



**ASHTABULA COUNTY DISTRICT LIBRARY
ASHTABULA COUNTY**

REGULAR AUDIT

FOR THE YEARS ENDED DECEMBER 31, 2000-1999



JIM PETRO
AUDITOR OF STATE

STATE OF OHIO

**ASHTABULA COUNTY DISTRICT LIBRARY
ASHTABULA COUNTY**

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REPORT OF INDEPENDENT ACCOUNTANTS

Ashtabula County District Library
Ashtabula County
335 W. 44th Street
Ashtabula, OH 44004

To the Board of Trustees:

We have audited the accompanying financial statements of the Ashtabula County District Library, Ashtabula County, Ohio, (the Library) as of and for the years ended December 31, 2000 and December 31, 1999. 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 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 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 combined fund cash balances and reserves for encumbrances of the Library as of December 31, 2000 and December 31, 1999, and its combined 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 June 13, 2001 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. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* and should be read in conjunction with this report in considering the results of our audit.

This report is intended solely for the information and use of the finance committee, management, 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

June 13, 2001

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**ASHTABULA COUNTY DISTRICT LIBRARY
ASHTABULA COUNTY**

**COMBINED STATEMENT OF CASH RECEIPTS, CASH DISBURSEMENTS, AND
CHANGES IN FUND CASH BALANCES
ALL GOVERNMENTAL AND SIMILAR FIDUCIARY FUND TYPES
FOR THE YEAR ENDED DECEMBER 31, 2000**

	<u>Governmental Fund Types</u>		<u>Fiduciary Fund Type</u>	<u>Totals (Memorandum Only)</u>
	<u>General</u>	<u>Capital Projects</u>	<u>Expendable Trust</u>	
Cash Receipts:				
Other Government Grants-In-Aid	\$1,725,967			\$1,725,967
Patron Fines and Fees	34,212			34,212
Earnings on Investments	50,818	18,253	2,929	72,000
Contributions, Gifts and Donations	4,520			4,520
Miscellaneous Receipts	58,396			58,396
Total Cash Receipts	<u>1,873,913</u>	<u>18,253</u>	<u>2,929</u>	<u>1,895,095</u>
Cash Disbursements:				
Current:				
Salaries and Benefits	866,406			866,406
Supplies	39,648			39,648
Purchased and Contracted Services	316,685			316,685
Library Materials and Information	253,987			253,987
Other Objects	18,580			18,580
Total Cash Disbursements	<u>1,495,306</u>			<u>1,495,306</u>
Total Cash Receipts Over/(Under) Cash Disbursements	<u>378,607</u>	<u>18,253</u>	<u>2,929</u>	<u>399,789</u>
Other Financing Receipts/(Disbursements):				
Transfers-In	3,500	515,000		518,500
Transfers-Out	(100,000)	(415,000)		(515,000)
Contingencies	(913)			(913)
Total Other Financing Receipts/(Disbursements)	<u>(97,413)</u>	<u>100,000</u>		<u>2,587</u>
Excess of Cash Receipts and Other Financing Receipts Over/(Under) Cash Disbursements and Other Financing Disbursements	<u>281,194</u>	<u>118,253</u>	<u>2,929</u>	<u>402,376</u>
Fund Cash Balances, January 1	<u>757,524</u>	<u>438,406</u>	<u>45,051</u>	<u>1,240,981</u>
Fund Cash Balances, December 31	<u><u>\$1,038,718</u></u>	<u><u>\$556,659</u></u>	<u><u>\$47,980</u></u>	<u><u>\$1,643,357</u></u>
Reserves for Encumbrances, December 31	<u><u>\$11,776</u></u>			<u><u>\$11,776</u></u>

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

**ASHTABULA COUNTY DISTRICT LIBRARY
ASHTABULA COUNTY**

**COMBINED STATEMENT OF CASH RECEIPTS, CASH DISBURSEMENTS, AND
CHANGES IN FUND CASH BALANCES
NONEXPENDABLE TRUST FUNDS
FOR THE YEAR ENDED DECEMBER 31, 2000**

	Fiduciary Fund Types
	Nonexpendable Trust
Non-Operating Cash Receipts:	
Earnings on Investments	\$1,036
Non-Operating Cash Disbursements:	
Other Non-Operating Disbursements	_____
Excess of Receipts Over/(Under) Disbursements Before Interfund Transfers and Advances	1,036
Transfers-Out	(3,500)
Net Receipts Over/(Under) Disbursements	(2,464)
Fund Cash Balances, January 1	14,493
Fund Cash Balances, December 31	\$12,029

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

**ASHTABULA COUNTY DISTRICT LIBRARY
ASHTABULA COUNTY**

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

	Governmental Fund Types			Fiduciary Fund Type	Totals (Memorandum Only)
	General	Special Revenue	Capital Projects	Expendable Trust	
Cash Receipts:					
Other Government Grants-In-Aid	\$1,599,565				\$1,599,565
Patron Fines and Fees	35,039				35,039
Earnings on Investments	48,799		10,281	605	59,685
Contributions, Gifts and Donations	5,640				5,640
Miscellaneous Receipts	55,269				55,269
Total Cash Receipts	<u>1,744,312</u>		<u>10,281</u>	<u>605</u>	<u>1,755,198</u>
Cash Disbursements:					
Current:					
Salaries and Benefits	715,722	10,439			726,161
Supplies	38,721				38,721
Purchased and Contracted Services	367,448				367,448
Library Materials and Information	242,628	250			242,878
Other Objects	15,917				15,917
Capital Outlay	81,161				81,161
Total Cash Disbursements	<u>1,461,597</u>	<u>10,689</u>			<u>1,472,286</u>
Total Cash Receipts Over/(Under) Cash Disbursements	<u>282,715</u>	<u>(10,689)</u>	<u>10,281</u>	<u>605</u>	<u>282,912</u>
Other Financing Receipts/(Disbursements):					
Transfers-In	1,887		87,204	1,704	90,795
Transfers-Out	(87,518)	(44)	(3,233)		(90,795)
Total Other Financing Receipts/(Disbursements)	<u>(85,631)</u>	<u>(44)</u>	<u>83,971</u>	<u>1,704</u>	
Excess of Cash Receipts and Other Financing Receipts Over/(Under) Cash Disbursements and Other Financing Disbursements	<u>197,084</u>	<u>(10,733)</u>	<u>94,252</u>	<u>2,309</u>	<u>282,912</u>
Fund Cash Balances, January 1	<u>560,440</u>	<u>10,733</u>	<u>344,154</u>	<u>42,742</u>	<u>958,069</u>
Fund Cash Balances, December 31	<u><u>\$757,524</u></u>	<u><u>\$0</u></u>	<u><u>\$438,406</u></u>	<u><u>\$45,051</u></u>	<u><u>\$1,240,981</u></u>
Reserves for Encumbrances, December 31	<u><u>\$13,298</u></u>				<u><u>\$13,298</u></u>

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

**ASHTABULA COUNTY DISTRICT LIBRARY
ASHTABULA COUNTY**

**COMBINED STATEMENT OF CASH RECEIPTS, CASH DISBURSEMENTS, AND
CHANGES IN FUND CASH BALANCES
NONEXPENDABLE TRUST FUNDS
FOR THE YEAR ENDED DECEMBER 31, 1999**

	<u>Fiduciary Fund Types</u>	<u>Nonexpendable Trust</u>
Non-Operating Cash Receipts:		
Earnings on Investments	\$1,139	
Non-Operating Cash Disbursements:		
Other Non-Operating Disbursements	_____	
 Net Receipts Over/(Under) Disbursements	 1,139	
Fund Cash Balances, January 1	_____	13,354
Fund Cash Balances, December 31	_____	_____
		\$14,493

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

**ASHTABULA COUNTY DISTRICT LIBRARY
ASHTABULA COUNTY**

**NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2000 AND 1999**

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

A. Description of the Entity

Ashtabula County District Library, Ashtabula County, (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. Ashtabula County District Library is a county library district, one of six types of public libraries in Ohio. The District Library system, established in 1953, had its beginnings in 1813 as the Ashtabula Social Library Association.

The Library is directed by a seven-member Board of Trustees. The trustees are appointed to staggered seven year terms with three appointed by the common pleas judge and four appointed by the county commissioners with one term expiring every May 17. The trustees function as an independent board subject to the Ohio Revised Code, although the library does not have the authority to levy taxes or issue bonds. This must be done through the taxing authority, the county commissioners, for the county library district, or a local taxing authority such as a school board, village or township, for those respective areas.

The Library provides the community with various educational and literary resources. Services include telephone references, literacy program, talking books, inter-library loan, rental of video tapes, public meeting rooms, and photocopying. The Library also offers a bookmobile service which serves the county residents in those areas not covered by local libraries.

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.

**ASHTABULA COUNTY DISTRICT LIBRARY
ASHTABULA COUNTY**

**NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2000 AND 1999
(Continued)**

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

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

2. Special Revenue Funds

These funds are used to account for proceeds from specific sources (other than from trusts or for capital projects) that are restricted to expenditure for specific purposes. The Library had the following one significant Special Revenue Fund in 1999:

The Literacy Grant Fund was used to account for grant monies to provide a literacy program at the Library.

3. Capital Project Funds

These funds are used to account for receipts that are restricted for the acquisition or construction of major capital projects (except those financed through enterprise or trust funds). The Library had the following significant capital project funds:

Building Fund monies were transferred to a Building Project Fund to set aside monies to for construction purposes.

Bookmobile Fund monies were transferred to a Bookmobile Project Fund to set aside monies to purchase a new bookmobile.

4. Fiduciary Funds (Trust Funds)

Trust funds are used to account for resources restricted by legally binding trust agreements. If the agreement requires the Library to maintain the corpus of the trust, the fund is classified as a nonexpendable trust fund. Other trust funds are classified as expendable. The Library had the following significant fiduciary funds:

Expendable Trust - Johnson Trust Fund

Nonexpendable Trust - Lyons Trust Fund

**ASHTABULA COUNTY DISTRICT LIBRARY
ASHTABULA COUNTY**

**NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2000 AND 1999
(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 and object 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 unencumbered 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 2000 and 1999 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 and Sick Leave

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

**ASHTABULA COUNTY DISTRICT LIBRARY
ASHTABULA COUNTY**

**NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2000 AND 1999
(Continued)**

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:

	<u>2000</u>	<u>1999</u>
Demand deposits	\$187,122	\$146,585
Certificates of deposit	<u>439,351</u>	<u>26,814</u>
Total deposits	<u>626,473</u>	<u>173,399</u>
STAR Ohio	<u>1,028,412</u>	<u>1,081,574</u>
Total investments	<u>1,028,412</u>	<u>1,081,574</u>
Total deposits and investments	<u><u>\$1,654,885</u></u>	<u><u>\$1,254,973</u></u>

Deposits: Deposits are either (1) insured by the Federal Depository Insurance Corporation or (2) collateralized by the financial institution's public entity deposit pool.

Investments: Investments in STAR Ohio are not evidenced by securities that exist in physical or book-entry form.

Cash on Hand: At year end, the Library had \$501 in undeposited cash on hand which is included on the financial statements of the Library as part of the General Fund balance.

3. BUDGETARY ACTIVITY

Budgetary activity for the years ending December 31, 2000 and December 31, 1999 follows:

2000 Budgeted vs. Actual Receipts			
Fund Type	Budgeted Receipts	Actual Receipts	Variance
General	\$1,736,735	\$1,877,413	\$140,678
Capital Projects	0	533,253	533,253
Fiduciary	<u>0</u>	<u>3,965</u>	<u>3,965</u>
Total	<u><u>\$1,736,735</u></u>	<u><u>\$2,414,631</u></u>	<u><u>\$677,896</u></u>

2000 Budgeted vs. Actual Budgetary Basis Expenditures			
Fund Type	Appropriation Authority	Budgetary Expenditures	Variance
General	\$1,817,371	\$1,607,995	\$209,376
Capital Projects	415,000	415,000	0
Fiduciary	<u>3,500</u>	<u>3,500</u>	<u>0</u>
Total	<u><u>\$2,235,871</u></u>	<u><u>\$2,026,495</u></u>	<u><u>\$209,376</u></u>

**ASHTABULA COUNTY DISTRICT LIBRARY
ASHTABULA COUNTY**

**NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2000 AND 1999
(Continued)**

3. BUDGETARY ACTIVITY (continued)

1999 Budgeted vs. Actual Receipts			
Fund Type	Budgeted Receipts	Actual Receipts	Variance
General	\$1,770,605	\$1,746,199	(\$24,406)
Special Revenue	16,725	0	(16,725)
Capital Projects	36,600	97,485	60,885
Fiduciary	0	3,448	3,448
Total	\$1,823,930	\$1,847,132	\$23,202

1999 Budgeted vs. Actual Budgetary Basis Expenditures			
Fund Type	Appropriation Authority	Budgetary Expenditures	Variance
General	\$1,695,908	\$1,562,413	\$133,495
Special Revenue	10,733	10,733	0
Capital Projects	3,233	3,233	0
Fiduciary	0	0	0
Total	\$1,709,874	\$1,576,379	\$133,495

4. LEASE AGREEMENT

The Library entered into a Lease Agreement with Ashtabula County on June 25, 1990. The agreement called for the County to sell notes in anticipation of the issuance of bonds in the aggregate principal amount of \$800,000, to pay costs of improving the Main Branch of the Ashtabula County District Library. The agreement calls for the Library to convey to the County by general warranty deed, the real estate and building, comprising the Main Branch, for a term which expires upon the earlier of (1) the final payment of the principal indebtedness initially evidenced by the Notes, or (2) December 1, 2015, unless terminated earlier by mutual agreement between the County and Library. The agreement further calls for the County then to lease to the Library the real property conveyed to it in this contract, subject to the conditions expressly described throughout the agreement.

The Library agrees to pay the County during the term of this lease, rent hereunder while the financing is in the form of Notes or renewal Notes, the sum of \$6,792 on the 15th of every month, commencing on August 15, 1990, which sum the County agrees to deposit into a separate Bond Retirement Fund to repay said debt. As of December 31, 2000, the County reflects a balance outstanding on the Library debt of \$250,000.

At the expiration of the term of this lease, the County shall convey and deliver to the Library such interest as it then may have in the Leased Premises, for the sum of one dollar.

**ASHTABULA COUNTY DISTRICT LIBRARY
ASHTABULA COUNTY**

**NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2000 AND 1999
(Continued)**

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. For 2000 and 1999, 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 in 1999 and 10.84% in 2000. The Library has paid all contributions required through December 31, 2000.

6. 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.

7. RISK MANAGEMENT

The 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 and vision coverage to full-time employees through a private carrier.

8. RESTATEMENT OF FUND BALANCES

The Library had established a Capital Project Fund in 1998 to account for monies invested in Star Ohio. The amounts invested should have remained part of the fund balance of the contributing funds. This adjustment was made in the prior audit report. The clerk-treasurer made the correction in 1999 through inter-fund transfers.

<u>Fund Type</u>	<u>Previously Stated Fund Balance at 12/31/98</u>	<u>Adjustment</u>	<u>Restated Fund Balance At 1/1/99</u>
General	\$78,526	\$481,914	\$560,440
Capital Project	868,810	(524,656)	344,154
Expendable Trust	0	42,742	42,742
	<u>\$947,336</u>	<u>\$0</u>	<u>\$947,336</u>



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OFFICE OF THE AUDITOR

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

Ashtabula County District Library
Ashtabula County
335 W. 44th Street
Ashtabula, OH 44004

To the Board of Trustees:

We have audited the accompanying financial statements of the Ashtabula County District Library, Ashtabula County, Ohio (the Library), as of and for the years ended December 31, 2000 and December 31, 1999, and have issued our report thereon dated June 13, 2001. 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 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 certain immaterial instances of noncompliance that we have reported to management of the Library in a separate letter dated June 13, 2001.

Internal Control Over Financial Reporting

In planning and performing our audit, 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 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 Library in a separate letter dated June 13, 2001.

This report is intended for the information and use of the finance committee, management, and 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

June 13, 2001



STATE OF OHIO
OFFICE OF THE AUDITOR

JIM PETRO, AUDITOR OF STATE

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ASHTABULA COUNTY DISTRICT LIBRARY

ASHTABULA 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 28, 2001**