

**STATE BOARD OF ACCOUNTS**  
**302 West Washington Street**  
**Room E418**  
**INDIANAPOLIS, INDIANA 46204-2769**

EXAMINATION REPORT  
OF  
BICKNELL-VIGO TOWNSHIP PUBLIC LIBRARY  
KNOX COUNTY, INDIANA  
January 1, 2004 to December 31, 2005



**FILED**  
12/27/2006



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OFFICIALS

<u>Office</u>	<u>Official</u>	<u>Term</u>
Director	Ginger Rogers	01-01-04 to 12-31-06
Treasurer	Robert H. Deweese Gareth Byer	01-01-04 to 04-13-05 04-14-05 to 12-31-06
President of the Board	J. Adelyne Kent	01-01-04 to 12-31-06



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INDEPENDENT ACCOUNTANT'S REPORT

TO: THE OFFICIALS OF THE BICKNELL-VIGO TOWNSHIP PUBLIC LIBRARY, KNOX COUNTY, INDIANA

We have examined the schedules of receipts, disbursements, and cash and investment balances of the Bicknell-Vigo Township Public Library (Library), for the period of January 1, 2004 to December 31, 2005. The Library's management is responsible for the schedules. Our responsibility is to express an opinion based on our examination.

Our examination was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants and, accordingly, included examining, on a test basis, evidence supporting the schedule of receipts, disbursements, and cash and investment balances and performing such other procedures as we considered necessary in the circumstances. We believe that our examination provides a reasonable basis for our opinion.

In our opinion, the schedules referred to above present fairly, in all material respects, the cash transactions of the Library for the years ended December 31, 2004 and 2005, based on the criteria set forth in the uniform compliance guidelines established by the Indiana State Board of Accounts.

STATE BOARD OF ACCOUNTS

October 26, 2006

BICKNELL-VIGO TOWNSHIP PUBLIC LIBRARY  
SCHEDULES OF RECEIPTS, DISBURSEMENTS, AND CASH AND INVESTMENT BALANCES  
ALL GOVERNMENTAL FUND TYPES  
As Of And For The Years Ended December 31, 2004 And 2005

	Cash and Investments 01-01-04	Receipts	Disbursements	Cash and Investments 12-31-04
Governmental Funds:				
General	\$ 8,237	\$ 140,595	\$ 127,022	\$ 21,810
Gift	19,445	361	227	19,579
Build Indiana	8,190	-	8,190	-
Mr. Huffman's Gift	28	-	-	28
Lois Lenski Fund	6	-	-	6
Genealogy Gift	60	-	-	60
Library Capital Projects	17,506	-	10,564	6,942
Totals	<u>\$ 53,472</u>	<u>\$ 140,956</u>	<u>\$ 146,003</u>	<u>\$ 48,425</u>

	Cash and Investments 01-01-05	Receipts	Disbursements	Cash and Investments 12-31-05
Governmental Funds:				
General	\$ 21,810	\$ 100,009	\$ 98,463	\$ 23,356
Gift	19,579	1,870	779	20,670
Mr. Huffman's Gift	28	-	-	28
Lois Lenski Fund	6	-	-	6
Genealogy Gift	60	-	-	60
Library Capital Projects	6,942	13,144	13,140	6,946
Totals	<u>\$ 48,425</u>	<u>\$ 115,023</u>	<u>\$ 112,382</u>	<u>\$ 51,066</u>

The accompanying notes are an integral part of the schedules.

BICKNELL-VIGO TOWNSHIP PUBLIC LIBRARY  
NOTES TO SCHEDULES

Note 1. Introduction

The Library was established under the laws of the State of Indiana. The Library provides the following services: culture and recreation.

Note 2. Fund Accounting

The Library uses funds to report on its cash and investments and the results of its operations on a cash basis. Fund accounting is designed to demonstrate legal compliance and to aid financial management by segregating transactions related to certain governmental functions or activities.

Note 3. Budgets

The operating budget is initially prepared and approved at the local level. In addition, funds for which property taxes are levied are subject to final approval by the Indiana Department of Local Government Finance.

Note 4. Property Taxes

Property taxes levied are collected by the County Treasurer and are distributed to the Library in June and December. State statute (IC 6-1.1-17-16) requires the Indiana Department of Local Government Finance to establish property tax rates and levies by February 15. These rates were based upon the preceding year's March 1 (lien date) assessed valuations adjusted for various tax credits. Taxable property is assessed at 100% of the true tax value (determined in accordance with rules and regulations adopted by the Indiana Department of Local Government Finance). Taxes may be paid in two equal installments which become delinquent if not paid by May 10 and November 10, respectively.

Note 5. Deposits and Investments

Deposits, made in accordance with Indiana Code 5-13, with financial institutions in the State of Indiana at year end were entirely insured by the Federal Depository Insurance Corporation or by the Indiana Public Deposit Insurance Fund. This includes any deposit accounts issued or offered by a qualifying financial institution.

State statute (IC 5-13-9) authorizes the Library to invest in securities including, but not limited to, federal government securities, repurchase agreements, and certain money market mutual funds. Certain other statutory restrictions apply to all investments made by local governmental units.

BICKNELL-VIGO TOWNSHIP PUBLIC LIBRARY  
EXAMINATION RESULTS AND COMMENTS

APPROPRIATIONS

The following expenditures were in excess of budgeted appropriations:

<u>Fund</u>	<u>Year</u>	<u>Excess Amount Expended</u>
Capital Projects	2005	<u>\$ 2,213</u>

Indiana Code 6-1.1-18-4 states in part: ". . . the proper officers of a political subdivision shall appropriate funds in such a manner that the expenditures for a year do not exceed its budget for that year as finally determined under this article."

BANK ACCOUNT RECONCILIATIONS

Depository reconciliations of the fund balances to the bank account balances were not presented for audit or were incorrect. The differences were considered immaterial.

Indiana Code 5-13-6-1(e) states in part: "All local investment officers shall reconcile at least monthly the balance of public funds, as disclosed by the records of the local officers, with the balance statements provided by the respective depositories."

OFFICIAL BOND

The official bond for Gareth Byer, Treasurer, was not filed in the office of the County Recorder.

Indiana Code 5-4-1-5.1(b) states in part: "Every elected or appointed officer, official, deputy, or employee of a political subdivision . . . shall file the bond in the office of the county recorder. . . ."

BICKNELL-VIGO TOWNSHIP PUBLIC LIBRARY  
EXIT CONFERENCE

The contents of this report were discussed on October 25, 2006, with Ginger Rogers, Director; and Gareth Byer, Treasurer. The officials concurred with our findings.