

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

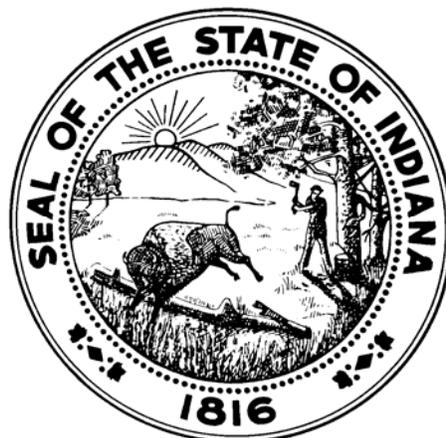
EXAMINATION REPORT

OF

CHARLESTOWN-CLARK COUNTY PUBLIC LIBRARY

CLARK COUNTY, INDIANA

January 1, 2004 to December 31, 2006



**FILED**

02/22/2007



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OFFICIALS

<u>Office</u>	<u>Official</u>	<u>Term</u>
Director	Thomasin E. Meurer	01-01-04 to 12-31-07
Treasurer	William Moore Norma S. Wood	01-01-04 to 12-31-04 01-01-05 to 12-31-07
President of the Board	Jerry Cravens James Arnett	01-01-04 to 12-31-04 01-01-05 to 12-31-07



**STATE OF INDIANA**  
AN EQUAL OPPORTUNITY EMPLOYER

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INDEPENDENT ACCOUNTANT'S REPORT

TO: THE OFFICIALS OF THE CHARLESTOWN-CLARK COUNTY  
PUBLIC LIBRARY, CLARK COUNTY, INDIANA

We have examined the financial information presented herein of the Charlestown-Clark County Public Library (Library), for the period of January 1, 2004 to December 31, 2006. The Library's management is responsible for the financial information presented herein. 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 financial information presented herein 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 financial information referred to above presents fairly, in all material respects, the financial information of the Library for the years ended December 31, 2004, 2005, and 2006, based on the criteria set forth in the uniform compliance guidelines established by the Indiana State Board of Accounts.

STATE BOARD OF ACCOUNTS

January 18, 2007

CHARLESTOWN-CLARK COUNTY PUBLIC LIBRARY  
SCHEDULES OF RECEIPTS, DISBURSEMENTS, AND CASH AND INVESTMENT BALANCES  
ALL GOVERNMENTAL AND FIDUCIARY FUND TYPES  
As Of And For The Years Ended December 31, 2004, 2005, And 2006

	Cash and Investments 01-01-04	Receipts	Disbursements	Cash and Investments 12-31-04
Governmental Funds:				
General	\$ 172,932	\$ 1,474,434	\$ 1,484,235	\$ 163,131
Gift	4,010	166,434	60,142	110,302
Rainy Day	25,755	9,161	-	34,916
Library Improvement Reserve	65,769	10,268	-	76,037
Library Capital Projects	5,653	82,141	50,733	37,061
Fiduciary Fund:				
PLAC	-	52	52	-
Totals	<u>\$ 274,119</u>	<u>\$ 1,742,490</u>	<u>\$ 1,595,162</u>	<u>\$ 421,447</u>

	Cash and Investments 01-01-05	Receipts	Disbursements	Cash and Investments 12-31-05
Governmental Funds:				
General	\$ 163,131	\$ 2,468,758	\$ 2,453,040	\$ 178,849
Gift	110,302	10,770	12,597	108,475
Rainy Day	34,916	318	-	35,234
Library Improvement Reserve	76,037	10,463	-	86,500
Library Capital Projects	37,061	163,349	36,193	164,217
Fiduciary Fund:				
PLAC	-	56	56	-
Totals	<u>\$ 421,447</u>	<u>\$ 2,653,714</u>	<u>\$ 2,501,886</u>	<u>\$ 573,275</u>

	Cash and Investments 01-01-06	Receipts	Disbursements	Cash and Investments 12-31-06
Governmental Funds:				
General	\$ 178,849	\$ 1,297,468	\$ 1,328,261	\$ 148,056
Gift	108,475	14,793	111,883	11,385
Rainy Day	35,234	30,215	-	65,449
Grant	-	16,841	7,015	9,826
Library Improvement Reserve	86,500	317	-	86,817
Library Capital Projects	164,217	1,919	100,037	66,099
Fiduciary Fund:				
PLAC	-	31	31	-
Totals	<u>\$ 573,275</u>	<u>\$ 1,361,584</u>	<u>\$ 1,547,227</u>	<u>\$ 387,632</u>

The accompanying notes are an integral part of the schedules.

CHARLESTOWN-CLARK COUNTY PUBLIC LIBRARY  
NOTES TO FINANCIAL INFORMATION

Note 1. Introduction

The Library was established under the laws of the State of Indiana. The Library provides cultural services.

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.

CHARLESTOWN-CLARK COUNTY PUBLIC LIBRARY  
EXAMINATION RESULT AND COMMENT

CAPITAL ASSET RECORDS

The Library takes an inventory every two years. During the two-year period, a file folder is maintained with documents of assets purchased and deleted. When the inventory is taken, the purchases and deletions, as per the file folder, are compared to the branch inventories and any corrections or additional information is then added to the inventory records. The inventory records were up to date through 2004. There was no updated information for 2005 and 2006 on the asset records. The file folder containing purchases and deletions for 2005 and 2006 was not in a form which could be audited.

Every governmental unit should have a complete inventory of all capital assets owned which reflect their acquisition value. Such inventory should be recorded on the applicable Capital Asset Ledger. A complete inventory should be taken at least every two years for good internal control and for verifying account balances carried in the accounting records. (Accounting and Uniform Compliance Guidelines Manual for Libraries, Chapter 10)

CHARLESTOWN-CLARK COUNTY PUBLIC LIBRARY  
EXIT CONFERENCE

The contents of this report were discussed on January 18, 2007, with Thomasin E. Meurer, Director; Norma S. Wood, Treasurer and Board member; and Linda Dickson, Financial Manager. The officials concurred with our finding.