

**COSHOCTON COUNTY
LAW LIBRARY ASSOCIATION**

ANNUAL REPORT

FOR THE YEARS ENDED DECEMBER 31, 2003 AND 2002



**Auditor of State
Betty Montgomery**

Board of Trustees
Coshocton County Law Library Association

We have reviewed the Independent Auditor's Report of the Coshocton County Law Library Association, Coshocton County, prepared by Wolfe, Wilson, & Phillips, Inc., for the audit period January 1, 2002 through December 31, 2003. 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 Coshocton County Law Library Association is responsible for compliance with these laws and regulations.

Betty Montgomery

BETTY MONTGOMERY
Auditor of State

January 29, 2004

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**LAW LIBRARY ASSOCIATION
COSHOCTON COUNTY**

**APPOINTED OFFICIALS
AS OF DECEMBER 31, 2003**

<u>NAME</u>	<u>TITLE</u>	<u>TERM ENDING</u>	<u>SURETY</u>
Michael P. McCullough	Trustee	December 31, 2003	N/A
Linda Webber	Trustee	December 31, 2003	N/A
Timothy L. France	Trustee	December 31, 2003	N/A
Michael P. McCullough	Law Librarian	December 31, 2003	N/A

Statutory Legal Council

Robert Batchelor, Prosecuting Attorney
318 Chestnut Street
Coshocton, Ohio 43812

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

INDEPENDENT AUDITORS' REPORT

Trustees
Coshocton County Law Library Association
Coshocton, Ohio

We have audited the accompanying financial statements of the Coshocton County Law Library Association as of and for the years ended December 31, 2003 and 2002. These financial statements are the responsibility of the Association'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 Association 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 Coshocton County Law Library Association as of December 31, 2003 and 2002, 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 19, 2004, on our consideration of the Coshocton County Law Library Association's internal control structure 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 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 19, 2004

COSHOCOTON COUNTY LAW LIBRARY ASSOCIATION
COSHOCOTON COUNTY

COMBINED STATEMENT OF CASH RECEIPTS, CASH DISBURSEMENTS, AND
CHANGES IN FUND CASH BALANCES - ALL GOVERNMENTAL FUND TYPES
FOR THE YEARS ENDED DECEMBER 31, 2003 AND 2002

	2003	2002
CASH RECEIPTS:		
Intergovernmental receipts	\$ 84,623	\$ 95,124
Interest Income	92	186
Miscellaneous receipts	1,660	197
Total Cash Receipts	86,375	95,507
CASH DISBURSEMENTS:		
Intergovernmental payments	10,092	9,679
Library books and Periodicals	84,683	78,987
Insurance	885	969
Supplies	198	1,660
Computer expenses	455	599
Audit	-	1,375
Miscellaneous	494	704
Total Cash Disbursements	96,807	93,973
Total Cash Receipts over/(under) Cash Disbursements	(10,432)	1,534
Fund Cash Balance - January 1	27,418	25,884
Fund Cash Balance - December 31	\$ 16,986	\$ 27,418

See notes to financial statements.

**COSHOCTON COUNTY LAW LIBRARY ASSOCIATION
COSHOCTON COUNTY
NOTES TO FINANCIAL STATEMENTS**

1. Summary of Significant Accounting Policies

A. Description of the Entity

The Law Library Association, Coshocton County, is a body politic and corporate established to exercise the rights and privileges conveyed to it by the constitution and “Code of Regulations of the Coshocton County Bar and Law Library Association”. The Law Library is directed by an appointed Board of Trustees. The Library provides legal reference services.

The Law Library Association’s management believes these financial statements represent all activities for which the Law Library Association 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.

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

C. Cash and Investments

The Savings account is valued at cost.

D. 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.

E. Fund Accounting

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

Governmental Funds

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

**COSHOCTON COUNTY LAW LIBRARY ASSOCIATION
COSHOCTON COUNTY
NOTES TO FINANCIAL STATEMENTS**

2. Cash

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

	2003	2002
Demand Deposits	\$ 12,158	\$ 16,066
Savings Account	4,828	11,352
Total	\$ 16,986	\$ 27,418

Deposits

The Law Library Association's deposits are either (1) insured by the Federal Deposit Insurance Corporation, or (2) collateralized by the institution's public entity deposit pool.

The Law Library Association's restricted and unrestricted cash have been combined into one fund for purposes of this report. This does not affect certification requirements under Ohio Revised Code Section 3375.56.

3. Retirement Systems

The Law Library Association'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. For December 31, 2003 and December 31, 2002, the employee contributed 8.5% of their gross salaries. Coshocton County contributed an amount equal to 13.55% of participants' gross salaries. All required contributions have been paid through December 31, 2003.

4. Risk Management

The Association is insured through the County, which is a member of CORSA, a risk sharing pool. The Pool assumes the risk of loss up to the limits of the Commissioner's policy. The Pool may assess supplemental premiums. The following risks are covered by the Pool:

- General liability and casualty
- Public official's liability
- Vehicle

The County also provides health insurance and dental and life insurance to full-time employees through self insurance. The Association has a contents policy through Cincinnati Insurance which covers its books and computers. Coverage is subject to deductibles.

**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**

Trustees
Coshocton County Law Library Association
Coshocton, Ohio 43812

We have audited the financial statements of Coshocton County Law Library Association as of and for the years ended December 31, 2003 and 2002, and have issued our report thereon dated January 19, 2004. 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 Coshocton County Law Library Association'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*. However, we noted certain immaterial instances of noncompliance which we have reported to management in a separate letter dated January 19, 2004.

Internal Control Over Financial Reporting

In planning and performing our audit, we considered Coshocton County Law Library Association'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. However, we noted certain matters involving internal control that we have reported to management in a separate letter dated January 19, 2004.

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This report is intended for the information of the Board Members 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 19, 2004



**Auditor of State
Betty Montgomery**

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Columbus, Ohio 43216-1140
Telephone 614-466-4514
800-282-0370
Facsimile 614-466-4490

COSHOCTON COUNTY LAW LIBRARY ASSOCIATION

COSHOCTON 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 10, 2004**