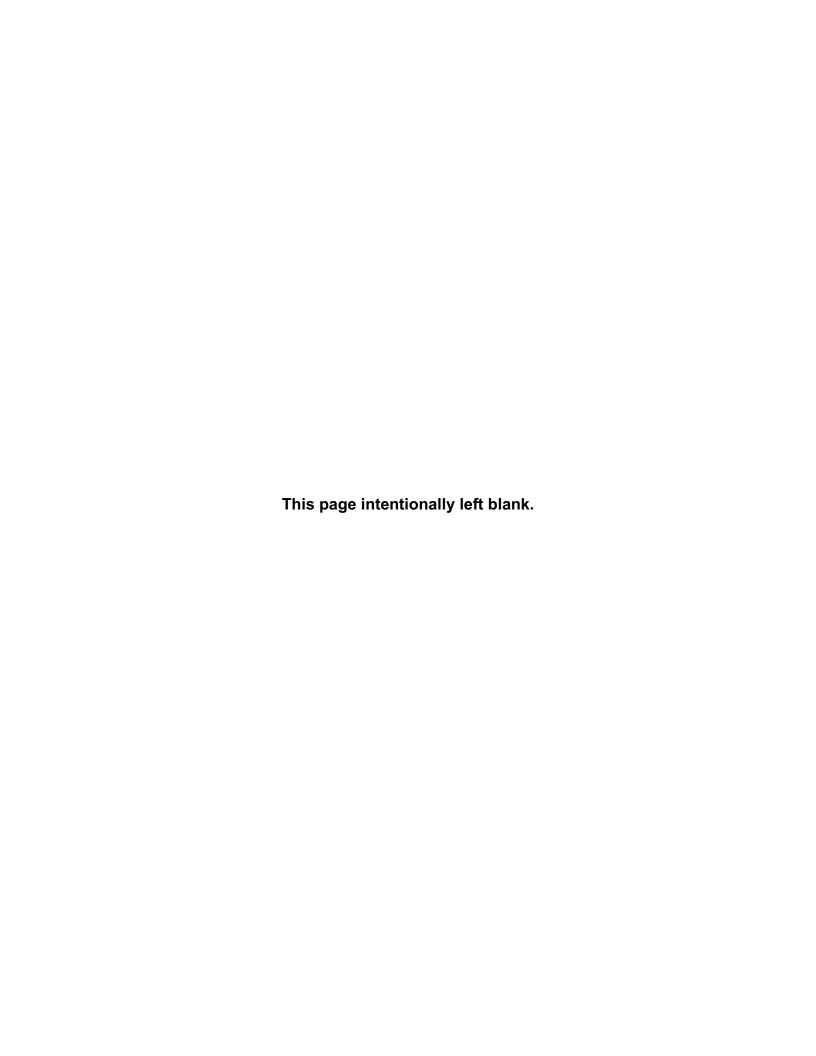




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Elyria Public Library Lorain County 320 Washington Avenue Elyria, Ohio 44035

To the Board of Trustees:

As you are aware, the Auditor of State's Office (AOS) must modify the *Independent Accountants' Report* we provide on your financial statements due to a February 2, 2005 interpretation from the American Institute of Certified Public Accountants (AICPA). While AOS does not legally require your library to prepare financial statements pursuant to Generally Accepted Accounting Principles (GAAP), the AICPA interpretation requires auditors to formally acknowledge that you did not prepare your financial statements in accordance with GAAP. Our Report includes an opinion relating to GAAP presentation and measurement requirements, but does not imply the amounts the statements present are misstated under the non-GAAP basis you follow. The AOS report also includes an opinion on the financial statements you prepared using the cash basis and financial statement format the AOS permits.

**Betty Montgomery** Auditor of State

Butty Montgomeny

October 2, 2006

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#### INDEPENDENT ACCOUNTANTS' REPORT

Elyria Public Library Lorain County 320 Washington Avenue Elyria, Ohio 44035

#### To the Board of Trustees:

We have audited the accompanying financial statements of the Elyria Public Library, Lorain County, Ohio, (the Library) as of and for the years ended December 31, 2005 and December 31, 2004. 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 the Comptroller General of the United States' *Government Auditing Standards*. Those standards require that we plan and perform the audit to reasonably assure 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 our audit provides a reasonable basis for our opinion.

As described more fully in Note 1, the Library has prepared these financial statements using accounting practices the Auditor of State prescribes or permits. These practices differ from accounting principles generally accepted in the United States of America (GAAP). Although we cannot reasonably determine the effects on the financial statements of the variances between these regulatory accounting practices and GAAP, we presume they are material.

Revisions to GAAP would require the Library to reformat its financial statement presentation and make other changes effective for the years ended December 31, 2005 and December 31, 2004. Instead of the combined funds the accompanying financial statements present for 2005 and 2004, the revisions require presenting entity wide statements and also to present its larger (i.e. major) funds separately for 2005 and 2004. While the Library does not follow GAAP, generally accepted auditing standards requires us to include the following paragraph if the statements do not substantially conform to the new GAAP presentation requirements. The Auditor of State permits, but does not require Library's to reformat their statements. The Library has elected not to reformat its statements. Since this Library does not use GAAP to measure financial statement amounts, the following paragraph does not imply the amounts reported are materially misstated under the accounting basis the Auditor of State permits. Our opinion on the fair presentation of the amounts reported pursuant to its non-GAAP basis is in the second following paragraph.

Elyria Public Library Lorain County Independent Accountants' Report Page 2

In our opinion, because of the effects of the matter discussed in the preceding two paragraphs, the financial statements referred to above for the years ended December 31, 2005 and December 31, 2004 do not present fairly, in conformity with accounting principles generally accepted in the United States of America, the financial position of the Library as of December 31, 2005 and December 31, 2004, or its changes in financial position for the year then ended.

Also, in our opinion, the financial statements referred to above present fairly, in all material respects, the combined fund cash balances of the Elyria Public Library, Lorain County, Ohio, as of December 31, 2005 and December 31, 2004, and its combined cash receipts and disbursements for the years then ended on the accounting basis Note 1 describes.

The aforementioned revision to generally accepted accounting principles also requires the Library to include Management's Discussion and Analysis for the year ended December 31, 2005 and December 31, 2004. The Library has not presented Management's Discussion and Analysis, which accounting principles generally accepted in the United States of America has determined is necessary to supplement, although not required to be part of, the financial statements.

In accordance with *Government Auditing Standards*, we have also issued our report dated October 2, 2006, 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 grant agreements and other matters. While we did not opine on the internal control over financial reporting or on compliance, that report describes the scope of our testing of internal control over financial reporting and compliance, and the results of that testing. That report is an integral part of an audit performed in accordance with *Government Auditing Standards*. You should read it in conjunction with this report in assessing the results of our audit.

**Betty Montgomery** Auditor of State

Betty Montgomeny

October 2, 2006

# COMBINED STATEMENT OF CASH RECEIPTS, CASH DISBURSEMENTS, AND CHANGES IN FUND CASH BALANCES ALL GOVERNMENTAL AND SIMILAR FIDUCIARY FUND TYPES FOR THE YEAR ENDED DECEMBER 31, 2005

	Governmental Fund Types		Fiduciary Fund Type		
	General	Capital Projects	Expendable Trust	Totals (Memorandum Only)	
Cash Receipts:					
Property and Other Local Taxes	\$957,434	\$0	\$0	\$957,434	
Other Government Grants-in-Aid	2,576,671			2,576,671	
Patron Fines and Fees	119,506			119,506	
Earnings on Investments	70,143	15,641		85,784	
Miscellaneous Receipts	7,316			7,316	
Total Cash Receipts	3,731,070	15,641	0	3,746,711	
Cash Disbursements:					
Current:	0.440.000		40.007	0.405.000	
Salaries and Benefits	2,116,026 517,275	8,189	19,867 140	2,135,893 525,604	
Purchased and Contracted Services	517,275 433,419	8,189	813	525,604 434,232	
Library Materials and Information	433,419 56,194		195	,	
Supplies Other	47,992		509	56,389 48,501	
Capital Outlay	36,032	85,919	1,435	123,386	
Capital Outlay	30,032	05,919	1,433	123,300	
Total Cash Disbursements	3,206,938	94,108	22,959	3,324,005	
Total Cash Receipts Over/(Under) Cash Disbursements	524,132	(78,467)	(22,959)	422,706	
Other Financing Receipts/(Disbursements):					
Transfers-In		250,000	20,000	270,000	
Transfers-Out	(270,000)			(270,000)	
Total Other Financing Receipts/(Disbursements)	(270,000)	250,000	20,000	0	
Excess of Cash Receipts and Other Financing Receipts Over/(Under) Cash Disbursements	054.400	474 500	(2.052)	400 700	
and Other Financing Disbursements	254,132	171,533	(2,959)	422,706	
Fund Cash Balances, January 1, 2005	715,571	1,953,813	30,037	2,699,421	
Fund Cash Balances, December 31, 2005	\$969,703	\$2,125,346	\$27,078	\$3,122,127	

# COMBINED STATEMENT OF CASH RECEIPTS, CASH DISBURSEMENTS, AND CHANGES IN FUND CASH BALANCES ALL PROPRIETARY AND SIMILAR FIDUCIARY FUND TYPES FOR THE YEAR ENDED DECEMBER 31, 2005

	Proprietary Fund Types	Fiduciary Fund Types	
	Enterprise	Nonexpendable Trust	Totals (Memorandum Only)
Operating Cash Receipts:			
Earnings on Investments Contributions	\$0	\$7,836 24,418	\$7,836 24,418
Total Operating Cash Receipts	0	32,254	32,254
Operating Cash Disbursements: Current: Salaries and Benefits Purchased and Contracted Services Other Objects Capital Outlay			0 0 0 0
Total Operating Cash Disbursements	0	0	0
Operating Income	0	32,254	32,254
Excess of Receipts Over Disbursements		32,254	32,254
Fund Cash Balances, January 1, 2005	1,000	230,307	231,307
Fund Cash Balances, December 31, 2005	\$1,000	\$262,561	\$263,561

# COMBINED STATEMENT OF CASH RECEIPTS, CASH DISBURSEMENTS, AND CHANGES IN FUND CASH BALANCES ALL GOVERNMENTAL AND SIMILAR FIDUCIARY FUND TYPES FOR THE YEAR ENDED DECEMBER 31, 2004

	Governmental Fund Types		Fiduciary Fund Type		
	General	Capital Projects	Expendable Trust	Totals (Memorandum Only)	
Cash Receipts:					
Other Government Grants-in-Aid	\$2,574,440	\$0	\$0	\$2,574,440	
Patron Fines and Fees	113,669			113,669	
Earnings on Investments	48,280			48,280	
Contributions, Gifts and Donations			2,920	2,920	
Miscellaneous Receipts	18,052			18,052	
Total Cash Receipts	2,754,441	0	2,920	2,757,361	
Cash Disbursements: Current:					
Salaries and Benefits	2,001,113		19,315	2,020,428	
Purchased and Contracted Services	512,512	13,327	175	526,014	
Library and Material Information	370,429		939	371,368	
Supplies	52,248		433	52,681	
Other	22,724		155	22,879	
Capital Outlay	45,354	18,966	216	64,536	
Total Cash Disbursements	3,004,380	32,293	21,233	3,057,906	
Total Cash Receipts Under Cash Disbursements	(249,939)	(32,293)	(18,313)	(300,545)	
Other Financing Receipts/(Disbursements):					
Transfers-In			15,000	15,000	
Transfers-Out	(15,000)			(15,000)	
Total Other Financing Receipts/(Disbursements)	(15,000)	0	15,000	0	
Excess of Cash Receipts and Other Financing Receipts Under Cash Disbursements					
and Other Financing Disbursements	(264,939)	(32,293)	(3,313)	(300,545)	
Fund Cash Balances, January 1, 2004	980,510	1,986,106	33,350	2,999,966	
Fund Cash Balances, December 31, 2004	\$715,571	\$1,953,813	\$30,037	\$2,699,421	

# COMBINED STATEMENT OF CASH RECEIPTS, CASH DISBURSEMENTS, AND CHANGES IN FUND CASH BALANCES ALL PROPRIETARY AND SIMILAR FIDUCIARY FUND TYPES FOR THE YEAR ENDED DECEMBER 31, 2004

	Proprietary Fund Types	Fiduciary Fund Types	
	Enterprise	Nonexpendable Trust	Totals (Memorandum Only)
Operating Cash Receipts: Earnings on Investments Contributions	\$0	\$2,873 6,815	\$2,873 6,815
Total Operating Cash Receipts	0	9,688	9,688
Operating Cash Disbursements: Current: Salaries and Benefits Purchased and Contracted Services Other Objects Capital Outlay			0 0 0 0
Total Operating Cash Disbursements	0	0	0
Operating Income	0_	9,688	9,688
Excess of Receipts Over Disbursements		9,688	9,688
Fund Cash Balances, January 1, 2004	1,000	220,619	221,619
Fund Cash Balances, December 31, 2004	\$1,000	\$230,307	\$231,307

#### NOTES TO THE FINANCIAL STATEMENTS DECEMBER 31, 2005 AND 2004

#### 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

#### A. Description of the Entity

The constitution and laws of the State of Ohio establish the rights and privileges of the Elyria Public Library, Lorain County (the Library) as a body corporate and politic. The Library is an association library with a nine member Board of Trustees appointed by members of the association (self appointing) to govern the Library. 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

#### **Corporate Account**

The Library maintains a corporate account which contains monies donated to the Library which are not included on these financials statements. The corporate account, including these monies, has not been audited.

#### B. Basis of Accounting

These financial statements follow the basis of accounting the Auditor of State prescribes or permits. This accounting basis is similar to the cash receipts and disbursements basis. The Library recognizes receipts when received in cash rather than when earned, and recognizes disbursements when paid rather than when a liability is incurred.

These statements include adequate disclosure of material matters, as the Auditor of State prescribes or permits.

#### C. Cash and Investments

The Library includes investments in fund cash balances. Accordingly, the Library does not record investment purchases as disbursements or investment sales as receipts. The Library records gains or losses at the time of sale as receipts or disbursements, respectively.

The Library values certificates of deposit at cost. The investment in STAR Ohio (the state Treasurer's investment pool) is valued at amounts repots 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 accounts for all financial resources except those required to be accounted for in another fund.

#### NOTES TO THE FINANCIAL STATEMENTS DECEMBER 31, 2005 AND 2004 (Continued)

#### 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

#### D. Fund Accounting (Continued)

#### 2. Capital Project Funds

These funds account for receipts restricted to acquiring or constructing major capital projects (except those financed through enterprise or trust funds). The Library had the following significant Capital Project Fund:

Building Repair and Branch Operations Fund – used for the purpose of expanding, renovating, improving, furnishing and equipping the existing Library and improving its site.

#### 3. Enterprise Funds

This fund account for operations that are similar to private business enterprises where management intends to recover the significant costs of providing certain goods or services through user charges. The Library had the following significant Enterprise Fund:

Enterprise Fund – used to account for the lease revenues and any expenses which relate to the upkeep and maintenance of the building and parking areas.

#### 4. Fiduciary Funds (Trusts)

Trust Funds account for resources restricted by legally binding trust agreements. If the agreement requires the Library to maintain the corpus of the trust, the Library classifies the activity as a Nonexpendable Trust Fund. The Library classifies other Trust Funds as Expendable. The Library had the following significant Fiduciary Funds:

#### **Expendable Trust Fund**

Project Read Fund – an Expendable Trust Fund used for the operations and materials used in conjunction with the Library's audit tutoring program

#### Nonexpendable Trust Funds

Endowment Fund – a Nonexpendable Trust Fund used for the purchase of library materials or as indicated by the directions of the donors.

Smith Bookmobile Fund – a Nonexpendable Trust Fund used to account for the interest earnings on the corpus of the trust. Use of the earnings is at the discretion of the Board of Trustees.

#### E. Budgetary Process

The Board must annually approve appropriation measures and subsequent amendments. Unencumbered appropriations lapse at year end and may not exceed appropriations at the fund level of control.

#### NOTES TO THE FINANCIAL STATEMENTS DECEMBER 31, 2005 AND 2004 (Continued)

#### 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

#### E. Budgetary Process (Continued)

A summary of 2005 and 2004 budgetary activity appears in Note 3.

#### F. Property, Plant, and Equipment

The Library records disbursements for acquisitions of property, plant, and equipment when paid. The accompanying financial statements do not report these items as assets.

#### G. Accumulated Leave

In certain circumstances, such as upon leaving employment, employees are entitled to cash payments for unused leave. The financial statements do not include a liability for unpaid leave.

#### H. Total Columns

Total columns on the financials statements are captioned "(Memorandum Only)" to indicate that they are presented to facilitate financial analysis. Such data is not comparable to a consolidation.

#### 2. EQUITY IN POOLED CASH AND INVESTMENTS

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

	2005	2004
Demand Deposits	719,378	711,169
Petty Cash	800	800
Certificates of deposit	2,172,946	1,765,392
Total deposits	2,893,124	2,477,361
STAR Ohio	492,564	453,367
Total investments	492,564	453,367
Total deposits and investments	\$3,385,688	\$2,930,728

**Deposits:** Deposits are insured by the Federal Depository Insurance Corporation; or collateralized by securities specifically pledged by the financial institution to the Library.

**Investments:** Investments in STAR Ohio are not evidenced by securities existing in physical or book-entry form.

#### NOTES TO THE FINANCIAL STATEMENTS DECEMBER 31, 2005 AND 2004 (Continued)

#### 3. BUDGETARY ACTIVITY

Budgetary activity for the years ending December 31, 2005 and December 31, 2004 follows:

2005 Budgeted vs. Actual Budgetary Basis Expenditures

	Appropriation	Budgetary	
Fund Type	Authority	Expenditures	Variance
General	\$3,743,697	\$3,476,938	\$266,759
Capital Projects	377,343	94,109	283,234
Enterprise	1,000	0	1,000
Fiduciary	25,789	22,959	2,830
Total	\$4,147,829	\$3,594,006	\$553,823

2004 Budgeted vs. Actual Budgetary Basis Expenditures

	,		
	Appropriation	Budgetary	
Fund Type	Authority	Expenditures	Variance
General	\$3,363,599	\$3,019,380	\$344,219
Capital Projects	100,000	32,293	67,707
Enterprise	1,000	0	1,000
Fiduciary	24,667	21,233	3,434
Total	\$3,489,266	\$3,072,906	\$416,360

#### 4. GRANTS-IN-AID AND TAX RECEIPTS

The primary source of revenue for Ohio public libraries is the State Library and Local Government Support Fund (LLGSF). The State allocates LLGSF 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 of any additional revenues the Library receives. These revenues are reflected on the financial statements as Other Government Grants-in-Aid.

Real property taxes become a lien on January 1 preceding the October 1 date for which the taxing authority of the subdivision to whose jurisdiction the Library is subject adopts rates. The State Board of Tax Equalization adjusts these rates for inflation. Property taxes are also reduced for applicable homestead and rollback deductions. The financial statements include homestead and rollback amounts the State pays as Other Governments' Grants In Aid. Payments are due to the County by December 31. If the property owner elects to pay semiannually, the first half is due December 31. The second half payment is due the following June 20.

Public utilities are also taxed on personal and real property located within the taxing district.

#### NOTES TO THE FINANCIAL STATEMENTS DECEMBER 31, 2005 AND 2004 (Continued)

#### 4. GRANTS-IN-AID AND TAX RECEIPTS (Continued)

Property owners assess tangible personal property tax. These owners must file a list of tangible property to the County by each April 30.

The County is responsible for assessing property, and for billing, collecting, and distributing all property taxes on behalf of the Library.

#### 5. RETIREMENT SYSTEM

The Ohio Public Employees Retirement System (OPERS) is a state operated, cost-sharing, multiple employer public employee retirement system. The Ohio Revised Code prescribes retirement benefits for vested employees who are eligible to retire based upon years of service. OPERS also provides survivor and disability benefits to vested employees as the Ohio Revised Code prescribes.

The Ohio Revised Code also prescribes contribution rates. The Library's OPERS members contributed 8.5 percent of their gross salaries. The Library contributed an amount equal to 13.55 percent of participants' gross salaries from January 1, 2004 through December 31, 2005. The Library has paid all contributions required through December 31, 2005.

#### 6. RISK MANAGEMENT

#### **Commercial Insurance**

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

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

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## INDEPENDENT ACCOUNTANTS' REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS REQUIRED BY GOVERNMENT AUDITING STANDARDS

Elyria Pubic Library Lorain County 320 Washington Avenue Elyria, Ohio 44025

To the Board of Trustees:

We have audited the financial statements of the Elyria Public Library, Lorain County, Ohio, (the Library) as of and for the years ended December 31, 2005 and December 31, 2004, and have issued our report thereon dated October 2, 2006, wherein we noted the Library follows the accounting practices the Auditor of State prescribes rather than accounting principles generally accepted in the United States of America. 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 the Comptroller General of the United States' *Government Auditing Standards*.

#### **Internal Control Over Financial Reporting**

In planning and performing our audit, we considered the Library's internal control over financial reporting to determine our auditing procedures in order to express our opinion on the financial statements and not to opine on the internal control over financial reporting. However, we noted a certain matter involving the internal control over financial reporting and its operation that we consider a reportable condition. Reportable conditions involve matters coming to our attention relating to significant deficiencies in the design or operation of the internal control over financial reporting that, in our judgment, could adversely affect the Library's ability to record, process, summarize, and report financial data consistent with management's assertions in the financial statements. A reportable condition is described in the accompanying schedule of findings as item 2005-001.

A material weakness is a reportable 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 caused by error or fraud in amounts material to the financial statements we audited may occur and not be timely detected by employees when performing their assigned functions. Our consideration of the internal control over financial reporting would not necessarily disclose all matters in the internal control that might be reportable conditions and, accordingly, would not necessarily disclose all reportable conditions that are also considered material weaknesses. However, we do not believe the reportable condition described above is a material weakness. In a separate letter to the Library's management dated October 2, 2006, we reported other matters involving internal control over financial reporting we did not deem reportable conditions.

Elyria Public Library Lorain County Independent Accountants' Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Required by *Government Auditing Standards* Page 2

#### **Compliance and Other Matters**

As part of reasonably assuring whether the Library's financial statements are free of material misstatement, we tested its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could directly and materially affect 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 an opinion. The results of our tests disclosed no instances of noncompliance or other matters we must report under *Government Auditing Standards*.

We intend this report solely for the information and use of management and the Board of Trustees. It is not intended for anyone other than these specified parties.

**Betty Montgomery** Auditor of State

Butty Montgomery

October 2, 2006

## ELYRIA PUBLIC LIBRARY LORAIN COUNTY FISCAL YEARS ENDED DECEMBER 31, 2005 AND 2004

#### SCHEDULE OF FINDINGS

## 2. FINDINGS RELATED TO THE FINANCIAL STATEMENTS REQUIRED TO BE REPORTED IN ACCORDANCE WITH GAGAS

#### **Contributions, Gifts and Donations**

During fiscal years 2005 and 2004, the Library received approximately \$13,014 and \$7,836, respectively, from outside individuals or organizations for which no repayment or special written service (trust) to the contributor was expected. Also, the Library opened and maintained a separate corporate account to which the aforementioned monies were deposited. In prior circumstances, contributions were deposited into the Library's general account and posted to the General Fund's contributions, gifts and donations cash receipts line item. The Library controls the administration of the corporate account. The corporate account, including these monies, has not been audited. Failure to include these monies on the Library's financial statements allows for an incomplete presentation of the Library's financial statements.

The Library should include money received from outside individuals or organizations for which no repayment or special written service (trust) to the contributor was expected in its General Fund.

#### Client's Response:

If we are to keep this account separate from the General Fund and Financial Audit, we will need to disclose in our footnotes the balances for each year. This account will need to be audited in order to be accepted by the State of Ohio.



88 East Broad Street P.O. Box 1140 Columbus, Ohio 43216-1140

Telephone 614-466-4514

800-282-0370

Facsimile 614-466-4490

## ELYRIA PUBLIC LIBRARY LORAIN 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.

**CLERK OF THE BUREAU** 

Susan Babbett

CERTIFIED OCTOBER 19, 2006