



**BRISTOL PUBLIC LIBRARY
TRUMBULL COUNTY**

REGULAR AUDIT

FOR THE YEARS ENDED DECEMBER 31, 2000-1999



JIM PETRO
AUDITOR OF STATE

STATE OF OHIO

**BRISTOL PUBLIC LIBRARY
TRUMBULL COUNTY**

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REPORT OF INDEPENDENT ACCOUNTANTS

Bristol Public Library
Trumbull County
P.O. Box 220
1855 Greenville Road
Bristolville, Ohio 44402

To the Board of Trustees:

We have audited the accompanying financial statements of the Bristol Public Library, Trumbull County, Ohio, (the Library) as of and for the years ended December 31, 2000 and 1999. 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 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 Library prepares its financial statements on the basis of accounting prescribed or permitted by the Auditor of State, which is a comprehensive basis of accounting other than generally accepted accounting principles.

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 Library as of December 31, 2000 and 1999, and its combined cash receipts and disbursements for the years then ended on the basis of accounting described in Note 1.

In accordance with *Government Auditing Standards*, we have also issued our report dated June 11, 2001 on our consideration of the Library's internal control over financial reporting and our tests of its compliance with certain provisions of laws, regulations, contracts and grants. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* and should be read in conjunction with this report in considering the results of our audit.

This report is intended solely for the information and use of the management, 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

June 11, 2001

**BRISTOL PUBLIC LIBRARY
TRUMBULL 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, 2000**

	<u>Governmental Fund Types</u>	<u>Fiduciary Fund Types</u>	<u>Totals (Memorandum Only)</u>
	<u>General</u>	<u>Expendable Trust</u>	
Cash Receipts:			
Taxes	\$568,767		\$568,767
Patron Fines and Fees	12,382		12,382
Earnings on Investments	16,311	6,752	23,063
Contributions, Gifts and Donations	2,825		2,825
Miscellaneous Revenue	7,673		7,673
	<hr/>	<hr/>	<hr/>
Total Cash Receipts	607,958	6,752	614,710
Cash Disbursements:			
Current:			
Salaries and Benefits	248,681		248,681
Supplies	19,758		19,758
Purchased and Contracted Services	48,641		48,641
Library Materials and Information	117,278		117,278
Other Objects	8,938		8,938
Capital Outlay	38,071		38,071
	<hr/>	<hr/>	<hr/>
Total Cash Disbursements	481,367		481,367
Total Cash Receipts Over/(Under) Cash Disbursements	126,591	6,752	133,343
Fund Cash Balances, January 1, 2000	310,648	23,182	333,830
Fund Cash Balances, December 31, 2000	<u>\$437,239</u>	<u>\$29,934</u>	<u>\$467,173</u>
Reserves for Encumbrances, December 31, 2000	<u>\$17,299</u>	<u></u>	<u>\$17,299</u>

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

**BRISTOL PUBLIC LIBRARY
TRUMBULL 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, 1999**

	Governmental Fund Types	Fiduciary Fund Types	Totals (Memorandum Only)
	General	Expendable Trust	
Cash Receipts:			
Taxes	\$522,883		\$522,883
Patron Fines and Fees	11,226		11,226
Earnings on Investments	9,747	1,584	11,331
Contributions, Gifts and Donations	280		280
Miscellaneous Revenue	7,347		7,347
 Total Cash Receipts	 551,483	 1,584	 553,067
Cash Disbursements:			
Current:			
Salaries and Benefits	242,820		242,820
Supplies	18,078		18,078
Purchased and Contracted Services	52,462		52,462
Library Materials and Information	112,625		112,625
Other Objects	8,244		8,244
Capital Outlay	29,547		29,547
 Total Cash Disbursements	 463,776	 	 463,776
 Total Cash Receipts Over/(Under) Cash Disbursements	 87,707	 1,584	 89,291
 Fund Cash Balances, January 1, 1999	 222,941	 21,598	 244,539
 Fund Cash Balances, December 31, 1999	 \$310,648	 \$23,182	 \$333,830
 Reserve for Encumbrances, December 31, 1999	 \$22,379	 	 \$22,379

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

**BRISTOL PUBLIC LIBRARY
TRUMBULL COUNTY**

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

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

A. Description of the Entity

Bristol Public Library, Trumbull County, (the Library) is a body corporate and politic established to exercise the rights and privileges conveyed to it by the constitution and laws of the State of Ohio. Local public libraries were created by state statute and are subject to state laws pertaining to public libraries (Ohio Revised Code Chapter 3375). The Library is a School District Public Library and is directed by a 7 member Board of Trustees appointed by the Bristol Board of Education. Services provided by the Library include telephone reference, U.S. Government documents, books on tape, inter-library loans, loans of books and audiovisual materials, photocopying, and internet services.

The Library's management believes these financial statements present all activities for which the Library is financially accountable, except for the portion of the Maltby Trust Fund legally required to be held by its trustees. These assets are described in Note 7 to the financial statements.

B. Basis of Accounting

These financial statements follow the basis of accounting prescribed or permitted by the Auditor of State, which is similar to the cash receipts and disbursements basis of accounting. Receipts are recognized when received in cash rather than when earned, and disbursements are recognized when paid rather than when a liability is incurred. Budgetary presentations report budgetary expenditures when a commitment is made (i.e., when an encumbrance is approved).

These statements include adequate disclosure of material matters, as prescribed or permitted by the Auditor of State.

C. Cash and Investments

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

D. Fund Accounting

The Library uses fund accounting to segregate cash and investments that are restricted as to use. The Library classifies its funds into the following types:

1. General Fund

The General Fund is the general operating fund. It is used to account for all financial resources except those required to be accounted for in another fund.

2. Fiduciary Fund (Trust Fund)

Trust funds are used to account for resources restricted by legally binding trust agreements. The trust fund is classified as expendable. The Library had the following significant expendable trust fund: Maltby Trust.

**BRISTOL PUBLIC LIBRARY
TRUMBULL COUNTY**

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

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

E. Budgetary Process

The Ohio Administrative Code requires that each fund be budgeted annually.

1. Appropriations

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

2. Estimated Resources

Estimated resources include estimates of cash to be received (budgeted receipts) plus unencumbered cash as of January 1.

3. Encumbrances

The Ohio Administrative Code requires the Library to reserve (encumber) appropriations when commitments are made. Encumbrances outstanding at year end are carried over, and need not be reappropriated.

A summary of 2000 and 1999 budgetary activity appears in Note 3.

F. Property, Plant and Equipment

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

G. Unpaid Vacation and Sick Leave

Employees are entitled to cash payments for unused vacation in certain circumstances, such as upon leaving employment or retirement. Unpaid vacation and sick leave are not reflected as liabilities under the cash basis of accounting used by the Library.

2. EQUITY IN POOLED CASH AND INVESTMENTS

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

	2000	1999
Demand deposits	\$90,890	\$74,618
Certificates of deposit	175,000	75,000
Total deposits	265,890	149,618
STAR Ohio	201,283	184,212
Total investments	201,283	184,212
Total deposits and investments	\$467,173	\$333,830

**BRISTOL PUBLIC LIBRARY
TRUMBULL COUNTY**

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

2. EQUITY IN POOLED CASH AND INVESTMENTS - (Continued)

Deposits: Deposits are either (1) insured by the Federal Depository Insurance Corporation, (2) collateralized by the financial institution's public entity deposit pool.

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

3. BUDGETARY ACTIVITY

Budgetary activity for the years ending December 31, 2000 and 1999 follows:

2000 Budgeted vs. Actual Receipts			
Fund Type	Budgeted Receipts	Actual Receipts	Variance
General	\$595,525	\$607,958	\$12,433
Fiduciary	1,550	6,752	5,202
Total	\$597,075	\$614,710	\$17,635

2000 Budgeted vs. Actual Budgetary Basis Expenditures			
Fund Type	Appropriation Authority	Budgetary Expenditures	Variance
General	\$886,093	\$498,666	\$387,427
Fiduciary	23,198	0	23,198
Total	\$909,291	\$498,666	\$410,625

1999 Budgeted vs. Actual Receipts			
Fund Type	Budgeted Receipts	Actual Receipts	Variance
General	\$524,198	\$551,483	\$27,285
Fiduciary	1,800	1,584	(216)
Total	\$525,998	\$553,067	\$27,069

1999 Budgeted vs. Actual Budgetary Basis Expenditures			
Fund Type	Appropriation Authority	Budgetary Expenditures	Variance
General	\$750,234	\$486,155	\$264,079
Fiduciary	23,398	0	23,398
Total	\$773,632	\$486,155	\$287,477

**BRISTOL PUBLIC LIBRARY
TRUMBULL COUNTY**

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

4. TAXES

The primary source of revenue for Ohio public libraries is the State Library and Local Government Support Fund (LLGSF). The LLGSF is allocated to each county based on the county's prior intangibles tax of LLGSF revenues, and its population. The County Budget Commission allocates these funds to the Library based on its needs such as for the construction of new library buildings, improvements, operation, maintenance, or other expenses. The Budget Commission cannot reduce its allocation of these funds to the Library on account of any additional revenues realized by the Library.

5. RETIREMENT SYSTEM

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

Contribution rates are also prescribed by the Ohio Revised Code. PERS members contributed 8.5% of their gross salaries. The Library contributed an amount equal to 13.55% in 1999 and 10.84% in 2000 of participants gross salaries. The Library has paid all contributions required through December 31, 2000.

6. RISK MANAGEMENT

The Library has obtained commercial insurance for the following risks:

- Comprehensive property and general liability
- Crime Coverage
- Commercial Inland Marine (Valuable papers and records, historical collection)

The Library also provides health insurance (80% for single coverage paid by Library, 20% by employee) and dental coverage (employees pay 100% of premiums) to full-time employees through a private carrier. Life insurance is provided to all employees.

7. CUSTODIANS OF OTHER ASSETS

The Martha J. Maltby Trust Fund, maintained on the Library's books as an expendable trust fund, represents the accumulated investment income derived from a bequest made to the Library. This amount is reflected under Expendable Trust Funds on the Library's financial statements. According to the terms of the bequest, the corpus of this fund is held in trusteeship by National City Bank of Columbus. The inventory (cost basis) of the trust fund was \$47,016 as of December 31, 2000. The estimated market value as of December 31, 2000 was \$98,311. The fund holds investments in stocks and bonds. The amount of the fund held in trusteeship is not reflected on the Library's financial statements.



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

Bristol Public Library
Trumbull County
P.O. Box 220
1855 Greenville Road
Bristolville, Ohio 44402

To the Board of Trustees:

We have audited the accompanying financial statements of the Bristol Public Library, Trumbull County, Ohio (the Library), as of and for the years ended December 31, 2000 and 1999, and have issued our report thereon dated June 11, 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 Library's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts and grants, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance that are required to be reported under *Government Auditing Standards*.

Internal Control Over Financial Reporting

In planning and performing our audit, we considered Library's internal control over financial reporting in order to determine our auditing procedures for the purpose of expressing our opinion on the financial statements and not to provide assurance on the internal control over financial reporting. Our consideration of the internal control over financial reporting would not necessarily disclose all matters in the internal control over financial reporting that might be material weaknesses. A material weakness is a condition in which the design or operation of one or more of the internal control components does not reduce to a relatively low level the risk that misstatements in amounts that would be material in relation to the financial statements being audited may occur and not be detected within a timely period by employees in the normal course of performing their assigned functions. We noted no matters involving the internal control over financial reporting and its operation that we consider to be material weaknesses. However, we noted a matter involving the internal control over financial reporting that does not require inclusion in this report, that we have reported to management of the Library in a separate letter dated June 11, 2001.

Bristol Public Library
Trumbull County
Report of Independent Accountants on Compliance and on
Internal Control Required by *Government Auditing Standards*
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This report is intended for the information and use of the 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

June 11, 2001



STATE OF OHIO
OFFICE OF THE AUDITOR

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BRISTOL PUBLIC LIBRARY

TRUMBULL 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
JULY 3, 2001**