



JIM PETRO
AUDITOR OF STATE

STATE OF OHIO

**MONROE COUNTY LAW LIBRARY ASSOCIATION
MONROE COUNTY**

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REPORT OF INDEPENDENT ACCOUNTANTS

Monroe County Law Library Association
Monroe County
PO Box 563
Woodsfield, Ohio 43793

To the Board of Trustees:

We have audited the accompanying financial statement of the General Fund of the Monroe County Law Library Association, Monroe County, Ohio (the Library), as of and for the years ended December 31, 2001 and 2000. This financial statement is the responsibility of the Library's management. Our responsibility is to express an opinion on this financial statement 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 statement 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 statement presents only the general fund and is 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 statement referred to above presents fairly, in all material respects, the cash balance of the Monroe County Law Library Association'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 November 14, 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 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". The signature is stylized with a large, looping initial "J" and a cursive "Petro".

Jim Petro
Auditor of State

November 14, 2002

**MONROE COUNTY LAW LIBRARY ASSOCIATION
MONROE COUNTY**

**STATEMENT OF CASH RECEIPTS, CASH DISBURSEMENTS,
AND CHANGES IN CASH BALANCE
ALL PUBLIC FUNDS
FOR THE YEARS ENDED DECEMBER 31**

	2001	2000
Cash Receipts:		
Fine and Forfeitures	\$25,863	\$21,146
Miscellaneous		1,574
	<u>25,863</u>	<u>22,720</u>
Total Cash Receipts	<u>25,863</u>	<u>22,720</u>
Cash Disbursements:		
Supplies and Materials	23,800	18,196
Refund to County		2,566
Insurance	200	
Miscellaneous		2,220
	<u>24,000</u>	<u>22,982</u>
Total Cash Disbursements	<u>24,000</u>	<u>22,982</u>
Total Cash Receipts Over/(Under) Cash Disbursements	<u>1,863</u>	<u>(262)</u>
Cash Balance, January 1	<u>13</u>	<u>275</u>
Cash Balance, December 31	<u>\$1,876</u>	<u>\$13</u>

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

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**MONROE COUNTY LAW LIBRARY ASSOCIATION
MONROE COUNTY**

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

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

A. Description of the Entity

The Monroe County Law Library Association, Monroe County (the Library), is directed by a board of three trustees who are elected annually by members of the Monroe 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 Monroe 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 hires a librarian and not more than two assistant law librarians. The Judges of the Court of Common Pleas of Monroe 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 this financial statement presents all public funds for which the Library is financially accountable. Some funds received by the Library are considered private monies. Private monies consist of membership dues. Private monies can be disbursed at the discretion of the Library. The accompanying financial statement does not present private monies.

B. Basis of Accounting

This financial statement follows 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.

This statement includes adequate disclosure of material matters, as prescribed or permitted by the Auditor of State.

C. 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.

**MONROE COUNTY LAW LIBRARY ASSOCIATION
MONROE COUNTY**

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

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

D. Refund to Relative Income Sources

If certain conditions are met, the Library is required to refund at least ninety percent of any cash balance to political subdivisions that provided revenues to the Library. See Footnote 2 for additional information.

2. CALCULATION OF REFUND TO RELATIVE INCOME SOURCES AND AMOUNT RETAINED

In any year that revenues exceed disbursements, the Library refunds at least ninety percent of the balance to the political subdivisions who provided the funds and retains the remaining amount. This refund process is referred to as the application of ORC 3375.56 or refund to relative income sources. During 2000, the Library expended all revenue but during 2001 the Library did not expend all revenues but failed to remit the excess back to the contributing agency (Monroe County Auditor). The following chart presents the amounts that should have been refunded and retained during 2001. A Finding for Recovery is reflected in the Schedule of Findings as Finding Number 2001-61056-001.

Cash Balance at December 31, 2001 Amount not Refunded and Retained During Calendar Year 2001	
Cash Balance at December 31, 2001	\$1,863
Not refunded to Relative Sources during 2001	\$1,676
Not posted to Retained Funds Amount during 2001	\$187

3. EQUITY IN CASH

The Ohio Revised Code prescribes allowable deposits and investments. The carrying amount of cash at December 31 follows:

	2001	2000
Demand deposits	\$1,876	\$13
Total deposits	\$1,876	\$13

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

4. RISK MANAGEMENT

Commercial Insurance

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

- Comprehensive property and general liability;



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

Monroe County Law Library Association
Monroe County
PO Box 563
Woodsfield, Ohio 43793

To the Board of Trustees:

We have audited the accompanying financial statement of the Monroe County Law Library Association, Monroe County, Ohio (the Library), as of and for the years ended December 31, 2001 and 2000, and have issued our report thereon dated November 14, 2002, wherein we indicated the financial statement only includes 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 statement is 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 an instance of noncompliance that is required to be reported under *Government Auditing Standards*, which is described in the Schedule of Findings as item 2001-61056-001. We also noted an immaterial instance of noncompliance that we have reported to management of the Library in a separate letter dated November 14, 2002.

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 statement 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 November 14, 2002.

This report is intended solely 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 stylized with a large, looping initial "J" and a long horizontal stroke extending to the right.

Jim Petro
Auditor of State

November 14, 2002

**MONROE COUNTY LAW LIBRARY ASSOCIATION
MONROE COUNTY**

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

FINDINGS RELATED TO THE FINANCIAL STATEMENTS REQUIRED TO BE REPORTED IN ACCORDANCE WITH GAGAS
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FINDING NUMBER 2001-61056-001

Finding for Recovery

Ohio Rev. Code Section 3375.56, states the Board of Trustees of the Law Library Association shall make a detailed statement to the County Auditor of the amount of the fines and penalties received under Sections 3375.50 through 3375.53, Revised Code, inclusive, and the money expended by the Library. If the total amount received under such sections during the preceding calendar year exceeds expenditures during the same time period, the auditor shall certify such fact to the Board which shall direct the Treasurer of the Library to refund proportionately to the political subdivisions from which the balance was received, not less than ninety percent of any unencumbered balance on hand from the preceding year.

During the year 2001, the Library received money from the Monroe County Juvenile Court, County Court and the Court of Common Pleas and they didn't remit any excess back to the political subdivisions they received revenue from. The following shows the breakdown of unspent fine monies.

2001

Total Fines Received	\$25,863.36
Less: Total Expenditures	24,000.18
Excess of Receipts over/(under) expenditures	1,863.18
Amount to be remitted back to Monroe County	1,676.86
Amount to be retained by Law Library	186.32

In accordance with the foregoing facts, and pursuant to Ohio Rev. Code Section 117.28, a Finding for Recovery for public money due but not collected is hereby issued against the Monroe County Law Library Association in the amount of \$1,676.86, in favor of Monroe County.

**MONROE COUNTY LAW LIBRARY ASSOCIATION
MONROE COUNTY**

**SCHEDULE OF PRIOR AUDIT FINDINGS
FISCAL YEAR END DECEMBER 31, 2001 AND 2000**

Finding Number	Finding Summary	Fully Corrected?	Not Corrected, Partially Corrected; Significantly Different Corrective Action Taken; or Finding No Longer Valid; <i>Explain:</i>
1999-61056-001	Monroe County Court monies deposited to Law Library in error.	Yes	Finding No Longer Valid. Monroe County Law Library Association paid these monies back during 2000.



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LAW LIBRARY ASSOCIATION

MONROE 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
JANUARY 9, 2003**