

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

EXAMINATION REPORT

OF

WESTVILLE - NEW DURHAM TOWNSHIP PUBLIC LIBRARY

LAPORTE COUNTY, INDIANA

January 1, 2007 to December 31, 2009



**FILED**  
12/08/2010



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OFFICIALS

<u>Office</u>	<u>Official</u>	<u>Term</u>
Director	Sara Johnson	01-01-07 to 12-31-10
Treasurer	Lewis Cass	01-01-07 to 12-31-10
President of the Board	Cheryl Warnock	01-01-07 to 12-31-10



**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 WESTVILLE - NEW DURHAM  
TOWNSHIP PUBLIC LIBRARY, LAPORTE COUNTY, INDIANA

We have examined the financial information presented herein of the Westville - New Durham Township Public Library (Library), for the period of January 1, 2007 to December 31, 2009. 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, 2008, and 2009, based on the criteria set forth in the uniform compliance guidelines established by the Indiana State Board of Accounts.

The Schedule of Capital Assets Schedule, 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

September 29, 2010

WESTVILLE - NEW DURHAM TOWNSHIP PUBLIC LIBRARY  
SCHEDULES OF RECEIPTS, DISBURSEMENTS, AND CASH AND INVESTMENT BALANCES  
ALL GOVERNMENTAL FUNDS  
As Of And For The Years Ended December 31, 2007, 2008, And 2009

	Cash and Investments 01-01-07	Receipts	Disbursements	Cash and Investments 12-31-07
Governmental Funds:				
General	\$ 58,967	\$ 35,799	\$ 92,419	\$ 2,347
Gift	5,241	1,110	919	5,432
Rainy Day	3,000	3,000	-	6,000
Internet Grant	200	-	200	-
Levy Excess	331	5,063	331	5,063
Bond and Interest Redemption	64,615	-	63,923	692
Library Improvement Reserve	61,643	2,066	-	63,709
Riverboat Sharing	-	5,000	-	5,000
Totals	<u>\$ 193,997</u>	<u>\$ 52,038</u>	<u>\$ 157,792</u>	<u>\$ 88,243</u>

	Cash and Investments 01-01-08	Receipts	Disbursements	Cash and Investments 12-31-08
Governmental Funds:				
General	\$ 2,347	\$ 97,952	\$ 95,256	\$ 5,043
Gift	5,432	1,138	851	5,719
Rainy Day	6,000	7,000	-	13,000
Grant	-	192	192	-
Levy Excess	5,063	-	-	5,063
Bond and Interest Redemption	692	-	-	692
Library Improvement Reserve	63,709	-	-	63,709
Riverboat Sharing	5,000	5,000	-	10,000
Totals	<u>\$ 88,243</u>	<u>\$ 111,282</u>	<u>\$ 96,299</u>	<u>\$ 103,226</u>

	Cash and Investments 01-01-09	Receipts	Disbursements	Cash and Investments 12-31-09
Governmental Funds:				
General	\$ 5,043	\$ 138,246	\$ 79,985	\$ 63,304
Gift	5,719	732	3,434	3,017
Rainy Day	13,000	-	-	13,000
Grant	-	-	-	-
Levy Excess	5,063	-	-	5,063
Bond and Interest Redemption	692	-	-	692
Library Improvement Reserve	63,709	-	60,000	3,709
Riverboat Sharing	10,000	5,000	-	15,000
Totals	<u>\$ 103,226</u>	<u>\$ 143,978</u>	<u>\$ 143,419</u>	<u>\$ 103,785</u>

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

WESTVILLE - NEW DURHAM 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.

WESTVILLE - NEW DURHAM TOWNSHIP PUBLIC LIBRARY  
NOTES TO FINANCIAL INFORMATION  
(Continued)

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.

Note 6. Subsequent Event

LaPorte County has not completed and settled an approved property tax cycle since the 2005 payable 2006 property tax year. Each subsequent year the County has sent out various forms of provisional bills with the notice that a reconciliation bill will be provided to taxpayers once assessments are approved and certified and final tax rates are established. These delays and uncertainties have resulted in a lower than budgeted property tax collection rate for the Library. It is undeterminable how much property tax collections the Library will receive once all the reconciliation bills have been distributed and the collections received. Provisional bills for taxes payable in 2009 were due January 29, 2010. The Library received their distribution on February 11, 2010.

Provisional bills for taxes payable in 2010, based upon the 2006 pay 2007 tax rates, were mailed in June, 2010 and are due in two installments, July 9, 2010 and November 10, 2010.

WESTVILLE - NEW DURHAM TOWNSHIP PUBLIC LIBRARY  
 SUPPLEMENTARY INFORMATION  
 SCHEDULE OF CAPITAL ASSETS  
 December 31, 2009

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	\$ 22,035
Buildings	609,076
Improvements other than buildings	8,512
Machinery and equipment	<u>346,528</u>
 Total governmental activities, capital assets not being depreciated	 <u>\$ 986,151</u>

WESTVILLE - NEW DURHAM TOWNSHIP PUBLIC LIBRARY  
EXIT CONFERENCE

The contents of this report were discussed on September 29, 2010, with Lewis Cass, Treasurer, and Sara Johnson, Director. Our examination disclosed no material items that warrant comment at this time.