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**KENT FREE LIBRARY
PORTAGE COUNTY
Regular Audit
For the Years Ended December 31, 2014 and 2013**

...“bringing more to the table”

Tax - Accounting - Audit - Review - Compilation - Agreed Upon Procedure - Consultation - Bookkeeping - Payroll - Litigation Support

Members: American Institute of Certified Public Accountants • Ohio Society of CPAs • West Virginia Society of CPAs



Dave Yost • Auditor of State

Board of Trustees
Kent Free Library
312 West Main Street
Kent, Ohio 44240

We have reviewed the *Independent Auditor's Report* of the Kent Free Library, Portage County, prepared by Perry & Associates, Certified Public Accountants, A.C., for the audit period January 1, 2013 through December 31, 2014. Based upon this review, we have accepted these reports in lieu of the audit required by Section 117.11, Revised Code. The Auditor of State did not audit the accompanying financial statements and, accordingly, we are unable to express, and do not express an opinion on them.

Our review was made in reference to the applicable sections of legislative criteria, as reflected by the Ohio Constitution, and the Revised Code, policies, procedures and guidelines of the Auditor of State, regulations and grant requirements. The Kent Free Library is responsible for compliance with these laws and regulations.

A handwritten signature in black ink that reads "Dave Yost".

Dave Yost
Auditor of State

July 21, 2015

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KENT FREE LIBRARY
PORTAGE COUNTY

TABLE OF CONTENTS

| TITLE | PAGE |
|--|-------------|
| Independent Auditor's Report | 1 |
| Combined Statement of Receipts, Disbursements, and Changes in Fund Balance (Cash Basis) – All Governmental Fund Types - For the Year Ended December 31, 2014 | 3 |
| Combined Statement of Receipts, Disbursements, and Changes in Fund Balance (Cash Basis) – All Governmental Fund Types - For the Year Ended December 31, 2013 | 4 |
| Notes to the Financial Statements | 5 |
| Independent Auditor's Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Required by <i>Government Auditing Standards</i> | 12 |
| Schedule of Audit Findings | 14 |



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INDEPENDENT AUDITOR'S REPORT

June 16, 2015

Kent Free Library
Portage County
312 West Main Street
Kent, OH 44240

To the Board of Trustees:

Report on the Financial Statements

We have audited the accompanying financial statements and related notes of **Kent Free Library**, Portage County, (the Library) as of and for the years ended December 31, 2014 and 2013.

Management's Responsibility for the Financial Statements

Management is responsible for preparing and fairly presenting these financial statements in accordance with the financial reporting provisions Ohio Revised Code Section 117.38 and Ohio Administrative Code Section 117-2-03(D) permit; this responsibility includes designing, implementing and maintaining internal control relevant to preparing and fairly presenting financial statements free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to opine on these financial statements based on our audit. We audited in accordance with auditing standards generally accepted in the United States of America and the financial audit standards in the Comptroller General of the United States' *Government Auditing Standards*. Those standards require us to plan and perform the audit to reasonably assure the financial statements are free from material misstatement.

An audit requires obtaining evidence about financial statement amounts and disclosures. The procedures selected depend on our judgment, including assessing the risks of material financial statement misstatement, whether due to fraud or error. In assessing those risks, we consider internal control relevant to the Library's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not to the extent needed to opine on the effectiveness of the Library's internal control. Accordingly, we express no opinion. An audit also includes evaluating the appropriateness of management's accounting policies and the reasonableness of their significant accounting estimates, as well as our evaluation of the overall financial statement presentation.

We believe the audit evidence we obtained is sufficient and appropriate to support our audit opinion.

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Basis for Adverse Opinion on U.S. Generally Accepted Accounting Principles

As described in Note 1B of the financial statements, the Library prepared these financial statements using the accounting basis permitted by the financial reporting provisions of Ohio Revised Code Section 117.38 and Ohio Administrative Code Section 117-2-03(D), which is an accounting basis other than accounting principles generally accepted in the United States of America (GAAP), to satisfy these requirements.

Although the effects on the financial statements of the variances between the regulatory accounting basis and GAAP are not reasonably determinable, we presume they are material.

Though the Library does not intend these statements to conform to GAAP, auditing standards generally accepted in the United States of America require us to include an adverse opinion on GAAP. However, the adverse opinion does not imply the amounts reported are materially misstated under the accounting basis Ohio Revised Code Section 117.38 and Ohio Administrative Code Section 117-2-03(D) permit. Our opinion on this accounting basis is in the *Opinion on Regulatory Basis of Accounting* paragraph below.

Adverse Opinion on U.S. Generally Accepted Accounting Principles

In our opinion, because of the significance of the matter discussed in the *Basis for Adverse Opinion on U.S. Generally Accepted Accounting Principles* paragraph, the financial statements referred to above do not present fairly, in accordance with accounting principles generally accepted in the United States of America, the financial position of the Library as of December 31, 2014 and 2013, or changes in financial position thereof for the years then ended.

Opinion on Regulatory Basis of Accounting

In our opinion, the financial statements referred to above present fairly, in all material respects, the combined cash balances of Kent Free Library, Portage County as of December 31, 2014 and 2013, and its combined cash receipts and disbursements for the years then ended in accordance with the financial reporting provisions Ohio Revised Code Section 117.38 and Ohio Administrative Code Section 117-2-03(D) permit, described in Note 1B.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated June 16, 2015, 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. That report describes the scope of our internal control testing over financial reporting and compliance, and the results of that testing, and does not opine on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Library's internal control over financial reporting and compliance.



Perry & Associates
Certified Public Accountants, A.C.
Marietta, Ohio

**KENT FREE LIBRARY
PORTAGE COUNTY**

**COMBINED STATEMENT OF RECEIPTS, DISBURSEMENTS, AND
CHANGES IN FUND BALANCES (CASH BASIS)
ALL GOVERNMENTAL FUND TYPES
FOR THE YEAR ENDED DECEMBER 31, 2014**

| | General | Special Revenue | Capital Projects | Permanent | Totals (Memorandum Only) |
|---|----------------------------|-------------------------|--------------------------|------------------------|--------------------------------|
| Cash Receipts | | | | | |
| Property and Other Local Taxes | \$ 775,095 | \$ - | \$ - | \$ - | \$ 775,095 |
| Public Library | 1,239,025 | - | - | - | 1,239,025 |
| Intergovernmental | 92,895 | - | - | - | 92,895 |
| Patron Fines and Fees | 43,158 | - | - | - | 43,158 |
| Contributions, Gifts and Donations | 341 | - | - | - | 341 |
| Earnings on Investments | 2,148 | - | - | 5 | 2,153 |
| Miscellaneous | 79,000 | - | - | - | 79,000 |
| <i>Total Cash Receipts</i> | <u>2,231,662</u> | <u>-</u> | <u>-</u> | <u>5</u> | <u>2,231,667</u> |
| Cash Disbursements | | | | | |
| Current: | | | | | |
| Library Services: | | | | | |
| Public Services and Programs | 1,088,751 | 6,098 | - | - | 1,094,849 |
| Collection Development and Processing | 142,548 | - | - | - | 142,548 |
| Support Services: | | | | | |
| Facilities Operation and Maintenance | 234,518 | - | - | - | 234,518 |
| Information Services | 43,756 | - | - | - | 43,756 |
| Business Administration | 211,247 | 3,460 | - | - | 214,707 |
| Capital Outlay | 69,276 | - | 97,351 | - | 166,627 |
| <i>Total Cash Disbursements</i> | <u>1,790,096</u> | <u>9,558</u> | <u>97,351</u> | <u>-</u> | <u>1,897,005</u> |
| <i>Net Change in Fund Cash Balances</i> | 441,566 | (9,558) | (97,351) | 5 | 334,662 |
| <i>Fund Cash Balances, January 1</i> | <u>1,527,849</u> | <u>53,986</u> | <u>855,876</u> | <u>3,225</u> | <u>2,440,936</u> |
| Fund Cash Balances, December 31 | | | | | |
| Nonspendable | - | - | - | 3,000 | 3,000 |
| Restricted | - | 44,428 | - | 230 | 44,658 |
| Assigned | 24,471 | - | 758,525 | - | 782,996 |
| Unassigned | 1,944,944 | - | - | - | 1,944,944 |
| <i>Fund Cash Balances, December 31</i> | <u><u>\$ 1,969,415</u></u> | <u><u>\$ 44,428</u></u> | <u><u>\$ 758,525</u></u> | <u><u>\$ 3,230</u></u> | <u><u>\$ 2,775,598</u></u> |

The accompanying notes are an integral part of the Financial Statements.

**KENT FREE LIBRARY
PORTAGE COUNTY**

**COMBINED STATEMENT OF RECEIPTS, DISBURSEMENTS, AND
CHANGES IN FUND BALANCES (CASH BASIS)
ALL GOVERNMENTAL FUND TYPES
FOR THE YEAR ENDED DECEMBER 31, 2013**

| | General | Special Revenue | Capital Projects | Permanent | Totals (Memorandum Only) |
|---|---------------------|--------------------|---------------------|-----------------|--------------------------------|
| Cash Receipts | | | | | |
| Property and Other Local Taxes | \$ 759,563 | \$ - | \$ - | \$ - | \$ 759,563 |
| Public Library | 1,263,258 | - | - | - | 1,263,258 |
| Intergovernmental | 92,169 | - | - | - | 92,169 |
| Patron Fines and Fees | 38,174 | - | - | - | 38,174 |
| Contributions, Gifts and Donations | 100 | - | - | - | 100 |
| Earnings on Investments | 3,278 | 1 | - | - | 3,279 |
| Miscellaneous | 9,826 | - | - | - | 9,826 |
| <i>Total Cash Receipts</i> | <u>2,166,368</u> | <u>1</u> | <u>-</u> | <u>-</u> | <u>2,166,369</u> |
| Cash Disbursements | | | | | |
| Current: | | | | | |
| Library Services: | | | | | |
| Public Services and Programs | 926,234 | 22,766 | - | - | 949,000 |
| Collection Development and Processing | 119,504 | - | - | - | 119,504 |
| Support Services: | | | | | |
| Facilities Operation and Maintenance | 258,796 | - | - | - | 258,796 |
| Information Services | 50,063 | - | - | - | 50,063 |
| Business Administration | 294,119 | 824 | - | - | 294,943 |
| Capital Outlay | 105,935 | - | 61,516 | - | 167,451 |
| <i>Total Cash Disbursements</i> | <u>1,754,651</u> | <u>23,590</u> | <u>61,516</u> | <u>-</u> | <u>1,839,757</u> |
| <i>Excess of Receipts Over (Under) Disbursements</i> | <u>411,717</u> | <u>(23,589)</u> | <u>(61,516)</u> | <u>-</u> | <u>326,612</u> |
| Other Financing Receipts/(Disbursements) | | | | | |
| Transfers In | - | - | 150,000 | - | 150,000 |
| Transfers Out | (150,000) | - | - | - | (150,000) |
| <i>Total Other Financing Receipts/(Disbursements)</i> | <u>(150,000)</u> | <u>-</u> | <u>150,000</u> | <u>-</u> | <u>-</u> |
| <i>Net Change in Fund Cash Balances</i> | 261,717 | (23,589) | 88,484 | - | 326,612 |
| <i>Fund Cash Balances, January 1</i> | <u>1,266,132</u> | <u>77,575</u> | <u>767,392</u> | <u>3,225</u> | <u>2,114,324</u> |
| Fund Cash Balances, December 31 | | | | | |
| Nonspendable | - | - | - | 3,000 | 3,000 |
| Restricted | - | 53,986 | - | 225 | 54,211 |
| Assigned | 72,802 | - | 855,876 | - | 928,678 |
| Unassigned | 1,455,047 | - | - | - | 1,455,047 |
| <i>Fund Cash Balances, December 31</i> | <u>\$ 1,527,849</u> | <u>\$ 53,986</u> | <u>\$ 855,876</u> | <u>\$ 3,225</u> | <u>\$ 2,440,936</u> |

The accompanying notes are an integral part of the Financial Statements.

**KENT FREE LIBRARY
PORTAGE COUNTY**

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEARS ENDED DECEMBER 31, 2014 AND 2013**

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 Kent Free Library, Portage County, (the Library) as a body corporate and politic. The Library is directed by a seven-member Board of Trustees appointed by the Kent City School Board. The Library is a member of the Portage Library Consortium (see Note 8). 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 permitted by the financial reporting provisions of Ohio Revised Code Section 117.38 and Ohio Administrative Code Section 117-2-03(D). This basis is similar to the cash receipts and disbursements accounting basis. The Board 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 financial reporting provisions of Ohio Revised Code Section 117.38 and Ohio Administrative Code Section 117-2-03(D) permit.

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.

The Library values certificates of deposit 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 and reports all financial resources not accounted for and recorded in another fund.

**KENT FREE LIBRARY
PORTAGE COUNTY**

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEARS ENDED DECEMBER 31, 2014 AND 2013
(Continued)**

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

D. Fund Accounting (Continued)

2. Special Revenue Funds

These funds account for and report the proceeds of specific revenue sources that are restricted or committed to expenditure for specified purposes other than debt service or capital projects. The Library had the following significant special revenue funds:

Solem Fund - This fund is used to accounts for expenditures of monies from a bequest for the purpose of purchasing audio materials. The fund will continue to be in existence until all monies have been expended.

Gillis Fund - This fund is used to accounts for expenditures of monies from a bequest for the purpose of library materials. The fund will continue to be in existence until all monies have been expended.

3. Capital Project Funds

These funds account for and report financial resources that are restricted, committed, or assigned to expenditure for capital outlays, including the acquisition or construction of capital facilities and other capital assets. The Library had the following significant capital project funds:

Building & Repair Fund - This fund accounts for improvements and repairs to the library.

Automation Fund - This fund accounts for improvements in automation to the library.

4. Permanent Fund

These funds account for and report resources that are restricted to the extent that only earnings, and not principal, may be used for purposes that support the reporting government's programs (for the benefit of the government or its citizenry). The Library had the following significant permanent fund:

Kent Trust Fund - This fund receives interest earned on the nonexpendable corpus from a trust agreement. These earnings are used for general expenses of the Library.

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 2014 and 2013 budgetary activity appears in Note 3.

**KENT FREE LIBRARY
PORTAGE COUNTY**

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEARS ENDED DECEMBER 31, 2014 AND 2013
(Continued)**

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

F. Fund Balance

Fund balance is divided into five classifications based primarily on the extent to which the Library must observe constraints imposed upon the use of its governmental-fund resources. The classifications are as follows:

1. Nonspendable

The Library classifies assets as *nonspendable* when legally or contractually required to maintain the amounts intact.

2. Restricted

Fund balance is *restricted* when constraints placed on the use of resources are either externally imposed by creditors (such as through debt covenants), grantors, contributors, or laws or regulations of other governments; or is imposed by law through constitutional provisions.

3. Committed

Trustees can *commit* amounts via formal action (resolution). The Library must adhere to these commitments unless the Trustees amends the resolution. Committed fund balance also incorporates contractual obligations to the extent that existing resources in the fund have been specifically committed to satisfy contractual requirements.

4. Assigned

Assigned fund balances are intended for specific purposes but do not meet the criteria to be classified as *restricted* or *committed*. Governmental funds other than the general fund report all fund balances as *assigned* unless they are restricted or committed. In the general fund, *assigned* amounts represent intended uses established by Library Trustees or a Library official delegated that authority by resolution, or by State Statute.

5. Unassigned

Unassigned fund balance is the residual classification for the general fund and includes amounts not included in the other classifications. In other governmental funds, the unassigned classification is used only to report a deficit balance.

The Library applies restricted resources first when expenditures are incurred for purposes for which either restricted or unrestricted (committed, assigned, and unassigned) amounts are available. Similarly, within unrestricted fund balance, committed amounts are reduced first followed by assigned, and then unassigned amounts when expenditures are incurred for purposes for which amounts in any of the unrestricted fund balance classifications could be used.

**KENT FREE LIBRARY
PORTAGE COUNTY**

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEARS ENDED DECEMBER 31, 2014 AND 2013
(Continued)**

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

G. 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.

H. 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:

| | 2014 | 2013 |
|--|--------------|--------------|
| Demand deposits | \$ 890,476 | \$ 1,056,061 |
| Certificates of deposit | 528,230 | 528,225 |
| Other time deposits (savings and NOW accounts) | 890,574 | 390,485 |
| Total deposits | 2,309,280 | 1,974,771 |
| STAR Ohio | 466,318 | 466,165 |
| Total deposits and investments | \$ 2,775,598 | \$ 2,440,936 |

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

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

3. BUDGETARY ACTIVITY

Budgetary activity for the years ended December 31, 2014 and 2013 follows:

| 2014 Budgeted vs. Actual Receipts | | | |
|-----------------------------------|----------------------|--------------------|-----------|
| Fund Type | Budgeted Receipts | Actual Receipts | Variance |
| General | \$ 2,140,113 | \$ 2,231,662 | \$ 91,549 |
| Permanent | - | 5 | 5 |
| Total | \$ 2,140,113 | \$ 2,231,667 | \$ 91,554 |

**KENT FREE LIBRARY
PORTAGE COUNTY**

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEARS ENDED DECEMBER 31, 2014 AND 2013
(Continued)**

3. BUDGETARY ACTIVITY (Continued)

| 2014 Budgeted vs. Actual Budgetary Basis Expenditures | | | |
|---|----------------------------|---------------------------|-------------------|
| Fund Type | Appropriation Authority | Budgetary Expenditures | Variance |
| General | \$ 2,200,302 | \$ 1,814,567 | \$ 385,735 |
| Special Revenue | 27,692 | 9,558 | 18,134 |
| Capital Projects | 325,000 | 97,351 | 227,649 |
| Total | <u>\$ 2,552,994</u> | <u>\$ 1,921,476</u> | <u>\$ 631,518</u> |

| 2013 Budgeted vs. Actual Receipts | | | |
|-----------------------------------|----------------------|---------------------|-------------------|
| Fund Type | Budgeted Receipts | Actual Receipts | Variance |
| General | \$ 2,135,202 | \$ 2,166,368 | \$ 31,166 |
| Special Revenue | - | 1 | 1 |
| Capital Projects | - | 150,000 | 150,000 |
| Total | <u>\$ 2,135,202</u> | <u>\$ 2,316,369</u> | <u>\$ 181,167</u> |

| 2013 Budgeted vs. Actual Budgetary Basis Expenditures | | | |
|---|----------------------------|---------------------------|-------------------|
| Fund Type | Appropriation Authority | Budgetary Expenditures | Variance |
| General | \$ 2,593,147 | \$ 1,977,453 | \$ 615,694 |
| Special Revenue | 35,000 | 23,590 | 11,410 |
| Capital Projects | 400,000 | 61,516 | 338,484 |
| Total | <u>\$ 3,028,147</u> | <u>\$ 2,062,559</u> | <u>\$ 965,588</u> |

4. GRANT-IN-AID AND TAX RECEIPTS

The primary source of revenue for Ohio public libraries is the Public Library Fund (PLF). The State allocates PLF to each county based on the total tax revenue credited to the State's general revenue fund during the preceding month. This method of distribution is called the "percentage of revenue" method. This method was not used for August 2011 through June 2013. During that 23 month period PLF received a designated percentage of the dollar amounts received by the fund during the corresponding month of the fiscal year 2011 "base-year" period. Effective July 2013 the statutory allocation method reverted to the "percentage of revenue" method for PLF distribution. The fund received an amount equal to a specified percentage of the amount of GRF tax revenue received during the previous month. Beginning with the July 2013 distribution the "statutory allocation method" was implemented. The calendar year 2013 entitlements were used in the computation as the basis of each county's allocation percentage. Those percentages were used through December 2013. In December 2013 the actual calendar year entitlement was computed. Any difference was adjusted evenly to the PLF distributions from January-June 2014. In calendar year 2014 the statutory entitlement computation method continued. Estimated entitlement figures were issued to County Auditors in July 2013, December 2013 and June 2014. The actual 2014 entitlements will be computed in December 2014. The difference between the estimate and actual will be adjusted evenly in the PLF distributions made from January-June 2015.

**KENT FREE LIBRARY
PORTAGE COUNTY**

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEARS ENDED DECEMBER 31, 2014 AND 2013
(Continued)**

4. GRANT-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.

The County is responsible for assessing property, and for billing, collecting, and distributing all property taxes on behalf of the Library.

5. DEBT

Debt was issued on behalf of the Library by the taxing authority, Kent City School District in 2003. The Kent City School District issued Library Bond Anticipation Notes and Library Bonds in 2003 for \$13,500,000. The Library Bond proceeds were used to retire the anticipation notes. The debt is a liability of the taxing authority. The Library has no contingent obligation for repayment.

6. RETIREMENT SYSTEM

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 survivor and disability benefits.

The Ohio Revised Code also prescribes contribution rates. For 2014 and 2013, OPERS members contributed 10% of their gross salaries and the Library contributed an amount equaling 14% of participants' gross salaries. The Library has paid all contributions required through December 31, 2014.

7. RISK MANAGEMENT

The Library has obtained commercial insurance for the following risks: Comprehensive property and general liability; Vehicles; and Errors and omissions.

The Library also provides health insurance to full-time employees through a private carrier.

Settled claims have not exceeded this commercial coverage in any of the last three years. The Library has not reduced coverage from the prior year.

**KENT FREE LIBRARY
PORTAGE COUNTY**

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEARS ENDED DECEMBER 31, 2014 AND 2013
(Continued)**

8. JOINTLY GOVERNED ORGANIZATION

The Portage Library Consortium (PLC) authorized under Ohio Revised Code Section 3375.403 consists of the Portage County District Library, Reed Memorial Library, and Kent Free Library. The purpose of the consortium is to provide better services at reduced costs to each member through collective efforts and resource sharing. The PLC is governed by a Council comprised of two trustees from each member Library. Member Libraries are entitled to a single vote. Council controls the budget and all financial concerns. The three Libraries allocate 1.3% of State Library and Local Government Support Fund (LLGSF) for a total of 3.9% allocation of revenue. The Portage County District Library acts as the fiscal agent for the consortium.



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

June 16, 2015

Kent Free Library
Portage County
312 West Main Street
Kent, Ohio 44240

To the Board of Trustees:

We have audited in accordance with auditing standards generally accepted in the United States and the Comptroller General of the United States' *Government Auditing Standards*, the financial statements of **Kent Free Library**, Portage County, (the Library) as of and for the years ended December 31, 2014 and 2013, and the related notes to the financial statements and have issued our report thereon dated June 16, 2015 wherein we noted the Library followed financial reporting provisions Ohio Revised Code Section 117.38 and Ohio Administrative Code Section 117-2-03 permit.

Internal Control Over Financial Reporting

As part of our financial statement audit, we considered the Library's internal control over financial reporting (internal control) to determine the audit procedures appropriate in the circumstances to the extent necessary to support our opinions on the financial statements, but not to the extent necessary to opine on the effectiveness of the Library's internal control. Accordingly, we have not opined on it.

Our consideration of internal control was for the limited purpose described in the preceding paragraph and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Therefore, unidentified material weaknesses or significant deficiencies may exist. However, as described in the accompanying schedule of audit findings we identified a certain deficiency in internal control over financial reporting, that we consider a material weakness.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, when performing their assigned functions, to prevent, or detect and timely correct misstatements. A *material weakness* is a deficiency, or a combination of internal control deficiencies resulting in a reasonable possibility that internal control will not prevent or detect and timely correct a material misstatement of the Library's financial statements. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance. We consider finding 2014-001 described in the accompanying schedule of audit findings to be a material weakness.

... "bringing more to the table"

Tax - Accounting - Audit - Review - Compilation - Agreed Upon Procedure - Consultation - Bookkeeping - Payroll - Litigation Support
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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, opining 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*.

Purpose of this Report

This report only describes the scope of our internal control and compliance testing and our testing results, and does not opine on the effectiveness of the Library's internal control or on compliance. This report is an integral part of an audit performed under *Government Auditing Standards* in considering the Library's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.



Perry and Associates
Certified Public Accountants, A.C.
Marietta, Ohio

**KENT FREE LIBRARY
PORTAGE COUNTY**

**SCHEDULE OF AUDIT FINDINGS
FOR THE YEARS ENDED DECEMBER 31, 2014 AND 2013**

**FINDINGS RELATED TO THE FINANCIAL STATEMENTS
REQUIRED TO BE REPORTED IN ACCORDANCE WITH GAGAS**

FINDING NUMBER 2014-001

Material Weakness

Posting Receipts and Fund Balances

Receipts and Fund Balances were not always classified correctly. The following posting errors were noted:

- Under GASB 54, the Gillis Bequest fund balance was improperly classified as committed rather than as restricted in 2014 and 2013.
- Also under GASB 54, the General fund encumbrances were improperly classified as unassigned rather than as assigned in 2014 and 2013.
- In 2013, homestead and rollback receipts were improperly classified as Property and Other Local Taxes rather than as Intergovernmental.

Not classifying receipts and fund balances accurately resulted in the financial statements requiring reclassifications and adjustments. The Library has agreed with and posted all adjustments to its accounting system. The financial statements reflect all reclassifications and adjustments.

To help ensure accuracy and reliability in the financial reporting process, we recommend that management perform a detailed review of its draft financial statements. Such review should include procedures to ensure that all resources are properly classified on the financial statements.

We also recommend the Fiscal Officer refer to the Auditor of State Technical Bulletin 2011-004 for guidance to determine the proper fund balance classifications.

Management's Response – We did not receive a response from officials to this finding.

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Dave Yost • Auditor of State

KENT FREE LIBRARY

PORTAGE 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 4, 2015**