

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

FINANCIAL STATEMENTS EXAMINATION REPORT
OF
H.F. SCHRICKER-STARKE COUNTY PUBLIC LIBRARY
STARKE COUNTY, INDIANA
January 1, 2012 to December 31, 2014



FILED
03/15/2016

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SCHEDULE OF OFFICIALS

<u>Office</u>	<u>Official</u>	<u>Term</u>
Director	Sheila Urwiler (Vacant) Kellie Marshall (Interim) Rose Frost	01-01-12 to 08-08-14 08-09-14 08-10-14 to 03-31-15 04-01-15 to 12-31-15
Treasurer	David A. Bullock	01-01-12 to 12-31-15
President of the Board	Elizabeth Lawrence	01-01-12 to 12-31-15



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INDEPENDENT ACCOUNTANT'S REPORT

TO: THE OFFICIALS OF THE H.F. SCHRICKER-STARKE COUNTY
PUBLIC LIBRARY, STARKE COUNTY, INDIANA

We have examined the accompanying financial statements of the H.F. Schricker-Starke County Public Library (Library), for the period of January 1, 2012 to December 31, 2014. The financial statements are the responsibility of the Library's management. Our responsibility is to express an opinion on the financial statements 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 statements and performing such other procedures as we considered necessary in the circumstances. We believe that our examination provides a reasonable basis for our opinion.

As discussed in Note 1, the Library prepares its financial statements on the prescribed basis of accounting that demonstrates compliance with the reporting requirements established by the Indiana State Board of Accounts as allowed by state statute (IC 5-11-1-6), which is a comprehensive basis of accounting other than accounting principles generally accepted in the United States of America. The effects on the financial statements of the variances between these regulatory accounting practices and accounting principles generally accepted in the United States of America, although not reasonably determinable, are presumed to be material.

In our opinion, because of the matter discussed in the preceding paragraph, the financial statements referred to above do not present fairly, in conformity with accounting principles generally accepted in the United States of America, the financial position and results of operations of the Library for the period of January 1, 2012 to December 31, 2014.

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position and results of operations of the Library for the period of January 1, 2012 to December 31, 2014, on the basis of accounting described in Note 1.

Our examination was conducted for the purpose of forming an opinion on the Library's financial statements. The Combining Schedules of Receipts, Disbursements, and Cash and Investment Balances - Regulatory Basis, Schedule of Leases and Debt, and Schedule of Capital Assets, as listed in the Table of Contents, are presented for additional analysis and are not required parts of the financial statements. They have not been subjected to the examination procedures applied to the financial statements and, accordingly, we express no opinion on them.

Paul D. Joyce
Paul D. Joyce, CPA
State Examiner

November 18, 2015

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FINANCIAL STATEMENTS AND ACCOMPANYING NOTES

The financial statements and accompanying notes were approved by management of the Library.
The financial statements and notes are presented as intended by the Library.

H.F. SCHRICKER-STARKE COUNTY PUBLIC LIBRARY
STATEMENT OF RECEIPTS, DISBURSEMENTS, AND CASH AND INVESTMENT BALANCES -
REGULATORY BASIS
For the Year Ended December 31, 2012

Fund	Cash and Investments 01-01-12	Receipts	Disbursements	Cash and Investments 12-31-12
Operating Fund	\$ 241,226	\$ 1,074,075	\$ 1,122,433	\$ 192,868
Rainy Day Fund	235,277	11,080	-	246,357
L.I.R.F. Fund	24,476	29	-	24,505
Construction Fund	-	1,547,226	38,662	1,508,564
Gift Fund	10,080	1,132	5,700	5,512
Debt Service Fund	1,764,439	63,077	1,728,909	98,607
Capital Projects Fund	37,859	-	37,859	-
Payroll	5,880	683,535	686,563	2,852
Totals	<u>\$ 2,319,237</u>	<u>\$ 3,380,154</u>	<u>\$ 3,620,126</u>	<u>\$ 2,079,265</u>

The notes to the financial statements are an integral part of this statement.

H.F. SCHRICKER-STARKE COUNTY PUBLIC LIBRARY
STATEMENT OF RECEIPTS, DISBURSEMENTS, AND CASH AND INVESTMENT BALANCES -
REGULATORY BASIS
For the Years Ended December 31, 2013 and 2014

Fund	Cash and Investments 01-01-13	Receipts	Disbursements	Cash and Investments 12-31-13	Receipts	Disbursements	Cash and Investments 12-31-14
Operating Fund	\$ 192,868	\$ 1,065,753	\$ 1,123,127	\$ 135,494	\$ 1,108,323	\$ 1,080,139	\$ 163,678
Rainy Day Fund	246,357	10,439	-	256,796	-	30,000	226,796
Levy Excess Fund	-	-	-	-	44	-	44
L.I.R.F. Fund	24,505	21	-	24,526	-	-	24,526
Construction Fund	1,508,564	-	1,101,846	406,718	68,561	475,279	-
Gift Fund	5,512	5,402	2,136	8,778	5,414	2,141	12,051
Debt Service Fund	98,607	165,422	132,138	131,891	75,847	198,147	9,591
Payroll	2,852	707,391	704,595	5,648	711,342	709,051	7,939
Totals	<u>\$ 2,079,265</u>	<u>\$ 1,954,428</u>	<u>\$ 3,063,842</u>	<u>\$ 969,851</u>	<u>\$ 1,969,531</u>	<u>\$ 2,494,757</u>	<u>\$ 444,625</u>

The notes to the financial statements are an integral part of this statement.

H.F. SCHRICKER-STARKE COUNTY PUBLIC LIBRARY
NOTES TO FINANCIAL STATEMENT

Note 1. Summary of Significant Accounting Policies

A. Reporting Entity

The Library was established under the laws of the State of Indiana. The Library operates under an appointed governing board and provides culture services.

The accompanying financial statements present the financial information for the Library.

B. Basis of Accounting

The financial statements are reported on a regulatory basis of accounting prescribed by the Indiana State Board of Accounts in accordance with state statute (IC 5-11-1-6), which is a comprehensive basis of accounting other than accounting principles generally accepted in the United States of America. The basis of accounting involves the reporting of only cash and investments and the changes therein resulting from cash inflows (receipts) and cash outflows (disbursements) reported in the period in which they occurred.

The regulatory basis of accounting differs from accounting principles generally accepted in the United States of America, in that receipts are recognized when received in cash, rather than when earned, and disbursements are recognized when paid, rather than when a liability is incurred.

C. Cash and Investments

Investments are stated at cost. Any changes in fair value of the investments are reported as receipts in the year of the sale of the investment.

D. Receipts

Receipts are presented in the aggregate on the face of the financial statements. The aggregate receipts may include the following sources:

Taxes which can include one or more of the following: property taxes, certified shares (local option tax), property tax replacement credit (local option tax), county option income tax, wheel tax, innkeepers tax, food and beverage tax, county economic development income tax, boat and trailer excise tax, county adjusted gross income tax, and other taxes that are set by the Library.

Licenses and permits which include amounts received from businesses, occupations, or nonbusinesses that must be licensed before doing business within the government's jurisdiction or permits levied according to the benefits presumably conferred by the permit. Examples of licenses and permits include: peddler licenses, dog tax licenses, auctioneer license, building and planning permits, demolition permits, electrical permits, sign permits, and gun permits.

Intergovernmental receipts which include receipts from other governments in the form of operating grants, entitlements, or payments in lieu of taxes. Examples of this type of receipts include, but are not limited to: federal grants, state grants, cigarette tax distributions received from the state, motor vehicle highway distribution received from the

H.F. SCHRICKER-STARKE COUNTY PUBLIC LIBRARY
NOTES TO FINANCIAL STATEMENT
(Continued)

state, local road and street distribution received from the state, financial institution tax received from the state, auto excise surtax received from the state, commercial vehicle excise tax received from the state, major moves distributions received from the state, and riverboat receipts received from the county.

Charges for services which can include, but are not limited to the following: planning commission charges, building department charges, copies of public records, copy machine charges, accident report copies, gun permit applications, 911 telephone services, recycling fees, dog pound fees, emergency medical service fees, park rental fees, swimming pool receipts, cable tv receipts, ordinance violations, fines and fees, bond forfeitures, court costs, and court receipts.

Fines and forfeits which include receipts derived from fines and penalties imposed for the commission of statutory offenses, violation of lawful administrative rules and regulations (fines), and for the neglect of official duty and monies derived from confiscating deposits held as performance guarantees (forfeitures).

Other receipts which include amounts received from various sources which can include, but are not limited to the following: net proceeds from borrowings; interfund loan activity; transfers authorized by statute, ordinance, resolution, or court order; internal service receipts; and fiduciary receipts.

E. Disbursements

Disbursements are presented in the aggregate on the face of the financial statements. The aggregate disbursements may include the following uses:

Personal services include outflows for salaries, wages, and related employee benefits provided for all persons employed. In those units where sick leave, vacation leave, overtime compensation, and other such benefits are appropriated separately, such payments would also be included.

Supplies which include articles and commodities that are entirely consumed and materially altered when used and/or show rapid depreciation after use for a short period of time. Examples of supplies include office supplies, operating supplies, and repair and maintenance supplies.

Other services and charges which include, but are not limited to: professional services, communication and transportation, printing and advertising, insurance, utility services, repairs and maintenance, and rental charges.

Debt service principal and interest which include fixed obligations resulting from financial transactions previously entered into by the Library. It includes all expenditures for the reduction of the principal and interest of the Library's general obligation indebtedness.

Capital outlay which include all outflows for land, infrastructure, buildings, improvements, and machinery and equipment having an appreciable and calculable period of usefulness.

Other disbursements which include, but are not limited to the following: interfund loan payments, loans made to other funds, internal service disbursements, and transfers out that are authorized by statute, ordinance, resolution, or court order.

H.F. SCHRICKER-STARKE COUNTY PUBLIC LIBRARY
NOTES TO FINANCIAL STATEMENT
(Continued)

F. Interfund Transfers

The Library may, from time to time, transfer money from one fund to another. These transfers, if any, are included as a part of the receipts and disbursements of the affected funds and as a part of total receipts and disbursements. The transfers are used for cash flow purposes as provided by various statutory provisions.

G. Fund Accounting

Separate funds are established, maintained, and reported by the Library. Each fund is used to account for money received from and used for specific sources and uses as determined by various regulations. Restrictions on some funds are set by statute while other funds are internally restricted by the Library. The money accounted for in a specific fund may only be available for use for certain, legally restricted purposes. Additionally, some funds are used to account for assets held by the Library in a trustee capacity as an agent of individuals, private organizations, other funds, or other governmental units and therefore the funds cannot be used for any expenditures of the unit itself.

Note 2. Budgets

The operating budget is initially prepared and approved at the local level. The fiscal officer of the Library submits a proposed operating budget to the governing board for the following calendar year. The budget is advertised as required by law. Prior to adopting the budget, the governing board conducts public hearings and obtains taxpayer comments. Prior to November 1, the governing board approves the budget for the next year. The budget for funds for which property taxes are levied or highway use taxes are received is subject to final approval by the Indiana Department of Local Government Finance.

Note 3. Property Taxes

Property taxes levied are collected by the County Treasurer and are scheduled to be distributed to the Library in June and December; however, situations can arise which would delay the distributions. 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 percent 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 normally become delinquent if not paid by May 10 and November 10, respectively.

Note 4. Deposits and Investments

Deposits, made in accordance with state statute (IC 5-13), with financial institutions in the State of Indiana at year end should be 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 statutes authorize 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.

H.F. SCHRICKER-STARKE COUNTY PUBLIC LIBRARY
NOTES TO FINANCIAL STATEMENT
(Continued)

Note 5. Risk Management

The Library may be exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions; job related illnesses or injuries to employees; medical benefits to employees, retirees, and dependents; and natural disasters.

These risks can be mitigated through the purchase of insurance, establishment of a self-insurance fund, and/or participation in a risk pool. The purchase of insurance transfers the risk to an independent third party. The establishment of a self-insurance fund allows the Library to set aside money for claim settlements. The self-insurance fund would be included in the financial statement. The purpose of participation in a risk pool is to provide a medium for the funding and administration of the risks.

Note 6. Pension Plan

Public Employees' Retirement Fund

Plan Description

The Indiana Public Employees' Retirement Fund (PERF) is a defined benefit pension plan. PERF is a cost-sharing 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 Indiana Public Retirement System (INPRS) 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 percent of compensation, plus the interest credited to the member's account. The employer may elect to make the contributions on behalf of the member.

INPRS 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:

Indiana Public Retirement System
One North Capitol, Suite 001
Indianapolis, IN 46204
Ph. (888) 526-1687

Funding Policy and Annual Pension Cost

The contribution requirements of the plan members for PERF are established by the Board of Trustees of INPRS.

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OTHER INFORMATION - UNAUDITED

The Library's Annual Report information can be found on the Gateway website: <https://gateway.ifionline.org/>.

Differences may be noted between the financial information presented in the financial statements contained in this report and the financial information presented in the Annual Reports of the Library which are referenced above. These differences, if any, are due to adjustments made to the financial information during the course of the examination. This is a common occurrence in any financial statement examination. The financial information presented in this report is examined information, and the accuracy of such information can be determined by reading the opinion given in the Independent Accountant's Report.

The other information presented was approved by management of the Library. It is presented as intended by the Library.

H.F. SCHRICKER-STARKE COUNTY PUBLIC LIBRARY
 COMBINING SCHEDULE OF RECEIPTS, DISBURSEMENTS, AND
 CASH AND INVESTMENT BALANCES - REGULATORY BASIS
 For the Year Ended December 31, 2012

	Operating Fund	Rainy Day Fund	L.I.R.F. Fund	Construction Fund	Gift Fund	Debt Service Fund	Capital Projects Fund	Payroll	Totals
Cash and investments - beginning	\$ 241,226	\$ 235,277	\$ 24,476	\$ -	\$ 10,080	\$ 1,764,439	\$ 37,859	\$ 5,880	\$ 2,319,237
Receipts:									
Taxes	840,003	-	-	-	-	57,842	-	-	897,845
Intergovernmental	192,500	10,802	-	-	-	5,235	-	-	208,537
Charges for services	13,276	-	-	-	-	-	-	-	13,276
Fines and forfeits	12,071	-	-	-	-	-	-	-	12,071
Other receipts	16,225	278	29	1,547,226	1,132	-	-	683,535	2,248,425
Total receipts	1,074,075	11,080	29	1,547,226	1,132	63,077	-	683,535	3,380,154
Disbursements:									
Personal services	683,535	-	-	-	-	-	-	-	683,535
Supplies	33,072	-	-	-	-	-	-	-	33,072
Other services and charges	190,840	-	-	-	-	44,296	37,859	-	272,995
Debt service - principal and interest	-	-	-	-	-	137,387	-	-	137,387
Capital outlay	214,986	-	-	38,662	-	-	-	-	253,648
Other disbursements	-	-	-	-	5,700	1,547,226	-	686,563	2,239,489
Total disbursements	1,122,433	-	-	38,662	5,700	1,728,909	37,859	686,563	3,620,126
Excess (deficiency) of receipts over disbursements	(48,358)	11,080	29	1,508,564	(4,568)	(1,665,832)	(37,859)	-	(239,972)
Cash and investments - ending	\$ 192,868	\$ 246,357	\$ 24,505	\$ 1,508,564	\$ -	\$ 98,607	\$ -	\$ -	\$ 2,079,265

H.F. SCHRICKER-STARKE COUNTY PUBLIC LIBRARY
 COMBINING SCHEDULE OF RECEIPTS, DISBURSEMENTS, AND
 CASH AND INVESTMENT BALANCES - REGULATORY BASIS
 For the Year Ended December 31, 2013

	Operating Fund	Rainy Day Fund	Levy Excess Fund	L.I.R.F. Fund	Construction Fund	Gift Fund	Debt Service Fund	Payroll	Totals
Cash and investments - beginning	\$ 192,868	\$ 246,357	\$ -	\$ 24,505	\$ 1,508,564	\$ 5,512	\$ 98,607	\$ 2,852	\$ 2,079,265
Receipts:									
Taxes	844,069	-	-	-	-	-	149,028	-	993,097
Intergovernmental	187,705	-	-	-	-	-	16,310	-	204,015
Fines and Forfeitures	18,396	-	-	-	-	-	-	-	18,396
Charges for services	7,528	-	-	-	-	-	-	-	7,528
Other receipts	8,055	10,439	-	21	-	5,402	84	707,391	731,392
Total receipts	1,065,753	10,439	-	21	-	5,402	165,422	707,391	1,954,428
Disbursements:									
Personal services	709,546	-	-	-	-	-	-	704,595	1,414,141
Supplies	23,273	-	-	-	-	-	-	-	23,273
Other services and charges	200,049	-	-	-	-	-	-	-	200,049
Debt service - principal and interest	-	-	-	-	-	-	132,138	-	132,138
Capital outlay	180,231	-	-	-	1,101,846	-	-	-	1,282,077
Other disbursements	10,028	-	-	-	-	2,136	-	-	12,164
Total disbursements	1,123,127	-	-	-	1,101,846	2,136	132,138	704,595	3,063,842
Excess (deficiency) of receipts over disbursements	(57,374)	10,439	-	21	(1,101,846)	3,266	33,284	2,796	(1,109,414)
Cash and investments - ending	\$ 135,494	\$ 256,796	\$ -	\$ 24,526	\$ 406,718	\$ 8,778	\$ 131,891	\$ 5,648	\$ 969,851

H.F. SCHRICKER-STARKE COUNTY PUBLIC LIBRARY
 COMBINING SCHEDULE OF RECEIPTS, DISBURSEMENTS, AND
 CASH AND INVESTMENT BALANCES - REGULATORY BASIS
 For the Year Ended December 31, 2014

	Operating Fund	Rainy Day Fund	Levy Excess Fund	L.I.R.F. Fund	Construction Fund	Gift Fund	Debt Service Fund	Payroll	Totals
Cash and investments - beginning	\$ 135,494	\$ 256,796	\$ -	\$ 24,526	\$ 406,718	\$ 8,778	\$ 131,891	\$ 5,648	\$ 969,851
Receipts:									
Taxes	882,676	-	44	-	-	-	70,271	-	952,991
Intergovernmental	198,180	-	-	-	-	-	5,576	-	203,756
Charges for services	7,710	-	-	-	-	-	-	-	7,710
Fines and forfeits	15,768	-	-	-	-	-	-	-	15,768
Other receipts	3,989	-	-	-	68,561	5,414	-	711,342	789,306
Total receipts	1,108,323	-	44	-	68,561	5,414	75,847	711,342	1,969,531
Disbursements:									
Personal services	681,612	-	-	-	-	-	-	-	681,612
Supplies	21,344	-	-	-	-	-	-	-	21,344
Other services and charges	213,811	-	-	-	-	-	-	-	213,811
Debt service - principal and interest	-	-	-	-	-	-	129,586	-	129,586
Capital outlay	163,372	30,000	-	-	475,279	-	-	-	668,651
Other disbursements	-	-	-	-	-	2,141	68,561	709,051	779,753
Total disbursements	1,080,139	30,000	-	-	475,279	2,141	198,147	709,051	2,494,757
Excess (deficiency) of receipts over disbursements	28,184	(30,000)	44	-	(406,718)	3,273	(122,300)	2,291	(525,226)
Cash and investments - ending	\$ 163,678	\$ 226,796	\$ 44	\$ 24,526	\$ -	\$ 12,051	\$ 9,591	\$ 7,939	\$ 444,625

H.F. SCHRICKER-STARKE COUNTY PUBLIC LIBRARY
 SCHEDULE OF LEASES AND DEBT
 December 31, 2014

Description of Debt		Ending Principal Balance	Principal and Interest Due Within One Year
Type	Purpose		
Governmental activities: General obligation bonds	Expansion and remodel of main building	\$ 1,580,000	\$ 128,309
Totals		<u>\$ 1,580,000</u>	<u>\$ 128,309</u>

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H.F. SCHRICKER-STARKE COUNTY PUBLIC LIBRARY
 SCHEDULE OF CAPITAL ASSETS
 December 31, 2014

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.

	Ending Balance
Governmental activities:	
Land	\$ 47,411
Buildings	3,449,450
Improvements other than buildings	96,335
Machinery, equipment, and vehicles	278,929
Books and other	1,805,326
Total governmental activities	5,677,451
Total capital assets	\$ 5,677,451

OTHER REPORTS

In addition to this report, other reports may have been issued for the Library. All reports can be found on the Indiana State Board of Accounts' website: <http://www.in.gov/sboa/>.