



**RICHWOOD-NORTH UNION PUBLIC LIBRARY
UNION COUNTY**

REGULAR AUDIT

FOR YEARS ENDED DECEMBER 31, 1999 - 1998



JIM PETRO
AUDITOR OF STATE

STATE OF OHIO

**RICHWOOD NORTH UNION LIBRARY
UNION COUNTY**

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REPORT OF INDEPENDENT ACCOUNTANTS

Board of Trustees
Richwood-North Union Public Library
Union County
4 East Ottawa Street
Richwood, Ohio 43344

To the Board of Trustees:

We have audited the accompanying financial statements of the Richwood-North Union Public Library, Union County, Ohio, (the Library) as of and for the years ended December 31, 1999 and December 31, 1998. 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 audits.

We conducted our audits 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 audits 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 audits provide a reasonable basis for our opinion.

As discussed in Note 1, the 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 fund cash balances and reserves for encumbrances of the Richwood-North Union Public Library as of December 31, 1999 and December 31, 1998, and its 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 May 12, 2000 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 grants.

This report is intended solely for the information and use of 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.

A handwritten signature in black ink, appearing to read "Jim Petro".

JIM PETRO
Auditor of State

May 12, 2000

**RICHWOOD NORTH UNION LIBRARY
UNION COUNTY**

**STATEMENT OF CASH RECEIPTS, CASH DISBURSEMENTS, AND
CHANGES IN FUND CASH BALANCES
ALL GOVERNMENTAL FUND TYPES
FOR THE YEAR ENDED DECEMBER 31, 1999**

	<u>Governmental Fund Types</u>		<u>Totals (Memorandum Only)</u>
	<u>General</u>	<u>Capital Projects</u>	
Cash Receipts:			
Grants-In-Aid	\$376,623	\$0	\$376,623
Patron Fines and Fees	7,840	0	7,840
Interest	11,718	0	11,718
Contributions, Gifts and Donations	470	0	470
Miscellaneous	1,368	0	1,368
	<hr/>	<hr/>	<hr/>
Total Cash Receipts	398,019	0	398,019
Cash Disbursements:			
Current:			
Salaries and Benefits	140,136	0	140,136
Supplies	4,546	0	4,546
Purchased and Contracted Services	28,762	0	28,762
Library Materials and Information	57,927	0	57,927
Miscellaneous	1,780	0	1,780
Capital Outlay	50,945	0	50,945
	<hr/>	<hr/>	<hr/>
Total Cash Disbursements	284,096	0	284,096
	<hr/>	<hr/>	<hr/>
Total Cash Receipts Over/(Under) Cash Disbursements	113,923	0	113,923
Other Financing Receipts/(Disbursements):			
Transfers-In	0	125,000	125,000
Transfers-Out	(125,000)	0	(125,000)
	<hr/>	<hr/>	<hr/>
Total Other Financing Receipts/(Disbursements)	(125,000)	125,000	0
	<hr/>	<hr/>	<hr/>
Excess of Cash Receipts and Other Financing Receipts Over/(Under) Cash Disbursements and Other Financing Disbursements	(11,077)	125,000	113,923
	<hr/>	<hr/>	<hr/>
Fund Cash Balance, January 1, 1999	103,054	75,000	178,054
	<hr/>	<hr/>	<hr/>
Fund Cash Balance, December 31, 1999	<u>\$91,977</u>	<u>\$200,000</u>	<u>\$291,977</u>
	<hr/>	<hr/>	<hr/>
Reserves for Encumbrances, December 31	\$2,441	\$0	\$2,441
	<hr/>	<hr/>	<hr/>

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

**RICHWOOD NORTH UNION LIBRARY
UNION COUNTY**

**STATEMENT OF CASH RECEIPTS, CASH DISBURSEMENTS, AND
CHANGES IN FUND CASH BALANCES
ALL GOVERNMENTAL FUND TYPES
FOR THE YEAR ENDED DECEMBER 31, 1998**

	<u>Governmental Fund Types</u>		Totals (Memorandum Only)
	<u>General</u>	<u>Capital Projects</u>	
Cash Receipts:			
Grants-In-Aid	\$335,324	\$0	\$335,324
Patron Fines and Fees	7,648	0	7,648
Interest	6,478	0	6,478
Contributions, Gifts and Donations	16,154	0	16,154
Miscellaneous	3,418	0	3,418
Total Cash Receipts	<u>369,022</u>	<u>0</u>	<u>369,022</u>
Cash Disbursements:			
Current:			
Salaries and Benefits	135,049	0	135,049
Supplies	4,824	0	4,824
Purchased and Contracted Services	29,316	0	29,316
Library Materials and Information	56,557	0	56,557
Miscellaneous	668	0	668
Capital Outlay	14,743	0	14,743
Total Cash Disbursements	<u>241,157</u>	<u>0</u>	<u>241,157</u>
Total Cash Receipts Over/(Under) Cash Disbursements	<u>127,865</u>	<u>0</u>	<u>127,865</u>
Other Financing Receipts/(Disbursements):			
Transfers-In	0	75,000	75,000
Transfers-Out	(75,000)	0	(75,000)
Total Other Financing Receipts/(Disbursements)	<u>(75,000)</u>	<u>75,000</u>	<u>0</u>
Excess of Cash Receipts and Other Financing Receipts Over/(Under) Cash Disbursements and Other Financing Disbursements	<u>52,865</u>	<u>75,000</u>	<u>127,865</u>
Fund Cash Balance, January 1, 1998	<u>50,189</u>	<u>0</u>	<u>50,189</u>
Fund Cash Balance, December 31, 1998	<u><u>\$103,054</u></u>	<u><u>\$75,000</u></u>	<u><u>\$178,054</u></u>
Reserves for Encumbrances, December 31	<u><u>\$2,592</u></u>	<u><u>\$0</u></u>	<u><u>\$2,592</u></u>

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

**RICHWOOD NORTH UNION LIBRARY
UNION COUNTY**

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

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

A. Description of the Entity

The Richwood-North Union Public Library, Union County, Ohio, (the 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 Library is directed by a seven-member Board of Trustees appointed by the school district. The Library provides the community with various educational and literary resources.

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 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. 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 prescribed or permitted by the Auditor of State.

C. Cash and Investments

Investments are reported as assets. Accordingly, purchases of investments are not recorded as disbursements, and sales of investments are not recorded as receipts. Except gains or losses at the time of sale are recorded as receipts or disbursements, respectively.

Certificates of deposit are valued 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:

General Fund

The General Fund is the general operating fund. It is used to account for all financial resources except those required to be accounted for in another fund.

Capital Projects Fund

This fund is used to account for receipts that are restricted for the acquisition or construction of major capital projects. The Capital Projects fund will be used for the acquisition or expansion of Library facilities and land.

**RICHWOOD NORTH UNION LIBRARY
UNION COUNTY**

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

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

E. Budgetary Process

The Ohio Administrative Code requires that each fund be budgeted annually.

1. Appropriations

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

2. Estimated Resources

Estimated resources include estimates of cash to be received (budgeted receipts) plus cash as of January 1.

3. Encumbrances

The Ohio Administrative Code requires the Library to reserve (encumber) appropriations when commitments are made. Encumbrances outstanding at year end are carried over, and need not be reappropriated.

A summary of 1999 and 1998 budgetary activity appears in Note 3.

F. 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.

G. Unpaid Vacation Leave

Employees are entitled to cash payments for unused vacation leave in certain circumstances, such as upon leaving employment. Unpaid vacation leave is not reflected as a liability under the basis of accounting used by the Library.

2. EQUITY IN POOLED CASH AND INVESTMENTS

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

**RICHWOOD NORTH UNION LIBRARY
UNION COUNTY**

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

2. EQUITY IN POOLED CASH AND INVESTMENTS (Continued)

	<u>1999</u>	<u>1998</u>
Demand deposits	\$19,296	\$37,985
Certificates of deposit	<u>30,000</u>	<u>31,000</u>
Total deposits	<u>49,296</u>	<u>68,985</u>
STAR Ohio	<u>242,681</u>	<u>109,069</u>
Total investments	<u>242,681</u>	<u>109,069</u>
Total deposits and investments	<u><u>\$291,977</u></u>	<u><u>\$178,054</u></u>

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

3. BUDGETARY ACTIVITY

Budgetary activity for the years ending December 31, 1999 and December 31, 1998 follows:

1999 Budgeted vs. Actual Receipts

<u>Fund Type</u>	<u>Budgeted Receipts</u>	<u>Actual Receipts</u>	<u>Variance</u>
General	\$349,849	\$398,019	\$48,170
Capital Projects	<u>0</u>	<u>125,000</u>	<u>125,000</u>
Total	<u><u>\$349,849</u></u>	<u><u>\$523,019</u></u>	<u><u>\$173,170</u></u>

1999 Budgeted vs. Actual Budgetary Basis Expenditures

<u>Fund Type</u>	<u>Appropriation Authority</u>	<u>Budgetary Expenditures</u>	<u>Variance</u>
General	\$427,441	\$411,537	\$15,904
Capital Projects	<u>75,000</u>	<u>0</u>	<u>75,000</u>
Total	<u><u>\$502,441</u></u>	<u><u>\$411,537</u></u>	<u><u>\$90,904</u></u>

1998 Budgeted vs. Actual Receipts

<u>Fund Type</u>	<u>Budgeted Receipts</u>	<u>Actual Receipts</u>	<u>Variance</u>
General	\$337,038	\$369,022	\$31,984
Capital Projects	<u>0</u>	<u>75,000</u>	<u>75,000</u>
Total	<u><u>\$337,038</u></u>	<u><u>\$444,022</u></u>	<u><u>\$106,984</u></u>

**RICHWOOD NORTH UNION LIBRARY
UNION COUNTY**

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

3. BUDGETARY ACTIVITY (Continued)

1998 Budgeted vs. Actual Budgetary Basis Expenditures

<u>Fund Type</u>	<u>Appropriation Authority</u>	<u>Budgetary Expenditures</u>	<u>Variance</u>
General	<u>\$344,449</u>	<u>\$318,749</u>	<u>\$25,700</u>

4. GRANTS-IN-AID

The primary source of revenue for Ohio public libraries is the State Library and Local Government Support Fund (LLGSF). The LLGSF is allocated 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 on account of any additional revenues realized by the Library.

5. RETIREMENT SYSTEM

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

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

6. RISK MANAGEMENT

The Library has obtained commercial insurance for the following risk:

- Comprehensive property and general liability
- Public official's liability

The Library also provides health insurance to full-time employees through the North Union Public School District.



STATE OF OHIO
OFFICE OF THE AUDITOR

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

Board of Trustees
Richwood-North Union Public Library
Union County
4 East Ottawa Street
Richwood, Ohio 43344

To the Board of Trustees:

We have audited the financial statements of the Richwood-North Union Public Library, Union County, Ohio (the Library), as of and for the years ended December 31, 1999 and December 31, 1998, and have issued our report thereon dated May 12, 2000. We conducted our audits 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 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 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 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 an immaterial instance of noncompliance that we have reported to management of the Library in a separate letter dated May 12, 2000.

Internal Control Over Financial Reporting

In planning and performing our audits, we considered 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 a matter involving the internal control over financial reporting that does not require inclusion in this report, that we have reported to management of the Library in a separate letter dated May 12, 2000.

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.

A handwritten signature in black ink, appearing to read "Jim Petro". The signature is fluid and cursive, with a large loop at the end.

JIM PETRO
Auditor of State

May 12, 2000



STATE OF OHIO
OFFICE OF THE AUDITOR

JIM PETRO, AUDITOR OF STATE

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RICHWOOD-NORTH UNION PUBLIC LIBRARY

UNION 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
JUNE 6, 2000**