

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

FINANCIAL STATEMENT EXAMINATION REPORT

OF

JACKSON COUNTY PUBLIC LIBRARY

JACKSON COUNTY, INDIANA

January 1, 2010 to December 31, 2010



FILED
02/14/2012

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OFFICIALS

<u>Office</u>	<u>Official</u>	<u>Term</u>
Director	Julia Aker	01-01-10 to 12-31-12
Treasurer	Mary L. Reed	01-01-10 to 12-31-12
President of the Board of Trustees	Dan Thomas Sally Crouch	01-01-10 to 12-31-11 01-01-12 to 12-31-12



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INDEPENDENT ACCOUNTANT'S REPORT

TO: THE OFFICIALS OF THE JACKSON COUNTY PUBLIC LIBRARY, JACKSON COUNTY, INDIANA

We have examined the financial statement of the Jackson County Public Library (Library), for the period of January 1, 2010 to December 31, 2010. The Library's management is responsible for the financial statement. 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 statement 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 statement 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.

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

The Combining Schedule 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 statement. They have not been subjected to the examination procedures applied to the financial statement and, accordingly, we express no opinion on them.

This report is intended solely for the information and use of the Library's management and Board of Trustees, 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

January 24, 2012

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FINANCIAL STATEMENT

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

JACKSON COUNTY 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	\$ 498,311	\$ 2,912,612	\$ 2,847,575	\$ 563,348
Gift	21,650	149,991	67,407	104,234
Building	6,202	622	756	6,068
Levy Excess	-	4,210	-	4,210
State Technology Grant Fund	452	7,009	2,038	5,423
Rainy Day	1,110	224,186	100,000	125,296
Bond	-	808,495	646,820	161,675
Capital Projects	54,907	91,186	146,093	-
LIRF	45,512	200,329	102,671	143,170
Deferred Comp	-	8,290	8,290	-
Federal Tax	-	56,899	56,899	-
State Tax	-	29,082	29,082	-
County Tax	-	13,123	13,123	-
Section 125	-	37,303	37,303	-
PLAC	120	250	370	-
United Way	-	5,930	5,930	-
Medicare	-	12,313	12,313	-
Flex Spending	-	21,886	21,886	-
AFLAC	-	8,801	8,801	-
FICA	-	52,649	52,649	-
Totals	<u>\$ 628,264</u>	<u>\$ 4,645,166</u>	<u>\$ 4,160,006</u>	<u>\$ 1,113,424</u>

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

JACKSON COUNTY PUBLIC LIBRARY
NOTES TO FINANCIAL STATEMENT

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 statement presents 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 statement is 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 statement. 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.

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 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.

JACKSON COUNTY PUBLIC LIBRARY
NOTES TO FINANCIAL STATEMENT
(Continued)

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 statement. 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.

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.

JACKSON COUNTY PUBLIC LIBRARY
NOTES TO FINANCIAL STATEMENT
(Continued)

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 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 statement. 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.

JACKSON COUNTY PUBLIC LIBRARY
NOTES TO FINANCIAL STATEMENT
(Continued)

Note 6. Pension Plan

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.

SUPPLEMENTARY INFORMATION – UNAUDITED

For additional financial information, the Library's Annual Report 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 statement contained in this report and the financial information presented in the Annual Report of the Library which is 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 approved by management of the Library. It is presented as intended by the Library.

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

	Operating	Gift	Building	Levy Excess	State Technology Grant Fund	Rainy Day	Bond
Cash and investments - beginning	\$ 498,311	\$ 21,650	\$ 6,202	\$ -	\$ 452	\$ 1,110	\$ -
Receipts:							
Taxes	1,758,162	-	-	-	-	-	599,915
Intergovernmental	673,629	-	-	-	-	48,939	57,630
Fines and forfeits	41,233	-	-	-	-	-	-
Other receipts	439,588	149,991	622	4,210	7,009	175,247	150,950
Total receipts	<u>2,912,612</u>	<u>149,991</u>	<u>622</u>	<u>4,210</u>	<u>7,009</u>	<u>224,186</u>	<u>808,495</u>
Disbursements:							
Personal services	1,183,873	-	-	-	-	-	-
Supplies	59,979	9,622	-	-	-	-	-
Other services and charges	368,771	6,667	-	-	2,038	-	-
Capital outlay	207,109	1,118	756	-	-	-	-
Other disbursements	1,027,843	50,000	-	-	-	100,000	646,820
Total disbursements	<u>2,847,575</u>	<u>67,407</u>	<u>756</u>	<u>-</u>	<u>2,038</u>	<u>100,000</u>	<u>646,820</u>
Excess (deficiency) of receipts over disbursements	<u>65,037</u>	<u>82,584</u>	<u>(134)</u>	<u>4,210</u>	<u>4,971</u>	<u>124,186</u>	<u>161,675</u>
Cash and investments - ending	<u>\$ 563,348</u>	<u>\$ 104,234</u>	<u>\$ 6,068</u>	<u>\$ 4,210</u>	<u>\$ 5,423</u>	<u>\$ 125,296</u>	<u>\$ 161,675</u>

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

	Capital Projects	LIRF	Deferred Comp	Federal Tax	State Tax	County Tax	Section 125
Cash and investments - beginning	\$ 54,907	\$ 45,512	\$ -	\$ -	\$ -	\$ -	\$ -
Receipts:							
Taxes	77,128	-	-	-	-	-	-
Intergovernmental	13,827	-	-	-	-	-	-
Fines and forfeits	-	-	-	-	-	-	-
Other receipts	231	200,329	8,290	56,899	29,082	13,123	37,303
Total receipts	<u>91,186</u>	<u>200,329</u>	<u>8,290</u>	<u>56,899</u>	<u>29,082</u>	<u>13,123</u>	<u>37,303</u>
Disbursements:							
Personal services	-	-	8,290	56,899	29,082	13,123	37,303
Supplies	-	-	-	-	-	-	-
Other services and charges	-	2,671	-	-	-	-	-
Capital outlay	-	-	-	-	-	-	-
Other disbursements	146,093	100,000	-	-	-	-	-
Total disbursements	<u>146,093</u>	<u>102,671</u>	<u>8,290</u>	<u>56,899</u>	<u>29,082</u>	<u>13,123</u>	<u>37,303</u>
Excess (deficiency) of receipts over disbursements	<u>(54,907)</u>	<u>97,658</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Cash and investments - ending	<u>\$ -</u>	<u>\$ 143,170</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

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

	PLAC	United Way	Medicare	Flex Spending	AFLAC	FICA	Totals
Cash and investments - beginning	\$ 120	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 628,264
Receipts:							
Taxes	-	-	-	-	-	-	2,435,205
Intergovernmental	-	-	-	-	-	-	794,025
Fines and forfeits	-	-	-	-	-	-	41,233
Other receipts	250	5,930	12,313	21,886	8,801	52,649	1,374,703
Total receipts	<u>250</u>	<u>5,930</u>	<u>12,313</u>	<u>21,886</u>	<u>8,801</u>	<u>52,649</u>	<u>4,645,166</u>
Disbursements:							
Personal services	-	5,930	12,313	21,886	8,801	52,649	1,430,149
Supplies	-	-	-	-	-	-	69,601
Other services and charges	-	-	-	-	-	-	380,147
Capital outlay	-	-	-	-	-	-	208,983
Other disbursements	370	-	-	-	-	-	2,071,126
Total disbursements	<u>370</u>	<u>5,930</u>	<u>12,313</u>	<u>21,886</u>	<u>8,801</u>	<u>52,649</u>	<u>4,160,006</u>
Excess (deficiency) of receipts over disbursements	<u>(120)</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>485,160</u>
Cash and investments - ending	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 1,113,424</u>

JACKSON COUNTY 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.

	Ending Balance
Capital assets, not being depreciated:	
Land	\$ 27,000
Buildings	6,550,000
Improvements other than buildings	1,946,504
Machinery and equipment	423,525
Total capital assets not being depreciated	\$ 8,947,029

JACKSON COUNTY 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	Fund
Bonds payable:			
2003 General obligation bonds	\$ 620,000	\$ 206,341	Bond

JACKSON COUNTY PUBLIC LIBRARY
EXIT CONFERENCE

The contents of this report were discussed on January 24, 2012, with Julia Aker, Director; Mary L. Reed, Treasurer; and Rhonda Fitzwater, Administrative Assistant. Our examination disclosed no material items that warrant comment at this time.