



**LAW LIBRARY ASSOCIATION
MARION COUNTY**

REGULAR AUDIT

FOR THE YEARS ENDED DECEMBER 31, 2000 AND 1999



JIM PETRO
AUDITOR OF STATE

STATE OF OHIO

**LAW LIBRARY ASSOCIATION
MARION COUNTY**

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REPORT OF INDEPENDENT ACCOUNTANTS

Law Library Association
Marion County
100 North Main Street; 4th Floor
Marion, Ohio 43301

To the Board of Trustees:

We have audited the accompanying financial statements of the Law Library Association, Marion County, Ohio, (the Library) as of and for the years ended December 31, 2000, and December 31, 1999. 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 balance of the Library as of December 31, 2000 and December 31, 1999, 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 February 7, 2001, 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. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* and should be read in conjunction with this report in considering the results of our audit.

This report is intended solely for the information and use of the Board of Trustees, management, 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

February 7, 2001

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**LAW LIBRARY ASSOCIATION
MARION COUNTY**

**STATEMENT OF CASH RECEIPTS, CASH DISBURSEMENTS,
AND CHANGE IN CASH BALANCE
FOR THE YEAR ENDED DECEMBER 31, 2000**

Cash Receipts:

Charges for Services	\$20,492
Intergovernmental Receipts	155,083
Interest	4,725
Other Revenue	<u>57</u>
 Total Cash Receipts	 <u>180,357</u>

Cash Disbursements:

Salaries and Wages	27,500
Books and Subscriptions	101,047
Supplies, Services and Equipment	21,593
Employers Tax	399
Employer PERS	2,953
Insurance	7,333
Refunds	372
Other Expenses	<u>3,245</u>
 Total Cash Disbursements	 <u>164,442</u>

Total Cash Receipts Over Cash Disbursements 15,915

Cash Balance, January 1, 2000 75,542

Cash Balance, December 31, 2000 \$91,457

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

**LAW LIBRARY ASSOCIATION
MARION COUNTY**

**STATEMENT OF CASH RECEIPTS, CASH DISBURSEMENTS, AND
CHANGE IN CASH BALANCE
FOR THE YEAR ENDED DECEMBER 31, 1999**

Cash Receipts:	
Charges for Services	\$20,732
Intergovernmental Receipts	163,912
Interest	3,769
Other Revenue	<u>708</u>
 Total Cash Receipts	 <u>189,121</u>
 Cash Disbursements:	
Salaries and Wages	24,522
Books and Subscriptions	104,599
Supplies, Services and Equipment	32,969
Employers Tax	356
Employer PERS	3,323
Insurance	5,833
Refunds	832
Other Expenses	<u>6,509</u>
 Total Cash Disbursements	 <u>178,943</u>
 Total Cash Receipts Over Cash Disbursements	 10,178
 Cash Balance, January 1, 2000	 <u>65,364</u>
 Cash Balance, December 31, 2000	 <u><u>\$75,542</u></u>

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

**LAW LIBRARY ASSOCIATION
MARION COUNTY**

**NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2000 AND 1999**

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

A. Description of the Entity

The Law Library Association, 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 bar association-elected, eight-member Board of Trustees. The Library provides to all members of the Ohio General Assembly, the county officers and the judges of the courts within the county, admission to its library and the use of its books free of charge.

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

The Library places all money in checking and savings accounts.

E. 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.

F. 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 CASH

The Ohio Revised Code prescribes allowable deposits for the Library. The carrying amount of cash at December 31 follows:

	<u>2000</u>	<u>1999</u>
Deposits	<u>\$91,457</u>	<u>\$75,542</u>

Deposits: Deposits are insured by the Federal Depository Insurance Corporation.

**LAW LIBRARY ASSOCIATION
MARION COUNTY**

**NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2000 AND 1999
(Continued)**

3. RETIREMENT SYSTEM

Full time Library employees belong 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 2000 and 1999, 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, 2000.

4. CHANGE IN REPORTING

For reporting purposes the Library has determined the activity previously reported in the Special Revenue Fund (i.e. copy machine receipts/charges for services) is better reflected in the General Operating Fund.

5. LIBRARY FUNDING

The Library receives funding primarily from Marion County and Marion City. This revenue is derived from court fines generated within the County and the City.

6. RISK MANAGEMENT

The Library has obtained commercial insurance for comprehensive property and general liability. The Library also provides health insurance and dental and vision coverage to full time employees through a private carrier.



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

Law Library Association
Marion County
100 North Main Street; 4th Floor
Marion, Ohio 44301

To the Board of Trustees:

We have audited the accompanying financial statements of the Law Library Association, Marion County, Ohio, (the Library), as of and for the years ended December 31, 2000, and December 31, 1999, and have issued our report thereon dated February 7, 2001. 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 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 matter involving 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 February 7, 2001.

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

JIM PETRO
Auditor of State

February 7, 2001



STATE OF OHIO
OFFICE OF THE AUDITOR

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MARION COUNTY LAW LIBRARY ASSOCIATION

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
MARCH 27, 2001**