



**Auditor of State
Betty Montgomery**

**BELLAIRE PUBLIC LIBRARY
BELMONT COUNTY**

TABLE OF CONTENTS

TITLE	PAGE
Cover Letter	1
Independent Accountants' Report.....	3
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, 2004	5
Combined Statement of Cash Receipts, Cash Disbursements, and Changes in Fund Cash Balances - All Proprietary and Similar Fiduciary Fund Types - For the Year Ended December 31, 2004	6
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, 2003	7
Combined Statement of Cash Receipts, Cash Disbursements, and Changes in Fund Cash Balances - All Proprietary and Similar Fiduciary Fund Types - For the Year Ended December 31, 2003	8
Notes to the Financial Statements	9
Independent Accountants' Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Required by <i>Government Auditing Standards</i>	13

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**Auditor of State
Betty Montgomery**

Bellaire Public Library
Belmont County
330 32nd Street
Bellaire, Ohio 43906

To the Board of Trustees:

As you are aware, the Auditor of State's Office (AOS) must modify the *Independent Accountants' Report* we provide on your financial statements due to a February 2, 2005 interpretation from the American Institute of Certified Public Accountants (AICPA). While AOS does not legally require your government to prepare financial statements pursuant to Generally Accepted Accounting Principles (GAAP), the AICPA interpretation requires auditors to formally acknowledge that you did not prepare your financial statements in accordance with GAAP. Our Report includes an opinion relating to GAAP presentation and measurement requirements, but does not imply the amounts the statements present are misstated under the non-GAAP basis you follow. The AOS report also includes an opinion on the financial statements you prepared using the cash basis and financial statement format the AOS permits.

A handwritten signature in cursive script that reads "Betty Montgomery".

Betty Montgomery
Auditor of State

September 27, 2005

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Auditor of State Betty Montgomery

INDEPENDENT ACCOUNTANTS' REPORT

Bellaire Public Library
Belmont County
330 32nd Street
Bellaire, Ohio 43906

To the Board of Trustees:

We have audited the accompanying financial statements of the Bellaire Public Library, Belmont County, Ohio (the Library), as of and for the years ended December 31, 2004 and 2003. 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 the Comptroller General of the United States' *Government Auditing Standards*. Those standards require that we plan and perform the audit to reasonably assure 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. The Library processes its financial transactions with the Auditor of State's Uniform Accounting Network (UAN). *Government Auditing Standards* considers this service to impair the independence of the Auditor of State to audit the Library because the Auditor of State designed, developed, implemented, and as requested, operates UAN. However, *Government Auditing Standards* permits the Auditor of State to audit and opine on this entity, because Ohio Revised Code § 117.101 requires the Auditor of State to provide UAN services, and Ohio Revised Code §§ 117.11(B) and 115.56 mandate the Auditor of State to audit Ohio governments. We believe our audit provides a reasonable basis for our opinion.

As described more fully in Note 1, the Library has prepared these financial statements using accounting practices the Auditor of State prescribes or permits. These practices differ from accounting principles generally accepted in the United States of America (GAAP). Although we cannot reasonably determine the effects on the financial statements of the variances between these regulatory accounting practices and GAAP, we presume they are material.

Revisions to GAAP would require the Library to reformat its financial statement presentation and make other changes effective for the year ended December 31, 2004. Instead of the combined funds the accompanying financial statements present for 2004 (and 2003), the revisions require presenting entity wide statements and also to present its larger (i.e. major) funds separately for 2004. While the Library does not follow GAAP, generally accepted auditing standards requires us to include the following paragraph if the statements do not substantially conform to the new GAAP presentation requirements. The Auditor of State permits, but does not require governments to reformat their statements. The Library has elected not to reformat its statements. Since this Library does not use GAAP to measure financial statement amounts, the following paragraph does not imply the amounts reported are materially misstated under the accounting basis the Auditor of State permits. Our opinion on the fair presentation of the amounts reported pursuant to its non-GAAP basis is in the second following paragraph.

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In our opinion, because of the effects of the matter discussed in the preceding two paragraphs, the financial statements referred to above for the year ended December 31, 2004 do not present fairly, in conformity with accounting principles generally accepted in the United States of America, the financial position of the Library as of December 31, 2004, or its changes in financial position or cash flows of its proprietary fund for the year then ended.

Also, 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 Bellaire Public Library, Belmont County, as of December 31, 2004 and 2003, and its combined cash receipts and disbursements for the years then ended on the accounting basis Note 1 describes.

The aforementioned revision to generally accepted accounting principles also requires the Library to include Management's Discussion and Analysis for the year ended December 31, 2004. The Library has not presented Management's Discussion and Analysis, which accounting principles generally accepted in the United States of America has determined is necessary to supplement, although not required to be part of, the financial statements.

In accordance with *Government Auditing Standards*, we have also issued our report dated September 27, 2005, 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 grant agreements and other matters. While we did not opine on the internal control over financial reporting or on compliance, that report describes the scope of our testing of internal control over financial reporting and compliance, and the results of that testing. That report is an integral part of an audit performed in accordance with *Government Auditing Standards*. You should read it in conjunction with this report in assessing the results of our audit.



Betty Montgomery
Auditor of State

September 27, 2005

**BELLAIRE PUBLIC LIBRARY
BELMONT 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, 2004**

	<u>Governmental Fund Type</u>	<u>Fiduciary Fund Type</u>	<u>Totals (Memorandum Only)</u>
	<u>General</u>	<u>Expendable Trust</u>	
Cash Receipts:			
Library and Local Government Support	\$510,849	\$	\$510,849
Patron Fines and Fees	9,585		9,585
Earnings on Investments	17,636	114	17,750
Contributions, Gifts and Donations		3,429	3,429
Miscellaneous Receipts	77		77
	<u>538,147</u>	<u>3,543</u>	<u>541,690</u>
Total Cash Receipts			
Cash Disbursements:			
Current:			
Salaries and Benefits	296,149		296,149
Purchased and Contracted Services	48,845		48,845
Library Materials and Information	127,710	1,619	129,329
Supplies	19,514		19,514
Other	8,637		8,637
Capital Outlay	7,843		7,843
	<u>508,698</u>	<u>1,619</u>	<u>510,317</u>
Total Cash Disbursements			
Total Cash Receipts Over/(Under) Cash Disbursements	<u>29,449</u>	<u>1,924</u>	<u>31,373</u>
Fund Cash Balances, January 1	<u>997,134</u>	<u>17,185</u>	<u>1,014,319</u>
Fund Cash Balances, December 31	<u>\$1,026,583</u>	<u>\$19,109</u>	<u>\$1,045,692</u>
Reserves for Encumbrances, December 31	<u>\$23,171</u>	<u>\$3,088</u>	<u>\$26,259</u>

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

**BELLAIRE PUBLIC LIBRARY
BELMONT COUNTY**

**COMBINED STATEMENT OF CASH RECEIPTS, CASH DISBURSEMENTS, AND
CHANGES IN FUND CASH BALANCES
ALL PROPRIETARY AND SIMILAR FIDUCIARY FUND TYPES
FOR THE YEAR ENDED DECEMBER 31, 2004**

	<u>Proprietary Fund Type</u>	<u>Fiduciary Fund Type</u>	<u>Totals (Memorandum Only)</u>
	<u>Enterprise</u>	<u>Nonexpendable Trust</u>	
Operating Cash Receipts:			
Earnings on Investments	\$	\$119	\$119
Operating Cash Disbursements:			
Current:			
Salaries and Benefits	2,598		2,598
Purchased and Contracted Services	6,515		6,515
Supplies	1,059		1,059
Other	60		60
Total Operating Cash Disbursements	<u>10,232</u>	<u>0</u>	<u>10,232</u>
Operating Income/(Loss)	<u>(10,232)</u>	<u>119</u>	<u>(10,113)</u>
Non-Operating Cash Receipts:			
Earnings on Investments	15		15
Other Non-Operating Receipts	10,012		10,012
Total Non-Operating Cash Receipts	<u>10,027</u>	<u>0</u>	<u>10,027</u>
Net Cash Receipts Over/(Under) Cash Disbursements	(205)	119	(86)
Fund Cash Balances, January 1	<u>4,318</u>	<u>12,147</u>	<u>16,465</u>
Fund Cash Balances, December 31	<u>\$4,113</u>	<u>\$12,266</u>	<u>\$16,379</u>
Reserves for Encumbrances, December 31	<u>\$211</u>	<u>\$0</u>	<u>\$211</u>

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

**BELLAIRE PUBLIC LIBRARY
BELMONT 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, 2003**

	<u>Governmental Fund Type</u>	<u>Fiduciary Fund Type</u>	<u>Totals (Memorandum Only)</u>
	<u>General</u>	<u>Expendable Trust</u>	
Cash Receipts:			
Library and Local Government Support	\$507,681	\$	\$507,681
Patron Fines and Fees	9,218		9,218
Earnings on Investments	15,137	389	15,526
Contributions, Gifts and Donations		2,354	2,354
Miscellaneous Receipts	161		161
	<u>532,197</u>	<u>2,743</u>	<u>534,940</u>
Cash Disbursements:			
Current:			
Salaries and Benefits	302,310		302,310
Purchased and Contracted Services	47,911		47,911
Library Materials and Information	114,420	2,592	117,012
Supplies	15,055		15,055
Other Objects	8,347		8,347
Capital Outlay	8,193	19	8,212
	<u>496,236</u>	<u>2,611</u>	<u>498,847</u>
Total Cash Receipts Over/(Under) Cash Disbursements	<u>35,961</u>	<u>132</u>	<u>36,093</u>
Fund Cash Balances, January 1	<u>961,173</u>	<u>17,053</u>	<u>978,226</u>
Fund Cash Balances, December 31	<u>\$997,134</u>	<u>\$17,185</u>	<u>\$1,014,319</u>
Reserves for Encumbrances, December 31	<u>\$23,923</u>	<u>\$428</u>	<u>\$24,351</u>

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

**BELLAIRE PUBLIC LIBRARY
BELMONT COUNTY**

**COMBINED STATEMENT OF CASH RECEIPTS, CASH DISBURSEMENTS, AND
CHANGES IN FUND CASH BALANCES
ALL PROPRIETARY AND SIMILAR FIDUCIARY FUND TYPES
FOR THE YEAR ENDED DECEMBER 31, 2003**

	<u>Proprietary Fund Type</u>	<u>Fiduciary Fund Type</u>	<u>Totals (Memorandum Only)</u>
	<u>Enterprise</u>	<u>Nonexpendable Trust</u>	
Operating Cash Receipts:			
Earnings on Investments	\$	\$536	\$536
Operating Cash Disbursements:			
Current:			
Salaries and Benefits	4,340		4,340
Purchased and Contracted Services	6,323		6,323
Supplies	829		829
Other	50		50
Total Operating Cash Disbursements	<u>11,542</u>	<u>0</u>	<u>11,542</u>
Operating Income/(Loss)	<u>(11,542)</u>	<u>536</u>	<u>(11,006)</u>
Non-Operating Cash Receipts:			
Earnings on Investments	41		41
Other Non-Operating Receipts	12,226		12,226
Total Non-Operating Cash Receipts	<u>12,267</u>	<u>0</u>	<u>12,267</u>
Net Cash Receipts Over/(Under) Cash Disbursements	725	536	1,261
Fund Cash Balances, January 1	<u>3,593</u>	<u>11,611</u>	<u>15,204</u>
Fund Cash Balances, December 31	<u>\$4,318</u>	<u>\$12,147</u>	<u>\$16,465</u>
Reserves for Encumbrances, December 31	<u>\$171</u>	<u>\$0</u>	<u>\$171</u>

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

**BELLAIRE PUBLIC LIBRARY
BELMONT COUNTY**

**NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2004 AND 2003**

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

A. Description of the Entity

The constitution and laws of the State of Ohio establish the rights and privileges of the Bellaire Public Library, Belmont County (the Library), as a body corporate and politic. The Library appoints a seven-member Board of Trustees to govern the Library. The Library provides the community with various educational and literary resources. The Library is involved with the Southeastern Ohio Library Organization Regional Library System (SOLO) which is defined as a jointly governed organization. Additional information concerning the jointly governed organization is presented in Note 8.

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 the Auditor of State prescribes or permits. This accounting basis is similar to the cash receipts and disbursements basis. The Library recognizes receipts when received in cash rather than when earned, and recognizes disbursements 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 the Auditor of State prescribes or permits.

C. Cash

The Library values certificates of deposit at cost.

D. Fund Accounting

The Library uses fund accounting to segregate cash that is restricted as to use. The Library classifies its funds into the following types:

1. General Fund

The General Fund accounts for all financial resources except those required to be accounted for in another fund.

2. Enterprise Funds

These funds account for operations that are similar to private business enterprises where management intends to recover the significant costs of providing certain goods or services through user charges. The Library had the following significant Enterprise Fund:

Building Rent Fund – This fund receives charges for service from the rental of the Library activity and table rooms. The revenue is used to cover the cost to provide this service.

**BELLAIRE PUBLIC LIBRARY
BELMONT COUNTY**

**NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2004 AND 2003
(Continued)**

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

D. Fund Accounting (Continued)

3. Fiduciary Funds (Trust Funds)

Trust funds account for resources restricted by legally binding trust agreements. If the agreement requires the Library to maintain the corpus of the trust, the Library classifies the activity as a nonexpendable trust fund. The Library classifies other trust funds as expendable. The Library had the following significant Fiduciary Funds:

Special Gift Fund- This fund receives interest earnings and contributions, gifts, or donations from patrons for the purchase of books in memory of another person. This fund is classified as an Expendable Trust Fund.

R.L. Atkinson Fund- This Nonexpendable Trust Fund receives interest earnings for the purchase of library materials.

E. Budgetary Process

The Board of Trustees must annually approve appropriation measures and subsequent amendments. Unencumbered appropriations lapse at year end. Budgetary expenditures (that is, disbursements and encumbrances) may not exceed appropriations at the fund, function, and object level of control.

A summary of 2004 and 2003 budgetary activity appears in Note 4.

F. Property, Plant, and Equipment

The Library records disbursements for acquisitions of property, plant, and equipment when paid. The accompanying financial statements do not report these items as assets.

G. Accumulated Leave

In certain circumstances, such as upon leaving employment, employees are entitled to cash payments for unused leave. The financial statements do not include a liability for unpaid leave.

2. EQUITY IN POOLED CASH

The Library maintains a cash pool which all funds use. The Ohio Revised Code prescribes allowable deposits and investments. The carrying amount of cash at December 31 follows:

	2004	2003
Demand deposits	\$962,071	\$830,784
Certificates of deposit	100,000	200,000
Total deposits	\$1,062,071	\$1,030,784

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

**BELLAIRE PUBLIC LIBRARY
BELMONT COUNTY**

**NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2004 AND 2003
(Continued)**

4. BUDGETARY ACTIVITY

Budgetary activity for the years ending December 31, 2004 and 2003, follows:

2004 Budgeted vs. Actual Receipts			
Fund Type	Budgeted Receipts	Actual Receipts	Variance
General	\$487,786	\$538,147	\$50,361
Enterprise	12,050	10,027	(2,023)
Fiduciary	4,400	3,662	(738)
Total	\$504,236	\$551,836	\$47,600

2004 Budgeted vs. Actual Budgetary Basis Expenditures			
Fund Type	Appropriation Authority	Budgetary Expenditures	Variance
General	\$985,343	\$531,869	\$453,474
Enterprise	14,400	10,443	3,957
Fiduciary	9,928	4,707	5,221
Total	\$1,009,671	\$547,019	\$462,652

2003 Budgeted vs. Actual Receipts			
Fund Type	Budgeted Receipts	Actual Receipts	Variance
General	\$532,302	\$532,197	(\$105)
Enterprise	11,050	12,267	1,217
Fiduciary	4,400	3,279	(1,121)
Total	\$547,752	\$547,743	(\$9)

2003 Budgeted vs. Actual Budgetary Basis Expenditures			
Fund Type	Appropriation Authority	Budgetary Expenditures	Variance
General	\$1,027,819	\$520,159	\$507,660
Enterprise	14,089	11,713	2,376
Fiduciary	11,200	3,039	8,161
Total	\$1,053,108	\$534,911	\$518,197

5. GRANTS-IN-AID

The primary source of revenue for Ohio public libraries is the State Library and Local Government Support Fund (LLGSF). The State allocates LLGSF 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 any additional revenues the Library receives.

**BELLAIRE PUBLIC LIBRARY
BELMONT COUNTY**

**NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2004 AND 2003
(Continued)**

6. RETIREMENT SYSTEM

The Ohio Public Employees Retirement System (OPERS) is a state operated, cost-sharing, multiple employer public employee retirement system. The Ohio Revised Code prescribes retirement benefits for vested employees who are eligible to retire based upon years of service. OPERS also provides survivor and disability benefits to vested employees as the Ohio Revised Code prescribes.

The Ohio Revised Code also prescribes contribution rates. The Library's OPERS members contributed 8.5 percent of their gross salaries. The Library contributed an amount equal to 13.55 percent of participants' gross salaries. The Library has paid all contributions required through December 31, 2004.

7. RISK MANAGEMENT

Commercial Insurance

The Library has obtained commercial insurance for the following risks:

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

8. JOINTLY GOVERNED ORGANIZATION

The Southeastern Ohio Library Organization Regional Library System, (SOLO), is a regional library system created and jointly governed according to the provisions of Ohio Rev. Code Sections 3375.90 through 3375.93. SOLO is composed of fourteen legally-separate libraries within Southeast Ohio: Bellaire Public Library, Barnesville Hutton Memorial Library, Caldwell Public Library, Guernsey County District Library, Kate Love Simpson Library, Martins Ferry Public Library, Monroe County District Library, Muskingum County Public Library System, Newark Public Library, Perry County District Library, Public Library of Steubenville and Jefferson County, Puskarich Public Library, St. Clairsville Public Library, and Washington County Library. SOLO is governed by a fourteen member Board of Trustees selected by the Librarians Council which consists of library administrators or a representative from each member library. SOLO provides annual training workshops for member library employees, technical training and assistance, a central graphics center, and coordinates the delivery of intra-library book loans. The Bellaire Public Library's control over budgeting and financing of SOLO is limited to its voting authority and its representation on SOLO's Board of Trustees.

9. RELATED PARTY TRANSACTIONS

The Library pays an annual fee to SOLO Regional Library, a jointly owned organization, of which the Library is a member. The Library paid \$8,000 to the SOLO Regional Library during the period January 1, 2003 through December 31, 2004.



Auditor of State Betty Montgomery

INDEPENDENT ACCOUNTANTS' REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS REQUIRED BY *GOVERNMENT AUDITING STANDARDS*

Bellaire Public Library
Belmont County
330 32nd Street
Bellaire, Ohio 43906

To the Board of Trustees:

We have audited the financial statements of the Bellaire Public Library, Belmont County, Ohio (the Library), as of and for the years ended December 31, 2004 and 2003, and have issued our report thereon dated September 27, 2005, wherein we noted the Library follows the accounting practices the Auditor of State prescribes rather than accounting principles generally accepted in the United States of America. We also noted that the Library uses the Auditor of State's Uniform Accounting Network (UAN) to process its financial transactions. *Government Auditing Standards* considers this service to impair the Auditor of State's independence to audit the Library because the Auditor of State designed, developed, implemented, and, as requested, operates UAN. 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 the Comptroller General of the United States' *Government Auditing Standards*.

Internal Control Over Financial Reporting

In planning and performing our audit, we considered the Library's internal control over financial reporting to determine our auditing procedures to express our opinion on the financial statements and not to opine on the internal control over financial reporting. Our consideration of the internal control would not necessarily disclose all matters in the internal control over financial reporting that might be material weaknesses. A material weakness is a reportable 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 caused by error or fraud in amounts material to the financial statements we audited may occur and not be timely detected by employees when performing their assigned functions. We noted no matters involving the internal control over financial reporting and its operation that we consider material weaknesses.

Compliance and Other Matters

As part of reasonably assuring whether the Library's financial statements are free of material misstatement, we tested its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could directly and materially affect 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 an opinion. The results of our tests disclosed no instances of noncompliance or other matters we must report under *Government Auditing Standards*.

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Bellaire Public Library
Belmont County
Independent Accountants' Report on Internal Control Over
Financial Reporting and on Compliance and Other Matters
Required by *Government Auditing Standards*
Page 2

We intend this report solely for the information and use of the audit committee, management, and the Board of Trustees. It is not intended for 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

September 27, 2005



**Auditor of State
Betty Montgomery**

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BELLAIRE PUBLIC LIBRARY

BELMONT 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
NOVEMBER 10, 2005**