DuPage Community Foundation (%)	2.33	2.33	32.37	2.87
Oakmark Equity Income Fund (%)	4.70	4.70	33.52	7.63
Value Line Income & Growth Fund (%)	3.64	3.64	33.70	5.63
iShares Dow Jones Dividend Index (%)	5.76	5.76	52.91	(0.59)
S & P 500 Index (%)	5.39	5.39	49.73	1.95

<u>Assets as of 5/31/10:</u>	<u>Market Value (\$)</u>	<u>% of Total</u>
DuPage Community Foundation**	77,810.28	33.1
Market Value 3/31/10**		
iShares Dow Jones Select Div Index Fd	28,944.45	12.3
Oakmark Equity Income Fund	59,174.70	25.2
Value Line Income & Growth Fund	<u>55,568.63</u>	<u>23.6</u>
<b>Total Long Term Investments</b>	<b>221,498.06</b>	<b>94.3</b>
Money Market Funds	<u>13,488.79</u>	<u>5.7</u>
<b>Total Glen Ellyn Library Foundation</b>	<b>234,986.85</b>	<b>100.0</b>

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6/15/2010