

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

FINANCIAL STATEMENT EXAMINATION REPORT
OF

ANDERSON CITY, ANDERSON, STONY CREEK,
AND UNION TOWNSHIPS PUBLIC LIBRARY

MADISON COUNTY, INDIANA

January 1, 2011 to December 31, 2012



FILED
10/21/2013

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SCHEDULE OF OFFICIALS

<u>Office</u>	<u>Official</u>	<u>Term</u>
Director	Sarah Later	01-01-11 to 12-31-13
Treasurer	Greg Fisher	01-01-11 to 12-31-13
President of the Board	Tammy Ihnat	01-01-11 to 12-31-13



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INDEPENDENT ACCOUNTANT'S REPORT

TO: THE OFFICIALS OF THE ANDERSON CITY, ANDERSON, STONY CREEK,
AND UNION TOWNSHIPS PUBLIC LIBRARY, MADISON COUNTY, INDIANA

We have examined the accompanying financial statement of the Anderson City, Anderson, Stony Creek, and Union Townships Public Library (Library), for the period of January 1, 2011 to December 31, 2012. The financial statement is the responsibility of the Library's management. Our responsibility is to express an opinion on the financial statement 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 statement 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 statement on the prescribed basis of accounting that demonstrates compliance with the reporting requirements established by the Indiana 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 statement 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.

In our opinion, because of the matter discussed in the preceding paragraph, the financial statement referred to above does 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, 2011 to December 31, 2012.

In our opinion, the financial statement referred to above presents fairly, in all material respects, the financial position and results of operations of the Library for the period of January 1, 2011 to December 31, 2012, 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 statement. The Combining Schedules of Receipts, Disbursements, and Cash and Investment Balances – Regulatory Basis, Schedule of Payables and Receivables, 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 statement. They have not been subjected to the examination procedures applied to the financial statement and, accordingly, we express no opinion on them.

Bruce Hartman
State Examiner

September 25, 2013

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FINANCIAL STATEMENT

The financial statement and accompanying notes were approved by management of the Library. The financial statement and notes are presented as intended by the Library.

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ANDERSON CITY, ANDERSON, STONY CREEK, AND UNION TOWNSHIPS PUBLIC LIBRARY
STATEMENT OF RECEIPTS, DISBURSEMENTS, AND CASH AND INVESTMENT BALANCES -
REGULATORY BASIS
For The Years Ended December 31, 2011 And 2012

Fund	Cash and Investments 01-01-11	Receipts	Disbursements	Cash and Investments 12-31-11	Receipts	Disbursements	Cash and Investments 12-31-12
General	\$ 2,407,937	\$ 4,030,221	\$ 3,772,048	\$ 2,666,110	\$ 4,979,917	\$ 4,011,470	\$ 3,634,557
Rainy Day	265,789	-	-	265,789	97,000	-	362,789
Levy Excess	9,743	-	9,743	-	-	-	-
Library Improvement Reserve	659,845	250,000	129,099	780,746	150,000	422,204	508,542
Plac Card	2,200	9,801	9,801	2,200	8,901	9,150	1,951
Cash Change	1,250	-	-	1,250	-	-	1,250
Gift	78,128	55,141	62,873	70,396	47,989	58,906	59,479
United Way Unrestricted Gifts	16,606	4,286	-	20,892	3,156	520	23,528
Indiana State Technology Grant	8,636	12,411	13,661	7,386	14,232	17,125	4,493
Madison County Community Fdtn	32,117	6,334	652	37,799	7,220	14,404	30,615
Sales Tax	-	189	189	-	146	146	-
Employee Withholding Fund	80	151,411	151,196	295	147,424	142,849	4,870
Misc Clearing Fund	1,005	164	260	909	108	63	954
Totals	<u>\$ 3,483,336</u>	<u>\$ 4,519,958</u>	<u>\$ 4,149,522</u>	<u>\$ 3,853,772</u>	<u>\$ 5,456,093</u>	<u>\$ 4,676,837</u>	<u>\$ 4,633,028</u>

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

ANDERSON CITY, ANDERSON, STONY CREEK, AND UNION TOWNSHIPS PUBLIC LIBRARY
NOTES TO FINANCIAL STATEMENT

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 statement presents the financial information for the Library.

B. Basis of Accounting

The financial statement is 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 statement. 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.

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.

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.

ANDERSON CITY, ANDERSON, STONY CREEK, AND UNION TOWNSHIPS PUBLIC LIBRARY
NOTES TO FINANCIAL STATEMENT
(Continued)

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 statement. 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.

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.

ANDERSON CITY, ANDERSON, STONY CREEK, AND UNION TOWNSHIPS PUBLIC LIBRARY
NOTES TO FINANCIAL STATEMENT
(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.

ANDERSON CITY, ANDERSON, STONY CREEK, AND UNION TOWNSHIPS PUBLIC LIBRARY
NOTES TO FINANCIAL STATEMENT
(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.

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 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 statement 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.

ANDERSON CITY, ANDERSON, STONY CREEK, AND UNION TOWNSHIPS PUBLIC LIBRARY
 COMBINING SCHEDULE OF RECEIPTS, DISBURSEMENTS, AND
 CASH AND INVESTMENT BALANCES - REGULATORY BASIS
 For The Year Ended December 31, 2011

	General	Rainy Day	Levy Excess	Library Improvement Reserve	Plac Card	Cash Change	Gift
Cash and investments - beginning	\$ 2,407,937	\$ 265,789	\$ 9,743	\$ 659,845	\$ 2,200	\$ 1,250	\$ 78,128
Receipts:							
Taxes	2,552,999	-	-	-	-	-	-
Intergovernmental	1,275,282	-	-	-	-	-	-
Charges for services	46,118	-	-	-	9,801	-	-
Fines and forfeits	126,914	-	-	-	-	-	-
Other receipts	28,908	-	-	250,000	-	-	55,141
Total receipts	<u>4,030,221</u>	<u>-</u>	<u>-</u>	<u>250,000</u>	<u>9,801</u>	<u>-</u>	<u>55,141</u>
Disbursements:							
Personal services	2,292,450	-	-	-	-	-	-
Supplies	61,581	-	-	-	-	-	34,679
Other services and charges	470,393	-	-	-	-	-	28,194
Capital outlay	697,622	-	-	129,099	-	-	-
Other disbursements	250,002	-	9,743	-	9,801	-	-
Total disbursements	<u>3,772,048</u>	<u>-</u>	<u>9,743</u>	<u>129,099</u>	<u>9,801</u>	<u>-</u>	<u>62,873</u>
Excess (deficiency) of receipts over disbursements	<u>258,173</u>	<u>-</u>	<u>(9,743)</u>	<u>120,901</u>	<u>-</u>	<u>-</u>	<u>(7,732)</u>
Cash and investments - ending	<u>\$ 2,666,110</u>	<u>\$ 265,789</u>	<u>\$ -</u>	<u>\$ 780,746</u>	<u>\$ 2,200</u>	<u>\$ 1,250</u>	<u>\$ 70,396</u>

ANDERSON CITY, ANDERSON, STONY CREEK, AND UNION TOWNSHIPS PUBLIC LIBRARY
 COMBINING SCHEDULE OF RECEIPTS, DISBURSEMENTS, AND
 CASH AND INVESTMENT BALANCES - REGULATORY BASIS
 For The Year Ended December 31, 2011
 (Continued)

	United Way Unrestricted Gifts	Indiana State Technology Grant	Madison County Community Fdtn	Sales Tax	Employee Withholding Fund	Misc Clearing Fund	Totals
Cash and investments - beginning	\$ 16,606	\$ 8,636	\$ 32,117	\$ -	\$ 80	\$ 1,005	\$ 3,483,336
Receipts:							
Taxes	-	-	-	189	-	-	2,553,188
Intergovernmental	-	-	-	-	-	-	1,275,282
Charges for services	-	-	-	-	-	-	55,919
Fines and forfeits	-	-	-	-	-	-	126,914
Other receipts	4,286	12,411	6,334	-	151,411	164	508,655
Total receipts	4,286	12,411	6,334	189	151,411	164	4,519,958
Disbursements:							
Personal services	-	-	-	-	-	-	2,292,450
Supplies	-	-	652	-	-	-	96,912
Other services and charges	-	13,661	-	-	-	-	512,248
Capital outlay	-	-	-	-	-	-	826,721
Other disbursements	-	-	-	189	151,196	260	421,191
Total disbursements	-	13,661	652	189	151,196	260	4,149,522
Excess (deficiency) of receipts over disbursements	4,286	(1,250)	5,682	-	215	(96)	370,436
Cash and investments - ending	\$ 20,892	\$ 7,386	\$ 37,799	\$ -	\$ 295	\$ 909	\$ 3,853,772

ANDERSON CITY, ANDERSON, STONY CREEK, AND UNION TOWNSHIPS PUBLIC LIBRARY
 COMBINING SCHEDULE OF RECEIPTS, DISBURSEMENTS, AND
 CASH AND INVESTMENT BALANCES - REGULATORY BASIS
 For The Year Ended December 31, 2012

	General	Rainy Day	Levy Excess	Library Improvement Reserve	Plac Card	Cash Change	Gift
Cash and investments - beginning	\$ 2,666,110	\$ 265,789	\$ -	\$ 780,746	\$ 2,200	\$ 1,250	\$ 70,396
Receipts:							
Taxes	3,246,647	-	-	-	-	-	-
Intergovernmental	1,543,033	-	-	-	-	-	9,992
Charges for services	177,104	-	-	-	8,901	-	-
Other receipts	13,133	97,000	-	150,000	-	-	37,997
Total receipts	<u>4,979,917</u>	<u>97,000</u>	<u>-</u>	<u>150,000</u>	<u>8,901</u>	<u>-</u>	<u>47,989</u>
Disbursements:							
Personal services	2,363,516	-	-	-	-	-	-
Supplies	81,138	-	-	-	-	-	32,018
Other services and charges	703,438	-	-	-	-	-	17,349
Capital outlay	616,378	-	-	422,204	-	-	9,539
Other disbursements	247,000	-	-	-	9,150	-	-
Total disbursements	<u>4,011,470</u>	<u>-</u>	<u>-</u>	<u>422,204</u>	<u>9,150</u>	<u>-</u>	<u>58,906</u>
Excess (deficiency) of receipts over disbursements	<u>968,447</u>	<u>97,000</u>	<u>-</u>	<u>(272,204)</u>	<u>(249)</u>	<u>-</u>	<u>(10,917)</u>
Cash and investments - ending	<u>\$ 3,634,557</u>	<u>\$ 362,789</u>	<u>\$ -</u>	<u>\$ 508,542</u>	<u>\$ 1,951</u>	<u>\$ 1,250</u>	<u>\$ 59,479</u>

ANDERSON CITY, ANDERSON, STONY CREEK, AND UNION TOWNSHIPS PUBLIC LIBRARY
 COMBINING SCHEDULE OF RECEIPTS, DISBURSEMENTS, AND
 CASH AND INVESTMENT BALANCES - REGULATORY BASIS
 For The Year Ended December 31, 2012
 (Continued)

	United Way Unrestricted Gifts	Indiana State Technology Grant	Madison County Community Fdtn	Sales Tax	Employee Witholding Fund	Misc Clearing Fund	Totals
Cash and investments - beginning	\$ 20,892	\$ 7,386	\$ 37,799	\$ -	\$ 295	\$ 909	\$ 3,853,772
Receipts:							
Taxes	-	-	-	146	-	-	3,246,793
Intergovernmental	-	-	-	-	-	-	1,553,025
Charges for services	-	-	-	-	-	-	186,005
Other receipts	3,156	14,232	7,220	-	147,424	108	470,270
Total receipts	<u>3,156</u>	<u>14,232</u>	<u>7,220</u>	<u>146</u>	<u>147,424</u>	<u>108</u>	<u>5,456,093</u>
Disbursements:							
Personal services	-	-	-	-	-	-	2,363,516
Supplies	520	-	14,404	-	-	-	128,080
Other services and charges	-	17,125	-	-	-	-	737,912
Capital outlay	-	-	-	-	-	-	1,048,121
Other disbursements	-	-	-	146	142,849	63	399,208
Total disbursements	<u>520</u>	<u>17,125</u>	<u>14,404</u>	<u>146</u>	<u>142,849</u>	<u>63</u>	<u>4,676,837</u>
Excess (deficiency) of receipts over disbursements	<u>2,636</u>	<u>(2,893)</u>	<u>(7,184)</u>	<u>-</u>	<u>4,575</u>	<u>45</u>	<u>779,256</u>
Cash and investments - ending	<u>\$ 23,528</u>	<u>\$ 4,493</u>	<u>\$ 30,615</u>	<u>\$ -</u>	<u>\$ 4,870</u>	<u>\$ 954</u>	<u>\$ 4,633,028</u>

ANDERSON CITY, ANDERSON, STONY CREEK, AND UNION TOWNSHIPS PUBLIC LIBRARY
 SCHEDULE OF PAYABLES AND RECEIVABLES
 December 31, 2012

Government or Enterprise	Accounts Payable	Accounts Receivable
Governmental activities	\$ 484,232	\$ -

ANDERSON CITY, ANDERSON, STONY CREEK, AND UNION TOWNSHIPS PUBLIC LIBRARY
 SCHEDULE OF CAPITAL ASSETS
 December 31, 2012

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:	
Buildings	\$ 10,078,073
Machinery, equipment, and vehicles	920,078
Books and other	5,978,000
Total governmental activities	16,976,151
Total capital assets	\$ 16,976,151

ANDERSON CITY, ANDERSON, STONY CREEK, AND UNION TOWNSHIPS PUBLIC LIBRARY
EXIT CONFERENCE

The contents of this report were discussed on September 25, 2013, with Greg Fisher, Treasurer; Tonya Carman, Business Manager; and Sarah Later, Director. Our examination disclosed no material items that warrant comment at this time.