



**LAW LIBRARY ASSOCIATION
SANDUSKY COUNTY**

REGULAR AUDIT

FOR THE YEARS ENDED DECEMBER 31, 2000-1999



JIM PETRO
AUDITOR OF STATE

STATE OF OHIO

SANDUSKY COUNTY LAW LIBRARY ASSOCIATION

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REPORT OF INDEPENDENT ACCOUNTANTS

Sandusky County Law Library Association
323 High Street
Fremont, Ohio 43420-2995

To the Board of Trustees:

We have audited the accompanying financial statements of Sandusky County Law Library Association (the Law Library) as of and for the years ended December 31, 2000 and 1999. These financial statements are the responsibility of the Law Library's management. Our responsibility is to express an opinion on these financial statements based on our audit.

We conducted our audits 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 audits 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 audits provide a reasonable basis for our opinion.

As discussed in Note 1, the Law 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 fund cash balances of the Law Library as of December 31, 2000 and 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 June 5, 2001 on our consideration of the Law 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 management, the 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

June 5, 2001

SANDUSKY COUNTY LAW LIBRARY ASSOCIATION

STATEMENT OF CASH RECEIPTS, CASH DISBURSEMENTS, AND
CHANGE IN CASH BALANCES - GENERAL FUND
FOR THE YEAR ENDED DECEMBER 31, 2000

	<u>General</u>
Cash Receipts:	
Fines, Licenses, and Permits	\$268,532
Earnings on Investments	4,660
Photo Copies	1,336
Legal Research	30
Donation	30
Miscellaneous	<u>2,143</u>
Total Cash Receipts	<u>276,731</u>
Cash Disbursements:	
Taxes	207
Books	183,157
Supplies	1,822
Salaries	4,254
Refund	26
Insurance	1,726
Equipment	17,629
Legal Research	26,668
Internet Services	8,667
Miscellaneous	<u>31,727</u>
Total Cash Disbursements	<u>275,883</u>
Total Cash Receipts Over Cash Disbursements	848
Cash Balances, January 1	<u>120,025</u>
Cash Balances, December 31	<u><u>\$120,873</u></u>

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

SANDUSKY COUNTY LAW LIBRARY ASSOCIATION

**STATEMENT OF CASH RECEIPTS, CASH DISBURSEMENTS, AND
CHANGE IN CASH BALANCES - GENERAL FUND
FOR THE YEAR ENDED DECEMBER 31, 1999**

	<u>General</u>
Cash Receipts:	
Fines, Licenses, and Permits	\$288,190
Earnings on Investments	4,131
Photo Copies	835
Miscellaneous	<u>3,004</u>
Total Cash Receipts	<u>296,160</u>
Cash Disbursements:	
Taxes	207
Books	231,986
Supplies	1,345
Salaries	4,254
Insurance	959
Equipment	22,246
Legal Research	1,143
Miscellaneous	<u>25,785</u>
Total Cash Disbursements	<u>287,925</u>
Total Cash Receipts Over Cash Disbursements	8,235
Cash Balances, January 1	<u>111,790</u>
Cash Balances, December 31	<u><u>\$120,025</u></u>

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

SANDUSKY COUNTY LAW LIBRARY ASSOCIATION

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

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

A. Description of the Entity

Sandusky County Law Library Association (the Law 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 Law Library is directed by a five-member Board of Trustees. The Law Library provides legal resource material for attorneys, judges, elected officials, as well as to the general public on request. The Law Library elects a secretary-treasurer who serves as fiscal officer.

The Law Library's management believes these financial statements present all activities for which the Law 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. Fund Accounting

The Law Library uses fund accounting to segregate cash that is restricted as to use. The Law Library classifies its fund into the following type:

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.

D. 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.

2. EQUITY IN CASH

The Law Library maintains cash accounts used by its fund. The Ohio Revised Code prescribes allowable deposits. The carrying amount of cash at December 31 follows:

	<u>2000</u>	<u>1999</u>
Demand deposits	<u>\$120,873</u>	<u>\$120,025</u>

Deposits are insured by the Federal Depository Insurance Corporation.

SANDUSKY COUNTY LAW LIBRARY ASSOCIATION

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

3. 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 Law Library's PERS members contributed 8.5% of their gross salaries. The Law Library contributed an amount equal to 13.55% and 10.84% of participants' gross salaries for 1999 and 2000, respectively. The Law Library has paid all contributions required through December 31, 2000.

4. RISK MANAGEMENT

The Law Library has obtained commercial insurance for the following risks:

- Commercial Property; and
- Business Personal Property.



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

Sandusky County Law Library Association
323 High Street
Fremont, Ohio 43420-2995

To the Board of Trustees:

We have audited the accompanying financial statements of Sandusky County Law Library Association (the Law Library) as of and for the years ended December 31, 2000 and 1999, and have issued our report thereon dated June 5, 2001. We conducted our audits 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 Law 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 audits 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*. However, we noted an immaterial instance of noncompliance that we have reported to management of the Law Library in a separate letter dated June 5, 2001.

Internal Control Over Financial Reporting

In planning and performing our audit, we considered the Law 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 Law Library in a separate letter dated June 5, 2001.

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

June 5, 2001



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LAW LIBRARY ASSOCIATION

SANDUSKY 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 21, 2001**