

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

EXAMINATION REPORT

OF

VIGO COUNTY PUBLIC LIBRARY

VIGO COUNTY, INDIANA

January 1, 2006 to December 31, 2007



FILED
10/17/2008

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OFFICIALS

<u>Office</u>	<u>Official</u>	<u>Term</u>
Director	Nancy E. Dowell	01-01-06 to 12-31-08
Treasurer	Merrilyn Smith	01-01-06 to 08-18-09
President of the Board	Henry J. Metzger	01-01-06 to 08-18-09



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INDEPENDENT ACCOUNTANT'S REPORT

TO: THE OFFICIALS OF VIGO COUNTY PUBLIC LIBRARY, VIGO COUNTY, INDIANA

We have examined the financial information presented herein of Vigo 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

September 10, 2008

VIGO 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	\$ 893,710	\$ 5,389,233	\$ 5,461,717	\$ 821,226
Gift	104,101	44,431	62,604	85,928
Rainy Day	200,000	175,000	-	375,000
Library Contractual Services	171	36,287	35,000	1,458
Grants	3,172	22,833	20,123	5,882
Levy Excess	107,133	-	107,133	-
Library Improvement Reserve	320,660	25,000	33,874	311,786
Library Capital Projects	250,647		82,900	167,747
Fiduciary Funds:				
Microfilm Deposit	8	-	8	-
Vendacard	-	954	954	-
Payroll Withholdings	58,598	923,296	918,342	63,552
PLAC	-	248	155	93
Totals	<u>\$ 1,938,200</u>	<u>\$ 6,617,282</u>	<u>\$ 6,722,810</u>	<u>\$ 1,832,672</u>

	Cash and Investments 01-01-07	Receipts	Disbursements	Cash and Investments 12-31-07
Governmental Funds:				
General	\$ 821,226	\$ 5,515,274	\$ 5,522,999	\$ 813,501
Gift	85,928	37,732	43,246	80,414
Rainy Day	375,000	351,991	-	726,991
Library Contractual Services	1,458	57,886	52,117	7,227
Grants	5,882	73,334	71,980	7,236
Levy Excess	-	18,940	-	18,940
Library Improvement Reserve	311,786	15,000	-	326,786
Library Capital Projects	167,747	-	143,877	23,870
Fiduciary Funds:				
Payroll Withholdings	63,552	1,031,016	1,034,701	59,867
PLAC	93	60	153	-
Totals	<u>\$ 1,832,672</u>	<u>\$ 7,101,233</u>	<u>\$ 6,869,073</u>	<u>\$ 2,064,832</u>

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

VIGO 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 the following service: culture.

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.

VIGO COUNTY PUBLIC LIBRARY
NOTES TO FINANCIAL INFORMATION
(Continued)

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.

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.

VIGO COUNTY PUBLIC LIBRARY
EXIT CONFERENCE

The contents of this report were discussed on September 10, 2008, with Nancy E. Dowell, Director and Merrilyn Smith, Treasurer. Our examination disclosed no material items that warrant comment at this time.