

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

EXAMINATION REPORT

OF

OSGOOD-CENTER TOWNSHIP PUBLIC LIBRARY

RIPLEY COUNTY, INDIANA

January 1, 2004 to December 31, 2005



FILED
12/29/2006

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OFFICIALS

<u>Office</u>	<u>Official</u>	<u>Term</u>
Director	John Castleman (Vacant) Andrea Ingmire	01-01-04 to 08-09-05 08-10-05 to 09-14-05 09-15-05 to 12-31-06
Treasurer	Richard Parks	01-01-04 to 12-31-06
President of the Board	O. Eugene Pitts	01-01-04 to 12-31-06



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INDEPENDENT ACCOUNTANT'S REPORT

TO: THE OFFICIALS OF OSGOOD-CENTER TOWNSHIP PUBLIC LIBRARY, RIPLEY COUNTY, INDIANA

We have examined the financial information presented herein of Osgood-Center Township Public Library (Library), for the period of January 1, 2004 to December 31, 2005. The Library's management is responsible for the financial information presented herein. 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 financial information presented herein 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 financial information referred to above present fairly, in all material respects, the financial information 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

November 16, 2006

OSGOOD-CENTER TOWNSHIP 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	\$ 95,565	\$ 333,868	\$ 251,447	\$ 177,986
Gift	7,942	1,530	2,286	7,186
Rainy Day	-	20,905	-	20,905
Grants	-	185,586	86,488	99,098
Levy Excess	3,111	22	3,133	-
Library Improvement Reserve	63,311	11,250	-	74,561
Fiduciary Fund:				
PLAC	(109)	967	806	52
Totals	<u>\$ 169,820</u>	<u>\$ 554,128</u>	<u>\$ 344,160</u>	<u>\$ 379,788</u>

	Cash and Investments 01-01-05	Receipts	Disbursements	Cash and Investments 12-31-05
Governmental Funds:				
General	\$ 177,986	\$ 393,300	\$ 309,086	\$ 262,200
Gift	7,186	1,050	832	7,404
Rainy Day	20,905	64,860	28,403	57,362
Grants	99,098	98,009	149,065	48,042
Bond and Interest Redemption	-	197,997	-	197,997
Library Improvement Reserve	74,561	13,654	-	88,215
Construction	-	1,334,852	760,522	574,330
Fiduciary Fund:				
PLAC	52	784	752	84
Totals	<u>\$ 379,788</u>	<u>\$ 2,104,506</u>	<u>\$ 1,248,660</u>	<u>\$ 1,235,634</u>

The accompanying notes are an integral part of the schedules.

OSGOOD-CENTER TOWNSHIP PUBLIC LIBRARY
NOTES TO FINANCIAL INFORMATION

Note 1. Introduction

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

Note 6. Long-Term Debt

The Library has entered into debt such as a bond issue for building reconstruction. The outstanding principal at December 31, 2005, was \$1,315,000.

OSGOOD-CENTER TOWNSHIP PUBLIC LIBRARY
EXAMINATION RESULTS AND COMMENTS

DEPOSITING FINES AND FEES

As stated in the prior Report B23924, in numerous instances, receipts were deposited later than the next business day.

Indiana Code 5-13-6-1 (c) states, in part: ". . . all local officers . . . who collect public funds of their respective political subdivisions, shall deposit funds not later than the business day following the receipt of funds on business days of the depository in the depository or depositories selected by the several local boards of finance that have jurisdiction of the funds. Public funds deposited under this subsection shall be deposited in the same form in which they were received."

PRESCRIBED FORMS

The following prescribed or approved forms were not always in use: (1) Payroll Claim (Form 99); (2) Employee's Service Records (Form 99A); and (3) Employees Earnings Record (Form 99B).

Officials and employees are required to use State Board of Accounts prescribed or approved forms in the manner prescribed. (Accounting and Uniform Compliance Guidelines Manual for Libraries, Chapter 4)

SALARY SCHEDULE

A salary schedule was not presented for examination for years 2004 and 2005.

Indiana Code 36-12-2-24(b) states in part:

"The library board shall employ and discharge librarians and other individuals that are necessary in the administration of the affairs of the library. The board shall:

- (1) fix and pay the compensation;
- (2) classify and adopt schedules of salaries . . ."

OSGOOD-CENTER TOWNSHIP PUBLIC LIBRARY
EXIT CONFERENCE

The contents of this report were discussed on November 16, 2006, with Richard Parks, Treasurer; and Andrea Ingmire, Director. The officials concurred with our findings.