



**Auditor of State
Betty Montgomery**

**ALEXANDRIA PUBLIC LIBRARY
LICKING COUNTY**

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**Auditor of State
Betty Montgomery**

INDEPENDENT ACCOUNTANTS' REPORT

Alexandria Public Library
Licking County
10 Maple Drive
Alexandria, Ohio 43001

To the Board of Trustees:

We have audited the accompanying financial statements of the Alexandria Public Library, Licking County, (the Library) as of and for the years ended December 31, 2002, and December 31, 2001. 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 accounting principles generally accepted in the United States of America.

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, 2002, and December 31, 2001, 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 23, 2003, 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.

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This report is intended solely for the information and use of the 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 that reads "Betty Montgomery". The signature is written in a cursive, flowing style.

BETTY MONTGOMERY
Auditor of State

June 23, 2003

**ALEXANDRIA PUBLIC LIBRARY
LICKING COUNTY**

**STATEMENT OF CASH RECEIPTS, CASH DISBURSEMENTS, AND
CHANGES IN FUND CASH BALANCES
ALL GOVERNMENTAL FUND TYPES
FOR THE YEAR ENDED DECEMBER 31, 2002**

	<u>Governmental Fund Types</u>		Totals (Memorandum Only)
	<u>General</u>	<u>Capital Projects</u>	
Cash Receipts:			
Property and Other Local Taxes	\$13	\$0	\$13
Library and Local Government Support	313,416	0	313,416
Patron Fines and Fees	9,204	0	9,204
Earnings on Investments	10,266	0	10,266
Contributions, Gifts and Donations	150	0	150
Miscellaneous Receipts	67	0	67
	<u>333,116</u>	<u>0</u>	<u>333,116</u>
Total Cash Receipts			
	<u>333,116</u>	<u>0</u>	<u>333,116</u>
Cash Disbursements:			
Current:			
Salaries and Benefits	166,331	0	166,331
Purchased and Contracted Services	49,122	0	49,122
Library Materials and Information	72,564	0	72,564
Other Objects	8,707	0	8,707
Capital Outlay	6,949	1,878	8,827
	<u>303,673</u>	<u>1,878</u>	<u>305,551</u>
Total Cash Disbursements			
	<u>303,673</u>	<u>1,878</u>	<u>305,551</u>
Total Cash Receipts Over/(Under) Cash Disbursements	<u>29,443</u>	<u>(1,878)</u>	<u>27,565</u>
Other Financing Receipts:			
Proceeds from Sales of Property	496	0	496
	<u>496</u>	<u>0</u>	<u>496</u>
Excess of Cash Receipts and Other Financing Receipts Over/(Under) Cash Disbursements	<u>29,939</u>	<u>(1,878)</u>	<u>28,061</u>
Fund Cash Balances, January 1	<u>551,516</u>	<u>148,214</u>	<u>699,730</u>
Fund Cash Balances, December 31	<u>\$581,455</u>	<u>\$146,336</u>	<u>\$727,791</u>
Reserves for Encumbrances, December 31	<u>\$27,830</u>	<u>\$825</u>	<u>\$28,655</u>

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

**ALEXANDRIA PUBLIC LIBRARY
LICKING COUNTY**

**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:			
Library and Local Government Support	\$339,877	\$0	\$339,877
Patron Fines and Fees	7,955	0	7,955
Earnings on Investments	22,239	0	22,239
Contributions, Gifts and Donations	6,850	0	6,850
Miscellaneous Receipts	464	0	464
	<u>377,385</u>	<u>0</u>	<u>377,385</u>
Cash Disbursements:			
Current:			
Salaries and Benefits	172,325	0	172,325
Purchased and Contracted Services	33,691	0	33,691
Library Materials and Information	70,782	0	70,782
Other Objects	6,994	0	6,994
Capital Outlay	15,357	2,383	17,740
	<u>299,149</u>	<u>2,383</u>	<u>301,532</u>
Total Cash Disbursements	<u>299,149</u>	<u>2,383</u>	<u>301,532</u>
Total Cash Receipts Over/(Under) Cash Disbursements	<u>78,236</u>	<u>(2,383)</u>	<u>75,853</u>
Other Financing Receipts:			
Proceeds from Sales of Property	346	0	346
	<u>346</u>	<u>0</u>	<u>346</u>
Excess of Cash Receipts and Other Financing Receipts Over/(Under) Cash Disbursements	78,582	(2,383)	76,199
Fund Cash Balances, January 1	472,934	150,597	623,531
Fund Cash Balances, December 31	<u>\$551,516</u>	<u>\$148,214</u>	<u>\$699,730</u>
Reserves for Encumbrances, December 31	<u>\$21,552</u>	<u>\$0</u>	<u>\$21,552</u>

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

**ALEXANDRIA PUBLIC LIBRARY
LICKING COUNTY**

**NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2002 AND 2001**

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

A. Description of the Entity

Alexandria Public Library, Licking 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 Northridge Local Board of Education. 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. Gains or losses at the time of sale are recorded as receipts or disbursements, respectively.

Certificates of deposit are valued at cost. The investment in STAR Ohio (the State Treasurer's investment pool) is valued at amounts reported by the State Treasurer.

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 Projects Fund

This fund is 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 Projects Fund:

Capital Improvement Fund – This fund receives receipts designated for capital improvements.

**ALEXANDRIA PUBLIC LIBRARY
LICKING COUNTY**

**NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2002 AND 2001
(Continued)**

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

E. Budgetary Process

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.

A summary of 2002 and 2001 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:

	2002	2001
Demand deposits	\$264,086	\$239,998
Certificates of deposit	240,000	240,000
Total deposits	504,086	479,998
STAR Ohio	223,705	219,732
Total deposits and investments	\$727,791	\$699,730

Deposits: Deposits are either (1) insured by the Federal Depository Insurance Corporation, or (2) collateralized by securities specifically pledged by the financial institution to the Library.

Investments: Investments in STAR Ohio are not evidenced by securities that exist in physical or book-entry form.

**ALEXANDRIA PUBLIC LIBRARY
LICKING COUNTY**

**NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2002 AND 2001
(Continued)**

3. BUDGETARY ACTIVITY

Budgetary activity for the years ending December 31, 2002 and December 31, 2001 follows:

2002 Budgeted vs. Actual Budgetary Basis Expenditures			
Fund Type	Appropriation Authority	Budgetary Expenditures	Variance
General	\$376,837	\$331,503	\$45,334
Capital Projects	20,000	2,703	17,297
Total	\$396,837	\$334,206	\$62,631

2001 Budgeted vs. Actual Budgetary Basis Expenditures			
Fund Type	Appropriation Authority	Budgetary Expenditures	Variance
General	\$408,043	\$320,701	\$87,342
Capital Projects	20,000	2,383	17,617
Total	\$428,043	\$323,084	\$104,959

4. GRANTS-IN-AID

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 any additional revenues the Library receives.

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 2002. The Library has paid all contributions required through December 31, 2002.

**ALEXANDRIA PUBLIC LIBRARY
LICKING COUNTY**

**NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2002 AND 2001
(Continued)**

6. RISK MANAGEMENT

Commercial Insurance

The Alexandria Public Library has obtained commercial insurance for the following risks:

- Comprehensive property and general liability; and
- Errors and omissions.



**Auditor of State
Betty Montgomery**

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

Alexandria Public Library
Licking County
10 Maple Drive
Alexandria, Ohio 43001

To the Board of Trustees:

We have audited the accompanying financial statements of the Alexandria Public Library (the Library) as of and for the years ended December 31, 2002, and December 31, 2001, and have issued our report thereon dated June 23, 2003. 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 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 June 23, 2003.

This report is intended solely for the information and use of the management and the 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 that reads "Betty Montgomery". The signature is written in a cursive, flowing style.

BETTY MONTGOMERY
Auditor of State

June 23, 2003



**Auditor of State
Betty Montgomery**

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ALEXANDRIA PUBLIC LIBRARY

LICKING 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
AUGUST 26, 2003**