



**CONNEAUT CARNEGIE PUBLIC LIBRARY
ASHTABULA COUNTY**

REGULAR AUDIT

FOR THE YEARS ENDED DECEMBER 31, 1999-1998



JIM PETRO
AUDITOR OF STATE

STATE OF OHIO

TABLE OF CONTENTS

TITLE	PAGE
Report of Independent Accountants	1
Combined Statement of Cash Receipts, Cash Disbursements, and Changes in Fund Cash Balances – All Governmental Fund Types – For the Year Ended December 31, 1999	3
Combined Statement of Cash Receipts, Cash Disbursements, and Changes in Fund Cash Balances – All Governmental Fund Types – For the Year Ended December 31, 1998	4
Notes to the Financial Statements	5
Report of Independent Accountants on Compliance and on Internal Control Required by <i>Government Auditing Standards</i>	9
Schedule of Findings	11

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REPORT OF INDEPENDENT ACCOUNTANTS

Conneaut Carnegie Public Library
Ashtabula County
304 Buffalo Street
Conneaut, Ohio 44030

To the Board of Trustees:

We have audited the accompanying financial statements of the Conneaut Carnegie Public Library, Ashtabula County, Ohio, (the Library) as of and for the years ended December 31, 1999 and 1998. 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 generally accepted auditing standards 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.

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 Library as of December 31, 1999 and 1998, 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 May 26, 2000 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.

This report is intended solely for the information and use of the management, Board of Trustees and other officials authorized to receive this report under § 117.26, Ohio Revised Code, and is not intended to be and should not be used by anyone other than these specified parties.

A handwritten signature in black ink, appearing to read "Jim Petro".

Jim Petro
Auditor of State

May 26, 2000

**CONNEAUT CARNEGIE PUBLIC LIBRARY
 COMBINED STATEMENT OF CASH RECEIPTS, CASH DISBURSEMENTS, AND
 CHANGES IN FUND CASH BALANCES
 ALL GOVERNMENTAL FUND TYPES
 FOR THE YEAR ENDED DECEMBER 31, 1999**

	<u>Governmental Fund Types</u>		Totals (Memorandum Only)
	<u>General</u>	<u>Capital Projects</u>	
Cash Receipts:			
Property and Other Local Taxes	\$552,420		\$552,420
Patron Fines and Fees	3,624		3,624
Earnings on Investments	14,591		14,591
Contributions, Gifts and Donations	7,734		7,734
Miscellaneous Receipts	12,536		12,536
	<hr/>		<hr/>
Total Cash Receipts	590,905		590,905
	<hr/>		<hr/>
Cash Disbursements:			
Current:			
Salaries and Benefits	287,561		287,561
Purchased and Contracted Services	39,503		39,503
Other Objects	146,671		146,671
Capital Outlay	33,449	216,548	249,997
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Total Cash Disbursements	507,184	216,548	723,732
	<hr/>	<hr/>	<hr/>
Total Cash Receipts Over/(Under) Cash Disbursements	83,721	(216,548)	(132,827)
	<hr/>	<hr/>	<hr/>
Fund Cash Balances, January 1	324,166	399,328	723,494
	<hr/>	<hr/>	<hr/>
Fund Cash Balances, December 31	<u>\$407,887</u>	<u>\$182,780</u>	<u>\$590,667</u>

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

**CONNEAUT CARNEGIE PUBLIC LIBRARY
 COMBINED STATEMENT OF CASH RECEIPTS, CASH DISBURSEMENTS,
 AND CHANGES IN FUND CASH BALANCES
 ALL GOVERNMENTAL FUND TYPES
 FOR THE YEAR ENDED DECEMBER 31, 1998**

	<u>Governmental Fund Types</u>		Totals (Memorandum Only)
	<u>General</u>	<u>Capital Projects</u>	
Cash Receipts:			
Property and Other Local Taxes	\$499,111		\$499,111
Other Government Grants-In-Aid		\$1,149,468	1,149,468
Patron Fines and Fees	5,763		5,763
Earnings on Investments	18,707		18,707
Contributions, Gifts and Donations	40,175	30	40,205
Miscellaneous Receipts	11,337		11,337
Total Cash Receipts	<u>575,093</u>	<u>1,149,498</u>	<u>1,724,591</u>
Cash Disbursements:			
Current:			
Salaries and Benefits	257,067		257,067
Purchased and Contracted Services	32,323		32,323
Other Objects	116,091		116,091
Capital Outlay	22,824	1,196,759	1,219,583
Total Cash Disbursements	<u>428,305</u>	<u>1,196,759</u>	<u>1,625,064</u>
Total Cash Receipts Over/(Under) Cash Disbursements	<u>146,788</u>	<u>(47,261)</u>	<u>99,527</u>
Other Financing Receipts/(Disbursements):			
Proceeds from Sales of Property		165,163	165,163
Total Other Financing Receipts/(Disbursements)		<u>165,163</u>	<u>165,163</u>
Excess of Cash Receipts and Other Financing Receipts Over/(Under) Cash Disbursements and Other Financing Disbursements	<u>146,788</u>	<u>117,902</u>	<u>264,690</u>
Fund Cash Balances, January 1	<u>177,378</u>	<u>281,426</u>	<u>458,804</u>
Fund Cash Balances, December 31	<u><u>\$324,166</u></u>	<u><u>\$399,328</u></u>	<u><u>\$723,494</u></u>
Reserves for Encumbrances, December 31		<u><u>\$114,089</u></u>	

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

**NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 1999 AND 1998**

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

A. Description of the Entity

Conneaut Public Library, Ashtabula 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 six -member Board of Trustees appointed by the City of Conneaut. 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. Cash and Investments

Investments are reported as assets. Accordingly, purchases of investments are not recorded as disbursements, and sales of investments are not recorded as receipts. Except gains or losses at the time of sale are recorded as receipts or disbursements, respectively.

Certificates of deposit are valued 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 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. Capital Project Funds

These funds are used to account for receipts that are restricted for the acquisition or construction of major capital projects (except those financed through enterprise or trust funds). The Library had the following significant capital project funds

Building Fund - This fund receives proceeds of general obligation bonds thru the City of Conneaut. The proceeds are being used to construct a new library building.

**NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 1999 AND 1998
(Continued)**

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

E. Budgetary Process

The Ohio Administrative Code requires that each fund be budgeted annually.

1. Appropriations

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

2. Estimated Resources

Estimated resources include estimates of cash to be received (budgeted receipts) plus unencumbered cash as of January 1.

3. Encumbrances

The Ohio Administrative Code requires the Library to reserve (encumber) appropriations when commitments are made. Encumbrances outstanding at year end are carried over, and need not be reappropriated.

A summary of 1999 and 1998 budgetary activity appears in Note 3.

F. Property, Plant and Equipment

Acquisitions of property, plant and equipment are recorded as capital outlay disbursements when paid. These items are not reflected as assets on the accompanying financial statements.

G. Unpaid Vacation and Sick Leave

Employees are entitled to cash payments for unused vacation and sick leave in certain circumstances, such as upon leaving employment. Unpaid vacation and sick leave are not reflected as liabilities under the cash basis of accounting used by the Library.

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 follows:

	<u>1999</u>	<u>1998</u>
Demand deposits	\$502,315	\$638,930
Certificates of deposit	<u>88,352</u>	<u>84,564</u>
Total deposits	<u>\$590,667</u>	<u>\$723,494</u>

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

NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 1999 AND 1998
(Continued)

3. BUDGETARY ACTIVITY

Budgetary activity for the years ending December 31, 1999 and 1998 follows:

1999 Budgeted vs. Actual Receipts			
Fund Type	Budgeted Receipts	Actual Receipts	Variance
General	\$521,500	\$590,905	\$69,405
Capital Projects	0	0	0
Total	<u>\$521,500</u>	<u>\$590,905</u>	<u>\$69,405</u>

1999 Budgeted vs. Actual Budgetary Basis Expenditures			
Fund Type	Appropriation Authority	Budgetary Expenditures	Variance
General	\$551,550	\$507,184	\$44,366
Capital Projects	284,089	216,548	67,541
Total	<u>\$835,639</u>	<u>\$723,732</u>	<u>\$111,907</u>

1998 Budgeted vs. Actual Receipts			
Fund Type	Budgeted Receipts	Actual Receipts	Variance
General	\$450,734	\$575,093	\$124,359
Capital Projects	1,169,662	1,314,661	144,999
Total	<u>\$1,620,396</u>	<u>\$1,889,754</u>	<u>\$269,358</u>

1998 Budgeted vs. Actual Budgetary Basis Expenditures			
Fund Type	Appropriation Authority	Budgetary Expenditures	Variance
General	\$551,500	\$428,305	\$123,195
Capital Projects	170,000	1,310,848	(1,140,848)
Total	<u>\$721,500</u>	<u>\$1,739,153</u>	<u>(\$1,017,653)</u>

The Library was in violation of Ohio Administrative Code Sections 117-4-07 and 117-4-10 in regards to amending the certificate of estimated resources and the appropriation measure, which resulted in expenditures and encumbrances exceeding appropriations in the Capital Project fund in 1998.

4. GRANTS-IN-AID AND TAX RECEIPTS

The primary source of revenue for Ohio public libraries is the State Library and Local Government Support Fund (LLGSF). The LLGSF is allocated 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 on account of any additional revenues realized by the Library.

NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 1999 AND 1998
(Continued)

4. GRANTS-IN-AID AND TAX RECEIPTS (Continued)

Real property taxes become a lien on January 1 preceding the October 1 date for which rates are adopted by the taxing authority of the subdivision to whose jurisdiction the Library is subject. The State Board of Tax Equalization adjusts these rates for inflation. Property taxes are also reduced for applicable homestead and rollback deductions. Homestead and rollback amounts are then paid by the State, and are reflected in the accompanying financial statements as Other Governments Grants In Aid. Payments are due to the County by December 31. If the property owner elects to make semiannual payment, the first half is due December 31. The second half payment is due the following June 20.

Public utilities are also taxed on personal and real property located within the taxing district.

Tangible personal property tax is assessed by the property owners, who must file a list of such property to the County by each April 30.

The County is responsible for assessing property, and for billing, collecting, and distributing all property taxes on behalf of the Library.

5. RETIREMENT SYSTEM

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

Contribution rates are also prescribed by the Ohio Revised Code. The Library's PERS members contributed 8.5% of their gross salaries. The Library contributed an amount equal to 13.55% of participants' gross salaries. The Library has paid all contributions required through December 31, 1999.

6. RISK MANAGEMENT

The Library has obtained commercial insurance for the following risks:

- Comprehensive property and general liability
- Errors and omissions

The Library also provides health insurance and dental and vision coverage to full-time employees through a private carrier.



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

Conneaut Carnegie Public Library
Ashtabula County
304 Buffalo Street
Conneaut, Ohio 44030

To the Board of Trustees:

We have audited the accompanying financial statements of the Conneaut Carnegie Public Library, Ashtabula County, Ohio (the Library), as of and for the years ended December 31, 1999 and 1998, and have issued our report thereon dated May 26, 2000. We conducted our audit in accordance with generally accepted auditing standards 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 one instance of noncompliance that is required to be reported under Government Auditing Standards, which is described in the accompanying schedule of findings as item 1998-01104-001.

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 other matters involving the internal control over financial reporting that do not require inclusion in this report, that we have reported to management of the Library in a separate letter dated May 26, 2000.

This report is intended for the information and use of the management, and Board of Trustees, and is not intended to be and should not be used by anyone other than these specified parties.

A handwritten signature in black ink, appearing to read "Jim Petro". The signature is fluid and cursive, with a large loop at the end.

Jim Petro
Auditor of State

May 26, 2000

**CONNEAUT CARNEGIE PUBLIC LIBRARY
SCHEDULE OF FINDINGS
DECEMBER 31, 1998 AND 1999**

FINDINGS RELATED TO THE FINANCIAL STATEMENTS REQUIRED TO BE REPORTED IN ACCORDANCE WITH GAGAS
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FINDING NUMBER 1998-01104-001

Noncompliance Citation

Ohio Administrative Code Section 117-04-07 requires the board of library trustees to pass an appropriation measure, and thereafter during the year the board may pass such amended or supplemental appropriations as it deems necessary. A temporary appropriation measure maybe passed by the board until they receive the amended certificate of estimated resources. A separate appropriation account for each disbursement object by fund should be maintained. Each disbursement and encumbrance of board money shall be drawn against an appropriate fund and appropriation account.

Ohio Administrative Code Section 117-4-10 requires the board of library trustees on or about the first day of each year, to certify to the county auditor the total amount from all sources available for expenditure from each fund in the tax budget, plus any balances that existed at the end of the preceding year. Amendments to the certificate shall be made when the amount of the excess or deficiency of resources has been determined by the clerk-treasurer to the budget commission.

The Library did not amend appropriations in the Capital Project fund which resulted in expenditures and encumbrances exceeding appropriations by the following amount:

<u>Fund</u>	<u>1998 Appropriations</u>	<u>1998 Budgetary Expenditures</u>	<u>Variance</u>
Capital Projects	\$170,000	\$1,310,848	(\$1,140,848)

Sufficient resources were available for the Library to obtain an amended certificate of estimated resources and amend the appropriations accordingly.



STATE OF OHIO
OFFICE OF THE AUDITOR

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CONNEAUT CARNEGIE PUBLIC LIBRARY

ASHTABULA 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
JUNE 20, 2000**