AUDITOR O

LAW LIBRARY ASSOCIATION GUERNSEY COUNTY

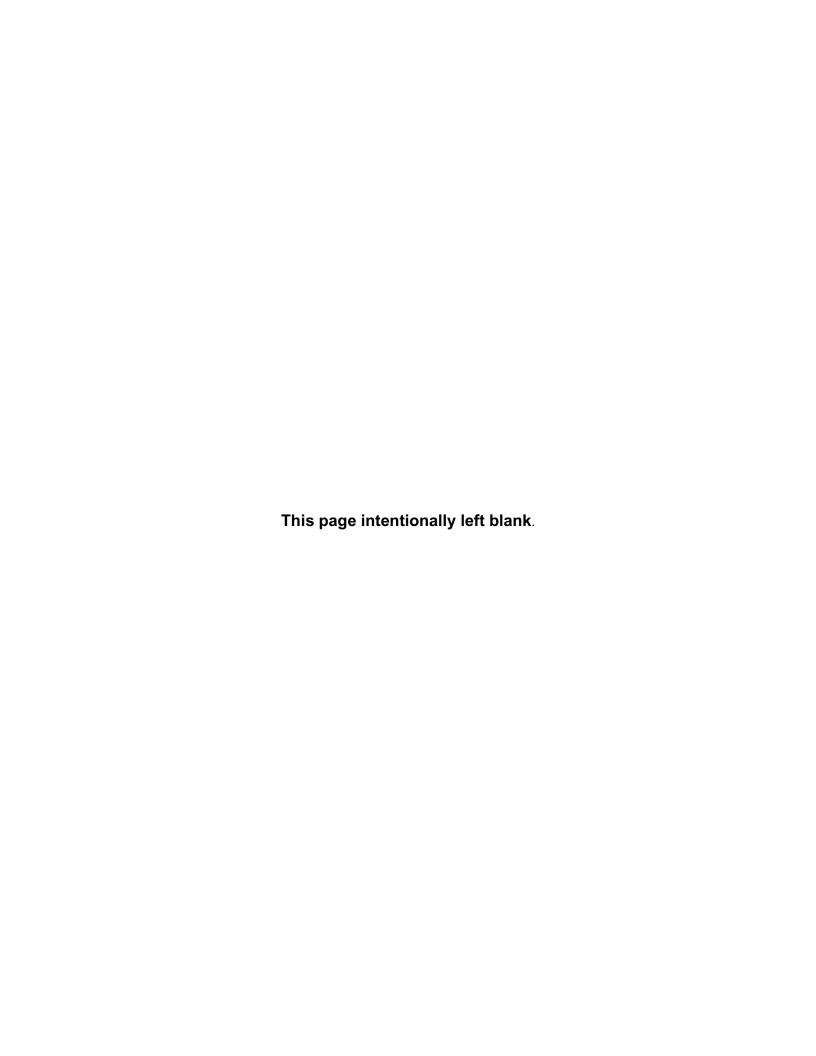
REGULAR AUDIT

FOR THE YEARS ENDED DECEMBER 31, 1999-1998



LAW LIBRARY ASSOCIATION TABLE OF CONTENTS

TITLE	PAGE	
Report of Independent Accountants		1
Statement of Cash Receipts, Cash Disbursements, and Changes in Cash Balance - For the Year Ended December 31, 1999	3	3
Statement of Cash Receipts, Cash Disbursements, and Changes in Cash Balance - For the Year Ended December 31, 1998	4	4
Notes to the Financial Statements	5	5
Report of Independent Accountants on Compliance and on Internal Control Required by Government Auditing Standards	7	7





743 East State Street Athens Mall, Suite B Athens, Ohio 45701

Telephone 740-594-3300

800-441-1389

Facsimile 740-594-2110

REPORT OF INDEPENDENT ACCOUNTANTS

Law Library Association Guernsey County County Courthouse 801 Wheeling Ave. Cambridge, Ohio 43725

To the Board of Trustees:

We have audited the accompanying financial statements of the Law Library Association, Guernsey 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 cash balances of the Law Library Association, Guernsey County, as of December 31, 1999 and 1998, and its 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 15, 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.

Jim Petro Auditor of State

May 15, 2000

LAW LIBRARY ASSOCIATION STATEMENT OF CASH RECEIPTS, CASH DISBURSEMENTS, AND CHANGES IN CASH BALANCE FOR THE YEAR ENDED DECEMBER 31, 1999

Cash Receipts:	
Intergovernmental	\$174,880
Earnings on Investments	8,368
Miscellaneous Receipts	72
Total Cash Receipts	183,320
Cash Disbursements:	
Current:	
Salaries and Benefits	19,704
Books and Publications	139,462
CD Rom	5,094
Office Supplies & Expenses	1,400
Utilities	1,260
Online & Computer	12,833
Employer's Share - PERS	2,388
Insurance	913
Meeting Expenses	277
Other Expenses	2,068
Total Cash Disbursements	185,399
Total Cash Receipts Over/(Under) Cash Disbursements	(2,079)
Cash Balance, January 1	156,007
Cash Balance, December 31	\$153,928

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

LAW LIBRARY ASSOCIATION STATEMENT OF CASH RECEIPTS, CASH DISBURSEMENTS, AND CHANGES IN CASH BALANCE FOR THE YEAR ENDED DECEMBER 31, 1998

Cash Receipts:	
Intergovernmental	\$152,907
Earnings on Investments	8,621
Miscellaneous Receipts	558
Total Cash Receipts	162,086
Cash Disbursements:	
Current:	
Salaries and Benefits	18,263
Books and Publications	127,633
CD Rom	9,320
Office Supplies & Expenses	1,756
Utilities	1,127
Online & Computer	2,623
Employer's Share - PERS	2,441
Insurance	913
Meeting Expenses	428
Other Expenses	6,075
Total Cash Disbursements	170,579
Total Cash Receipts Over/(Under) Cash Disbursements	(8,493)
Cash Balance, January 1	164,500
Cash Balance, December 31	\$156,007

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

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

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

A. Description of the Entity

The Law Library Association, Guernsey County, (the Library) is a body corporate and politic established to exercise the rights and privileges conveyed to it by the constitution and "Code of Regulations of the Guernsey County Bar and Law Library Association". The Library is directed by a five-member Board of Trustees appointed by the Guernsey County Bar Association. The Library provides legal reference services.

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.

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

C. Cash and Investments

Certificates of deposit are valued at cost.

D. 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.

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 at December 31 was as follows:

	<u>1999</u>	<u>1998</u>
Demand deposits	\$53,928	\$56,007
Certificates of deposit	100,000	100,000
Total deposits	\$153,928	\$156,007

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

The Law Library Association's restricted and unrestricted funds have been combined into one fund for the purposes of this report. This does not affect certification requirements under Ohio Revised Code Section 3375.56.

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

3. RETIREMENT SYSTEM

The Library's employee belongs to the Public Employees Retirement System (PERS) of Ohio. PERS is a cost-sharing, multiple-employer plan. This plan provides retirement benefits, including post retirement 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. For 1999 and 1998, 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.

4. RISK MANAGEMENT

The Library has obtained commercial insurance for the following risks:

- Comprehensive property and general liability
- Errors and omissions



743 East State Street Athens Mall, Suite B Athens, Ohio 45701

Telephone 740-594-3300

800-441-1389

Facsimile 740-594-2110

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

Law Library Association Guernsey County County Courthouse 810 Wheeling Ave. Cambridge, Ohio 43725

To the Board of Trustees:

We have audited the accompanying financial statements of the Law Library Association, Guernsey County, Ohio, (the Library) as of and for the years ended December 31, 1999 and 1998, and have issued our report thereon dated May 15, 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 no instances of noncompliance that are required to be reported under *Government Auditing Standards*.

Internal Control Over Financial Reporting

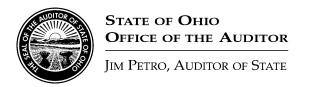
In planning and performing our audit, we considered the Library's internal control over financial reporting in order to determine our auditing procedures for the purpose of expressing our opinion on the financial statements and not to provide assurance on the internal control over financial reporting. Our consideration of the internal control over financial reporting would not necessarily disclose all matters in the internal control over financial reporting that might be material weaknesses. A material weakness is a condition in which the design or operation of one or more of the internal control components does not reduce to a relatively low level the risk that misstatements in amounts that would be material in relation to the financial statements being audited may occur and not be detected within a timely period by employees in the normal course of performing their assigned functions. We noted no matters involving the internal control over financial reporting and its operation that we consider to be material weaknesses. However, we noted a certain matter concerning the establishment of an audit committee which involves the internal control over financial reporting that does not require inclusion in this report, that we have reported to management of the Library in a separate letter dated May 15, 2000.

Law Library Association
Guernsey County
Report of Independent Accountants on Compliance and on
Internal Control Required by *Government Auditing Standards*Page 2

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

Jim Petro Auditor of State

May 15, 2000



88 East Broad Street P.O. Box 1140 Columbus, Ohio 43216-1140

Telephone 614-466-4514

800-282-0370

Facsimile 614-466-4490

LAW LIBRARY ASSOCIATION GUERNSEY 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.

CLERK OF THE BUREAU

Susan Babbitt

CERTIFIED JULY 18, 2000