



Mary Taylor, CPA
Auditor of State

CHAMPAIGN COUNTY LIBRARY
CHAMPAIGN COUNTY

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Mary Taylor, CPA
Auditor of State

Champaign County Library
Champaign County
1060 Scioto Street
Urbana, Ohio 43078

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 an interpretation from the American Institute of Certified Public Accountants (AICPA). While AOS does not legally require your government 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 adverse 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.

Mary Taylor

Mary Taylor, CPA
Auditor of State

May 1, 2009

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Mary Taylor, CPA

Auditor of State

INDEPENDENT ACCOUNTANTS' REPORT

Champaign County Library
Champaign County
1060 Scioto Street
Urbana, Ohio 43078

To the Board of Trustees:

We have audited the accompanying financial statements of the Champaign County Library, Champaign County, (the Library), as of and for the years ended December 31, 2008 and 2007. 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.

Instead of the combined funds the accompanying financial statements present, GAAP requires presenting entity wide statements and also presenting the Library's larger (i.e. major) funds separately. 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 GAAP presentation requirements. The Auditor of State permits, but does not require Libraries to reformat their statements. The Library has elected not to follow GAAP statement formatting requirements. 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.

In our opinion, because of the effects of the matter discussed in the preceding two paragraphs, the financial statements referred to above for the years ended December 31, 2008 and 2007 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, 2008, or its changes in financial position for the years 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 Champaign County Library, Champaign County, as of December 31, 2007 and 2008, and its combined cash receipts and disbursements for the years then ended on the accounting basis Note 1 describes.

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 May 1, 2009, 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.

A handwritten signature in cursive script that reads "Mary Taylor".

Mary Taylor, CPA
Auditor of State

May 1, 2009

**CHAMPAIGN COUNTY LIBRARY
CHAMPAIGN COUNTY**

**COMBINED STATEMENT OF CASH RECEIPTS, CASH DISBURSEMENTS, AND
CHANGES IN FUND CASH BALANCES
ALL GOVERNMENTAL FUND TYPES
FOR THE YEAR ENDED DECEMBER 31, 2008**

| | <u>All Fund Types</u> | | | Totals (Memorandum Only) |
|--|-----------------------|----------------------------|-----------------------------|---|
| | <u>General</u> | <u>Special Revenue</u> | <u>Capital Projects</u> | |
| Cash Receipts: | | | | |
| Property and Other Local Taxes | \$123,802 | | | \$123,802 |
| Intergovernmental | 720,847 | | | 720,847 |
| Patron Fines and Fees | 42,025 | | | 42,025 |
| Contributions, Gifts and Donations | 2,731 | | | 2,731 |
| Earnings on Investments | 1,938 | \$9,782 | \$7,445 | 19,165 |
| Miscellaneous | 11,029 | | | 11,029 |
| Total Cash Receipts | <u>902,372</u> | <u>9,782</u> | <u>7,445</u> | <u>919,599</u> |
| Cash Disbursements: | | | | |
| Current: | | | | |
| Salaries | 488,270 | | | 488,270 |
| Employee Fringe Benefits | 115,763 | | | 115,763 |
| Purchased and Contractual Services | 157,095 | | 16,066 | 173,161 |
| Library Materials and Information | 141,552 | | | 141,552 |
| Supplies | 28,004 | | | 28,004 |
| Other | 5,467 | | | 5,467 |
| Capital Outlay | 4,920 | | 13,737 | 18,657 |
| Total Cash Disbursements | <u>941,071</u> | | <u>29,803</u> | <u>970,874</u> |
| Total Receipts Over/(Under) Disbursements | <u>(38,699)</u> | <u>9,782</u> | <u>(22,358)</u> | <u>(51,275)</u> |
| Other Financing Receipts / (Disbursements): | | | | |
| Transfers-In | 40,000 | | | 40,000 |
| Transfers-Out | | (40,000) | | (40,000) |
| Total Other Financing Receipts / (Disbursements) | <u>40,000</u> | <u>(40,000)</u> | | |
| Excess of Cash Receipts and Other Financing Receipts Over/(Under) Cash Disbursements and Other Financing Disbursements | 1,301 | (30,218) | (22,358) | (51,275) |
| Fund Cash Balances, January 1 | <u>158,354</u> | <u>305,632</u> | <u>274,340</u> | <u>738,326</u> |
| Fund Cash Balances, December 31 | <u>\$159,655</u> | <u>\$275,414</u> | <u>\$251,982</u> | <u>\$687,051</u> |
| Reserve for Encumbrances, December 31 | <u>\$16,380</u> | <u>\$0</u> | <u>\$0</u> | <u>\$16,380</u> |

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

**CHAMPAIGN COUNTY LIBRARY
CHAMPAIGN COUNTY**

**COMBINED STATEMENT OF CASH RECEIPTS, CASH DISBURSEMENTS, AND
CHANGES IN FUND CASH BALANCES
ALL GOVERNMENTAL FUND TYPES
FOR THE YEAR ENDED DECEMBER 31, 2007**

| | <u>All Fund Types</u> | | | Totals (Memorandum Only) |
|---|-----------------------|----------------------------|-----------------------------|---|
| | <u>General</u> | <u>Special Revenue</u> | <u>Capital Projects</u> | |
| Cash Receipts: | | | | |
| Property and Other Local Taxes | \$128,588 | | | \$128,588 |
| Intergovernmental | 731,724 | | | 731,724 |
| Patron Fines and Fees | 43,309 | | | 43,309 |
| Contributions, Gifts and Donations | 1,053 | | | 1,053 |
| Earnings on Investments | 2,987 | \$9,877 | \$11,669 | 24,533 |
| Miscellaneous | 3,530 | | | 3,530 |
| Total Cash Receipts | <u>911,191</u> | <u>9,877</u> | <u>11,669</u> | <u>932,737</u> |
| Cash Disbursements: | | | | |
| Current: | | | | |
| Salaries | 486,203 | | | 486,203 |
| Employee Fringe Benefits | 104,285 | | | 104,285 |
| Purchased and Contractual Services | 190,476 | | 22,519 | 212,995 |
| Library Materials and Information | 142,579 | | | 142,579 |
| Supplies | 27,259 | | | 27,259 |
| Other | 4,696 | | | 4,696 |
| Capital Outlay | 3,017 | | 25,919 | 28,936 |
| Total Cash Disbursements | <u>958,515</u> | | <u>48,438</u> | <u>1,006,953</u> |
| Total Receipts Over/(Under) Disbursements | <u>(47,324)</u> | <u>9,877</u> | <u>(36,769)</u> | <u>(74,216)</u> |
| Other Financing Receipts / (Disbursements): | | | | |
| Transfers-In | 40,000 | | | 40,000 |
| Transfers-Out | | (40,000) | | (40,000) |
| Total Other Financing Receipts / (Disbursements) | <u>40,000</u> | <u>(40,000)</u> | | |
| Excess of Cash Receipts and Other Financing Receipts Over/(Under) Cash Disbursements and Other Financing Disbursements | <u>(7,324)</u> | <u>(30,123)</u> | <u>(36,769)</u> | <u>(74,216)</u> |
| Fund Cash Balances, January 1 | <u>165,678</u> | <u>335,755</u> | <u>311,109</u> | <u>812,542</u> |
| Fund Cash Balances, December 31 | <u>\$158,354</u> | <u>\$305,632</u> | <u>\$274,340</u> | <u>\$738,326</u> |
| Reserve for Encumbrances, December 31 | <u>\$8,286</u> | <u>\$0</u> | <u>\$8,700</u> | <u>\$16,986</u> |

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

**CHAMPAIGN COUNTY LIBRARY
CHAMPAIGN COUNTY**

**NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2007 AND 2008**

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 Champaign County Library, Champaign County, (the Library), as a body corporate and politic. The Champaign County Commissioners and Common Pleas Judge appoint 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. Accounting Basis

These financial statements follow the accounting basis the Auditor of State prescribes or permits. This basis is similar to the cash receipts and disbursements accounting 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. Deposits and Investments

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

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

2. Special Revenue Funds

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

Expendable Trust Fund - This fund receives interest earned on donations from individuals. Interest and donations can be spent for the general operations of the Library.

**CHAMPAIGN COUNTY LIBRARY
CHAMPAIGN COUNTY**

**NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2007 AND 2008
(Continued)**

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

3. Capital Project 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 Capital Project Fund:

Building and Repair Fund - This Fund receives interest income earned on prior year donations and transfers from the General Fund. The Fund is used for major improvements to the Library.

E. Budgetary Process

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

A summary of 2007 and 2008 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.

2. EQUITY IN POOLED DEPOSITS AND INVESTMENTS

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

| | <u>2008</u> | <u>2007</u> |
|-------------------------|------------------|------------------|
| Demand deposits | \$252,010 | \$278,998 |
| Certificates of deposit | 435,041 | 459,328 |
| Total deposits | <u>\$687,051</u> | <u>\$738,326</u> |

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

**CHAMPAIGN COUNTY LIBRARY
CHAMPAIGN COUNTY**

**NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2007 AND 2008
(Continued)**

3. BUDGETARY ACTIVITY

Budgetary activity for the years ending December 31, 2008 and 2007 follows:

2008 Budgeted vs. Actual Receipts

| Fund Type | Budgeted Receipts | Actual Receipts | Variance |
|------------------|------------------------------|----------------------------|-------------------|
| General | \$987,120 | \$942,372 | (\$44,748) |
| Special Revenue | 3,000 | 9,782 | 6,782 |
| Capital Projects | 3,000 | 7,445 | 4,445 |
| Total | <u>\$993,120</u> | <u>\$959,599</u> | <u>(\$33,521)</u> |

2008 Budgeted vs. Actual Budgetary Basis Expenditures

| Fund Type | Appropriation Authority | Budgetary Expenditures | Variance |
|------------------|------------------------------------|-----------------------------------|------------------|
| General | \$1,137,186 | \$ 957,451 | \$179,735 |
| Special Revenue | 40,000 | 40,000 | |
| Capital Projects | 155,000 | 29,803 | 125,197 |
| Total | <u>\$1,332,186</u> | <u>\$1,027,254</u> | <u>\$304,932</u> |

2007 Budgeted vs. Actual Receipts

| Fund Type | Budgeted Receipts | Actual Receipts | Variance |
|------------------|------------------------------|----------------------------|-----------------|
| General | \$929,725 | \$951,191 | \$21,466 |
| Special Revenue | 3,000 | 9,877 | 6,877 |
| Capital Projects | 2,000 | 11,669 | 9,669 |
| Total | <u>\$934,725</u> | <u>\$972,737</u> | <u>\$38,012</u> |

2007 Budgeted vs. Actual Budgetary Basis Expenditures

| Fund Type | Appropriation Authority | Budgetary Expenditures | Variance |
|------------------|------------------------------------|-----------------------------------|------------------|
| General | \$1,080,803 | \$ 966,801 | \$114,002 |
| Special Revenue | 40,000 | 40,000 | |
| Capital Projects | 152,008 | 57,138 | 94,870 |
| Total | <u>\$1,272,811</u> | <u>\$1,063,939</u> | <u>\$208,872</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 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.

**CHAMPAIGN COUNTY LIBRARY
CHAMPAIGN COUNTY**

**NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2007 AND 2008
(Continued)**

4. GRANTS-IN-AID AND TAX RECEIPTS (Continued)

Real property taxes become a lien on January 1 preceding the October 1 date for which the taxing authority of the subdivision to whose jurisdiction the Library is subject adopts rates. The State Department of Taxation, Division of Tax Equalization, adjusts these rates for inflation. Property taxes are also reduced for applicable homestead and rollback deductions. The financial statements include homestead and rollback amounts the State pays as Other Governments' Grants In Aid. Payments are due to the County by December 31. If the property owner elects to pay semiannually, the first half is due December 31. The second half payment is due the following June 20.

Public utilities are also taxed on personal and real property located within the taxing district.

Property owners assess tangible personal property tax. These owners must file a list of tangible 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 SYSTEMS

The Library's employees belong to the Ohio Public Employees Retirement System (OPERS). OPERS is a cost-sharing, multiple-employer plan. The Ohio Revised Code prescribes this plan's benefits, which include postretirement healthcare and disability benefits.

The Ohio Revised Code also prescribes contribution rates. The Library's OPERS members contributed 9.5 percent of their gross salaries for 2007 and 10 percent for 2008. The Library contributed an amount equal to 13.85 percent for 2007 and 14 percent for 2008 of participants' gross salaries. The Library has paid all contributions required through December 31, 2008.

6. RISK MANAGEMENT

Commercial Insurance

The Library has obtained commercial insurance for the following risks:

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



Mary Taylor, CPA

Auditor of State

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

Champaign County Library
Champaign County
1060 Scioto Street
Urbana, Ohio 43078

To the Board of Trustees:

We have audited the financial statements of the Champaign County Library, Champaign County (the Library), as of and for the years ended December 31, 2008 and 2007, and have issued our report thereon dated

May 1, 2009, wherein we noted the Library followed 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 as a basis for designing our audit procedures for expressing our opinion on the financial statements, but not to opine on the effectiveness of the Library's internal control over financial reporting. Accordingly, we have not opined on the effectiveness of the Library's internal control over financial reporting.

A control deficiency exists when the design or operation of a control does not allow management or employees, in performing their assigned functions, to prevent or detect misstatements on a timely basis. A significant deficiency is a control deficiency, or combination of control deficiencies, that adversely affects the Library's ability to initiate, authorize, record, process, or report financial data reliably in accordance with its applicable accounting basis, such that there is more than a remote likelihood that the Library's internal control will not prevent or detect a more-than-inconsequential financial statement misstatement.

A material weakness is a significant deficiency, or combination of significant deficiencies resulting in more than a remote likelihood that the Library's internal control will not prevent or detect a material financial statement misstatement.

Our consideration of internal control over financial reporting was for the limited purpose described in the first paragraph of this section and would not necessarily identify all internal control deficiencies that might be significant deficiencies or material weaknesses. We did not identify any deficiencies in internal control over financial reporting that we consider material weaknesses, as defined above.

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*.

We intend this report solely for the information and use of the finance committee, management, and Board of Trustees. We intend it for no one other than these specified parties.

A handwritten signature in black ink that reads "Mary Taylor". The signature is written in a cursive, flowing style.

Mary Taylor, CPA
Auditor of State

May 1, 2009

CHAMPAIGN COUNTY LIBRARY
CHAMPAIGN COUNTY

SCHEDULE OF PRIOR AUDIT FINDINGS
DECEMBER 31, 2008 AND 2007

| Finding Number | Finding Summary | Fully Corrected? | Not Corrected, Partially Corrected; Significantly Different Corrective Action Taken; or Finding No Longer Valid; <i>Explain</i> |
|----------------|--|------------------|--|
| 2006-001 | Governing Board's Review of Bank Reconciliations | Yes | |



Mary Taylor, CPA
Auditor of State

CHAMPAIGN COUNTY LIBRARY

CHAMPAIGN 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
MAY 26, 2009