



**Auditor of State
Betty Montgomery**

**NEWARK PUBLIC LIBRARY
LICKING COUNTY**

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**Auditor of State
Betty Montgomery**

Newark Public Library
Licking County
101 West Main Street
Newark, Ohio 43055

To the Board of Trustees:

As you are aware, the Auditor of State's Office (AOS) must modify the *Independent Accountants' Report* we provide on your financial statements due to a February 2, 2005 interpretation from the American Institute of Certified Public Accountants (AICPA). While AOS does not legally require your Library to prepare financial statements pursuant to Generally Accepted Accounting Principles (GAAP), the AICPA interpretation requires auditors to formally acknowledge that you did not prepare your financial statements in accordance with GAAP. Our Report includes an opinion relating to GAAP presentation and measurement requirements, but does not imply the amounts the statements present are misstated under the non-GAAP basis you follow. The AOS report also includes an opinion on the financial statements you prepared using the cash basis and financial statement format the AOS permits.

A handwritten signature in cursive script that reads "Betty Montgomery".

Betty Montgomery
Auditor of State

July 25, 2005

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**Auditor of State
Betty Montgomery**

INDEPENDENT ACCOUNTANTS' REPORT

Newark Public Library
Licking County
101 West Main Street
Newark, Ohio 43055

To the Board of Trustees:

We have audited the accompanying financial statements of Newark Public Library, Knox County, Ohio, (the Library) as of and for the years ended December 31, 2004 and December 31, 2003. 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 the Comptroller General of the United States' *Government Auditing Standards*. Those standards require that we plan and perform the audit to reasonably assure 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 our audit provides a reasonable basis for our opinion.

As described more fully in Note 1, the Library has prepared these financial statements using accounting practices the Auditor of State prescribes or permits. These practices differ from accounting principles generally accepted in the United States of America (GAAP). Although we cannot reasonably determine the effects on the financial statements of the variances between these regulatory accounting practices and GAAP, we presume they are material.

Revisions to GAAP would require the Library to reformat its financial statement presentation and make other changes effective for the year ended December 31, 2004. Instead of the combined funds the accompanying financial statements present for 2004 (and 2003), the revisions require presenting entity wide statements and also to present its larger (i.e. major) funds separately for 2004. While the Library does not follow GAAP, generally accepted auditing standards requires us to include the following paragraph if the statements do not substantially conform to the new GAAP presentation requirements. The Auditor of State permits, but does not require governments to reformat their statements. The Library has elected not to reformat its statements. Since this Library does not use GAAP to measure financial statement amounts, the following paragraph does not imply the amounts reported are materially misstated under the accounting basis the Auditor of State permits. Our opinion on the fair presentation of the amounts reported pursuant to its non-GAAP basis is in the second following paragraph.

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In our opinion, because of the effects of the matter discussed in the preceding two paragraphs, the financial statements referred to above for the year ended December 31, 2004 do not present fairly, in conformity with accounting principles generally accepted in the United States of America, the financial position of the Library as of December 31, 2004, or its changes in financial position for the year then ended.

Also, in our opinion, the financial statements referred to above present fairly, in all material respects, the combined fund cash balances and reserves for encumbrances of the Newark Public Library, Licking County, Ohio, as of December 31, 2004 and 2003, and its combined cash receipts and disbursements for the years then ended on the accounting basis Note 1 describes.

The aforementioned revision to generally accepted accounting principles also requires the Library to include Management's Discussion and Analysis for the year ended December 31, 2004. The Library has not presented Management's Discussion and Analysis, which accounting principles generally accepted in the United States of America has determined is necessary to supplement, although not required to be part of, the financial statements.

In accordance with *Government Auditing Standards*, we have also issued our report dated July 25, 2005, 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 grant agreements and other matters. While we did not opine on the internal control over financial reporting or on compliance, that report describes the scope of our testing of internal control over financial reporting and compliance, and the results of that testing. That report is an integral part of an audit performed in accordance with *Government Auditing Standards*. You should read it in conjunction with this report in assessing the results of our audit.



Betty Montgomery
Auditor of State

July 25, 2005

**NEWARK PUBLIC LIBRARY
LICKING COUNTY**

**COMBINED STATEMENT OF CASH RECEIPTS, CASH DISBURSEMENTS, AND
CHANGES IN FUND CASH BALANCES
ALL GOVERNMENTAL AND SIMILAR FIDUCIARY FUND TYPES
FOR THE YEAR ENDED DECEMBER 31, 2004**

	<u>Governmental Fund Types</u>		<u>Fiduciary Fund Type</u>	<u>Totals (Memorandum Only)</u>
	<u>General</u>	<u>Capital Projects</u>	<u>Expendable Trust</u>	
Cash Receipts:				
Other Government Grants-In-Aid	\$3,095,920	\$0	\$0	\$3,095,920
Patron Fines and Fees	139,930	0	0	139,930
Earnings on Investments	6,249	66,274	7,407	79,930
Services Provided to Other Entities	36,054	0	0	36,054
Contributions, Gifts and Donations	1,479	0	4,121	5,600
Miscellaneous Receipts	16,537	0	0	16,537
	<u>3,296,169</u>	<u>66,274</u>	<u>11,528</u>	<u>3,373,971</u>
Total Cash Receipts				
Cash Disbursements:				
Current:				
Salaries and Benefits	2,493,684	0	0	2,493,684
Purchased and Contracted Services	544,381	0	0	544,381
Other Objects	586,561	0	0	586,561
Capital Outlay	0	219,902	26,162	246,064
	<u>3,624,626</u>	<u>219,902</u>	<u>26,162</u>	<u>3,870,690</u>
Total Cash Disbursements				
Total Cash Receipts Under Cash Disbursements	<u>(328,457)</u>	<u>(153,628)</u>	<u>(14,634)</u>	<u>(496,719)</u>
Other Financing Receipts/(Disbursements):				
Transfers-In	215,941	0	0	215,941
Transfers-Out	0	(215,941)	0	(215,941)
	<u>215,941</u>	<u>(215,941)</u>	<u>0</u>	<u>0</u>
Total Other Financing Receipts/(Disbursements)				
Excess of Cash Receipts and Other Financing Receipts Under Cash Disbursements and Other Financing Disbursements	(112,516)	(369,569)	(14,634)	(496,719)
Fund Cash Balances, January 1	<u>410,906</u>	<u>3,836,906</u>	<u>590,856</u>	<u>4,838,668</u>
Fund Cash Balances, December 31	<u>\$298,390</u>	<u>\$3,467,337</u>	<u>\$576,222</u>	<u>\$4,341,949</u>
Reserves for Encumbrances, December 31	<u>\$54,265</u>	<u>\$3,953</u>	<u>\$0</u>	<u>\$58,218</u>

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

**NEWARK PUBLIC LIBRARY
LICKING COUNTY**

**COMBINED STATEMENT OF CASH RECEIPTS, CASH DISBURSEMENTS, AND
CHANGES IN FUND CASH BALANCES
FIDUCIARY FUND TYPE
FOR THE YEAR ENDED DECEMBER 31, 2004**

	Fiduciary Fund Type
	Nonexpendable Trust
Operating Cash Disbursements:	
Current:	
Other Objects	\$1,050
Total Operating Cash Disbursements	1,050
Operating Income/(Loss)	(1,050)
Non-Operating Cash Receipts:	
Earnings on Investments	1,645
Total Non-Operating Cash Receipts	1,645
Net Receipts Over/ Disbursements	595
Fund Cash Balances, January 1	100,583
Fund Cash Balances, December 31	\$101,178

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

**NEWARK PUBLIC LIBRARY
LICKING COUNTY**

**COMBINED STATEMENT OF CASH RECEIPTS, CASH DISBURSEMENTS, AND
CHANGES IN FUND CASH BALANCES
ALL GOVERNMENTAL AND SIMILAR FIDUCIARY FUND TYPES
FOR THE YEAR ENDED DECEMBER 31, 2003**

	<u>Governmental Fund Types</u>		<u>Fiduciary Fund Type</u>	<u>Totals (Memorandum Only)</u>
	<u>General</u>	<u>Capital Projects</u>	<u>Expendable Trust</u>	
Cash Receipts:				
Other Government Grants-In-Aid	\$3,076,678	\$0	\$0	\$3,076,678
Patron Fines and Fees	120,396	0	0	120,396
Earnings on Investments	4,848	65,005	5,365	75,218
Services Provided to Other Entities	52,190	0	0	52,190
Contributions, Gifts and Donations	1,809	0	101,592	103,401
Miscellaneous Receipts	14,234	0	0	14,234
	<u>3,270,155</u>	<u>65,005</u>	<u>106,957</u>	<u>3,442,117</u>
Total Cash Receipts				
Cash Disbursements:				
Current:				
Salaries and Benefits	2,359,468	0	0	2,359,468
Purchased and Contracted Services	491,563	0	0	491,563
Other Objects	608,596	0	0	608,596
Capital Outlay	0	103,598	26,706	130,304
	<u>3,459,627</u>	<u>103,598</u>	<u>26,706</u>	<u>3,589,931</u>
Total Cash Disbursements				
Total Cash Receipts Over/(Under) Cash Disbursements	<u>(189,472)</u>	<u>(38,593)</u>	<u>80,251</u>	<u>(147,814)</u>
Other Financing Receipts/(Disbursements):				
Transfers-In	461,957	0	0	461,957
Transfers-Out	0	(461,957)	0	(461,957)
	<u>461,957</u>	<u>(461,957)</u>	<u>0</u>	<u>0</u>
Total Other Financing Receipts/(Disbursements)				
Excess of Cash Receipts and Other Financing Receipts Over/(Under) Cash Disbursements and Other Financing Disbursements	272,485	(500,550)	80,251	(147,814)
Fund Cash Balances, January 1	<u>138,421</u>	<u>4,337,456</u>	<u>510,605</u>	<u>4,986,482</u>
Fund Cash Balances, December 31	<u>\$410,906</u>	<u>\$3,836,906</u>	<u>\$590,856</u>	<u>\$4,838,668</u>
Reserves for Encumbrances, December 31	<u>\$141,501</u>	<u>\$71,275</u>	<u>\$11,196</u>	<u>\$223,972</u>

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

**NEWARK PUBLIC LIBRARY
LICKING COUNTY**

**COMBINED STATEMENT OF CASH RECEIPTS, CASH DISBURSEMENTS, AND
CHANGES IN FUND CASH BALANCES
FIDUCIARY FUND TYPE
FOR THE YEAR ENDED DECEMBER 31, 2003**

	Fiduciary Fund Type
	Nonexpendable Trust
Operating Cash Disbursements:	
Current:	
Other Objects	\$200
Total Operating Cash Disbursements	200
Operating Income/(Loss)	(200)
Non-Operating Cash Receipts:	
Earnings on Investments	1,416
Total Non-Operating Cash Receipts	1,416
Net Receipts Over Disbursements	1,216
Fund Cash Balances, January 1	99,367
Fund Cash Balances, December 31	\$100,583
Reserves for Encumbrances, December 31	\$1,050

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

**NEWARK PUBLIC LIBRARY
LICKING COUNTY**

**NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2004 AND 2003**

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

A. Description of the Entity

The constitution and laws of the State of Ohio establish the rights and privileges of the Newark Public Library, Licking County, Ohio, (the Library) as a body corporate and politic. The Board of Education of the Newark City School District appoints a seven-member Board of Trustees to govern the Library. 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 the Auditor of State prescribes or permits. This accounting basis is similar to the cash receipts and disbursements basis. The Library recognizes receipts when received in cash rather than when earned, and recognizes disbursements 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 the Auditor of State prescribes or permits.

C. Cash and Investments

The Library's accounting basis includes investments as assets. Accordingly, the Library does not record investment purchases as disbursements or investment sales as receipts. The Library records gains or losses at the time of sale as receipts or disbursements, respectively.

The Library values certificates of deposit, U.S. Treasury Notes, bonds and other government agency investments at cost. Money market mutual funds (including STAR Ohio) are recorded at share values the mutual fund reports.

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 accounts for all financial resources except those required to be accounted for in another fund.

2. Capital Projects Funds

These funds account for receipts restricted to acquiring or constructing major capital projects (except those financed through enterprise or trust funds). The Library had the following significant Capital Project Fund:

**NEWARK PUBLIC LIBRARY
LICKING COUNTY**

**NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2004 AND 2003
(Continued)**

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

D. Fund Accounting (Continued)

2. Capital Project Funds (Continued)

Building and Repair Fund – This fund accounts for interest and general fund transfers designated for the repair of the main library and library branches

3. Fiduciary Funds (Trust Funds)

Trust funds account for resources restricted by legally binding trust agreements. If the agreement requires the Library to maintain the corpus of the trust, the Library classifies the activity as a nonexpendable trust fund. The Library classifies other trust funds as expendable. The Library had the following significant Fiduciary Funds:

Criss Fund: Expendable trust fund established in 2002 with the estate of Margerat Criss for the purpose of providing library services to the residents of Licking County.

Thomas and Banton Funds: Non-Expendable trust funds endowed by patrons of the Library for the purpose of providing library services according to the trust agreement. The corpus of the trust cannot be used, only investment earnings are subject to expenditure.

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 level of control.

A summary of 2004 and 2003 budgetary activity appears in Note 3.

F. Property, Plant, and Equipment

The Library records disbursements for acquisitions of property, plant, and equipment when paid. The accompanying financial statements do not report these items as assets.

G. Accumulated Leave

In certain circumstances, such as upon leaving employment, employees are entitled to cash payments for unused leave. The financial statements do not include a liability for unpaid leave.

**NEWARK PUBLIC LIBRARY
LICKING COUNTY**

**NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2004 AND 2003
(Continued)**

2. EQUITY IN POOLED CASH AND INVESTMENTS

The Library maintains a cash and investment pool all funds use. The Ohio Revised Code prescribes allowable deposits and investments. The carrying amount of cash and investments at December 31 follows:

	2004	2003
Demand deposits	\$199,076	\$155,659
Money Market Accounts	46,452	1,078,232
Certificates of deposit	198,000	198,000
Total deposits	443,528	1,431,891
U.S. Treasury Notes	27,500	27,500
STAR Ohio	2,159,823	2,730,769
Other U.S. Gov't Agency Investments	797,953	749,091
U.S. Bonds	1,014,323	0
Total investments	3,999,599	3,507,360
Total deposits and investments	\$4,443,127	\$4,939,251

Deposits: Demand Deposits and certificates of deposit are insured by the Federal Depository Insurance Corporation or collateralized by the financial institution's public entity deposit pool.

Investments: The Federal Reserve holds the Library's U.S. Treasury Notes and Bonds in book-entry form in the name of the Library's financial institution. This would include money market accounts where funds are invested in other U.S. Government Securities. The financial institution maintains records identifying the Library as owner of these securities. Investments in STAR Ohio are not evidenced by securities existing in physical or book-entry form.

3. BUDGETARY ACTIVITY

Budgetary activity for the years ending December 31, 2004 and December 31, 2003 follows:

2004 Budgeted vs. Actual Budgetary Basis Expenditures			
Fund Type	Appropriation Authority	Budgetary Expenditures	Variance
General	\$3,681,110	\$3,678,891	\$2,219
Capital Projects	3,893,328	439,796	3,453,532
Fiduciary	632,299	27,212	605,087
Total	\$8,206,737	\$4,145,899	\$4,060,838

**NEWARK PUBLIC LIBRARY
LICKING COUNTY**

**NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2004 AND 2003
(Continued)**

3. BUDGETARY ACTIVITY (Continued)

2003 Budgeted vs. Actual Budgetary Basis Expenditures			
Fund Type	Appropriation Authority	Budgetary Expenditures	Variance
General	\$3,866,061	\$3,601,128	\$264,933
Capital Projects	4,423,157	636,830	3,786,327
Fiduciary	553,898	38,102	515,796
Total	\$8,843,116	\$4,276,060	\$4,567,056

4. GRANTS-IN-AID

The primary source of revenue for Ohio public libraries is the State Library and Local Government Support Fund (LLGSF). The State allocates LLGSF 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.

5. RETIREMENT SYSTEM

The Ohio Public Employees Retirement System (OPERS) is a state operated, cost-sharing, multiple employer public employee retirement system. The Ohio Revised Code prescribes retirement benefits for vested employees who are eligible to retire based upon years of service. OPERS also provides survivor and disability benefits to vested employees as the Ohio Revised Code prescribes.

The Ohio Revised Code also prescribes contribution rates. The Library's OPERS members contributed 8.5 percent of their gross salaries. The Library contributed an amount equal to 13.55 percent of participants' gross salaries. The Library has paid all contributions required through December 31, 2004.

6. RISK MANAGEMENT

Commercial Insurance

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

- Comprehensive property and general liability;
- Inland marine;
- Vehicles; and
- Errors and omissions.



**Auditor of State
Betty Montgomery**

**INDEPENDENT ACCOUNTANTS' REPORT ON INTERNAL CONTROL OVER
FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS
REQUIRED BY *GOVERNMENT AUDITING STANDARDS***

Newark Public Library
Licking County
101 West Main Street
Newark, Ohio 43055

To the Board of Trustees:

We have audited the financial statements of the Newark Public Library, Licking County, Ohio, (the Library) as of and for the years ended December 31, 2004 and 2003, and have issued our report thereon dated July 25, 2005, wherein we noted the Library follows the accounting practices the Auditor of State prescribes rather than accounting principles generally accepted in the United States of America. 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 the Comptroller General of the United States' *Government Auditing Standards*.

Internal Control Over Financial Reporting

In planning and performing our audit, we considered the Library's internal control over financial reporting to determine our auditing procedures to express our opinion on the financial statements and not to opine on the internal control over financial reporting. Our consideration of the internal control would not necessarily disclose all matters in the internal control over financial reporting that might be material weaknesses. A material weakness is a reportable 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 caused by error or fraud in amounts material to the financial statements we audited may occur and not be timely detected by employees when performing their assigned functions. We noted no matters involving the internal control over financial reporting and its operation that we consider material weaknesses. In a separate letter to the Library's management dated July 25, 2005, we reported other matters involving internal control over financial reporting we did not deem reportable conditions.

Compliance and Other Matters

As part of reasonably assuring whether the Library's financial statements are free of material misstatement, we tested its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could directly and materially affect 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 an opinion. The results of our tests disclosed no instances of noncompliance or other matters we must report under *Government Auditing Standards*.

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Newark Public Library
Licking County
Independent Accountants' Report on Internal Control Over
Financial Reporting and on Compliance and Other Matters
Required by *Government Auditing Standards*
Page 2

We intend this report solely for the information and use of management and the Board of Trustees. It is not intended for 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

July 25, 2005



**Auditor of State
Betty Montgomery**

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NEWARK 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
SEPTEMBER 27, 2005**