

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

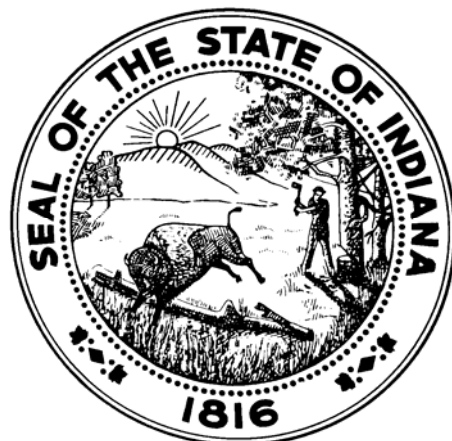
EXAMINATION REPORT

OF

VIGO COUNTY PUBLIC LIBRARY

VIGO COUNTY, INDIANA

January 1, 2004 to December 31, 2005



**FILED**  
09/27/2006



TABLE OF CONTENTS

<u>Description</u>	<u>Page</u>
Officials .....	2
Independent Accountant's Report .....	3
Schedules of Receipts, Disbursements, and Cash and Investment Balances.....	4
Notes to Schedules .....	5-6
Exit Conference.....	7

OFFICIALS

<u>Office</u>	<u>Official</u>	<u>Term</u>
Director	Nancy Dowell	01-01-04 to 12-31-06
Treasurer	Merrilyn Smith	01-01-04 to 08-21-07
President of the Board	John Apgar Henry J. Metzger	08-19-03 to 08-16-04 08-17-04 to 08-21-07



**STATE OF INDIANA**  
AN EQUAL OPPORTUNITY EMPLOYER

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INDEPENDENT ACCOUNTANT'S REPORT

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

We have examined the schedules of receipts, disbursements, and cash and investment balances of the Vigo County 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

September 5, 2006

VIGO 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, 2004 And 2005

	Cash and Investments 01-01-04	Receipts	Disbursements	Cash and Investments 12-31-04
Governmental Funds:				
General	\$ 1,070,682	\$ 5,000,336	\$ 4,876,352	\$ 1,194,666
Gift	30,599	55,819	48,025	38,393
Visa Holding Account	198	654	429	423
Grants	(703)	8,822	7,671	448
Levy Excess	-	107,133	-	107,133
Library Improvement Reserve	240,660	30,000	-	270,660
Library Capital Projects	196,629	337,032	191,520	342,141
Fiduciary Funds:				
Microfilm Deposit	300	34	334	-
Fines and Fees	-	13,968	13,968	-
Insurance Cash Holding	(451)	16,649	16,198	-
Vendacard	-	954	954	-
Payroll Withholdings	44,164	896,145	881,450	58,859
PLAC	78	217	243	52
Totals	<u>\$ 1,582,156</u>	<u>\$ 6,467,763</u>	<u>\$ 6,037,144</u>	<u>\$ 2,012,775</u>

	Cash and Investments 01-01-05	Receipts	Disbursements	Cash and Investments 12-31-05
Governmental Funds:				
General	\$ 1,194,666	\$ 5,040,256	\$ 5,341,212	\$ 893,710
Gift	38,393	103,701	37,993	104,101
Rainy Day	-	200,000	-	200,000
Library Contractual Services	423	66	318	171
Grants	448	44,799	42,075	3,172
Levy Excess	107,133	-	-	107,133
Library Improvement Reserve	270,660	50,000	-	320,660
Library Capital Projects	342,141	-	91,494	250,647
Fiduciary Funds:				
Microfilm Deposit	-	8	-	8
Fines and Fees	-	12,466	12,466	-
Insurance Cash Holding	-	10,760	10,760	-
Vendacard	-	1,516	1,516	-
Payroll Withholdings	58,859	938,663	938,924	58,598
PLAC	52	56	108	-
Totals	<u>\$ 2,012,775</u>	<u>\$ 6,402,291</u>	<u>\$ 6,476,866</u>	<u>\$ 1,938,200</u>

The accompanying notes are an integral part of the schedules.

VIGO COUNTY 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 service: culture.

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.

VIGO 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.

VIGO COUNTY PUBLIC LIBRARY  
EXIT CONFERENCE

The contents of this report were discussed on September 5, 2006, with Nancy Dowell, Director; and Merrilyn Smith, Treasurer. Our examination disclosed no material items that warrant comment at this time.