

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

EXAMINATION REPORT  
OF  
JAY COUNTY PUBLIC LIBRARY  
JAY COUNTY, INDIANA  
January 1, 2007 to December 31, 2008



**FILED**  
12/21/2009



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OFFICIALS

<u>Office</u>	<u>Official</u>	<u>Term</u>
Director	Rosalie Clamme	01-01-07 to 12-31-09
Treasurer	Jane Prescott	01-01-07 to 07-01-07
	Patrick W. Bennett	07-02-07 to 12-31-07
	Karen Barry	01-01-08 to 05-04-08
	Lynn Hampson	05-05-08 to 12-31-09
President of the Library Board	Lynn Hampson	01-01-07 to 12-31-07
	Linda Frantz	01-01-08 to 12-31-09



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

INDEPENDENT ACCOUNTANT'S REPORT

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

We have examined the financial information presented herein of the Jay County 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

October 19, 2009

JAY 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, 2007 And 2008

	Cash and Investments 01-01-07	Receipts	Disbursements	Cash and Investments 12-31-07
Governmental Funds:				
General	\$ 298,196	\$ 831,450	\$ 833,112	\$ 296,534
Endowment Allocation	13,686	10,471	3,605	20,552
Gift	179,833	14,987	6,603	188,217
State Technology	2,700	2,700	3,825	1,575
Bond and Interest Redemption	124,092	152,439	152,365	124,166
Library Improvement Reserve	215,098	156,621	96,843	274,876
Levy Excess	8,398	258	8,656	-
Fiduciary Funds:				
Payroll Withholdings	54	157,294	157,118	230
PLAC	-	60	30	30
Totals	<u>\$ 842,057</u>	<u>\$ 1,326,280</u>	<u>\$ 1,262,157</u>	<u>\$ 906,180</u>

	Cash and Investments 01-01-08	Receipts	Disbursements	Cash and Investments 12-31-08
Governmental Funds:				
General	\$ 296,534	\$ 1,046,660	\$ 1,020,982	\$ 322,212
Endowment Allocation	20,552	711	-	21,263
Gift	188,217	145,821	139,758	194,280
State Technology	1,575	2,700	1,575	2,700
Bond and Interest Redemption	124,166	172,800	178,420	118,546
Library Improvement Reserve	274,876	220,655	160,592	334,939
Rainy Day	-	8,310	-	8,310
Fiduciary Funds:				
Payroll Withholdings	230	165,589	165,819	-
PLAC	30	120	120	30
Totals	<u>\$ 906,180</u>	<u>\$ 1,763,366</u>	<u>\$ 1,667,266</u>	<u>\$ 1,002,280</u>

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

JAY 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 cultural 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 or highway use taxes are 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. 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.

JAY 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.

JAY COUNTY 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. General infrastructure assets are not applicable to libraries.

	<u>Ending Balance</u>
Governmental activities:	
Capital assets, not being depreciated:	
Land	\$ 102,558
Buildings	2,400,000
Furnishings and equipment	<u>563,621</u>
 Total governmental activities, capital assets not being depreciated	 <u>\$ 3,066,179</u>

**JAY COUNTY 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:		
Revenue bonds:		
Library construction	<u>\$ 995,000</u>	<u>\$ 151,370</u>

JAY COUNTY PUBLIC LIBRARY  
EXIT CONFERENCE

The contents of this report were discussed on October 19, 2009, with Rosalie Clamme, Director; Gail Godfrey, Assistant Director; Lynn Hampson, Treasurer; and Linda Frantz, President of the Library Board. Our examination disclosed no material items that warrant comment at this time.