

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

FINANCIAL STATEMENT AUDIT REPORT

OF

CARNEGIE PUBLIC LIBRARY OF STEUBEN COUNTY

STEUBEN COUNTY, INDIANA

January 1, 2017 to December 31, 2018



FILED

11/08/2019

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SCHEDULE OF OFFICIALS

<u>Office</u>	<u>Official</u>	<u>Term</u>
Director	Sonya Dintaman	01-01-17 to 12-31-19
Treasurer	Theresa Hornbacher David A. Olson	01-01-17 to 12-31-17 01-01-18 to 12-31-19
President of the Library Board	Jeanine Samuelson Gay Kirkton	01-01-17 to 12-31-17 01-01-18 to 12-31-19



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INDEPENDENT AUDITOR'S REPORT

TO: THE OFFICIALS OF THE CARNEGIE PUBLIC LIBRARY OF
STEUBEN COUNTY, STEUBEN COUNTY, INDIANA

Report on the Financial Statement

We have audited the accompanying financial statement of the Carnegie Public Library of Steuben County (Library), which comprises the financial position and results of operations for the period of January 1, 2017 to December 31, 2018, 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, 2017 to December 31, 2018.

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, 2017 to December 31, 2018, 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

October 28, 2019

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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CARNEGIE PUBLIC LIBRARY OF STEUBEN COUNTY
STATEMENT OF RECEIPTS, DISBURSEMENTS, AND
CASH AND INVESTMENT BALANCES - REGULATORY BASIS
For the Years Ended December 31, 2017 and 2018

Fund	Cash and Investments 01-01-17	Receipts	Disbursements	Cash and Investments 12-31-17	Receipts	Disbursements	Cash and Investments 12-31-18
Operating	\$ 78,578	\$ 869,204	\$ 866,818	\$ 80,964	\$ 888,704	\$ 872,990	\$ 96,678
Rainy Day	259,784	150,000	192,081	217,703	135,000	146,920	205,783
Technology Grant Fund	-	5,351	-	5,351	5,966	-	11,317
Library Improvement Reserve	66,735	-	-	66,735	-	-	66,735
Evergreen Indiana	345	409	598	156	435	314	277
Gift	13	-	-	13	-	-	13
Bond And Interest Redemption	141,461	266,185	269,015	138,631	263,663	267,128	135,166
Payroll	55	14,159	13,378	836	15,008	15,664	180
Restricted Gift #1	40,118	9,107	36,035	13,190	10,992	8,795	15,387
Student Deposit	2,023	240	59	2,204	120	120	2,204
Totals	<u>\$ 589,112</u>	<u>\$ 1,314,655</u>	<u>\$ 1,377,984</u>	<u>\$ 525,783</u>	<u>\$ 1,319,888</u>	<u>\$ 1,311,931</u>	<u>\$ 533,740</u>

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

CARNEGIE PUBLIC LIBRARY OF STEUBEN COUNTY
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.

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

CARNEGIE PUBLIC LIBRARY OF STEUBEN COUNTY
NOTES TO FINANCIAL STATEMENT
(Continued)

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.

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.

CARNEGIE PUBLIC LIBRARY OF STEUBEN COUNTY
NOTES TO FINANCIAL STATEMENT
(Continued)

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 December 31 of the year preceding the budget year or January 15 of the budget year if the Library is issuing debt after December 1 or intends on filing a shortfall appeal. These rates were based upon the assessed valuations adjusted for various tax credits from the preceding year's lien date of January 1. 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, 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.

CARNEGIE PUBLIC LIBRARY OF STEUBEN COUNTY
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. Retirement Plan

The Library also contributes to a retirement plan unique to the Library. Information regarding the plan may be obtained from the Library.

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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.

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

	Operating	Rainy Day	Technology Grant Fund	Library Improvement Reserve	Evergreen Indiana	Gift
Cash and investments - beginning	\$ 78,578	\$ 259,784	\$ -	\$ 66,735	\$ 345	\$ 13
Receipts:						
Taxes	628,764	-	-	-	-	-
Intergovernmental receipts	64,499	-	-	-	-	-
Charges for services	17,588	-	-	-	-	-
Fines and forfeits	8,353	-	-	-	409	-
Other receipts	150,000	150,000	5,351	-	-	-
Total receipts	869,204	150,000	5,351	-	409	-
Disbursements:						
Personal services	416,744	-	-	-	-	-
Supplies	30,296	-	-	-	-	-
Other services and charges	181,365	3,318	-	-	-	-
Debt service - principal and interest	-	-	-	-	-	-
Capital outlay	88,413	38,763	-	-	-	-
Other disbursements	150,000	150,000	-	-	598	-
Total disbursements	866,818	192,081	-	-	598	-
Excess (deficiency) of receipts over disbursements	2,386	(42,081)	5,351	-	(189)	-
Cash and investments - ending	\$ 80,964	\$ 217,703	\$ 5,351	\$ 66,735	\$ 156	\$ 13

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

	Bond And Interest Redemption	Payroll	Restricted Gift #1	Student Deposit	Totals
Cash and investments - beginning	\$ 141,461	\$ 55	\$ 40,118	\$ 2,023	\$ 589,112
Receipts:					
Taxes	244,920	-	-	-	873,684
Intergovernmental receipts	21,265	-	-	-	85,764
Charges for services	-	-	-	-	17,588
Fines and forfeits	-	-	-	-	8,762
Other receipts	-	14,159	9,107	240	328,857
Total receipts	266,185	14,159	9,107	240	1,314,655
Disbursements:					
Personal services	-	-	-	-	416,744
Supplies	-	-	1,626	-	31,922
Other services and charges	450	-	1,602	59	186,794
Debt service - principal and interest	268,565	-	-	-	268,565
Capital outlay	-	-	32,807	-	159,983
Other disbursements	-	13,378	-	-	313,976
Total disbursements	269,015	13,378	36,035	59	1,377,984
Excess (deficiency) of receipts over disbursements	(2,830)	781	(26,928)	181	(63,329)
Cash and investments - ending	\$ 138,631	\$ 836	\$ 13,190	\$ 2,204	\$ 525,783

CARNEGIE PUBLIC LIBRARY OF STEUBEN COUNTY
 COMBINING SCHEDULE OF RECEIPTS, DISBURSEMENTS, AND
 CASH AND INVESTMENT BALANCES - REGULATORY BASIS
 For the Year Ended December 31, 2018

	Operating	Rainy Day	Technology Grant Fund	Library Improvement Reserve	Evergreen Indiana	Gift
Cash and investments - beginning	\$ 80,964	\$ 217,703	\$ 5,351	\$ 66,735	\$ 156	\$ 13
Receipts:						
Taxes	687,953	-	-	-	-	-
Intergovernmental receipts	39,839	-	-	-	-	-
Charges for services	18,354	-	-	-	-	-
Fines and forfeits	7,558	-	-	-	435	-
Other receipts	135,000	135,000	5,966	-	-	-
Total receipts	<u>888,704</u>	<u>135,000</u>	<u>5,966</u>	<u>-</u>	<u>435</u>	<u>-</u>
Disbursements:						
Personal services	437,382	-	-	-	-	-
Supplies	25,712	-	-	-	-	-
Other services and charges	185,734	11,920	-	-	-	-
Debt service - principal and interest	-	-	-	-	-	-
Capital outlay	89,162	-	-	-	-	-
Other disbursements	135,000	135,000	-	-	314	-
Total disbursements	<u>872,990</u>	<u>146,920</u>	<u>-</u>	<u>-</u>	<u>314</u>	<u>-</u>
Excess (deficiency) of receipts over disbursements	<u>15,714</u>	<u>(11,920)</u>	<u>5,966</u>	<u>-</u>	<u>121</u>	<u>-</u>
Cash and investments - ending	<u>\$ 96,678</u>	<u>\$ 205,783</u>	<u>\$ 11,317</u>	<u>\$ 66,735</u>	<u>\$ 277</u>	<u>\$ 13</u>

CARNEGIE PUBLIC LIBRARY OF STEUBEN COUNTY
 COMBINING SCHEDULE OF RECEIPTS, DISBURSEMENTS, AND
 CASH AND INVESTMENT BALANCES - REGULATORY BASIS
 For the Year Ended December 31, 2018

	Bond And Interest Redemption	Payroll	Restricted Gift #1	Student Deposit	Totals
Cash and investments - beginning	\$ 138,631	\$ 836	\$ 13,190	\$ 2,204	\$ 525,783
Receipts:					
Taxes	242,422	-	-	-	930,375
Intergovernmental receipts	21,241	-	-	-	61,080
Charges for services	-	-	-	-	18,354
Fines and forfeits	-	-	-	-	7,993
Other receipts	-	15,008	10,992	120	302,086
Total receipts	<u>263,663</u>	<u>15,008</u>	<u>10,992</u>	<u>120</u>	<u>1,319,888</u>
Disbursements:					
Personal services	-	-	-	-	437,382
Supplies	-	-	2,599	-	28,311
Other services and charges	450	-	3,191	120	201,415
Debt service - principal and interest	266,678	-	-	-	266,678
Capital outlay	-	-	1,805	-	90,967
Other disbursements	-	15,664	1,200	-	287,178
Total disbursements	<u>267,128</u>	<u>15,664</u>	<u>8,795</u>	<u>120</u>	<u>1,311,931</u>
Excess (deficiency) of receipts over disbursements	<u>(3,465)</u>	<u>(656)</u>	<u>2,197</u>	<u>-</u>	<u>7,957</u>
Cash and investments - ending	<u>\$ 135,166</u>	<u>\$ 180</u>	<u>\$ 15,387</u>	<u>\$ 2,204</u>	<u>\$ 533,740</u>

CARNEGIE PUBLIC LIBRARY OF STEUBEN COUNTY
SCHEDULE OF LEASES AND DEBT
December 31, 2018

Description of Debt		Ending	Principal and
Type	Purpose	Principal	Interest Due
		Balance	Within One
			Year
Governmental activities:			
General obligation bonds	Building expansion	<u>\$ 880,000</u>	<u>\$ 264,203</u>

CARNEGIE PUBLIC LIBRARY OF STEUBEN COUNTY
SCHEDULE OF CAPITAL ASSETS
December 31, 2018

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	\$ 211,780
Buildings	4,593,985
Machinery, equipment, and vehicles	132,284
Books and other	<u>1,773,881</u>
Total capital assets	<u>\$ 6,711,930</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/>.