

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

EXAMINATION REPORT

OF

ANDREWS-DALLAS TOWNSHIP PUBLIC LIBRARY

HUNTINGTON COUNTY, INDIANA

January 1, 2005 to December 31, 2006



FILED
11/16/2007

TABLE OF CONTENTS

<u>Description</u>	<u>Page</u>
Officials	2
Independent Accountant's Report	3
Financial Information: Schedules of Receipts, Disbursements, and Cash and Investment Balances	4
Notes to Financial Information.....	5
Supplementary Information: Schedule of Capital Assets	6
Examination Result and Comment: Penalties and Interest	7
Exit Conference	8

OFFICIALS

<u>Office</u>	<u>Official</u>	<u>Term</u>
Director	Susan Anderson	01-01-05 to 12-31-07
Treasurer	Laura Dillon	01-01-05 to 12-31-07
President of the Library Board	Jody Mook	01-01-05 to 12-31-07



STATE OF INDIANA
AN EQUAL OPPORTUNITY EMPLOYER

STATE BOARD OF ACCOUNTS
302 WEST WASHINGTON STREET
ROOM E418
INDIANAPOLIS, INDIANA 46204-2769

Telephone: (317) 232-2513
Fax: (317) 232-4711
Web Site: www.in.gov/sboa

INDEPENDENT ACCOUNTANT'S REPORT

TO: THE OFFICIALS OF THE ANDREWS-DALLAS TOWNSHIP
PUBLIC LIBRARY, HUNTINGTON COUNTY, INDIANA

We have examined the financial information presented herein of the Andrews-Dallas 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

October 24, 2007

ANDREWS-DALLAS 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	\$ 55,349	\$ 59,468	\$ 61,689	\$ 53,128
Library Improvement Reserve	13,394	868	1,492	12,770
Fiduciary Funds:				
Payroll Withholdings	2,289	13,711	14,030	1,970
PLAC	110	138	108	140
Totals	<u>\$ 71,142</u>	<u>\$ 74,185</u>	<u>\$ 77,319</u>	<u>\$ 68,008</u>

	Cash and Investments 01-01-06	Receipts	Disbursements	Cash and Investments 12-31-06
Governmental Funds:				
General	\$ 53,128	\$ 66,598	\$ 66,291	\$ 53,435
Levy Excess	-	594	594	-
Library Improvement Reserve	12,770	935	-	13,705
Fiduciary Funds:				
Payroll Withholdings	1,970	13,125	13,149	1,946
PLAC	140	124	149	115
Totals	<u>\$ 68,008</u>	<u>\$ 81,376</u>	<u>\$ 80,183</u>	<u>\$ 69,201</u>

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

ANDREWS-DALLAS 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.

ANDREWS-DALLAS TOWNSHIP PUBLIC LIBRARY
 SUPPLEMENTARY INFORMATION
 SCHEDULE OF CAPITAL ASSETS
 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.

Retroactive reporting of general infrastructure assets is not required. General infrastructure assets completed in future years will be reported.

	Ending Balance
Governmental activities:	
Capital assets, not being depreciated:	
Buildings	\$ 12,225
Improvements other than buildings	500
Machinery and equipment	28,683
 Total governmental activities, capital assets not being depreciated	 \$ 41,408

ANDREWS-DALLAS TOWNSHIP PUBLIC LIBRARY
EXAMINATION RESULT AND COMMENT

PENALTIES AND INTEREST

During 2005, penalties and interest totaling \$739 were paid to the Internal Revenue Service for the late payment of taxes during the first, second, and third quarters of 2004. A similar comment appeared in prior Report B25478.

Officials and employees have the duty to pay claims and remit taxes in a timely fashion. Additionally, officials and employees have a responsibility to perform duties in a manner which would not result in any unreasonable fees being assessed against the governmental unit. Any penalties, interest or other charges paid by the governmental unit may be the personal obligation of the responsible official or employee. (Accounting and Uniform Compliance Guidelines Manual for Libraries, Chapter 4)

ANDREWS-DALLAS TOWNSHIP PUBLIC LIBRARY
EXIT CONFERENCE

The contents of this report were discussed on October 24, 2007, with Laura Dillon, Treasurer; and Jody Mook, President of the Library Board. The officials concurred with our finding.