



JIM PETRO
AUDITOR OF STATE

STATE OF OHIO

**MIAMI COUNTY LAW LIBRARY
MIAMI COUNTY**

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REPORT OF INDEPENDENT ACCOUNTANTS

Miami County Law Library
Miami County
201 West Main Street
Troy, Ohio 45373

To the Board of Trustees:

We have audited the accompanying financial statements of the general fund and the retained monies fund of the Miami County Law Library (the Library) as of and for the years ended December 31, 2001 and December 31, 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 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 fund cash balances of the Library's general fund and the retained monies fund as of December 31, 2001 and December 31, 2000, and its cash receipts and disbursements for the years then ended on the basis of accounting described in Note 1.

As discussed in Note 2, the Library has included activity associated with the Retained Monies Fund.

In accordance with *Government Auditing Standards*, we have also issued our report dated September 12, 2002 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 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.

A handwritten signature in black ink, appearing to read "Jim Petro". The signature is stylized with a large, looping initial "J" and a cursive "Petro".

JIM PETRO
Auditor of State

September 12, 2002

**MIAMI COUNTY LAW LIBRARY
MIAMI COUNTY**

**STATEMENT OF CASH RECEIPTS, CASH DISBURSEMENTS, AND
CHANGES IN FUND CASH BALANCES
ALL PUBLIC FUNDS
FOR THE YEAR ENDED DECEMBER 31, 2001**

	<u>General Fund</u>	<u>Retained Monies Fund</u>	<u>Totals (Memorandum Only)</u>
Cash Receipts:			
Fine and Forfeitures	\$138,167		\$138,167
Interest		\$5,942	5,942
Miscellaneous Receipts	250		250
	<hr/>	<hr/>	<hr/>
Total Cash Receipts	138,417	5,942	144,359
	<hr/>	<hr/>	<hr/>
Cash Disbursements:			
Salaries & Benefits	7,913		7,913
Supplies and Materials	97,788		97,788
Refunds to Relative Income Sources - See Note 3	17,234		17,234
Equipment	18,249		18,249
Purchased Services	11,380		11,380
Travel Reimbursements	1,036		1,036
	<hr/>	<hr/>	<hr/>
Total Cash Disbursements	153,600	0	153,600
	<hr/>	<hr/>	<hr/>
Total Cash Receipts Over/(Under) Cash Disbursements	(15,183)	5,942	(9,241)
	<hr/>	<hr/>	<hr/>
Other Financing Receipts/(Disbursements):			
Remittance to Retained Funds	(1,449)	1,449	0
	<hr/>	<hr/>	<hr/>
Excess (Deficiency) of Cash Receipts and Other Financing Receipts Over (Under) Cash Disbursements and Other Financing Disbursements	(16,632)	7,391	(9,241)
	<hr/>	<hr/>	<hr/>
Public Fund Cash Balances, January 1	18,683	61,774	80,457
	<hr/>	<hr/>	<hr/>
Public Fund Cash Balances, December 31	<u>\$2,051</u>	<u>\$69,165</u>	<u>\$71,216</u>

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

**MIAMI COUNTY LAW LIBRARY
MIAMI COUNTY**

**STATEMENT OF CASH RECEIPTS, CASH DISBURSEMENTS, AND
CHANGES IN FUND CASH BALANCES
ALL PUBLIC FUNDS
FOR THE YEAR ENDED DECEMBER 31, 2000**

	General Fund	Retained Monies Fund	Totals (Memorandum Only)
Cash Receipts:			
Fine and Forfeitures	\$164,693		\$164,693
Interest		\$466	466
Miscellaneous Receipts	4		4
Total Cash Receipts	164,697	466	165,163
Cash Disbursements:			
Salaries & Benefits	6,678		6,678
Supplies and Materials	127,959		127,959
Refunds to Relative Income Sources - See Note 3	8,039		8,039
Equipment	6,678		6,678
Purchased Services	4,078		4,078
Travel Reimbursements	621		621
Total Cash Disbursements	154,053	0	154,053
Total Cash Receipts Over Cash Disbursements	10,644	466	11,110
Other Financing Receipts/(Disbursements):			
Remittance to Retained Funds	(893)	893	0
Excess of Cash Receipts and Other Financing Receipts Over Cash Disbursements and Other Financing Disbursements	9,751	1,359	11,110
Public Fund Cash Balances, January 1 - See Note 2	8,932	60,415	69,347
Public Fund Cash Balances, December 31	\$18,683	\$61,774	\$80,457

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

**MIAMI COUNTY LAW LIBRARY
MIAMI COUNTY**

**NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2001 AND 2000**

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

A. Description of the Entity

The Miami County Law Library (the Library) is directed by a board of six trustees who are elected every two years by members of the Miami County Bar Association. These elections are staggered such that two trustees are up for reelection every two years. The Library provides free access for all county officers and the judges of the several courts within the county.

The Library operates by receiving a portion of fine and forfeiture monies from the courts (and any associated interest) under Ohio Revised Code (ORC) Sections 3375.50 to .53, inclusive. The Library is permitted to expend funds under ORC Section 3375.54. The funds of the Library are expended on the purchase, lease or rental of lawbooks; computer communications consoles to access a system of computerized legal research; microfilm materials and equipment, videotape materials and equipment; audio or visual materials and equipment; and other services, materials, and equipment that provide legal information or facilitate legal research.

The Miami County Commissioners are required by ORC Section 3375.49 to provide adequate facilities for the Library. The Board of County Commissioners is required to provide suitable bookcases, heating and lighting for the rooms.

The Board of Trustees hires a librarian and one assistant law librarian. The Judges of the Court of Common Pleas of Miami County fix the compensation of the librarian and the one assistant librarian pursuant to ORC Section 3375.48. If the Library provides free access to all county officers and the judges of the several courts, the salary of the law librarian and the assistant should be paid from the county treasury. If the conditions above are not met, then the salary of the librarian and the assistant should be paid by the Library.

The Library's management believes these financial statements present all public funds 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 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

Investments are included in Fund Cash Balances. Accordingly, purchases of investments are not recorded as disbursements, and sales of investments are not recorded as receipts. Gains or losses at the time of sale are recorded as receipts or disbursements, respectively.

Certificates of deposit are valued at cost.

**MIAMI COUNTY LAW LIBRARY
MIAMI COUNTY**

**NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2001 AND 2000
(Continued)**

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. Retained Monies Fund

Retained Monies Fund consists of monies retained by the Library under Ohio Revised Code § 3375.56. At the end of each calendar year the Library is permitted under law to retain up to ten percent of their balance. See footnote 2 for additional information.

E. Property, Plant and Equipment

Acquisitions of equipment are recorded as equipment disbursements when paid. These items are not reflected as assets on the accompanying financial statements. Items purchased which are deemed to be equipment are computers, copiers, and other items related toward facilitating the use of the equipment.

F. Refund to Relative Income Sources

If certain conditions are met, the Library is required to refund at least ninety percent of any balance to political subdivisions that provided revenues to the Library. See Footnote 3 for additional information.

G. Total Columns on Financial Statements

Total columns on the financial statements are captioned (Memorandum Only) to indicate that they are presented only to facilitate financial analysis. Data in these columns do not present financial position, or results of operations in conformity with the basis of accounting described above. Neither is such data comparable to a consolidation. Interfund eliminations have not been made in the aggregation of this data.

2. ACCOUNTING CHANGE

Prior to January 1, 2000, the retained monies fund was not disclosed by the Library. Effective January 1, 2000, the Library determined the amounts relating to their Retained Monies Fund by providing the "Report for Refund for 1999" and audited financial statements from December 31, 1999 to support the balance. The "Report for Refund" is compiled and presented to the Miami County Commissioners and presents the calculation of the refund (if any) to relative income sources and amount retained.

**MIAMI COUNTY LAW LIBRARY
MIAMI COUNTY**

**NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2001 AND 2000
(Continued)**

3. CALCULATION OF REFUND TO RELATIVE INCOME SOURCES AND AMOUNT RETAINED

In any year that revenues exceed disbursements, the Library refunds at least ninety percent of the balance to the political subdivisions who provided the funds and retains the remaining amount. This refund process is referred to as the application of ORC 3375.56 or refund to relative income sources. The following charts present the refunded and retained amounts during 2001 and 2000.

Balance at December 31, 2000 Refunded and Retained During Calendar Year 2001	
Balance at December 31, 2000	\$ 18,683
Refunded to Relative Sources during 2001	17,234
Retained Funds Amount during 2001	1,449

Balance at December 31, 1999 Refunded and Retained During Calendar Year 2000	
Balance at December 31, 1999	\$ 8,932
Refunded to Relative Sources during 2000	8,039
Retained Funds Amount during 2000	893

4. 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:

	2001	2000
Demand deposits	\$3,039	\$19,744
Savings Accounts	68,177	3,667
Certificates of deposit		57,046
Total deposits	\$71,216	\$80,457

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

5. RISK MANAGEMENT

Commercial Insurance

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

- Comprehensive property

6. RELATED PARTY TRANSACTIONS

The Library paid a relative of the Treasurer to provide computer consulting services. The Library paid \$3,621 to the computer consultant for the period December 31, 2001 and 2000.

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

Miami County Law Library
Miami County
201 West Main Street
Troy, Ohio 45373

To the Board of Trustees:

We have audited the accompanying financial statements of the Miami County Law Library (the Library) as of and for the years ended December 31, 2001 and December 31, 2000, and have issued our report thereon dated September 12, 2002, wherein we noted the Library has included the retained monies fund for the first time. 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 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*. However, we noted an immaterial instance of noncompliance that we have reported to management of the Library in a separate letter dated September 12, 2002.

Internal Control Over Financial Reporting

In planning and performing our audit, we considered the 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 District in a separate letter dated September 12, 2002.

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

This report is intended solely 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.

A handwritten signature in black ink, appearing to read "Jim Petro". The signature is stylized with a large, looping initial "J" and a long horizontal stroke extending to the right.

JIM PETRO
Auditor of State

September 12, 2002



STATE OF OHIO
OFFICE OF THE AUDITOR

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MIAMI COUNTY LAW LIBRARY

MIAMI 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
OCTOBER 8, 2002**