

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

EXAMINATION REPORT

OF

SHERIDAN ADAMS TOWNSHIP PUBLIC LIBRARY

HAMILTON COUNTY, INDIANA

January 1, 2005 to December 31, 2006



FILED
08/01/2007

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OFFICIALS

<u>Office</u>	<u>Official</u>	<u>Term</u>
Director	Ann Emery	01-01-02 to 12-31-07
Treasurer	Tamra Kercheval Debbie Hybarger	05-01-02 to 01-31-05 02-01-05 to 12-31-07
President of the Board	Lisa Samuels	01-01-05 to 12-31-07



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INDEPENDENT ACCOUNTANT'S REPORT

TO: THE OFFICIALS OF SHERIDAN ADAMS TOWNSHIP
PUBLIC LIBRARY, HAMILTON COUNTY, INDIANA

We have examined the financial information presented herein of Sheridan Adams Township Public Library, for the period of January 1, 2005 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, 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

July 5, 2007

SHERIDAN ADAMS TOWNSHIP 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, 2005 And 2006

	Cash and Investments 01-01-05	Receipts	Disbursements	Cash and Investments 12-31-05
Governmental Funds:				
General	\$ 60,242	\$ 123,454	\$ 139,406	\$ 44,290
Gift	11,233	655	10,016	1,872
Library Improvement Reserve	32,793	6,000	38,793	-
Fiduciary Funds:				
Levy Excess	-	733	-	733
PLAC	-	756	756	-
Totals	<u>\$ 104,268</u>	<u>\$ 131,598</u>	<u>\$ 188,971</u>	<u>\$ 46,895</u>

	Cash and Investments 01-01-06	Receipts	Disbursements	Cash and Investments 12-31-06
Governmental Funds:				
General	\$ 44,290	\$ 132,436	\$ 140,530	\$ 36,196
Gift	1,872	19,928	5,980	15,820
Library Improvement Reserve	-	4,000	-	4,000
Equipment Building	-	50,935	-	50,935
ESL LSTA Grant	-	3,087	3,192	(105)
State Technology	-	4,500	1,875	2,625
Fiduciary Funds:				
Levy Excess	733	1,411	733	1,411
PLAC	-	1,303	1,303	-
Totals	<u>\$ 46,895</u>	<u>\$ 217,600</u>	<u>\$ 153,613</u>	<u>\$ 110,882</u>

The accompanying notes are an integral part of the financial information.

SHERIDAN ADAMS TOWNSHIP PUBLIC LIBRARY
NOTES TO FINANCIAL INFORMATION

Note 1. Introduction

The Library was established under the laws of the State of Indiana. The Library provides the following services: public safety, health and social services, culture and recreation, and general administrative 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. All property taxes collected by the County Treasurer and available for distribution were distributed to the Library on or prior to December 31 of the year collected.

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.

SHERIDAN ADAMS TOWNSHIP PUBLIC LIBRARY
NOTES TO FINANCIAL INFORMATION
(Continued)

Note 6. Pension Plan

Public Employees' Retirement Fund

Plan Description

The Library contributes to the Indiana Public Employees' Retirement Fund (PERF), a defined benefit pension plan. PERF is an agent multiple-employer public employee retirement system, which provides retirement benefits to plan members and beneficiaries. All full-time employees are eligible to participate in this defined benefit plan. State statutes (IC 5-10.2 and 5-10.3) govern, through the PERF Board, most requirements of the system, and give the Library authority to contribute to the plan. The PERF retirement benefit consists of the pension provided by employer contributions plus an annuity provided by the member's annuity savings account. The annuity savings account consists of members' contributions, set by state statute at 3% of compensation, plus the interest credited to the member's account. The employer may elect to make the contributions on behalf of the member.

PERF administers the plan and issues a publicly available financial report that includes financial statements and required supplementary information for the plan as a whole and for its participants. That report may be obtained by contacting:

Public Employees' Retirement Fund
Harrison Building, Room 800
143 West Market Street
Indianapolis, IN 46204
Ph. (317) 233-4162

Funding Policy and Annual Pension Cost

The contribution requirements of the plan members for PERF are established by the Board of Trustees of PERF.

SHERIDAN ADAMS TOWNSHIP PUBLIC LIBRARY
EXAMINATION RESULTS AND COMMENTS

ACCOUNTS PAYABLE VOUCHERS NOT FILED

Accounts Payable Vouchers (Library Form 4) were not prepared for any disbursements in the month of March 2006.

Indiana Code 36-12-3-16 provides that: "the library board may disburse according to law all money for lawful library purposes."

Each payment must be supported by a fully itemized invoice or other documentation. The documentation should be available to the board for their review before approval. The Library Director must certify to the Board before payment that each claim is true and correct and that the goods or services were received. This certification must be on Library Form 4, which should be completed with information regarding the payee, invoice date and number, description of service or material, amount to be paid, and the account to be charged.

OFFICIAL BOND

The Treasurer's official bonds were not filed in the Office of the County Recorder.

Indiana Code 36-12-2-22 states in part: "The Treasurer shall give a surety bond for the faithful performance of duty and for the accurate accounting of all money coming into the treasurer's custody. The bond must be deposited in the office of the recorder of the county in which the library district is located."

SHERIDAN ADAMS TOWNSHIP PUBLIC LIBRARY
EXIT CONFERENCE

The contents of this report were discussed on July 16, 2007, with Ann Emery, Director; and Kim Riley, Bookkeeper. The officials concurred with our findings.