



**Auditor of State
Betty Montgomery**

WOOD COUNTY LAW LIBRARY ASSOCIATION

TABLE OF CONTENTS

TITLE	PAGE
Independent Accountants' Report.....	1
Statement of Cash Receipts, Cash Disbursements, and Changes in Cash Balances - All Public Funds - For the Year Ended December 31, 2002.....	3
Statement of Cash Receipts, Cash Disbursements, and Changes in Cash Balances - All Public Funds - For the Year Ended December 31, 2001.....	4
Notes to the Financial Statements	5
Independent Accountants' Report on Compliance and on Internal Control Required by <i>Government Auditing Standards</i>	9
Schedule of Findings.....	11

This page intentionally left blank.



**Auditor of State
Betty Montgomery**

INDEPENDENT ACCOUNTANTS' REPORT

Wood County Law Library Association
One Courthouse Square
Bowling Green, Ohio 43402-2427

To the Board of Trustees:

We have audited the accompanying financial statements of the general fund and the retained monies fund of the Wood County Law Library Association (the Library) as of and for the years ended December 31, 2002 and 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 generally accepted accounting principles. Also, the financial statements present only the general fund and the retained monies fund and are not intended to present fairly the financial position and results of operations of the Library in conformity with the basis of accounting as described in Note 1.

In our opinion, the financial statements referred to above present fairly, in all material respects, the fund cash balances of the Library's general fund and the retained monies fund as of December 31, 2002 and 2001, and its combined cash receipts and disbursements for the years then ended on the basis of accounting described in Note 1.

As discussed in Note 2, the Library has included activity associated with the Retained Monies Fund.

In accordance with *Government Auditing Standards*, we have also issued our report dated August 22, 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.

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

Betty Montgomery
Auditor of State

August 22, 2003

WOOD COUNTY LAW LIBRARY ASSOCIATION

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

	<u>General Fund</u>	<u>Retained Monies Fund</u>	<u>Totals (Memorandum Only)</u>
Cash Receipts:			
Fine and Forfeitures	\$ 304,580	\$ -	\$ 304,580
Interest	-	17,075	17,075
	<hr/>	<hr/>	<hr/>
Total Cash Receipts	304,580	17,075	321,655
	<hr/>	<hr/>	<hr/>
Cash Disbursements:			
Law Books	190,534	-	190,534
Computer Services	24,406	-	24,406
Contract - Assistant Treasurer	6,000	-	6,000
Copier	1,147	-	1,147
Librarian Dues/Seminar	348	-	348
Insurance	1,130	-	1,130
Office Administrative	7,057	-	7,057
Equipment	33,765	-	33,765
Refunds to Relative Income Sources (See Note 3)	36,174	-	36,174
	<hr/>	<hr/>	<hr/>
Total Cash Disbursements	300,561	-	300,561
	<hr/>	<hr/>	<hr/>
Total Cash Receipts Over Cash Disbursements	4,019	17,075	21,094
	<hr/>	<hr/>	<hr/>
Other Financing Receipts/(Disbursements):			
Remittance to Retained Funds	(4,019)	4,019	-
	<hr/>	<hr/>	<hr/>
Total Other Financing Receipts/(Disbursements)	(4,019)	4,019	-
	<hr/>	<hr/>	<hr/>
Excess of Cash Receipts and Other Financing Receipts Over Cash Disbursements and Other Financing Disbursements	-	21,094	21,094
	<hr/>	<hr/>	<hr/>
Public Fund Cash Balances, January 1	-	300,020	300,020
	<hr/>	<hr/>	<hr/>
Public Fund Cash Balances, December 31	\$ -	\$ 321,114	\$ 321,114
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>

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

WOOD COUNTY LAW LIBRARY ASSOCIATION

**STATEMENT OF CASH RECEIPTS, CASH DISBURSEMENTS, AND
CHANGES IN FUND CASH BALANCES
ALL PUBLIC FUNDS
FOR THE YEAR ENDED DECEMBER 31, 2001**

	<u>General Fund</u>	<u>Retained Monies Fund</u>	<u>Totals (Memorandum Only)</u>
Cash Receipts:			
Fine and Forfeitures	\$ 309,472	\$ -	\$ 309,472
Interest	-	17,569	17,569
	<u>309,472</u>	<u>17,569</u>	<u>327,041</u>
Total Cash Receipts			
	<u>309,472</u>	<u>17,569</u>	<u>327,041</u>
Cash Disbursements:			
Law Books	220,569	-	220,569
Computer Services	6,203	-	6,203
Contract - Assistant Treasurer	6,000	-	6,000
Copier	1,169	-	1,169
Librarian Dues/Seminar	1,105	-	1,105
Equipment	8,509	-	8,509
Insurance	1,270	-	1,270
State Auditor's Fee	2,498	-	2,498
Office Administrative	5,089	-	5,089
Refunds to Relative Income Sources (See Note 3)	51,354	-	51,354
	<u>303,766</u>	<u>-</u>	<u>303,766</u>
Total Cash Disbursements			
	<u>303,766</u>	<u>-</u>	<u>303,766</u>
Total Cash Receipts Over Cash Disbursements			
	<u>5,706</u>	<u>17,569</u>	<u>23,275</u>
Other Financing Receipts/(Disbursements):			
Refund of prior year's disbursements	-	6,074	6,074
Remittance to Retained Funds	(5,706)	5,706	-
	<u>(5,706)</u>	<u>11,780</u>	<u>6,074</u>
Total Other Financing Receipts/(Disbursements)			
	<u>(5,706)</u>	<u>11,780</u>	<u>6,074</u>
Excess of Cash Receipts and Other Financing Receipts Over Cash Disbursements and Other Financing Disbursements			
	-	29,349	29,349
Public Fund Cash Balances, January 1 (See Note 2)			
	<u>-</u>	<u>270,671</u>	<u>270,671</u>
Public Fund Cash Balances, December 31			
	<u>\$ -</u>	<u>\$ 300,020</u>	<u>\$ 300,020</u>

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

WOOD COUNTY LAW LIBRARY ASSOCIATION

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

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

A. Description of the Entity

The Wood County Law Library Association (the Library) is directed by a board of six trustees who are elected every three years by members of the Wood County Bar Association. The Library provides free access for 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. The Library is permitted to expend funds under ORC § 3375.54. The funds of the Library are expended on the purchase, lease or rental of 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.

The Wood County Commissioners are required by ORC § 3375.49 to provide adequate facilities for the Library. The Board of County Commissioners is required to provide suitable bookcases, heating and lighting for the rooms.

The Board of Trustees may hire a librarian and not more than two assistant law librarians. The Judges of the Court of Common Pleas of Wood County fix the compensation of the librarian and up to two assistant librarians pursuant to ORC § 3375.48. If the Library provides free access to all county officers and the judges of the several courts, the salary of the law librarian and up to two assistants should be paid from the county treasury. If the conditions above are not met, then the salary of the librarian and any assistants should be paid by the Library.

The Library's management believes these financial statements present all public funds for which the Library is financially accountable.

Some funds received by the Library are considered private monies. Private monies include: membership dues, overdue book charges and photocopying charges. Fees collected for the use of books and copiers remain private even though the books and copiers may have been purchased with public funds. Private monies can be disbursed at the discretion of the Library. The accompanying financial statements do not present private monies.

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.

WOOD COUNTY LAW LIBRARY ASSOCIATION

NOTES TO THE FINANCIAL STATEMENTS

DECEMBER 31, 2002 AND 2001

(Continued)

C. Cash and Investments

Investments are included in Fund Cash Balances. 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.

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. Retained Monies Fund

Retained Monies Fund consists of interest revenue and monies retained by the Library under Ohio Revised Code § 3375.56. At the end of each calendar year the Library is permitted under law to retain up to ten percent of their unencumbered balance. See footnote 2 for additional information.

E. Property, Plant and Equipment

Acquisitions of equipment are recorded as equipment disbursements when paid. These items are not reflected as assets on the accompanying financial statements. Items purchased which are deemed to be equipment are computers, copiers, fax machines, and other items related toward facilitating the use of the equipment.

F. Refund to Relative Income Sources

If certain conditions are met, the Library is required to refund at least ninety percent of any unencumbered balance to political subdivisions that provided revenues to the Library. See Footnote 3 for additional information.

G. 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 basis of accounting described above. Neither is such data comparable to a consolidation. Interfund eliminations have not been made in the aggregation of this data.

WOOD COUNTY LAW LIBRARY ASSOCIATION

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

2. ACCOUNTING CHANGE

Prior to January 1, 2001, the retained monies fund was not disclosed by the Library. Effective January 1, 2001, the Library presented a retained monies fund. Since the Library does not report private monies on their financial statements, the entire balance that was previously reported as general fund will now be reported as retained monies.

3. CALCULATION OF REFUND TO RELATIVE INCOME SOURCES AND AMOUNT RETAINED

In any year that revenues exceed disbursements, the Library refunds at least ninety percent of the unencumbered balance to the political subdivisions who provided the funds and retains the remaining amount. This refund process is referred to as the application of ORC § 3375.56 or refund to relative income sources. The following charts present the refunded and retained amounts during 2002 and 2001. The Library calculates the refunds and issues the appropriate refund checks at the end of the year.

Estimated Balance at December 31, 2002	
<u>Refunded and Retained During Calendar Year 2002</u>	
Estimated Balance at December 31, 2002	\$ 40,193
Refunded to Relative Sources during 2002	<u>36,174</u>
Retained Funds Amount during 2002	<u><u>\$ 4,019</u></u>

Estimated Balance at December 31, 2001	
<u>Refunded and Retained During Calendar Year 2001</u>	
Estimated Balance at December 31, 2001	\$ 57,060
Refunded to Relative Sources during 2001	<u>51,354</u>
Retained Funds Amount during 2001	<u><u>\$ 5,706</u></u>

4. 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>2002</u>	<u>2001</u>
Demand deposits	\$ 35,135	\$ 48,679
Certificates of deposit	285,979	251,341
Total deposits	<u><u>\$ 321,114</u></u>	<u><u>\$ 300,020</u></u>

Most deposits are either insured by the Federal Depository Insurance Corporation, or collateralized by the financial institution's public entity deposit pool. There is an immaterial amount that is not collateralized.

WOOD COUNTY LAW LIBRARY ASSOCIATION

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

5. RISK MANAGEMENT

Commercial Insurance

The Library has obtained commercial insurance for the following risks:

- Comprehensive property and general liability.



**Auditor of State
Betty Montgomery**

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

Wood County Law Library Association
One Courthouse Square
Bowling Green, Ohio 43402-2427

To the Board of Trustees:

We have audited the accompanying financial statements of the Wood County Law Library Association (the Library) as of and for the years ended December 31, 2002 and 2001, and have issued our report thereon dated August 22, 2003, wherein we indicated the financial statements only include the general fund and the retained monies fund. We also noted the Library has included the retained monies fund for the first time. 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. However, we noted a certain matter 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. A reportable condition is described in the accompanying schedule of findings as item 2002-001.

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 believe the reportable condition described above is not a material weakness. We noted other matters involving the internal control over financial reporting that do not require inclusion in this report, that we reported to management of the Library in a separate letter dated August 22, 2003.

This report is intended solely for the information and use of 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

August 22, 2003

WOOD COUNTY LAW LIBRARY ASSOCIATION]

**SCHEDULE OF FINDINGS
DECEMBER 31, 2002 AND 2001**

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

FINDING NUMBER 2002--001

Reportable Condition - Bank Reconciliations

The Association's total book balance did not balance to the total banks' balances. Old, voided checks were carried on the outstanding check listing, and this resulted in the Association's cash balances being understated on their books. There were also immaterial variances each year due to insignificant non-cash postings. The Assistant Treasurer prepares an Account Balance Report, but an actual bank to book reconciliation is not prepared, so variances are not detected. The monthly reconciliation is an important part of the control process.

We recommend the Assistant Treasurer perform an actual bank to book reconciliation and the supporting documentation be reviewed by the Board.



**Auditor of State
Betty Montgomery**

88 East Broad Street
P.O. Box 1140
Columbus, Ohio 43216-1140
Telephone 614-466-4514
800-282-0370
Facsimile 614-466-4490

WOOD COUNTY LAW LIBRARY ASSOCIATION

WOOD 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
OCTOBER 14, 2003**