

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

EXAMINATION REPORT

OF

SHELBYVILLE-SHELBY COUNTY PUBLIC LIBRARY

SHELBY COUNTY, INDIANA

January 1, 2006 to December 31, 2007



FILED
12/09/2008

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	5-6
Supplementary Information:	
Schedule of Capital Assets.....	7
Exit Conference.....	8

OFFICIALS

<u>Office</u>	<u>Official</u>	<u>Term</u>
Director	Janet Wallace	01-01-06 to 12-31-08
Treasurer	Bruce DeBaun	01-01-06 to 12-31-08
President of the Board	Sylvia Spurling	01-01-06 to 12-31-08



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 SHELBYVILLE-SHELBY COUNTY
PUBLIC LIBRARY, SHELBY COUNTY, INDIANA

We have examined the financial information presented herein of the Shelbyville-Shelby 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 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 7, 2008

SHELBYVILLE-SHELBY 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	\$ 906,055	\$ 951,194	\$ 1,073,397	\$ 783,852
Gifts & Bequests	35,385	17,257	15,257	37,385
Shelby County Reads Grant	5,196	883	6,079	-
Cape Grant	-	50,713	41,593	9,120
Technology Grant/LSTA	-	2,625	375	2,250
Bond and Interest Redemption	64,894	266,575	280,183	51,286
Library Improvement Reserve	377,388	51,337	213,738	214,987
Capital Projects	419,938	11,882	-	431,820
Fiduciary Funds:				
McFadden Interest	1,062	372	-	1,434
Rotary Interest	457	100	-	557
JC DePrez Expendable	148,331	3,083	-	151,414
McFadden Principal	10,000	-	-	10,000
Rotary Principal	3,065	-	-	3,065
JC DePrez Nonexpendable	133,786	-	-	133,786
Payroll	-	233,547	233,547	-
PLAC	-	868	868	-
Totals	\$ 2,105,557	\$ 1,590,436	\$ 1,865,037	\$ 1,830,956
	Cash and Investments 01-01-07	Receipts	Disbursements	Cash and Investments 12-31-07
Governmental Funds:				
General	\$ 783,852	\$ 1,267,718	\$ 1,183,860	\$ 867,710
Gifts & Bequests	37,385	139,806	143,350	33,841
Cape Grant	9,120	34,896	40,128	3,888
Technology Grant/LSTA	2,250	3,600	2,250	3,600
Bond and Interest Redemption	51,286	1,553	-	52,839
Library Improvement Reserve	214,987	53,512	103,421	165,078
Capital Projects	431,820	16,411	448,231	-
Fiduciary Funds:				
McFadden Interest	1,434	420	-	1,854
Rotary Interest	557	139	-	696
JC DePrez Expendable	151,414	22,142	-	173,556
McFadden Principal	10,000	-	-	10,000
Rotary Principal	3,065	-	-	3,065
JC DePrez Nonexpendable	133,786	-	-	133,786
Payroll	-	243,618	243,618	-
PLAC	-	810	810	-
Totals	\$ 1,830,956	\$ 1,784,625	\$ 2,165,668	\$ 1,449,913

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

SHELBYVILLE-SHELBY 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, 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 and received 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.

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.

SHELBYVILLE-SHELBY 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.

SHELBYVILLE-SHELBY COUNTY PUBLIC LIBRARY
SUPPLEMENTARY INFORMATION
SCHEDULE OF CAPITAL ASSETS

For The Year Ended 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>Primary Government</u>	<u>Ending Balance</u>
Governmental activities:	
Capital assets, not being depreciated:	
Land	\$ 315,300
Buildings	261,061
Improvements other than buildings	84,447
Machinery and equipment	<u>9,109</u>
Total governmental activities, capital assets not being depreciated	<u>\$ 669,917</u>

SHELBYVILLE-SHELBY COUNTY PUBLIC LIBRARY
EXIT CONFERENCE

The contents of this report were discussed on October 7, 2008, with Bruce DeBaun, Treasurer; Janet Wallace, Director; and Valerie Stevens, Business Office Director. Our examination disclosed no material items that warrant comment at this time.