



**Auditor of State
Betty Montgomery**

WRIGHT MEMORIAL PUBLIC LIBRARY
MONTGOMERY COUNTY

TABLE OF CONTENTS

TITLE	PAGE
Cover Letter	1
Independent Accountants' Report.....	3
Statement of Cash Receipts, Cash Disbursements, and Changes in Fund Cash Balances - All Governmental Fund Types - For the Year Ended December 31, 2004	5
Statement of Cash Receipts, Cash Disbursements, and Changes in Fund Cash Balances - All Governmental Fund Types - For the Year Ended December 31, 2003.....	6
Notes to the Financial Statements	7
Independent Accountants' Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Required by <i>Government Auditing Standards</i>	11

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**Auditor of State
Betty Montgomery**

Wright Memorial Public Library
Montgomery County
1776 Far Hills Avenue
Oakwood, Ohio 45419

To the Board of Trustees:

As you are aware, the Auditor of State's Office (AOS) must modify the *Independent Accountants' Report* we provide on your financial statements due to a February 2, 2005 interpretation from the American Institute of Certified Public Accountants (AICPA). While AOS does not legally require your Library to prepare financial statements pursuant to Generally Accepted Accounting Principles (GAAP), the AICPA interpretation requires auditors to formally acknowledge that you did not prepare your financial statements in accordance with GAAP. Our Report includes an opinion relating to GAAP presentation and measurement requirements, but does not imply the amounts the statements present are misstated under the non-GAAP basis you follow. The AOS report also includes an opinion on the financial statements you prepared using the cash basis and financial statement format the AOS permits.

A handwritten signature in cursive script that reads "Betty Montgomery".

Betty Montgomery
Auditor of State

August 29, 2005

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Auditor of State Betty Montgomery

INDEPENDENT ACCOUNTANTS' REPORT

Wright Memorial Public Library
Montgomery County
1776 Far Hills Avenue
Oakwood, Ohio 45419

To the Board of Trustees:

We have audited the accompanying financial statements of Wright Memorial Public Library, Montgomery County, (the Library), as of and for the years ended December 31, 2004 and 2003. These financial statements are the responsibility of the Library's management. Our responsibility is to express an opinion on these financial statements based on our audit.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to reasonably assure whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe our audit provides a reasonable basis for our opinion.

As described more fully in Note 1, the Library has prepared these financial statements using accounting practices the Auditor of State prescribes or permits. These practices differ from accounting principles generally accepted in the United States of America (GAAP). Although we cannot reasonably determine the effects on the financial statements of the variances between these regulatory accounting practices and GAAP, we presume they are material.

Revisions to GAAP would require the Library to reformat its financial statement presentation and make other changes effective for the year ended December 31, 2004. Instead of the funds the accompanying financial statements present for 2004 (and 2003), the revisions require presenting entity wide statements and also to present its larger (i.e. major) funds separately for 2004. While the Library does not follow GAAP, generally accepted auditing standards requires us to include the following paragraph if the statements do not substantially conform to the new GAAP presentation requirements. The Auditor of State permits, but does not require Library to reformat their statements. The Library has elected not to reformat its statements. Since this Library does not use GAAP to measure financial statement amounts, the following paragraph does not imply the amounts reported are materially misstated under the accounting basis the Auditor of State permits. Our opinion on the fair presentation of the amounts reported pursuant to its non-GAAP basis is in the second following paragraph.

In our opinion, because of the effects of the matter discussed in the preceding two paragraphs, the financial statements referred to above for the year ended December 31, 2004 do not present fairly, in conformity with accounting principles generally accepted in the United States of America, the financial position of the Library as of December 31, 2004, or its changes in financial position for the year then ended.

Also, in our opinion, the financial statements referred to above present fairly, in all material respects, the fund cash balances and reserves for encumbrances of the Library, as of December 31, 2004 and 2003, and its cash receipts and disbursements for the years then ended on the accounting basis Note 1 describes.

The aforementioned revision to generally accepted accounting principles also requires the Library to include Management's Discussion and Analysis for the year ended December 31, 2004. The Library has not presented Management's Discussion and Analysis, which accounting principles generally accepted in the United States of America has determined is necessary to supplement, although not required to be part of, the financial statements.

In accordance with *Government Auditing Standards*, we have also issued our report dated August 29, 2005, on our consideration of the Library's internal control over financial reporting and our tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements and other matters. While we did not opine on the internal control over financial reporting or on compliance, that report describes the scope of our testing of internal control over financial reporting and compliance, and the results of that testing. That report is an integral part of an audit performed in accordance with *Government Auditing Standards*. You should read it in conjunction with this report in assessing the results of our audit.



Betty Montgomery
Auditor of State

August 29, 2005

**WRIGHT PUBLIC LIBRARY
MONTGOMERY COUNTY**

**STATEMENT OF CASH RECEIPTS, CASH DISBURSEMENTS, AND
CHANGES IN FUND CASH BALANCES
ALL GOVERNMENTAL FUND TYPES
FOR THE YEAR ENDED DECEMBER 31, 2004**

	<u>Governmental Fund Types</u>		<u>Totals (Memorandum Only)</u>
	<u>General</u>	<u>Capital Projects</u>	
Cash Receipts:			
Property and Other Local Taxes	\$204,588		\$204,588
Other Government Grants-In-Aid	1,486,659		1,486,659
Patron Fines and Fees	62,659		62,659
Earnings on Investments	10,843		10,843
Miscellaneous Receipts	7,208		7,208
			<hr/>
Total Cash Receipts	1,771,957		1,771,957
			<hr/>
Cash Disbursements:			
Current:			
Salaries and Benefits	1,273,044		1,273,044
Purchased and Contracted Services	174,279		174,279
Library Materials and Information	294,278		294,278
Other Objects	61,887		61,887
Capital Outlay	21,828	2,370	24,198
			<hr/>
Total Cash Disbursements	1,825,316	2,370	1,827,686
			<hr/>
Total Cash Receipts (Under) Cash Disbursements	(53,359)	(2,370)	(55,729)
			<hr/>
Other Financing Receipts/(Disbursements):			
Transfers-In	87,630		87,630
Transfers-out		(87,630)	(87,630)
			<hr/>
Total Other Financing Receipts/(Disbursements)	87,630	(87,630)	
			<hr/>
Cash Receipts and Other Financing Receipts Over/(Under) Cash Disbursements and Other Financing Disbursements	34,271	(90,000)	(55,729)
			<hr/>
Fund Cash Balances, January 1	160,069	684,728	844,797
			<hr/>
Fund Cash Balances, December 31	<u>\$194,340</u>	<u>\$594,728</u>	<u>\$789,068</u>
			<hr/>
Reserves for Encumbrances, December 31	<u>\$119,845</u>	<u>\$1,055</u>	<u>\$120,900</u>

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

**WRIGHT MEMORIAL PUBLIC LIBRARY
MONTGOMERY COUNTY**

**STATEMENT OF CASH RECEIPTS, CASH DISBURSEMENTS, AND
CHANGES IN FUND CASH BALANCES
ALL GOVERNMENTAL FUND TYPES
FOR THE YEAR ENDED DECEMBER 31, 2003**

	<u>Governmental Fund Types</u>		<u>Totals (Memorandum Only)</u>
	<u>General</u>	<u>Capital Projects</u>	
Cash Receipts:			
Property and Other Local Taxes	\$204,419		\$204,419
Other Government Support	1,477,577		1,477,577
Patron Fines and Fees	61,696		61,696
Earnings on Investments	11,064		11,064
Contributions, Gifts and Donations	42		42
Miscellaneous Receipts	6,007		6,007
	<u>1,760,805</u>		<u>1,760,805</u>
Cash Disbursements:			
Current:			
Salaries and Benefits	1,349,080		1,349,080
Purchased and Contracted Services	184,424		184,424
Library Materials and Information	393,137		393,137
Supplies	68,504		68,504
Other Objects	4,526		4,526
Capital Outlay	14,596	8,728	23,324
	<u>2,014,267</u>	<u>8,728</u>	<u>2,022,995</u>
Total Cash Disbursements			
	<u>2,014,267</u>	<u>8,728</u>	<u>2,022,995</u>
Total Cash Receipts (Under) Cash Disbursements	<u>(253,462)</u>	<u>(8,728)</u>	<u>(262,190)</u>
Other Financing Receipts/(Disbursements):			
Transfers-In	179,000		179,000
Transfers-Out		(179,000)	(179,000)
	<u>179,000</u>	<u>(179,000)</u>	
Total Other Financing Receipts/(Disbursements)			
	<u>179,000</u>	<u>(179,000)</u>	
Cash Receipts and Other Financing Receipts (Under) Cash Disbursements and Other Financing Disbursements	(74,462)	(187,728)	(262,190)
Fund Cash Balances, January 1	<u>234,531</u>	<u>872,456</u>	<u>1,106,987</u>
Fund Cash Balances, December 31	<u><u>\$160,069</u></u>	<u><u>\$684,728</u></u>	<u><u>\$844,797</u></u>
Reserves for Encumbrances, December 31	<u><u>\$90,060</u></u>		<u><u>\$90,060</u></u>

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

**WRIGHT MEMORIAL PUBLIC LIBRARY
MONTGOMERY COUNTY**

**NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2004 AND 2003**

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

A. Description of the Entity

The constitution and laws of the State of Ohio establish the rights and privileges of the Wright Memorial Public Library, Montgomery County, (the Library), as a body corporate and politic. The Oakwood City School District appoints a seven-member Board of Trustees to govern the Library. The Library provides the community with various educational and literary resources.

The Wright Memorial Public Library Foundation is also associated with the Library. This organization is presented in Note 7 of the financial statements.

The Library's management believes these financial statements present all activities for which the Library is financially accountable.

B. Basis of Accounting

These financial statements follow the basis of accounting the Auditor of State prescribes or permits. This accounting basis is similar to the cash receipts and disbursements basis. The Library recognizes receipts when received in cash rather than when earned, and recognizes disbursements when paid rather than when a liability is incurred. Budgetary presentations report budgetary expenditures when a commitment is made (i.e., when an encumbrance is approved).

These statements include adequate disclosure of material matters, as the Auditor of State prescribes or permits.

C. Cash and Investments

The Library's accounting basis includes investments as assets. Accordingly, the Library does not record investment purchases as disbursements or investment sales as receipts. The Library records gains or losses at the time of sale as receipts or disbursements, respectively.

Repurchase agreement (Sweep Account) funds are at cost. The investment in STAR Ohio (the State Treasurer's investment pool) is valued at amounts reported by the State Treasurer.

D. Fund Accounting

The Library uses fund accounting to segregate cash and investments that are restricted as to use. The Library classifies its funds into the following types:

1. General Fund

The General Fund accounts for all financial resources except those required to be accounted for in another fund.

2. Capital Project Funds

These funds account for receipts restricted to acquiring or constructing major capital projects (except those financed through enterprise or trust funds). The Library had the following significant Capital Project Fund:

Capital Improvement Fund – Consists of revenues derived from Board approved transfers from the general fund and expenditures related to equipment purchases, building, and land improvements.

**WRIGHT MEMORIAL PUBLIC LIBRARY
MONTGOMERY COUNTY**

**NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2004 AND 2003
(Continued)**

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

E. Budgetary Process

The Board must annually approve appropriation measures and subsequent amendments. Unencumbered appropriations lapse at year end. Budgetary expenditures (that is, disbursements and encumbrances) may not exceed appropriations at the fund level of control.

A summary of 2004 and 2003 budgetary activity appears in Note 3.

F. Property, Plant, and Equipment

The Library records disbursements for acquisitions of property, plant, and equipment when paid. The accompanying financial statements do not report these items as assets.

G. Accumulated Leave

In certain circumstances, such as upon leaving employment, employees are entitled to cash payments for unused leave. The financial statements do not include a liability for unpaid leave.

2. EQUITY IN POOLED CASH AND INVESTMENTS

The Library maintains a cash and investments pool all funds use. The Ohio Revised Code prescribes allowable deposits and investments. The carrying amount of cash and investments at December 31 follows:

	<u>2004</u>	<u>2003</u>
Demand deposits	(\$72,194)	(\$36,689)
Change Fund	200	200
Total deposits	<u>(71,994)</u>	<u>(36,489)</u>
U.S. Treasury Notes		
STAR Ohio	663,809	708,610
Repurchase agreement	<u>197,253</u>	<u>172,676</u>
Total investments	<u>861,062</u>	<u>881,286</u>
Total deposits and investments	<u><u>\$789,068</u></u>	<u><u>\$844,797</u></u>

Deposits: Deposits are insured by the Federal Depository Insurance Corporation.

Investments: Investments in STAR Ohio are not evidenced by securities that exist in physical or book-entry form. Repurchase agreement funds are held in book entry form by a financial institution's trust department in the Library's name.

**WRIGHT MEMORIAL PUBLIC LIBRARY
MONTGOMERY COUNTY**

**NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2004 AND 2003
(Continued)**

3. BUDGETARY ACTIVITY

Budgetary activity for the years ending December 31, 2004 and 2003 follows:

2004 Budgeted vs. Actual Receipts

Fund Type	Budgeted Receipts	Actual Receipts	Variance
General	\$2,094,720	\$1,859,587	(\$235,133)
Capital Projects	17,000		(17,000)
Total	<u>\$2,111,720</u>	<u>\$1,859,587</u>	<u>(\$252,133)</u>

2004 Budgeted vs. Actual Budgetary Basis Expenditures

Fund Type	Appropriation Authority	Budgetary Expenditures	Variance
General	\$2,075,201	\$1,945,161	\$130,040
Capital Projects	872,750	91,055	781,695
Total	<u>\$2,947,951</u>	<u>\$2,036,216</u>	<u>\$911,735</u>

2003 Budgeted vs. Actual Receipts

Fund Type	Budgeted Receipts	Actual Receipts	Variance
General	\$2,192,774	\$1,939,805	(\$252,969)
Capital Projects	15,000		(15,000)
Total	<u>\$2,207,774</u>	<u>\$1,939,805</u>	<u>(\$267,969)</u>

2003 Budgeted vs. Actual Budgetary Basis Expenditures

Fund Type	Appropriation Authority	Budgetary Expenditures	Variance
General	\$1,955,650	\$2,014,267	(\$58,617)
Capital Projects	26,000	187,728	(161,728)
Total	<u>\$1,981,650</u>	<u>\$2,201,995</u>	<u>(\$220,345)</u>

4. GRANTS-IN-AID AND TAX RECEIPTS

The primary source of revenue for Ohio public libraries is the State Library and Local Library Support Fund (LLGSF). The State allocates LLGSF to each county based on the county's prior intangibles tax of LLGSF revenues, and its population. The County Budget Commission allocates these funds to the Library based on its needs such as for the construction of new library buildings, improvements, operation, maintenance, or other expenses. The Budget Commission cannot reduce its allocation of these funds to the Library based on of any additional revenues the Library receives.

**WRIGHT MEMORIAL PUBLIC LIBRARY
MONTGOMERY COUNTY**

**NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2004 AND 2003
(Continued)**

4. GRANTS-IN-AID AND TAX RECEIPTS (Continued)

Real property taxes become a lien on January 1 preceding the October 1 date for which the taxing authority of the subdivision to whose jurisdiction the Library is subject adopts rates. The State Board of Tax Equalization adjusts these rates for inflation. Property taxes are also reduced for applicable homestead and rollback deductions. The financial statements include homestead and rollback amounts the State pays as Other Library's Grants In Aid. Payments are due to the County by December 31. If the property owner elects to pay semiannually, the first half is due December 31. The second half payment is due the following June 20.

Public utilities are also taxed on personal and real property located within the taxing district.

Property owners assess tangible personal property tax. These owners must file a list of tangible property to the County by each April 30.

The County is responsible for assessing property, and for billing, collecting, and distributing all property taxes on behalf of the Library.

5. RETIREMENT SYSTEM

The Ohio Public Employees Retirement System (OPERS) is a state operated, cost-sharing, multiple employer public employee retirement system. The Ohio Revised Code prescribes retirement benefits for vested employees who are eligible to retire based upon years of service. OPERS also provides survivor and disability benefits to vested employees as the Ohio Revised Code prescribes.

The Ohio Revised Code also prescribes contribution rates. The Library's OPERS members contributed 8.5 percent of their gross salaries. The Library contributed an amount equal to 13.55 percent of participants' gross salaries. The Library has paid all contributions required through December 31, 2004.

6. RISK MANAGEMENT

The Wright Memorial Public Library has obtained commercial insurance for the following risks:

- Comprehensive property and general liability;
- Errors and omissions.

The Library also provides health insurance and dental coverage to full-time employees through private carrier.

7. RELATED ORGANIZATION

Wright Memorial Public Library Foundation – Wright Memorial Public Library Foundation (the Foundation) is a non-for-profit organization. The Foundation operates exclusively for the purpose of advancing the goals, objectives, and priorities of the Wright Memorial Public Library as established by the Board of Trustees of the Library and to receive, hold, invest, and administer property, and make expenditures to or for the exclusive benefit of the Library selected from priorities established by the Library Board.

The Foundation is governed by a five member Board of Trustees consisting of two Library Trustees, the current Library Director and two-at-large members. The Foundation Board is a self-perpetuating board. To obtain financial information, write to Ann Snively, who serves as the Secretary/Treasurer, at 1776 Far Hills Avenue, Oakwood, Ohio 45419.



Auditor of State Betty Montgomery

INDEPENDENT ACCOUNTANTS' REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS REQUIRED BY *GOVERNMENT AUDITING STANDARDS*

Wright Memorial Public Library
Montgomery County
1776 Far Hills Avenue
Oakwood, Ohio 45419

To the Board of Trustees:

We have audited the financial statements of the Wright Memorial Public Library, Montgomery County, (the Library), as of and for the years ended December 31, 2004 and 2003, and have issued our report thereon dated August 29, 2005, wherein we noted the Library follows the accounting practices the Auditor of State prescribes rather than accounting principles generally accepted in the United States of America. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in the Comptroller General of the United States' *Government Auditing Standards*.

Internal Control Over Financial Reporting

In planning and performing our audit, we considered the Library's internal control over financial reporting to determine our auditing procedures to express our opinion on the financial statements and not to opine on the internal control over financial reporting. Our consideration of the internal control would not necessarily disclose all matters in the internal control over financial reporting that might be material weaknesses. A material weakness is a reportable condition in which the design or operation of one or more of the internal control components does not reduce to a relatively low level the risk that misstatements caused by error or fraud in amounts material to the financial statements we audited may occur and not be timely detected by employees when performing their assigned functions. We noted no matters involving the internal control over financial reporting and its operation that we consider material weaknesses. In a separate letter to the Library's management dated August 29, 2005, we reported matters involving internal control over financial reporting we did not deem to be reportable conditions.

Compliance and Other Matters

As part of reasonably assuring whether the Library's financial statements are free of material misstatement, we tested its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could directly and materially affect the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express an opinion. The results of our tests disclosed no instances of noncompliance or other matters we must report under *Government Auditing Standards*. In a separate letter to the Library's management dated August 29, 2005, we reported a matter related to noncompliance we deemed immaterial.

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Wright Memorial Public Library
Montgomery County
Independent Accountant's Report on Internal Control Over
Financial Reporting and on Compliance and Other Matters
Required by *Government Auditing Standards*
Page 2

We intend this report solely for the information and use of the audit committee, management, Board of Trustees. It is not intended for anyone other than these specified parties.

A handwritten signature in black ink that reads "Betty Montgomery". The signature is written in a cursive, flowing style.

Betty Montgomery
Auditor of State

August 29, 2005



**Auditor of State
Betty Montgomery**

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WRIGHT MEMORIAL PUBLIC LIBRARY

MONTGOMERY COUNTY

CLERK'S CERTIFICATION

This is a true and correct copy of the report which is required to be filed in the Office of the Auditor of State pursuant to Section 117.26, Revised Code, and which is filed in Columbus, Ohio.

Susan Babbitt

CLERK OF THE BUREAU

**CERTIFIED
OCTOBER 11, 2005**