

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

EXAMINATION REPORT
OF
MONON TOWN AND TOWNSHIP PUBLIC LIBRARY
WHITE COUNTY, INDIANA
January 1, 2004 to December 31, 2005



FILED
09/26/2006

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OFFICIALS

<u>Office</u>	<u>Official</u>	<u>Term</u>
Director	Jo A. Minnick	01-01-04 to 12-31-06
Treasurer	Karilyn Brown Terrie Brown	01-01-04 to 12-31-04 01-01-05 to 12-31-06
President of the Board	Raymond Houston Jeff Hart	01-01-04 to 12-31-04 01-01-05 to 12-31-06



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INDEPENDENT ACCOUNTANT'S REPORT

TO: THE OFFICIALS OF THE MONON TOWN AND TOWNSHIP
PUBLIC LIBRARY, WHITE COUNTY, INDIANA

We have examined the schedules of receipts, disbursements, and cash and investment balances of the Monon Town and Township Public Library (Library), for the period of January 1, 2004 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, 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

August 22, 2006

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

	Cash and Investments 01-01-04	Receipts	Disbursements	Cash and Investments 12-31-04
Governmental Funds:				
General	\$ 193,293	\$ 222,918	\$ 170,995	\$ 245,216
Gift	1,866	491	538	1,819
Rainy Day	18,000	30,480	-	48,480
Library Improvement Reserve	58,439	42,833	-	101,272
Library Capital Projects	4,619	22,984	14,171	13,432
Lease Rental	2,225	165,487	127,000	40,712
Totals	<u>\$ 278,442</u>	<u>\$ 485,193</u>	<u>\$ 312,704</u>	<u>\$ 450,931</u>

	Cash and Investments 01-01-05	Receipts	Disbursements	Cash and Investments 12-31-05
Governmental Funds:				
General	\$ 245,216	\$ 185,343	\$ 184,570	\$ 245,989
Gift	1,819	1,393	723	2,489
Rainy Day	48,480	21,451	-	69,931
Grant	-	240	240	-
Library Improvement Reserve	101,272	11,981	2,577	110,676
Library Capital Projects	13,432	17,725	14,912	16,245
Lease Rental	40,712	106,148	95,000	51,860
Totals	<u>\$ 450,931</u>	<u>\$ 344,281</u>	<u>\$ 298,022</u>	<u>\$ 497,190</u>

The accompanying notes are an integral part of the schedules.

MONON TOWN AND TOWNSHIP PUBLIC LIBRARY
NOTES TO SCHEDULES

Note 1. Introduction

The Library was established under the laws of the State of Indiana. The Library 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.

MONON TOWN AND TOWNSHIP 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 a capital lease for expansion and remodeling of the Library. The outstanding principal at December 31, 2005, was \$54,989.

Note 8. Temporary Loan

In 2003, the LIRF made a temporary loan of \$32,000 to the Lease Rental Fund. This loan was necessary due to delayed receipt of property taxes by the Library. In December of 2003, the Library Board approved a resolution declaring an emergency situation and extended the due date of the temporary loan to June of 2004. The loan was repaid to the LIRF in March of 2004 when the Library received the remainder of the 2003 property taxes.

MONON TOWN AND TOWNSHIP PUBLIC LIBRARY
EXIT CONFERENCE

The contents of this report were discussed on August 22, 2006, with Jo A. Minnick, Director; and Barbara E. Rayburn, Bookkeeper. Our examination disclosed no material items that warrant comment at this time.