

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

EXAMINATION REPORT  
OF  
HARTFORD CITY PUBLIC LIBRARY  
BLACKFORD COUNTY, INDIANA  
January 1, 2007 to December 31, 2008



**FILED**  
11/05/2009



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OFFICIALS

<u>Office</u>	<u>Official</u>	<u>Term</u>
Director	Vicki Cecil	01-01-07 to 12-31-09
Treasurer	William E. Schantz Linda Leas	08-01-06 to 07-31-09 08-01-09 to 07-31-10
President of the Board	Richard C. Gerard	08-17-05 to 07-31-10



**STATE OF INDIANA**  
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INDEPENDENT ACCOUNTANT'S REPORT

TO: THE OFFICIALS OF THE HARTFORD CITY PUBLIC LIBRARY, BLACKFORD COUNTY, INDIANA

We have examined the financial information presented herein of the Hartford City Public Library (Library), for the period of January 1, 2007 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 years ended December 31, 2007 and 2008, 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. It 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

September 22, 2009

HARTFORD CITY 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, 2007 And 2008

	Cash and Investments 01-01-07	Receipts	Disbursements	Cash and Investments 12-31-07
Governmental Funds:				
General	\$ 87,615	\$ 415,976	\$ 355,793	\$ 147,798
Gift	1,982	-	-	1,982
Summer Reading Program	1,340	75	667	748
HCPL Cookbook	405	-	-	405
Bond and Interest Redemption	814	47	861	-
Library Improvement Reserve	22,391	10,000	6,250	26,141
State Tech Grant	1,575	2,700	1,575	2,700
Fiduciary Funds:				
Payroll Withholdings	536	6,163	6,431	268
PLAC	62	180	182	60
Totals	<u>\$ 116,720</u>	<u>\$ 435,141</u>	<u>\$ 371,759</u>	<u>\$ 180,102</u>
	Cash and Investments 01-01-08	Receipts	Disbursements	Cash and Investments 12-31-08
Governmental Funds:				
General	\$ 147,798	\$ 450,175	\$ 469,588	\$ 128,385
Gift	1,982	165	-	2,147
Summer Reading Program	748	200	306	642
HCPL Cookbook	405	-	-	405
Library Improvement Reserve	26,141	30,000	-	56,141
State Tech Grant	2,700	2,700	2,700	2,700
Library Capital Projects	-	23,398	-	23,398
Fiduciary Funds:				
Payroll Withholdings	268	8,518	8,424	362
PLAC	60	240	240	60
Totals	<u>\$ 180,102</u>	<u>\$ 515,396</u>	<u>\$ 481,258</u>	<u>\$ 214,240</u>

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

HARTFORD CITY PUBLIC LIBRARY  
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 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.

HARTFORD CITY 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. Subsequent Event

In the Year 2009 the Library obtained a line of credit which totaled \$100,000 to provide cash flow due to the delay in property tax distributions. To date the Library has not drawn against this line of credit.

HARTFORD CITY PUBLIC LIBRARY  
SUPPLEMENTARY INFORMATION  
SCHEDULE OF CAPITAL ASSETS

For The Year Ended December 31, 2008

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:	
Land	\$ 69,859
Buildings	1,000,000
Improvements other than buildings	3,700
Books	1,716,840
Machinery and equipment	<u>49,183</u>
Total governmental activities, capital assets not being depreciated	<u>\$ 2,839,582</u>

HARTFORD CITY PUBLIC LIBRARY  
EXIT CONFERENCE

The contents of this report were discussed on September 22, 2009, with Richard C. Gerard, President of the Board; Linda Leas, Treasurer; Vicki Cecil, Director; and Pam Bolt, Bookkeeper. Our examination disclosed no material items that warrant comment at this time.