

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

EXAMINATION REPORT

OF

JOYCE LIBRARY ASSOCIATION

STEUBEN COUNTY, INDIANA

January 1, 2006 to December 31, 2007



**FILED**  
12/31/2008



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## OFFICIALS

<u>Office</u>	<u>Official</u>	<u>Term</u>
Director	Wava Albright	01-01-06 to 12-31-08
Treasurer	Michael A. Tribble Celia Motz	01-01-06 to 12-31-07 01-01-08 to 12-31-08
President of the Board	Donald D. Albright Pat Kellett	01-01-06 to 12-31-07 01-01-08 to 12-31-08



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AN EQUAL OPPORTUNITY EMPLOYER

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INDEPENDENT ACCOUNTANT'S REPORT

TO: THE OFFICIALS OF JOYCE LIBRARY ASSOCIATION, STEUBEN COUNTY, INDIANA

We have examined the financial information presented herein of Joyce Library Association (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.

STATE BOARD OF ACCOUNTS

December 15, 2008

JOYCE LIBRARY ASSOCIATION  
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	\$ 13,528	\$ 20,651	\$ 16,479	\$ 17,700
Library Capital Projects	40,930	1,974	2,189	40,715
Fiduciary Fund:				
PLAC	-	94	94	-
Totals	<u>\$ 54,458</u>	<u>\$ 22,719</u>	<u>\$ 18,762</u>	<u>\$ 58,415</u>

	Cash and Investments 01-01-07	Receipts	Disbursements	Cash and Investments 12-31-07
Governmental Funds:				
General	\$ 17,700	\$ 15,771	\$ 17,748	\$ 15,723
Library Capital Projects	40,715	8,326	-	49,041
Fiduciary Fund:				
PLAC	-	60	60	-
Totals	<u>\$ 58,415</u>	<u>\$ 24,157</u>	<u>\$ 17,808</u>	<u>\$ 64,764</u>

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

JOYCE LIBRARY ASSOCIATION  
NOTES TO FINANCIAL INFORMATION

Note 1. Introduction

The Library was established under the laws of the State of Indiana. The Library provides the following services: culture and recreation, and general administrative 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 prepared and approved at the local level.

Note 4. Property Taxes

The Library does not receive any property tax distributions.

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.

JOYCE LIBRARY ASSOCIATION  
EXAMINATION RESULTS AND COMMENTS

LIBRARY ASSOCIATION BOARD MEETINGS

As stated in prior Report B28140, the Library Association does not meet monthly.

Indiana Code 36-12-2-23(b) states in part: "The library board shall meet: (1) at least monthly; and, (2) at any other time a meeting is necessary."

PRESCRIBED FORMS

The Library Association does not use forms and records prescribed by the State Board of Accounts for a public library, such as the Library Financial and Appropriation Records, claims, receipts, and checks. A similar comment appeared in prior Report B28140.

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)

OFFICIAL BOND

The Library Treasurer's official bonds were not filed in the Office of the County Recorder:

Indiana Code 36-12-2-22(g) states in part: "The treasurer shall give a surety bond for faithful performance of the treasurer's duty and for the accurate accounting of all money coming into the treasurer's custody. The bond must be: . . . (7) deposited in the office of the recorder of the county in which the library district is located."

CAPITAL ASSET RECORDS

The Library does not maintain capital asset records. The Library should have a complete inventory of all capital assets owned, including books, tapes, CD's and videos, which reflects their acquisition value.

JOYCE LIBRARY ASSOCIATION  
EXAMINATION RESULTS AND COMMENTS  
(Continued)

Every governmental unit should have a complete inventory of all capital assets owned which reflects their acquisition value. Such inventory should be recorded in the Capital Assets Ledger. A complete inventory should be taken every two years for good internal control and for verifying account balances carried in the accounting records. (Accounting and Uniform Compliance Guidelines Manual for Libraries, Chapter 4)

ANNUAL REPORT

An annual report for 2007 was not presented for examination.

Indiana Code 5-3-1-4 states in part: "(a) The state examiner shall require from every municipality and every state or local governmental unit, entity, or instrumentality financial reports covering the full period of each fiscal year. . . . (b) The following shall prepare, verify, and file the reports required under subsection (a) not later than sixty (60) days after the end of each year. . . (2) A public library."

100Rs NOT FILED

The Library did not file the 100Rs reports to the State Examiner as required by State Law.

Indiana Code 5-11-13-1 Sec.1. states in part: "Every state, county, city, town, township, or school official, elective or appointive, . . . shall during the month of January of each year prepare, make, and sign a written or printed certified report, correctly and completely showing the names and business addresses of each and all officers, employees, and agents in their respective offices, department, boards, commissions, and institutions, and the respective duties and compensation of each, and shall forthwith file said report in the office of the state examiner of the state board of accounts."

JOYCE LIBRARY ASSOCIATION  
EXIT CONFERENCE

The contents of this report were discussed on December 15, 2008, with Pat Kellett, President of the Board; and Celia Motz, Treasurer. The officials concurred with our findings.