

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

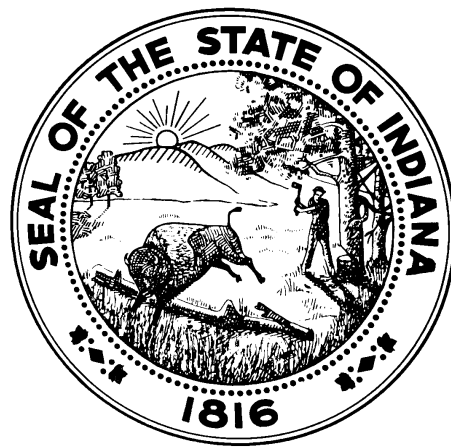
EXAMINATION REPORT

OF

BARTON REES POGUE MEMORIAL PUBLIC LIBRARY

GRANT COUNTY, INDIANA

January 1, 2006 to December 31, 2007



FILED
05/13/2008

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OFFICIALS

<u>Office</u>	<u>Official</u>	<u>Term</u>
Director	Barbara Dixon	01-01-06 to 12-31-08
Treasurer	Marilyn Bottoms	01-01-06 to 12-31-08
President of the Board	Pamela Stump	01-01-06 to 12-31-08



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AN EQUAL OPPORTUNITY EMPLOYER

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INDEPENDENT ACCOUNTANT'S REPORT

TO: THE OFFICIALS OF THE BARTON REES POGUE MEMORIAL
PUBLIC LIBRARY, GRANT COUNTY, INDIANA

We have examined the financial information presented herein of the Barton Rees Pogue Memorial Public Library (Library), for the period of January 1, 2006 to December 31, 2007. 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, 2006 and 2007, based on the criteria set forth in the uniform compliance guidelines established by the Indiana State Board of Accounts.

The Schedule of Capital Assets, as listed in the Table of Contents, is presented for additional analysis and is not a required part of the basic financial information. This schedule has not been subjected to the examination procedures applied to the basic financial information and, accordingly, we express no opinion on it.

STATE BOARD OF ACCOUNTS

March 25, 2008

BARTON REES POGUE MEMORIAL 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, 2006 And 2007

	Cash and Investments 01-01-06	Receipts	Disbursements	Cash and Investments 12-31-06
Governmental Funds:				
General	\$ 48,738	\$ 45,884	\$ 49,745	\$ 44,877
Gift	9,088	-	3,825	5,263
Grant	1,236	-	-	1,236
Library Improvement Reserve	32,897	2,347	1,828	33,416
Fiduciary Funds:				
Payroll Withholdings	381	5,107	4,643	845
PLAC	299	1,519	1,089	729
Totals	<u>\$ 92,639</u>	<u>\$ 54,857</u>	<u>\$ 61,130</u>	<u>\$ 86,366</u>

	Cash and Investments 01-01-07	Receipts	Disbursements	Cash and Investments 12-31-07
Governmental Funds:				
General	\$ 44,877	\$ 51,117	\$ 50,069	\$ 45,925
Gift	5,263	-	-	5,263
Grant	1,236	-	-	1,236
Library Improvement Reserve	33,416	9,516	3,946	38,986
Fiduciary Funds:				
Payroll Withholdings	845	4,763	5,327	281
PLAC	729	1,140	1,673	196
Totals	<u>\$ 86,366</u>	<u>\$ 66,536</u>	<u>\$ 61,015</u>	<u>\$ 91,887</u>

The accompanying notes are an integral part of the financial information.

BARTON REES POGUE MEMORIAL PUBLIC LIBRARY
NOTES TO FINANCIAL INFORMATION

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.

BARTON REES POGUE MEMORIAL PUBLIC LIBRARY
SUPPLEMENTARY INFORMATION
SCHEDULE OF CAPITAL ASSETS

December 31, 2007

Capital assets are reported at actual or estimated historical cost based on appraisals or deflated current replacement cost. Contributed or donated assets are reported at estimated fair value at the time received.

<u>Primary Government</u>	<u>Ending Balance</u>
Governmental activities:	
Capital assets, not being depreciated:	
Machinery and equipment	<u>\$ 129,874</u>

BARTON REES POGUE MEMORIAL PUBLIC LIBRARY
EXAMINATION RESULTS AND COMMENTS

CONDITION OF RECORDS

The following deficiencies were noted during our examination:

- (1) Monthly reconcilements of the record balances to the depository balances were not presented for examination.

Indiana Code 5-13-6-1(e) states in part: "All local investment officers shall reconcile at least monthly the balance of public funds, as disclosed by the records of the local officers, with the balance statements provided by the respective depositories."

- (2) There were a considerable number of posting errors. These errors included disbursements not posted, disbursements posted twice and errors in recording payroll transactions.

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)

- (3) The balance of the Public Library Access Card Fund was decreased by \$155 on January 1, 2007. The balance in the "All Funds" column was increased by \$20,204 on December 1, 2007. No documentation was presented for these changes.

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DEPOSITS

Receipts from the sale of Public Library Access Cards (PLAC) were not deposited or posted in a timely manner. The average time from receipt to deposit for PLAC cards sold in 2006 was 17 days, with one deposit more than 80 days after receipt.

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."

BARTON REES POGUE MEMORIAL PUBLIC LIBRARY
EXIT CONFERENCE

The contents of this report were discussed on March 25, 2008, with Barbara Dixon, Director; and Marilyn Bottoms, Treasurer. The officials concurred with our findings.