

CLAYMONT PUBLIC LIBRARY

ANNUAL REPORT

YEARS ENDED DECEMBER 31, 2001 AND 2000



STATE OF OHIO
OFFICE OF THE AUDITOR

JIM PETRO, AUDITOR OF STATE

88 East Broad Street
Columbus, Ohio 43215
Telephone 614-466-4514
800-282-0370
Facsimile 614-728-7398
www.auditor.state.oh.us

Board of Trustees
Claymont Public Library
Uhrichsville, Ohio

We have reviewed the Independent Auditor's Report of the Claymont Public Library, Tuscarawas County, prepared by Wolfe, Wilson & Phillips, Inc., for the audit period January 1, 2000 through December 31, 2001. 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 Claymont Public Library is responsible for compliance with these laws and regulations.

JIM PETRO
Auditor of State

February 5, 2002

This Page is Intentionally Left Blank.

**CLAYMONT PUBLIC LIBRARY
TUSCARAWAS COUNTY**

TABLE OF CONTENTS

<u>TITLE</u>	<u>PAGE</u>
Appointed Officials	(i)
Administrative Personnel	(ii)
Independent Auditors' Report	1
Combined Statement of Cash Receipts, Cash Disbursements and Changes in Fund Cash Balances - All Governmental Fund Types December 31, 2001	2
Combined Statement of Cash Receipts, Cash Disbursements and Changes in Fund Cash Balances - All Governmental Fund Types December 31, 2000	3
Notes to the Financial Statements	4-7
Independent Auditors' Report on Compliance and on Internal Control Over Financial Reporting Based on an Audit of Financial Statements Performed in Accordance with Government Auditing Standards	8

**CLAYMONT PUBLIC LIBRARY
TUSCARAWAS COUNTY**

**APPOINTED OFFICIALS
AS OF DECEMBER 31, 2001**

<u>NAME</u>	<u>TITLE</u>	<u>TERM OF OFFICE</u>
<u>Name</u>		
Richard Bloom	President	1/1/98-12/31/04
Susan Williard	Vice-President	1/1/99-12/31/05
Carol McClain	Secretary	1/1/97-12/31/03
Dr. Andrea Fanti	Trustee	4/1/00-12/31/02
Bruna Madoni	Trustee	1/1/00-12/31/06
Richard Lupi	Trustee	1/1/95-12/31/01

Statutory Legal Counsel

Jay Gossett, Law Director
408 Grant Street
Dennison, Ohio 44621

**CLAYMONT PUBLIC LIBRARY
TUSCARAWAS COUNTY**

**ADMINISTRATIVE PERSONNEL
AS OF DECEMBER 31, 2001**

<u>TITLE</u>	<u>TERM OF OFFICE OR CONTRACT PERIOD</u>	<u>SURETY</u>	<u>AMOUNT</u>	<u>PERIOD</u>
<u>CLERK-TREASURER</u>				
Glenn B. Burroway	1/1/01-12/31/01	(A)	\$20,000	(B)
<u>DIRECTOR</u>				
Lorrie Wheeler	4/30/01-4/30/03			

(A) Lincoln General Insurance Company

(B) Covers Term

This Page is Intentionally Left Blank.

**WOLFE, WILSON, & PHILLIPS, INC.
37 SOUTH SEVENTH STREET
ZANESVILLE. OHIO 43701**

INDEPENDENT AUDITORS' REPORT

Board of Trustees
Claymont Public Library
Uhrichsville, Ohio

We have audited the accompanying financial statements of the Claymont Public Library as of and for the years ended December 31, 2001 and 2000. 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 *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 cash basis, which is a comprehensive basis of accounting prescribed or permitted by the Auditor of State 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 of the Claymont Public Library as of December 31, 2001 and 2000, 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 a report dated January 11, 2002, on our consideration of the Claymont Public Library's internal control structure over financial reporting and our tests of its compliance with certain provisions of laws, regulations, contracts, and grants.

This report is intended solely for the information and use of officials authorized to receive this report under Section 117.26, Ohio Revised Code, and is not intended to be and should not be used by anyone other than these specified parties.

Wolfe, Wilson, & Phillips, Inc.
Zanesville, Ohio
January 11, 2002

**CLAYMONT PUBLIC LIBRARY
TUSCARAWAS COUNTY
COMBINED STATEMENT OF CASH RECEIPTS, CASH DISBURSEMENTS, AND
CHANGES IN FUND CASH BALANCES – ALL GOVERNMENTAL FUND TYPES
FOR THE YEAR ENDED DECEMBER 31, 2001**

	<u>Governmental Fund Types</u>		<u>Totals</u>
	<u>General</u>	<u>Capital Projects</u>	<u>(Memorandum Only)</u>
REVENUES:			
Taxes	\$ 495,878	\$ -	\$ 495,878
Patron fines and fees	7,230	-	7,230
Earnings on investments	18,588	8,665	27,253
Unrestricted contributions	1,425	-	1,425
Miscellaneous revenue	<u>479</u>	<u>-</u>	<u>479</u>
TOTAL REVENUES	523,600	8,665	532,265
EXPENDITURES:			
Salaries and benefits	210,821	-	210,821
Supplies	11,310	-	11,310
Purchased services	62,395	-	62,395
Library materials	69,378	-	69,378
Capital outlay	69,692	8,910	78,602
Other	<u>3,821</u>	<u>-</u>	<u>3,821</u>
TOTAL EXPENDITURES	427,417	8,910	436,327
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES	96,183	(245)	95,938
OTHER FINANCING SOURCES (USES)			
Sale of Surplus Property	1,084	-	1,084
Operating transfers-in	-	50,000	50,000
Operating transfers-out	<u>(50,000)</u>	<u>-</u>	<u>(50,000)</u>
TOTAL OTHER FINANCING SOURCES (USES)	(48,916)	50,000	1,084
EXCESS (DEFICIENCY) OF REVENUES AND OTHER SOURCES OVER EXPENDITURES AND other USES	47,267	49,755	97,022
FUND BALANCE – January 1, 2001	<u>448,213</u>	<u>224,691</u>	<u>672,904</u>
FUND BALANCE – December 31, 2001	<u>\$ 495,480</u>	<u>\$ 274,446</u>	<u>\$ 769,926</u>

See notes to financial statements.

**CLAYMONT PUBLIC LIBRARY
TUSCARAWAS COUNTY
COMBINED STATEMENT OF CASH RECEIPTS, CASH DISBURSEMENTS, AND
CHANGES IN FUND CASH BALANCES – ALL GOVERNMENTAL FUND TYPES
FOR THE YEAR ENDED DECEMBER 31, 2000**

	<u>Governmental Fund Types</u>		<u>Totals</u>
	<u>General</u>	<u>Capital Projects</u>	<u>(Memorandum Only)</u>
REVENUES:			
Taxes	\$ 447,381	\$ -	\$ 447,381
Patron fines and fees	6,755	-	6,755
Earnings on investments	17,951	3,923	21,874
Unrestricted contributions	1,015	-	1,015
Miscellaneous revenue	<u>68</u>	<u>-</u>	<u>68</u>
TOTAL REVENUES	473,170	3,923	477,093
EXPENDITURES:			
Salaries and benefits	207,497	-	207,497
Supplies	10,507	-	10,507
Purchased services	34,711	-	34,711
Library materials	50,805	-	50,805
Capital outlay	30,820	-	30,820
Other	<u>4,055</u>	<u>-</u>	<u>4,055</u>
TOTAL EXPENDITURES	338,395	-	338,395
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES	134,775	3,923	138,698
OTHER FINANCING SOURCES (USES)			
Sale of Surplus Property	480	-	480
Operating transfers-in	-	50,000	50,000
Operating transfers-out	<u>(50,000)</u>	<u>-</u>	<u>(50,000)</u>
TOTAL OTHER FINANCING SOURCES (USES)	(49,520)	50,000	480
EXCESS (DEFICIENCY) OF REVENUES AND OTHER SOURCES OVER EXPENDITURES AND OTHER USES	85,255	53,923	139,178
FUND BALANCE – January 1, 2000	<u>362,958</u>	<u>170,768</u>	<u>533,726</u>
FUND BALANCE – December 31, 2000	<u>\$ 448,213</u>	<u>\$ 224,691</u>	<u>\$ 672,904</u>

See notes to financial statements.

**CLAYMONT PUBLIC LIBRARY
TUSCARAWAS COUNTY
NOTES TO FINANCIAL STATEMENTS**

1. **Summary of Significant Accounting Policies**

A. Description of the Entity

The Claymont Public Library was created by a merger of the Uhrichsville Library and Dennison Library in 1965. These two libraries were free public libraries created by adoption of a resolution by the local school boards. In any school district in which a free public library has been established by resolution adopted by the board of education of such school district, prior to September 4, 1947 such library shall be under control and management of a board of library trustees consisting of seven members. Such trustees shall serve for a term of seven years and without compensation. The board of education shall make appointments to the board of library trustees not later than 45 days after the date a member's term expires or after the date a vacancy occurs whichever is applicable. If an appointment is not made at that time, the appointment shall be made within the next 14 days by the probate court of the county in which the library is situated. The Claymont Public Library provides the public with reading materials and other free public library services.

The Library's management believes these financial statements present all activities for which the Library is financially accountable.

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 cash 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 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.

D. Fund Accounting

The Library uses fund accounting to segregate cash that is restricted as to use. The Library classifies its funds into the following type:

General Fund

The General Fund is the general operating fund. It is used to account for all financial resources except those required by law or contract to be restricted.

**CLAYMONT PUBLIC LIBRARY
TUSCARAWAS COUNTY
NOTES TO FINANCIAL STATEMENTS**

D. Fund Accounting (continued)

Capital Projects Fund

These funds are used to account for receipts that are restricted for the acquisitions or construction of major capital projects (except those financed through enterprise or trust funds).

E. Budgetary Process

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

Appropriations

Budgetary expenditures (that is, disbursements and encumbrances) may not exceed appropriations at the fund, function or object level of control, and appropriations may not exceed estimated resources. The Library must annually approve appropriation measures and subsequent amendments. The County Budget Commission must also approve the annual appropriation measure. Appropriations lapse at year-end.

Estimated Resources

Estimated resources include estimates of cash to be received (budgeted receipts) plus cash as of January 1. The County Budget Commission must also approve estimated resources.

Encumbrances

The Ohio Revised 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 2001 and 2000 budgetary activity appears in Note 3.

F. Property, Plant and Equipment

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

G. Unpaid Vacation and Sick Leave

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

**CLAYMONT PUBLIC LIBRARY
TUSCARAWAS COUNTY
NOTES TO FINANCIAL STATEMENTS**

2. Equity in Pooled Cash and Investments

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

	<u>2001</u>	<u>2000</u>
Demand Deposits	\$ 619,926	\$ 522,904
Certificates of deposit	<u>150,000</u>	<u>150,000</u>
Total Deposits	<u>\$ 769,926</u>	<u>\$ 672,904</u>

3. Budgetary Activity

Budgetary activity for the years ended December 31, 2001 and 2000 was as follows:

2001 Budgeted vs. Actual Receipts

<u>Fund Type</u>	<u>Budgeted Receipts</u>	<u>Actual Receipts</u>	<u>Variance</u>
General	\$ 480,273	\$ 524,684	\$ 44,411
Capital Projects	\$ 59,000	\$ 58,665	\$ (335)

2001 Budgeted vs. Actual Budgetary Basis Expenditures

<u>Fund Type</u>	<u>Appropriation Authority</u>	<u>Budgetary Expenditures</u>	<u>Variance</u>
General	\$ 606,902	\$ 477,417	\$ 129,485
Capital Projects	\$ 283,690	\$ 8,910	\$ 274,780

2000 Budgeted vs. Actual Receipts

<u>Fund Type</u>	<u>Budgeted Receipts</u>	<u>Actual Receipts</u>	<u>Variance</u>
General	\$ 438,413	\$ 473,650	\$ 35,237
Capital Projects	\$ 50,000	\$ 53,923	\$ 3,923

**CLAYMONT PUBLIC LIBRARY
TUSCARAWAS COUNTY
NOTES TO FINANCIAL STATEMENTS**

2000 Budgeted vs. Actual Budgetary Basis Expenditures

<u>Fund Type</u>	<u>Appropriation Authority</u>	<u>Budgetary Expenditures</u>	<u>Variance</u>
General	\$ 788,953	\$ 388,395	\$ 400,558
Capital Projects	\$ 220,767	\$ -	\$ 220,767

4. Retirement Systems

The Library's full-time employees belong 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. PERS members contributed 8.5% of their gross salaries. The Claymont Public Library contributed an amount equal to 13.55% of participants' gross salaries. All required contributions have been paid through December 31, 2001.

5. Risk Management

The Library has obtained commercial insurance for the following risks: comprehensive property and general liability, general liability, public officials' liability, and employers liability.

The Library also provides health insurance to full-time employees.

This Page is Intentionally Left Blank.

**WOLFE, WILSON, & PHILLIPS, INC.
37 SOUTH SEVENTH STREET
ZANESVILLE, OHIO 43701**

**INDEPENDENT AUDITORS' REPORT ON COMPLIANCE AND ON
INTERNAL CONTROL OVER FINANCIAL REPORTING BASED ON AN AUDIT
OF FINANCIAL STATEMENTS PERFORMED
IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS**

Board of Trustees
Claymont Public Library
Uhrichsville, Ohio

We have audited the financial statements of the Claymont Public Library as of and for the years ended December 31, 2001 and 2000, and have issued our report thereon dated January 11, 2002. 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 *Government Auditing Standards*, issued by the Comptroller General of the United States.

Compliance

As part of obtaining reasonable assurance about whether the Claymont Public Library's combined 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 the Claymont Public Library's internal control over financial reporting in order to determine our auditing procedures for the purpose of expressing our opinion on the combined 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.

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

Wolfe, Wilson, & Phillips, Inc.
Zanesville, Ohio
January 11, 2002



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

CLAYMONT PUBLIC LIBRARY

TUSCARAWAS 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
FEBRUARY 12, 2002**