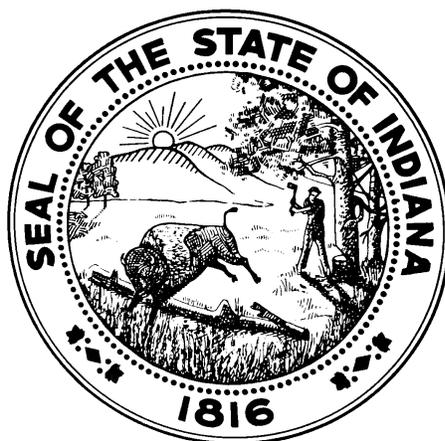


STATE BOARD OF ACCOUNTS
302 West Washington Street
Room E418
INDIANAPOLIS, INDIANA 46204-2769

EXAMINATION REPORT
OF
LOGANSPORT-CASS COUNTY PUBLIC LIBRARY
CASS COUNTY, INDIANA
January 1, 2006 to December 31, 2007



FILED
05/15/2008

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OFFICIALS

<u>Office</u>	<u>Official</u>	<u>Term</u>
Director	David M. Ivey	01-01-06 to 12-31-08
Treasurer	Kathy Jo Shafer Morrical Kim S. Steele	01-01-06 to 12-31-07 01-01-08 to 12-31-08
President of the Board	Tim E. Herd Kathy Jo Shafer Morrical	01-01-06 to 12-31-07 01-01-08 to 12-31-08



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INDEPENDENT ACCOUNTANT'S REPORT

TO: THE OFFICIALS OF LOGANSPORT-CASS COUNTY
PUBLIC LIBRARY, CASS COUNTY, INDIANA

We have examined the financial information presented herein of Logansport-Cass County Public Library (Library), for the period of January 1, 2006 to December 31, 2007. 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, 2006 and 2007, based on the criteria set forth in the uniform compliance guidelines established by the Indiana State Board of Accounts.

STATE BOARD OF ACCOUNTS

March 11, 2008

LOGANSPOURT-CASS COUNTY 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, 2006 And 2007

	Cash and Investments 01-01-06	Receipts	Disbursements	Cash and Investments 12-31-06
Governmental Funds:				
General	\$ 1,317,916	\$ 1,256,431	\$ 1,311,054	\$ 1,263,293
Gift	425,373	13,203	19,785	418,791
Levy Excess	-	1,759	-	1,759
Library Improvement Reserve	434,554	67,428	-	501,982
Fiduciary Funds:				
PLAC	84	310	301	93
Totals	<u>\$ 2,177,927</u>	<u>\$ 1,339,131</u>	<u>\$ 1,331,140</u>	<u>\$ 2,185,918</u>

	Cash and Investments 01-01-07	Receipts	Disbursements	Cash and Investments 12-31-07
Governmental Funds:				
General	\$ 1,263,293	\$ 1,197,496	\$ 1,407,150	\$ 1,053,639
Gift	418,791	267,972	18,801	667,962
Levy Excess	1,759	-	1,759	-
Library Improvement Reserve	501,982	524,675	441,257	585,400
Fiduciary Funds:				
PLAC	93	630	693	30
Totals	<u>\$ 2,185,918</u>	<u>\$ 1,990,773</u>	<u>\$ 1,869,660</u>	<u>\$ 2,307,031</u>

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

LOGANSPORT-CASS COUNTY 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 services to the community.

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.

LOGANSPORT-CASS COUNTY 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.

LOGANSPOUR-CASS COUNTY PUBLIC LIBRARY
EXAMINATION RESULTS AND COMMENTS

TIMELY RECORDKEEPING

We noted instances of 25 days from the time of the local distribution and deposit until entry on the records.

All documents and entries to records should be done in a timely manner to ensure that accurate financial information is available to allow the governmental unit to make informed management decisions and to help ensure compliance with IC 5-15-1-1 et seq., commonly referred to as the Public Records Law. (Accounting and Uniform Compliance Guidelines Manual for Libraries, Chapter 4)

CAPITAL ASSET RECORDS

The Library records capital asset additions, but disposals are not being recorded. When the Library disposes of a capital asset, the cost of the asset and the related accumulated depreciation should also be recorded in the records as deletions. The Library had CBIZ Valuation Group, LLC, do an evaluation of Capital Assets as of December 31, 2005, but they have not reported anything to them to update since because of cost. The report does not include land, and is used to express insurance values only.

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)

LOGANSPORT-CASS COUNTY PUBLIC LIBRARY
EXIT CONFERENCE

The contents of this report were discussed on March 11, 2008, with David M. Ivey, Director; and Sandra L. Persinger, Office Coordinator. The officials concurred with our findings.