



**LAW LIBRARY ASSOCIATION
CLARK COUNTY**

REGULAR AUDIT

FOR THE YEARS ENDED DECEMBER 31, 1999-1998



JIM PETRO
AUDITOR OF STATE

STATE OF OHIO

LAW LIBRARY ASSOCIATION
CLARK COUNTY

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REPORT OF INDEPENDENT ACCOUNTANTS

Law Library Association
Clark County
101 North Limestone Street
Springfield, Ohio 45502

To the Board of Trustees:

We have audited the accompanying financial statements of the Law Library Association, Clark County, Ohio, (the Law Library) as of and for the years ended December 31, 1999 and 1998. These financial statements are the responsibility of the Law 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 generally accepted auditing standards 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 Law 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 cash balances of the Law Library as of December 31, 1999 and 1998, 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 May 12, 2000 on our consideration of the Law Library's internal control over financial reporting and our tests of its compliance with certain provisions of laws, regulations, contracts and grants.

This report is intended solely for the information and use of the 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.

Jim Petro
Auditor of State

May 12, 2000

**LAW LIBRARY ASSOCIATION
CLARK COUNTY**

**STATEMENT OF CASH RECEIPTS, CASH DISBURSEMENTS, AND
CHANGES IN CASH BALANCE
FOR THE YEAR ENDED DECEMBER 31, 1999**

Cash Receipts:

Clark County Municipal Court	\$15,000
Clark County Court of Common Pleas	1,250
Clark County Auditor	110,302
City of Springfield	98,994
Copies	816
Court Rules	225
Fax Fees	203
Other Income	<u>150</u>
 Total Cash Receipts	 <u>226,940</u>

Cash Disbursements:

Clerical wages and payroll taxes	18,384
Bureau of Workers Compensation	239
Purchase of books	186,789
Periodicals and subscriptions	3,387
Westlaw and other legal research	5,114
Computer hardware and maintenance	1,038
Copier maintenance	557
Supplies and miscellaneous expense	1,825
Bank charges	650
Accounting services	2,625
Postage	198
Furniture and equipment	1,195
Liability and property insurance	950
Other Expenses	<u>2,779</u>
 Total Cash Disbursements	 <u>225,730</u>

Total Cash Receipts Over/(Under) Cash Disbursements	1,210
Fund Cash Balance, January 1	<u>70,177</u>
 Fund Cash Balance, December 31	 <u><u>\$71,387</u></u>

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

**LAW LIBRARY ASSOCIATION
CLARK COUNTY**

**STATEMENT OF CASH RECEIPTS, CASH DISBURSEMENTS, AND
CHANGES IN CASH BALANCE
FOR THE YEAR ENDED DECEMBER 31, 1998**

Cash Receipts:

Clark County Municipal Court	\$15,000
Clark County Court of Common Pleas	1,250
Clark County Auditor	105,714
City of Springfield	105,470
Copies	1,004
Court Rules	242
Fax Fees	620
Other Income	<u>1,158</u>
 Total Cash Receipts	 <u>230,458</u>

Cash Disbursements:

Clerical wages and payroll taxes	24,600
Bureau of Workers Compensation	129
Purchase of books	75
Periodicals and subscriptions	2,687
Serials and update services	175,772
Westlaw and other legal research	3,666
Computer hardware and maintenance	8,000
Copier maintenance	1,565
Supplies and miscellaneous expense	2,316
Bank charges	657
Accounting services	2,150
Postage	128
Furniture and equipment	3,289
Liability and property insurance	850
Auditing services	<u>1,486</u>
 Total Cash Disbursements	 <u>227,370</u>

Total Cash Receipts Over/(Under) Cash Disbursements	3,088
 Fund Cash Balance, January 1	 <u>67,089</u>
 Fund Cash Balance, December 31	 <u><u>\$70,177</u></u>

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

**LAW LIBRARY ASSOCIATION
CLARK COUNTY**

**NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 1999 AND 1998**

1.SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

A. Description of the Entity

Law Library Association, Clark County, (the Law Library) is a body corporate and politic established to exercise the rights and privileges conveyed to it by the constitution and laws of the State of Ohio. The Law Library is directed by a 12 to 15 member Board of Trustees appointed by Clark County Bar Association. The Law Library provides legal reference materials.

The Law Library's management believes these financial statements present all activities for which the Law 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

Investments are reported as assets. Accordingly, purchases of investments are not recorded as disbursements, and sales of investments are not recorded as receipts. Repurchase agreements are valued at cost.

D. Budgetary Process

The Clark County Law Library Association is not required to prepare budgetary reports.

F. Property, Plant and Equipment

Acquisitions of property, plant and equipment are recorded as disbursements when paid. These items are not reflected as assets on the accompanying financial statements.

2. CASH AND INVESTMENTS

The carrying amount of cash and investments at December 31 follows:

	<u>1999</u>	<u>1998</u>
Demand deposits	_____\$0	_____\$70,177
Total Deposits	_____0	_____70,177
Repurchase agreement (Sweep Account)	_____71,387	_____0
Total investments	_____71,387	_____0
Total deposits and investments	_____ <u>\$71,387</u>	_____ <u>\$70,177</u>

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

**LAW LIBRARY ASSOCIATION
CLARK COUNTY**

**NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 1999 AND 1998
(Continued)**

3 DEBT

The Clark County Law Library Association has no outstanding debt as of December 31, 1999.

4. RETIREMENT SYSTEMS

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 also prescribed by the Ohio Revised Code. The Law Library's PERS members contributed 8.5% of their gross salaries. The Law Librarian is paid by Clark County. The County contributed an amount equal to 13.55% of participants' gross salaries. The County has paid all contributions required through December 31, 1999.

The Law Library's part-time employees pay into the Social Security System. The Law Library also contributed an amount for each participant. The Law Library has paid all contributions required through December 31, 1999.

5. RISK MANAGEMENT

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

- Comprehensive property and general liability.



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

Law Library Association
Clark County
101 North Limestone Street
Springfield, Ohio 45502

To the Board of Trustees:

We have audited the accompanying financial statements of the Law Library Association, Clark County, Ohio (the Law Library), as of and for the years ended December 31, 1999 and 1998, and have issued our report thereon dated May 12, 2000. We conducted our audit in accordance with generally accepted auditing standards 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 Law 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 Law 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. Our consideration of the internal control over financial reporting would not necessarily disclose all matters in the internal control over financial reporting that might be material weaknesses. 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. We noted no matters involving the internal control over financial reporting and its operation that we consider to be material weaknesses. However, we noted other matters involving the internal control over financial reporting that do not require inclusion in this report, that we have reported to management of the Law Library in a separate letter dated May 12, 2000.

Law Library Association
Clark County
Report of Independent Accountants on Compliance and on
Internal Control Required by *Government Auditing Standards*
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This report is intended for the information and use of management, and Board of Trustees, and is not intended to be and should not be used by anyone other than these specified parties.

Jim Petro
Auditor of State

May 12, 2000



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LAW LIBRARY ASSOCIATION

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
JUNE 8, 2000**