

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

EXAMINATION REPORT
OF
ORLAND JOYCE LIBRARY ASSOCIATION
STEUBEN COUNTY, INDIANA
January 1, 2008 to December 31, 2009



FILED
01/03/2011

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OFFICIALS

<u>Office</u>	<u>Official</u>	<u>Term</u>
Director	Wava Albright	01-01-08 to 12-31-10
Treasurer	Celia Motz Bonnie Hollman	01-01-08 to 12-31-09 01-01-10 to 12-31-10
President of the Board	Pat Kellett	01-01-08 to 12-31-10



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INDEPENDENT ACCOUNTANT'S REPORT

TO: THE OFFICIALS OF THE ORLAND JOYCE LIBRARY
ASSOCIATION, STEUBEN COUNTY, INDIANA

We have examined the financial information presented herein of the Orland Joyce Library Association (Library), for the period of January 1, 2008 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, 2008 and 2009, based on the criteria set forth in the uniform compliance guidelines established by the Indiana State Board of Accounts.

STATE BOARD OF ACCOUNTS

November 24, 2010

ORLAND JOYCE LIBRARY ASSOCIATION
SCHEDULES OF RECEIPTS, DISBURSEMENTS, AND CASH AND INVESTMENT BALANCES
ALL GOVERNMENTAL AND FIDUCIARY FUND TYPES
As Of And For The Years Ended December 31, 2008 And 2009

	Cash and Investments 01-01-08	Receipts	Disbursements	Cash and Investments 12-31-08
Governmental Funds:				
General	\$ 15,723	\$ 17,330	\$ 17,001	\$ 16,052
Library Capital Projects	49,041	4,640	8,223	45,458
Fiduciary Fund:				
PLAC	-	60	60	-
Totals	<u>\$ 64,764</u>	<u>\$ 22,030</u>	<u>\$ 25,284</u>	<u>\$ 61,510</u>

	Cash and Investments 01-01-09	Receipts	Disbursements	Cash and Investments 12-31-09
Governmental Funds:				
General	\$ 16,052	\$ 17,596	\$ 14,908	\$ 18,740
Library Capital Projects	45,458	158	10,000	35,616
Fiduciary Fund:				
PLAC	-	90	90	-
Totals	<u>\$ 61,510</u>	<u>\$ 17,844</u>	<u>\$ 24,998</u>	<u>\$ 54,356</u>

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

ORLAND JOYCE LIBRARY ASSOCIATION
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 prepared and approved at the local level.

Note 4. Property Taxes

The Library does not receive any property tax distributions.

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.

JOYCE LIBRARY ASSOCIATION
EXAMINATION RESULTS AND COMMENTS

PRESCRIBED FORMS

The Library Association does not use forms and records prescribed by the State Board of Accounts for a public library, such as the Library Financial and Appropriation Records, claims, receipts, and checks. A similar comment appeared in prior Reports B28140 and B33728.

Officials and employees are required to use State Board of Accounts prescribed or approved forms in the manner prescribed. (Accounting and Uniform Compliance Guidelines Manual for Libraries, Chapter 4)

LIBRARY ASSOCIATION BOARD MEETINGS

As stated in prior Reports B28140 and B33728, the Library Association does not meet monthly.

IC 36-12-2-23(b) states in part: "The library board shall meet: (1) at least monthly; and, (2) at any other time a meeting is necessary."

CAPITAL ASSET RECORDS

The Library does not maintain capital asset records. The Library should have a complete inventory of all capital assets owned, including books, tapes, CD's and videos, which reflects their acquisition value. A similar comment appeared in prior Report B33728.

Every governmental unit should have a complete inventory of all capital assets owned which reflects their acquisition value. Such inventory should be recorded in the Capital Assets Ledger. A complete inventory should be taken at least every two years for good internal control and for verifying account balances carried in the accounting records. (Accounting and Uniform Compliance Guidelines Manual for Libraries, Chapter 4)

JOYCE LIBRARY ASSOCIATION
EXAMINATION RESULTS AND COMMENTS
(Continued)

ANNUAL REPORT

An annual report for 2008 was not presented for examination. A similar comment appeared in prior Reports B28140 and B33728.

IC 5-11-1-4 states:

"The state examiner shall require from every municipality and every state or local governmental unit, entity, or instrumentality financial reports covering the full period of each fiscal year. These reports shall be prepared, verified, and filed with the state examiner not later than sixty (60) days after the close of each fiscal year. The reports must be filed electronically, in a manner prescribed by the state examiner that is compatible with the technology employed by the political subdivision."

100Rs NOT FILED

The Library did not file the 100Rs report to the State Examiner as required by State Law.

IC 5-11-13-1 Sec.1. states in part:

"Every state, county, city, town, township, or school official, elective or appointive, . . . shall during the month of January of each year prepare, make, and sign a written or printed certified report, correctly and completely showing the names and business addresses of each and all officers, employees, and agents in their respective offices, department, boards, commissions, and institutions, and the respective duties and compensation of each, and shall forthwith file said report in the office of the state examiner of the state board of accounts."

ORLAND JOYCE LIBRARY ASSOCIATION
EXIT CONFERENCE

The contents of this report were discussed on November 24, 2010, with Bonnie Hollman, Treasurer, and Pat Kellett, President of the Board.