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

EXAMINATION REPORT
OF
EARL PARK-RICHLAND TOWNSHIP PUBLIC LIBRARY
BENTON COUNTY, INDIANA
January 1, 2007 to December 31, 2008



FILED
05/13/2010

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OFFICIALS

<u>Office</u>	<u>Official</u>	<u>Term</u>
Director	Sharon Gorman Constance Sparenberg	01-01-07 to 03-31-08 04-01-08 to 12-31-10
Treasurer	James Powell	01-01-07 to 12-31-10
President of the Board	Jane Smith Mary Brock	01-01-07 to 12-31-08 01-01-09 to 12-31-10



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INDEPENDENT ACCOUNTANT'S REPORT

TO: THE OFFICIALS OF EARL PARK-RICHLAND TOWNSHIP
PUBLIC LIBRARY, BENTON COUNTY, INDIANA

We have examined the financial information presented herein of Earl Park-Richland 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.

STATE BOARD OF ACCOUNTS

February 15, 2010

EARL PARK-RICHLAND TOWNSHIP PUBLIC LIBRARY
SCHEDULES OF RECEIPTS, DISBURSEMENTS, AND CASH AND INVESTMENT BALANCES
ALL GOVERNMENTAL 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	\$ 22,604	\$ 24,814	\$ 33,346	\$ 14,072
Library Improvement Reserve	17,475	1,000	-	18,475
Gift	2,836	2,886	1,612	4,110
Rainy Day	10,000	1,125	1,125	10,000
State Technology Grant	1,350	2,700	2,475	1,575
Levy Excess	269	-	269	-
Library Capital Projects	3,024	-	2,871	153
BCF Endowment Fund	-	500	66	434
Totals	<u>\$ 57,558</u>	<u>\$ 33,025</u>	<u>\$ 41,764</u>	<u>\$ 48,819</u>

	Cash and Investments 01-01-08	Receipts	Disbursements	Cash and Investments 12-31-08
Governmental Funds:				
General	\$ 14,072	\$ 40,471	\$ 30,520	\$ 24,023
Library Improvement Reserve	18,475	1,000	-	19,475
Gift	4,110	4,697	4,622	4,185
Rainy Day	10,000	1,400	1,400	10,000
State Technology Grant	1,575	2,750	3,025	1,300
Library Capital Projects	153	-	-	153
BCF Endowment Fund	434	-	394	40
Totals	<u>\$ 48,819</u>	<u>\$ 50,318</u>	<u>\$ 39,961</u>	<u>\$ 59,176</u>

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

EARL PARK-RICHLAND 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: 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. However, 2007 taxes were due in two installments on July 25, 2007 and November 12, 2007, and 2008 taxes were due in one installment on November 10, 2008.

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.

EARL PARK-RICHLAND TOWNSHIP PUBLIC LIBRARY
EXAMINATION RESULTS AND COMMENTS

DEPOSITS

The Library takes collections five to seven days per month. The Library routinely deposits funds received once per month.

IC 5-13-6-1 (c) states in part:

". . . all local officers . . . who collect public funds of their respective political subdivisions, shall deposit funds not later than the business day following the receipt of funds on business days of the depository in the depository or depositories selected by the several local boards of finance that have jurisdiction of the funds. Public funds deposited under this subsection shall be deposited in the same form in which they were received."

SUPPORTING DOCUMENTATION

One of seven disbursements reviewed was paid from a statement, not an itemized invoice detailing purchases made.

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. Payments without supporting documentation may be the personal obligation of the responsible official or employee. (Accounting and Uniform Compliance Guidelines Manual for Libraries, Chapter 4)

EARL PARK-RICHLAND TOWNSHIP PUBLIC LIBRARY
EXIT CONFERENCE

The contents of this report were discussed on February 15, 2010, with James Powell, Treasurer; and Constance Sparenberg, Library Director. The officials concurred with our findings.