



**ATHENS LAW LIBRARY ASSOCIATION  
ATHENS COUNTY**

**REGULAR AUDIT**

**FOR THE YEARS ENDED DECEMBER 31, 2000 - 1999**



**JIM PETRO**  
**AUDITOR OF STATE**  

---

**STATE OF OHIO**



**ATHENS LAW LIBRARY ASSOCIATION  
ATHENS COUNTY**

**TABLE OF CONTENTS**

<b>TITLE</b>	<b>PAGE</b>
Report of Independent Accountants .....	1
Statement of Cash Receipts, Cash Disbursements, and Changes in Cash Balance – For the Year Ended December 31, 2000 .....	3
Statement of Cash Receipts, Cash Disbursements, and Changes in Cash Balance – For the Year Ended December 31, 1999 .....	4
Notes to the Financial Statement .....	6
Report of Independent Accountants on Compliance and on Internal Control Required by <i>Government Auditing Standards</i> .....	8
Schedule of Findings .....	10
Schedule of Prior Audit Findings .....	12

**This page intentionally left blank.**



STATE OF OHIO  
OFFICE OF THE AUDITOR

JIM PETRO, AUDITOR OF STATE

743 East State Street  
Athens Mall, Suite B  
Athens, Ohio 45701  
Telephone 740-594-3300  
800-441-1389  
Facsimile 740-594-2110  
www.auditor.state.oh.us

## REPORT OF INDEPENDENT ACCOUNTANTS

Athens Law Library Association  
Athens County  
15 S. Court Street  
Athens, Ohio 45701

To the Board of Trustees:

We have audited the accompanying financial statements of the Athens Law Library Association, Athens County, Ohio (the Association), as of and for the years ended December 31, 2000 and 1999. This financial statements are the responsibility of the Association's management. Our responsibility is to express an opinion on these financial statement based on our audit.

We conducted our audit in accordance with generally accepted auditing standards 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 Association prepares its financial statement on the basis of accounting prescribed or permitted by the Auditor of State, which is a comprehensive basis of accounting other than generally accepted accounting principles.

Also as discussed in Note 1, the financial statements present only the Regular Checking Account, and are not intended to present all of the Associations' cash receipts, disbursements and cash balances.

In our opinion, the financial statements referred to above presents fairly, in all material respects, the cash balances of the Athens Law Library Association, Athens County, as of December 31, 2000 and 1999, and its cash receipts and cash 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 April 20, 2001, on our consideration of the Association's internal control over financial reporting and our tests of its compliance with certain provisions of laws, regulations, contracts and grants. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* and should be read in conjunction with this report in considering the results of our audit.

This report is intended solely for the information and use of 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.

**Jim Petro**  
Auditor of State

April 20, 2001

**This page intentionally left blank.**

**ATHENS LAW LIBRARY ASSOCIATION  
ATHENS COUNTY**

**STATEMENT OF CASH RECEIPTS, CASH DISBURSEMENTS,  
AND CHANGES IN CASH BALANCE OF THE REGULAR CHECKING ACCOUNT  
FOR THE YEAR ENDED DECEMBER 31, 2000**

<b>Cash Receipts:</b>	
Fines	\$59,247
Common Pleas, Juvenile, and Municipal Courts	8,000
Reimbursements	179
Interest	<u>210</u>
 Total Cash Receipts	 <u>67,636</u>
 <b>Cash Disbursements:</b>	
Books, Tapes and Periodicals	63,059
Contracted Services	3,545
Equipment	90
Supplies and Postage	425
ORALL	<u>72</u>
 Total Cash Disbursements	 <u>67,191</u>
 Excess of Cash Receipts Over/(Under) Cash Disbursements	 <u>445</u>
 Cash Balance, January 1	 <u>2,604</u>
 <b>Cash Balance, December 31</b>	 <b><u>\$ 3,049</u></b>

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

**ATHENS LAW LIBRARY ASSOCIATION  
ATHENS COUNTY**

**STATEMENT OF CASH RECEIPTS, CASH DISBURSEMENTS,  
AND CHANGES IN CASH BALANCE OF THE REGULAR CHECKING ACCOUNT  
FOR THE YEAR ENDED DECEMBER 31, 1999**

<b>Cash Receipts:</b>	
Fines	\$52,054
Common Pleas, Juvenile, and Municipal Courts	6,750
Reimbursements	358
Interest	<u>164</u>
 Total Cash Receipts	 <u>59,326</u>
 <b>Cash Disbursements:</b>	
Books, Tapes and Periodicals	50,319
Contracted Services	4,943
Equipment	3,423
Supplies and Postage	370
ORALL	<u>15</u>
 Total Cash Disbursements	 <u>59,070</u>
 Excess of Cash Receipts Over/(Under) Cash Disbursements	 <u>256</u>
 Cash Balance, January 1	 <u>2,348</u>
 <b>Cash Balance, December 31</b>	 <b><u><u>\$ 2,604</u></u></b>

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



**This page intentionally left blank.**

**ATHENS LAW LIBRARY ASSOCIATION  
ATHENS COUNTY**

**NOTES TO THE FINANCIAL STATEMENTS  
DECEMBER 31, 2000 AND 1999**

**1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

**A. Description of the Entity**

The Athens Law Library Association, Athens County (the Association), is a body corporate and politic established to exercise the rights and privileges conveyed to it by the constitution of the State of Ohio and Ohio Rev. Code Sections 3375.48 through 3375.56, inclusive. The Association is directed by an appointed Board of Trustees and Secretary/Treasurer. The Association provides legal reference materials for use in the Athens County judicial system.

The accompanying financial statements include only the Association's Regular Checking Account since it receipts and disburses public funds subject of the Auditor of States's statutory audit authority. The Association maintains other accounts not included in this presentation.

**B. Basis of Accounting**

The financial statement follows 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.

This statement includes adequate disclosure of material matters, as prescribed or permitted by the Auditor of State.

**C. Budgetary Process**

The Association is not required to follow the budgetary requirements under Ohio Rev. Code Chapter 5705. Accordingly, no budgetary information is presented.

**D. Property, Plant and Equipment**

Acquisitions of property, plant and equipment are recorded as disbursements when paid. These items are not reflected as assets on the accompanying financial statement.

**2. CASH**

The Ohio Revised Code prescribes allowable deposits. The carrying amount of cash at December 31 was as follows:

	<u>2000</u>	<u>1999</u>
Demand Deposits	<u>\$3,049</u>	<u>\$2,604</u>

**Deposits:** Deposits are insured by the Federal Deposit Insurance Corporation.

**ATHENS LAW LIBRARY ASSOCIATION  
ATHENS COUNTY**

**NOTES TO THE FINANCIAL STATEMENTS  
DECEMBER 31, 2000 AND 1999**

**3. RETIREMENT SYSTEM**

The Association's Law Librarian belongs to the Public Employees Retirement System (PERS) of Ohio. PERS is a cost-sharing, multiple-employer plan. This plan provides retirement benefits, including postretirement healthcare, and survivor and disability benefits to participants as prescribed by the Ohio Revised Code.

Contribution rates are also prescribed by the Ohio Revised Code. For 2000 and 1999, the Librarian contributed 8.5% of his gross salary. Athens County contributed an amount equal to 13.55% of participant's gross salary through June 30, 2000. For the period July 1, 2000 through December 31, 2000, PERS temporarily reduced the employer's contribution rate to 8.13% of participants gross salaries. Athens County has paid all contributions (on behalf of the Association) required through December 31, 2000.

**4. RISK MANAGEMENT**

The Association has obtained commercial insurance for comprehensive personal property coverage.



STATE OF OHIO  
OFFICE OF THE AUDITOR  
JIM PETRO, AUDITOR OF STATE

743 East State Street  
Athens Mall, Suite B  
Athens, Ohio 45701  
Telephone 740-594-3300  
800-441-1389  
Facsimile 740-594-2110  
www.auditor.state.oh.us

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

Athens Law Library Association  
Athens County  
15 S. Court Street  
Athens, Ohio 45701

To the Board of Trustees:

We have audited the accompanying financial statements of the Athens Law Library Association, Athens County, Ohio (the Association), as of and for the years ended December 31, 2000 and 1999, and have issued our report thereon dated April 20, 2001. We conducted our audit in accordance with generally accepted auditing standards 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 Association'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 an instance of noncompliance that is required to be reported under *Government Auditing Standards* which is described in the accompanying schedule of findings as item 2000-60705-001.

### Internal Control Over Financial Reporting

In planning and performing our audit, we considered Association's internal control over financial reporting in order to determine our auditing procedures for the purpose of expressing our opinion on the financial statement and not to provide assurance on the internal control over financial reporting. Our consideration of the internal control over financial reporting would not necessarily disclose all matters in the internal control over financial reporting that might be material weaknesses. A material weakness is a condition in which the design or operation of one or more of the internal control components does not reduce to a relatively low level the risk that misstatements in amounts that would be material in relation to the financial statements being audited may occur and not be detected within a timely period by employees in the normal course of performing their assigned functions. We noted no matters involving the internal control over financial reporting and its operation that we consider to be material weaknesses. However, we noted other matters involving the internal control over financial reporting that do not require inclusion in this report, that we have reported to management of the Association in a separate letter dated April 20, 2001.

Athens Law Library Association  
Athens County  
Report of Independent Accountants on Compliance and on  
Internal Control Required by *Government Auditing Standards*  
Page 2

This report is intended for the information and use of management and Board of Trustees, and is not intended to be and should not be used by anyone other than these specified parties.

**Jim Petro**  
Auditor of State

April 20, 2001

**ATHENS LAW LIBRARY ASSOCIATION  
ATHENS COUNTY**

**SCHEDULE OF FINDINGS  
DECEMBER 31, 2000 AND 1999**

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

**FINDING NUMBER 2000-60705-001**

**Finding Repaid Under Audit**

Athens County collected monies from the Juvenile Court which were to be paid to the Athens Law Library Association. Athens County did not make the required payment to the Athens Law Library Association, contrary to Ohio Revised Code Section 3375.53. The total amount due the Athens Law Library Association was \$1,200.00.

Due From	Total Due	Amount Paid	Total Under Payment
Athens County General Fund	\$1,200.00	\$0.00	(\$1,200.00)

In accordance with the foregoing facts, and pursuant to Ohio Rev. Code Section 117.28, a finding for recovery is issued for public money that is due a public office but has not been collected against the Athens County General Fund and in favor of the Athens Law Library Association.

As of April 20, 2001, Athens County had reimbursed the Athens Law Library Association in full.

**ATHENS LAW LIBRARY ASSOCIATION  
ATHENS COUNTY**

**SCHEDULE OF PRIOR AUDIT FINDINGS  
DECEMBER 31, 2000 AND 1999**

Finding Number	Finding Summary	Fully Corrected?	Not Corrected, Partially Corrected; Significantly Different Corrective Action Taken; or Finding No Longer Valid; <b><i>Explain:</i></b>
1998-60705-001	A material weakness was included for the failure to provide supporting invoices for 7% of checks issued in 1998 and 9% of checks issued in 1997	Yes	Corrected. Invoices were provided for all disbursements tested.
1998-60705-002	A material weakness was included relating to lack of segregation of duties because dual signatures were not required on checks over a pre-set amount.	Yes	Corrected. Board adopted a policy that all checks over \$500.00 would require dual signatures. All checks tested over \$500.00, after adoption of the policy, had dual signatures.







STATE OF OHIO  
OFFICE OF THE AUDITOR  

---

JIM PETRO, AUDITOR OF STATE

88 East Broad Street  
P.O. Box 1140  
Columbus, Ohio 43216-1140  
Telephone 614-466-4514  
800-282-0370  
Facsimile 614-466-4490

**ATHENS LAW LIBRARY ASSOCIATION**

**ATHENS COUNTY**

**CLERK'S CERTIFICATION**

**This is a true and correct copy of the report which is required to be filed in the Office of the Auditor of State pursuant to Section 117.26, Revised Code, and which is filed in Columbus, Ohio.**

*Susan Babbitt*

**CLERK OF THE BUREAU**

**CERTIFIED  
JUNE 14, 2001**