



**LAW LIBRARY ASSOCIATION
LAWRENCE COUNTY**

REGULAR AUDIT

FOR THE YEARS ENDED DECEMBER 31, 2000 - 1999



JIM PETRO
AUDITOR OF STATE

STATE OF OHIO

LAW LIBRARY ASSOCIATION
LAWRENCE COUNTY

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REPORT OF INDEPENDENT ACCOUNTANTS

Law Library Association
Lawrence County
111 S. 4th Street
Ironton, Ohio 45638

To the Board of Trustees:

We have audited the accompanying financial statements of the Law Library Association, Lawrence County, Ohio (the Law Library), as of and for the years ended December 31, 2000 and 1999. These financial statements are the responsibility of the Law 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 Law 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.

The financial statements referred to above present only the Regular Account and are not intended to present fairly the financial position and the results and operations of the Law Library, in conformity with the basis of accounting described in Note 1.

In our opinion, the financial statements referred to above present fairly, in all material respects, the fund cash balance of the Regular Account of the Law Library Association, Lawrence County, as of December 31, 2000 and 1999, and its 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 May 31, 2001, on our consideration of the Law 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.

Law Library Association
Lawrence County
Report of Independent Accountants
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This report is intended solely for the information and use of the 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

May 31, 2001

**LAW LIBRARY ASSOCIATION
LAWRENCE COUNTY**

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

	<u>Regular Account</u>
Cash Receipts:	
Lawrence County Municipal Court	\$41,524
Treasurer Lawrence County (Liquor)	9,611
Clerk of Courts	1,250
Copies	1,156
Rules	209
Juvenile Court	412
City of Ironton	38,088
Municipal Court Criminal Division	6,000
Probate	785
Miscellaneous	<u>1,597</u>
 Total Cash Receipts	 <u>100,632</u>
Cash Disbursements:	
Supplies	2,736
Taxes	15
Books/Publishers	67,124
Telephone/AT&T	1,676
Insurance	1,117
Equipment and Maintenance	8,436
Miscellaneous	<u>30</u>
 Total Cash Disbursements	 <u>81,134</u>
 Total Cash Receipts Over/(Under) Cash Disbursements	 19,498
 Fund Cash Balances, January 1	 <u>15,111</u>
 Fund Cash Balances, December 31	 <u><u>\$34,609</u></u>

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

**LAW LIBRARY ASSOCIATION
LAWRENCE COUNTY**

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

	<u>Regular Account</u>
Cash Receipts:	
Lawrence County Municipal Court	\$33,436
Treasurer Lawrence County (Liquor)	7,948
Clerk of Courts	1,250
Copies	1,308
Rules	318
Juvenile Court	1,133
City of Ironton	35,731
Municipal Court Criminal Division	5,500
Probate	1,236
Miscellaneous	<u>1,358</u>
 Total Cash Receipts	 <u>89,218</u>
Cash Disbursements:	
Supplies	1,851
Taxes	389
Books/Publishers	50,106
Telephone/AT&T	1,369
Insurance	1,000
Payroll	1,318
Equipment and Maintenance	30,912
Audit	1,977
Miscellaneous	<u>13</u>
 Total Cash Disbursements	 <u>88,935</u>
 Total Cash Receipts Over/(Under) Cash Disbursements	 <u>283</u>
 Fund Cash Balances, January 1	 <u>14,828</u>
 Fund Cash Balances, December 31	 <u><u>\$15,111</u></u>

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

**LAW LIBRARY ASSOCIATION
LAWRENCE COUNTY**

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

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

A. Description of the Entity

The Law Library Association, Lawrence County, (the Law 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 and Ohio Rev. Code Sections 3375.48 through 3375.56, inclusive. The Law Library is directed by an appointed Board of Trustees and an appointed Law Librarian. The Law Library provides legal references materials for all Lawrence County residents.

The Law Library's management believes these financial statements present all activities for which the Law Library is financially accountable as per Ohio Rev. Code Sections 3375.50 and 3375.53.

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.

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

C. Cash and Investments

There were no investments held by the Law Library Association during the audit period.

D. Budgetary Process

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

E. 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 statements.

F. Unpaid Vacation and Sick Leave

All vacation and sick leave is provided and paid for by Lawrence County. Employees are entitled to cash payments for unused vacation and sick leave in certain circumstances, such as upon leaving employment. Unpaid vacation and sick leave are not reflected as a liability under the basis of accounting used by the Law Library.

**LAW LIBRARY ASSOCIATION
LAWRENCE COUNTY**

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

2. EQUITY IN POOLED CASH

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

	<u>2000</u>	<u>1999</u>
Demand Deposits	<u>\$34,609</u>	<u>\$15,111</u>

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

3. RETIREMENT SYSTEM

The Law Library's employees belong to the Public Employees Retirement System (PERS) of Ohio. PERS is a cost-sharing, multiple-employer plan. The 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, PERS members contributed 8.5% of their gross salaries. The Law Library contributed an amount equal to 13.55% of participants' gross salaries through June 30, 2000. Effective July 1, 2000, the employers' contribution rate decreased to 8.13% of the participants' gross salaries. The Law Library has paid all contributions required through December 31, 2000.

4. RISK MANAGEMENT

The Law Library has obtained commercial insurance for the following risks:

- Comprehensive property and general liability
- Public officials' liability

The Law Library's employees are covered by Lawrence County, which is a member of the Buckeye Joint Self Insurance Council (the Pool). The Pool assumes the risk of loss up to the limits of Lawrence County's policy. The Pool may assess supplemental premiums. The following risks are covered by the Pool:

- General liability and casualty



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

Law Library Association
Lawrence County
111 S. 4th Street
Ironton, Ohio 45638

To the Board of Trustees:

We have audited the accompanying financial statements of the Regular Account of the Law Library Association, Lawrence County, Ohio (the Law Library), as of and for the years ended December 31, 2000 and 1999, and have issued our report thereon dated May 31, 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 Law 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 Law 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 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 Law Library in a separate letter dated May 31, 2001.

Law Library Association
Lawrence 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

May 31, 2001



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LAW LIBRARY ASSOCIATION

LAWRENCE 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 26, 2001**