

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

EXAMINATION REPORT

OF

PUTNAM COUNTY PUBLIC LIBRARY

PUTNAM COUNTY, INDIANA

January 1, 2003 to December 31, 2005



**FILED**  
08/21/2006



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OFFICIALS

<u>Office</u>	<u>Official</u>	<u>Term</u>
Director	Alice Greenburg	01-01-03 to 12-31-06
Treasurer	Gail Pride Kenneth R. Heeke	07-01-02 to 06-30-03 07-01-03 to 06-30-07
President of the Board	Vicki Timm Drew Brattain	07-01-02 to 06-30-04 07-01-04 to 06-30-07



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INDEPENDENT ACCOUNTANT'S REPORT

TO: THE OFFICIALS OF THE PUTNAM COUNTY PUBLIC LIBRARY, PUTNAM COUNTY, INDIANA

We have examined the schedules of receipts, disbursements, and cash and investment balances of the Putnam County 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 10, 2006

PUTNAM COUNTY 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	\$ 284,727	\$ 540,484	\$ 631,688	\$ 193,523
Gift	77,253	13,768	14,041	76,980
Bond and Interest Redemption	78,717	256,360	258,510	76,567
Library Improvement Reserve	187,432	35,000	150,000	72,432
Library Capital Projects	210,029	29,359	123,747	115,641
Fiduciary Fund:				
PLAC	125	520	619	26
Totals	<u>\$ 838,283</u>	<u>\$ 875,491</u>	<u>\$ 1,178,605</u>	<u>\$ 535,169</u>

	Cash and Investments 01-01-04	Receipts	Disbursements	Cash and Investments 12-31-04
Governmental Funds:				
General	\$ 193,523	\$ 784,336	\$ 786,245	\$ 191,614
Gift	76,980	25,535	23,348	79,167
Rainy Day	-	32,215	-	32,215
Bond and Interest Redemption	76,567	422,442	472,936	26,073
Library Improvement Reserve	72,432	278,481	161,641	189,272
Library Capital Projects	115,641	150,000	14,496	251,145
Fiduciary Fund:				
PLAC	26	390	364	52
Totals	<u>\$ 535,169</u>	<u>\$ 1,693,399</u>	<u>\$ 1,459,030</u>	<u>\$ 769,538</u>

	Cash and Investments 01-01-05	Receipts	Disbursements	Cash and Investments 12-31-05
Governmental Funds:				
General	\$ 191,614	\$ 606,290	\$ 655,451	\$ 142,453
Gift	79,167	29,292	22,290	86,169
Rainy Day	32,215	20,000	-	52,215
Bond and Interest Redemption	26,073	259,399	257,205	28,267
Library Improvement Reserve	189,272	157,967	269,902	77,337
Library Capital Projects	251,145	-	-	251,145
Fiduciary Fund:				
PLAC	52	364	360	56
Totals	<u>\$ 769,538</u>	<u>\$ 1,073,312</u>	<u>\$ 1,205,208</u>	<u>\$ 637,642</u>

The accompanying notes are an integral part of the schedules.

PUTNAM COUNTY PUBLIC LIBRARY  
NOTES TO SCHEDULES

Note 1. Introduction

The Library was established under the laws of the State of Indiana. The Library operates under an appointed governing board and provides 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. All property taxes collected by the County Treasurer and available for distribution were distributed to the Library on or prior to December 31 of the year collected.

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.

PUTNAM COUNTY 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.

Note 7. Long-Term Debt

The Library has entered into debt such as bonds for the acquisition and construction of major capital facilities. The outstanding principal at December 31, 2005, was \$880,000.

PUTNAM COUNTY PUBLIC LIBRARY  
EXIT CONFERENCE

The contents of this report were discussed on July 10, 2006, with Alice Greenburg, Director; and Kenneth R. Heeke, Treasurer. Our examination disclosed no material items that warrant comment at this time.