



Mary Taylor, CPA  
Auditor of State



**HARDIN COUNTY LAW LIBRARY ASSOCIATION  
HARDIN COUNTY**

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Mary Taylor, CPA  
Auditor of State

Hardin County Law Library Association  
Hardin County  
One Courthouse Square  
Kenton, Ohio 43326

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.

A handwritten signature in cursive script that reads "Mary Taylor".

**Mary Taylor, CPA**  
Auditor of State

June 8, 2010

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# Mary Taylor, CPA

## Auditor of State

### INDEPENDENT ACCOUNTANTS' REPORT

Hardin County Law Library Association  
Hardin County  
One Courthouse Square  
Kenton, Ohio 43326

To the Board of Trustees:

We have audited the accompanying financial statement of the General Fund and the Retained Monies Fund of the Hardin County Law Library Association, Hardin County (the Library) as of and for the year ended December 31, 2009. The financial statement is the responsibility of the Library's management. Our responsibility is to express an opinion on the financial statement 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 our audit provides a reasonable basis for our opinion.

The financial statements present only the General Fund and the Retained Monies Fund and do not intend to present fairly the financial position or results of operations of the all Library funds.

As described more fully in Note 1B, the Library has prepared this financial statement 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 statement of the variances between these regulatory accounting practices and GAAP, we presume they are material.

While the Library does not follow GAAP, generally accepted auditing standards requires us to include the following paragraph if the statement does 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 statement referred to above for the year ended December 31, 2009 do not present fairly, in conformity with accounting principles generally accepted in the United States of America, the financial position of the Library as of December 31, 2009, or its changes in financial position for the year then ended.

Also, in our opinion, the financial statement referred to above presents fairly, in all material respects, the fund cash balances of the Hardin County Law Library Association, Hardin County, General Fund and the Retained Monies Fund as of December 31, 2009, and its cash receipts and disbursements for the year then ended on the accounting basis Note 1 describes.

As described in Note 1A, per HB 420 of the 127th General Assembly, the Library must transfer its public cash and property purchased with public funds to the County on or before January 1, 2010. Effective January 1, 2010, the county will report the Library operations in a Law Library Resources Special Revenue Fund (LLRF). These LLRF transactions will be included within the scope of the county audit for fiscal year ending December 31, 2010 and subsequent years.

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 8, 2010, 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

June 8, 2010



**HARDIN COUNTY LAW LIBRARY ASSOCIATION  
HARDIN COUNTY**

**STATEMENT OF CASH RECEIPTS, CASH DISBURSEMENTS, AND  
CHANGES IN FUND CASH BALANCES  
ALL PUBLIC FUNDS  
FOR THE YEAR ENDED DECEMBER 31, 2009**

	<b>General Fund</b>	<b>Retained Monies Fund</b>	<b>Totals (Memorandum Only)</b>
<b>Cash Receipts:</b>			
Hardin County Auditor	\$55,241		\$55,241
City of Kenton	11,681		11,681
Hardin County Clerk of Courts	1,250		1,250
Interest		\$1,328	1,328
Total Cash Receipts	<u>68,172</u>	<u>1,328</u>	<u>69,500</u>
<b>Cash Disbursements:</b>			
Books, Pamphlets, Updates, Etc.	51,030	4,000	55,030
Office Supplies	877		877
Internet Services	9,062		9,062
CLE Workshop Expenses	1,650		1,650
Audit Expense/Finding	5,111		5,111
Miscellaneous	267		267
Total Cash Disbursements	<u>67,997</u>	<u>4,000</u>	<u>71,997</u>
Total Cash Receipts Over/(Under) Cash Disbursements	<u>175</u>	<u>(2,672)</u>	<u>(2,497)</u>
<b>Other Financing (Disbursements):</b>			
Remittance to Hardin County Auditor	<u>(870)</u>	<u>(50,290)</u>	<u>(51,160)</u>
Total Other Financing (Disbursements)	<u>(870)</u>	<u>(50,290)</u>	<u>(51,160)</u>
(Deficiency) of Cash Receipts (Under) Cash Disbursements and Other Financing Disbursements	(695)	(52,962)	(53,657)
<u>Public Fund Cash Balances, January 1</u>	<u>695</u>	<u>52,962</u>	<u>53,657</u>
Public Fund Cash Balances, December 31	<u><u>\$0</u></u>	<u><u>\$0</u></u>	<u><u>\$0</u></u>

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

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**HARDIN COUNTY LAW LIBRARY ASSOCIATION  
HARDIN COUNTY**

**NOTES TO THE FINANCIAL STATEMENT  
DECEMBER 31, 2009**

**1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

**A. Description of the Entity**

The Hardin County Law Library Association, Hardin County (the Library), is governed by a board of nine trustees. Members of the Hardin County Bar Association elected 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 law books; 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 Hardin County Commissioners to provide adequate facilities for the Library, including suitable bookcases, heating and lighting for the rooms.

The Board of Trustees hire a librarian. The Judge of the Court of Common Pleas of Hardin County fix the 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.

During 2009, Ohio Rev. Code Section 3375.48 made the county commissioners responsible for compensating the librarian and up to two assistants and for the costs of the space and utilities.

As of January 1, 2010, a Law Library Resources Board (LLRB) will govern county law libraries. Each county will establish a county law library resources fund (LLRF) as required by Ohio Revised Code Section 307.514. On or before January 1, 2010 the Library must transfer money and property purchased with fine and penalties monies to the LLRB. Expenditures from the LLRF fund shall be made pursuant to the annual appropriation measure adopted by the commissioners.

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

The Library deems some funds it receives as private monies. Private monies include: membership dues, overdue book charges, and photocopying charges. Fees the Library collects for the use of books and copiers remain private even though the books and copiers may have been purchased with public funds. The Library need not comply with ORC § 3375.54 when disbursing private money. The accompanying financial statements do not present private monies.

**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.

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

**HARDIN COUNTY LAW LIBRARY ASSOCIATION  
HARDIN COUNTY**

**NOTES TO THE FINANCIAL STATEMENT  
DECEMBER 31, 2009  
(Continued)**

**1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**

**C. Deposits and Investments**

The Library's accounting basis includes investments as assets. This basis does not record disbursements for investment purchases or receipts for investment sales. This basis records gains or losses at the time of sale as receipts or disbursements, respectively.

The Library values the checking and money market accounts 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 reports 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.

**E. 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.

**2. CLOSEOUT REMITTANCE TO COUNTY**

HB 420 of the 127th General Assembly required the Library to transfer its public cash and property purchased with public funds to the county on or before January 1, 2010. The County will assume accounting responsibilities for these funds commencing in 2010. The 2009 financial statement displays this transaction as a remittance to Hardin County Auditor.

**3. EQUITY IN POOLED DEPOSITS**

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

	<b>2009</b>
Demand deposits	<u>\$0</u>
Total deposits	<u><u>\$0</u></u>

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

**HARDIN COUNTY LAW LIBRARY ASSOCIATION  
HARDIN COUNTY**

**NOTES TO THE FINANCIAL STATEMENT  
DECEMBER 31, 2009  
(Continued)**

**4. RISK MANAGEMENT**

**Commercial Insurance**

The Library is covered under the Hardin County policy for the following risks:

- Comprehensive property and general liability

The Library has elected not to cover the office equipment which is in the courthouse.

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# 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*

Hardin County Law Library Association  
Hardin County  
One Courthouse Square  
Kenton, Ohio 43326

To the Library Board of Trustees:

We have audited the financial statement of the Hardin County Law Library Association, Hardin County (the Library), as of and for the year ended December 31, 2009, and have issued our report thereon dated June 8, 2010, 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 disclosed the financial statements include only the General Fund and the Retained Monies Fund and also disclosed that State Statute requires the Library to transfer its public funds to the County. Hardin County will assume accounting responsibilities for the Library in 2010. 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 the purpose of expressing our opinion on the financial statement, but not for the purpose of opining 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.

Our consideration of internal control over financial reporting was for the limited purpose described in the preceding paragraph and was not designed to identify all deficiencies in internal control over financial reporting that might be significant deficiencies or material weaknesses. Therefore, we cannot assure that we have identified all deficiencies, significant deficiencies or material weaknesses. However, as described in the accompanying schedule of findings we identified a certain deficiency in internal control over financial reporting, that we consider a material weakness.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, when performing their assigned functions, to prevent, or detect and timely correct misstatements.

A *material weakness* is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and timely corrected. We consider finding 2009-001 described in the accompanying schedule of findings to be a material weakness.

### **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 intend this report solely for the information and use of the, management and the Library Board of Trustees. We intend it for no one other than these specified parties.

A handwritten signature in cursive script that reads "Mary Taylor".

**Mary Taylor, CPA**  
Auditor of State

June 8, 2010



**HARDIN COUNTY LAW LIBRARY ASSOCIATION  
HARDIN COUNTY**

**SCHEDULE OF FINDINGS  
DECEMBER 31, 2009**

<b>FINDINGS RELATED TO THE FINANCIAL STATEMENTS REQUIRED TO BE REPORTED IN ACCORDANCE WITH GAGAS</b>
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**FINDING NUMBER 2009-001**

**Material Weakness**

**Accuracy of Annual Financial Statements**

The annual financial statement of the Library should accurately present the financial activity and present it in an appropriate manner. The following activity was not correctly presented in the financial statement:

- General Fund revenue was overstated by \$695 as a result of reporting a check recording error that occurred in a prior year as a current year receipt;
- Interest revenue in the Retained Monies Fund was understated by \$29;
- The beginning fund balance for the Retained Monies Fund was understated by \$13,537;
- A transfer between deposit accounts, in the amount of \$4,000, was reported as a transfer into the General Fund from the Retained Monies Fund and then reported as a General Fund expenditure. The transfer between deposit accounts should not have been reported as financial activity and the actual expenditure of this money should have been reported from the Retained Monies Fund. This resulted in an overstatement of receipts and expenditures, in the amount of \$4,000, in the General Fund;
- The ending balance of the Retained Monies Fund, in the amount of \$50,290, was presented as an expenditure of the General Fund when it was remitted to the county auditor.

The accompanying financial statements have been adjusted to correct these errors.

The failure to prepare complete and accurate annual financial statements inhibits the user's ability to fully understand the results of operations.

Prior to filing with the Auditor of State or making the financial statements available for public review, the fiscal officer and governing board should review the financial statements for accuracy.

**OFFICIAL'S RESPONSE:** We did not receive a response from Officials to the finding above.

**HARDIN COUNTY LAW LIBRARY ASSOCIATION  
HARDIN COUNTY**

**SCHEDULE OF PRIOR AUDIT FINDINGS  
DECEMBER 31, 2009**

Finding Number	Finding Summary	Fully Corrected?	Not Corrected, Partially Corrected; Significantly Different Corrective Action Taken; or Finding No Longer Valid; <b><i>Explain</i></b>
2008-001	Ohio Rev. Code 3375.49 – Board of County Commissioners and Board of Trustees shall be responsible for the paying the compensation of the librarian and up to two assistant librarians.	No	No longer applicable
2008-002	Ohio Rev. Code 3375.56 – Board of Trustees shall make a detailed statement to the county auditor the first Money of each year	No	No longer applicable
2008-003	Accuracy of Annual Financial Statements	No	Repeated as Finding 2009-001



**Mary Taylor, CPA**  
Auditor of State

**LAW LIBRARY ASSOCIATION**

**HARDIN 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 20, 2010**