

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

EXAMINATION REPORT

OF

NORTH JUDSON-WAYNE TOWNSHIP PUBLIC LIBRARY

STARKE COUNTY, INDIANA

January 1, 2007 to December 31, 2008



**FILED**  
04/06/2009



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OFFICIALS

<u>Office</u>	<u>Official</u>	<u>Term</u>
Director	Jane Ellen Felchuk	01-01-07 to 12-31-09
Treasurer	David Altman Connie Miller	01-01-07 to 12-31-08 01-01-09 to 12-31-09
President of the Library Board	Connie Miller Larry Wickert	01-01-07 to 12-31-08 01-01-09 to 12-31-09



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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](http://www.in.gov/sboa)

INDEPENDENT ACCOUNTANT'S REPORT

TO: THE OFFICIALS OF THE NORTH JUDSON-WAYNE TOWNSHIP PUBLIC LIBRARY,  
STARKE COUNTY, INDIANA

We have examined the financial information presented herein of the North Judson-Wayne Township Public Library (Library), for the period of January 1, 2007 to December 31, 2008. 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, 2007 and 2008, based on the criteria set forth in the uniform compliance guidelines established by the Indiana State Board of Accounts.

The Schedule of Capital Assets and Schedule of Long-Term Debt, as listed in the Table of Contents, are presented for additional analysis and are not required parts of the basic financial information. They have not been subjected to the examination procedures applied to the basic financial information and, accordingly, we express no opinion on them.

STATE BOARD OF ACCOUNTS

March 2, 2009

NORTH JUDSON-WAYNE TOWNSHIP 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, 2007 And 2008

	Cash and Investments 01-01-07	Receipts	Disbursements	Cash and Investments 12-31-07
Governmental Funds:				
General	\$ 111,287	\$ 184,035	\$ 204,235	\$ 91,087
Memorial	22,830	5,254	-	28,084
Rainy Day	17,632	14,000	-	31,632
Special Projects	471	308	231	548
Grant	1,800	2,800	1,800	2,800
Levy Excess	1,638	21,378	1,638	21,378
Bond and Interest Redemption	45,801	73,524	79,630	39,695
Library Capital Projects	15,000	16,750	16,307	15,443
Fiduciary Funds:				
Video Deposits	5,397	180	-	5,577
Payroll Withholdings	-	20,548	20,548	-
Totals	<u>\$ 221,856</u>	<u>\$ 338,777</u>	<u>\$ 324,389</u>	<u>\$ 236,244</u>

	Cash and Investments 01-01-08	Receipts	Disbursements	Cash and Investments 12-31-08
Governmental Funds:				
General	\$ 91,087	\$ 188,940	\$ 215,572	\$ 64,455
Memorial	28,084	9,572	10,896	26,760
Rainy Day	31,632	27,124	17,910	40,846
Special Projects	548	450	620	378
Grant	2,800	1,800	2,800	1,800
Levy Excess	21,378	9,367	21,378	9,367
Bond and Interest Redemption	39,695	71,680	74,887	36,488
Library Capital Projects	15,443	19,224	12,512	22,155
Fiduciary Funds:				
Video Deposits	5,577	215	-	5,792
Payroll Withholdings	-	23,384	23,384	-
Totals	<u>\$ 236,244</u>	<u>\$ 351,756</u>	<u>\$ 379,959</u>	<u>\$ 208,041</u>

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

NORTH JUDSON-WAYNE TOWNSHIP 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: public safety, health and social 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.

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.

NORTH JUDSON-WAYNE TOWNSHIP PUBLIC LIBRARY  
SUPPLEMENTARY INFORMATION  
SCHEDULE OF CAPITAL ASSETS

For The Year Ended December 31, 2008

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:	
Buildings	\$ 15,000
Improvements other than buildings	999,000
Machinery and equipment	<u>913,650</u>
Total governmental activities, capital assets not being depreciated	<u>\$ 1,927,650</u>

NORTH JUDSON-WAYNE TOWNSHIP PUBLIC LIBRARY  
 SUPPLEMENTARY INFORMATION  
 SCHEDULE OF LONG-TERM DEBT  
 December 31, 2008

The Library has entered into the following debt:

Description of Debt	Ending Principal Balance	Principal and Interest Due Within One Year
Governmental activities:		
Capital leases:		
Library addition	\$ 408,665	\$ 42,579
Total governmental activities debt	<u>\$ 408,665</u>	<u>\$ 42,579</u>

NORTH JUDSON-WAYNE TOWNSHIP PUBLIC LIBRARY  
EXAMINATION RESULT AND COMMENT

CONTRACTS

Payments were made to a vendor without a contract. Payments were made to a vendor that did not agree with the contract provided.

Payments made or received for contractual services should be supported by a written contract. Each governmental unit is responsible for complying with the provisions of its contracts. (Accounting and Uniform Compliance Guidelines Manual for Libraries, Chapter 4)

NORTH JUDSON-WAYNE TOWNSHIP PUBLIC LIBRARY  
EXIT CONFERENCE

The contents of this report were discussed on March 2, 2009, with Jane Ellen Felchuk, Director; and Larry Wickert, President of the Library Board. The officials concurred with our finding.