

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

EXAMINATION REPORT

OF

NAPPANEE PUBLIC LIBRARY

ELKHART COUNTY, INDIANA

January 1, 2005 to December 31, 2006



FILED

06/07/2007

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OFFICIALS

<u>Office</u>	<u>Official</u>	<u>Term</u>
Director	Linda K. Yoder	01-01-05 to 12-31-07
Treasurer	Janet Dorsey	01-01-05 to 10-31-07
President of the Board	Steve Walters	01-01-05 to 12-31-07



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INDEPENDENT ACCOUNTANT'S REPORT

TO: THE OFFICIALS OF THE NAPPANEE PUBLIC LIBRARY, ELKHART COUNTY, INDIANA

We have examined the financial information presented herein of the Nappanee Public Library (Library), for the period of January 1, 2005 to December 31, 2006. 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 presents fairly, in all material respects, the financial information of the Library for the years ended December 31, 2005 and 2006, based on the criteria set forth in the uniform compliance guidelines established by the Indiana State Board of Accounts.

STATE BOARD OF ACCOUNTS

April 25, 2007

NAPPANEE 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, 2005 And 2006

	Cash and Investments 01-01-05	Receipts	Disbursements	Cash and Investments 12-31-05
Governmental Funds:				
General	\$ 453,768	\$ 1,814,113	\$ 1,752,442	\$ 515,439
Gift	46,665	5,419	48,644	3,440
Heritage Center	775	65	200	640
Computer Support Agreement	52,609	2,978	30,588	24,999
Leadership Academy	1,137	5,258	2,532	3,864
Levy Excess	-	2,836	-	2,836
Bond and Interest Redemption	70,001	203,659	246,207	27,452
Library Improvement Reserve	287,616	9,573	-	297,189
Library Capital Projects	54,072	1,581	13,207	42,446
Construction	23,379	2,837	-	26,216
Fiduciary Funds:				
Payroll Withholdings	2,291	14,669	14,097	2,863
PLAC	52	166	190	28
Totals	<u>\$ 992,365</u>	<u>\$ 2,063,154</u>	<u>\$ 2,108,107</u>	<u>\$ 947,412</u>

	Cash and Investments 01-01-06	Receipts	Disbursements	Cash and Investments 12-31-06
Governmental Funds:				
General	\$ 515,439	\$ 1,897,658	\$ 1,804,249	\$ 608,847
Gift	3,440	13,430	12,656	4,214
Heritage Center	640	23,662	825	23,477
Computer Support Agreement	24,999	5,218	7,079	23,139
Leadership Academy	3,864	4,087	3,324	4,627
State Technology Fund Grant	-	4,500	2,250	2,250
Levy Excess	2,836	4,068	2,836	4,068
Bond and Interest Redemption	27,452	239,378	243,907	22,923
Library Improvement Reserve	297,189	14,392	45,554	266,027
Library Capital Projects	42,446	2,260	-	44,706
Construction	26,216	28,488	54,704	-
Fiduciary Funds:				
Payroll Withholdings	2,863	18,715	18,509	3,069
PLAC	28	155	183	-
Totals	<u>\$ 947,412</u>	<u>\$ 2,256,011</u>	<u>\$ 2,196,076</u>	<u>\$ 1,007,347</u>

The accompanying notes are an integral part of the schedules.

NAPPANEE 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 and recreation 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.

NAPPANEE PUBLIC LIBRARY
NOTES TO FINANCIAL INFORMATION
(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 the purpose of constructing an addition to and renovation of the library building. The outstanding principal at December 31, 2006, was \$1,870,000.

NAPPANEE PUBLIC LIBRARY
EXIT CONFERENCE

The contents of this report were discussed on April 25, 2007, with Linda K. Yoder, Director; Janet Dorsey, Treasurer; and Lynette Kirkdorffer, Bookkeeper. Our examination disclosed no material items that warrant comment at this time.