

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

EXAMINATION REPORT

OF

HARTFORD CITY PUBLIC LIBRARY

BLACKFORD COUNTY, INDIANA

January 1, 2006 to December 31, 2006



FILED
10/29/2007

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OFFICIALS

<u>Office</u>	<u>Official</u>	<u>Term</u>
Director	Vicki Cecil	01-01-06 to 12-31-07
Treasurer	William E. Schantz	08-17-05 to 07-31-08
President of the Board	Richard C. Gerard	08-17-05 to 07-31-08



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INDEPENDENT ACCOUNTANT'S REPORT

TO: THE OFFICIALS OF THE HARTFORD CITY PUBLIC LIBRARY, BLACKFORD COUNTY, INDIANA

We have examined the financial information presented herein of the Hartford City Public Library (Library), for the period of January 1, 2006 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 year ended December 31, 2006, based on the criteria set forth in the uniform compliance guidelines established by the Indiana State Board of Accounts.

STATE BOARD OF ACCOUNTS

September 10, 2007

HARTFORD CITY PUBLIC LIBRARY
SCHEDULE OF RECEIPTS, DISBURSEMENTS, AND CASH AND INVESTMENT BALANCES
ALL GOVERNMENTAL AND FIDUCIARY FUND TYPES
As Of And For The Year Ended December 31, 2006

	Cash and Investments 01-01-06	Receipts	Disbursements	Cash and Investments 12-31-06
Governmental Funds:				
General	\$ 87,764	\$ 376,352	\$ 376,501	\$ 87,615
Gift	1,801	662	481	1,982
Summer Reading Program	1,693	100	453	1,340
HCPL Cookbook	405	-	-	405
Bond and Interest Redemption	11,782	11,531	22,499	814
Library Improvement Reserve	12,391	10,000	-	22,391
State Tech Grant	-	2,700	1,125	1,575
Gates Grant	-	2,000	2,000	-
Fiduciary Funds:				
Payroll Withholdings	577	6,422	6,463	536
PLAC	56	217	211	62
Totals	<u>\$ 116,469</u>	<u>\$ 409,984</u>	<u>\$ 409,733</u>	<u>\$ 116,720</u>

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

HARTFORD CITY 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: 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.

HARTFORD CITY 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.

Note 7. Subsequent Event

Lines of Credit

In 2007, the Library obtained lines of credit which totaled \$175,000 to provide cash flow due to the delay in property tax distributions. To date, the Library has drawn \$100,000 against those lines of credit.

HARTFORD CITY PUBLIC LIBRARY
EXAMINATION RESULTS AND COMMENTS

CAPITAL ASSET RECORDS

The Library has a policy to capitalize items which have a useful life and a cost of \$500 or greater. During the year 2006, the Library purchased equipment which cost in excess of \$500. The equipment was not recorded in the Library's Capital Asset Ledger.

Every governmental unit should have a complete inventory of all capital assets owned which reflects their acquisition value. Such inventory should be recorded in the Capital Assets Ledger. A complete inventory should be taken 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 4)

PUBLIC LIBRARY ACCESS CARDS

The sales of two Public Library Access Cards were receipted as fines and fees to the Library Operating Fund. The sales of the two cards were not included on reports sent to the State and the fees collected were not remitted to the State.

All money received from the sale of Public Library Access Cards (PLAC) should be receipted to a PLAC Fund. Payments are to be made to the State Library of such receipts on a quarterly basis as required by 590 IAC 3. (Accounting and Uniform Compliance Guidelines Manual for Libraries, Chapter 3)

HARTFORD CITY PUBLIC LIBRARY
EXIT CONFERENCE

The contents of this report were discussed on September 10, 2007, with Richard C. Gerard, President of the Board; William E. Schantz, Treasurer; Vicki Cecil, Director; and Pam Bolt, Bookkeeper. The officials concurred with our findings.