

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

EXAMINATION REPORT

OF

PUTNAM COUNTY PUBLIC LIBRARY

PUTNAM COUNTY, INDIANA

January 1, 2006 to December 31, 2007



FILED
10/20/2008

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OFFICIALS

<u>Office</u>	<u>Official</u>	<u>Term</u>
Director	Alice Greenburg	01-01-06 to 12-31-08
Treasurer	Kenneth R. Heeke	07-01-05 to 06-30-08
President of the Board	Drew Brattain Dorothy Lukenbill	07-01-05 to 06-30-07 07-01-07 to 06-30-08



STATE OF INDIANA
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INDEPENDENT ACCOUNTANT'S REPORT

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

We have examined the financial information presented herein of the Putnam 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.

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 11, 2008

PUTNAM 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	\$ 142,453	\$ 634,804	\$ 665,906	\$ 111,351
Gift	86,169	32,690	28,011	90,848
Rainy Day	52,215	40,000	-	92,215
Bond and Interest Redemption	28,267	253,133	255,610	25,790
Library Improvement Reserve	77,337	131,949	46,638	162,648
Library Capital Projects	251,145	156,292	329,757	77,680
Technology Fund	-	4,022	1,621	2,401
Fiduciary Fund:				
PLAC	56	651	614	93
Totals	<u>\$ 637,642</u>	<u>\$ 1,253,541</u>	<u>\$ 1,328,157</u>	<u>\$ 563,026</u>

	Cash and Investments 01-01-07	Receipts	Disbursements	Cash and Investments 12-31-07
Governmental Funds:				
General	\$ 111,351	\$ 645,788	\$ 653,021	\$ 104,118
Gift	90,848	72,684	59,643	103,889
Rainy Day	92,215	36,807	-	129,022
Bond and Interest Redemption	25,790	252,593	258,310	20,073
Library Improvement Reserve	162,648	-	-	162,648
Library Capital Projects	77,680	216,507	117,323	176,864
Technology Fund	2,401	3,600	2,400	3,601
Fiduciary Fund:				
PLAC	93	600	513	180
Totals	<u>\$ 563,026</u>	<u>\$ 1,228,579</u>	<u>\$ 1,091,210</u>	<u>\$ 700,395</u>

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

PUTNAM 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 services: culture and recreation.

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.

PUTNAM 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:

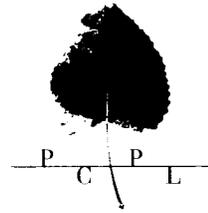
Public Employees' Retirement Fund
Harrison Building, Room 800
143 West Market Street
Indianapolis, IN 46204
Ph. (317) 233-4162

Funding Policy and Annual Pension Cost

The contribution requirements of the plan members for PERF are established by the Board of Trustees of PERF.

Note 7. Long-Term Debt

The Library has entered into debt such as bonds for the acquisition and construction of major capital facilities. The outstanding principal at December 31, 2007, was \$465,000.



Putnam County
Public Library

PUTNAM COUNTY PUBLIC LIBRARY
SUPPLEMENTARY INFORMATION
SCHEDULE OF LONG-TERM DEBT
December 31, 2007

The Library has entered into the following debt:

<u>Description of Debt</u>	<u>Ending Principal Balance</u>	<u>Principal and Interest Due Within One Year</u>
Governmental Activities:		
Bonds payable:		
General obligation bonds:		
Renovation/Construction Project	<u>\$ 465,000</u>	<u>\$ 254,648</u>

PUTNAM COUNTY PUBLIC LIBRARY
EXIT CONFERENCE

The contents of this report were discussed on September 11, 2008, with Alice Greenburg, Director; and Kenneth R. Heeke, Treasurer. Our examination disclosed no material items that warrant comment at this time.