

**MARION PUBLIC LIBRARY**  
**MARION COUNTY**  
REPORT ON FINANCIAL STATEMENTS  
FOR THE YEARS ENDED DECEMBER 31, 2013 AND 2012





# Dave Yost • Auditor of State

Board of Trustees  
Marion Public Library  
445 East Church Street  
Marion, Ohio 43302

We have reviewed the *Independent Auditors' Report* of the Marion Public Library, Marion County, prepared by Holbrook & Manter, for the audit period January 1, 2012 through December 31, 2013. Based upon this review, we have accepted these reports in lieu of the audit required by Section 117.11, Revised Code. The Auditor of State did not audit the accompanying financial statements and, accordingly, we are unable to express, and do not express an opinion on them.

Our review was made in reference to the applicable sections of legislative criteria, as reflected by the Ohio Constitution, and the Revised Code, policies, procedures and guidelines of the Auditor of State, regulations and grant requirements. The Marion Public Library is responsible for compliance with these laws and regulations.

A handwritten signature in black ink that reads "Dave Yost".

Dave Yost  
Auditor of State

October 20, 2014

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## **INDEPENDENT AUDITORS' REPORT**

Marion Public Library  
Marion County  
445 East Church Street  
Marion, Ohio 43302

To the Board of Trustees:

### **Report on the Financial Statements**

We have audited the accompanying financial statements and related notes of Marion Public Library, Marion County, (the Library), as of and for the years ended December 31, 2013 and 2012.

### **Management's Responsibility for the Financial Statements**

Management is responsible for preparing and fairly presenting these financial statements in accordance with the financial reporting provisions Ohio Revised Code Section 117.38 and Ohio Administrative Code Section 117-2-03(D) permit; this responsibility includes designing, implementing and maintaining internal control relevant to preparing and fairly presenting financial statements free from material misstatement, whether due to fraud or error.

### **Auditor's Responsibility**

Our responsibility is to opine on these financial statements based on our audit. We audited in accordance with auditing standards generally accepted in the United States of America and the financial audit standards in the Comptroller General of the United States' *Government Auditing Standards*. Those standards require us to plan and perform the audit to reasonably assure the financial statements are free from material misstatement.

An audit requires obtaining evidence about financial statement amounts and disclosures. The procedures selected depend on our judgment, including assessing the risks of material financial statement misstatement, whether due to fraud or error. In assessing those risks, we consider internal control relevant to the Library's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not to the extent needed to opine on the effectiveness of the Library's internal control. Accordingly, we express no opinion. An audit also includes evaluating the appropriateness of management's accounting policies and the reasonableness of their significant accounting estimates, as well as our evaluation of the overall financial statement presentation.

We believe the audit evidence we obtained is sufficient and appropriate to support our audit opinion.

**Basis for Adverse Opinion on U.S. Generally Accepted Accounting Principles**

As described in Note 1 of the financial statements, the Library prepared these financial statements using the accounting basis permitted by the financial reporting provisions of Ohio Revised Code Section 117.38 and Ohio Administrative Code Section 117-2-03(D), which is an accounting basis other than accounting principles generally accepted in the United States of America, to satisfy requirements.

The effects on the financial statements of the variances between the regulatory basis of accounting described in Note 1 and accounting principles generally accepted in the United States of America, although not reasonably determinable, are presumed to be material.

**Adverse Opinion on U.S. Generally Accepted Accounting Principles**

In our opinion, because of the significance of the matter discussed in the *Basis for Adverse Opinion on U.S. Generally Accepted Accounting Principles* paragraph, the financial statements referred to above do not present fairly, in accordance with accounting principles generally accepted in the United States of America, the financial position of the Library as of December 31, 2013 and 2012, or changes in financial position for the years then ended.

**Opinion on Regulatory Basis of Accounting**

In our opinion, the financial statements referred to above present fairly, in all material respects, the combined cash balances of the Marion Public Library, Marion County as of December 31, 2013 and 2012, and its combined cash receipts and disbursements for the years then ended in accordance with the financial reporting provisions Ohio Revised Code Section 117.38 and Ohio Administrative Code Section 117-2-03(D) permit, described in Note 1.

**Other Reporting Required by Government Auditing Standards**

In accordance with Government Auditing Standards, we have also issued our report dated September 25, 2014, 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. That report describes the scope of our internal control testing over financial reporting and compliance, and the results of that testing, and does not opine on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Library's internal control over financial reporting and compliance.



Certified Public Accountants

Marion, Ohio  
September 25, 2014



**MARION PUBLIC LIBRARY**  
**MARION COUNTY**  
COMBINED STATEMENT OF CASH RECEIPTS, CASH DISBURSEMENTS, AND CHANGES IN  
FUND CASH BALANCES - ALL GOVERNMENTAL FUND TYPES -  
FOR THE YEAR ENDED DECEMBER 31, 2013

	<b>Governmental Fund Types</b>			<b>Total (Memorandum Only)</b>
	<b>General</b>	<b>Special Revenue</b>	<b>Capital Projects</b>	
<b>Cash receipts:-</b>				
Library local government support	\$ 1,886,315	\$ 0	\$ 0	\$ 1,886,315
Patrons fines and fees	40,087	0	0	40,087
Earnings on investments	2,657	0	0	2,657
Contributions, gifts and donations	14,843	538	127	15,508
Other receipts	30,753	0	0	30,753
<b>Total cash receipts</b>	<b>1,974,655</b>	<b>538</b>	<b>127</b>	<b>1,975,320</b>
<b>Cash disbursements:-</b>				
<b>Current:-</b>				
Public Services	1,680,065	0	0	1,680,065
Collection	0	212,486	0	212,486
Facilities	46,984	0	20,529	67,513
Capital outlay	97,780	0	0	97,780
<b>Total cash disbursements</b>	<b>1,824,829</b>	<b>212,486</b>	<b>20,529</b>	<b>2,057,844</b>
<b>Total cash receipts over (under) cash disbursements</b>	<b>149,826</b>	<b>( 211,948)</b>	<b>( 20,402)</b>	<b>( 82,524)</b>
<b>Fund cash balances, January 1, 2013</b>	<b>1,333,337</b>	<b>474,827</b>	<b>620,414</b>	<b>2,428,578</b>
<b>Fund cash balances, December 31, 2013</b>				
Restricted	0	262,879	0	262,879
Assigned	0	0	600,012	600,012
Unassigned	1,483,163	0	0	1,483,163
<b>Fund Cash Balances, December 31, 2013</b>	<b>\$ 1,483,163</b>	<b>\$ 262,879</b>	<b>\$ 600,012</b>	<b>\$ 2,346,054</b>

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

**MARION PUBLIC LIBRARY**  
**MARION COUNTY**  
COMBINED STATEMENT OF CASH RECEIPTS, CASH DISBURSEMENTS, AND CHANGES IN  
FUND CASH BALANCES - ALL GOVERNMENTAL FUND TYPES -  
FOR THE YEAR ENDED DECEMBER 31, 2012

	<b>Governmental Fund Types</b>			<b>Total (Memorandum Only)</b>
	<b>General</b>	<b>Special Revenue</b>	<b>Capital Projects</b>	
<b>Cash receipts:-</b>				
Library local government support	\$ 1,843,987	\$ 0	\$ 0	\$ 1,843,987
Intergovernmental	12,438	0	0	12,438
Patrons fines and fees	38,977	0	0	38,977
Earnings on investments	1,927	142,235	507	144,669
Contributions, gifts and donations	9,804	0	0	9,804
Other receipts	12,060	0	0	12,060
<b>Total cash receipts</b>	<b>1,919,193</b>	<b>142,235</b>	<b>507</b>	<b>2,061,935</b>
<b>Cash disbursements:-</b>				
<b>Current:-</b>				
Library Services	1,670,222	0	0	1,670,222
Collections	0	222,723	0	222,723
Facilities	28,649	0	131,279	159,928
Capital Outlay	27,634	0	0	27,634
<b>Total cash disbursements</b>	<b>1,726,505</b>	<b>222,723</b>	<b>131,279</b>	<b>2,080,507</b>
<b>Total cash receipts over (under) cash disbursements</b>	<b>192,688</b>	<b>( 80,488)</b>	<b>( 130,772)</b>	<b>( 18,572)</b>
<b>Fund cash balances, January 1, 2012</b>	<b>1,140,649</b>	<b>555,315</b>	<b>751,186</b>	<b>2,447,150</b>
<b>Fund cash balances, December 31, 2012</b>				
Restricted	0	474,827	0	474,827
Assigned	0	0	620,414	620,414
Unassigned	1,333,337	0	0	1,333,337
<b>Fund cash balances, December 31, 2012</b>	<b>\$ 1,333,337</b>	<b>474,827</b>	<b>\$ 620,414</b>	<b>\$ 2,428,578</b>

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

**MARION PUBLIC LIBRARY**  
**MARION COUNTY**  
NOTES TO THE FINANCIAL STATEMENTS  
DECEMBER 31, 2013 AND 2012

**NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES:-**

- A. **Description of the Entity** - The Marion Public Library, Marion 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 the State of Ohio. The Library is directed by a seven-member Board of Trustees appointed by the Board of Education of the School District. The Library provides the community with various educational and literary resources.

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 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. **Deposits and Investments** - The Library maintains its cash deposits in an interest-bearing checking account and money market accounts. The Library's accounting basis includes investments as assets. This basis does not report disbursements for investment purchases or receipts for investment sales. The Library reports 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:

General Fund

The General Fund is the general operating fund. It is used to account for all financial resources except those required by law or contract to be accounted for in another fund.

Special Revenue Fund

These funds are used to account for proceeds from specific sources (other than from trusts or for capital projects) that are restricted to expenditures for specific purposes. The Library had the following significant Special Revenue Funds:

Young Estate Trust Fund

During 2006, this fund was reclassified to a Special Revenue fund since the bequest of stock and its earnings can be expended for the purchase of books and reference materials for the Library.

Capital Projects Fund

This fund is used to account for receipts that are restricted for the acquisition or construction of major capital projects.

**MARION PUBLIC LIBRARY**  
**MARION COUNTY**  
NOTES TO THE FINANCIAL STATEMENTS  
DECEMBER 31, 2013 AND 2012

**NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES:-** (continued)

- E. **Budgetary Process** - The Ohio Revised Code requires that each fund (except certain agency funds) be budgeted annually.

Appropriations

Budgetary expenditures (that is, disbursements and encumbrances) may not exceed appropriations at the fund, function, or object level of control, and appropriations may not exceed estimated resources. The Library's Board of Trustees must annually approve appropriation measures and subsequent amendments. The County Budget Commission must also approve the annual appropriation measure and subsequent amendments. Unencumbered appropriations lapse at year-end.

Estimated Resources

Estimated resources include estimates of cash to be received (budgeted receipts) plus cash as of January 1. The County Budget Commission must also approve estimated resources and amendments.

Encumbrances

The Library has elected to reserve (encumber) appropriations when commitments are made on selected expenses.

A summary of 2013 and 2012 budgetary activity appears in Note 3.

- F. **Fund Balance** - Fund balances are divided into five classifications based primarily on the extent to which the Library must observe constraints imposed upon the use of its governmental fund resources. The classifications are as follows:

Nonspendable

The Library classifies assets as *nonspendable* when legally or contractually required to maintain the amounts intact.

Restricted

Fund balance is restricted when constraints placed on the use of resources are either externally imposed by creditors (such as through debt covenants), grantors, contributors, or laws or regulations of other governments; or is imposed by law through constitutional provisions.

Committed

Trustees can commit amounts via formal action (resolution). The Library must adhere to these commitments unless the Trustees amend the resolution. Committed fund balance also incorporates contractual obligations to the extent that existing resources in the fund have been specifically committed to satisfy contractual requirements.

Assigned

Assigned fund balances are intended for specific purposes but do not meet the criteria to be classified as restricted or committed. Governmental funds other than the general fund report all fund balances as assigned unless they are restricted or committed. In the general fund, assigned amounts represent intended uses established by Library Trustees or a Library official delegated that authority by resolution, or by State Statute.

**MARION PUBLIC LIBRARY  
MARION COUNTY  
NOTES TO THE FINANCIAL STATEMENTS  
DECEMBER 31, 2013 AND 2012**

**NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES:-** (continued)

**F. Fund Balance** (continued)

Unassigned

Unassigned fund balance is the residual classification for the general fund and includes amounts not included in the other classifications. In other governmental funds, the unassigned classification is used only to report a deficit balance.

The Library applies restricted resources first when expenditures are incurred for purposes for which either restricted or unrestricted (committed, assigned, and unassigned) amounts are available. Similarly, within unrestricted fund balance, committed amounts are reduced first followed by assigned, and then unassigned amounts when expenditures are incurred for purposes for which amounts in any of the unrestricted fund balance classifications could be used.

- G. Property, Plant and Equipment** - Acquisitions of property, plant and equipment are recorded as disbursements when paid. These items are not reflected as assets on the accompanying financial statements.
- H. Accumulated Leave** - The Library's sick time policy states the unused sick time is not paid out upon termination of employment, however upon retirement with a minimum of ten years of service, the Library will pay 25% of the accumulated balance of sick time at the time of retirement. Unused leave is not reflected as a liability under the basis of accounting the Library uses.

**NOTE 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 was as follows:

	<b>2013</b>	<b>2012</b>
Demand deposits	\$ 147,979	\$ 584,187
Certificates of deposit	349,803	1,347,949
Cash on hand	740	740
Total deposits and cash on hand	498,522	1,932,876
Star Ohio	1,847,529	495,702
<b>Total deposits and investments</b>	<b>\$ 2,346,051</b>	<b>\$ 2,428,578</b>

**Demand Deposits** - The Library's deposits are either (1) insured by the Federal Deposit Insurance Corporation or (2) collateralized by securities specifically pledged by the financial institution to the Library, or (3) collateralized by the financial institution's public entity deposit pool.

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

**MARION PUBLIC LIBRARY**  
**MARION COUNTY**  
NOTES TO THE FINANCIAL STATEMENTS  
DECEMBER 31, 2013 AND 2012

**NOTE 3 - BUDGETARY ACTIVITY :-**

Budgetary activity for the years ending December 31, 2013 was as follows:

**2013 Budgeted vs. Actual Receipts**

<u>Fund Type</u>	<u>Budgeted Receipts</u>	<u>Actual Receipts</u>	<u>Variance</u>
General	\$ 1,965,877	\$ 1,974,655	\$ 8,778
Special revenue	1,000	538	( 462)
Capital projects	<u>450</u>	<u>127</u>	<u>( 323)</u>
<b>Total</b>	<b>\$ <u>1,967,327</u></b>	<b>\$ <u>1,975,320</u></b>	<b>\$ <u>7,993</u></b>

**2013 Budgeted vs. Actual Budgetary Basis Expenditures**

<u>Fund Type</u>	<u>Appropriation Authority</u>	<u>Budgetary Expenditures</u>	<u>Variance</u>
General	\$ 1,888,108	\$ 1,824,829	\$ 63,279
Special revenue	287,767	212,486	75,281
Capital projects	<u>20,618</u>	<u>20,529</u>	<u>89</u>
<b>Total</b>	<b>\$ <u>2,196,493</u></b>	<b>\$ <u>2,057,844</u></b>	<b>\$ <u>138,649</u></b>

**MARION PUBLIC LIBRARY**  
**MARION COUNTY**  
NOTES TO THE FINANCIAL STATEMENTS  
DECEMBER 31, 2013 AND 2012

**NOTE 3 - BUDGETARY ACTIVITY**:- (continued)

Budgetary activity for the years ending December 31, 2012 was as follows:

**2012 Budgeted vs. Actual Receipts**

<u>Fund Type</u>	<u>Budgeted Receipts</u>	<u>Actual Receipts</u>	<u>Variance</u>
General	\$ 1,930,057	\$ 1,919,193	\$ ( 10,864)
Special revenue	145,962	142,235	( 3,727)
Capital projects	<u>450</u>	<u>507</u>	<u>57</u>
<b>Total</b>	<b>\$ <u>2,076,469</u></b>	<b>\$ <u>2,061,935</u></b>	<b>\$ ( <u>14,534</u>)</b>

**2012 Budgeted vs. Actual Budgetary Basis Expenditures**

<u>Fund Type</u>	<u>Appropriation Authority</u>	<u>Budgetary Expenditures</u>	<u>Variance</u>
General	\$ 1,934,307	\$ 1,726,505	\$ 207,802
Special revenue	302,770	222,723	80,047
Capital projects	<u>160,000</u>	<u>131,279</u>	<u>28,721</u>
<b>Total</b>	<b>\$ <u>2,397,077</u></b>	<b>\$ <u>2,080,507</u></b>	<b>\$ <u>316,570</u></b>

**MARION PUBLIC LIBRARY  
MARION COUNTY  
NOTES TO THE FINANCIAL STATEMENTS  
DECEMBER 31, 2013 AND 2012**

**NOTE 4 - PUBLIC LIBRARY FUND SUPPORT:-**

The primary source of revenue for Ohio public libraries is the Public Library Fund (PLF). The State allocates PLF to each county based on the total tax revenue credited to the State's general revenue fund during the preceding month. The County Budget Commission bases the amount for distribution on the needs of such library for the construction of new library buildings, parts of buildings, improvements, operation, maintenance, or other expenses. The County Budget Commission cannot reduce its allocation of these funds to the Library based on any additional revenues the Library receives.

**NOTE 5 - LEASE AGREEMENT:-**

In August 1998, the Library entered into a five year rental agreement with the United States Post Office (the Post Office). The Post Office agreed to lease 1615 square feet of the Library's Prospect location for \$340 a month rent. In August 2008, the Post Office exercised an additional five year renewal option at a cost of \$6,000 annually. On August 1, 2013, the Post Office then exercised another five year renewal option at the cost of \$6,600 annual rent payable in equal installments at the end of each calendar month at payments of \$550 with an expiration date of July 31, 2018. The future minimum rental receipts for the Library are as follows:

<u>Year</u>	<u>Total</u>
2014	\$ 6,600
2015	6,600
2016	6,600
2017	6,600
2018	<u>3,850</u>
Total	<u>\$ 30,250</u>

**NOTE 6 - RETIREMENT SYSTEMS:-**

The Library's employees belong to the Ohio Public Employees Retirement System (OPERS). OPERS is a cost-sharing, multiple-employer plan. This plan provides retirement benefits, including postretirement healthcare, and survivor and disability benefits to participants, as prescribed by the Ohio Revised Code.

Contribution rates are also prescribed by the Ohio Revised Code. During 2013 and 2012, OPERS members contributed 10% of their gross salaries, respectively. The Library contributed an amount equal to 14% of participants' gross salaries for 2013 and 2012. The Library has paid all contributions required through December 31, 2013.

**NOTE 7 - RISK MANAGEMENT:-**

**Commercial Insurance**

The Library has obtained commercial insurance for the following risks:

- Comprehensive property and general liability
- Errors and omissions.

**NOTE 8 - SUBSEQUENT EVENTS:-**

Management has evaluated subsequent events as of September 25, 2014, the date of the auditor's report.





**Independent Auditors' Report on Internal Control over Financial Reporting and on Compliance and Other Matters Required by *Government Auditing Standards***

Marion Public Library  
Marion County  
445 East Church Street  
Marion, Ohio 43302

To the Board of Trustees:

We have audited, in accordance with auditing standards generally accepted in the United States and the Comptroller General of the United States' *Government Auditing Standards*, the financial statements of the Marion Public Library, Marion County, Ohio (the Library) as of and for the years ended December 31, 2013 and 2012, and the related notes to the financial statements, and have issued our report thereon dated September 25, 2014, wherein we noted the Library followed financial reporting provisions Ohio Revised Code Section 117.38 and Ohio Administrative Code Section 117-2-03 permit.

**Internal Control Over Financial Reporting**

As part of our financial statement audit, we considered the Library's internal control over financial reporting (internal control) to determine the audit procedures appropriate in the circumstances to the extent necessary to support our opinion on the financial statements, but not to the extent necessary to opine on the effectiveness of the Library's internal control. Accordingly, we have not opined on it.

*A deficiency in internal control* exists when the design or operation of a control does not allow management or employees, when performing their assigned functions, to prevent, or detect and timely correct misstatements. A *material weakness* is a deficiency, or combination of internal control deficiencies resulting in a reasonable possibility that internal control will not prevent or detect and timely correct a material misstatement of the Library's financial statements. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all internal control deficiencies that might be material weaknesses or significant deficiencies. Given these limitations, we did not identify any deficiencies in internal control that we consider material weaknesses. However, unidentified material weaknesses may exist. We did identify a certain deficiency in internal control, described in the accompanying schedule of findings that we consider a significant deficiency in internal control. We consider finding 2013-001 to be a significant deficiency.

### **Compliance and Other Matters**

As part of obtaining reasonable assurance about whether the Library's financial statements are free of material misstatement, 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, opining 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 that we must report under *Government Auditing Standards*.

### **Purpose of this Report**

This report only describes the scope of our internal control and compliance testing and our testing results, and does not opine on the effectiveness of the Library's internal control or on compliance. This report is an integral part of an audit performed under *Government Auditing Standards* in considering the Library's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

  
Certified Public Accountants

Marion, Ohio  
September 25, 2014

**MARION PUBLIC LIBRARY  
MARION COUNTY  
SCHEDULE OF FINDINGS  
DECEMBER 31, 2013 AND 2012**

<b>FINDINGS RELATED TO THE FINANCIAL STATEMENTS REQUIRED TO BE REPORTED IN ACCORDANCE WITH GAGAS</b>
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<b>Finding Number</b>	<b>2013-001</b>
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**Significant Deficiency – Control of Cash and Cash Balances**

During our testing and analysis, we noted that monthly bank reconciliations were not accurately and timely performed during 2012 and 2013. Ending fund balances from the accounting software were not properly reconciled to the monthly bank and investment statements; however, a year end reconciliation was performed for the years ending December 31, 2012 and December 31, 2013 by the Fiscal Department. Failure to accurately reconcile bank balances to the accounting software could result in errors in the accounting system occurring and going undetected by management.

The system fund balances should be reconciled to the bank statements with an explanation of reconciling items. The Board should review monthly bank reconciliations and sign them to evidence their review to assist with the verification of accountability over all Library assets.

**Officials' Response**

Management is now performing manual cash reconciliations monthly since their accounting software does not have the option to perform a reconciliation. Management is currently evaluating other accounting software options that would have this functionality.

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# Dave Yost • Auditor of State

**MARION PUBLIC LIBRARY**

**MARION 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 06, 2014**