



**Auditor of State
Betty Montgomery**

**CRAWFORD LAW LIBRARY ASSOCIATION
CRAWFORD COUNTY**

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**Auditor of State
Betty Montgomery**

INDEPENDENT ACCOUNTANTS' REPORT

Crawford Law Library Association
Crawford County
112 East Mansfield Street
Bucyrus, Ohio 44820

To the Board of Trustees:

We have audited the accompanying financial statements of the Crawford County Law Library Association, Crawford County, Ohio, (the Library) as of and for the years ended December 31, 2003, and December 31, 2002. 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 accounting principles generally accepted in the United States of America.

In our opinion, the financial statements referred to above present fairly, in all material respects, the fund cash balances of the Library as of December 31, 2003, and December 31, 2002, 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 April 8, 2004, 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, the audit committee, the 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

April 8, 2004

**CRAWFORD COUNTY LAW LIBRARY ASSOCIATION
CRAWFORD COUNTY**

**STATEMENT OF CASH RECEIPTS, CASH DISBURSEMENTS, AND
CHANGES IN FUND CASH BALANCES
ALL FUNDS
FOR THE YEAR ENDED DECEMBER 31, 2003**

	<u>General Fund</u>	<u>Retained Monies Fund</u>	<u>Totals (Memorandum Only)</u>
Cash Receipts:			
Fine and Forfeitures	\$141,601	\$0	\$141,601
Miscellaneous Receipts	0	57	57
	<hr/>	<hr/>	<hr/>
Total Cash Receipts	141,601	57	141,658
Cash Disbursements:			
Dues	182	0	182
Computer Hardware	210	0	210
Books	119,869	0	119,869
Equipment Maintenance	7,453	0	7,453
Equipment Purchase	8,076	0	8,076
Furniture & Fixtures	1,944	0	1,944
Insurance	1,100	0	1,100
Postage	74	0	74
Professional Fees	2,767	0	2,767
Publications	340	0	340
Supplies	940	33	973
Telephone	58	0	58
Legal Advertising	65	0	65
CD Rom	3,390	0	3,390
Online Research	11,626	0	11,626
	<hr/>	<hr/>	<hr/>
Total Cash Disbursements	158,094	33	158,127
Total Cash Receipts Over/(Under) Cash Disbursements	<hr/> <u>(16,493)</u>	<hr/> <u>24</u>	<hr/> <u>(16,469)</u>
Other Financing Receipts/(Disbursements):			
Refunds from Vendors	0	562	562
Transfers-In	10,591	0	10,591
Transfers-Out	0	(10,591)	(10,591)
	<hr/>	<hr/>	<hr/>
Total Other Financing Receipts/(Disbursements)	10,591	(10,029)	562
Excess of Cash Receipts and Other Financing Receipts (Under) Cash Disbursements and Other Financing Disbursements	(5,902)	(10,005)	(15,907)
Fund Cash Balances, January 1	<hr/> <u>5,902</u>	<hr/> <u>25,384</u>	<hr/> <u>31,286</u>
Fund Cash Balances, December 31	<hr/> <u>\$0</u>	<hr/> <u>\$15,379</u>	<hr/> <u>\$15,379</u>

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

**CRAWFORD COUNTY LAW LIBRARY ASSOCIATION
CRAWFORD COUNTY**

**STATEMENT OF CASH RECEIPTS, CASH DISBURSEMENTS, AND
CHANGES IN FUND CASH BALANCES
ALL 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	\$136,018	\$0	\$136,018
Miscellaneous Receipts	0	25	25
	<hr/>	<hr/>	<hr/>
Total Cash Receipts	136,018	25	136,043
Cash Disbursements:			
Dues	142	0	142
Books	106,593	0	106,593
Equipment Maintenance	6,597	0	6,597
Equipment Purchase	8,981	0	8,981
Furniture & Fixtures	2,505	0	2,505
Insurance	100	0	100
Postage	68	0	68
Professional Fees	12,348	0	12,348
Publications	75	0	75
Supplies	531	0	531
Telephone	78	0	78
Training	161	0	161
Travel	95	0	95
Legal Advertising	71	0	71
CD Rom	18,011	0	18,011
Refunds to Relative Income Sources - See Note 2	27,168	0	27,168
Online Research	7,499	0	7,499
	<hr/>	<hr/>	<hr/>
Total Cash Disbursements	191,023	0	191,023
Total Cash Receipts Over/(Under) Cash Disbursements	<hr/>	<hr/>	<hr/>
	(55,005)	25	(54,980)
Other Financing Receipts/(Disbursements):			
Remittance to Retained Funds	(3,019)	3,019	0
Refunds from Vendors	0	995	995
	<hr/>	<hr/>	<hr/>
Total Other Financing Receipts/(Disbursements)	(3,019)	4,014	995
Excess of Cash Receipts and Other Financing Receipts Over (Under) Cash Disbursements and Other Financing Disbursements	<hr/>	<hr/>	<hr/>
	(58,024)	4,039	(53,985)
Fund Cash Balances, January 1	<hr/>	<hr/>	<hr/>
	63,926	21,345	85,271
Fund Cash Balances, December 31	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>
	\$5,902	\$25,384	\$31,286

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

**CRAWFORD LAW LIBRARY ASSOCIATION
CRAWFORD COUNTY**

**NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2003 AND 2002**

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

A. Description of the Entity

The Crawford County Law Library (the Library) is directed by a board of seven trustees who are elected bi-annually by members of the Crawford 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) Sections 3375.50 to .53, inclusive. The Library is permitted to expend funds under ORC Section 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 Crawford County Commissioners are required by ORC Section 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 hires a law librarian and an assistant law librarian. The Judges of the Court of Common Pleas of Crawford County fix the compensation of the librarian and the assistant librarian pursuant to ORC Section 3375.48. The Library provides free access to all county officers and the judges of the several courts; therefore, the salaries of the law librarian and the assistant are paid from the county treasury.

The Library's management believes these financial statements present all funds for which the Library is financially accountable. The accompanying financial statements also include private monies, see note 1D.

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

The Library maintains a checking account.

D. Fund Accounting

The Library uses fund accounting to segregate cash that is restricted as to use. The Library classifies its funds as follows:

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.

**CRAWFORD LAW LIBRARY ASSOCIATION
CRAWFORD COUNTY**

**NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2003 AND 2002
(Continued)**

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

D. Fund Accounting (Continued)

2. Retained Monies Fund

Retained Monies Fund consists of 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.

Some funds the Library receives 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. The Library can disburse private monies at its discretion. Private monies are included in the Retained Monies Fund. The Library is not able to determine the amount of private monies included in the balance of the Retained Monies Fund and the private monies will be reported with that fund until the Library is able to support the private portion of the fund.

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 cash balance to political subdivisions that provided revenues to the Library. See Footnote 2 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.

2. 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 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 chart presents the refunded and retained amounts during 2002.

Balance at December 31, 2001 Refunded and Retained During Calendar Year 2002	
Unencumbered Balance at December 31, 2001	\$30,187
Refunded to Relative Sources during 2002	27,168
Retained Funds Amount during 2002	3,019

In 2002 expenditures exceeded revenue, therefore no refunds were made during 2003.

**CRAWFORD LAW LIBRARY ASSOCIATION
CRAWFORD COUNTY**

**NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2003 AND 2002
(Continued)**

3. EQUITY IN POOLED CASH

The Library maintains a cash pool used by all funds. The Ohio Revised Code prescribes allowable deposits. The Library's deposits consisted of demand deposits with a carrying amount of \$15,379 and \$31,286 as of December 31, 2003, and December 31, 2002, respectively. Deposits are either insured by the Federal Depository Insurance Corporation or collateralized by securities specifically pledged by the financial institution to the Library.

4. RISK MANAGEMENT

Commercial Insurance

The Library has obtained commercial insurance for the following risks:

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

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**Auditor of State
Betty Montgomery**

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

Crawford Law Library Association
Crawford County
112 East Mansfield Street
Bucyrus, Ohio 44820

To the Board of Trustees:

We have audited the financial statements of the Crawford County Law Library, Crawford County, Ohio, (the Library) as of and for the years ended December 31, 2003, and December 31, 2002, and have issued our report thereon dated April 8, 2004. 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*. However, we noted certain immaterial instances of noncompliance that we have reported to management of the Library in a separate letter dated April 8, 2004.

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. 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 Library in a separate letter dated April 8, 2004.

This report is intended solely for the information and use of management, the audit committee 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

April 8, 2004



**Auditor of State
Betty Montgomery**

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CRAWFORD LAW LIBRARY ASSOCIATION

CRAWFORD 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 1, 2004**