



**Auditor of State
Betty Montgomery**

**BUTLER COUNTY LAW LIBRARY ASSOCIATION
BUTLER COUNTY**

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Auditor of State Betty Montgomery

INDEPENDENT ACCOUNTANTS' REPORT

Butler County Law Library Association
Butler County
10 Journal Square
Suite 200
Hamilton, Ohio 45011

To the Board of Trustees:

We have audited the accompanying financial statements of the general fund and the retained monies fund of the Butler County Law Library Association, Butler County, Ohio (the Library), as of and for the years ended December 31, 2003 and 2002. 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 the retained monies 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 of the Library's general fund and the retained monies fund as of December 31, 2003 and 2002, 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 April 8, 2004 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 that reads "Betty Montgomery". The signature is written in a cursive, flowing style.

Betty Montgomery
Auditor of State

April 8, 2004

**BUTLER COUNTY LAW LIBRARY ASSOCIATION
BUTLER COUNTY**

**STATEMENT OF CASH RECEIPTS, CASH DISBURSEMENTS, AND
CHANGES IN FUND CASH BALANCES
ALL PUBLIC FUNDS
FOR THE YEAR ENDED DECEMBER 31, 2003**

	<u>General Fund</u>	<u>Retained Monies Fund</u>	<u>Totals (Memorandum Only)</u>
Cash Receipts:			
Fine and Forfeitures	\$651,148	\$0	\$651,148
Interest	1,589	259	1,848
Total Cash Receipts	<u>652,737</u>	<u>259</u>	<u>652,996</u>
Cash Disbursements:			
Supplies and Materials	571,362		571,362
Equipment	17,789		17,789
Wages and Retirement	54,332		54,332
Accounting and Fiscal Charges	758		758
Insurance	5,435		5,435
Other Disbursements	1,472		1,472
Total Cash Disbursements	<u>651,148</u>	<u>0</u>	<u>651,148</u>
Total Cash Receipts Over Cash Disbursements	<u>1,589</u>	<u>259</u>	<u>1,848</u>
Other Financing Receipts/(Disbursements):			
Transfers-In		3,677	3,677
Transfers-Out	(3,677)		(3,677)
Total Other Financing Receipts/(Disbursements)	<u>(3,677)</u>	<u>3,677</u>	<u>(0)</u>
Excess (Deficiency) of Cash Receipts and Other Financing Receipts Over (Under) Cash Disbursements and Other Financing Disbursements	(2,088)	3,936	1,848
Public Fund Cash Balances, January 1	<u>2,088</u>	<u>36,629</u>	<u>38,717</u>
Public Fund Cash Balances, December 31	<u>(\$0)</u>	<u>\$40,565</u>	<u>\$40,565</u>

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

**BUTLER COUNTY LAW LIBRARY ASSOCIATION
BUTLER COUNTY**

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

	<u>General Fund</u>	<u>Retained Monies Fund</u>	<u>Totals (Memorandum Only)</u>
Cash Receipts:			
Fine and Forfeitures	\$664,722	\$0	\$664,722
Interest	2,102	410	2,512
Total Cash Receipts	<u>666,824</u>	<u>410</u>	<u>667,234</u>
Cash Disbursements:			
Supplies and Materials	578,083		578,083
Refunds to Relative Income Sources - See Note 2	21,698		21,698
Equipment	24,197		24,197
Wages and Retirement	58,206		58,206
Accounting and Fiscal Charges	4,886		4,886
Insurance	4,176		4,176
Other Disbursements	1,187	3,013	4,200
Total Cash Disbursements	<u>692,433</u>	<u>3,013</u>	<u>695,446</u>
Total Cash Receipts (Under) Cash Disbursements	<u>(25,609)</u>	<u>(2,603)</u>	<u>(28,212)</u>
Other Financing Receipts/(Disbursements):			
Remittance to Retained Funds	(2,411)	2,411	0
Transfers-In		2,708	2,708
Transfers-Out	(2,708)		(2,708)
Total Other Financing Receipts/(Disbursements)	<u>(5,119)</u>	<u>5,119</u>	<u>0</u>
Excess (Deficiency) of Cash Receipts and Other Financing Receipts Over (Under) Cash Disbursements and Other Financing Disbursements	(30,728)	2,516	(28,212)
Public Fund Cash Balances, January 1 (Restated - See Note 5)	<u>32,816</u>	<u>34,113</u>	<u>66,929</u>
Public Fund Cash Balances, December 31	<u>\$2,088</u>	<u>\$36,629</u>	<u>\$38,717</u>

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

**BUTLER COUNTY LAW LIBRARY ASSOCIATION
BUTLER COUNTY**

**NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2003 AND 2002**

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

A. Description of the Entity

The Butler County Law Library Association, Butler County, Ohio (the Library), is directed by a board of eighteen trustees who are elected annually by members of the Butler 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 Butler 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 Butler 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.

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

**BUTLER COUNTY LAW LIBRARY ASSOCIATION
BUTLER COUNTY**

**NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2003 AND 2002
(Continued)**

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

C. Cash and Investments

The Law Library maintains interest bearing checking and savings accounts for all deposits at U.S. Bank.

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. Retained Monies Fund

Retained Monies Fund consists of monies retained by the Library under Ohio Revised Code § 3375.56. At the end of each calendar year the Library is permitted under law to retain up to ten percent of their unencumbered balance. See footnote 2 for additional information.

E. 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

F. 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.

G. Refund to Relative Income Sources

If certain conditions are met, the Library is required to refund at least ninety percent of any unencumbered 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 unencumbered 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. The following charts present the refunded and retained amounts during 2003 and 2002.

**BUTLER COUNTY LAW LIBRARY ASSOCIATION
BUTLER COUNTY**

**NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2003 AND 2002
(Continued)**

**2. CALCULATION OF REFUND TO RELATIVE INCOME SOURCES AND AMOUNT RETAINED
(Continued)**

<i>Unencumbered Balance at December 31, 2002 Refunded and Retained During Calendar Year 2003</i>	
Unencumbered Balance at December 31, 2002	\$38,716
Refunded to Relative Sources during 2003	0
Retained Funds Amount during 2003	0

<i>Unencumbered Balance at December 31, 2001 Refunded and Retained During Calendar Year 2002</i>	
Unencumbered Balance at December 31, 2001	\$64,221
Refunded to Relative Sources during 2002	21,698
Retained Funds Amount during 2002	2,411

The Library did not have retained funds in 2003.

3. 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:

	2003	2002
Demand deposits	\$40,565	\$38,717

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

4. RISK MANAGEMENT

Commercial Insurance

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

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

**BUTLER COUNTY LAW LIBRARY ASSOCIATION
BUTLER COUNTY**

**NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2003 AND 2002
(Continued)**

5. RESTATEMENT OF FUND BALANCE

Refunds were overstated in the Retained Monies Fund and understated in the General Fund in the 2001 financial statements. A net refund of \$12,564 was recorded in the General Fund in 2001, but the amount was deposited in the Retained Monies Fund bank account. The correction had the following effect on fund balance at January 1, 2002:

	General Fund	Retained Monies Fund
December 31, 2001 Fund Balance	\$45,380	\$21,549
Correction of Error	<u>(12,564)</u>	<u>12,564</u>
Restated January 1, 2002 Fund Balance	<u>\$32,816</u>	<u>\$34,113</u>



Auditor of State Betty Montgomery

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

Butler County Law Library Association
Butler County
10 Journal Square
Suite 200
Hamilton, Ohio 45011

To the Board of Trustees:

We have audited the accompanying financial statements of the Butler County Law Library Association, Butler County, Ohio (the Library), as of and for the years ended December 31, 2003 and 2002, and have issued our report thereon dated April 8, 2004, wherein we indicated the financial statements only include the general fund and the Retained Monies 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. 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 certain 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 April 8, 2004.

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 that reads "Betty Montgomery". The signature is written in a cursive, flowing style.

Betty Montgomery
Auditor of State

April 8, 2004



**Auditor of State
Betty Montgomery**

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BUTLER COUNTY LAW LIBRARY ASSOCIATION

BUTLER 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
MAY 6, 2004**