

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

EXAMINATION REPORT

OF

MILFORD PUBLIC LIBRARY

KOSCIUSKO COUNTY, INDIANA

January 1, 2006 to December 31, 2007



FILED
11/12/2008

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OFFICIALS

<u>Office</u>	<u>Official</u>	<u>Term</u>
Director	Julia Frew	01-01-06 to 12-31-08
Treasurer	Carol G. Haab	01-01-06 to 12-31-06
	Charlotte Siegfried	01-01-07 to 12-31-08
President of the Library Board	Robert M. Bowerman	01-01-06 to 12-31-06
	Rex Miller	01-01-07 to 12-31-08



STATE OF INDIANA
AN EQUAL OPPORTUNITY EMPLOYER

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INDEPENDENT ACCOUNTANT'S REPORT

TO: THE OFFICIALS OF THE MILFORD PUBLIC LIBRARY, KOSCIUSKO COUNTY, INDIANA

We have examined the financial information presented herein of the Milford 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 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. The Schedule has not been subjected to the examination procedures applied to the basic financial information and, accordingly, we express no opinion on the Schedule.

STATE BOARD OF ACCOUNTS

October 2, 2008

MILFORD 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	\$ 105,182	\$ 222,420	\$ 229,571	\$ 98,031
Gift	2,087	3,506	3,662	1,931
DEKKO Grant	16,593	-	5,927	10,666
Levy Excess	-	762	-	762
Bond and Interest Redemption	2,989	-	-	2,989
Library Improvement Reserve	69,125	1,732	4,049	66,808
Library Capital Projects	109,944	4,135	127	113,952
Fiduciary Funds:				
Payroll Withholdings	-	26,022	26,022	-
PLAC	224	558	658	124
Totals	<u>\$ 306,144</u>	<u>\$ 259,135</u>	<u>\$ 270,016</u>	<u>\$ 295,263</u>

	Cash and Investments 01-01-07	Receipts	Disbursements	Cash and Investments 12-31-07
Governmental Funds:				
General	\$ 98,031	\$ 220,191	\$ 239,240	\$ 78,982
Gift	1,931	7,654	4,119	5,466
DEKKO Grant One	10,666	-	2,581	8,085
DEKKO Grant 100th Birthday	-	10,000	2,931	7,069
Levy Excess	762	-	762	-
Bond and Interest Redemption	2,989	-	2,989	-
Library Improvement Reserve	66,808	4,913	8,760	62,961
Library Capital Projects	113,952	18,502	20,433	112,021
Fiduciary Funds:				
Payroll Withholdings	-	26,537	26,537	-
PLAC	124	601	545	180
Totals	<u>\$ 295,263</u>	<u>\$ 288,398</u>	<u>\$ 308,897</u>	<u>\$ 274,764</u>

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

MILFORD 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, and general administrative 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.

MILFORD 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.

MILFORD PUBLIC LIBRARY
SUPPLEMENTARY INFORMATION
SCHEDULE OF CAPITAL ASSETS

As of December 31, 2007

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.

	<u>Ending Balance</u>
Governmental activities:	
Capital assets, not being depreciated:	
Land	\$ 83,800
Buildings	1,275,000
Improvements other than buildings	41,050
Machinery and equipment	<u>6,914</u>
Total governmental activities, capital assets not being depreciated	<u>\$ 1,406,764</u>

MILFORD PUBLIC LIBRARY
EXAMINATION RESULT AND COMMENT

RECORDS NOT AVAILABLE FOR AUDIT

The Daily Record of Cash Collections for 2006 and 2007 were not available for our audit. The Library Director explained that she posts the collection data from the Daily Record of Cash Collections to the deposit slip and then destroys the Daily Record of Cash Collections.

Indiana Code 5-15-6-3(f) concerning destruction of public records, states in part: "Original records may be disposed of only with the approval of the commission according to guidelines established by the commission."

Supporting documentation such as receipts, canceled checks, tickets, invoices, bills, contracts, and other public records must be available for audit to provide supporting information for the validity and accountability of monies disbursed. (Accounting and Uniform Compliance Guidelines Manual for Libraries, Chapter 6)

MILFORD PUBLIC LIBRARY
EXIT CONFERENCE

The contents of this report were discussed on October 2, 2008, with Julia Frew, Director; and with Charlotte Siegfried, Treasurer. The officials concurred with our finding.