

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

FINANCIAL STATEMENT EXAMINATION REPORT

OF

TIPTON COUNTY PUBLIC LIBRARY

TIPTON COUNTY, INDIANA

January 1, 2010 to December 31, 2011



**FILED**

06/26/2012



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OFFICIALS

<u>Office</u>	<u>Official</u>	<u>Term</u>
Director	Linda Joines Cherie Spencer	01-01-10 to 12-31-10 01-01-11 to 12-31-12
Treasurer	Heather Terry Cynthia Day	01-01-10 to 06-13-10 06-14-10 to 12-31-12
President of the Board	John Borneman	01-01-10 to 12-31-12



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INDEPENDENT ACCOUNTANT'S REPORT

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

We have examined the financial statements of the Tipton County Public Library (Library), for the period of January 1, 2010 to December 31, 2011. 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, 2010 and 2011, 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 Capital Assets, 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, governing board, and others within the entity 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

May 15, 2012

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## 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.

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

Fund	Cash and Investments 01-01-10	Receipts	Disbursements	Cash and Investments 12-31-10
Petty Cash	\$ 125	\$ -	\$ -	\$ 125
Operating	594,469	1,151,957	1,054,064	692,362
Gift	4,073	3,094	3,739	3,428
Rainy Day	19,106	170,820	-	189,926
Summer Reading	944	4,400	3,156	2,188
Programming	2,545	1,990	2,590	1,945
Art Fund	1,255	270	761	764
Levy Excess	1,505	2,630	1,505	2,630
Landscaping	-	382	378	4
Skene	9,965	-	2,350	7,615
Shirk	5,577	188	-	5,765
State Technology Fund Grant	10,236	-	9,688	548
Library Capital Projects	357,721	325	308,046	50,000
Library Improvement Reserve	228,479	80,439	214,261	94,657
Building	12,340	10,560	7,059	15,841
Plac Card	90	380	370	100
Totals	<u>\$ 1,248,430</u>	<u>\$ 1,427,435</u>	<u>\$ 1,607,967</u>	<u>\$ 1,067,898</u>

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

TIPTON COUNTY PUBLIC LIBRARY  
STATEMENT OF RECEIPTS, DISBURSEMENTS, AND CASH AND INVESTMENT BALANCES -  
REGULATORY BASIS  
For The Year Ended December 31, 2011

Fund	Cash and Investments 01-01-11	Receipts	Disbursements	Cash and Investments 12-31-11
Rainy Day	\$ 239,926	\$ 80,964	\$ -	\$ 320,890
Summer Reading	2,188	4,400	4,457	2,131
Levy Excess	2,630	-	2,630	-
Library Improvement Reserve	94,658	80,936	2,174	173,420
Plac Card	100	350	400	50
Petty Cash	125	-	-	125
Operating	692,361	1,463,416	1,412,942	742,835
Gift	3,428	1,618	3,065	1,981
Programming	1,945	8,254	5,957	4,242
Art Fund	764	-	650	114
Landscaping	4	201	205	-
Skene	7,615	-	2,421	5,194
Shirk	5,765	38	-	5,803
State Technology Fund Grant	549	15,476	8,850	7,175
Building	15,840	122	36	15,926
Totals	<u>\$ 1,067,898</u>	<u>\$ 1,655,775</u>	<u>\$ 1,443,787</u>	<u>\$ 1,279,886</u>

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

TIPTON COUNTY 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 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.

TIPTON COUNTY PUBLIC LIBRARY  
NOTES TO FINANCIAL STATEMENTS  
(Continued)

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 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.

TIPTON COUNTY PUBLIC LIBRARY  
NOTES TO FINANCIAL STATEMENTS  
(Continued)

*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 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.

TIPTON COUNTY PUBLIC LIBRARY  
NOTES TO FINANCIAL STATEMENTS  
(Continued)

**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 any replacement items purchased.

**Note 6. Pension Plan**

*Indiana Public Retirement System*

*Plan Description*

The Indiana Public Retirement System (INPRS) is a defined benefit pension plan. INPRS 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 INPRS Board, most requirements of the system, and give the Library authority to contribute to the plan. The INPRS 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.

INPRS 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:

Indiana Public Retirement System  
One North Capitol, Suite 001  
Indianapolis, IN 46204  
Ph. (317) 234-7876

*Funding Policy and Annual Pension Cost*

The contribution requirements of the plan members for INPRS are established by the Board of Trustees of INPRS.

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## SUPPLEMENTARY INFORMATION – UNAUDITED

For additional financial information, the Library's 2010 Annual Report can be found on the Indiana Transparency Portal website: [www.in.gov/itp/annual\\_reports/](http://www.in.gov/itp/annual_reports/).

For additional financial information, the Library's 2011 Annual Report information can be found on the Gateway website: <https://gateway.ifionline.org/>.

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 approved by management of the Library. It is presented as intended by the Library.

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

	Petty Cash	Operating	Gift	Rainy Day	Summer Reading	Programming
Cash and investments - beginning	\$ 125	\$ 594,469	\$ 4,073	\$ 19,106	\$ 944	\$ 2,545
Receipts:						
Taxes	-	743,045	-	-	-	-
Intergovernmental	-	379,150	-	11,402	-	-
Fines and forfeits	-	26,544	-	-	-	-
Other receipts	-	3,218	3,094	159,418	4,400	1,990
Total receipts	-	1,151,957	3,094	170,820	4,400	1,990
Disbursements:						
Personal services	-	685,287	-	-	-	-
Supplies	-	28,824	3,739	-	3,156	2,250
Other services and charges	-	190,764	-	-	-	340
Capital outlay	-	149,189	-	-	-	-
Other disbursements	-	-	-	-	-	-
Total disbursements	-	1,054,064	3,739	-	3,156	2,590
Excess (deficiency) of receipts over disbursements	-	97,893	(645)	170,820	1,244	(600)
Cash and investments - ending	\$ 125	\$ 692,362	\$ 3,428	\$ 189,926	\$ 2,188	\$ 1,945

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

	Art Fund	Levy Excess	Landscaping	Skene	Shirk	State Technology Fund Grant
Cash and investments - beginning	\$ 1,255	\$ 1,505	\$ -	\$ 9,965	\$ 5,577	\$ 10,236
Receipts:						
Taxes	-	2,630	-	-	-	-
Intergovernmental	-	-	-	-	-	-
Fines and forfeits	-	-	-	-	-	-
Other receipts	270	-	382	-	188	-
Total receipts	<u>270</u>	<u>2,630</u>	<u>382</u>	<u>-</u>	<u>188</u>	<u>-</u>
Disbursements:						
Personal services	-	-	-	-	-	-
Supplies	46	-	-	-	-	-
Other services and charges	715	-	378	-	-	9,688
Capital outlay	-	-	-	2,350	-	-
Other disbursements	-	1,505	-	-	-	-
Total disbursements	<u>761</u>	<u>1,505</u>	<u>378</u>	<u>2,350</u>	<u>-</u>	<u>9,688</u>
Excess (deficiency) of receipts over disbursements	<u>(491)</u>	<u>1,125</u>	<u>4</u>	<u>(2,350)</u>	<u>188</u>	<u>(9,688)</u>
Cash and investments - ending	<u>\$ 764</u>	<u>\$ 2,630</u>	<u>\$ 4</u>	<u>\$ 7,615</u>	<u>\$ 5,765</u>	<u>\$ 548</u>

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

	Library Capital Projects	Library Improvement Reserve	Building	Plac Card	Totals
Cash and investments - beginning	\$ 357,721	\$ 228,479	\$ 12,340	\$ 90	\$ 1,248,430
Receipts:					
Taxes	-	-	-	-	745,675
Intergovernmental	-	-	-	-	390,552
Fines and forfeits	-	-	-	-	26,544
Other receipts	325	80,439	10,560	380	264,664
Total receipts	<u>325</u>	<u>80,439</u>	<u>10,560</u>	<u>380</u>	<u>1,427,435</u>
Disbursements:					
Personal services	-	-	-	-	685,287
Supplies	-	-	113	-	38,128
Other services and charges	-	-	300	-	202,185
Capital outlay	153,552	214,261	6,646	-	525,998
Other disbursements	154,494	-	-	370	156,369
Total disbursements	<u>308,046</u>	<u>214,261</u>	<u>7,059</u>	<u>370</u>	<u>1,607,967</u>
Excess (deficiency) of receipts over disbursements	<u>(307,721)</u>	<u>(133,822)</u>	<u>3,501</u>	<u>10</u>	<u>(180,532)</u>
Cash and investments - ending	<u>\$ 50,000</u>	<u>\$ 94,657</u>	<u>\$ 15,841</u>	<u>\$ 100</u>	<u>\$ 1,067,898</u>

TIPTON COUNTY PUBLIC LIBRARY  
 COMBINING SCHEDULE OF RECEIPTS, DISBURSEMENTS, AND  
 CASH AND INVESTMENT BALANCES - REGULATORY BASIS  
 For The Year Ended December 31, 2011

	Rainy Day	Summer Reading	Levy Excess	Library Improvement Reserve	Plac Card	Petty Cash
Cash and investments - beginning	\$ 239,926	\$ 2,188	\$ 2,630	\$ 94,658	\$ 100	\$ 125
Receipts:						
Taxes	-	-	-	-	-	-
Intergovernmental	-	-	-	-	-	-
Charges for services	-	-	-	-	-	-
Fines and forfeits	-	-	-	-	350	-
Other receipts	80,964	4,400	-	80,936	-	-
Total receipts	<u>80,964</u>	<u>4,400</u>	<u>-</u>	<u>80,936</u>	<u>350</u>	<u>-</u>
Disbursements:						
Personal services	-	-	-	-	-	-
Supplies	-	4,457	-	-	-	-
Other services and charges	-	-	-	2,174	-	-
Capital outlay	-	-	-	-	-	-
Other disbursements	-	-	2,630	-	400	-
Total disbursements	<u>-</u>	<u>4,457</u>	<u>2,630</u>	<u>2,174</u>	<u>400</u>	<u>-</u>
Excess (deficiency) of receipts over disbursements	<u>80,964</u>	<u>(57)</u>	<u>(2,630)</u>	<u>78,762</u>	<u>(50)</u>	<u>-</u>
Cash and investments - ending	<u>\$ 320,890</u>	<u>\$ 2,131</u>	<u>\$ -</u>	<u>\$ 173,420</u>	<u>\$ 50</u>	<u>\$ 125</u>

TIPTON COUNTY PUBLIC LIBRARY  
 COMBINING SCHEDULE OF RECEIPTS, DISBURSEMENTS, AND  
 CASH AND INVESTMENT BALANCES - REGULATORY BASIS  
 For The Year Ended December 31, 2011  
 (Continued)

	<u>Operating</u>	<u>Gift</u>	<u>Programming</u>	<u>Art Fund</u>	<u>Landscaping</u>
Cash and investments - beginning	\$ 692,361	\$ 3,428	\$ 1,945	\$ 764	\$ 4
Receipts:					
Taxes	807,284	-	-	-	-
Intergovernmental	346,480	-	-	-	-
Charges for services	30	-	-	-	-
Fines and forfeits	26,677	-	-	-	-
Other receipts	<u>282,945</u>	<u>1,618</u>	<u>8,254</u>	<u>-</u>	<u>201</u>
Total receipts	<u>1,463,416</u>	<u>1,618</u>	<u>8,254</u>	<u>-</u>	<u>201</u>
Disbursements:					
Personal services	704,661	-	-	-	-
Supplies	33,175	3,065	2,405	-	-
Other services and charges	113,582	-	3,552	-	205
Capital outlay	162,093	-	-	650	-
Other disbursements	<u>399,431</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total disbursements	<u>1,412,942</u>	<u>3,065</u>	<u>5,957</u>	<u>650</u>	<u>205</u>
Excess (deficiency) of receipts over disbursements	<u>50,474</u>	<u>(1,447)</u>	<u>2,297</u>	<u>(650)</u>	<u>(4)</u>
Cash and investments - ending	<u>\$ 742,835</u>	<u>\$ 1,981</u>	<u>\$ 4,242</u>	<u>\$ 114</u>	<u>\$ -</u>

TIPTON COUNTY PUBLIC LIBRARY  
 COMBINING SCHEDULE OF RECEIPTS, DISBURSEMENTS, AND  
 CASH AND INVESTMENT BALANCES - REGULATORY BASIS  
 For The Year Ended December 31, 2011  
 (Continued)

	Skene	Shirk	State Technology Fund Grant	Building	Totals
Cash and investments - beginning	\$ 7,615	\$ 5,765	\$ 549	\$ 15,840	\$ 1,067,898
Receipts:					
Taxes	-	-	-	-	807,284
Intergovernmental	-	-	-	-	346,480
Charges for services	-	-	15,476	-	15,506
Fines and forfeits	-	-	-	-	27,027
Other receipts	-	38	-	122	459,478
Total receipts	-	38	15,476	122	1,655,775
Disbursements:					
Personal services	-	-	-	-	704,661
Supplies	-	-	-	36	43,138
Other services and charges	-	-	8,850	-	128,363
Capital outlay	2,421	-	-	-	165,164
Other disbursements	-	-	-	-	402,461
Total disbursements	2,421	-	8,850	36	1,443,787
Excess (deficiency) of receipts over disbursements	(2,421)	38	6,626	86	211,988
Cash and investments - ending	\$ 5,194	\$ 5,803	\$ 7,175	\$ 15,926	\$ 1,279,886

TIPTON COUNTY PUBLIC LIBRARY  
SCHEDULE OF CAPITAL ASSETS  
December 31, 2011

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>Ending Balance</u>
Governmental activities:	
Buildings	\$ 1,662,400
Machinery, equipment and vehicles	114,302
Books and other	<u>251,500</u>
Total governmental activities	<u>2,028,202</u>
Total capital assets	<u><u>\$ 2,028,202</u></u>

TIPTON COUNTY PUBLIC LIBRARY  
EXAMINATION RESULTS AND COMMENTS

***CONDITION OF RECORDS - "NEGATIVE" DISBURSEMENT***

Some transactions were recorded as "negative" receipts and disbursements.

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)

TIPTON COUNTY PUBLIC LIBRARY  
EXIT CONFERENCE

The contents of this report were discussed on May 31, 2012, with Anita Gunning, Bookkeeper; Cherie Spencer, Director; and Cynthia Day, Treasurer. The officials concurred with our finding.