



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

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**STATE OF OHIO**



**ASHTABULA COUNTY LAW LIBRARY ASSOCIATION  
ASHTABULA COUNTY**

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## REPORT OF INDEPENDENT ACCOUNTANTS

Ashtabula County Law Library Association  
Ashtabula County  
25 West Jefferson Street  
Jefferson, Ohio 44047

To the Board of Trustees:

We have audited the accompanying financial statements of the general fund the Ashtabula County Law Library Association (the Library) as of and for the years ended December 31, 2001 and 2000. 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 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. Also, the financial statements present only the general fund and are not intended to present fairly the financial position and results of operations of the Library in conformity with the basis of accounting as described in Note 1.

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's general fund as of December 31, 2001 and 2000, 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 December 16, 2002 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 audit 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.

A handwritten signature in black ink, appearing to read "Jim Petro", written in a cursive style.

**Jim Petro**  
Auditor of State

December 16, 2002

**ASHTABULA COUNTY LAW LIBRARY ASSOCIATION  
ASHTABULA COUNTY**

**STATEMENT OF CASH RECEIPTS, CASH DISBURSEMENTS, AND  
CHANGES IN GENERAL FUND CASH BALANCE  
FOR THE YEAR ENDED DECEMBER 31, 2001**

	<b>General Fund</b>
<b>Cash Receipts:</b>	
Fine and Forfeitures	\$271,804
Miscellaneous Receipts	744
	272,548
Total Cash Receipts	272,548
<b>Cash Disbursements:</b>	
Law Books	254,384
Salaries and Salary Related Expenses	8,827
Miscellaneous	19,978
	283,189
Total Cash Disbursements	283,189
Total Cash Receipts Over/(Under) Cash Disbursements	(10,640)
<b>Other Financing Receipts/(Disbursements):</b>	
Refunds from Vendors	10,093
	10,093
Excess (Deficiency) of Cash Receipts and Other Financing Receipts Over (Under) Cash Disbursements and Other Financing Disbursements	(547)
General Fund Cash Balances, January 1	2,610
<b>General Fund Cash Balances, December 31</b>	<b>\$2,063</b>
Reserves for Encumbrances, December 31	\$2,063

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

**ASHTABULA COUNTY LAW LIBRARY ASSOCIATION  
ASHTABULA COUNTY**

**STATEMENT OF CASH RECEIPTS, CASH DISBURSEMENTS, AND  
CHANGES IN GENERAL FUND CASH BALANCE  
FOR THE YEAR ENDED DECEMBER 31, 2000**

	<b>General Fund</b>
<b>Cash Receipts:</b>	
Fine and Forfeitures	\$310,485
Miscellaneous Receipts	842
Total Cash Receipts	311,327
<b>Cash Disbursements:</b>	
Law Books	290,559
Salaries and Salary Related Expenses	8,863
Miscellaneous	21,439
Total Cash Disbursements	320,861
Total Cash Receipts Over/(Under) Cash Disbursements	(9,535)
<b>Other Financing Receipts/(Disbursements):</b>	
Refunds from Vendors	9,360
Excess (Deficiency) of Cash Receipts and Other Financing Receipts Over (Under) Cash Disbursements and Other Financing Disbursements	(174)
General Fund Cash Balances, January 1 -	2,784
<b>General Fund Cash Balances, December 31</b>	<b>\$2,610</b>
Reserves for Encumbrances, December 31	\$2,610

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



**ASHTABULA COUNTY LAW LIBRARY ASSOCIATION  
ASHTABULA COUNTY**

**NOTES TO THE FINANCIAL STATEMENTS  
DECEMBER 31, 2001 AND 2000**

**1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

**A. Description of the Entity**

The Ashtabula County Law Library (the Library) is directed by a board of three trustees who are elected annually or other term by members of the Ashtabula County Bar Association. The Library provides free access for all county officers and the judges of the several courts within the county.

The Library operates by receiving a portion of fine and forfeiture monies from the courts and any associated interest under Ohio Revised Code (ORC) Sections 3375.50 to .53, inclusive. The Library is permitted to expend funds under ORC Section 3375.54. The funds of the Library are expended on the purchase, lease or rental of lawbooks; computer communications consoles to access a system of computerized legal research; microfilm materials and equipment, videotape materials and equipment; audio or visual materials and equipment; and other services, materials, and equipment that provide legal information or facilitate legal research.

The Ashtabula County Commissioners are required by ORC Section 3375.49 to provide adequate facilities for the Library. The Board of County Commissioners is required to provide suitable bookcases, heating and lighting for the rooms.

The Board of Trustees hire a librarian and not more than two assistant law librarians. The Judges of the Court of Common Pleas of Ashtabula County fix the compensation of the librarian and up to two assistant librarians pursuant to ORC Section 3375.48. If the Library provides free access to all county officers and the judges of the several courts, the salary of the law librarian and up to two assistants should be paid from the county treasury. If the conditions above are not met, then the salary of the librarian and any assistants should be paid by the Library.

The Library's management believes these financial statements present all public funds for which the Library is financially accountable. Some funds received by the Library are considered private monies. Private monies include: membership dues, overdue book charges and photocopying charges. Fees collected for the use of books and copiers remain private even though the books and copiers may have been purchased with public funds. Private monies can be disbursed at the discretion of the Library. The accompanying financial statements do not present private monies.

**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. The Reserve for Encumbrances on the financial statement represents commitments for purchases the Library has made. Encumbrances are recognized when a commitment is made.

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

**ASHTABULA COUNTY LAW LIBRARY ASSOCIATION  
ASHTABULA COUNTY**

**NOTES TO THE FINANCIAL STATEMENTS  
DECEMBER 31, 2001 AND 2000  
(Continued)**

**1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**

**C. Cash and Investments**

The Ashtabula County Law Librarian is the Secretary/Treasurer for the Ashtabula County Law Library Association. The investment procedures are restricted by the provisions of the Ohio Revised Code. The Library's deposits are held in the depository form by Andover Bank, located in Jefferson.

**D. Fund Accounting**

The Library uses fund accounting to segregate cash that is restricted as to use. The Library has the following fund type:

**1. General Fund**

**Law Library Association Fund**

The General Fund is the general operating fund of the Library. It is used to account for all financial resources except private revenues.

**Budgetary Process**

The Library is not required to budget annually; however, under Ohio Revised Code Section 3375.56 the Library is permitted to encumber funds equal to their commitments outstanding at year end. Encumbrances outstanding at year end are carried over to the subsequent year.

**E. Property, Plant and Equipment**

Acquisitions of equipment are recorded as equipment disbursements when paid. These items are not reflected as assets on the accompanying financial statements. Items purchased which are deemed to be equipment are computers, copiers, fax machines, and other items related toward facilitating the use of the equipment.

**2. EQUITY IN POOLED CASH AND INVESTMENTS**

The Library maintains cash deposits in the form of a checking account. The Ohio Revised Code prescribes allowable deposits and investments. The carrying amount of cash at December 31 follows:

	<u>2001</u>	<u>2000</u>
Demand deposits	\$2,063	\$2,610

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

**ASHTABULA COUNTY LAW LIBRARY ASSOCIATION  
ASHTABULA COUNTY**

**NOTES TO THE FINANCIAL STATEMENTS  
DECEMBER 31, 2001 AND 2000  
(Continued)**

**3. RISK MANAGEMENT**

**Commercial Insurance**

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

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

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

Ashtabula County Law Library Association  
Ashtabula County  
25 West Jefferson Street  
Jefferson, Ohio 44047

To the Board of Trustees:

We have audited the accompanying financial statements of the Ashtabula County Law Library Association (the Library) as of and for the years ended December 31, 2001 and 2000, and have issued our report thereon dated December 16, 2002, wherein we indicated the financial statements only include the general fund. 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.

**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*.

**Internal Control Over Financial Reporting**

In planning and performing our audit, we considered the 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. However, we noted a certain matter involving the internal control over financial reporting and its operation that we consider to be a reportable condition. Reportable conditions involve matters coming to our attention relating to significant deficiencies in the design or operation of the internal control over financial reporting, that in our judgment, could adversely affect the Library's ability to record, process, summarize and report financial data consistent with the assertions of management in the financial statements. A reportable condition is described in the accompanying schedule of findings as item 2001-61104-001.

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. Our consideration of the internal control over financial reporting would not necessarily disclose all matters in the internal control that might be reportable conditions and, accordingly, would not necessarily disclose all reportable conditions that are also considered to be material weaknesses. However, we do not believe the reportable condition described above is a material weakness

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

This report is intended solely for the information and use of the audit committee, management and 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", written in a cursive style.

**Jim Petro**  
Auditor of State

December 16, 2002

**ASHTABULA COUNTY LAW LIBRARY ASSOCIATION  
ASHTABULA COUNTY**

**SCHEDULE OF FINDINGS  
DECEMBER 31, 2001 AND 2000**

**FINDINGS RELATED TO THE FINANCIAL STATEMENTS  
REQUIRED TO BE REPORTED IN ACCORDANCE WITH GAGAS**

**FINDING NUMBER 2001-61104-001**

The Law Library operates from revenues derived from court cases that have been resolved. The Ohio Revised Code § 3375.51 requires that fifty per cent of all moneys collected by a county court accruing from fines, penalties, and forfeited bail, unless otherwise distributed by law, shall be paid to the Board of Trustees of the Law Library Association of the county by the County Treasurer, upon the voucher of the County Auditor within thirty days after such moneys have been paid into the county treasury by the Clerk of the county court.

The County Auditor received money from Eastern County Court in the amount of \$4,769.90 on February 5, 2001 for fines, penalties and forfeited bail. The County Auditor did not disburse the money to the Ashtabula County Law Library Association within thirty days as required.

In order to insure that monies collected on behalf of the Law Library, are then disbursed within the time required, the Law Librarian should on a monthly basis review the amounts paid into the county treasury by the courts and then determine the amount paid into the Law Library fund by the County Auditor is the same. The error detected on the amount due the Law Library fund has been presented to the County Auditor and corrected in 2002.







STATE OF OHIO  
OFFICE OF THE AUDITOR  

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**LAW LIBRARY ASSOCIATION**

**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  
DECEMBER 31, 2002**