

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

FINANCIAL STATEMENT AUDIT REPORT

OF

GARRETT PUBLIC LIBRARY

DEKALB COUNTY, INDIANA

January 1, 2016 to December 31, 2017



**FILED**  
08/14/2018



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SCHEDULE OF OFFICIALS

<u>Office</u>	<u>Official</u>	<u>Term</u>
Director	Matthew Etzel Nicholas Stephan	01-01-16 to 01-28-18 01-29-18 to 12-31-18
Treasurer	Mary Placencia Todd Custer	01-01-16 to 12-31-16 01-01-17 to 12-31-18
President of the Library Board	Ryan Myers	01-01-16 to 12-31-18



**STATE OF INDIANA**  
AN EQUAL OPPORTUNITY EMPLOYER

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INDEPENDENT AUDITOR'S REPORT

TO: THE OFFICIALS OF THE GARRETT PUBLIC LIBRARY, DEKALB COUNTY, INDIANA

**Report on the Financial Statement**

We have audited the accompanying financial statement of the Garrett Public Library (Library), which comprises the financial position and results of operations for the period of January 1, 2016 to December 31, 2017, and the related notes to the financial statement as listed in the Table of Contents.

***Management's Responsibility for the Financial Statement***

Management is responsible for the preparation and fair presentation of this financial statement in accordance with the financial reporting provisions of the Indiana State Board of Accounts as allowed by state statute (IC 5-11-1-6). Management is responsible for and has determined that the regulatory basis of accounting, as established by the Indiana State Board of Accounts, is an acceptable basis of presentation. Management is also responsible for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of a financial statement that is free from material misstatement, whether due to fraud or error.

***Auditor's Responsibility***

Our responsibility is to express an opinion on this financial statement based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statement is free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statement. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statement, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the Library's preparation and fair presentation of the financial statement in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Library's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statement.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

INDEPENDENT AUDITOR'S REPORT  
(Continued)

***Basis for Adverse Opinion on U.S. Generally Accepted Accounting Principles***

As discussed in Note 1 to the financial statement, the Library prepares its financial statement 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 basis of accounting other than accounting principles generally accepted in the United States of America.

The effects on the financial statement of the variances between the regulatory basis of accounting described in Note 1 and accounting principles generally accepted in the United States of America, although not reasonably determinable, are presumed to be material.

***Adverse Opinion on U.S. Generally Accepted Accounting Principles***

In our opinion, because of the significance of the matter discussed in the *Basis for Adverse Opinion on U.S. Generally Accepted Accounting Principles* paragraph, the financial statement referred to above does not present fairly, in accordance 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, 2016 to December 31, 2017.


***Opinion on Regulatory Basis of Accounting***

In our opinion, the financial statement referred to above presents fairly, in all material respects, the financial position and results of operations of the Library for the period of January 1, 2016 to December 31, 2017, in accordance with the financial reporting provisions of the Indiana State Board of Accounts described in Note 1.

***Other Matters***

*Other Information*

Our audit was conducted for the purpose of forming an opinion on the Library's financial statement. 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 statement. They have not been subjected to the auditing procedures applied by us in the audit of the financial statement and, accordingly, we express no opinion on them.

  
Paul D. Joyce, CPA  
State Examiner

July 24, 2018

## FINANCIAL STATEMENT AND ACCOMPANYING NOTES

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

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GARRETT PUBLIC LIBRARY  
STATEMENT OF RECEIPTS, DISBURSEMENTS, AND CASH  
AND INVESTMENT BALANCES - REGULATORY BASIS  
For the Years Ended December 31, 2016 and 2017

Fund	Cash and Investments 01-01-16	Receipts	Disbursements	Cash and Investments 12-31-16	Receipts	Disbursements	Cash and Investments 12-31-17
Operating	\$ 399,003	\$ 703,148	\$ 665,392	\$ 436,759	\$ 738,081	\$ 676,926	\$ 497,914
Rainy Day	170,814	181,918	29,065	323,667	-	53,759	269,908
Excess Levy	5	-	5	-	-	-	-
Library Improvement Reserve	361,004	50,000	114,771	296,233	-	-	296,233
PLAC	-	65	65	-	65	65	-
Expansion	4,992	-	-	4,992	-	-	4,992
Bond Debt Service	84,676	143,516	148,461	79,731	152,473	146,646	85,558
Evergreen Indiana	-	94	28	66	295	249	112
Petty Cash	100	-	-	100	-	-	100
Payroll Withholding	107	60,668	60,651	124	61,139	61,142	121
State Technology	6,584	2,370	5,783	3,171	5,629	5,559	3,241
Gift	10,198	4,780	1,463	13,515	12,220	54	25,681
Grant	6,489	-	-	6,489	-	-	6,489
Totals	<u>\$ 1,043,972</u>	<u>\$ 1,146,559</u>	<u>\$ 1,025,684</u>	<u>\$ 1,164,847</u>	<u>\$ 969,902</u>	<u>\$ 944,400</u>	<u>\$ 1,190,349</u>

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

GARRETT 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 a governing board and provides culture services.

The accompanying financial statement presents the financial information for the Library.

*B. Basis of Accounting*

The financial statement is 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 statement. The aggregate receipts include the following sources:

*Taxes.* Amounts received from one or more of the following: property tax, certified shares (local option tax), property tax replacement credit (local option tax), county option income tax, wheel tax, innkeeper's 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.

*Intergovernmental receipts.* Amounts received from other governments in the form of operating grants, entitlements, or payments in lieu of taxes. Examples of intergovernmental receipts include, but are not limited to, the following: federal grants, state grants, cigarette tax distributions received from the state, motor vehicle highway distributions received from the state, local road and street distributions 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.

GARRETT PUBLIC LIBRARY  
NOTES TO FINANCIAL STATEMENT  
(Continued)

*Charges for services.* Amounts received for services including, but not limited to, the following: planning commission charges, building department charges, copies of public records, copy machines 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.* Amounts received 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.* Amounts received from various sources, including, but 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 statement. The aggregate disbursements include the following uses:

*Personal services.* Amounts disbursed 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.* Amounts disbursed for 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, but are not limited to, the following: office supplies, operating supplies, and repair and maintenance supplies.

*Other services and charges.* Amounts disbursed for services including, but not limited to, the following: professional services, communication and transportation, printing and advertising, insurance, utility services, repairs and maintenance, and rental charges.

*Debt service - principal and interest.* Amounts disbursed for 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.* Amounts disbursed for land, infrastructure, buildings, improvements, and machinery and equipment having an appreciable and calculable period of usefulness.

*Other disbursements.* Amounts disbursed for various other purposes including, but 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.

GARRETT PUBLIC LIBRARY  
NOTES TO FINANCIAL STATEMENT  
(Continued)

*F. Interfund Transfers*

The Library may, from time to time, make transfers 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 amounts 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 amounts 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 lien date (March 1 in a year ending before January 1, 2016 and January 1 in a year beginning after December 31, 2015) 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.

GARRETT PUBLIC LIBRARY  
NOTES TO FINANCIAL STATEMENT  
(Continued)

State statutes authorize the Library to invest in securities including, but not limited to, the following: federal government securities, repurchase agreements, and certain money market mutual funds. Certain other statutory restrictions apply to all investments made by local governmental units.

**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 Financial Reports information can be found on the Indiana Gateway for Government Units website: <https://gateway.ifionline.org/>.

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

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

GARRETT PUBLIC LIBRARY  
 COMBINING SCHEDULE OF RECEIPTS, DISBURSEMENTS, AND  
 CASH AND INVESTMENT BALANCES - REGULATORY BASIS  
 For the Year Ended December 31, 2016

	Operating	Rainy Day	Excess Levy	Library Improvement Reserve	PLAC	Expansion	Bond Debt Service
Cash and investments - beginning	\$ 399,003	\$ 170,814	\$ 5	\$ 361,004	\$ -	\$ 4,992	\$ 84,676
Receipts:							
Taxes	497,805	-	-	-	-	-	134,164
Intergovernmental receipts	192,749	67,147	-	-	-	-	9,352
Charges for services	-	-	-	-	65	-	-
Fines and forfeits	11,379	-	-	-	-	-	-
Other receipts	1,215	114,771	-	50,000	-	-	-
Total receipts	<u>703,148</u>	<u>181,918</u>	<u>-</u>	<u>50,000</u>	<u>65</u>	<u>-</u>	<u>143,516</u>
Disbursements:							
Personal services	417,306	-	-	-	-	-	-
Supplies	14,514	-	-	-	-	-	-
Other services and charges	100,624	29,065	-	-	-	-	-
Debt service - principal and interest	-	-	-	-	-	-	148,461
Capital outlay	80,112	-	-	-	-	-	-
Other disbursements	52,836	-	5	114,771	65	-	-
Total disbursements	<u>665,392</u>	<u>29,065</u>	<u>5</u>	<u>114,771</u>	<u>65</u>	<u>-</u>	<u>148,461</u>
Excess (deficiency) of receipts over disbursements	<u>37,756</u>	<u>152,853</u>	<u>(5)</u>	<u>(64,771)</u>	<u>-</u>	<u>-</u>	<u>(4,945)</u>
Cash and investments - ending	<u>\$ 436,759</u>	<u>\$ 323,667</u>	<u>\$ -</u>	<u>\$ 296,233</u>	<u>\$ -</u>	<u>\$ 4,992</u>	<u>\$ 79,731</u>

GARRETT PUBLIC LIBRARY  
 COMBINING SCHEDULE OF RECEIPTS, DISBURSEMENTS, AND  
 CASH AND INVESTMENT BALANCES - REGULATORY BASIS  
 For the Year Ended December 31, 2016

	Evergreen Indiana	Petty Cash	Payroll Withholding	State Technology	Gift	Grant	Totals
Cash and investments - beginning	\$ -	\$ 100	\$ 107	\$ 6,584	\$ 10,198	\$ 6,489	\$ 1,043,972
Receipts:							
Taxes	-	-	-	-	-	-	631,969
Intergovernmental receipts	-	-	-	-	-	-	269,248
Charges for services	-	-	-	-	-	-	65
Fines and forfeits	94	-	-	-	-	-	11,473
Other receipts	-	-	60,668	2,370	4,780	-	233,804
Total receipts	94	-	60,668	2,370	4,780	-	1,146,559
Disbursements:							
Personal services	-	-	-	-	-	-	417,306
Supplies	-	-	60,619	-	419	-	75,552
Other services and charges	-	-	32	-	1,044	-	130,765
Debt service - principal and interest	-	-	-	-	-	-	148,461
Capital outlay	-	-	-	-	-	-	80,112
Other disbursements	28	-	-	5,783	-	-	173,488
Total disbursements	28	-	60,651	5,783	1,463	-	1,025,684
Excess (deficiency) of receipts over disbursements	66	-	17	(3,413)	3,317	-	120,875
Cash and investments - ending	\$ 66	\$ 100	\$ 124	\$ 3,171	\$ 13,515	\$ 6,489	\$ 1,164,847

GARRETT PUBLIC LIBRARY  
 COMBINING SCHEDULE OF RECEIPTS, DISBURSEMENTS, AND  
 CASH AND INVESTMENT BALANCES - REGULATORY BASIS  
 For the Year Ended December 31, 2017

	Operating	Rainy Day	Excess Levy	Library Improvement Reserve	PLAC	Expansion	Bond Debt Service
Cash and investments - beginning	\$ 436,759	\$ 323,667	\$ -	\$ 296,233	\$ -	\$ 4,992	\$ 79,731
Receipts:							
Taxes	685,876	-	-	-	-	-	141,778
Intergovernmental receipts	40,074	-	-	-	-	-	10,695
Charges for services	-	-	-	-	65	-	-
Fines and forfeits	10,125	-	-	-	-	-	-
Other receipts	2,006	-	-	-	-	-	-
Total receipts	738,081	-	-	-	65	-	152,473
Disbursements:							
Personal services	456,473	-	-	-	-	-	-
Supplies	16,961	-	-	-	-	-	-
Other services and charges	133,915	53,759	-	-	-	-	-
Debt service - principal and interest	-	-	-	-	-	-	146,646
Capital outlay	68,893	-	-	-	-	-	-
Other disbursements	684	-	-	-	65	-	-
Total disbursements	676,926	53,759	-	-	65	-	146,646
Excess (deficiency) of receipts over disbursements	61,155	(53,759)	-	-	-	-	5,827
Cash and investments - ending	\$ 497,914	\$ 269,908	\$ -	\$ 296,233	\$ -	\$ 4,992	\$ 85,558

GARRETT PUBLIC LIBRARY  
 COMBINING SCHEDULE OF RECEIPTS, DISBURSEMENTS, AND  
 CASH AND INVESTMENT BALANCES - REGULATORY BASIS  
 For the Year Ended December 31, 2017

	Evergreen Indiana	Petty Cash	Payroll Withholding	State Technology	Gift	Grant	Totals
Cash and investments - beginning	\$ 66	\$ 100	\$ 124	\$ 3,171	\$ 13,515	\$ 6,489	\$ 1,164,847
Receipts:							
Taxes	-	-	-	-	-	-	827,654
Intergovernmental receipts	-	-	-	-	-	-	50,769
Charges for services	-	-	-	-	-	-	65
Fines and forfeits	295	-	-	-	-	-	10,420
Other receipts	-	-	61,139	5,629	12,220	-	80,994
Total receipts	295	-	61,139	5,629	12,220	-	969,902
Disbursements:							
Personal services	-	-	-	-	-	-	456,473
Supplies	-	-	60,959	-	54	-	77,974
Other services and charges	-	-	-	-	-	-	187,674
Debt service - principal and interest	-	-	-	-	-	-	146,646
Capital outlay	-	-	-	-	-	-	68,893
Other disbursements	249	-	183	5,559	-	-	6,740
Total disbursements	249	-	61,142	5,559	54	-	944,400
Excess (deficiency) of receipts over disbursements	46	-	(3)	70	12,166	-	25,502
Cash and investments - ending	\$ 112	\$ 100	\$ 121	\$ 3,241	\$ 25,681	\$ 6,489	\$ 1,190,349

GARRETT PUBLIC LIBRARY  
 SCHEDULE OF LEASES AND DEBT  
 December 31, 2017

Lessor	Purpose	Annual Lease Payment	Lease Beginning Date	Lease Ending Date
Governmental activities: Great American Financial Services	Copier Lease	\$ <u>1,452</u>	04/18/2015	03/18/2020

Type	Description of Debt Purpose	Ending Principal Balance	Principal and Interest Due Within One Year
Governmental activities: General obligation bonds	Construction	\$ <u>1,075,000</u>	\$ <u>154,101</u>

GARRETT PUBLIC LIBRARY  
SCHEDULE OF CAPITAL ASSETS  
December 31, 2017

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>Ending Balance</u>
Governmental activities:	
Land	\$ 52,000
Buildings	2,698,574
Improvements other than buildings	3,850
Machinery, equipment, and vehicles	239,176
Books and other	<u>857,302</u>
Total capital assets	<u><u>\$ 3,850,902</u></u>

#### 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/>.