



JIM PETRO
AUDITOR OF STATE

STATE OF OHIO

NEW CARLISLE PUBLIC LIBRARY
CLARK COUNTY

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REPORT OF INDEPENDENT ACCOUNTANTS

New Carlisle Public Library
Clark County
111 East Lake Ave.
New Carlisle, Ohio 45344

To the Board of Trustees:

We have audited the accompanying financial statements of the New Carlisle Public Library, Clark County (the Library) as of and for the years ended December 31, 2001 and 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 New Carlisle Public Library, Clark County as of December 31, 2001 and 2000, and its 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, 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 the audit committee, 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 fluid and cursive, with a large loop at the end.

Jim Petro
Auditor of State

June 12, 2002

**NEW CARLISLE PUBLIC LIBRARY
CLARK COUNTY**

**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>			<u>Totals (Memorandum Only)</u>
	<u>General</u>	<u>Special Revenue</u>	<u>Capital Projects</u>	
Cash Receipts:				
State Income Taxes	\$626,912			\$626,912
Government Grants-In-Aid	13,216			13,216
Patron Fines and Fees	9,538			9,538
Earnings on Investments	8,034	\$108	\$17,172	25,314
Contributions, Gifts and Donations	2,846			2,846
Miscellaneous Receipts	3,420			3,420
Total Cash Receipts	<u>663,966</u>	<u>108</u>	<u>17,172</u>	<u>681,246</u>
Cash Disbursements:				
Current:				
Salaries and Benefits	284,752			284,752
Supplies	19,272	2,094		21,366
Purchased and Contracted Services	40,284	16,387	583	57,254
Library Materials and Information	94,543	3,939		98,482
Other Objects	9,963			9,963
Capital Outlay	29,928			29,928
Total Cash Disbursements	<u>478,742</u>	<u>22,420</u>	<u>583</u>	<u>501,745</u>
Total Cash Receipts Over/(Under) Cash Disbursements	<u>185,224</u>	<u>(22,312)</u>	<u>16,589</u>	<u>179,501</u>
Other Financing Receipts/(Disbursements):				
Transfers-In			62,718	62,718
Transfers-Out	(62,718)			(62,718)
Total Other Financing Receipts/(Disbursements)	<u>(62,718)</u>		<u>62,718</u>	<u>0</u>
Excess of Cash Receipts and Other Financing Receipts Over/(Under) Cash Disbursements and Other Financing Disbursements	<u>122,506</u>	<u>(22,312)</u>	<u>79,307</u>	<u>179,501</u>
Fund Cash Balances, January 1	<u>248,547</u>	<u>22,312</u>	<u>235,199</u>	<u>506,058</u>
Fund Cash Balances, December 31	<u><u>\$371,053</u></u>	<u><u>\$0</u></u>	<u><u>\$314,506</u></u>	<u><u>\$685,559</u></u>

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

**NEW CARLISLE PUBLIC LIBRARY
CLARK COUNTY**

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

	Governmental Fund Types			Totals (Memorandum Only)
	General	Special Revenue	Capital Projects	
Cash Receipts:				
State Income Taxes	\$415,686			\$415,686
Government Grants-In-Aid		\$22,656		22,656
Patron Fines and Fees	5,715			5,715
Earnings on Investments	10,691	86	\$8,984	19,761
Contributions, Gifts and Donations	3,166		1,496	4,662
Miscellaneous Receipts	4,743			4,743
	<u>440,001</u>	<u>22,742</u>	<u>10,480</u>	<u>473,223</u>
Cash Disbursements:				
Current:				
Salaries and Benefits	227,058			227,058
Supplies	19,616			19,616
Purchased and Contracted Services	29,646	430	1,879	31,955
Library Materials and Information	80,940			80,940
Other Objects	9,101		120	9,221
Capital Outlay	23,429			23,429
	<u>389,790</u>	<u>430</u>	<u>1,999</u>	<u>392,219</u>
Total Cash Disbursements	<u>389,790</u>	<u>430</u>	<u>1,999</u>	<u>392,219</u>
Total Cash Receipts Over/(Under) Cash Disbursements	<u>50,211</u>	<u>22,312</u>	<u>8,481</u>	<u>81,004</u>
Other Financing Receipts/(Disbursements):				
Transfers-In			90,000	90,000
Transfers-Out	(90,000)			(90,000)
	<u>(90,000)</u>	<u>0</u>	<u>90,000</u>	<u>0</u>
Total Other Financing Receipts/(Disbursements)	<u>(90,000)</u>	<u>0</u>	<u>90,000</u>	<u>0</u>
Excess of Cash Receipts and Other Financing Receipts Over/(Under) Cash Disbursements and Other Financing Disbursements	<u>(39,789)</u>	<u>22,312</u>	<u>98,481</u>	<u>81,004</u>
Fund Cash Balances, January 1	<u>288,336</u>	<u>136,718</u>	<u>425,054</u>	<u>425,054</u>
Fund Cash Balances, December 31	<u>\$248,547</u>	<u>\$22,312</u>	<u>\$235,199</u>	<u>\$506,058</u>

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

**NEW CARLISLE PUBLIC LIBRARY
CLARK COUNTY**

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

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

A. Description of the Entity

New Carlisle Public, Clark 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. 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.

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

C. Cash and Investments

Certificates of deposit are valued at cost.

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. Special Revenue Fund

This fund is used to account for proceeds from specific sources (other than from trusts or for capital projects) that are restricted to expenditure for specific purposes. The Library had the following special revenue fund:

Ohio Reads Grant Fund – This fund receives grant revenue from the State for the Ohio Reads Grant.

3. Capital Project Fund

This fund is used to account for receipts that are restricted for the acquisition or construction of major capital projects (except those financed through trust funds). The Library had the following capital project fund:

Building and Repair Fund – This fund receives donation revenue and transfers for future construction projects of the Library.

**NEW CARLISLE PUBLIC LIBRARY
CLARK COUNTY**

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

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

E. Budgetary Process

The Ohio Administrative Code requires budgeting for each fund annually.

1. Appropriations

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

2. Estimated Resources

Estimated resources include estimates of cash to be received (budgeted receipts) cash as of January 1.

3. Encumbrances

The Ohio Administrative Code requires the Library to reserve (encumber) appropriations when commitments are made. Encumbrances outstanding at year end are carried over, and need not be reappropriated.

Effective January 1, 2001, the Ohio Administrative Code amended library budgetary requirements. Libraries are not required to estimate resources or encumber appropriations.

A summary of 2001 and 2000 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 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:

	<u>2001</u>	<u>2000</u>
Demand deposits	\$257,703	\$294,284
Certificates of deposit	<u>427,856</u>	<u>211,774</u>
Total deposits	<u><u>685,559</u></u>	<u><u>506,058</u></u>

**NEW CARLISLE PUBLIC LIBRARY
CLARK COUNTY**

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

2. EQUITY IN POOLED CASH AND INVESTMENTS (Continued)

Deposits: Deposits are either (1) insured by the Federal Depository Insurance Corporation, or (2) collateralized by the financial institution's public entity deposit pool.

At December 31, 2001, \$46,821 and at December 31, 2000, \$7,043 of deposits were not insured or collateralized, contrary to Ohio law.

3. BUDGETARY ACTIVITY

Budgetary activity for the years ending December 31, 2001 and 2000 follows:

2001 Budgeted vs. Actual Budgetary Basis Expenditures			
Fund Type	Appropriation Authority	Budgetary Expenditures	Variance
General	\$577,481	\$541,460	\$36,021
Special Revenue	0	22,420	(22,420)
Capital Projects	3,000	583	2,417
Total	\$580,481	\$564,463	\$16,018

2000 Budgeted vs. Actual Receipts			
Fund Type	Budgeted Receipts	Actual Receipts	Variance
General	\$498,025	\$440,001	(\$58,024)
Special Revenue	0	22,742	22,742
Capital Projects	0	100,480	100,480
Total	\$498,025	\$563,223	\$65,198

2000 Budgeted vs. Actual Budgetary Basis Expenditures			
Fund Type	Appropriation Authority	Budgetary Expenditures	Variance
General	\$445,174	\$479,790	(\$34,616)
Special Revenue	0	430	(430)
Capital Projects	0	1,999	(1,999)
Total	\$445,174	\$482,219	(\$37,045)

Contrary to Ohio law, budgetary expenditures exceeded the appropriation authority at the legal level of control.

**NEW CARLISLE PUBLIC LIBRARY
CLARK COUNTY**

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

4. GRANTS-IN-AID RECEIPTS

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 of any additional revenues the Library receives.

The Library received grants from Clark County and the State of Ohio. These revenues are reflected in the accompanying financial statements as Government Grants-in-Aid.

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 from January 1, 2000 through June 30, 2000. PERS temporarily reduced the employer contribution rate to 8.13%, effective July 1, 2000 through December 31, 2000. The Library has paid all contributions required through December 31, 2001.

6. RISK MANAGEMENT

Commercial Insurance

The Library has obtained commercial insurance for the following risks:

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

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

7. SUBSEQUENT EVENT

On May 30, 2002, the Board of Trustees approved the purchase of a building for \$260,000 for an extension to the library.



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

New Carlisle Public Library
Clark County
111 East Lake Ave.
New Carlisle, Ohio 45344

To the Board of Trustees:

We have audited the accompanying financial statements of the New Carlisle Public Library, Clark County (the Library) as of and for the years ended December 31, 2001 and 2000, and have issued our report thereon dated June 12, 2002. 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 instances of noncompliance that are required to be reported under *Government Auditing Standards* which are described in the accompanying schedule of findings as items 2001-00312-001 through 2001-00312-005.

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. However, we noted matters involving the internal control over financial reporting and its operation that we consider to be reportable conditions. 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 the assertions of management in the financial statements. Reportable conditions are described in the accompanying schedule of findings as items 2001-00312-006 through 2001-00312-008.

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. 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 to be material weaknesses. However, we do not believe the reportable conditions described above are material weaknesses. We also 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 Library in a separate letter dated June 12, 2002.

This report is intended solely for the information and use of the audit committee, 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", written in a cursive style.

Jim Petro
Auditor of State

June 12, 2002

**NEW CARLISLE PUBLIC LIBRARY
CLARK COUNTY**

**SCHEDULE OF FINDINGS
DECEMBER 31, 2001 AND 2000**

**FINDINGS RELATED TO THE FINANCIAL STATEMENTS
REQUIRED TO BE REPORTED IN ACCORDANCE WITH GAGAS**

FINDING NUMBER 2001-00312-001

Accounting For Activity By Fund

Ohio Admin. Code, Section 117-8-01 requires that each Library establish funds based on statutory requirements and accounting needs. To demonstrate legal compliance and to provide management with financial information for decision making, libraries must maintain financial records on a fund basis. When not required by statute, the establishment of a new fund requires prior Auditor of State approval under section 5705.12 of the Ohio Rev. Code. Funds are to be classified using the current guidelines and definitions established by the "Governmental Accounting Standards Board."

The Library's accounting system did not utilize fund accounting. All activity posted to the accounting system was shown as a single fund, however included activity of the General Fund and the Capital Projects Fund. The Ohio Reads Grant, which represents the Library's Special Revenue Fund, was not reflected on the Library's Annual Financial Report or the accounting system records. The accompanying financial statements were corrected to properly reflect this activity.

The Library should develop and implement policies and procedures to set up separate funds, after proper approval, to account for the activity of each fund separately and provide that all activity is reflected on the Library's Annual Financial Report.

FINDING NUMBER 2001-00312-002

Security for Repayment of Public Deposits

Ohio Rev. Code Section 135.18 states that the Treasurer of a political subdivision must require the depository to provide as security an amount equal to the funds on deposit at all times. Additionally, Ohio Rev. Code, Section 135.181 provides that in lieu of the specific pledging requirements of Section 135.18, an institution designated as a public depository at its option may pledge a single pool of eligible securities to secure the repayment of all public monies deposited in the institution and not otherwise secured, provided that at all times the total market value of the securities so pledged is at least equal to one hundred five per cent of the total amount of all public deposits to be secured by the pooled securities, including the portion of such deposits covered by any federal deposit insurance. The securities described in division (B) of section 135.18, shall be eligible as collateral, provided no such securities pledged as collateral are at any time in default as to either principal or interest.

The Library utilized Cornerstone National Bank as a public depository during the years ended December 31, 2001 and 2000. Cornerstone National Bank did not secure specific pledged or pooled collateral to cover the Library's deposits in excess of the \$100,000 federal depository insurance. As of December 31, 2001 and 2000, the Library's public funds account with Cornerstone National Bank included \$46,821 and \$7,043, respectively, which were not adequately collateralized or secured.

Additionally, the Library utilizes Security National as a public depository. As of December 31, 2001 and 2000, several securities within the Security National Bank's pledged pool were obligations of other counties, municipal corporations, or other legally constituted authorities of other states. These securities are not listed as eligible securities under division (B) of section 135.18. The Library should periodically review the collateral statements of its depositories to provide that the securities are adequately pledged and are authorized per the aforementioned section of code.

FINDING NUMBER 2001-00312-003

Filing of Annual Report

Ohio Rev. Code Section 117.38 section requires that cash-basis entities file annual reports with the Auditor of State within 60 days of the fiscal year end. The reports must be filed on forms prescribed by the Auditor of State. The public office must also publish notice in a local newspaper stating the financial report is available for public inspection at the office of the chief fiscal officer.

The Library did not file the 2000 or 2001 Annual Financial Report with the Auditor of State offices until March 22, 2002. The Library did not provide the proof of publication for the required notice.

The Library should develop and implement policies and procedures to file and publish notice of availability for inspection of the annual report within the prescribed time frame.

FINDING NUMBER 2001-00312-004

Timely Deposit of Public Funds

Ohio Revised Code Section 9.38, states that public money must be deposited with the treasurer of the public office or to a designated depository on the business day following the day of receipt.

If the amount of daily receipts does not exceed \$1,000 and the receipts can be safeguarded, the Board of Trustees may adopt a policy permitting their officials who receive this money to hold it past the next business day, but the deposit must be made no later than 3 business days after receiving it. The policy must include provisions and procedures to safeguard the money during the intervening period. If the amount exceeds \$1,000 or a lesser amount cannot be safeguarded, the public official must then deposit the money on the next business day.

The Library Clerk generally picked up collections on a weekly basis and then made bank deposits. Failure to timely collect and deposit receipts may result in misappropriation of Library funds and loss of interest earnings. The Library should develop and implement policies and procedures to collect and deposit all funds in accordance with this section.

FINDING NUMBER 2001-00312-005

Adoption of Appropriations

Ohio Admin. Code, Section 117-8-02 states that the Library's legislative body shall adopt appropriation measures. These measures establish the legal level of control. The legal level of control is the level (e.g., fund, object level) at which spending in excess of budgeted amounts would be a violation of law. This is established by the level at which the legislative body appropriates.

FINDING NUMBER 2001-00312-005
(Continued)

The following variances were noted, at the legal level of control, as of December 31, 2001:

<u>Fund- Account</u>	<u>Authority</u>	<u>Expenditures</u>	<u>Variance</u>
General- Transfers Out	\$10,000	\$62,718	(\$52,718)
Special Revenue- All Accounts	0	22,420	(22,420)
Total	<u>\$10,000</u>	<u>\$85,138</u>	<u>(\$75,138)</u>

The following variances were noted, at the legal level of control, as of December 31, 2000:

<u>Fund- Account</u>	<u>Appropriation Authority</u>	<u>Budgetary Expenditures</u>	<u>Variance</u>
General- Transfers Out	\$0	\$90,000	(\$90,000)
Special Revenue-			
Purchased & Contracted Svcs	0	430	(430)
Capital Projects-			
All Accounts	0	1,999	(1,999)
Total	<u>\$0</u>	<u>\$92,429</u>	<u>(\$92,429)</u>

The Library should develop and implement policies and procedures to adopt appropriations for all of the Library's funds and to periodically review its budgetary status and make necessary changes to the adopted budget or planned spending.

FINDING NUMBER 2001-00312-006

Approval of Transfers Between Funds

Certain fund transfers were posted to the accounting records for which the Board of Trustee minutes only reflected authorization for a transfer of monies between bank accounts. Also, certain resolutions of the Board did not provide for a specific amount to be transferred, instead it authorized a transfer of a percentage of revenue to be received in the following year. The said transactions are not reflected on the accompanying financial statements.

The Library should develop and implement policies and procedures for approval of transfers between funds (e.g. General, Special Revenue or Capital Projects) and include specific approval for all fund transfers, exact amounts involved and instruction to the Clerk-Treasurer to record the fund transfers in the accounting records.

FINDING NUMBER 2001-00312-007

Monitoring of Monthly Revenue for Consistency

On April 18, 2000, Clark County issued a regular monthly check to the Library in the amount of \$22,390.12 for the Library's monthly share of the State Library and Local Government Support Fund (LLGSF). The Library had not cashed this check as of December 31, 2001 and had not contacted the County about these funds. Therefore, the Library did not have access to these funds for operations.

The Library should develop and implement procedures for monitoring monthly revenues for consistency and follow up on any missing receipts to provide for consistency in its receipts and to maximize interest earnings.

FINDING NUMBER 2001-00312-008

Timely and Complete Monthly Bank Reconciliations

The balances reflected on the Annual Financial Report did not agree to the Monthly Financial Reports submitted to the Board of Trustees as of December 31, 2001 and 2000. The differences were attributed to December interest revenue reflected on the Annual Financial Report at the end of the fiscal year, but posted to the Monthly Financial Report in the subsequent fiscal year. Additionally, the reconciliation did not include all bank accounts and investment accounts of the Library. The lack of timely and accurate reconciliations does not provide important information for management decisions making purposes.

The Library should prepare accurate and timely bank reconciliations on a monthly basis, including resolution of all differences and other reconciling items. Further, these reconciliations should be reviewed by someone other than the preparer and be presented to the Board on a monthly basis for approval.

**NEW CARLISLE PUBLIC LIBRARY
CLARK COUNTY**

**SCHEDULE OF PRIOR AUDIT FINDINGS
DECEMBER 31, 2001 AND 2000**

Finding Number	Finding Summary	Fully Corrected?	Not Corrected, Partially Corrected; Significantly Different Corrective Action Taken; or Finding No Longer Valid; <i>Explain:</i>
1999-00312-001	Budgetary Controls Regarding Appropriations	No	Not Corrected
1999-00312-002	Utilizing Purchase Orders	Yes	Corrected
1999-00312-003	Effective Cash Reconciliations	No	Partially corrected, however certain reconciliations did not include all of the Library's accounts.



STATE OF OHIO
OFFICE OF THE AUDITOR

JIM PETRO, AUDITOR OF STATE

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NEW CARLISLE PUBLIC LIBRARY

CLARK 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 16, 2002**