



**LAW LIBRARY ASSOCIATION  
VINTON COUNTY**

**REGULAR AUDIT**

**FOR THE YEARS ENDED DECEMBER 31, 1999-1998**



**JIM PETRO**  
**AUDITOR OF STATE**  

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**STATE OF OHIO**



## TABLE OF CONTENTS

<b>TITLE</b>	<b>PAGE</b>
Report of Independent Accountants .....	1
Statement of Cash Receipts, Cash Disbursements, and Changes in Cash Balance of the Public Funds - For the Year Ended December 31, 1999 .....	3
Statement of Cash Receipts, Cash Disbursements, and Changes in Cash Balance of the Public Funds – For the Year Ended December 31, 1998 .....	4
Notes to the Financial Statements .....	5
Report of Independent Accountants on Compliance and on Internal Control Required by <i>Government Auditing Standards</i> .....	.7

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## REPORT OF INDEPENDENT ACCOUNTANTS

Law Library Association  
Vinton County  
100 East Main Street  
McArthur, Ohio 45651

To the Board of Trustees:

We have audited the accompanying financial statements of the Law Library Association, Vinton County, Ohio, (the Law Library) as of and for the years ended December 31, 1999 and December 31, 1998. These financial statements are the responsibility of the Law 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 generally accepted auditing standards 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 obtain reasonable assurance about 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 that our audit provides a reasonable basis for our opinion.

As discussed in Note 1, the Law Library prepares its financial statements on the basis of accounting prescribed or permitted by the Auditor of State, which is a comprehensive basis of accounting other than generally accepted accounting principles.

In our opinion, the financial statements referred to above present fairly, in all material respects, the cash balance of the Law Library Association, Vinton County, December 31, 1999 and December 31, 1998, and cash receipts and disbursements for the years then ended on the basis of accounting described in Note 1.

In accordance with *Government Auditing Standards*, we have also issued our report dated March 7, 2000 on our consideration of the Law Library's internal control over financial reporting and our tests of its compliance with certain provisions of laws, regulations, contracts and grants.

This report is intended solely for the information and use management, the Board of Trustees and other officials authorized to receive this report under § 117.26, Ohio Revised Code, and is not intended to be and should not be used by anyone other than these specified parties.

**Jim Petro**  
Auditor of State

March 7, 2000

**STATEMENT OF CASH RECEIPTS, CASH DISBURSEMENTS, AND CHANGES  
IN CASH BALANCE OF THE PUBLIC FUNDS**

**FOR THE YEAR ENDED DECEMBER 31, 1999**

**Cash Receipts:**

Vinton County Auditor	\$46,204
Common Pleas Court	1,250
Interest Income	259

Total Cash Receipts	<u>47,713</u>
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**Cash Disbursements:**

Books and Periodicals	32,094
Salaries and Fringes	3,582
Miscellaneous	71

Total Cash Disbursements	<u>35,747</u>
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Excess of Cash Receipts Over/(Under) Cash Disbursements	<u>11,966</u>
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Cash Balance, January 1	<u>3,999</u>
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<b>Cash Balance, December 31</b>	<b><u><u>\$15,965</u></u></b>
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*The notes to the financial statements are an integral part of this statement.*

**STATEMENT OF CASH RECEIPTS, CASH DISBURSEMENTS, AND CHANGES  
IN CASH BALANCE OF THE PUBLIC FUNDS**

**FOR THE YEAR ENDED DECEMBER 31, 1998**

**Cash Receipts:**

Vinton County Auditor	\$39,407
Common Pleas Court	1,250
Interest Income	240

Total Cash Receipts	<u>40,897</u>
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**Cash Disbursements:**

Books and Periodicals	31,343
Salaries and Fringes	5,971
Miscellaneous	1,621

Total Cash Disbursements	<u>38,935</u>
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Excess of Cash Receipts Over/(Under) Cash Disbursements	<u>1,962</u>
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Cash Balance, January 1	<u>2,037</u>
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<b>Cash Balance, December 31</b>	<b><u><u>\$3,999</u></u></b>
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*The notes to the financial statements are an integral part of this statement.*



**NOTES TO THE FINANCIAL STATEMENTS  
DECEMBER 31, 1999 AND 1998**

**1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

**A. Description of the Entity**

The Law Library Association, Vinton County (the Law Library), is a body corporate and politic established to exercise the rights and privileges conveyed to it by the Constitution and laws of the State of Ohio. The Law Library is directed by an appointed three member Board of Trustees. The Law Library provides general governmental Law Library services.

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

**B. Basis of Accounting**

These financial statements follow the basis of accounting prescribed or permitted by the Auditor of State, which is similar to the cash receipts and disbursements basis of accounting. Receipts are recognized when received in cash rather than when earned, and disbursements are recognized when paid rather than when a liability is incurred.

These statements include adequate disclosure of material matters, as prescribed or permitted by the Auditor of State.

**C. Budgetary Process**

The Law Library is not required to follow the budgetary requirement under Ohio Rev. Code Chapter 5705. Accordingly, no budgetary information is presented.

**D. Property, Plant and Equipment**

Acquisitions of property, plant and equipment are recorded as capital outlay disbursements when paid. These items are not reflected as assets on the accompanying financial statements.

**2. EQUITY IN POOLED CASH**

The Law Library maintains a cash pool. The Ohio Revised Code prescribes allowable deposits and investments. The carrying amount of cash and investments at December 31 was as follows:

	<u>1999</u>	<u>1998</u>
Demand deposits	<u>\$15,965</u>	<u>\$3,999</u>

**Deposits:** Deposits are insured by the Federal Deposit Insurance Corporation.

**3. RETIREMENT SYSTEMS**

The Law Library's employees belong to the Public Employees Retirement System (PERS) of Ohio. PERS is a cost-sharing, multiple-employer plan. This plan provides retirement benefits, including post-retirement healthcare, and survivor and disability benefits to participants as prescribed by the Ohio Revised Code.

**NOTES TO THE FINANCIAL STATEMENTS**  
**DECEMBER 31, 1999 AND 1998**  
**(Continued)**

**3. RETIREMENT SYSTEMS (Continued)**

Contribution rates are also prescribed by the Ohio Revised Code. For 1999 and 1998, PERS members contributed 8.5% of their gross salaries. The Law Library contributed an amount equal to 13.55% of participants' gross salaries. The Law Library has paid all contributions required through December 31, 1999.

**4. RISK MANAGEMENT**

The Law Library has obtained commercial insurance for the following risks:

- Comprehensive property and general liability

The Law Library is uninsured for the following risks:

- Errors and omissions



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**REPORT OF INDEPENDENT ACCOUNTANTS ON COMPLIANCE AND ON INTERNAL CONTROL  
REQUIRED BY GOVERNMENT AUDITING STANDARDS**

Law Library Association  
Vinton County  
100 East Main Street  
McArthur, Ohio 45651

To the Board of Trustees:

We have audited the accompanying financial statements of the Law Library Association, Vinton County, Ohio (the Law Library ), as of and for the years ended December 31, 1999 and December 31, 1998, and have issued our report thereon dated March 7, 2000. We conducted our audit in accordance with generally accepted auditing standards and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States.

**Compliance**

As part of obtaining reasonable assurance about whether the Law Library's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts and grants, noncompliance with which could have a direct and material effect on 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 such an opinion. The results of our tests disclosed no instances of noncompliance that are required to be reported under *Government Auditing Standards*. However, we noted certain immaterial instances of noncompliance that we have reported to management of the Law Library in a separate letter dated March 7, 2000.

**Internal Control Over Financial Reporting**

In planning and performing our audit, we considered the Law Library's internal control over financial reporting in order to determine our auditing procedures for the purpose of expressing our opinion on the financial statements and not to provide assurance on the internal control over financial reporting. Our consideration of the internal control over financial reporting would not necessarily disclose all matters in the internal control over financial reporting that might be material weaknesses. A material weakness is a 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 in amounts that would be material in relation to the financial statements being audited may occur and not be detected within a timely period by employees in the normal course of performing their assigned functions. We noted no matters involving the internal control over financial reporting and its operation that we consider to be material weaknesses. However, we noted other matters involving the internal control over financial reporting that do not require inclusion in this report, that we have reported to management of the Law Library in a separate letter dated March 7, 2000.

Law Library Association  
Vinton County  
Report of Independent Accountants on Compliance and on Internal Control  
Required by *Government Auditing Standards*  
Page 2

This report is intended for the information and use of management and the Board of Trustees, and is not intended to be and should not be used by anyone other than these specified parties.

**Jim Petro**  
Auditor of State

March 7, 2000



STATE OF OHIO  
OFFICE OF THE AUDITOR  

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**LAW LIBRARY ASSOCIATION**

**VINTON 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  
APRIL 6, 2000**