



**Auditor of State
Betty Montgomery**

BURTON PUBLIC LIBRARY
GEAUGA COUNTY

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**Auditor of State
Betty Montgomery**

Burton Public Library
Geauga County
14588 West Park Street, Box 427
Burton, Ohio 44021

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 a February 2, 2005 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 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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Betty Montgomery
Auditor of State

October 27, 2006

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Auditor of State Betty Montgomery

INDEPENDENT ACCOUNTANTS' REPORT

Burton Public Library
Geauga County
14588 West Park Street, Box 427
Burton, Ohio 44021

To the Board of Trustees:

We have audited the accompanying financial statements of the Burton Public Library, Geauga County, Ohio, (the Library) as of and for the years ended December 31, 2005 and December 31, 2004. 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. The Library processes 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.

Revisions to GAAP would require the Library to reformat its financial statement presentation and make other changes effective for the year ended December 31, 2004. Instead of the combined funds the accompanying financial statements present for 2005 and 2004, the revisions require presenting entity wide statements and also to present its larger (i.e. major) funds separately for 2005 and 2004. 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 the new GAAP presentation requirements. The Auditor of State permits, but does not require governments to reformat their statements. The Library has elected not to reformat its statements. Since this Library does not use GAAP to measure financial statement amounts, 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, 2005 and December 31, 2004 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, 2005 and December 31, 2004, 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 the Burton Public Library, Geauga County, Ohio, as of December 31, 2005 and December 31, 2004, and its combined cash receipts and disbursements for the years then ended on the accounting basis Note 1 describes.

The aforementioned revision to generally accepted accounting principles also requires the Library to include Management's Discussion and Analysis for the years ended December 31, 2005 and December 31, 2004. 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 October 27, 2006, 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.



Betty Montgomery
Auditor of State

October 27, 2006

**BURTON PUBLIC LIBRARY
GEAUGA COUNTY**

**COMBINED STATEMENT OF CASH RECEIPTS, CASH DISBURSEMENTS, AND
CHANGES IN FUND CASH BALANCES
ALL GOVERNMENTAL FUND TYPES
FOR THE YEAR ENDED DECEMBER 31, 2005**

	<u>Governmental Fund Types</u>			Totals (Memorandum Only)
	<u>General</u>	<u>Special Revenue</u>	<u>Debt Service</u>	
Cash Receipts:				
Property and Other Local Taxes	\$150,598	\$0	\$20,544	\$171,142
Library and Local Government Support	543,370	0	0	543,370
Intergovernmental	24,170	0	0	24,170
Patron Fines and Fees	19,387	0	0	19,387
Earnings on Investments	3,303	\$505	0	3,808
Contributions, Gifts and Donations	24,910	4,396	0	29,306
Miscellaneous Receipts	1,821	0	0	1,821
Total Cash Receipts	<u>767,559</u>	<u>4,901</u>	<u>20,544</u>	<u>793,004</u>
Cash Disbursements:				
Current:				
Salaries and Benefits	463,771	0	0	463,771
Purchased and Contracted Services	135,241	5,011	0	140,252
Library Materials and Information	114,255	0	0	114,255
Supplies	26,224	1,691	0	27,915
Other Objects	10,268	0	0	10,268
Debt Service:	0	0	0	0
Redemption of Principal	0	0	15,000	15,000
Interest Payments and Other Financing Fees and Costs	0	0	5,544	5,544
Capital Outlay	40,806	388	0	41,194
Total Cash Disbursements	<u>790,565</u>	<u>7,090</u>	<u>20,544</u>	<u>818,199</u>
Total Cash Receipts Over/(Under) Cash Disbursements	<u>(23,006)</u>	<u>(2,189)</u>	<u>0</u>	<u>(25,195)</u>
Other Financing Receipts/(Disbursements):				
Sale of Fixed Assets	12	0	0	12
Total Other Financing Receipts/(Disbursements)	<u>12</u>	<u>0</u>	<u>0</u>	<u>12</u>
Excess of Cash Receipts and Other Financing Receipts Over/(Under) Cash Disbursements and Other Financing Disbursements	(22,994)	(2,189)	0	(25,183)
Fund Cash Balances, January 1, 2005	119,609	28,832	0	148,441
Fund Cash Balances, December 31, 2005	<u>\$96,615</u>	<u>\$26,643</u>	<u>\$0</u>	<u>\$123,258</u>
Reserves for Encumbrances, December 31, 2005	<u>\$20,432</u>	<u>\$0</u>	<u>\$0</u>	<u>\$20,432</u>

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

**BURTON PUBLIC LIBRARY
GEAUGA COUNTY**

**COMBINED STATEMENT OF CASH RECEIPTS, CASH DISBURSEMENTS, AND
CHANGES IN FUND CASH BALANCES
GOVERNMENTAL FUND TYPES
FOR THE YEAR ENDED DECEMBER 31, 2004**

	<u>Governmental Fund Types</u>				Totals (Memorandum Only)
	<u>General</u>	<u>Special Revenue</u>	<u>Debt Service</u>	<u>Capital Projects</u>	
Cash Receipts:					
Property and Other Local Taxes	\$141,422	\$0	\$21,254	\$0	\$162,676
Library and Local Government Support	547,310	0	0	0	547,310
Intergovernmental	23,521	0	0	0	23,521
Patron Fines and Fees	27,661	0	0	0	27,661
Earnings on Investments	1,622	\$364	0	0	1,986
Contributions, Gifts and Donations	18,555	10,165	0	0	28,720
Miscellaneous Receipts	2,548	25	0	0	2,573
Total Cash Receipts	<u>762,639</u>	<u>10,554</u>	<u>21,254</u>	<u>0</u>	<u>794,447</u>
Cash Disbursements:					
Current:					
Salaries and Benefits	455,358	0	0	0	455,358
Purchased and Contracted Services	128,267	4,949	0	0	133,216
Library Materials and Information	109,630	0	0	0	109,630
Supplies	20,394	588	0	0	20,982
Other Objects	10,614	0	0	0	10,614
Debt Service:	0	0	0	0	0
Redemption of Principal	0	0	15,000	0	15,000
Interest Payments and Other Financing Fees and Costs	0	0	6,254	0	6,254
Capital Outlay	30,350	5,087	0	21,789	57,226
Total Cash Disbursements	<u>754,613</u>	<u>10,624</u>	<u>21,254</u>	<u>21,789</u>	<u>808,280</u>
Total Cash Receipts Over/(Under) Cash Disbursements	<u>8,026</u>	<u>(70)</u>	<u>0</u>	<u>(21,789)</u>	<u>(13,833)</u>
Other Financing Receipts/(Disbursements):					
Sale of Fixed Assets	15	0	0	0	15
Total Other Financing Receipts/(Disbursements)	<u>15</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>15</u>
Excess of Cash Receipts and Other Financing Receipts Over/(Under) Cash Disbursements and Other Financing Disbursements	8,041	(70)	0	(21,789)	(13,818)
Fund Cash Balances, January 1, 2004	<u>111,568</u>	<u>28,902</u>	<u>0</u>	<u>21,789</u>	<u>162,259</u>
Fund Cash Balances, December 31, 2004	<u>\$119,609</u>	<u>\$28,832</u>	<u>\$0</u>	<u>\$0</u>	<u>\$148,441</u>
Reserves for Encumbrances, December 31, 2004	<u>\$11,923</u>	<u>\$92</u>	<u>\$0</u>	<u>\$0</u>	<u>\$12,015</u>

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

**BURTON PUBLIC LIBRARY
GEAUGA COUNTY**

**NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2005 AND 2004**

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

A. Description of the Entity

The constitution and laws of the State of Ohio establish the rights and privileges of the Burton Public Library, Geauga County, Ohio, (the Library) as a body corporate and politic. The Library operates under the direction of a seven-member Board of Trustees appointed by the Berkshire Local School District Board of Education. The Library provides the community with various educational and literary resources.

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

B. Basis of Accounting

These financial statements follow the basis of accounting the Auditor of State prescribes or permits. This accounting basis is similar to the cash receipts and disbursements 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's accounting basis includes investments as assets. Accordingly, the Library does not record investment purchases as disbursements or investment sales as receipts. The Library records gains or losses at the time of sale as receipts or disbursements, respectively.

The Library invested in STAR Ohio (State Treasurer's Investment Pool) until November 2004, and then transferred funds to a Super Saver Account in November 2004 at Middlefield Bank.

In 2004 the Library received a donation of stock and immediately converted the stock into cash.

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.

**BURTON PUBLIC LIBRARY
GEAUGA COUNTY**

**NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2005 AND 2004
(Continued)**

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

D. Fund Accounting (Continued)

2. Special Revenue Funds

These funds account for proceeds from specific sources (other than from trusts or for capital projects) that are restricted to expenditure for specific purposes. The Library had the following significant Special Revenue Fund:

Reading Garden – This fund is used for the installation and maintenance of the Reading Garden.

3. Debt Service Fund

The debt service fund accounts for resources the Library accumulates to pay note indebtedness. The Library had the following significant Debt Service Fund:

Loan Re-Payment Fund – This fund is used for the payment of principal and interest on the Library Facilities Notes.

4. Capital Project Funds

These funds account for receipts restricted to acquiring or constructing major capital projects (except those financed through enterprise or trust funds). The Library had the following significant Capital Project Fund:

Capital Improvement Fund – This fund is used for the improving of the Library's facilities and site.

E. Budgetary Process

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

A summary of 2005 and 2004 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.

**BURTON PUBLIC LIBRARY
GEAUGA COUNTY**

**NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2005 AND 2004
(Continued)**

2. EQUITY IN POOLED CASH

The Library maintains a cash pool for all funds. The Ohio Revised Code prescribes allowable deposits. The carrying amount of cash at December 31 follows:

	2005	2004
Demand deposits	\$18,179	\$22,197
Super saver deposits	104,884	126,049
Petty cash & Change cash	195	195
Total deposits	\$123,258	\$148,441

Deposits: Deposits are insured by the Federal Depository Insurance Corporation or collateralized by securities specifically pledged by the financial institution to the Library.

3. BUDGETARY ACTIVITY

Budgetary activity for the years ending December 31, 2005 and December 31, 2004 follows:

2005 Budgeted vs. Actual Budgetary Basis Expenditures

Fund Type	Appropriation Authority	Budgetary Expenditures	Variance
General	\$901,740	\$810,997	\$90,743
Special Revenue	13,092	7,090	6,002
Debt Service	20,544	20,544	0
Total	\$935,376	\$838,631	\$96,745

2004 Budgeted vs. Actual Budgetary Basis Expenditures

Fund Type	Appropriation Authority	Budgetary Expenditures	Variance
General	\$855,884	\$766,536	\$89,348
Special Revenue	16,696	10,716	5,980
Debt Service	21,254	21,254	0
Capital Projects	21,789	21,789	0
Total	\$915,623	\$820,295	\$95,328

**BURTON PUBLIC LIBRARY
GEAUGA COUNTY**

**NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2005 AND 2004
(Continued)**

4. GRANTS-IN-AID AND TAX 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 of any additional revenues the Library receives.

Real property taxes become a lien on January 1 preceding the October 1 date for which the taxing authority of the subdivision to whose jurisdiction the Library is subject adopts rates. The State Board of Tax Equalization adjusts these rates for inflation. Property taxes are also reduced for applicable homestead and rollback deductions. The financial statements include homestead and rollback amounts the State pays as Other Governments' Grants In Aid. Payments are due to the County by December 31. If the property owner elects to pay semiannually, the first half is due December 31. The second half payment is due the following June 20.

Public utilities are also taxed on personal and real property located within the taxing district.

Property owners assess tangible personal property tax. These owners must file a list of tangible property to the County by each April 30.

The County is responsible for assessing property, and for billing, collecting, and distributing all property taxes on behalf of the Library.

5. DEBT

Debt outstanding at December 31, 2005 was as follows:

	Principal	Interest Rate
Library Facilities Notes	105,000	4.62%

In 2003 the Library issued Library Facilities Notes to pay the costs of remodeling, renovating, furnishing, equipping and improving the Library's facilities and site.

Year ending December 31:	Library Facilities Notes
2006	\$19,854
2007	19,158
2008	18,474
2009	17,772
2010	17,079
2011-2012	32,080
Total	\$124,417

**BURTON PUBLIC LIBRARY
GEAUGA COUNTY**

**NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2005 AND 2004
(Continued)**

6. RETIREMENT SYSTEM

The Ohio Public Employees Retirement System (OPERS) is a state operated, cost-sharing, multiple employer public employee retirement system. The Ohio Revised Code prescribes retirement benefits for vested employees who are eligible to retire based upon years of service. OPERS also provides survivor and disability benefits to vested employees as the Ohio Revised Code prescribes.

The Ohio Revised Code also prescribes contribution rates. The Library's OPERS members contributed 8.5 percent of their gross salaries. The Library contributed an amount equal to 13.55 percent of participants' gross salaries. The Library has paid all contributions required through December 31, 2005.

7. RISK MANAGEMENT

The Burton Public Library has obtained commercial insurance for the following risks:

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

The Library also provides health insurance coverage to full-time employees through a private carrier.

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Auditor of State Betty Montgomery

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

Burton Public Library
Geauga County
14588 West Park Street, Box 427
Burton, Ohio 44021

To the Board of Trustees:

We have audited the financial statements of the Burton Public Library, Geauga County, Ohio, (the Library) as of and for the years ended December 31, 2005 and December 31, 2004, and have issued our report thereon dated October 27, 2006, wherein we noted the Library follows the accounting practices the Auditor of State prescribes rather than accounting principles generally accepted in the United States of America. We also noted that the Library uses the Auditor of State's Uniform Accounting Network (UAN) to process its financial transactions. *Government Auditing Standards* considers this service to impair the Auditor of State's independence to audit the Library because the Auditor of State designed, developed, implemented, and, as requested, operates UAN. 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 to determine our auditing procedures to express our opinion on the financial statements and not to opine on the internal control over financial reporting. Our consideration of the internal control would not necessarily disclose all matters in the internal control over financial reporting that might be material weaknesses. A material weakness is a reportable 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 caused by error or fraud in amounts material to the financial statements we audited may occur and not be timely detected by employees when performing their assigned functions. We noted no matters involving the internal control over financial reporting and its operation that we consider material weaknesses.

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*.

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Burton Public Library
Geauga County
Independent Accountants' Report on Internal Control Over
Financial Reporting and on Compliance and Other Matters
Required by *Government Auditing Standards*
Page 2

We intend this report solely for the information and use of the audit committee, management, and the Board of Trustees, and it is not intended for 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

October 27, 2006



**Auditor of State
Betty Montgomery**

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BURTON PUBLIC LIBRARY

GEAUGA 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
NOVEMBER 14, 2006**