



**Auditor of State
Betty Montgomery**

**PATASKALA PUBLIC LIBRARY
LICKING COUNTY**

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Auditor of State Betty Montgomery

INDEPENDENT ACCOUNTANTS' REPORT

Pataskala Public Library
Licking County
101 South Vine Street
Pataskala, Ohio 43062

To the Board of Trustees:

We have audited the accompanying financial statements of the Pataskala Public Library, Licking County (the Library) as of and for the years ended December 31, 2002, and December 31, 2001. 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 accounting principles generally accepted in the United States of America.

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, 2002, and December 31, 2001, 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 12, 2003, 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.

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

A handwritten signature in black ink that reads "Betty Montgomery". The signature is written in a cursive, flowing style.

BETTY MONTGOMERY
Auditor of State

June 12, 2003

**PATASKALA PUBLIC LIBRARY
LICKING COUNTY**

**COMBINED STATEMENT OF CASH RECEIPTS, CASH DISBURSEMENTS, AND
CHANGES IN FUND CASH BALANCES
ALL GOVERNMENTAL FUND TYPES
FOR THE YEAR ENDED DECEMBER 31, 2002**

	<u>Governmental Fund Types</u>		<u>Totals</u>
	<u>General</u>	<u>Capital Projects</u>	<u>(Memorandum Only)</u>
Cash Receipts:			
Property and Other Local Taxes	\$25	\$0	\$25
Library and Local Government Support	614,296	0	614,296
Patron Fines and Fees	16,085	0	16,085
Earnings on Investments	3,467	12,482	15,949
Contributions, Gifts and Donations	255	0	255
Miscellaneous Receipts	62	0	62
	<u>634,190</u>	<u>12,482</u>	<u>646,672</u>
Total Cash Receipts	<u>634,190</u>	<u>12,482</u>	<u>646,672</u>
Cash Disbursements:			
Current:			
Salaries and Benefits	446,150	0	446,150
Purchased and Contracted Services	30,349	5,376	35,725
Library Materials and Information	111,800	0	111,800
Other Objects	17,752	19	17,771
Capital Outlay	5,741	0	5,741
	<u>611,792</u>	<u>5,395</u>	<u>617,187</u>
Total Cash Disbursements	<u>611,792</u>	<u>5,395</u>	<u>617,187</u>
Total Cash Receipts Over/(Under) Cash Disbursements	<u>22,398</u>	<u>7,087</u>	<u>29,485</u>
Other Financing Receipts/(Disbursements):			
Transfers-In	0	43,820	43,820
Transfers-Out	(43,820)	0	(43,820)
	<u>(43,820)</u>	<u>43,820</u>	<u>0</u>
Total Other Financing Receipts/(Disbursements)	<u>(43,820)</u>	<u>43,820</u>	<u>0</u>
Excess of Cash Receipts and Other Financing Receipts Over/(Under) Cash Disbursements and Other Financing Disbursements	(21,422)	50,907	29,485
Fund Cash Balances, January 1	161,178	1,004,028	1,165,206
Fund Cash Balances, December 31	<u>\$139,756</u>	<u>\$1,054,935</u>	<u>\$1,194,691</u>
Reserves for Encumbrances, December 31	<u>\$6,012</u>	<u>\$18,539</u>	<u>\$24,551</u>

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

**PATASKALA PUBLIC LIBRARY
LICKING 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>		Totals (Memorandum Only)
	<u>General</u>	<u>Capital Projects</u>	
Cash Receipts:			
Library and Local Government Support	666,159	0	666,159
Patron Fines and Fees	16,517	0	16,517
Earnings on Investments	5,680	39,269	44,949
Contributions, Gifts and Donations	3,260	0	3,260
Miscellaneous Receipts	1,506	0	1,506
	<u>693,122</u>	<u>39,269</u>	<u>732,391</u>
Cash Disbursements:			
Current:			
Salaries and Benefits	423,916	0	423,916
Purchased and Contracted Services	37,220	0	37,220
Library Materials and Information	134,075	0	134,075
Other Objects	23,608	0	23,608
Capital Outlay	7,850	3,368	11,218
	<u>626,669</u>	<u>3,368</u>	<u>630,037</u>
Total Cash Disbursements	<u>626,669</u>	<u>3,368</u>	<u>630,037</u>
Total Cash Receipts Over Cash Disbursements	<u>66,453</u>	<u>35,901</u>	<u>102,354</u>
Other Financing Receipts/(Disbursements):			
Transfers-In	0	103,826	103,826
Transfers-Out	(103,826)	0	(103,826)
	<u>(103,826)</u>	<u>103,826</u>	<u>0</u>
Total Other Financing Receipts/(Disbursements)	<u>(103,826)</u>	<u>103,826</u>	<u>0</u>
Excess of Cash Receipts and Other Financing Receipts Over/(Under) Cash Disbursements and Other Financing Disbursements	(37,373)	139,727	102,354
Fund Cash Balances, January 1	<u>198,551</u>	<u>864,301</u>	<u>1,062,852</u>
Fund Cash Balances, December 31	<u>\$161,178</u>	<u>\$1,004,028</u>	<u>\$1,165,206</u>
Reserves for Encumbrances, December 31	<u>\$9,183</u>	<u>\$0</u>	<u>\$9,183</u>

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

**PATASKALA PUBLIC LIBRARY
LICKING COUNTY**

**NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2002 AND 2001**

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

A. Description of the Entity

Pataskala Public Library, Licking 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 Ohio. The Library is directed by a seven-member Board of Trustees appointed by the Southwest Licking School Board. The Library provides the community with various educational and literary resources.

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 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

Investments are reported as assets. 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. 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. Capital Projects Funds

These funds are used to account for receipts that are restricted for the acquisition or construction of major capital projects (except those financed through enterprise or trust funds). The Library had the following significant Capital Projects Funds:

Building Fund – This fund receives receipts designated for the construction of a new library building. This fund received General Fund transfers designated for this purpose.

**PATASKALA PUBLIC LIBRARY
LICKING COUNTY**

**NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2002 AND 2001
(Continued)**

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

D. Fund Accounting (Continued)

2. Capital Projects Funds (Continued)

Technology Fund - This fund receives receipts designated for the purchase of new library equipment. This fund received General Fund transfers designated for this purpose.

E. Budgetary Process

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

A summary of 2002 and 2001 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. Accumulated Leave

In certain circumstances, such as upon leaving employment, employees are entitled to cash payments for unused leave. Unpaid leave is not reflected as a liability under the basis of accounting the Library uses.

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 and investments at December 31 follows:

	2002	2001
Demand deposits	\$74,798	\$13,804
Certificates of deposit	1,023,333	1,050,471
Total deposits	1,098,131	1,064,275
STAR Ohio	96,560	100,931
Total deposits and investments	\$1,194,691	\$1,165,206

Deposits: Deposits are either (1) insured by the Federal Depository Insurance Corporation, (2) collateralized by securities specifically pledged by the financial institution to the Library, or (3) 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.

**PATASKALA PUBLIC LIBRARY
LICKING COUNTY**

**NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2002 AND 2001
(Continued)**

3. BUDGETARY ACTIVITY

Budgetary activity for the years ending December 31, 2002 and December 31, 2001 follows:

2002 Budgeted vs. Actual Budgetary Basis Expenditures			
Fund Type	Appropriation Authority	Budgetary Expenditures	Variance
General	\$745,261	\$661,624	\$83,637
Capital Projects	96,015	23,934	72,081
Total	\$841,276	\$685,558	\$155,718

2001 Budgeted vs. Actual Budgetary Basis Expenditures			
Fund Type	Appropriation Authority	Budgetary Expenditures	Variance
General	\$804,450	\$739,678	\$64,772
Capital Projects	99,450	3,368	96,082
Total	\$903,900	\$743,046	\$160,854

4. GRANTS-IN-AID

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 based on any additional revenues the Library receives.

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 prescribed by the Ohio Revised Code. The Library's PERS members contributed 8.5% of their gross salaries. The Library contributed an amount equal to 13.55% of participants' gross salaries for 2001 and 2002. The Library has paid all contributions required through December 31, 2002.

**PATASKALA PUBLIC LIBRARY
LICKING COUNTY**

**NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2002 AND 2001
(Continued)**

6. RISK MANAGEMENT

Commercial Insurance

The Pataskala Public Library has obtained commercial insurance for the following risks:

- Comprehensive property and general liability;
- Vehicles; and
- Errors and omissions.

The Library also provides health and life insurance coverage to full-time employees through a private carrier.



**Auditor of State
Betty Montgomery**

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

Pataskala Public Library
Licking County
101 South Vine Street
Pataskala, Ohio 43062

To the Board of Trustees:

We have audited the accompanying financial statements of the Pataskala Public Library (the Library) as of and for the years ended December 31, 2002, and December 31, 2001, and have issued our report thereon dated June 12, 2003. 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*.

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.

This report is intended solely for the information and use of the audit committee, management and the 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 that reads "Betty Montgomery". The signature is written in a cursive, flowing style.

BETTY MONTGOMERY
Auditor of State

June 12, 2003



**Auditor of State
Betty Montgomery**

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PATASKALA PUBLIC LIBRARY

LICKING 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 22, 2003**