

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

FINANCIAL STATEMENTS EXAMINATION REPORT  
OF  
KENTLAND-JEFFERSON TOWNSHIP PUBLIC LIBRARY  
NEWTON COUNTY, INDIANA  
January 1, 2010 to December 31, 2011



**FILED**  
05/01/2013



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### SCHEDULE OF OFFICIALS

<u>Office</u>	<u>Official</u>	<u>Term</u>
Director	Roberta Dewing	01-01-10 to 12-31-13
Treasurer	Tom Zabel (Vacant) Kathy Holloway	01-01-10 to 12-31-10 01-01-11 to 06-07-11 06-08-11 to 12-31-13
President of the Board	Jenny Washburn Dr. Charles Haldeman Jim Sammons Rick Heyde	01-01-10 to 12-31-10 01-01-11 to 12-31-11 01-01-12 to 12-31-12 01-01-13 to 12-31-13



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INDEPENDENT ACCOUNTANT'S REPORT

TO: THE OFFICIALS OF THE KENTLAND-JEFFERSON TOWNSHIP  
PUBLIC LIBRARY, NEWTON COUNTY, INDIANA

We have examined the accompanying financial statements of the Kentland-Jefferson 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 for 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 Debt, 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

March 7, 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.

KENTLAND-JEFFERSON 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
Operating	\$ 124,224	\$ 185,390	\$ 187,355	\$ 122,259
Gift	13,521	7,782	4,358	16,945
Rainy Day Fund	16,299	4,556	-	20,855
Levy Excess	-	419	-	419
Bond & Interest Fund	42,552	72,605	80,538	34,619
LIRF	58,819	10,000	-	68,819
Construction Gift Fund	68,983	1,525	70,508	-
Flood Insurance & Payments	-	35,752	26,786	8,966
Payroll Fund	-	15,654	15,654	-
Totals	<u>\$ 324,398</u>	<u>\$ 333,683</u>	<u>\$ 385,199</u>	<u>\$ 272,882</u>

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

KENTLAND-JEFFERSON 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
Operating	\$ 122,259	\$ 191,978	\$ 186,283	\$ 127,954
Gift	16,945	11,270	9,870	18,345
Rainy Day Fund	20,855	-	-	20,855
Levy Excess	419	-	-	419
Bond & Interest Fund	34,619	75,616	78,938	31,297
LIRF	68,819	-	-	68,819
Flood Insurance & Payments	8,966	-	8,966	-
Payroll Fund	-	15,710	15,783	(73)
Totals	<u>\$ 272,882</u>	<u>\$ 294,574</u>	<u>\$ 299,840</u>	<u>\$ 267,616</u>

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

KENTLAND-JEFFERSON 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 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 or entitlements. Examples of this type of receipts include, but are not limited to: federal grants, state grants, cigarette tax distributions 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.

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

Fines and forfeits which include receipts derived from penalties which include fees received for late payments and overdue books.

KENTLAND-JEFFERSON 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 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, and internal service disbursements.

*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.

KENTLAND-JEFFERSON 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; 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.

KENTLAND-JEFFERSON 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.

**Note 7. Cash Balance Deficit**

The financial statement for 2011 contained a fund with a deficit in cash. This is the result of a disbursement from that fund in error and repayment not having occurred prior to year end.

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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.

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

	Operating	Gift	Rainy Day Fund	Levy Excess	Bond & Interest Fund	LIRF	Construction Gift Fund	Flood Insurance & Payments	Payroll Fund	Totals
Cash and investments - beginning	\$ 124,224	\$ 13,521	\$ 16,299	\$ -	\$ 42,552	\$ 58,819	\$ 68,983	\$ -	\$ -	\$ 324,398
Receipts:										
Taxes	132,193	-	-	-	67,965	-	-	-	-	200,158
Intergovernmental	47,770	-	4,556	-	4,640	-	-	-	-	56,966
Charges for services	1,160	-	-	-	-	-	-	-	-	1,160
Fines and forfeits	2,006	-	-	-	-	-	-	-	-	2,006
Other receipts	2,261	7,782	-	419	-	-	1,525	35,752	15,654	63,393
Transfers in	-	-	-	-	-	10,000	-	-	-	10,000
Total receipts	185,390	7,782	4,556	419	72,605	10,000	1,525	35,752	15,654	333,683
Disbursements:										
Personal services	91,810	-	-	-	-	-	-	-	-	91,810
Supplies	3,861	4,358	-	-	-	-	-	-	-	8,219
Other services and charges	41,024	-	-	-	1,000	-	-	26,786	-	68,810
Debt service - principal and interest	-	-	-	-	79,538	-	-	-	-	79,538
Capital outlay	30,660	-	-	-	-	-	70,508	-	-	101,168
Other disbursements	10,000	-	-	-	-	-	-	-	15,654	25,654
Transfers out	10,000	-	-	-	-	-	-	-	-	10,000
Total disbursements	187,355	4,358	-	-	80,538	-	70,508	26,786	15,654	385,199
Excess (deficiency) of receipts over disbursements	(1,965)	3,424	4,556	419	(7,933)	10,000	(68,983)	8,966	-	(51,516)
Cash and investments - ending	\$ 122,259	\$ 16,945	\$ 20,855	\$ 419	\$ 34,619	\$ 68,819	\$ -	\$ 8,966	\$ -	\$ 272,882

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

	Operating	Gift	Rainy Day Fund	Levy Excess	Bond & Interest Fund	LIRF	Flood Insurance & Payments	Payroll Fund	Totals
Cash and investments - beginning	\$ 122,259	\$ 16,945	\$ 20,855	\$ 419	\$ 34,619	\$ 68,819	\$ 8,966	\$ -	\$ 272,882
Receipts:									
Taxes	143,207	-	-	-	70,869	-	-	-	214,076
Intergovernmental	44,250	-	-	-	4,747	-	-	-	48,997
Fines and forfeits	2,690	-	-	-	-	-	-	-	2,690
Other receipts	1,831	2,304	-	-	-	-	-	15,710	19,845
Transfers in	-	8,966	-	-	-	-	-	-	8,966
Total receipts	<u>191,978</u>	<u>11,270</u>	<u>-</u>	<u>-</u>	<u>75,616</u>	<u>-</u>	<u>-</u>	<u>15,710</u>	<u>294,574</u>
Disbursements:									
Personal services	100,548	-	-	-	-	-	-	-	100,548
Supplies	2,788	9,870	-	-	-	-	-	-	12,658
Other services and charges	42,647	-	-	-	1,000	-	-	-	43,647
Debt service - principal and interest	-	-	-	-	77,938	-	-	-	77,938
Capital outlay	40,300	-	-	-	-	-	-	-	40,300
Other disbursements	-	-	-	-	-	-	-	15,783	15,783
Transfers out	-	-	-	-	-	-	8,966	-	8,966
Total disbursements	<u>186,283</u>	<u>9,870</u>	<u>-</u>	<u>-</u>	<u>78,938</u>	<u>-</u>	<u>8,966</u>	<u>15,783</u>	<u>299,840</u>
Excess (deficiency) of receipts over disbursements	<u>5,695</u>	<u>1,400</u>	<u>-</u>	<u>-</u>	<u>(3,322)</u>	<u>-</u>	<u>(8,966)</u>	<u>(73)</u>	<u>(5,266)</u>
Cash and investments - ending	<u>\$ 127,954</u>	<u>\$ 18,345</u>	<u>\$ 20,855</u>	<u>\$ 419</u>	<u>\$ 31,297</u>	<u>\$ 68,819</u>	<u>\$ -</u>	<u>\$ (73)</u>	<u>\$ 267,616</u>

KENTLAND-JEFFERSON TOWNSHIP PUBLIC LIBRARY  
 SCHEDULE OF DEBT  
 December 31, 2011

Description of Debt		Ending Principal Balance	Principal and Interest Due Within One Year
Type	Purpose		
Governmental activities:			
General Obligation Bonds	Library Expansion	\$ 770,000	\$ 86,175
Totals		<u>\$ 770,000</u>	<u>\$ 86,175</u>

KENTLAND-JEFFERSON TOWNSHIP PUBLIC LIBRARY  
EXAMINATION RESULTS AND COMMENTS

***APPROPRIATIONS***

The records presented for examination indicated the following expenditures in excess of budgeted appropriations: \$1,000 in the Bond and Interest Fund for 2011.

Indiana Code 6-1.1-18-4 states in part: ". . . the proper officers of a political subdivision shall appropriate funds in such a manner that the expenditures for a year do not exceed its budget for that year as finally determined under this article."

***CAPITAL ASSET RECORDS***

The Library is not maintaining capital asset records. A similar comment was issued in prior Reports B32074 and B37257.

Every governmental unit should have a complete inventory of all capital assets owned which reflect their acquisition value. Such inventory should be recorded in the Capital Assets Ledger form. A complete inventory should be taken at least every two years for good internal control and for verifying account balances carried in the accounting records. (Accounting and Uniform Compliance Guidelines Manual for Libraries, Chapter 4)

***OVERDRAWN FUND BALANCE***

The Payroll Fund was overdrawn by \$73 at December 31, 2011.

The fund 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, Chapter 4)

***CONDITION OF RECORDS***

The following deficiency relating to the recordkeeping was present during our period of examination:

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)

KENTLAND-JEFFERSON TOWNSHIP PUBLIC LIBRARY  
EXIT CONFERENCE

The contents of this report were discussed on March 7, 2013, with Roberta Dewing, Director; Pamela A. Heyde, Bookkeeper; and Robert J. Bernotas, Board member. The officials concurred with our findings.

The contents of this report were discussed on March 11, 2013, with Kathy Holloway, Treasurer.