

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

FINANCIAL STATEMENTS EXAMINATION REPORT

OF

EDINBURGH WRIGHT-HAGEMAN PUBLIC LIBRARY

JOHNSON COUNTY, INDIANA

January 1, 2010 to December 31, 2011



FILED
02/14/2013

TABLE OF CONTENTS

<u>Description</u>	<u>Page</u>
Schedule of 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	8-12
Supplementary Information - Unaudited:	
Combining Schedules of Receipts, Disbursements, and Cash and Investment Balances – Regulatory Basis	14-15
Schedule of Leases and Debt	16
Schedule of Capital Assets.....	17
Exit Conference.....	18

SCHEDULE OF OFFICIALS

<u>Office</u>	<u>Official</u>	<u>Term</u>
Director	Cathy Hamm	01-01-10 to 12-31-13
Treasurer	Cindy Bechtel	01-01-10 to 12-31-13
President of the Board	Gail Hoffman	01-01-10 to 12-31-13



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INDEPENDENT ACCOUNTANT'S REPORT

TO: THE OFFICIALS OF THE EDINBURGH WRIGHT-HAGEMAN
PUBLIC LIBRARY, JOHNSON COUNTY, INDIANA

We have examined the accompanying financial statements of the Edinburgh Wright-Hageman 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 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 14, 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.

EDINBURGH WRIGHT-HAGEMAN 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	\$ 54,483	\$ 202,183	\$ 210,028	\$ 46,638
State Technology Grant	4,200	1,160	2,325	3,035
Johnson County Foundation	-	625	625	-
Gift	13,134	1,867	1,586	13,415
Rainy Day	40,357	11,014	-	51,371
Levy Excess	-	567	-	567
Gates Grant Match	3,375	9,951	9,536	3,790
Bond And Interest Redemption	19,493	92,612	100,081	12,024
LIRF	187,247	1,687	-	188,934
PLAC	-	50	50	-
Totals	<u>\$ 322,289</u>	<u>\$ 321,716</u>	<u>\$ 324,231</u>	<u>\$ 319,774</u>

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

EDINBURGH WRIGHT-HAGEMAN 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	\$ 46,638	\$ 231,381	\$ 224,862	\$ 53,157
Rainy Day	51,371	-	22,923	28,448
Levy Excess	567	-	-	567
LIRF	188,934	1,281	-	190,215
PLAC	-	50	50	-
Conover Fund	-	1,500	1,500	-
Petty cash	-	50	50	-
Postage	-	100	100	-
State Technology Grant	3,035	1,043	1,260	2,818
Johnson County Foundation	-	464	-	464
Gift	13,415	1,480	1,442	13,453
Gates Grant Match	3,790	7,642	11,432	-
Bond And Interest Redemption	<u>12,024</u>	<u>95,587</u>	<u>99,000</u>	<u>8,611</u>
Totals	<u>\$ 319,774</u>	<u>\$ 340,578</u>	<u>\$ 362,619</u>	<u>\$ 297,733</u>

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

EDINBURGH WRIGHT-HAGEMAN 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 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 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.

EDINBURGH WRIGHT-HAGEMAN 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 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.

EDINBURGH WRIGHT-HAGEMAN 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.

EDINBURGH WRIGHT-HAGEMAN 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

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.

EDINBURGH WRIGHT-HAGEMAN PUBLIC LIBRARY
 NOTES TO FINANCIAL STATEMENTS
 (Continued)

Note 7. Reclassification

For the year ended December 31, 2009, certain changes have been made to the financial statements to more appropriately reflect financial activity of the Township. The following schedule presents a summary of reclassified beginning balances by fund.

Fund	Balance as Reported December 31, 2009	Reclassification	Balance as Reclassified January 1, 2010
Operating	\$ 69,862	\$ (15,379)	\$ 54,483
Gift	12,482	652	13,134
LIRF	172,900	14,347	187,247

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.

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

	Operating	State Technology Grant	Johnson County Foundation	Gift	Rainy Day	Levy Excess	Gates Grant Match	Bond And Interest Redemption	LIRF	PLAC	Totals
Cash and investments - beginning	\$ 54,483	\$ 4,200	\$ -	\$ 13,134	\$ 40,357	\$ -	\$ 3,375	\$ 19,493	\$ 187,247	\$ -	\$ 322,289
Receipts:											
Taxes	98,604	-	-	-	-	-	-	85,956	-	-	184,560
Licenses and permits	7,091	-	-	-	-	-	-	6,211	-	-	13,302
Intergovernmental	83,296	1,160	-	-	11,014	-	-	445	-	-	95,915
Charges for services	2,714	-	-	-	-	-	-	-	-	-	2,714
Fines and forfeits	7,701	-	-	-	-	-	-	-	-	-	7,701
Other receipts	2,777	-	625	1,867	-	567	9,951	-	1,687	50	17,524
Total receipts	202,183	1,160	625	1,867	11,014	567	9,951	92,612	1,687	50	321,716
Disbursements:											
Personal services	132,189	-	-	-	-	-	-	-	-	-	132,189
Supplies	7,031	-	-	-	-	-	-	-	-	-	7,031
Other services and charges	48,347	2,325	-	1,586	-	-	-	100,081	-	50	152,389
Capital outlay	22,461	-	625	-	-	-	9,536	-	-	-	32,622
Total disbursements	210,028	2,325	625	1,586	-	-	9,536	100,081	-	50	324,231
Excess (deficiency) of receipts over disbursements	(7,845)	(1,165)	-	281	11,014	567	415	(7,469)	1,687	-	(2,515)
Cash and investments - ending	\$ 46,638	\$ 3,035	\$ -	\$ 13,415	\$ 51,371	\$ 567	\$ 3,790	\$ 12,024	\$ 188,934	\$ -	\$ 319,774

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

	<u>Operating</u>	<u>Rainy Day</u>	<u>Levy Excess</u>	<u>LIRF</u>	<u>PLAC</u>	<u>Conover Fund</u>	<u>Petty cash</u>	<u>Postage</u>	<u>State Technology Grant</u>	<u>Johnson County Foundation</u>	<u>Gift</u>	<u>Gates Grant Match</u>	<u>Bond And Interest Redemption</u>	<u>Totals</u>
Cash and investments - beginning	\$ 46,638	\$ 51,371	\$ 567	\$ 188,934	\$ -	\$ -	\$ -	\$ -	\$ 3,035	\$ -	\$ 13,415	\$ 3,790	\$ 12,024	\$ 319,774
Receipts:														
Taxes	99,802	-	-	-	-	-	-	-	-	-	-	-	88,398	188,200
Intergovernmental	93,206	-	-	-	-	-	-	-	-	-	-	-	7,189	100,395
Charges for services	3,611	-	-	-	50	-	-	-	-	-	-	-	-	3,661
Fines and forfeits	7,324	-	-	-	-	-	-	-	-	-	-	-	-	7,324
Other receipts	27,438	-	-	1,281	-	1,500	50	100	1,043	464	1,480	7,642	-	40,998
Total receipts	231,381	-	-	1,281	50	1,500	50	100	1,043	464	1,480	7,642	95,587	340,578
Disbursements:														
Personal services	130,657	-	-	-	-	-	-	-	-	-	-	-	-	130,657
Supplies	3,285	-	-	-	-	-	-	-	-	-	-	-	-	3,285
Other services and charges	74,648	-	-	-	-	-	-	-	-	-	-	-	-	74,648
Debt service - principal and interest	-	-	-	-	-	-	-	-	-	-	-	-	99,000	99,000
Capital outlay	16,272	-	-	-	-	-	-	-	-	-	-	11,432	-	27,704
Other disbursements	-	22,923	-	-	50	1,500	50	100	1,260	-	1,442	-	-	27,325
Total disbursements	224,862	22,923	-	-	50	1,500	50	100	1,260	-	1,442	11,432	99,000	362,619
Excess (deficiency) of receipts over disbursements	6,519	(22,923)	-	1,281	-	-	-	-	(217)	464	38	(3,790)	(3,413)	(22,041)
Cash and investments - ending	\$ 53,157	\$ 28,448	\$ 567	\$ 190,215	\$ -	\$ -	\$ -	\$ -	\$ 2,818	\$ 464	\$ 13,453	\$ -	\$ 8,611	\$ 297,733

EDINBURGH WRIGHT-HAGEMAN PUBLIC LIBRARY
 SCHEDULE OF LEASES AND DEBT
 December 31, 2011

Description of Debt		Ending Principal Balance	Principal and Interest Due Within One Year
Type	Purpose		
Governmental activities:			
General obligation bonds	Addition/Renovation	\$ 99,000	\$ 99,000
Totals		<u>\$ 99,000</u>	<u>\$ 99,000</u>

EDINBURGH WRIGHT-HAGEMAN 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	\$ 33,600
Buildings	417,100
Improvements other than buildings	600
Machinery, equipment and vehicles	35,000
Books and other	600,000
Total governmental activities	1,086,300
Total capital assets	\$ 1,086,300

EDINBURGH WRIGHT-HAGEMAN PUBLIC LIBRARY
EXIT CONFERENCE

The contents of this report were discussed on January 14, 2013, with Cathy Hamm, Director; Gail Hoffman, President of the Board; and Cindy Bechtel, Treasurer. Our examination disclosed no material items that warrant comment at this time.