



**Auditor of State
Betty Montgomery**

**LAKE COUNTY LAW LIBRARY ASSOCIATION
LAKE COUNTY**

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**Auditor of State
Betty Montgomery**

Lake County Law Library Association
Lake County
47 North Park Place
Painesville, OH 44077

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 government 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.

A handwritten signature in cursive script that reads "Betty Montgomery".

Betty Montgomery
Auditor of State

June 16, 2006

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Auditor of State Betty Montgomery

INDEPENDENT ACCOUNTANTS' REPORT

Lake County Law Library Association
Lake County
47 North Park Place
Painesville, Ohio 44077

To the Board of Trustees:

We have audited the accompanying financial statements of the Lake County Law Library Association, Lake 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 that 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 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 governments 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.

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 Lake County Law Library Association, Lake County, Ohio, 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 fund cash balances and reserve for encumbrances of the Lake County Law Library Association, Lake 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 basis of accounting described in Note 1.

The aforementioned revision to generally accepted accounting principles also requires the Library to include Management's Discussion and Analysis for the years 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 June 16, 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

June 16, 2006

**LAKE COUNTY LAW LIBRARY ASSOCIATION
LAKE COUNTY**

**STATEMENT OF CASH RECEIPTS, CASH DISBURSEMENTS, AND
CHANGES IN FUND CASH BALANCES
ALL FUNDS
FOR THE YEAR ENDED DECEMBER 31, 2005**

	<u>General Fund</u>	<u>Retained Monies Fund</u>	<u>Totals (Memorandum Only)</u>
Cash Receipts:			
Photocopying Charges	\$0	\$15	\$15
Mentor Municipal Court	5,124	0	5,124
Painesville Municipal Court	32,198	0	32,198
Willoughby Municipal Court	7,023	0	7,023
County of Lake	352,129	0	352,129
Clerk of Courts	1,250	0	1,250
Juvenile Court	1,800	0	1,800
Interest	17,295	224	17,519
Total Cash Receipts	<u>416,819</u>	<u>239</u>	<u>417,058</u>
Cash Disbursements:			
Books , CD Rom, Audio and Video	277,588	0	277,588
Salaries and Withholding	4,385	0	4,385
Renovation	3,333	0	3,333
Insurance	4,007	0	4,007
Lake Legal Views	7,500	0	7,500
Lexis Nexis	20,564	0	20,564
Westlaw	55,517	0	55,517
Service Contracts	4,100	0	4,100
Other	1,425	0	1,425
Meetings and Travel	5,148	0	5,148
Supplies and Materials	2,992	0	2,992
Refunds to Relative Income Sources - See Note 2	13,949	0	13,949
Total Cash Disbursements	<u>400,508</u>	<u>0</u>	<u>400,508</u>
Total Cash Receipts Over/(Under) Cash Disbursements	<u>16,311</u>	<u>239</u>	<u>16,550</u>
Other Financing Receipts/(Disbursements):			
Remittance to Retained Funds	(1,542)	1,542	0
Refunds from Vendors	7,304	0	7,304
Stop Payments	74	0	74
Transfers-In	5,147	0	5,147
Transfers-Out	0	(5,147)	(5,147)
Total Other Financing Receipts/(Disbursements)	<u>10,983</u>	<u>(3,605)</u>	<u>7,378</u>
Excess (Deficiency) of Cash Receipts and Other Financing Receipts Over (Under) Cash Disbursements and Other Financing Disbursements	27,294	(3,366)	23,928
Fund Cash Balances, January 1 , 2005	<u>\$750,955</u>	<u>\$6,436</u>	<u>757,391</u>
Fund Cash Balances, December 31, 2005	<u>\$778,249</u>	<u>\$3,070</u>	<u>\$781,319</u>
Reserves for Encumbrances, December 31, 2005	<u>\$50,331</u>	<u>\$0</u>	<u>\$50,331</u>

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

**LAKE COUNTY LAW LIBRARY ASSOCIATION
LAKE COUNTY**

**STATEMENT OF CASH RECEIPTS, CASH DISBURSEMENTS, AND
CHANGES IN FUND CASH BALANCES
ALL FUNDS
FOR THE YEAR ENDED DECEMBER 31, 2004**

	<u>General Fund</u>	<u>Retained Monies Fund</u>	<u>Totals (Memorandum Only)</u>
Cash Receipts:			
Photocopying Charges	\$0	\$154	\$154
Mentor Municipal Court	5,073	0	5,073
Painesville Municipal Court	29,849	0	29,849
Willoughby Municipal Court	6,689	0	6,689
County of Lake	346,450	0	346,450
Clerk of Courts	713	0	713
Juvenile Court	2,085	0	2,085
Interest	6,724	142	6,866
Total Cash Receipts	<u>397,583</u>	<u>296</u>	<u>397,879</u>
Cash Disbursements:			
Books , CD Rom, Audio and Video	280,370	0	280,370
Salaries and Withholding	4,360	0	4,360
Renovation	11,245	0	11,245
Insurance	4,164	0	4,164
Lake Legal Views	7,500	0	7,500
Lexis Nexis	9,384	0	9,384
Westlaw	57,563	0	57,563
Service Contracts	90,900	0	90,900
Other	5,025	4	5,029
Meetings and Travel	16,172	0	16,172
Supplies and Materials	27,775	0	27,775
Refunds to Relative Income Sources - See Note 2	41,672	0	41,672
Total Cash Disbursements	<u>556,130</u>	<u>4</u>	<u>556,134</u>
Total Cash Receipts Over/(Under) Cash Disbursements	<u>(158,547)</u>	<u>292</u>	<u>(158,255)</u>
Other Financing Receipts/(Disbursements):			
Remittance to Retained Funds	(4,630)	4,630	0
Refunds from Vendors	8,111	0	8,111
Stop Payments	1,471	0	1,471
Transfers-In	16,172	0	16,172
Transfers-Out	0	(16,172)	(16,172)
Total Other Financing Receipts/(Disbursements)	<u>21,124</u>	<u>(11,542)</u>	<u>9,582</u>
Excess (Deficiency) of Cash Receipts and Other Financing Receipts Over (Under) Cash Disbursements and Other Financing Disbursements	(137,423)	(11,250)	(148,673)
Fund Cash Balances, January 1 , 2004	<u>888,379</u>	<u>17,686</u>	<u>906,065</u>
Fund Cash Balances, December 31, 2004	<u>\$750,956</u>	<u>\$6,436</u>	<u>\$757,392</u>
Reserves for Encumbrances, December 31, 2004	<u>\$50,331</u>	<u>\$0</u>	<u>\$50,331</u>

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

**LAKE COUNTY LAW LIBRARY ASSOCIATION
LAKE COUNTY**

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

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

A. Description of the Entity

The Lake County Law Library Association (the Library) is governed by a board of five trustees. Members of the Lake County Bar Association elect the board members. The Library provides access to 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) §§ 3375.50 to .53, inclusive. ORC § 3375.54 authorizes the Library to disburse funds to purchase, lease or rent 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.

ORC §3375.49 requires the Lake County Commissioners to provide adequate facilities for the Library, including 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 Lake County fix these librarians' compensation pursuant to ORC § 3375.48. If the Library provides free access to all county officers and the judges of the several courts, the County treasury pays the librarians' salary. If the Library does not provide free access, the Library must pay the librarians' salary.

The Library's management believes these financial statements present all public funds for which the Library is financially accountable. The accompanying financial statements also include private monies, see note 1D.

B. Basis of Accounting

These financial statements follow the basis of accounting the Auditor of State prescribes or permits. This basis is similar to the cash receipts and disbursements accounting 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. The Reserve for Encumbrances on the financial statement represents the Library's commitments for purchases. The Library recognizes encumbrances when it commits funds.

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

C. Cash and Investments

The Library's accounting basis includes Investments as assets. Accordingly, this basis does not record disbursements for investment purchases or receipts for investment sales. Gains or losses at the time of sale are recorded as receipts or disbursements, respectively.

The Library values certificates of deposit at cost. Money market mutual funds (including STAR Ohio) are recorded at share values the mutual fund reports.

**LAKE COUNTY LAW LIBRARY ASSOCIATION
LAKE COUNTY**

**NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2005 AND 2004
(CONTINUED)**

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (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 accounts for all financial resources except those required to be accounted for in another fund.

2. Retained Monies Fund

Retained Monies Fund reports funds the Library retains under Ohio Revised Code § 3375.56. At the end of each calendar year the Library may retain up to ten percent of their unencumbered balance. See footnote 2 for additional information.

3. Private Monies

Private monies include membership dues, overdue book charges, and photocopying charges. Fees collected for book and copier usage remain private even though the books and copiers may have been purchased with public funds. The Library can disburse private monies at its discretion.

Since private monies were unable to be segregated, they were included in the retained monies fund column in the financial statements

E. Budgetary Process

The Ohio Revised Code does not require the Library to budget annually. However, under Ohio Revised Code § 3375.56 the Library may encumber funds equal to their commitments outstanding at year end. Encumbrances outstanding at year end are carried over to the subsequent year.

F. Property, Plant, and Equipment

The Library records disbursements for equipment acquisitions when paid. The accompanying financial statements do not report these items as assets. The Library deems computers, copiers, fax machines, and other items related toward facilitating the use of equipment as equipment.

G. Refund to Relative Income Sources

If certain conditions are met, Ohio Revised Code § 3375.56 requires the Library to refund at least ninety percent of any *unencumbered* balance to political subdivisions that provided revenues to the Library. See Footnote 2 for additional information.

**LAKE COUNTY LAW LIBRARY ASSOCIATION
LAKE COUNTY**

**NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2005 AND 2004
(CONTINUED)**

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

H. 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 Library's accounting basis. Neither is such data comparable to a consolidation. The Library does not eliminate interfund transactions when aggregating this data.

2. REFUND TO RELATIVE INCOME SOURCES AND AMOUNT RETAINED

In any year that receipts exceed disbursements, the Library refunds at least ninety percent of the unencumbered balance to the political subdivisions who provided the funds and retains the remainder. Ohio Revised Code § 3375.56 requires this "refund to relative income sources." The following tables present the refunded and retained amounts during 2005 and 2004.

Unencumbered Balance at December 31, 2004	
Refunded and Retained During Calendar Year 2005	
Unencumbered Balance at December 31, 2004	\$15,491
Refunded to Relative Sources during 2005	<u>13,949</u>
Retained Funds Amount during 2005	<u><u>\$1,542</u></u>

Unencumbered Balance at December 31, 2003	
Refunded and Retained During Calendar Year 2004	
Unencumbered Balance at December 31, 2003	\$46,302
Refunded to Relative Sources during 2004	<u>41,672</u>
Retained Funds Amount during 2004	<u><u>\$4,630</u></u>

3. 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	\$43,951	\$30,256
Savings Accounts	\$231,493	\$392,459
Certificates of deposit	322,889	153,954
Total deposits	<u>598,333</u>	<u>576,669</u>
STAR Ohio	182,986	180,723
Total investments	<u>182,986</u>	<u>180,723</u>
Total deposits and investments	<u><u>\$781,319</u></u>	<u><u>\$757,392</u></u>

**LAKE COUNTY LAW LIBRARY ASSOCIATION
LAKE COUNTY**

**NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2005 AND 2004
(CONTINUED)**

3. EQUITY IN POOLED CASH AND INVESTMENTS (Continued)

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 and mutual funds are not evidenced by securities existing in physical or book-entry form.

4. RISK MANAGEMENT

Commercial Insurance

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

- General liability and casualty;
- Public officials liability;
- Inland marine;
- Vehicles; and
- Property.



**Auditor of State
Betty Montgomery**

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

Lake County Law Library Association
Lake County
47 North Park Place
Painesville, Ohio 44077

To the Board of Trustees:

We have audited the financial statements of the Lake County Law Library Association, Lake 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 June 16, 2006, wherein we noted the Library followed 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 to express our opinion on the financial statements and not to opine on the internal control over financial reporting. Our consideration of the internal control would not necessarily disclose all matters in the internal control over financial reporting that might be material weaknesses. 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. We noted no matters involving the internal control over financial reporting and its operation that we consider material weaknesses. In a separate letter to the Library's management dated June 16, 2006, we reported other matters involving internal control over financial reporting we did not deem reportable conditions.

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*.

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

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.

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 16, 2006



**Auditor of State
Betty Montgomery**

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LAW LIBRARY ASSOCIATION

LAKE 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
JUNE 29, 2006**