



**Auditor of State  
Betty Montgomery**



**EUCLID PUBLIC LIBRARY  
CUYAHOGA COUNTY**

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# Auditor of State Betty Montgomery

## INDEPENDENT ACCOUNTANTS' REPORT

Euclid Public Library  
Cuyahoga County  
631 East 222<sup>nd</sup> Street  
Euclid, Ohio 44123

To the Board of Trustees:

We have audited the accompanying financial statements of the Euclid Public Library, Cuyahoga County, Ohio, (the Library) as of and for the years ended December 31, 2002 and December 31, 2001. 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 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 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 described 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 of the Euclid Public Library, Cuyahoga County, Ohio, as of December 31, 2002, and December 31, 2001, 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 January 27, 2003, 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 audits.

This report is intended solely for the information and use of 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 that reads "Betty Montgomery". The signature is written in a cursive, flowing style.

**Betty Montgomery**  
Auditor of State

January 27, 2003

**EUCLID PUBLIC LIBRARY  
CUYAHOGA COUNTY**

**COMBINED STATEMENT OF CASH RECEIPTS, CASH DISBURSEMENTS, AND  
CHANGES IN FUND CASH BALANCES  
ALL GOVERNMENTAL FUND TYPES  
FOR THE YEAR ENDED DECEMBER 31, 2002**

|   | <u>Governmental Fund Types</u> |                            |                             | <b>Totals<br/>(Memorandum<br/>Only)</b> |
|---|--------------------------------|----------------------------|-----------------------------|---|
|   | <u>General</u>                 | <u>Special<br/>Revenue</u> | <u>Capital<br/>Projects</u> |   |
| <b>Cash Receipts:</b>                               |                                |                            |                             |   |
| Property and Other Local Taxes                      | \$1,663,189                    | \$0                        | \$0                         | \$1,663,189                             |
| Intergovernmental                                   | 2,392,630                      | 0                          | 0                           | 2,392,630                               |
| Patron Fines and Fees                               | 128,875                        | 0                          | 0                           | 128,875                                 |
| Earnings on Investments                             | 79,872                         | 0                          | 0                           | 79,872                                  |
| Contributions, Gifts and Donations                  | 1,388                          | 0                          | 0                           | 1,388                                   |
| Miscellaneous Receipts                              | 24,683                         | 0                          | 0                           | 24,683                                  |
|   | <u>4,290,637</u>               | <u>0</u>                   | <u>0</u>                    | <u>4,290,637</u>                        |
| <b>Total Cash Receipts</b>                          |                                |                            |                             |   |
| <b>Cash Disbursements:</b>                          |                                |                            |                             |   |
| Current:  |                                |                            |                             |   |
| Salaries and Benefits                               | 2,697,398                      | 0                          | 0                           | 2,697,398                               |
| Supplies  | 105,765                        | 0                          | 0                           | 105,765                                 |
| Purchased and Contracted Services                   | 536,275                        | 0                          | 0                           | 536,275                                 |
| Library Materials and Information                   | 870,433                        | 0                          | 0                           | 870,433                                 |
| Other Objects                                       | 12,025                         | 0                          | 0                           | 12,025                                  |
| Capital Outlay                                      | 126,379                        | 3,476                      | 0                           | 129,855                                 |
|   | <u>4,348,275</u>               | <u>3,476</u>               | <u>0</u>                    | <u>4,351,751</u>                        |
| <b>Total Cash Disbursements</b>                     |                                |                            |                             |   |
| Total Cash Receipts Over/(Under) Cash Disbursements | (57,638)                       | (3,476)                    | 0                           | (61,114)                                |
| Fund Cash Balances, January 1, 2002                 | 2,126,623                      | 3,476                      | 2,072,741                   | 4,202,840                               |
| <b>Fund Cash Balances, December 31, 2002</b>        | <u><u>\$2,068,985</u></u>      | <u><u>\$0</u></u>          | <u><u>\$2,072,741</u></u>   | <u><u>\$4,141,726</u></u>               |

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

**EUCLID PUBLIC LIBRARY  
CUYAHOGA COUNTY**

**COMBINED STATEMENT OF CASH RECEIPTS, CASH DISBURSEMENTS, AND  
CHANGES IN FUND CASH BALANCES  
ALL GOVERNMENTAL FUND TYPES  
FOR THE YEAR ENDED DECEMBER 31, 2001**

|  | <u>Governmental Fund Types</u> |                            |                             | <b>Totals<br/>(Memorandum<br/>Only)</b> |
|--|--------------------------------|----------------------------|-----------------------------|---|
|  | <u>General</u>                 | <u>Special<br/>Revenue</u> | <u>Capital<br/>Projects</u> |   |
| <b>Cash Receipts:</b>  |                                |                            |                             |   |
| Property and Other Local Taxes   | \$1,622,003                    | \$0                        | \$0                         | \$1,622,003                             |
| Intergovernmental  | 2,585,665                      | 0                          | 0                           | 2,585,665                               |
| Grants   | 0                              | 18,358                     |                             | 18,358                                  |
| Patron Fines and Fees  | 116,878                        | 0                          | 0                           | 116,878                                 |
| Earnings on Investments  | 164,245                        | 0                          | 0                           | 164,245                                 |
| Contributions, Gifts and Donations   | 1,530                          | 0                          | 0                           | 1,530                                   |
| Miscellaneous Receipts   | 11,094                         | 0                          | 0                           | 11,094                                  |
| <b>Total Cash Receipts</b>   | <b>4,501,415</b>               | <b>18,358</b>              | <b>0</b>                    | <b>4,519,773</b>                        |
| <b>Cash Disbursements:</b>   |                                |                            |                             |   |
| Current:   |                                |                            |                             |   |
| Salaries and Benefits  | 2,428,286                      | 0                          | 0                           | 2,428,286                               |
| Supplies   | 103,183                        | 0                          | 0                           | 103,183                                 |
| Purchased and Contracted Services  | 522,129                        | 0                          | 0                           | 522,129                                 |
| Library Materials and Information  | 873,663                        | 0                          | 0                           | 873,663                                 |
| Other Objects  | 12,166                         | 0                          | 0                           | 12,166                                  |
| Capital Outlay   | 122,572                        | 14,882                     | 0                           | 137,454                                 |
| <b>Total Cash Disbursements</b>  | <b>4,061,999</b>               | <b>14,882</b>              | <b>0</b>                    | <b>4,076,881</b>                        |
| <b>Total Cash Receipts Over/(Under) Cash Disbursements</b>   | <b>439,416</b>                 | <b>3,476</b>               | <b>0</b>                    | <b>442,892</b>                          |
| <b>Other Financing Receipts/(Disbursements):</b>   |                                |                            |                             |   |
| Transfers-In   | 0                              | 0                          | 1,000,000                   | 1,000,000                               |
| Transfers-Out  | (1,000,000)                    | 0                          | 0                           | (1,000,000)                             |
| <b>Total Other Financing Receipts/(Disbursements)</b>  | <b>(1,000,000)</b>             | <b>0</b>                   | <b>1,000,000</b>            | <b>0</b>                                |
| Excess of Cash Receipts and Other Financing<br>Receipts Over/(Under) Cash Disbursements<br>and Other Financing Disbursements | (560,584)                      | 3,476                      | 1,000,000                   | 442,892                                 |
| Fund Cash Balances, January 1, 2001  | 2,687,207                      | 0                          | 1,072,741                   | 3,759,948                               |
| <b>Fund Cash Balances, December 31, 2001</b>   | <b>\$2,126,623</b>             | <b>\$3,476</b>             | <b>\$2,072,741</b>          | <b>\$4,202,840</b>                      |

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



**EUCLID PUBLIC LIBRARY  
CUYAHOGA COUNTY**

**NOTES TO THE FINANCIAL STATEMENTS  
DECEMBER 31, 2002 AND 2001**

**1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

**A. Description of the Entity**

Euclid Public Library, Cuyahoga 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 Ohio. The Library is directed by a seven-member Board of Trustees appointed by the Euclid City School District. The Library provides the community with various educational and literary resources.

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

Component units are legally separate organizations for which the Library is financially accountable. Component units may also include organizations that provide significant ongoing financial support to the Library. The Library has no material component units.

**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. Gains or losses at the time of sale are recorded as receipts or disbursements, respectively.

Repurchase agreements are valued at cost. The investment in STAROhio (the State Treasurer's investment pool) is valued at amounts reported by the State Treasurer.

**EUCLID PUBLIC LIBRARY  
CUYAHOGA COUNTY**

**NOTES TO THE FINANCIAL STATEMENTS  
DECEMBER 31, 2002 AND 2001  
(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 Fund**

This fund is 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 significant Special Revenue Fund:

*Gates Foundation Grant* – This fund is used for accounting for the receipts and disbursements associated with the grant.

**3. Capital Project Fund**

This fund is 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 Fund:

*Building Fund* – This fund is used for the purpose of repairing, improving, furnishing, and equipping the existing Euclid Public Library.

**E. Budgetary Process**

The Board must annually approve appropriation measures and subsequent amendments. Unencumbered appropriations lapse at year end. Budgetary expenditures may not exceed appropriations at the fund and function level of control.

A summary of 2002 and 2001 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. Accumulated Leave**

In certain circumstances, such as upon leaving employment, employees are entitled to cash payments for unused leave. Unpaid leave is not reflected as a liability under the basis of accounting the Library uses.

**EUCLID PUBLIC LIBRARY  
CUYAHOGA COUNTY**

**NOTES TO THE FINANCIAL STATEMENTS  
DECEMBER 31, 2002 AND 2001  
(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:

|                                | 2002        | 2001        |
|--------------------------------|-------------|-------------|
| Demand deposits                | \$37,715    | \$127,882   |
| Total deposits                 | 37,715      | 127,882     |
| STAR Ohio                      | 2,578,753   | 4,074,658   |
| Repurchase agreement           | 1,524,958   | 0           |
| Total investments              | 4,103,711   | 4,074,658   |
| Total deposits and investments | 4,141,426   | 4,202,540   |
| <br>                           |             |             |
| Petty Cash                     | 300         | 300         |
| Total Cash Balance             | \$4,141,726 | \$4,202,840 |

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

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

The Library's financial institution transfers securities to the Library's agent to collateralize repurchase agreements. The securities are not in the Library's name.

**3. BUDGETARY ACTIVITY**

Budgetary activity for the years ending December 31, 2002 and December 31, 2001 are as follows:

| 2002 Budgeted vs. Actual Budgetary Basis Expenditures |                            |                           |             |
|---|----------------------------|---------------------------|-------------|
| Fund Type   | Appropriation<br>Authority | Budgetary<br>Expenditures | Variance    |
| General   | \$4,717,499                | \$4,348,275               | \$369,224   |
| Special Revenue                                       | 3,476                      | 3,476                     | 0           |
| Capital Projects                                      | 2,072,741                  | 0                         | 2,072,741   |
| Total   | \$6,793,716                | \$4,351,751               | \$2,441,965 |

**EUCLID PUBLIC LIBRARY  
CUYAHOGA COUNTY**

**NOTES TO THE FINANCIAL STATEMENTS  
DECEMBER 31, 2002 AND 2001  
(Continued)**

**3. BUDGETARY ACTIVITY (continued)**

| 2001 Budgeted vs. Actual Budgetary Basis Expenditures |                            |                           |             |
|---|----------------------------|---------------------------|-------------|
| Fund Type   | Appropriation<br>Authority | Budgetary<br>Expenditures | Variance    |
| General   | \$5,236,908                | \$5,061,999               | \$174,909   |
| Special Revenue                                       | 18,358                     | 14,882                    | 3,476       |
| Capital Projects                                      | 2,072,741                  | 0                         | 2,072,741   |
| Total   | \$7,328,007                | \$5,076,881               | \$2,251,126 |

**4. GRANTS-IN-AID AND TAX RECEIPTS**

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 based on of any additional revenues the Library receives.

Real property taxes become a lien on January 1 preceding the October 1 date for which rates are adopted by the taxing authority of the subdivision to whose jurisdiction the Library is subject. The State Board of Tax Equalization adjusts these rates for inflation. Property taxes are also reduced for applicable homestead and rollback deductions. Homestead and rollback amounts are then paid by the State, and are reflected in the accompanying financial statements as Other Governments Grants In Aid. Payments are due to the County by December 31. If the property owner elects to make semiannual payment, 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.

Tangible personal property tax is assessed by the property owners, who must file a list of such 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 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 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 for 2002 and 2001. The Library has paid all contributions required through December 31, 2002.

**EUCLID PUBLIC LIBRARY  
CUYAHOGA COUNTY**

**NOTES TO THE FINANCIAL STATEMENTS  
DECEMBER 31, 2002 AND 2001  
(Continued)**

**6. RISK MANAGEMENT**

**Commercial Insurance**

The Library has obtained commercial insurance for the following risks:

- Comprehensive property and general liability;
- Vehicles;
- Errors and omissions;
- Boiler and machinery; and
- Commercial crime.

**Health Insurance**

The Library also provides health insurance (hospitalization and prescription), life insurance, dental, and vision coverage to eligible employees through a private carrier. The Library's liability for health care is limited to the premiums paid.

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**Auditor of State  
Betty Montgomery**

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

Euclid Public Library  
Cuyahoga County  
631 East 222<sup>nd</sup> Street  
Euclid, Ohio 44123

To the Board of Trustees:

We have audited the financial statements of the Euclid Public Library, Cuyahoga County, Ohio, (the Library) as of and for the years ended December 31, 2002 and December 31, 2001, and have issued our report thereon dated January 27, 2003. We conducted our audits 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 audits 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 audits, 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. 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 January 27, 2003.

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Euclid Public Library  
Cuyahoga County  
Independent Accountants' Report on Compliance and on Internal Control  
Required by *Government Auditing Standards*  
Page 2

This report is intended solely for the information and use of 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 that reads "Betty Montgomery". The signature is written in a cursive, flowing style.

**Betty Montgomery**  
Auditor of State

January 27, 2003





**Auditor of State  
Betty Montgomery**

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**EUCLID PUBLIC LIBRARY**

**CUYAHOGA 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  
MARCH 11, 2003**