

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

FINANCIAL STATEMENTS EXAMINATION REPORT  
OF  
BRISTOL-WASHINGTON TOWNSHIP PUBLIC LIBRARY  
ELKHART COUNTY, INDIANA  
January 1, 2010 to December 31, 2011



**FILED**  
02/19/2013



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SCHEDULE OF OFFICIALS

<u>Office</u>	<u>Official</u>	<u>Term</u>
Director	Daryl Shrock	01-01-10 to 12-31-13
Treasurer	Betty Lou Kline	01-01-10 to 12-31-13
President of the Board	James E. Teall Jessica Maack	01-01-10 to 12-31-12 01-01-13 to 12-31-13



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INDEPENDENT ACCOUNTANT'S REPORT

TO: THE OFFICIALS OF THE BRISTOL-WASHINGTON TOWNSHIP  
PUBLIC LIBRARY, ELKHART COUNTY, INDIANA

We have examined the accompanying financial statements of the Bristol-Washington Township 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 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 30, 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.

BRISTOL-WASHINGTON TOWNSHIP 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	\$ 89,938	\$ 314,903	\$ 327,183	\$ 77,658
Petty Cash	50	50	-	100
Cash Change	50	-	-	50
PLAC	-	50	-	50
Gift	2,382	258	603	2,037
Rainy Day	62,563	60,473	72,189	50,847
Levy Excess	939	490	940	489
Library Improvement Reserve	<u>36,824</u>	<u>2,520</u>	<u>4,611</u>	<u>34,733</u>
	-			
Totals	<u>\$ 192,746</u>	<u>\$ 378,744</u>	<u>\$ 405,526</u>	<u>\$ 165,964</u>

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

BRISTOL-WASHINGTON TOWNSHIP 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	\$ 77,658	\$ 280,437	\$ 263,344	\$ 94,751
Petty Cash	100	-	-	100
Cash Change	50	-	-	50
PLAC	50	-	50	-
Rainy Day	50,847	30,090	55,824	25,113
Levy Excess	489	-	489	-
Library Improvement Reserve	34,733	360	27,315	7,778
Gift	2,037	590	461	2,166
Totals	<u>\$ 165,964</u>	<u>\$ 311,477</u>	<u>\$ 347,483</u>	<u>\$ 129,958</u>

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

BRISTOL-WASHINGTON TOWNSHIP 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, 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 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 (fines).

BRISTOL-WASHINGTON TOWNSHIP PUBLIC LIBRARY  
NOTES TO FINANCIAL STATEMENTS  
(Continued)

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, 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.

BRISTOL-WASHINGTON TOWNSHIP 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.

BRISTOL-WASHINGTON TOWNSHIP 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/](http://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.

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

	<u>General</u>	<u>Petty Cash</u>	<u>Cash Change</u>	<u>PLAC</u>	<u>Gift</u>
Cash and investments - beginning	\$ 89,938	\$ 50	\$ 50	\$ -	\$ 2,382
Receipts:					
Taxes	187,817	50	-	-	-
Intergovernmental	67,723	-	-	-	-
Charges for services	3,862	-	-	-	-
Fines and forfeits	3,907	-	-	-	-
Other receipts	<u>51,594</u>	<u>-</u>	<u>-</u>	<u>50</u>	<u>258</u>
Total receipts	<u>314,903</u>	<u>50</u>	<u>-</u>	<u>50</u>	<u>258</u>
Disbursements:					
Personal services	142,410	-	-	-	-
Supplies	6,839	-	-	-	-
Other services and charges	86,594	-	-	-	-
Capital outlay	33,340	-	-	-	603
Other disbursements	<u>58,000</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total disbursements	<u>327,183</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>603</u>
Excess (deficiency) of receipts over disbursements	<u>(12,280)</u>	<u>50</u>	<u>-</u>	<u>50</u>	<u>(345)</u>
Cash and investments - ending	<u>\$ 77,658</u>	<u>\$ 100</u>	<u>\$ 50</u>	<u>\$ 50</u>	<u>\$ 2,037</u>

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

	<u>Rainy Day</u>	<u>Levy Excess</u>	<u>Library Improvement Reserve</u>	<u>Totals</u>
Cash and investments - beginning	\$ 62,563	\$ 939	\$ 36,824	\$ 192,746
Receipts:				
Taxes	2,473	490	2,520	193,350
Intergovernmental	-	-	-	67,723
Charges for services	-	-	-	3,862
Fines and forfeits	-	-	-	3,907
Other receipts	<u>58,000</u>	<u>-</u>	<u>-</u>	<u>109,902</u>
Total receipts	<u>60,473</u>	<u>490</u>	<u>2,520</u>	<u>378,744</u>
Disbursements:				
Personal services	-	-	-	142,410
Supplies	-	-	-	6,839
Other services and charges	-	-	-	86,594
Capital outlay	2,506	-	4,611	41,060
Other disbursements	<u>69,683</u>	<u>940</u>	<u>-</u>	<u>128,623</u>
Total disbursements	<u>72,189</u>	<u>940</u>	<u>4,611</u>	<u>405,526</u>
Excess (deficiency) of receipts over disbursements	<u>(11,716)</u>	<u>(450)</u>	<u>(2,091)</u>	<u>(26,782)</u>
Cash and investments - ending	<u>\$ 50,847</u>	<u>\$ 489</u>	<u>\$ 34,733</u>	<u>\$ 165,964</u>

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

	General	Petty Cash	Cash Change	PLAC	Rainy Day
Cash and investments - beginning	\$ 77,658	\$ 100	\$ 50	\$ 50	\$ 50,847
Receipts:					
Taxes	184,423	-	-	-	-
Intergovernmental	58,546	-	-	-	-
Charges for services	6,978	-	-	-	-
Other receipts	30,490	-	-	-	30,090
Total receipts	<u>280,437</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>30,090</u>
Disbursements:					
Personal services	130,311	-	-	-	11,742
Supplies	6,132	-	-	-	305
Other services and charges	71,535	-	-	-	6,388
Capital outlay	25,366	-	-	-	7,389
Other disbursements	30,000	-	-	50	30,000
Total disbursements	<u>263,344</u>	<u>-</u>	<u>-</u>	<u>50</u>	<u>55,824</u>
Excess (deficiency) of receipts over disbursements	<u>17,093</u>	<u>-</u>	<u>-</u>	<u>(50)</u>	<u>(25,734)</u>
Cash and investments - ending	<u>\$ 94,751</u>	<u>\$ 100</u>	<u>\$ 50</u>	<u>\$ -</u>	<u>\$ 25,113</u>

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

	<u>Levy Excess</u>	<u>Library Improvement Reserve</u>	<u>Gift</u>	<u>Totals</u>
Cash and investments - beginning	\$ 489	\$ 34,733	\$ 2,037	\$ 165,964
Receipts:				
Taxes	-	-	-	184,423
Intergovernmental	-	-	-	58,546
Charges for services	-	-	-	6,978
Other receipts	-	360	590	61,530
Total receipts	<u>-</u>	<u>360</u>	<u>590</u>	<u>311,477</u>
Disbursements:				
Personal services	-	-	-	142,053
Supplies	-	-	-	6,437
Other services and charges	-	-	-	77,923
Capital outlay	-	27,315	461	60,531
Other disbursements	489	-	-	60,539
Total disbursements	<u>489</u>	<u>27,315</u>	<u>461</u>	<u>347,483</u>
Excess (deficiency) of receipts over disbursements	<u>(489)</u>	<u>(26,955)</u>	<u>129</u>	<u>(36,006)</u>
Cash and investments - ending	<u>\$ -</u>	<u>\$ 7,778</u>	<u>\$ 2,166</u>	<u>\$ 129,958</u>

BRISTOL-WASHINGTON TOWNSHIP 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	\$ 21,375
Buildings	598,000
Machinery and equipment	203,872
Total capital assets	\$ 823,247

BRISTOL-WASHINGTON TOWNSHIP PUBLIC LIBRARY  
EXAMINATION RESULT AND COMMENT

***ANNUAL REPORT***

Computerized annual reports filed for 2010 and 2011 were not complete and did not agree with the Library's records. For 2011, there were issues with the new Annual Report system through the Indiana Gateway for Governmental Units.

Indiana Code 5-11-1-4 states, in part:

"(a) The state examiner shall require from every municipality and every state or local governmental unit, entity, or instrumentality financial reports covering the full period of each fiscal year. . . . (b) The following shall prepare, verify, and file the reports required under subsection (a) not later than sixty (60) days after the end of each year . . ."

BRISTOL-WASHINGTON TOWNSHIP PUBLIC LIBRARY  
EXIT CONFERENCE

The contents of this report were discussed on January 30, 2013, with Betty Lou Kline, Treasurer; Daryl Shrock, Director; and Jessica Maack, President of the Board. The officials concurred with our finding.