



JIM PETRO
AUDITOR OF STATE

STATE OF OHIO

**BELLEVUE PUBLIC LIBRARY
HURON COUNTY**

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REPORT OF INDEPENDENT ACCOUNTANTS

Bellevue Public Library
Huron County
224 East Main Street
Bellevue, Ohio 44811-1467

To the Board of Trustees:

We have audited the accompanying financial statements of Bellevue Public Library (the Library) as of and for the years ended December 31, 2001 and 2000. 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 auditing standards generally accepted in the United States of America 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 fund cash balances and reserves for encumbrances of the Library as of December 31, 2001, and 2000, 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 14, 2002, 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 audit committee, 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.

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 14, 2002

**BELLEVUE PUBLIC LIBRARY
HURON COUNTY**

**COMBINED STATEMENT OF CASH RECEIPTS, CASH DISBURSEMENTS,
AND CHANGES IN FUND CASH BALANCES
ALL GOVERNMENTAL FUND TYPES
FOR THE YEAR ENDED DECEMBER 31, 2001**

	<u>Governmental Fund Types</u>		<u>Totals (Memorandum Only)</u>
	<u>General</u>	<u>Capital Projects</u>	
Cash Receipts:			
Property and Other Local Taxes	\$914,026		\$914,026
Patron Fines and Fees	17,512		17,512
Earnings on Investments	19,427	\$14,407	33,834
Contributions, Gifts and Donations	11,467		11,467
Miscellaneous Receipts	2,164		2,164
Total Cash Receipts	<u>964,596</u>	<u>14,407</u>	<u>979,003</u>
Cash Disbursements:			
Current:			
Salaries and Benefits	513,470		513,470
Supplies	29,571		29,571
Purchased and Contracted Services	135,901		135,901
Library Materials and Information	185,089		185,089
Other Objects	4,332		4,332
Capital Outlay	32,274		32,274
Total Cash Disbursements	<u>900,637</u>		<u>900,637</u>
Total Cash Receipts Over Cash Disbursements	<u>63,959</u>	<u>14,407</u>	<u>78,366</u>
Other Financing Receipts/(Disbursements):			
Transfers-In		6,200	6,200
Transfers-Out	(6,200)		(6,200)
Total Other Financing Receipts/(Disbursements)	<u>(6,200)</u>	<u>6,200</u>	
Excess of Cash Receipts and Other Financing Receipts Over Cash Disbursements and Other Financing Disbursements	<u>57,759</u>	<u>20,607</u>	<u>78,366</u>
Fund Cash Balances, January 1	<u>404,664</u>	<u>322,674</u>	<u>727,338</u>
Fund Cash Balances, December 31	<u>\$462,423</u>	<u>\$343,281</u>	<u>\$805,704</u>
Reserves for Encumbrances, December 31	<u>\$70,476</u>	<u>\$55,000</u>	<u>\$125,476</u>

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

**BELLEVUE PUBLIC LIBRARY
HURON COUNTY**

**COMBINED STATEMENT OF CASH RECEIPTS, CASH DISBURSEMENTS, AND
CHANGES IN FUND CASH BALANCES - FIDUCIARY FUND TYPE
FOR THE YEAR ENDED DECEMBER 31, 2001**

	Fiduciary Fund Type
	Nonexpendable Trust
Operating Cash Receipts:	
Earnings on Investments	\$94
Contributions, Gifts, and Donations	200
	294
Total Operating Cash Receipts	294
Operating Cash Disbursements:	
Current:	
Purchased and Contracted Services	2
Library Materials and Information	54
	56
Total Operating Cash Disbursements	56
Operating Income	238
Fund Cash Balances, January 1	3,346
Fund Cash Balances, December 31	\$3,584

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

**BELLEVUE PUBLIC LIBRARY
HURON COUNTY**

**COMBINED STATEMENT OF CASH RECEIPTS, CASH DISBURSEMENTS,
AND CHANGES IN FUND CASH BALANCES
ALL GOVERNMENTAL FUND TYPES
FOR THE YEAR ENDED DECEMBER 31, 2000**

	Governmental Fund Types			Totals (Memorandum Only)
	General	Special Revenue	Capital Project	
Cash Receipts:				
Property and Other Local Taxes	\$899,251			\$899,251
Other Government Grants-In-Aid		\$600		600
Patron Fines and Fees	15,106			15,106
Earnings on Investments	26,692		\$16,862	43,554
Contributions, Gifts and Donations	11,024			11,024
Miscellaneous Receipts	2,006			2,006
Total Cash Receipts	954,079	600	16,862	971,541
Cash Disbursements:				
Current:				
Salaries and Benefits	470,134			470,134
Supplies	29,806			29,806
Purchased and Contracted Services	107,971			107,971
Library Materials and Information	185,505	305		185,810
Other Objects	4,380			4,380
Capital Outlay	56,124	293		56,417
Total Cash Disbursements	853,920	598		854,518
Total Cash Receipts Over Cash Disbursements	100,159	2	16,862	117,023
Other Financing Receipts/(Disbursements):				
Transfers-In			46,405	46,405
Transfers-Out	(46,403)	(2)		(46,405)
Total Other Financing Receipts/(Disbursements)	(46,403)	(2)	46,405	
Excess of Cash Receipts and Other Financing Receipts Over Cash Disbursements and Other Financing Disbursements	53,756		63,267	117,023
Fund Cash Balances, January 1	350,908		259,407	610,315
Fund Cash Balances, December 31	\$404,664		\$322,674	\$727,338
Reserves for Encumbrances, December 31	\$102,739			\$102,739

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

**BELLEVUE PUBLIC LIBRARY
HURON COUNTY**

**COMBINED STATEMENT OF CASH RECEIPTS, CASH DISBURSEMENTS, AND
CHANGES IN FUND CASH BALANCES - FIDUCIARY FUND TYPE
FOR THE YEAR ENDED DECEMBER 31, 2000**

	Fiduciary Fund Type
	Nonexpendable Trust
Operating Cash Receipts:	
Earnings on Investments	\$98
Contributions, Gifts, and Donations	200
	298
Total Operating Cash Receipts	298
Operating Cash Disbursements:	
Current:	
Library Materials and Information	166
	166
Total Operating Cash Disbursements	166
Operating Income	132
Fund Cash Balances, January 1	3,214
	3,346
Fund Cash Balances, December 31	\$3,346

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

**BELLEVUE PUBLIC LIBRARY
HURON COUNTY**

**NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2001 AND 2000**

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

A. Description of the Entity

Bellevue Public Library, Huron 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 Ohio. The Library is directed by a seven-member Board of Trustees appointed by the Bellevue City School District Board of Education. The Library provides the community with various educational and literary resources.

The Library is a related organization of the Bellevue City School District. The Bellevue City School District is a separate entity from the Library and the financial statements of the School District are not included herein.

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. Gains or losses at the time of sale are recorded as receipts or disbursements, respectively.

Certificates of deposit are valued at cost. Money market mutual funds (including STAR Ohio) are recorded at share values reported by the mutual fund.

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.

**BELLEVUE PUBLIC LIBRARY
HURON COUNTY**

**NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2001 AND 2000
(Continued)**

2. Special Revenue Funds

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

Library Services Technology Act Mini-grant Fund – The fund was used to account for grant monies used for upgrading Library services through the use of new technology.

3. Capital Project Funds

These funds are used to account for receipts that are restricted for the acquisition or construction of major capital projects. The Library had the following significant capital project fund:

Building and Repair Fund – This fund accounts for the funds that are not needed in the General Fund and are put aside for future building and repairs of the Library's building.

4. Fiduciary Funds (Trust and Agency Funds)

Trust funds are used to account for resources restricted by legally binding trust agreements. If the agreement requires the Library to maintain the corpus of the trust, the fund is classified as a nonexpendable trust fund. Other trust funds are classified as expendable. Funds for which the Library is acting in an agency capacity are classified as agency funds. The Library had the following significant fiduciary fund:

Endowment – This fund receives endowments to the Library. Interest earnings are designated for a specific purpose. The corpus of the trust cannot be expended.

E. Budgetary Process

The Ohio Administrative Code requires budgeting for each fund annually.

1. Appropriations

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

2. Estimated Resources

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

**BELLEVUE PUBLIC LIBRARY
HURON COUNTY**

**NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2001 AND 2000
(Continued)**

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.

Effective January 1, 2001, the Ohio Administrative Code amended library budgetary requirements. Libraries are not required to estimate resources or encumber appropriations.

A summary of 2001 and 2000 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. Accumulated Leave

In certain circumstances, such as upon leaving employment, employees are entitled to cash payments for unused leave. Unpaid leave is not reflected as a liability under the basis of accounting the Library uses.

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>2001</u>	<u>2000</u>
Demand deposits	\$27,067	\$5,373
Certificates of deposit	402,959	103,484
Total deposits	<u>430,026</u>	<u>108,857</u>
 STAR Ohio	 379,262	 621,827
Total deposits and investments	<u>\$809,288</u>	<u>\$730,684</u>

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

3. BUDGETARY ACTIVITY

Budgetary activity for the years ending December 31, 2001 and 2000 follows:

**BELLEVUE PUBLIC LIBRARY
HURON COUNTY**

**NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2001 AND 2000
(Continued)**

2001 Budgeted vs. Actual Budgetary Basis Expenditures

Fund Type	Appropriation Authority	Budgetary Expenditures	Variance
General	\$1,340,287	\$977,313	\$362,974
Capital Projects	337,673	55,000	282,673
Fiduciary	156	56	100
Total	<u>\$1,678,116</u>	<u>\$1,032,369</u>	<u>\$645,747</u>

2000 Budgeted vs. Actual Receipts

Fund Type	Budgeted Receipts	Actual Receipts	Variance
General	\$889,347	\$954,079	\$64,732
Special Revenue	600	600	
Capital Projects		63,267	63,267
Fiduciary	89	298	209
Total	<u>\$890,036</u>	<u>\$1,018,244</u>	<u>\$128,208</u>

2000 Budgeted vs. Actual Budgetary Basis Expenditures

Fund Type	Appropriation Authority	Budgetary Expenditures	Variance
General	\$1,195,416	\$1,003,062	\$192,354
Special Revenue	600	600	
Capital Projects	259,407		259,407
Fiduciary	223	166	57
Total	<u>\$1,455,646</u>	<u>\$1,003,828</u>	<u>\$451,818</u>

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 based on of any additional revenues the Library receives.

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.

**BELLEVUE PUBLIC LIBRARY
HURON COUNTY**

**NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2001 AND 2000
(Continued)**

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 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 for 2001 and from January 1, 2000 through June 30, 2000. PERS temporarily reduced the employer contribution rate to 8.13%, effective July 1, 2000 through December 31, 2000. The Library has paid all contributions required through December 31, 2001.

6. RISK MANAGEMENT

Commercial Insurance

The Library has obtained commercial insurance for the following risks:

- Property;
- Crime;
- Inland marine;
- General liability;
- Employee benefit programs liability;
- Employers stop gap liability;
- Computer;
- Umbrella liability; and
- Errors and omissions.

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

Bellevue Public Library
Huron County
224 East Main Street
Bellevue, Ohio 44811-1467

To the Board of Trustees:

We have audited the accompanying financial statements of Bellevue Public Library (the Library) as of and for the years ended December 31, 2001, and 2000, and have issued our report thereon dated May 14, 2002. We conducted our audit in accordance with auditing standards generally accepted in the United States of America 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 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 14, 2002.

This report is intended solely for the information and use of the audit committee, 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 stylized with a large, looping initial "J" and a horizontal line extending to the right.

Jim Petro
Auditor of State

May 14, 2002



STATE OF OHIO
OFFICE OF THE AUDITOR

JIM PETRO, AUDITOR OF STATE

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BELLEVUE PUBLIC LIBRARY

HURON 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 13, 2002**