

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

EXAMINATION REPORT  
OF  
BOURBON PUBLIC LIBRARY  
MARSHALL COUNTY, INDIANA  
January 1, 2005 to December 31, 2006



**FILED**  
11/13/2007



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OFFICIALS

| <u>Office</u>          | <u>Official</u>   | <u>Term</u>          |
|------------------------|-------------------|----------------------|
| Director               | Ramona M. Baer    | 01-01-05 to 12-31-07 |
| Treasurer              | Larry A. Teeple   | 01-01-05 to 12-31-07 |
| President of the Board | Larry E. Manhardt | 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 BOURBON PUBLIC LIBRARY, MARSHALL COUNTY, INDIANA

We have examined the financial information presented herein of the Bourbon 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 Long-Term Debt, 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

September 10, 2007

BOURBON 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<br>Investments<br>01-01-05 | Receipts          | Disbursements     | Cash and<br>Investments<br>12-31-05 |
|-----------------------------------|-------------------------------------|-------------------|-------------------|-------------------------------------|
| Governmental Funds:               |                                     |                   |                   |                                     |
| General                           | \$ 44,893                           | \$ 140,115        | \$ 102,151        | \$ 82,857                           |
| Gift                              | 83,335                              | 20,616            | 36,921            | 67,030                              |
| Rainy Day                         | 3,529                               | 73                | -                 | 3,602                               |
| Levy Excess                       | -                                   | 4,644             | -                 | 4,644                               |
| Bond and Interest Redemption      | 18,494                              | 24,917            | 25,449            | 17,962                              |
| Library Improvement Reserve       | 20,977                              | 501               | -                 | 21,478                              |
| Marshall Co. Community Foundation | 2,474                               | -                 | 596               | 1,878                               |
| Construction                      | 19,836                              | 411               | 1,043             | 19,204                              |
| Fiduciary Funds:                  |                                     |                   |                   |                                     |
| F. I. Saemann                     | 32,457                              | 669               | 1,792             | 31,334                              |
| PLAC                              | -                                   | 727               | 727               | -                                   |
| Totals                            | <u>\$ 225,995</u>                   | <u>\$ 192,673</u> | <u>\$ 168,679</u> | <u>\$ 249,989</u>                   |

|                                   | Cash and<br>Investments<br>01-01-06 | Receipts          | Disbursements     | Cash and<br>Investments<br>12-31-06 |
|-----------------------------------|-------------------------------------|-------------------|-------------------|-------------------------------------|
| Governmental Funds:               |                                     |                   |                   |                                     |
| General                           | \$ 82,857                           | \$ 128,598        | \$ 116,579        | \$ 94,876                           |
| Gift                              | 67,030                              | 2,076             | 28,045            | 41,061                              |
| Rainy Day                         | 3,602                               | 106               | -                 | 3,708                               |
| State Technology Fund Grant Fund  | -                                   | 3,600             | 1,500             | 2,100                               |
| Levy Excess                       | 4,644                               | -                 | -                 | 4,644                               |
| Bond and Interest Redemption      | 17,962                              | 30,523            | 20,700            | 27,785                              |
| Library Improvement Reserve       | 21,478                              | 733               | -                 | 22,211                              |
| Marshall Co. Community Foundation | 1,878                               | -                 | -                 | 1,878                               |
| Construction                      | 19,204                              | 664               | -                 | 19,868                              |
| Fiduciary Funds:                  |                                     |                   |                   |                                     |
| F. I. Saemann                     | 31,334                              | 975               | 1,848             | 30,461                              |
| PLAC                              | -                                   | 589               | 589               | -                                   |
| Totals                            | <u>\$ 249,989</u>                   | <u>\$ 167,864</u> | <u>\$ 169,261</u> | <u>\$ 248,592</u>                   |

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

BOURBON 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. 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.

BOURBON 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.

BOURBON PUBLIC LIBRARY  
SUPPLEMENTARY INFORMATION  
SCHEDULE OF LONG-TERM DEBT

As Of December 31, 2006

| Description of Debt       | Ending<br>Balance | Due<br>Within One<br>Year |
|---------------------------|-------------------|---------------------------|
| Governmental Activities:  |                   |                           |
| Bonds payable:            |                   |                           |
| General obligation bonds: |                   |                           |
| Renovation of Library     | \$ 135,000        | \$ 15,000                 |

BOURBON PUBLIC LIBRARY  
EXAMINATION RESULTS AND COMMENTS

BOARD MINUTES

Two months of minutes for meetings of the governing body were not available.

Indiana Code 5-14-1.5-4 states in part:

"(b) As the meeting progresses, the following memoranda shall be kept:

- (1) The date, time, and place of the meeting.
- (2) The members of the governing body recorded as either present or absent.
- (3) The general substance of all matters proposed, discussed, or decided.
- (4) A record of all votes taken, by individual members if there is a roll call.
- (5) And additional information required under IC 5-1.5-2-2.5 or IC 20-12-63-7."

PRESCRIBED FORMS

The following prescribed or approved forms were not in use: Register of Investments Form 350 and Travel Reimbursement Form 101.

Officials and employees are required to use State Board of Accounts prescribed or approved forms in the manner prescribed. (Accounting and Uniform Compliance Guidelines Manual for Libraries, Chapter 4)

CAPITAL ASSET RECORDS

Capital assets presented for examination were incomplete. Records provided have not been updated to reflect additions and disposals since 2001, and also, do not include values for the original land and building. The Library does not have an approved capital asset policy.

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 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)

BOURBON PUBLIC LIBRARY  
EXIT CONFERENCE

The contents of this report were discussed on September 10, 2007, with Larry A. Teeple, Treasurer; and Ramona M. Baer, Director.