

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

FINANCIAL STATEMENT EXAMINATION REPORT
OF
OTTERBEIN-BOLIVAR TOWNSHIP PUBLIC LIBRARY

BENTON COUNTY, INDIANA

January 1, 2009 to December 31, 2010



FILED
11/17/2011

TABLE OF CONTENTS

<u>Description</u>	<u>Page</u>
Officials	2
Independent Accountant's Report.....	3
Financial Statements:	
Statements of Receipts, Disbursements, and Cash and Investment Balances – Regulatory Basis	6-7
Notes to Financial Statements	8-11
Supplementary Information:	
Combining Schedules of Receipts, Disbursements, and Cash and Investment Balances – Regulatory Basis	14-14
Schedule of Long-Term Debt	18
Examination Result and Comment:	
Prescribed Forms	19
Exit Conference.....	20

OFFICIALS

<u>Office</u>	<u>Official</u>	<u>Term</u>
Director	Sarah Rainey	01-01-09 to 12-31-11
Treasurer	Joline Brummett Donna K. Cox	01-01-09 to 12-31-10 01-01-11 to 12-31-11
President of the Board	Heath Lord Amy Brown	01-01-09 to 12-31-10 01-01-11 to 12-31-11



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

INDEPENDENT ACCOUNTANT'S REPORT

TO: THE OFFICIALS OF OTTERBEIN-BOLIVAR TOWNSHIP
PUBLIC LIBRARY, BENTON COUNTY, INDIANA

We have examined the financial statements of Otterbein-Bolivar Township 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, 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 and the Library Board, 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 6, 2011

(This page intentionally left blank.)

FINANCIAL STATEMENTS

The financial statements and accompanying notes were approved by management of the Library. The financial statements and notes are presented as intended by the Library.

OTTERBEIN - BOLIVER TOWNSHIP 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
Operating	\$ 15,216	\$ 142,385	\$ 104,071	\$ 53,530
Construction Donation	20,095	229	-	20,324
Gift	9,740	4,025	2,419	11,346
Rainy Day	9,454	-	-	9,454
Levy Excess	2,706	-	-	2,706
Bond Sinking Fund	5,652	-	-	5,652
Debt Service	30,355	117,106	100,750	46,711
Construction	115,536	2,316	8,807	109,045
Library Capital Projects	1,143	331	600	874
Library Improvement Reserve	29,576	9,831	5,209	34,198
Totals	<u>\$ 239,473</u>	<u>\$ 276,223</u>	<u>\$ 221,856</u>	<u>\$ 293,840</u>

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

OTTERBEIN - BOLIVER TOWNSHIP 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	\$ 53,530	\$ 111,788	\$ 124,667	\$ 40,651
Construction Donation	20,324	-	219	20,105
Gift	11,346	1,352	3,866	8,832
Rainy Day	9,454	5,112	-	14,566
Levy Excess	2,706	322	-	3,028
Bond Sinking Fund	5,652	-	-	5,652
Debt Service	46,711	107,564	99,750	54,525
Construction	109,045	936	-	109,981
Library Capital Projects	874	-	874	-
Library Improvement Reserve	34,198	2,584	793	35,989
Totals	<u>\$ 293,840</u>	<u>\$ 229,658</u>	<u>\$ 230,169</u>	<u>\$ 293,329</u>

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

OTTERBEIN - BOLIVER TOWNSHIP 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).

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, wheel tax, innkeepers tax, food and beverage tax, county economic development income tax, boat and trailer excise tax, county adjusted gross income tax, and other taxes that are set by the Library.

Licenses and permits which include amounts received from businesses, occupations, or nonbusinesses that must be licensed before doing business within the government's jurisdiction or permits levied according to the benefits presumably conferred by the permit. Examples of licenses and permits include: peddler licenses, dog tax licenses, auctioneer license, building and planning permits, demolition permits, electrical permits, sign permits, and gun permits.

Intergovernmental receipts which include receipts from other governments in the form of operating grants, entitlements, or payments in lieu of taxes. Examples of this type of receipts include, but are not limited to: federal grants, state grants, cigarette tax distributions received from the state, motor vehicle highway distribution received from the

OTTERBEIN - BOLIVER TOWNSHIP PUBLIC LIBRARY
NOTES TO FINANCIAL STATEMENTS
(Continued)

state, local road and street distribution 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, major moves distributions received from the state, and riverboat receipts received from the county.

Charges for services which can include, but are not limited to the following: planning commission charges, building department charges, copies of public records, copy machine charges, accident report copies, gun permit applications, 911 telephone services, recycling fees, dog pound fees, emergency medical service fees, park rental fees, swimming pool receipts, cable tv receipts, ordinance violations, fines and fees, bond forfeitures, court costs, and court receipts.

Fines and forfeits which include receipts derived from fines and penalties imposed for the commission of statutory offenses, violation of lawful administrative rules and regulations (fines), and for the neglect of official duty and monies derived from confiscating deposits held as performance guarantees (forfeitures).

Other receipts which include amounts received from various sources which can include, but are not limited to the following: net proceeds from borrowings; interfund loan activity; transfers authorized by statute, ordinance, resolution or court order; internal service receipts; and fiduciary receipts.

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 include 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 include 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 include, but are not limited to: professional services, communication and transportation, printing and advertising, insurance, utility services, repairs and maintenance, and rental charges.

Debt service principal and interest which include 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.

OTTERBEIN - BOLIVER TOWNSHIP PUBLIC LIBRARY
NOTES TO FINANCIAL STATEMENTS
(Continued)

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

Other disbursements which include, but are not limited to the following: interfund loan payments, loans made to other funds, internal service disbursements, and transfers out that are authorized by statute, ordinance, resolution, or court order.

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.

OTTERBEIN - BOLIVER TOWNSHIP PUBLIC LIBRARY
NOTES TO FINANCIAL STATEMENTS
(Continued)

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 should be 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 statutes authorize 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.

(This page intentionally left blank.)

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/.

Differences may be noted between the financial information presented in the financial statements contained in this report and the financial information presented in the Annual Reports of the Library which are referenced above. These differences, if any, are due to adjustments made to the financial information during the course of the examination. This is a common occurrence in any financial statement examination. The financial information presented in this report is examined information, and the accuracy of such information can be determined by reading the opinion given in the Independent Accountant's Report.

The supplementary information presented was prepared and/or approved by management of the Library. It is presented as intended by the Library.

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

	Operating	Construction Donation	Gift	Rainy Day	Levy Excess	Bond Sinking Fund
Cash and investments - beginning	\$ 15,216	\$ 20,095	\$ 9,740	\$ 9,454	\$ 2,706	\$ 5,652
Receipts:						
Taxes	107,592	-	-	-	-	-
Intergovernmental	30,797	-	-	-	-	-
Charges for services	890	-	-	-	-	-
Fines and forfeits	1,931	-	-	-	-	-
Other receipts	1,175	229	4,025	-	-	-
Total receipts	<u>142,385</u>	<u>229</u>	<u>4,025</u>	<u>-</u>	<u>-</u>	<u>-</u>
Disbursements:						
Personal services	64,583	-	-	-	-	-
Supplies	4,983	-	-	-	-	-
Other services and charges	23,664	-	-	-	-	-
Capital outlay	8,341	-	-	-	-	-
Other disbursements	2,500	-	2,419	-	-	-
Total disbursements	<u>104,071</u>	<u>-</u>	<u>2,419</u>	<u>-</u>	<u>-</u>	<u>-</u>
Excess (deficiency) of receipts over disbursements	<u>38,314</u>	<u>229</u>	<u>1,606</u>	<u>-</u>	<u>-</u>	<u>-</u>
Cash and investments - ending	<u>\$ 53,530</u>	<u>\$ 20,324</u>	<u>\$ 11,346</u>	<u>\$ 9,454</u>	<u>\$ 2,706</u>	<u>\$ 5,652</u>

OTTERBEIN - BOLIVER TOWNSHIP PUBLIC LIBRARY
 COMBINING SCHEDULE OF RECEIPTS, DISBURSEMENTS, AND
 CASH AND INVESTMENT BALANCES - REGULATORY BASIS
 For The Year Ended December 31, 2009
 (Continued)

	Debt Service	Construction	Library Capital Projects	Library Improvement Reserve	Totals
Cash and investments - beginning	\$ 30,355	\$ 115,536	\$ 1,143	\$ 29,576	\$ 239,473
Receipts:					
Taxes	112,709	-	-	-	220,301
Intergovernmental	1,786	-	331	-	32,914
Charges for services	-	-	-	-	890
Fines and forfeits	-	-	-	-	1,931
Other receipts	2,611	2,316	-	9,831	20,187
Total receipts	<u>117,106</u>	<u>2,316</u>	<u>331</u>	<u>9,831</u>	<u>276,223</u>
Disbursements:					
Personal services	-	-	600	-	65,183
Supplies	-	-	-	-	4,983
Other services and charges	100,750	2,462	-	-	126,876
Capital outlay	-	-	-	5,209	13,550
Other disbursements	-	6,345	-	-	11,264
Total disbursements	<u>100,750</u>	<u>8,807</u>	<u>600</u>	<u>5,209</u>	<u>221,856</u>
Excess (deficiency) of receipts over disbursements	<u>16,356</u>	<u>(6,491)</u>	<u>(269)</u>	<u>4,622</u>	<u>54,367</u>
Cash and investments - ending	<u>\$ 46,711</u>	<u>\$ 109,045</u>	<u>\$ 874</u>	<u>\$ 34,198</u>	<u>\$ 293,840</u>

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

	Operating	Construction Donation	Gift	Rainy Day	Levy Excess	Bond Sinking Fund
Cash and investments - beginning	\$ 53,530	\$ 20,324	\$ 11,346	\$ 9,454	\$ 2,706	\$ 5,652
Receipts:						
Taxes	67,382	-	-	-	322	-
Intergovernmental	36,750	-	-	4,537	-	-
Charges for services	4,414	-	-	-	-	-
Fines and forfeits	2,178	-	-	-	-	-
Other receipts	1,064	-	1,352	575	-	-
Total receipts	<u>111,788</u>	<u>-</u>	<u>1,352</u>	<u>5,112</u>	<u>322</u>	<u>-</u>
Disbursements:						
Personal services	75,240	-	-	-	-	-
Supplies	4,924	-	-	-	-	-
Other services and charges	23,131	-	-	-	-	-
Capital outlay	8,476	-	-	-	-	-
Other disbursements	12,896	219	3,866	-	-	-
Total disbursements	<u>124,667</u>	<u>219</u>	<u>3,866</u>	<u>-</u>	<u>-</u>	<u>-</u>
Excess (deficiency) of receipts over disbursements	<u>(12,879)</u>	<u>(219)</u>	<u>(2,514)</u>	<u>5,112</u>	<u>322</u>	<u>-</u>
Cash and investments - ending	<u>\$ 40,651</u>	<u>\$ 20,105</u>	<u>\$ 8,832</u>	<u>\$ 14,566</u>	<u>\$ 3,028</u>	<u>\$ 5,652</u>

OTTERBEIN - BOLIVER TOWNSHIP PUBLIC LIBRARY
 COMBINING SCHEDULE OF RECEIPTS, DISBURSEMENTS, AND
 CASH AND INVESTMENT BALANCES - REGULATORY BASIS
 For The Year Ended December 31, 2010
 (Continued)

	Debt Service	Construction	Library Capital Projects	Library Improvement Reserve	Totals
Cash and investments - beginning	\$ 46,711	\$ 109,045	\$ 874	\$ 34,198	\$ 293,840
Receipts:					
Taxes	98,384	-	-	-	166,088
Intergovernmental	4,180	-	-	-	45,467
Charges for services	-	-	-	-	4,414
Fines and forfeits	-	-	-	-	2,178
Other receipts	5,000	936	-	2,584	11,511
Total receipts	<u>107,564</u>	<u>936</u>	<u>-</u>	<u>2,584</u>	<u>229,658</u>
Disbursements:					
Personal services	-	-	-	-	75,240
Supplies	-	-	-	-	4,924
Other services and charges	99,750	-	-	-	122,881
Capital outlay	-	-	-	793	9,269
Other disbursements	-	-	874	-	17,855
Total disbursements	<u>99,750</u>	<u>-</u>	<u>874</u>	<u>793</u>	<u>230,169</u>
Excess (deficiency) of receipts over disbursements	<u>7,814</u>	<u>936</u>	<u>(874)</u>	<u>1,791</u>	<u>(511)</u>
Cash and investments - ending	<u>\$ 54,525</u>	<u>\$ 109,981</u>	<u>\$ -</u>	<u>\$ 35,989</u>	<u>\$ 293,329</u>

OTTERBEIN - BOLIVER TOWNSHIP PUBLIC LIBRARY
 SUPPLEMENTARY INFORMATION
 SCHEDULE OF LONG-TERM DEBT
 December 31, 2010

The Library has entered into the following debt:

Description of Debt	Ending Principal Balance	Principal and Interest Due Within One Year
Governmental activities:		
Capital leases:		
Library Building	\$ 1,447,500	\$ 97,500
Total governmental activities debt	<u>\$ 1,447,500</u>	<u>\$ 97,500</u>

OTTERBEIN-BOLIVAR TOWNSHIP PUBLIC LIBRARY
EXAMINATION RESULT AND COMMENT

PRESCRIBED FORMS

The Library Form series 1, Financial and Appropriation Ledger was not in use. The Library uses the QuickBooks program for their financial recordkeeping. The QuickBooks program has not been approved as an allowable substitute to the prescribed forms.

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)

OTTERBEIN-BOLIVAR TOWNSHIP PUBLIC LIBRARY
EXIT CONFERENCE

The contents of this report were discussed on September 6, 2011, with Sarah Rainey, Director, and Donna K. Cox, Treasurer. The officials concurred with our findings.