

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

FINANCIAL STATEMENTS EXAMINATION REPORT

OF

GOSHEN PUBLIC LIBRARY

ELKHART COUNTY, INDIANA

January 1, 2010 to December 31, 2011



FILED
02/14/2013

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SCHEDULE OF OFFICIALS

<u>Office</u>	<u>Official</u>	<u>Term</u>
Director	Andrew Waters	01-01-10 to 12-31-13
Treasurer	Michael R. Rozelle David A. Plank	01-01-10 to 12-31-10 01-01-11 to 12-31-13
President of the Board	Jeannine Johnston Tim Hoogenboom Michael R. Rozelle	01-01-10 to 12-31-10 01-01-11 to 12-31-12 01-01-13 to 12-31-13



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INDEPENDENT ACCOUNTANT'S REPORT

TO: THE OFFICIALS OF THE GOSHEN PUBLIC LIBRARY, ELKHART COUNTY, INDIANA

We have examined the accompanying financial statements of the Goshen Public Library (Library), for the period of January 1, 2010 to December 31, 2011. The financial statements are the responsibility of the Library's management. Our responsibility is to express an opinion on the financial statements 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 effects on the financial statements of the variances between these regulatory accounting practices and accounting principles generally accepted in the United States of America, although not reasonably determinable, are presumed to be material. The basis noted above is a different basis than that used in the prior period.

In our opinion, because of the matter discussed in the preceding paragraph, the financial statements referred to above do not present fairly, in conformity with accounting principles generally accepted in the United States of America, the financial position and results of operations of the Library for the period of January 1, 2010 to December 31, 2011.

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 period of January 1, 2010 to December 31, 2011, on the basis of accounting described in Note 1.

Our examination was conducted for the purpose of forming an opinion on the Library's financial statements. The Combining Schedules of Receipts, Disbursements, and Cash and Investment Balances – Regulatory Basis, Schedule of Payables and Receivables, Schedule of Leases and Debt, 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.

STATE BOARD OF ACCOUNTS

January 22, 2013

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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.

GOSHEN 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
Operating	\$ 564,802	\$ 1,768,229	\$ 1,706,481	\$ 626,550
Gift	317,710	7,090	14,450	310,350
Rainy Day	68,169	23,943	-	92,112
Levy Excess	-	4,378	-	4,378
Birf	-	267,529	267,529	-
Capital Projects	590,973	152,006	81,023	661,956
Lirf	1,402,867	10,746	25,335	1,388,278
Lambert Lehman Fund	130,284	68	-	130,352
Withholding Fund	6,556	41,482	41,480	6,558
Payroll	-	1,151,276	1,151,276	-
Plac Card	91	200	291	-
Totals	<u>\$ 3,081,452</u>	<u>\$ 3,426,947</u>	<u>\$ 3,287,865</u>	<u>\$ 3,220,534</u>

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

GOSHEN 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
Operating	\$ 626,550	\$ 1,686,015	\$ 1,777,529	\$ 535,036
Rainy Day	92,112	-	-	92,112
Levy Excess	4,378	-	4,378	-
Capital Projects	661,956	48,395	135,922	574,429
Lirf	1,388,278	33,313	56,177	1,365,414
Plac Card	-	400	300	100
Gift	310,350	7,173	10,395	307,128
Birf	-	284,037	284,037	-
Lambert Lehman Fund	130,352	55	-	130,407
Withholding Fund	6,558	39,540	46,157	(59)
Payroll	-	1,166,135	1,166,135	-
Totals	<u>\$ 3,220,534</u>	<u>\$ 3,265,063</u>	<u>\$ 3,481,030</u>	<u>\$ 3,004,567</u>

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

GOSHEN 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 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, 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, financial institution tax received from the state, 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.

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

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; and fiduciary receipts.

GOSHEN 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 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.

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.

GOSHEN 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.

GOSHEN 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.

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SUPPLEMENTARY INFORMATION – UNAUDITED

For additional financial information, the Library's Annual Reports for years prior to 2011 can be found on the Indiana Transparency Portal website: www.in.gov/itp/annual_reports/.

For additional financial information, the Library's Annual Report information for years 2011 and later 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.

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

	<u>Operating</u>	<u>Gift</u>	<u>Rainy Day</u>	<u>Levy Excess</u>	<u>Birf</u>	<u>Capital Projects</u>	<u>Lirf</u>	<u>Lambert Lehman Fund</u>	<u>Withholding Fund</u>	<u>Payroll</u>	<u>Plac Card</u>	<u>Totals</u>
Cash and investments - beginning	\$ 564,802	\$ 317,710	\$ 68,169	\$ -	\$ -	\$ 590,973	\$ 1,402,867	\$ 130,284	\$ 6,556	\$ -	\$ 91	\$ 3,081,452
Receipts:												
Taxes	1,149,170	-	23,943	-	225,027	138,602	-	-	-	-	-	1,536,742
Intergovernmental	519,850	-	-	-	17,168	10,587	-	-	-	-	-	547,605
Charges for services	18,516	-	-	-	-	-	-	-	-	-	-	18,516
Fines and forfeits	47,254	-	-	-	-	-	-	-	-	-	-	47,254
Other receipts	33,439	7,090	-	4,378	25,334	2,817	10,746	68	41,482	1,151,276	200	1,276,830
Total receipts	<u>1,768,229</u>	<u>7,090</u>	<u>23,943</u>	<u>4,378</u>	<u>267,529</u>	<u>152,006</u>	<u>10,746</u>	<u>68</u>	<u>41,482</u>	<u>1,151,276</u>	<u>200</u>	<u>3,426,947</u>
Disbursements:												
Personal services	1,192,112	-	-	-	-	-	-	-	-	-	-	1,192,112
Supplies	57,420	-	-	-	-	-	-	-	-	-	-	57,420
Other services and charges	235,850	-	-	-	261,206	-	-	-	-	-	-	497,056
Capital outlay	221,038	-	-	-	-	81,023	-	-	-	-	-	302,061
Other disbursements	61	14,450	-	-	6,323	-	25,335	-	41,480	1,151,276	291	1,239,216
Total disbursements	<u>1,706,481</u>	<u>14,450</u>	<u>-</u>	<u>-</u>	<u>267,529</u>	<u>81,023</u>	<u>25,335</u>	<u>-</u>	<u>41,480</u>	<u>1,151,276</u>	<u>291</u>	<u>3,287,865</u>
Excess (deficiency) of receipts over disbursements	<u>61,748</u>	<u>(7,360)</u>	<u>23,943</u>	<u>4,378</u>	<u>-</u>	<u>70,983</u>	<u>(14,589)</u>	<u>68</u>	<u>2</u>	<u>-</u>	<u>(91)</u>	<u>139,082</u>
Cash and investments - ending	<u>\$ 626,550</u>	<u>\$ 310,350</u>	<u>\$ 92,112</u>	<u>\$ 4,378</u>	<u>\$ -</u>	<u>\$ 661,956</u>	<u>\$ 1,388,278</u>	<u>\$ 130,352</u>	<u>\$ 6,558</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 3,220,534</u>

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

	Operating	Rainy Day	Levy Excess	Capital Projects	Lirf	Plac Card	Gift	Birf	Lehman Fund	Withholding Fund	Payroll	Totals
Cash and investments - beginning	\$ 626,550	\$ 92,112	\$ 4,378	\$ 661,956	\$ 1,388,278	\$ -	\$ 310,350	\$ -	\$ 130,352	\$ 6,558	\$ -	\$ 3,220,534
Receipts:												
Taxes	1,187,170	-	-	45,687	-	-	-	267,435	-	-	-	1,500,292
Intergovernmental	403,900	-	-	2,195	-	-	-	12,845	-	-	-	418,940
Charges for services	18,620	-	-	-	-	400	-	-	-	-	-	19,020
Fines and forfeits	51,159	-	-	-	-	-	-	-	-	-	-	51,159
Other receipts	25,166	-	-	513	33,313	-	7,173	3,757	55	39,540	1,166,135	1,275,652
Total receipts	1,686,015	-	-	48,395	33,313	400	7,173	284,037	55	39,540	1,166,135	3,265,063
Disbursements:												
Personal services	1,277,498	-	-	-	-	-	-	-	-	-	-	1,277,498
Supplies	55,435	-	-	-	-	-	-	-	-	-	-	55,435
Other services and charges	209,081	-	-	-	-	-	-	-	-	-	-	209,081
Debt service - principal and interest	-	-	-	-	-	-	-	257,235	-	-	-	257,235
Capital outlay	235,346	-	-	135,922	52,420	-	-	-	-	-	-	423,688
Other disbursements	169	-	4,378	-	3,757	300	10,395	26,802	-	46,157	1,166,135	1,258,093
Total disbursements	1,777,529	-	4,378	135,922	56,177	300	10,395	284,037	-	46,157	1,166,135	3,481,030
Excess (deficiency) of receipts over disbursements	(91,514)	-	(4,378)	(87,527)	(22,864)	100	(3,222)	-	55	(6,617)	-	(215,967)
Cash and investments - ending	\$ 535,036	\$ 92,112	\$ -	\$ 574,429	\$ 1,365,414	\$ 100	\$ 307,128	\$ -	\$ 130,407	\$ (59)	\$ -	\$ 3,004,567

GOSHEN PUBLIC LIBRARY
SCHEDULE OF PAYABLES AND RECEIVABLES
December 31, 2011

<u>Government or Enterprise</u>	<u>Accounts Payable</u>	<u>Accounts Receivable</u>
Governmental activities	<u>\$ 6,404</u>	<u>\$ -</u>

GOSHEN PUBLIC LIBRARY
 SCHEDULE OF LEASES AND DEBT
 December 31, 2011

Type	Description of Debt Purpose	Ending Principal Balance	Principal and Interest Due Within One Year
Governmental activities: General obligation bonds	Refinancing construction bonds of 1994	<u>\$ 250,000</u>	<u>\$ 257,625</u>

GOSHEN 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.

	Ending Balance
Governmental activities:	
Land	\$ 262,373
Buildings	4,469,000
Improvements other than buildings	410,615
Machinery, equipment and vehicles	412,284
Books and other	2,467,950
Total governmental activities	\$ 8,022,222

GOSHEN PUBLIC LIBRARY
EXIT CONFERENCE

The contents of this report were discussed on January 22, 2013, with David A. Plank, Treasurer; Andrew Waters, Director; Michael R. Rozelle, President of the Board; and Greg Laughlin, Business Manager. Our examination disclosed no material items that warrant comment at this time.