

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

EXAMINATION REPORT
OF
BEECH GROVE PUBLIC LIBRARY
MARION COUNTY, INDIANA
January 1, 2009 to December 31, 2010



FILED
10/24/2011

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OFFICIALS

<u>Office</u>	<u>Official</u>	<u>Term</u>
Director	Diane Burns	01-01-09 to 12-31-11
Treasurer	Marshelle Broadwell William Fennema	01-01-09 to 07-31-09 08-01-09 to 12-31-11
President of the Board	Sister Mary Luke Jones	01-01-09 to 12-31-11



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INDEPENDENT ACCOUNTANT'S REPORT

TO: THE OFFICIALS OF BEECH GROVE PUBLIC LIBRARY, MARION COUNTY, INDIANA

We have examined the financial statements of Beech Grove Public Library (Library), for the period of January 1, 2009 to December 31, 2010. The Library's management is responsible for the financial statements. 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 statements and performing such other procedures as we considered necessary in the circumstances. We believe that our examination provides a reasonable basis for our opinion.

As discussed in Note 1, the Library prepares its financial statements on the prescribed basis of accounting that demonstrates compliance with the reporting requirements established by the State Board of Accounts as allowed by state statute (IC 5-11-1-6), which is a comprehensive basis of accounting other than accounting principles generally accepted in the United States of America. The basis noted above is a different basis than that used in the prior year.

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position and results of operations of the Library for the years ended December 31, 2009 and 2010, on the basis of accounting described in Note 1.

The Combining Schedules of Receipts, Disbursements, and Cash and Investment Balances – Regulatory Basis, 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 financial statements. They have not been subjected to the examination procedures applied to the financial statements and, accordingly, we express no opinion on them.

This report is intended solely for the information and use of the Library's management, Board of Directors, and is not intended to be and should not be used by anyone other than these specified parties. In accordance with Indiana Code 5-11-5-1, this report is a part of the public records of the State Board of Accounts and of the office examined.

STATE BOARD OF ACCOUNTS

September 13, 2011

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FINANCIAL STATEMENTS

BEECH GROVE PUBLIC LIBRARY
STATEMENT OF RECEIPTS, DISBURSEMENTS, AND CASH AND INVESTMENT BALANCES -
REGULATORY BASIS
For The Year Ended December 31, 2009

	Cash and Investments 01-01-09	Receipts	Disbursements	Cash and Investments 12-31-09
Petty Cash	\$ 100	\$ -	\$ -	\$ 100
Change	50	-	-	50
Operating Fund	349,362	1,273,619	1,488,478	134,503
Gift	627	-	-	627
Bond And Interest Redemption	12,413	611,664	513,293	110,784
LIRF	99,373	10,471	40,000	69,844
Payroll Withholding	12,456	89,103	91,563	9,996
Totals	<u>\$ 474,381</u>	<u>\$ 1,984,857</u>	<u>\$ 2,133,334</u>	<u>\$ 325,904</u>

The notes to the financial statements are an integral part of this statement.

BEECH GROVE PUBLIC LIBRARY
STATEMENT OF RECEIPTS, DISBURSEMENTS, AND CASH AND INVESTMENT BALANCES -
REGULATORY BASIS
For The Year Ended December 31, 2010

	Cash and Investments 01-01-10	Receipts	Disbursements	Cash and Investments 12-31-10
Operating	\$ 134,503	\$ 1,235,298	\$ 1,250,208	\$ 119,593
Gift	627	-	-	627
Gates Grant	-	1,950	-	1,950
Excess Levy	-	2,952	-	2,952
Cash Change	50	-	-	50
Petty Cash	100	-	-	100
Bond And Interest	110,784	520,369	420,281	210,872
Library Improvement Reserve LIRF	69,844	46,996	-	-
Payroll Withholding	9,996	74,449	83,981	464
	<u>325,904</u>	<u>1,882,014</u>	<u>1,754,470</u>	<u>453,448</u>
Totals	<u>\$ 325,904</u>	<u>\$ 1,882,014</u>	<u>\$ 1,754,470</u>	<u>\$ 453,448</u>

The notes to the financial statements are an integral part of this statement.

BEECH GROVE PUBLIC LIBRARY
NOTES TO FINANCIAL STATEMENTS

Note 1. Summary of Significant Accounting Policies

A. Reporting Entity

The Library was established under the laws of the State of Indiana. The Library operates under an appointed governing board and provides culture services.

The accompanying financial statements present the financial information for the Library (primary government), and does not include financial information for any of the Library's legally separate component units, which accounting principles generally accepted in the United States of America require to be reported with the financial information of the Library (primary government.)

B. Basis of Accounting

The financial statements are reported on a regulatory basis of accounting prescribed by the State Board of Accounts in accordance with state statute (IC 5-11-1-6), which is a comprehensive basis of accounting other than accounting principles generally accepted in the United States of America. Receipts are recorded when received and disbursements are recorded when paid.

The regulatory basis of accounting differs from accounting principles generally accepted in the United States of America in that receipts are recognized when received in cash rather than when earned and disbursements are recognized when paid rather than when a liability is incurred.

C. Cash and Investments

Investments are stated at cost. Any changes in fair value of the investments are reported as receipts in the year of the sale of the investment.

D. Receipts

Receipts are presented in the aggregate on the face of the financial statements. The aggregate receipts may include, but are not limited to, the following sources:

Taxes, which can include one or more of the following: property taxes, certified shares (local option tax), property tax replacement credit (local option tax), county option income tax, and other taxes that are set by the Library.

Intergovernmental receipts which includes receipts from other governments in the form of operating grants, entitlements, or payments in lieu of taxes. Examples of this type of receipts includes, but is not limited to: federal grants, state grants, cigarette tax distributions received from the state, financial institution tax received from the state, auto excise surtax received from the state, commercial vehicle excise tax received from the state, and riverboat receipts received from the county.

Charges for services which can include, but are not limited to the following: copies of public records; copy machine charges.

Fines and forfeits which includes receipts derived from fines and penalties imposed for the violation of lawful administrative rules and regulations (fines).

BEECH GROVE PUBLIC LIBRARY
NOTES TO FINANCIAL STATEMENTS
(Continued)

Net proceeds from borrowings which includes receipts from general obligation bonds, notes and loans.

Intergovernmental loan activity which includes amounts received from other funds as loans on a temporary basis.

Transfers in which includes funds authorized by statute, ordinance, resolution or court order to be transferred in from another fund.

Internal service receipts which are comprised mostly of fees received for services performed for other funds.

Fiduciary receipts which are comprised mostly of contributions to the pensions funds from state and local sources.

E. Disbursements

Disbursements are presented in the aggregate on the face of the financial statements. The aggregate disbursements may include, but are not limited to, the following uses:

Personal services which includes outflows for salaries, wages and related employee benefits provided for all persons employed. In those units where sick leave, vacation leave, overtime compensation, and other such benefits are appropriated separately, such payments would also be included.

Supplies which includes articles and commodities that are entirely consumed and materially altered when used and/or show rapid depreciation after use for a short period of time. Examples of supplies include office supplies, operating supplies, and repair and maintenance supplies.

Other services and charges which includes, but is not limited to: professional services, communication and transportation, printing and advertising, insurance, utility services, repairs and maintenance; and rental charges.

Debt service principle and interest which includes fixed obligations resulting from financial transactions previously entered into by the Library. It includes all expenditures for the reduction of the principal and interest of the Library's general obligation indebtedness.

Capital outlay which includes all outflows for land, infrastructure, buildings, improvements, machinery and equipment having an appreciable and calculable period of usefulness.

Interfund loan payments and loans made which includes amounts that are owed to a particular fund by another fund.

Transfers out which includes funds authorized by statute, ordinance, resolution or court order to be transferred to another fund.

BEECH GROVE PUBLIC LIBRARY
NOTES TO FINANCIAL STATEMENTS
(Continued)

F. Interfund Transfers

The Library may, from time to time, transfer money from one fund to another. These transfers, if any, are included as a part of the receipts and disbursements of the affected funds and as a part of total receipts and disbursements. The transfers are used for cash flow purposes as provided by various statutory provisions.

G. Fund Accounting

Separate funds are established, maintained, and reported by the Library. Each fund is used to account for money received from and used for specific sources and uses as determined by various regulations. Restrictions on some funds are set by statute while other funds are internally restricted by the Library. The money accounted for in a specific fund may only be available for use for certain, legally restricted purposes. Additionally, some funds are used to account for assets held by the Library in a trustee capacity as an agent of individuals, private organizations, other funds, or other governmental units and therefore the funds cannot be used for any expenditures of the unit itself.

Note 2. Budgets

The operating budget is initially prepared and approved at the local level. The fiscal officer of the Library submits a proposed operating budget to the governing board for the following calendar year. The budget is advertised as required by law. Prior to adopting the budget, the governing board conducts public hearings and obtains taxpayer comments. Prior to November 1, the governing board approves the budget for the next year. The budget for funds for which property taxes are levied or highway use taxes are received is subject to final approval by the Indiana Department of Local Government Finance.

Note 3. Property Taxes

Property taxes levied are collected by the County Treasurer and are scheduled to be distributed to the Library in June and December; however, situations can arise which would delay the distributions. 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 percent 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 normally become delinquent if not paid by May 10 and November 10, respectively.

Note 4. Deposits and Investments

Deposits, made in accordance with state statute (IC 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.

BEECH GROVE PUBLIC LIBRARY
NOTES TO FINANCIAL STATEMENTS
(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 5. Risk Management

The Library may be exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions; job related illnesses or injuries to employees; medical benefits to employees, retirees, and dependents; and natural disasters.

These risks can be mitigated through the purchase of insurance, establishment of a self-insurance fund, and/or participation in a risk pool. The purchase of insurance transfers the risk to an independent third party. The establishment of a self-insurance fund allows the Library to set aside money for claim settlements. The self-insurance fund would be included in the financial statements. The purpose of participation in a risk pool is to provide a medium for the funding and administration of the risks. These risks may also be mitigated by the Library by recording as a disbursement and replacement items purchased.

Note 6. Pension Plan

A. Public Employees' Retirement Fund

Plan Description

The Indiana Public Employees' Retirement Fund (PERF) is 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 percent 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.

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SUPPLEMENTARY INFORMATION – UNAUDITED

For additional financial information, the Library's Annual Reports can be found on the Indiana Transparency Portal website: www.in.gov/itp/annual_reports/.

BEECH GROVE PUBLIC LIBRARY
 COMBINING SCHEDULE OF RECEIPTS, DISBURSEMENTS, AND
 CASH AND INVESTMENT BALANCES - REGULATORY BASIS
 For The Year Ended December 31, 2009

	Petty Cash	Change	Operating Fund	Gift	Bond And Interest Redemption	LIRF	Payroll Withholding	Totals
Cash and investments - beginning	\$ 100	\$ 50	\$ 349,362	\$ 627	\$ 12,413	\$ 99,373	\$ 12,456	\$ 474,381
Receipts:								
Taxes	-	-	741,700	-	336,461	-	-	1,078,161
Intergovernmental	-	-	14,631	-	5,262	-	-	19,893
Charges for services	-	-	1,234	-	-	-	-	1,234
Fines and forfeits	-	-	12,331	-	-	-	-	12,331
Other receipts	-	-	503,723	-	269,941	10,471	89,103	873,238
Total receipts	-	-	1,273,619	-	611,664	10,471	89,103	1,984,857
Disbursements:								
Personal services	-	-	474,085	-	-	-	-	474,085
Supplies	-	-	32,452	-	-	-	-	32,452
Other services and charges	-	-	134,016	-	412,726	-	-	546,742
Capital outlay	-	-	109,530	-	-	-	-	109,530
Other disbursements	-	-	738,395	-	100,567	40,000	91,563	970,525
Total disbursements	-	-	1,488,478	-	513,293	40,000	91,563	2,133,334
Excess (deficiency) of receipts over disbursements	-	-	(214,859)	-	98,371	(29,529)	(2,460)	(148,477)
Cash and investments - ending	\$ 100	\$ 50	\$ 134,503	\$ 627	\$ 110,784	\$ 69,844	\$ 9,996	\$ 325,904

BEECH GROVE PUBLIC LIBRARY
 COMBINING SCHEDULE OF RECEIPTS, DISBURSEMENTS, AND
 CASH AND INVESTMENT BALANCES - REGULATORY BASIS
 For The Year Ended December 31, 2010

	Operating	Gift	Gates Grant	Excess Levy	Cash Change	Petty Cash	Bond And Interest	Library Imporvement Reserve LIRF	Payroll Withholding	Totals
Cash and investments - beginning	\$ 134,503	\$ 627	\$ -	\$ -	\$ 50	\$ 100	\$ 110,784	\$ 69,844	\$ 9,996	\$ 325,904
Receipts:										
Taxes	877,016	-	-	2,952	-	-	381,290	-	-	1,261,258
Intergovernmental	11,677	-	1,950	-	-	-	5,222	-	-	18,849
Charges for services	594	-	-	-	-	-	-	-	-	594
Fines and forfeits	9,010	-	-	-	-	-	-	-	-	9,010
Other receipts	337,001	-	-	-	-	-	133,857	46,996	74,449	592,303
Total receipts	1,235,298	-	1,950	2,952	-	-	520,369	46,996	74,449	1,882,014
Disbursements:										
Personal services	370,715	-	-	-	-	-	-	-	-	370,715
Supplies	31,493	-	-	-	-	-	-	-	-	31,493
Other services and charges	106,879	-	-	-	-	-	-	-	-	106,879
Capital outlay	85,729	-	-	-	-	-	-	-	-	85,729
Other disbursements	655,392	-	-	-	-	-	420,281	-	83,981	1,159,654
Total disbursements	1,250,208	-	-	-	-	-	420,281	-	83,981	1,754,470
Excess (deficiency) of receipts over disbursements	(14,910)	-	1,950	2,952	-	-	100,088	46,996	(9,532)	127,544
Cash and investments - ending	\$ 119,593	\$ 627	\$ 1,950	\$ 2,952	\$ 50	\$ 100	\$ 210,872	\$ 116,840	\$ 464	\$ 453,448

BEECH GROVE PUBLIC LIBRARY
 SUPPLEMENTARY INFORMATION
 SCHEDULE OF CAPITAL ASSETS
 December 31, 2010

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>
Library Capital Assets:	
Capital assets, not being depreciated:	
Land	\$ 200,000
Buildings	458,645,600
Machinery and equipment	<u>325,231</u>
Total Capital Assets	<u>\$ 459,170,831</u>

BEECH GROVE PUBLIC LIBRARY
 SUPPLEMENTARY INFORMATION
 SCHEDULE OF LONG-TERM DEBT
 December 31, 2010

Description of Debt	Ending Principal Balance	Principal and Interest Due Within One Year
Library Debt:		
Capital leases:		
Building Expansion	\$ 1,990,000	\$ 217,585
Total Library Debt	<u>\$ 1,990,000</u>	<u>\$ 217,585</u>

BEECH GROVE PUBLIC LIBRARY
EXAMINATION RESULT AND COMMENT

ANNUAL REPORT

The 2009 and 2010 Annual Reports submitted to the State Board of Accounts did not include the transactions and balances of the Payroll Withholding Fund. Additionally, we identified where one transfer was not properly accounted for on the Annual Report. Adjustments were made for these items on the financial statements presented.

Indiana Code 5-11-1-4 states in part:

"(a) 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."

BEECH GROVE PUBLIC LIBRARY
EXIT CONFERENCE

The contents of this report were discussed on September 13, 2011, with Diane Burns, Director; William Fennema, Treasurer; and Kimberly Jenkins, Office Manager.