



**Auditor of State
Betty Montgomery**

**BOWERSTON SCHOOL DISTRICT PUBLIC LIBRARY
HARRISON COUNTY**

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**Auditor of State
Betty Montgomery**

Bowerston School District Public Library
Harrison County
200 Main Street
P O Box 205
Bowerston, Ohio 44695-0205

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 14, 2005

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Auditor of State Betty Montgomery

INDEPENDENT ACCOUNTANTS' REPORT

Bowerston School District Public Library
Harrison County
200 Main Street
P O Box 205
Bowerston, Ohio 44695-0205

To the Board of Trustees:

We have audited the accompanying financial statements of Bowerston School District Public Library, Harrison County, (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 that 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 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 the Bowerston School District Public Library, Harrison County, as of December 31, 2004 and 2003, and its combined cash receipts and disbursements for the year then ended on the basis of accounting described in Note 1.

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 14, 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 14, 2005

BOWERSTON SCHOOL DISTRICT PUBLIC LIBRARY
HARRISON 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**

	Governmental Fund Types			Fiduciary Fund Type	Totals (Memorandum Only)
	General	Debt Service	Capital Projects	Expendable Trust	
Cash Receipts:					
Other Government Grants-In-Aid	\$221,382	\$192			\$221,574
Patron Fines and Fees	4,080				4,080
Earnings on Investments	3,171			\$26	3,197
Contributions, Gifts and Donations	2,377				2,377
Miscellaneous Receipts	365				365
Total Cash Receipts	231,375	192		26	231,593
Cash Disbursements:					
Current:					
Salaries	98,438				98,438
Employee Fringe Benefits	22,935				22,935
Purchased and Contracted Services	39,745				39,745
Library Materials and Information	29,313			\$45	29,358
Supplies	5,807				5,807
Other Objects	3,122				3,122
Capital Outlay	35,464				35,464
Total Cash Disbursements	234,824			45	234,869
Total Cash Receipts Over/(Under) Cash Disbursements	(3,449)	192		(19)	(3,276)
Other Financing Receipts/(Disbursements):					
Transfers-In			\$12,000		12,000
Advances-In	3,450				3,450
Transfers-Out	(12,000)				(12,000)
Advances-Out		(3,450)			(3,450)
Total Other Financing Receipts/(Disbursements)	(8,550)	(3,450)	12,000		
Excess of Cash Receipts and Other Financing Receipts Over/(Under) Cash Disbursements and Other Financing Disbursements	(11,999)	(3,258)	12,000	(19)	(3,276)
Fund Cash Balances, January 1	185,975	\$3,258	68,301	11,069	268,603
Fund Cash Balances, December 31	\$173,976		\$80,301	\$11,050	\$265,327
Reserves for Encumbrances, December 31	\$18,606				\$18,606

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

**BOWERSTON SCHOOL DISTRICT PUBLIC LIBRARY
HARRISON 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 Types</u>			<u>Fiduciary Fund Type</u>	<u>Totals (Memorandum Only)</u>
	<u>General</u>	<u>Debt Service</u>	<u>Capital Projects</u>	<u>Expendable Trust</u>	
Cash Receipts:					
Other Government Grants-In-Aid	\$227,398	\$22,747			\$250,145
Patron Fines and Fees	3,219				3,219
Earnings on Investments	2,914			\$24	2,938
Contributions, Gifts and Donations	12				12
Miscellaneous Receipts	1,326				1,326
Total Cash Receipts	<u>234,869</u>	<u>22,747</u>		<u>24</u>	<u>257,640</u>
Cash Disbursements:					
Current:					
Salaries	97,102				97,102
Employee Fringe Benefits	28,648				28,648
Purchased and Contracted Services	42,323				42,323
Library Materials and Information	35,752				35,752
Supplies	8,136				8,136
Other Objects	3,043				3,043
Debt Service:					
Redemption of Principal		24,001			24,001
Interest Payments and Other Financing Fees and Costs		647			647
Capital Outlay	11,711				11,711
Total Cash Disbursements	<u>226,715</u>	<u>24,648</u>			<u>251,363</u>
Total Cash Receipts Over/(Under) Cash Disbursements	<u>8,154</u>	<u>(1,901)</u>		<u>24</u>	<u>6,277</u>
Other Financing Receipts/(Disbursements):					
Transfers-In			\$10,000		10,000
Advances-In		3,450			3,450
Transfers-Out	(10,000)				(10,000)
Advances-Out	(3,450)				(3,450)
Total Other Financing Receipts/(Disbursements)	<u>(13,450)</u>	<u>3,450</u>	<u>10,000</u>		
Excess of Cash Receipts and Other Financing Receipts Over/(Under) Cash Disbursements and Other Financing Disbursements	<u>(5,296)</u>	<u>1,549</u>	<u>10,000</u>	<u>24</u>	<u>6,277</u>
Fund Cash Balances, January 1	<u>191,271</u>	<u>1,709</u>	<u>58,301</u>	<u>\$11,045</u>	<u>262,326</u>
Fund Cash Balances, December 31	<u>\$185,975</u>	<u>\$3,258</u>	<u>\$68,301</u>	<u>\$11,069</u>	<u>\$268,603</u>
Reserves for Encumbrances, December 31	<u>\$46,469</u>				<u>\$46,469</u>

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

**BOWERSTON SCHOOL DISTRICT PUBLIC LIBRARY
HARRISON COUNTY**

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

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

A. Description of the Entity

The Bowerston School District Public Library, Harrison County (the Library) is a body corporate and politic established to exercise the rights and privileges conveyed to it by the constitution and laws of the State of Ohio. The Library is directed by a seven-member Board of Trustees appointed by the Conotton Valley Union Local School District Board of Education. The Library provides the community with various educational and literary resources. The Library is responsible for the provision of library services to the residents of the Conotton Valley Union Local School District which is located in Carroll, Harrison and Tuscarawas Counties.

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 and Investments

The Library's accounting basis includes investments as assets. Accordingly, the Library does not record investment purchases as disbursements or investment sales as receipts. The Library records gains or losses at the time of sale as receipts or disbursements, respectively.

The Library values certificates of deposit at cost.

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

2. Debt Service Funds

The debt service fund accounts for resources the Library accumulates to pay bond and note indebtedness. The Library had the following significant Debt Service Fund:

General Obligation Debt Service Fund – This fund receives state and local government receipts to pay a general obligation note relating to an addition to the library building.

**BOWERSTON SCHOOL DISTRICT PUBLIC LIBRARY
HARRISON COUNTY**

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

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

3. Capital Project Funds

These funds account for receipts restricted to acquiring or constructing major capital projects (except those financed through enterprise or trust funds). The Library had the following significant Capital Project Fund:

Capital Project Fund – This fund receives donations or transfers from the General Fund to pay for capital improvements of the library.

4. 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 Fund:

Johnston Expendable Trust Fund – This fund receives interest earnings for the purchase of library books and materials from money donated by the Ruth Johnston Family.

E. Budgetary Process

The Board 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 3.

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 AND INVESTMENTS

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

**BOWERSTON SCHOOL DISTRICT PUBLIC LIBRARY
HARRISON COUNTY**

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

2. EQUITY IN POOLED CASH AND INVESTMENTS (Continued)

	2004	2003
Demand deposits	\$229,237	\$257,513
Certificate of deposits	36,000	11,000
Cash on hand	90	90
Total deposits	\$265,327	\$268,603

Deposits: Deposits are insured by the Federal Depository Insurance Corporation and collateralized by securities specifically pledged by the financial institution to the Library.

3. 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	\$230,389	\$231,375	\$986
Debt Service	192	192	
Capital Projects	12,000	12,000	
Fiduciary	0	26	26
Total	\$242,581	\$243,593	\$1,012

2004 Budgeted vs. Actual Budgetary Basis Expenditures

Fund Type	Appropriation Authority	Budgetary Expenditures	Variance
General	\$419,838	\$265,430	\$154,408
Debt Service	3,450		3,450
Capital Projects	68,301		68,301
Fiduciary	11,045	45	11,000
Total	\$502,634	\$265,475	\$237,159

2003 Budgeted vs. Actual Receipts

Fund Type	Budgeted Receipts	Actual Receipts	Variance
General	\$229,912	\$234,869	\$4,957
Debt Service	22,940	22,747	(193)
Capital Projects	10,000	10,000	
Fiduciary	0	24	24
Total	\$262,852	\$267,640	\$4,788

**BOWERSTON SCHOOL DISTRICT PUBLIC LIBRARY
HARRISON COUNTY**

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

3. BUDGETARY ACTIVITY (Continued)

2003 Budgeted vs. Actual Budgetary Basis Expenditures			
Fund Type	Appropriation Authority	Budgetary Expenditures	Variance
General	\$421,183	\$283,184	\$137,999
Debt Service	24,649	24,648	1
Capital Projects	58,301		58,301
Fiduciary	11,045		11,045
Total	\$515,178	\$307,832	\$207,346

4. 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 of any additional revenues the Library receives.

5. 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.

6. RISK MANAGEMENT

Commercial Insurance

The Bowerston School District Public Library has obtained commercial insurance for the following risks:

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



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*

Bowerston School District Public Library
Harrison County
200 Main Street
P O Box 205
Bowerston, Ohio 44695-0205

To the Board of Trustees:

We have audited the financial statements of the Bowerston School District Public Library, Harrison County, (the Library) as of and for the years ended December 31, 2004 and 2003, and have issued our report thereon dated September 14, 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 *Government Auditing Standards*, issued by the Comptroller General of the United States.

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*.

Bowerston School District Public Library
Harrison County
Independent Accountants' Report on Compliance and on Internal Control
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 14, 2005



**Auditor of State
Betty Montgomery**

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**BOWERSTON SCHOOL DISTRICT PUBLIC LIBRARY
HARRISON 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
OCTOBER 20, 2005**