



Mary Taylor, CPA
Auditor of State

NEW CARLISLE PUBLIC LIBRARY
CLARK COUNTY

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Mary Taylor, CPA

Auditor of State

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

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 an 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 adverse 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.

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Mary Taylor, CPA
Auditor of State

July 31, 2008

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Mary Taylor, CPA

Auditor of State

INDEPENDENT ACCOUNTANTS' REPORT

New Carlisle Public Library
Clark County
111 East Lake Avenue
New Carlisle, OH 45344

To the Board of Trustees:

We have audited the accompanying financial statements of New Carlisle Public Library, Clark County, (the Library) as of and for the years ended December 31, 2007 and 2006. 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.

Beginning fiscal year 2007, the Library processed its financial transactions with the Auditor of State's Uniform Accounting Network (UAN). *Government Auditing Standards* considers this service to impair the independence of the Auditor of State to audit the Library because the Auditor of State designed, developed, implemented, and as requested, operates UAN. However, *Government Auditing Standards* permits the Auditor of State to audit and opine on this entity, because Ohio Revised Code § 117.101 requires the Auditor of State to provide UAN services, and Ohio Revised Code §§ 117.11(B) and 115.56 mandate the Auditor of State to audit Ohio governments. 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.

Instead of the combined funds the accompanying financial statements present, GAAP require non-governmental not-for-profit entities to present temporarily restricted, permanently restricted and unrestricted funds separately. 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 GAAP presentation requirements.

The Auditor of State permits, but does not require Libraries to reformat their statements. The Library has elected not to follow GAAP statement formatting requirements. 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, 2007 and 2006 do not present fairly, in conformity with accounting principles generally accepted in the United States of America, the financial position of the Library for the years ended December 31, 2007 and 2006, or its changes in financial position for the years then ended.

Also, in our opinion, the financial statements referred to above present fairly, in all material respects, the combined fund cash balances and reserves for encumbrances of New Carlisle Public Library, Clark County, as of December 31, 2007 and 2006, and its combined cash receipts and disbursements for the years then ended on the accounting basis Note 1 describes.

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 July 31, 2008, 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.



Mary Taylor, CPA
Auditor of State

July 31, 2008

**NEW CARLISLE PUBLIC LIBRARY
CLARK COUNTY**

**COMBINED STATEMENT OF CASH RECEIPTS, CASH DISBURSEMENTS, AND
CHANGES IN FUND CASH BALANCES
ALL GOVERNMENTAL FUND TYPES
FOR THE YEAR ENDED DECEMBER 31, 2007**

	<u>Governmental Fund Types</u>		Totals (Memorandum Only)
	<u>General</u>	<u>Special Revenue</u>	
Cash Receipts:			
Library and Local Government Support	\$588,851		\$588,851
Patron Fines and Fees	17,194		17,194
Earnings on Investments	2,290	\$129	2,419
Contributions, Gifts and Donations	11,367	720	12,087
Miscellaneous Receipts	2,680		2,680
Total Cash Receipts	<u>622,382</u>	<u>849</u>	<u>623,231</u>
Cash Disbursements:			
Current:			
Salaries and Benefits	433,538		433,538
Purchased and Contracted Services	64,291		64,291
Library Materials and Information	86,178		86,178
Other Objects	25,650		25,650
Capital Outlay	2,741		2,741
Total Cash Disbursements	<u>612,398</u>		<u>612,398</u>
Total Cash Receipts Over Cash Disbursements	<u>9,984</u>	<u>849</u>	<u>10,833</u>
Fund Cash Balances, January 1	<u>56,476</u>	<u>7,375</u>	<u>63,851</u>
Fund Cash Balances, December 31	<u>\$66,460</u>	<u>\$8,224</u>	<u>\$74,684</u>
Reserve for Encumbrances, December 31	<u>\$17,930</u>	<u>\$0</u>	<u>\$17,930</u>

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

**NEW CARLISLE PUBLIC LIBRARY
CLARK COUNTY**

**COMBINED STATEMENT OF CASH RECEIPTS, CASH DISBURSEMENTS, AND
CHANGES IN FUND CASH BALANCES
ALL GOVERNMENTAL FUND TYPES
FOR THE YEAR ENDED DECEMBER 31, 2006**

	<u>Governmental Fund Types</u>			Totals (Memorandum Only)
	<u>General</u>	<u>Special Revenue</u>	<u>Capital Projects</u>	
Cash Receipts:				
Library and Local Government Support	\$588,851			\$588,851
Private Grants	12,000			12,000
Patron Fines and Fees	19,180			19,180
Earnings on Investments	2,762			2,762
Contributions, Gifts and Donations	8,036	\$5,465		13,501
Miscellaneous Receipts	9,176			9,176
Total Cash Receipts	<u>640,005</u>	<u>5,465</u>		<u>645,470</u>
Cash Disbursements:				
Current:				
Salaries and Benefits	421,061			421,061
Purchased and Contracted Services	81,233		\$606	81,839
Library Materials and Information	140,744			140,744
Other Objects	4,175			4,175
Capital Outlay	18,891			18,891
Total Cash Disbursements	<u>666,104</u>		<u>606</u>	<u>666,710</u>
Total Cash Receipts (Under) and Over Cash Disbursements	<u>(26,099)</u>	<u>5,465</u>	<u>(606)</u>	<u>(21,240)</u>
Fund Cash Balances, January 1	<u>82,575</u>	<u>1,910</u>	<u>606</u>	<u>85,091</u>
Fund Cash Balances, December 31	<u><u>\$56,476</u></u>	<u><u>\$7,375</u></u>	<u><u>\$0</u></u>	<u><u>\$63,851</u></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, 2007 AND 2006**

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

A. Description of the Entity

The New Carlisle Public Library, Clark County, (the Library) appoints a seven-member Board of Trustees to govern the Library. The Library provides the community with various educational and literary resources. The Library is a private, non-profit corporation operating as an association library in the state of Ohio. The Library's articles of incorporation were issued in 1933. The Library is funded primarily with public monies to provide free library services to the citizens of Clark County.

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

B. Accounting Basis

These financial statements follow the accounting basis 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. Budgetary presentations report budgetary expenditures when a commitment is made (i.e., when an encumbrance is approved).

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

C. Cash and Investments

The Library only holds checking and money market accounts.

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 reports all financial resources except those required to be accounted for in another fund.

2. Special Revenue Fund

This fund accounts for proceeds from specific sources (other than from private-purpose trusts or for capital projects) that are restricted to expenditure for specific purposes. The Library had one Special Revenue Fund:

Memorial Fund – The fund receives interest and donation revenue and transfers for memorial projects.

**NEW CARLISLE PUBLIC LIBRARY
CLARK COUNTY**

**NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2007 AND 2006
(Continued)**

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

3. Capital Project Funds

These funds account for receipts restricted to acquiring or constructing major capital projects. The Library had the following Capital Project Fund:

Building and Repair Fund – This fund expended its remaining balance for construction projects of the library in fiscal year 2006.

E. Budgetary Process

Although not required by Ohio Revised Code or the by the Library By-Laws, the Library budgets for each fund annually. The Board annually approves appropriation measures and subsequent amendments.

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

A summary of 2007 and 2006 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.

2. EQUITY IN POOLED CASH

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

	<u>2007</u>	<u>2006</u>
Demand Deposits	<u>\$74,684</u>	<u>\$63,851</u>

Deposits: Deposits are insured by the Federal Depository Insurance Corporation.

**NEW CARLISLE PUBLIC LIBRARY
CLARK COUNTY**

**NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2007 AND 2006
(Continued)**

3. BUDGETARY ACTIVITY

Budgetary activity for the years ending December 31, 2007 and 2006 follows:

2007 Budgeted vs. Actual Receipts

Fund Type	Budgeted Receipts	Actual Receipts	Variance
General	\$704,114	\$622,382	(\$81,732)
Special Revenue		849	849
Total	<u>\$704,114</u>	<u>\$623,231</u>	<u>(\$80,883)</u>

2007 Budgeted vs. Actual Budgetary Basis Expenditures

Fund Type	Appropriation Authority	Budgetary Expenditures	Variance
General	\$727,322	\$630,328	\$96,994
Special Revenue	8,375		8,375
Total	<u>\$735,697</u>	<u>\$630,328</u>	<u>\$105,369</u>

2006 Budgeted vs. Actual Receipts

Fund Type	Budgeted Receipts	Actual Receipts	Variance
General	\$588,851	\$640,005	\$51,154
Special Revenue		5,465	5,465
Total	<u>\$588,851</u>	<u>\$645,470</u>	<u>\$56,619</u>

2006 Budgeted vs. Actual Budgetary Basis Expenditures

Fund Type	Appropriation Authority	Budgetary Expenditures	Variance
General	\$686,680	\$666,104	\$20,576
Capital Projects	610	606	4
Total	<u>\$687,290</u>	<u>\$666,710</u>	<u>\$20,580</u>

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 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 any additional revenues the Library receives.

**NEW CARLISLE PUBLIC LIBRARY
CLARK COUNTY**

**NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2007 AND 2006
(Continued)**

5. RETIREMENT SYSTEMS

The Library's employees belong to the Ohio Public Employees Retirement System (OPERS). OPERS is a cost-sharing, multiple-employer plan. The Ohio Revised Code prescribes this plan's benefits, which include postretirement healthcare and survivor and disability benefits.

The Ohio Revised Code also prescribes contribution rates. For 2007 and 2006, OPERS members contributed 9.5% and 9%, respectively, of their gross salaries and the Library contributed an amount equaling 13.85% and 13.7%, respectively, of participants' gross salaries. The Library has paid all contributions required through December 31, 2007.

6. RISK MANAGEMENT

Commercial Insurance

The Library has obtained commercial insurance for the following risks:

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

7. RELATED PARTY TRANSACTIONS

The Library's purchased various types of insurance is through J&R Insurance as the broker, with which the Board President is affiliated. The Library purchased insurance in the amounts of \$40,171 during 2007 and \$45,258 during 2006.



Mary Taylor, CPA

Auditor of State

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

New Carlisle Public Library
Clark County
111 East Lake Avenue
New Carlisle, OH 45344

To the Library Board of Trustees:

We have audited the financial statements of the New Carlisle Public Library, Clark County, (the Library) as of and for the years ended December 31, 2007 and 2006, and have issued our report thereon dated July 31, 2008 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 as a basis for designing our audit procedures for expressing our opinion on the financial statements, but not to opine on the effectiveness of the Library's internal control over financial reporting. Accordingly, we have not opined on the effectiveness of the Library's internal control over financial reporting.

A control deficiency exists when the design or operation of a control does not allow management or employees, in performing their assigned functions, to prevent or detect misstatements on a timely basis. A significant deficiency is a control deficiency, or combination of control deficiencies, that adversely affects the Library's ability to initiate, authorize, record, process, or report financial data reliably in accordance with its applicable accounting basis, such that there is more than a remote likelihood that the Library's internal control will not prevent or detect a more-than-inconsequential financial statement misstatement.

A material weakness is a significant deficiency, or combination of significant deficiencies resulting in more than a remote likelihood that the Library's internal control will not prevent or detect a material financial statement misstatement.

Our consideration of internal control over financial reporting was for the limited purpose described in the first paragraph of this section and would not necessarily identify all internal control deficiencies that might be significant deficiencies or material weaknesses. We did not identify any deficiencies in internal control over financial reporting that we consider material weaknesses, as defined above.

We noted certain matters that we reported to the Library's management in a separate letter dated July 31, 2008.

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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 did note certain noncompliance or other matters that we reported to the Library's management in a separate letter dated July 31, 2008.

We intend this report solely for the information and use of, management and Library Board of Trustees.

A handwritten signature in black ink that reads "Mary Taylor". The signature is written in a cursive, flowing style.

Mary Taylor, CPA
Auditor of State

July 31, 2008

**NEW CARLISLE PUBLIC LIBRARY
CLARK COUNTY**

**SCHEDULE OF PRIOR AUDIT FINDINGS
DECEMBER 31, 2007 AND 2006**

Finding Number	Finding Summary	Fully Corrected?	Not Corrected, Partially Corrected; Significantly Different Corrective Action Taken; or Finding No Longer Valid; <i>Explain</i>
2005-001	Bylaws Article IV - Board's failure to approve employees' salaries at the annual meeting.	No	Partially corrected – repeated in management letter.
2005-002	Numerous deficiencies in the annual financial report.	Yes	
2005-003	Register Over-Rings	Yes	
2005-004	Reserve for Encumbrances	No	Partially corrected – repeated in management letter.



Mary Taylor, CPA
Auditor of State

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
SEPTEMBER 2, 2008**