



**STATE OF INDIANA**  
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STATE BOARD OF ACCOUNTS  
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December 27, 2021


To: The Officials of North Webster Community Public Library  
North Webster Community Public Library  
PO Box 825  
North Webster, IN 46555

As authorized under Indiana Code 5-11-1, we engaged private examiners under our review to perform the audit of North Webster Community Public Library. We have reviewed the audit report opined upon by Crowe LLP, Independent Public Accountants, for the period January 1, 2019 to December 31, 2020. Per the *Independent Auditor's Report*, the financial statements included in the report present fairly the financial condition of North Webster Community Public Library as of December 31, 2019 and 2020, and the results of its operations for the period then ended, on the basis of accounting described in the report.

In our opinion, Crowe LLP prepared the audit report in accordance with the guidelines established by the State Board of Accounts.

In addition to the report presented herein, a Supplemental Report for North Webster Community Public Library was prepared in accordance with the guidelines established by the State Board of Accounts.

The report is filed with this letter in our office as a matter of public record.

  
Paul D. Joyce, CPA  
State Examiner

**NORTH WEBSTER COMMUNITY PUBLIC LIBRARY**  
Kosciusko County, Indiana

**FINANCIAL STATEMENTS**  
December 31, 2019 and 2020

NORTH WEBSTER COMMUNITY PUBLIC LIBRARY  
Kosciusko County, Indiana

FINANCIAL STATEMENTS  
December 31, 2019 and 2020

CONTENTS

SCHEDULE OF OFFICIALS .....	1
INDEPENDENT AUDITOR'S REPORT .....	2
FINANCIAL STATEMENTS	
STATEMENTS OF RECEIPTS, DISBURSEMENTS, AND CASH AND INVESTMENT BALANCES – REGULATORY BASIS.....	4
NOTES TO FINANCIAL STATEMENTS .....	5
SUPPLEMENTARY INFORMATION (Unaudited)	
COMBINING SCHEDULES OF RECEIPTS, DISBURSEMENTS, AND CASH AND INVESTMENT BALANCES – REGULATORY BASIS.....	8
SCHEDULE OF CAPITAL ASSETS.....	10
OTHER REPORT .....	11
EXIT CONFERENCE .....	12

NORTH WEBSTER COMMUNITY PUBLIC LIBRARY  
SCHEDULE OF OFFICIALS (Unaudited)  
December 31, 2019 and 2020

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<u>Office</u>	<u>Official</u>	<u>Term</u>
Director	Helen Leinbach	01-01-19 to 12-31-20
Treasurer	Tisha Holsten	01-01-19 to 12-31-20
President of the Library Board	Phil Metcalf	01-01-19 to 12-31-20

## INDEPENDENT AUDITOR'S REPORT

Those Charged with Governance  
North Webster Community Public Library  
Kosciusko County, Indiana

**Report on the Financial Statement**

We have audited the accompanying statements of receipts, disbursements, and cash and investment balances of North Webster Community Public Library (the Library) as of and for the years ended December 31, 2019 and 2020, and the related notes (the financial statements).

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

Management is responsible for the preparation and fair presentation of these financial statements in accordance with the financial reporting provisions of the Indiana State Board of Accounts as allowed by state statute (IC 5-11-1-6) as described in Note 1. Management is also responsible for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

***Auditor's Responsibility***

Our responsibility is to express an opinion on these financial statements based on our audits. We conducted our audits 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 statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements 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 entity'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 statements.

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

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(Continued)

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

As discussed in Note 1 to the financial statements, 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 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 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 statements referred to above do not present fairly, in accordance with accounting principles generally accepted in the United States of America, the financial position of the Library as of December 31, 2019 and 2020, or changes in net position or cash flows thereof for the years then ended.

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

In our opinion, the financial statements referred to above present fairly, in all material respects, the cash and investment balances of the Library as of December 31, 2019 and 2020, and its cash receipts and disbursements for the years then ended in accordance with the financial reporting provisions of the Indiana State Board of Accounts described in Note 1.

***Other Matters***

Our audits were conducted for the purpose of forming an opinion on the financial statements as a whole. The accompanying Schedule of Officials and Supplementary Information Schedules are presented for purposes of additional analysis and are not a required part of the financial statements. The information has not been subjected to the auditing procedures applied in the audits of the financial statements, and accordingly, we do not express an opinion or provide any assurance on it.

*Crowe LLP*

Crowe LLP

Indianapolis, Indiana  
December 8, 2021

NORTH WEBSTER COMMUNITY PUBLIC LIBRARY  
STATEMENTS OF RECEIPTS, DISBURSEMENTS, AND CASH AND INVESTMENT BALANCES  
REGULATORY BASIS  
For the Years Ended December 31, 2019 and 2020

<u>Fund</u>	<u>Cash and Investments 01-01-19</u>	<u>Receipts</u>	<u>Disbursements</u>	<u>Cash and Investments 12-31-19</u>	<u>Receipts</u>	<u>Disbursements</u>	<u>Cash and Investments 12-31-20</u>
Operating	\$ 833,939	\$ 1,185,209	\$ 1,159,708	\$ 859,440	\$ 708,744	\$ 763,407	\$ 804,777
Payroll Deductions	2,793	75,548	75,607	2,734	73,684	73,762	2,656
Rainy Day	595,172	455,449	381,340	669,281	67,584	200,000	536,865
Construction Fund	-	5,496,788	2,712,230	2,784,558	10,202	2,794,760	-
Library Improvement Reserve	385,575	-	381,000	4,575	-	4,575	-
Plac Card	-	65	65	-	-	-	-
EI Fund	50	167	200	17	224	198	43
BIRF	-	14,430	-	14,430	431,196	304,102	141,524
CARES Fund	-	-	-	-	1,442	1,442	-
Cash Change	105	-	-	105	-	-	105
Gift	24,628	786,145	16,011	794,762	920,115	1,645,254	69,623
Totals	<u>\$ 1,842,262</u>	<u>\$ 8,013,801</u>	<u>\$ 4,726,161</u>	<u>\$ 5,129,902</u>	<u>\$ 2,213,191</u>	<u>\$ 5,787,500</u>	<u>\$ 1,555,593</u>

See Independent Auditor's Report and notes to financial statements.

NORTH WEBSTER COMMUNITY PUBLIC LIBRARY  
NOTES TO FINANCIAL STATEMENTS  
December 31, 2019 and 2020

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**NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

Reporting Entity: The North Webster Community Public Library (“the Library”) was established under the laws of the State of Indiana. The Library operates under an appointed governing board.

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

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. As applicable, investments are stated at cost, rather than at fair value.

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.

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

*Taxes.* Amounts received including 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. .

*Intergovernmental receipts.* Amounts received 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 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.* Amounts received including, but 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.* Amounts received including 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.* 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.

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(Continued)

NORTH WEBSTER COMMUNITY PUBLIC LIBRARY  
NOTES TO FINANCIAL STATEMENTS  
December 31, 2019 and 2020

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**NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**

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 the Library 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 office supplies, operating supplies, and repair and maintenance supplies.

*Other services and charges.* Amounts disbursed for services including, 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.* 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 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 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.

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.

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 Library 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.

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(Continued)

NORTH WEBSTER COMMUNITY PUBLIC LIBRARY  
NOTES TO FINANCIAL STATEMENTS  
December 31, 2019 and 2020

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**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.

**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 statements. The purpose of participation in a risk pool is to provide a medium for the funding and administration of the risks. The Library purchased various insurance premiums for the years under audit and thus did not require a self-insurance fund.

**SUPPLEMENTAL SCHEDULES (Unaudited)**

NORTH WEBSTER COMMUNITY PUBLIC LIBRARY  
 COMBINING SCHEDULE OF RECEIPTS, DISBURSEMENTS, AND  
 CASH AND INVESTMENT BALANCES - REGULATORY BASIS  
 For the Year Ended December 31, 2019

	Operating	Payroll Deductions	Rainy Day	Construction Fund	Library Improvement Reserve	Plac Card	EI Fund	BIRF	Cash Change	Gift	Totals
Cash and investments - beginning	\$ 833,939	\$ 2,793	\$ 595,172	\$ -	\$ 385,575	\$ -	\$ 50	\$ -	\$ 105	\$ 24,628	\$ 1,842,262
Receipts:											
Taxes	619,254	-	-	-	-	-	-	-	-	-	619,254
Intergovernmental receipts	46,981	-	-	-	-	-	-	-	-	-	46,981
Charges for services	3,338	-	-	-	-	65	-	-	-	-	3,403
Fines and forfeits	5,020	-	-	-	-	-	167	-	-	-	5,187
Other receipts	510,616	75,548	455,449	5,496,788	-	-	-	14,430	-	786,145	7,338,976
Total receipts	1,185,209	75,548	455,449	5,496,788	-	65	167	14,430	-	786,145	8,013,801
Disbursements:											
Personal services	344,763	-	-	-	-	-	-	-	-	-	344,763
Supplies	9,342	-	-	-	-	-	-	-	-	1,211	10,553
Other services and charges	194,514	-	-	-	-	-	-	-	-	14,800	209,314
Capital outlay	48,401	-	1,340	2,712,230	381,000	-	-	-	-	-	3,142,971
Other disbursements	562,688	75,607	380,000	-	-	65	200	-	-	-	1,018,560
Total disbursements	1,159,708	75,607	381,340	2,712,230	381,000	65	200	-	-	16,011	4,726,161
Excess (deficiency) of receipts over disbursements	25,501	(59)	74,109	2,784,558	(381,000)	-	(33)	14,430	-	770,134	3,287,640
Cash and investments - ending	\$ 859,440	\$ 2,734	\$ 669,281	\$ 2,784,558	\$ 4,575	\$ -	\$ 17	\$ 14,430	\$ 105	\$ 794,762	\$ 5,129,902

NORTH WEBSTER COMMUNITY PUBLIC LIBRARY  
 COMBINING SCHEDULE OF RECEIPTS, DISBURSEMENTS, AND  
 CASH AND INVESTMENT BALANCES - REGULATORY BASIS  
 For the Year Ended December 31, 2020

	Operating	Payroll Deductions	Rainy Day	Construction Fund	Library Improvement Reserve	EI Fund	BIRF	CARES Fund	Cash Change	Gift	Totals
Cash and investments - beginning	\$ 859,440	\$ 2,734	\$ 669,281	\$ 2,784,558	\$ 4,575	\$ 17	\$ 14,430	\$ -	\$ 105	\$ 794,762	\$ 5,129,902
Receipts:											
Taxes	647,928	-	-	-	-	-	314,753	-	-	-	962,681
Intergovernmental receipts	42,546	-	-	-	-	-	28,815	1,442	-	-	72,803
Charges for services	2,183	-	-	-	-	-	-	-	-	-	2,183
Fines and forfeits	-	-	-	-	-	224	-	-	-	-	224
Other receipts	16,087	73,684	67,584	10,202	-	-	87,628	-	-	920,115	1,175,300
Total receipts	708,744	73,684	67,584	10,202	-	224	431,196	1,442	-	920,115	2,213,191
Disbursements:											
Personal services	361,709	-	-	-	-	-	-	-	-	-	361,709
Supplies	12,056	-	-	-	-	-	-	1,442	-	-	13,498
Other services and charges	186,693	-	-	-	-	-	1,100	-	-	-	187,793
Debt service - principal and interest	-	-	-	-	-	-	303,002	-	-	-	303,002
Capital outlay	68,260	-	200,000	2,794,760	4,575	-	-	-	-	-	3,067,595
Other disbursements	134,689	73,762	-	-	-	198	-	-	-	1,645,254	1,853,903
Total disbursements	763,407	73,762	200,000	2,794,760	4,575	198	304,102	1,442	-	1,645,254	5,787,500
Excess (deficiency) of receipts over disbursements	(54,663)	(78)	(132,416)	(2,784,558)	(4,575)	26	127,094	-	-	(725,139)	(3,574,309)
Cash and investments - ending	\$ 804,777	\$ 2,656	\$ 536,865	\$ -	\$ -	\$ 43	\$ 141,524	\$ -	\$ 105	\$ 69,623	\$ 1,555,593

NORTH WEBSTER COMMUNITY PUBLIC LIBRARY  
SCHEDULE OF CAPITAL ASSETS  
December 31, 2020

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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:	
Improvements other than buildings	\$ 53,000
Machinery, equipment, and vehicles	430,542
Construction	5,000,000
Books and other	<u>658,976</u>
Total capital assets	<u>\$ 6,142,518</u>

NORTH WEBSTER COMMUNITY PUBLIC LIBRARY  
OTHER REPORT  
December 31, 2020

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The reports presented herein were prepared in addition to another official report prepared for the Library as listed below:

Indiana State Board of Accounts Compliance Examination of the North Webster Community Public Library.

The above report contains the results of the compliance examination as required by the Indiana State Board of Accounts' *Accounting and Uniform Compliance Guidelines Manual For Special Districts*.

NORTH WEBSTER COMMUNITY PUBLIC LIBRARY  
EXIT CONFERENCE  
December 31, 2019 and 2020

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The contents of this report were discussed on December 8, 2021 with Heather Barron, Director, and Phil Metcalf, President of the Library Board.