

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

FINANCIAL STATEMENT EXAMINATION REPORT

OF

PERU PUBLIC LIBRARY

MIAMI COUNTY, INDIANA

January 1, 2010 to December 31, 2011



FILED
09/26/2012

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OFFICIALS

<u>Office</u>	<u>Official</u>	<u>Term</u>
Director	Charles A. Wagner	01-01-10 to 12-31-12
Treasurer	Sharon Edwards	06-01-09 to 05-31-13
President of the Board	Barrie Rassi	06-01-09 to 05-31-13



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INDEPENDENT ACCOUNTANT'S REPORT

TO: THE OFFICIALS OF PERU PUBLIC LIBRARY, MIAMI COUNTY, INDIANA

We have examined the financial statements of Peru 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, Library's 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

July 30, 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.

PERU 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
General	\$ 12,822	\$ 481,258	\$ 533,590	\$ (39,510)
Gift	11,132	7,663	5,944	12,851
Rainy Day	127,747	39,339	-	167,086
State Technology Fund Grant	-	1,160	525	635
Levy Excess/Lcpf Levy Excess	-	1,030	1,030	-
Capital Improvements	60,567	-	-	60,567
Plac Card	-	550	550	-
Library Improvement Reserve Fund	35,731	836	2,150	34,417
Totals	<u>\$ 247,999</u>	<u>\$ 531,836</u>	<u>\$ 543,789</u>	<u>\$ 236,046</u>

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

PERU 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
General	\$ (39,510)	\$ 478,691	\$ 471,216	\$ (32,035)
Rainy Day	167,086	-	1,085	166,001
State Technology Fund Grant	635	1,909	1,710	834
Plac Card	-	500	500	-
Unemployment Fund	-	17,625	-	17,625
PERF	-	1,630	-	1,630
Planning Grant Fund	-	50,000	50,000	-
Gift	12,851	3,747	5,335	11,263
Capital Improvements	60,567	-	-	60,567
Library Improvement Reserve Fund	34,417	-	5,600	28,817
Totals	<u>\$ 236,046</u>	<u>\$ 554,102</u>	<u>\$ 535,446</u>	<u>\$ 254,702</u>

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

PERU 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.

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, 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, auto excise surtax received from the state, and commercial vehicle excise tax received from the state.

Charges for services which can include, but are not limited to the following: copy machine charges, and fines and fees.

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

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.

PERU PUBLIC LIBRARY
NOTES TO FINANCIAL STATEMENTS
(Continued)

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.

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.

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.

PERU PUBLIC LIBRARY
NOTES TO FINANCIAL STATEMENTS
(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 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.

PERU PUBLIC LIBRARY
NOTES TO FINANCIAL STATEMENTS
(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 Indiana Public Retirement System (INPRS) 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.

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
1 North Capital Street, Suite 001
Indianapolis, IN 46204
Ph. (888) 526-1687

Funding Policy and Annual Pension Cost

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

Note 7. Funds Held in Trust

The Library transferred money to the local "Community Foundation" in compliance with (IC 36-12-3-11(a)(5)) in 2007. The balances held by the Northern Indiana Community Foundation at December 31, 2011, are as follows:

Lillian Berry Non-Permanent Fund	\$ 365,277.79
Moses & Caroline Puterbaugh Non-Permanent Fund	19,635.85
Peru Public Library Non-Permanent Fund	<u>116,311.18</u>
Total	<u>\$ 501,224.82</u>

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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/.

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.

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

	General	Gift	Rainy Day	State Technology Fund Grant	Levy Excess/Lcpf Levy Excess	Capital Improvements	Plac Card	Library Improvement Reserve Fund	Totals
Cash and investments - beginning	\$ 12,822	\$ 11,132	\$ 127,747	\$ -	\$ -	\$ 60,567	\$ -	\$ 35,731	\$ 247,999
Receipts:									
Taxes	289,333	-	-	-	1,030	-	-	836	291,199
Licenses and permits	22,475	-	-	-	-	-	-	-	22,475
Intergovernmental	149,101	-	-	1,160	-	-	-	-	150,261
Charges for services	-	-	-	-	-	-	-	-	-
Fines and forfeits	20,228	-	-	-	-	-	-	-	20,228
Other receipts	121	7,663	39,339	-	-	-	550	-	47,673
Total receipts	481,258	7,663	39,339	1,160	1,030	-	550	836	531,836
Disbursements:									
Personal services	350,979	-	-	-	-	-	550	2,150	353,679
Supplies	21,661	-	-	-	-	-	-	-	21,661
Other services and charges	76,113	5,944	-	-	-	-	-	-	82,057
Capital outlay	53,068	-	-	-	-	-	-	-	53,068
Other disbursements	31,769	-	-	525	1,030	-	-	-	33,324
Total disbursements	533,590	5,944	-	525	1,030	-	550	2,150	543,789
Excess (deficiency) of receipts over disbursements	(52,332)	1,719	39,339	635	-	-	-	(1,314)	(11,953)
Cash and investments - ending	\$ (39,510)	\$ 12,851	\$ 167,086	\$ 635	\$ -	\$ 60,567	\$ -	\$ 34,417	\$ 236,046

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

	General	Rainy Day	State Technology Fund Grant	Plac Card	Unemployment Fund	PERF	Planning Grant Fund	Gift	Capital Improvements	Library Improvement Reserve Fund	Totals
Cash and investments - beginning	\$ (39,510)	\$ 167,086	\$ 635	\$ -	\$ -	\$ -	\$ -	\$ 12,851	\$ 60,567	\$ 34,417	\$ 236,046
Receipts:											
Taxes	301,085	-	-	-	-	-	-	-	-	-	301,085
Licenses and permits	22,097	-	-	-	-	-	-	-	-	-	22,097
Intergovernmental	135,098	-	-	-	-	-	-	-	-	-	135,098
Charges for services	19,798	-	1,909	500	-	-	-	-	-	-	22,207
Other receipts	613	-	-	-	17,625	1,630	50,000	3,747	-	-	73,615
Total receipts	478,691	-	1,909	500	17,625	1,630	50,000	3,747	-	-	554,102
Disbursements:											
Personal services	325,534	-	-	-	-	-	-	-	-	-	325,534
Supplies	16,450	-	-	-	-	-	-	-	-	-	16,450
Other services and charges	77,859	850	1,710	-	-	-	50,000	989	-	5,600	137,008
Capital outlay	51,373	235	-	-	-	-	-	4,346	-	-	55,954
Other disbursements	-	-	-	500	-	-	-	-	-	-	500
Total disbursements	471,216	1,085	1,710	500	-	-	50,000	5,335	-	5,600	535,446
Excess (deficiency) of receipts over disbursements	7,475	(1,085)	199	-	17,625	1,630	-	(1,588)	-	(5,600)	18,656
Cash and investments - ending	\$ (32,035)	\$ 166,001	\$ 834	\$ -	\$ 17,625	\$ 1,630	\$ -	\$ 11,263	\$ 60,567	\$ 28,817	\$ 254,702

PERU 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:	
Land	\$ 25,000
Buildings	3,451,467
Improvements other than buildings	138,228
Machinery, equipment and vehicles	21,846
Books and other	<u>200,000</u>
Total governmental activities	<u>3,836,541</u>
Total capital assets	<u>\$ 3,836,541</u>

PERU PUBLIC LIBRARY
EXAMINATION RESULT AND COMMENT

OVERDRAWN FUND BALANCE

The General Fund was overdrawn by \$39,510 and \$32,035 at December 31, 2010 and 2011, respectively.

The balance of any fund may not be reduced below zero. Routinely overdrawn funds could be an indicator of serious financial problems which should be investigated by the governmental unit. (Accounting and Uniform Compliance Guidelines Manual for Libraries, Page 4-9)

PERU PUBLIC LIBRARY
EXIT CONFERENCE

The contents of this report were discussed on July 30, 2012, with Charles A. Wagner, Director. The official concurred with our finding.