

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

EXAMINATION REPORT

OF

BRISTOL-WASHINGTON TOWNSHIP PUBLIC LIBRARY

ELKHART COUNTY, INDIANA

January 1, 2005 to December 31, 2006



FILED
08/27/2007

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OFFICIALS

<u>Office</u>	<u>Official</u>	<u>Term</u>
Director	Lisa Wegner Darlene Haugher (Interim) Joseph Knueven	01-01-05 to 06-03-05 06-04-05 to 09-11-05 09-12-05 to 12-31-07
Treasurer	Marcia Parker Betty Lou Kline	01-01-05 to 12-31-05 01-01-06 to 12-31-07
President of the Library Board of Trustees	James E. Teall	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 BRISTOL-WASHINGTON TOWNSHIP
PUBLIC LIBRARY, ELKHART COUNTY, INDIANA

We have examined the financial information presented herein of the Bristol-Washington Township Public Library (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.

The Schedule of Capital Assets, as listed in the Table of Contents, is presented for additional analysis and is not a required part of the basic financial information. It has not been subjected to the examination procedures applied to the basic financial information, and accordingly, we express no opinion on it.

STATE BOARD OF ACCOUNTS

July 25, 2007

BRISTOL-WASHINGTON 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	\$ 305,686	\$ 223,168	\$ 251,394	\$ 277,460
Gift	1,334	1,460	-	2,794
Rainy Day	26,891	-	-	26,891
Levy Excess	-	4,469	-	4,469
Bond and Interest Redemption	14,856	-	-	14,856
Library Improvement Reserve	101,856	16,617	12,394	106,079
Fiduciary Fund:				
PLAC	26	-	26	-
Totals	<u>\$ 450,649</u>	<u>\$ 245,714</u>	<u>\$ 263,814</u>	<u>\$ 432,549</u>

	Cash and Investments 01-01-06	Receipts	Disbursements	Cash and Investments 12-31-06
Governmental Funds:				
General	\$ 277,460	\$ 244,414	\$ 261,209	\$ 260,665
Gift	2,794	431	242	2,983
Rainy Day	26,891	-	-	26,891
State Technology Grant	-	408	-	408
Levy Excess	4,469	939	4,469	939
Bond and Interest Redemption	14,856	-	-	14,856
Library Improvement Reserve	106,079	13,646	10,710	109,015
Fiduciary Fund:				
PLAC	-	31	31	-
Totals	<u>\$ 432,549</u>	<u>\$ 259,869</u>	<u>\$ 276,661</u>	<u>\$ 415,757</u>

The accompanying notes are an integral part of the schedules.

BRISTOL-WASHINGTON 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 culture and recreation 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.

BRISTOL-WASHINGTON TOWNSHIP PUBLIC LIBRARY
NOTES TO FINANCIAL INFORMATION
(Continued)

Note 6. Pension Plan

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.

Note 7. Subsequent Event

A lawsuit has been filed against the Bristol-Washington Township Public Library, the Town of Bristol, and a Police Officer by a patron of the Library. The patron is seeking compensatory and punitive damages for the alleged violation of her civil rights. The outcome and the amount of potential damages cannot be determined.

BRISTOL-WASHINGTON TOWNSHIP PUBLIC LIBRARY
 SUPPLEMENTARY INFORMATION
 SCHEDULE OF CAPITAL ASSETS

For The Year Ended December 31, 2006

Capital assets are reported at actual or estimated historical cost based on appraisals or deflated current replacement cost. Contributed or donated assets are reported at estimated fair value at the time received.

Description of Asset	Ending Balance
Governmental activities:	
Capital assets, not being depreciated:	
Land	\$ 21,375
Buildings	59,800
Machinery and equipment	185,278
Total governmental activities, capital assets not being depreciated	\$ 266,453

BRISTOL-WASHINGTON TOWNSHIP PUBLIC LIBRARY
EXIT CONFERENCE

The contents of this report were discussed on July 25, 2007, with Betty Lou Kline, Treasurer; James E. Teall, President of the Library Board of Trustees; and Joseph Knueven, Director. Our examination disclosed no material items that warrant comment at this time.