

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

EXAMINATION REPORT  
OF  
EVANSVILLE WILLARD PUBLIC LIBRARY  
VANDERBURGH COUNTY, INDIANA  
January 1, 2008 to December 31, 2008



**FILED**  
11/02/2009



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OFFICIALS

<u>Office</u>	<u>Official</u>	<u>Term</u>
Director	Greg Hager	01-01-08 to 12-31-09
Treasurer	Steve Worthington	01-01-08 to 12-31-09
President of the Board	Marylu Sonntag Ward Peyronnin	01-01-08 to 05-11-08 05-12-08 to 12-31-09



**STATE OF INDIANA**  
AN EQUAL OPPORTUNITY EMPLOYER

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INDEPENDENT ACCOUNTANT'S REPORT

TO: THE OFFICIALS OF THE EVANSVILLE WILLARD PUBLIC  
LIBRARY, VANDERBURGH COUNTY, INDIANA

We have examined the financial information presented herein of the Evansville Willard Public Library (Library), for the period of January 1, 2008 to December 31, 2008. 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 year ended December 31, 2008, based on the criteria set forth in the uniform compliance guidelines established by the Indiana State Board of Accounts.

STATE BOARD OF ACCOUNTS

September 29, 2009

EVANSVILLE WILLARD PUBLIC LIBRARY  
SCHEDULE OF RECEIPTS, DISBURSEMENTS, AND CASH AND INVESTMENT BALANCES  
ALL GOVERNMENTAL AND FIDUCIARY FUND TYPES  
As Of And For The Year Ended December 31, 2008

	Cash and Investments 01-01-08	Receipts	Disbursements	Cash and Investments 12-31-08
Governmental Funds:				
General	\$ 25,428	\$ 866,038	\$ 868,125	\$ 23,341
Memorial	18,151	9,014	12,300	14,865
Special Projects	21,926	1,886	11,641	12,171
Euler	1,001	4,710	4,710	1,001
Library Foundation	2,998	5,138	5,839	2,297
Foundation Tree	1,748	-	-	1,748
Willard Investment	1,053,959	58,568	96,883	1,015,644
Thrall Art Endowment	38,814	2,813	1,056	40,571
Euler Endowment	590,078	27,867	25,169	592,776
Gumberts Endowment	17,761	6,423	694	23,490
Foundation Endowment	696,416	100,899	37,476	759,839
Thrall Fiction Endowment	101,401	8,020	505	108,916
Richardt Endowment	1,241,602	114,131	11,553	1,344,180
Fiduciary Fund:				
Payroll	109	505,620	505,760	(31)
Totals	<u>\$ 3,811,392</u>	<u>\$ 1,711,127</u>	<u>\$ 1,581,711</u>	<u>\$ 3,940,808</u>

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

EVANSVILLE WILLARD 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 by the Evansville Vanderburgh Public Library on behalf of the Library in accordance with Indiana Code 20-14-7-6 are collected by the County Treasurer and are distributed to the Evansville Vanderburgh Public Library in June and December. The Evansville Vanderburgh Public Library then distributes the property tax revenue to the Library. 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.

EVANSVILLE WILLARD 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.

EVANSVILLE WILLARD PUBLIC LIBRARY  
EXAMINATION RESULTS AND COMMENTS

OVERDRAWN FUND BALANCE

The Payroll Fund was overdrawn at the end of 2008.

The fund balance of any fund may not be reduced below zero. Routinely overdrawn funds could be an indicator of serious financial problems which should be investigated by the governmental unit. (Accounting and Uniform Compliance Guidelines Manual for Libraries, Chapter 4)

BANK ACCOUNT RECONCILIATIONS

Depository reconciliations of the fund balances to the bank account balances for the Operating Fund and the Payroll Fund were incorrect.

IC 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."

At all times, the manual and/or computerized records, subsidiary ledgers, control ledger, and reconciled bank balance should agree. If the reconciled bank balance is less than the subsidiary or control ledgers, then the responsible official or employee may be held personally responsible for the amount needed to balance the fund. (Accounting and Uniform Compliance Guidelines Manual for Libraries, Chapter 4)

EVANSVILLE WILLARD PUBLIC LIBRARY  
EXIT CONFERENCE

The contents of this report were discussed on September 29, 2009, with Greg Hager, Director; Steve Worthington, Treasurer; and Kathy Simpson, Business Manager. The officials concurred with our findings.