

STATE BOARD OF ACCOUNTS
302 West Washington Street
Room E418
INDIANAPOLIS, INDIANA 46204-2765

EXAMINATION REPORT

OF

BEDFORD PUBLIC LIBRARY

LAWRENCE COUNTY, INDIANA

January 1, 2003 to December 31, 2005



FILED
08/09/2006

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OFFICIALS

<u>Office</u>	<u>Official</u>	<u>Term</u>
Director	Susan A. Miller	01-01-03 to 12-31-06
Treasurer	James Seib Shelly K. Stilwell	01-01-03 to 10-26-04 10-27-04 to 12-31-06
President of the Board	Gary Bridwell William Sleva Sari Wood	01-01-03 to 12-31-03 01-01-04 to 12-31-05 01-01-06 to 12-31-06



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STATE BOARD OF ACCOUNTS
302 WEST WASHINGTON STREET
ROOM E418
INDIANAPOLIS, INDIANA 46204-2765

Telephone: (317) 232-2513
Fax: (317) 232-4711
Web Site: www.in.gov/sboa

INDEPENDENT ACCOUNTANT'S REPORT

TO: THE OFFICIALS OF THE BEDFORD PUBLIC LIBRARY, LAWRENCE COUNTY, INDIANA

We have examined the schedules of receipts, disbursements, and cash and investment balances of the Bedford Public Library (Library), for the period of January 1, 2003 to December 31, 2005. The Library's management is responsible for the schedules. Our responsibility is to express an opinion 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 schedule of receipts, disbursements, and cash and investment balances and performing such other procedures as we considered necessary in the circumstances. We believe that our examination provides a reasonable basis for our opinion.

In our opinion, the schedules referred to above present fairly, in all material respects, the cash transactions of the Library for the years ended December 31, 2003, 2004, and 2005, based on the criteria set forth in the uniform compliance guidelines established by the Indiana State Board of Accounts.

STATE BOARD OF ACCOUNTS

July 11, 2006

BEDFORD PUBLIC LIBRARY
SCHEDULES OF RECEIPTS, DISBURSEMENTS, AND CASH AND INVESTMENT BALANCES
ALL GOVERNMENTAL AND FIDUCIARY FUND TYPES
As Of And For The Years Ended December 31, 2003, 2004, And 2005

	Cash and Investments 01-01-03	Receipts	Disbursements	Cash and Investments 12-31-03
Governmental Funds:				
General	\$ 697,048	\$ 3,500,133	\$ 3,925,183	\$ 271,998
Gift	37,811	6,511	8,173	36,149
Library Improvement Reserve	122,763	6	-	122,769
Library Capital Projects	222,387	-	222,387	-
Fiduciary Fund:				
PLAC	150	545	591	104
Totals	<u>\$ 1,080,159</u>	<u>\$ 3,507,195</u>	<u>\$ 4,156,334</u>	<u>\$ 431,020</u>

	Cash and Investments 01-01-04	Receipts	Disbursements	Cash and Investments 12-31-04
Governmental Funds:				
General	\$ 271,998	\$ 5,485,638	\$ 5,077,956	\$ 679,680
Gift	36,149	4,765	5,373	35,541
Library Improvement Reserve	122,769	7	1	122,775
Fiduciary Fund:				
PLAC	104	1,248	1,092	260
Totals	<u>\$ 431,020</u>	<u>\$ 5,491,658</u>	<u>\$ 5,084,422</u>	<u>\$ 838,256</u>

	Cash and Investments 01-01-05	Receipts	Disbursements	Cash and Investments 12-31-05
Governmental Funds:				
General	\$ 679,680	\$ 3,874,965	\$ 4,176,013	\$ 378,632
Gift	35,541	23,810	25,811	33,540
Library Improvement Reserve	122,775	9	-	122,784
Fiduciary Fund:				
PLAC	260	1,148	1,380	28
Totals	<u>\$ 838,256</u>	<u>\$ 3,899,932</u>	<u>\$ 4,203,204</u>	<u>\$ 534,984</u>

The accompanying notes are an integral part of the schedules.

BEDFORD PUBLIC LIBRARY
NOTES TO SCHEDULES

Note 1. Introduction

The Library was established under the laws of the State of Indiana. The Library provides the following services: cultural services.

Note 2. Fund Accounting

The Library uses funds to report on its cash and investments and the results of its operations on a cash basis. Fund accounting is designed to demonstrate legal compliance and to aid financial management by segregating transactions related to certain governmental functions or activities.

Note 3. Budgets

The operating budget is initially prepared and approved at the local level. In addition, funds for which property taxes are levied are subject to final approval by the Indiana Department of Local Government Finance.

Note 4. Property Taxes

Property taxes levied are collected by the County Treasurer and are distributed to the Library in June and December. 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% 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 become delinquent if not paid by May 10 and November 10, respectively.

Note 5. Deposits and Investments

Deposits, made in accordance with Indiana Code 5-13, with financial institutions in the State of Indiana at year end were 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 statute (IC 5-13-9) authorizes 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.

BEDFORD PUBLIC LIBRARY
NOTES TO SCHEDULES
(Continued)

Note 6. Pension Plan

Public Employees' Retirement Fund

Plan Description

The Library contributes to the Indiana Public Employees' Retirement Fund (PERF), 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 PERF 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% of compensation, plus the interest credited to the member's account. The employer may elect to make the contributions on behalf of the member.

PERF 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:

Public Employees' Retirement Fund
Harrison Building, Room 800
143 West Market Street
Indianapolis, IN 46204
Ph. (317) 233-4162

Funding Policy and Annual Pension Cost

The contribution requirements of the plan members for PERF are established by the Board of Trustees of PERF. Payments to PERF of \$33,648, \$39,032, and \$39,618, were made for calendar years 2003, 2004, and 2005, respectively. Payments consisted of \$14,421, \$13,011, and \$13,206 from employees and \$19,228, \$26,021, and \$26,412 from the Library. Information covering the Pension Benefit Obligation and the assets held by PERF for the Library is available from PERF.

Note 7. Subsequent Event

On May 31, 2006, the Library Board signed a contract for the purchase of the Hatfield property (located on west side of the library complex) in the amount of \$155,000. Funding for the purchase of the land will come from unrestricted monies in the Gift Fund, with the balance appropriated and paid from the Library Improvement Reserve Fund.

BEDFORD PUBLIC LIBRARY
EXIT CONFERENCE

The contents of this report were discussed on July 17, 2006, with Susan A. Miller, Director; and Shelly K. Stilwell, Treasurer. Our examination disclosed no material items that warrant comment at this time.