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STATE BOARD OF ACCOUNTS 302 West Washington Street Room E418 INDIANAPOLIS, INDIANA 46204-2769

FINANCIAL STATEMENT AUDIT REPORT

OF

WELLS COUNTY PUBLIC LIBRARY

WELLS COUNTY, INDIANA

January 1, 2020 to December 31, 2020





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SCHEDULE OF OFFICIALS

Office

Official

<u>Term</u>

Director

Treasurer

President of the Library Board

Sarah A. MacNeill

Robin L. Minniear Deb Johnson

Kim L. Gentis Dustin E. Brown Angie Smith 01-01-20 to 12-31-22

01-01-20 to 08-15-21 08-16-21 to 08-15-22

01-01-20 to 08-15-20 08-16-20 to 08-15-21 08-16-21 to 08-15-22



STATE BOARD OF ACCOUNTS 302 WEST WASHINGTON STREET ROOM E418 INDIANAPOLIS, INDIANA 46204-2769

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INDEPENDENT AUDITOR'S REPORT

TO: THE OFFICIALS OF THE WELLS COUNTY PUBLIC LIBRARY, WELLS COUNTY, INDIANA

Report on the Financial Statement

We have audited the accompanying financial statement of the Wells County Public Library (Library), which comprises the financial position and results of operations for the year ended December 31, 2020, and the related notes to the financial statement as listed in the Table of Contents.

Management's Responsibility for the Financial Statement

Management is responsible for the preparation and fair presentation of this financial statement in accordance with the financial reporting provisions of the Indiana State Board of Accounts as allowed by state statute (IC 5-11-1-6). Management is responsible for and has determined that the regulatory basis of accounting, as established by the Indiana State Board of Accounts, is an acceptable basis of presentation. Management is also responsible for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of the financial statement that is free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on this financial statement based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statement is free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statement. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statement, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the Library's preparation and fair presentation of the financial statement in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Library's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statement.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

INDEPENDENT AUDITOR'S REPORT (Continued)

Basis for Adverse Opinion on U.S. Generally Accepted Accounting Principles

As discussed in Note 1 to the financial statement, the Library prepares its financial statement on the prescribed basis of accounting that demonstrates compliance with the reporting requirements established by the Indiana State Board of Accounts as allowed by state statute (IC 5-11-1-6), which is a basis of accounting other than accounting principles generally accepted in the United States of America.

The effects on the financial statement of the variances between the regulatory basis of accounting described in Note 1 and accounting principles generally accepted in the United States of America, although not reasonably determinable, are presumed to be material.

Adverse Opinion on U.S. Generally Accepted Accounting Principles

In our opinion, because of the significance of the matter discussed in the *Basis for Adverse Opinion on U.S. Generally Accepted Accounting Principles* paragraph, the financial statement referred to above does not present fairly, in accordance with accounting principles generally accepted in the United States of America, the financial position and results of operations of the Library for the year ended December 31, 2020.

Opinion on Regulatory Basis of Accounting

In our opinion, the financial statement referred to above presents fairly, in all material respects, the financial position and results of operations of the Library for the year ended December 31, 2020, in accordance with the financial reporting provisions of the Indiana State Board of Accounts described in Note 1.

Other Matters

Other Information

Our audit was conducted for the purpose of forming an opinion on the Library's financial statement. The Combining Schedule of Receipts, Disbursements, and Cash and Investment Balances - Regulatory Basis, Schedule of Leases and Debt, and Schedule of Capital Assets, as listed in the Table of Contents, are presented for additional analysis and are not required parts of the financial statement. They have not been subjected to the auditing procedures applied by us in the audit of the financial statement, and, accordingly, we express no opinion on them.

Beth Kelley

Beth Kelley, CPA, CFE Deputy State Examiner

March 15, 2022

FINANCIAL STATEMENT AND ACCOMPANYING NOTES

The financial statement and accompanying notes were approved by management of the Library. The financial statement and notes are presented as intended by the Library.

Fund	Ir	Cash and ovestments 01-01-20	 Receipts	Dis	bursements		Cash and nvestments 12-31-20
Operating	\$	1,247,725	\$ 2,193,576	\$	1,903,241	\$	1,538,060
Rainy Day		407,069	-		127,792		279,277
State Technology Grant		1,430	6,373		3,725		4,078
Levy Excess		11,794	3,860		2,466		13,188
Construction		2,799,905	-		2,788,047		11,858
LIRF		588,737	35,001		145,255		478,483
PLAC		-	845		845		-
Bond & Interest		350,302	328,867		452,695		226,474
Endowment		29,944	83,156		7,578		105,522
Gifts/Memorial		6,210	4,015		10,225		-
Programs		21,637	16,825		38,462		-
Other Gifts		16,063	31,576		47,639		-
Petty Cash		365	-		-		365
Sales Tax		253	230		441		42
Property Tax		2,250	-		2,250		-
Payroll Federal Tax		-	88,521		88,521		-
Payroll FICA		-	132,821		132,821		-
Payroll State Tax		-	37,691		37,691		-
Payroll County		-	21,090		21,090		-
Payroll HSA (Tax Exempt)		-	11,700		11,700		-
Payroll Health Ins (Tax Exempt)		12	6,708		6,708		12
Payroll Medicare		-	31,063		31,063		-
Payroll United Way		-	4,330		4,330		-
Payroll Colonial (Tax Exempt)		-	3,952		3,952		-
Payroll Colonial		-	226		226		-
Hoosier Start (Tax Exempt)		-	16,640		16,640		-
Hoosier Start		-	34,438		34,438		-
Payroll Direct Deposit		-	 786,262		786,262		-
Totals	\$	5,483,696	\$ 3,879,766	\$	6,706,103	\$	2,657,359

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

Note 1. Summary of Significant Accounting Policies

A. Reporting Entity

The Library was established under the laws of the State of Indiana. The Library operates under a governing board and provides culture services.

The accompanying financial statement presents the financial information for the Library.

B. Basis of Accounting

The financial statement is reported on a regulatory basis of accounting prescribed by the Indiana State Board of Accounts in accordance with state statute (IC 5-11-1-6), which is a comprehensive basis of accounting other than accounting principles generally accepted in the United States of America. The basis of accounting involves the reporting of only cash and investments and the changes therein resulting from cash inflows (receipts) and cash outflows (disbursements) reported in the period in which they occurred.

The regulatory basis of accounting differs from accounting principles generally accepted in the United States of America, in that receipts are recognized when received in cash, rather than when earned, and disbursements are recognized when paid, rather than when a liability is incurred.

C. Cash and Investments

Investments are stated at cost. Any changes in fair value of the investments are reported as receipts in the year of the sale of the investment.

D. Receipts

Receipts are presented in the aggregate on the face of the financial statement. The aggregate receipts include the following sources:

Taxes. Amounts received from one or more of the following: property tax, certified shares (local option tax), property tax replacement credit (local option tax), county option income tax, wheel tax, innkeeper's tax, food and beverage tax, county economic development income tax, boat and trailer excise tax, county adjusted gross income tax, and other taxes that are set by the Library.

Intergovernmental receipts. Amounts received from other governments in the form of operating grants, entitlements, or payments in lieu of taxes. Examples of intergovernmental receipts include, but are not limited to, the following: federal grants, state grants, cigarette tax distributions received from the state, motor vehicle highway distributions received from the state, local road and street distributions received from the state, financial institution tax received from the state, auto excise surtax received from the state, commercial vehicle excise tax received from the state, major moves distributions received from the state, and riverboat received from the county.

Charges for services. Amounts received for services including, but not limited to, the following: planning commission charges, building department charges, copies of public records, copy machines charges, accident report copies, gun permit applications, 911 telephone services, recycling fees, dog pound fees, emergency medical service fees, park rental fees, swimming pool receipts, cable TV receipts, ordinance violations, fines and fees, bond forfeitures, court costs, and court receipts.

Fines and forfeits. Amounts received from fines and penalties imposed for the commission of statutory offenses, violation of lawful administrative rules and regulations (fines), and for the neglect of official duty and monies derived from confiscating deposits held as performance guarantees (forfeitures).

Other receipts. Amounts received from various sources, including, but not limited to, the following: net proceeds from borrowings; interfund loan activity; transfers authorized by statute, ordinance, resolution, or court order; internal service receipts; and fiduciary receipts.

E. Disbursements

Disbursements are presented in the aggregate on the face of the financial statement. The aggregate disbursements include the following uses:

Personal services. Amounts disbursed for salaries, wages, and related employee benefits provided for all persons employed. In those units where sick leave, vacation leave, overtime compensation, and other such benefits are appropriated separately, such payments would also be included.

Supplies. Amounts disbursed for articles and commodities that are entirely consumed and materially altered when used and/or show rapid depreciation after use for a short period of time. Examples of supplies include, but are not limited to, the following: office supplies, operating supplies, and repair and maintenance supplies.

Other services and charges. Amounts disbursed for services including, but not limited to, the following: professional services, communication and transportation, printing and advertising, insurance, utility services, repairs and maintenance, and rental charges.

Debt service - principal and interest. Amounts disbursed for fixed obligations resulting from financial transactions previously entered into by the Library. It includes all expenditures for the reduction of the principal and interest of the Library's general obligation indebtedness.

Capital outlay. Amounts disbursed for land, infrastructure, buildings, improvements, and machinery and equipment having an appreciable and calculable period of usefulness.

Other disbursements. Amounts disbursed for various other purposes including, but not limited to, the following: interfund loan payments; loans made to other funds; internal service disbursements; and transfers out that are authorized by statute, ordinance, resolution, or court order.

F. Interfund Transfers

The Library may, from time to time, make transfers from one fund to another. These transfers, if any, are included as a part of the receipts and disbursements of the affected funds and as a part of total receipts and disbursements. The transfers are used for cash flow purposes as provided by various statutory provisions.

G. Fund Accounting

Separate funds are established, maintained, and reported by the Library. Each fund is used to account for amounts received from and used for specific sources and uses as determined by various regulations. Restrictions on some funds are set by statute while other funds are internally restricted by the Library. The amounts accounted for in a specific fund may only be available for use for certain, legally-restricted purposes. Additionally, some funds are used to account for assets held by the Library in a trustee capacity as an agent of individuals, private organizations, other funds, or other governmental units, and, therefore, the funds cannot be used for any expenditures of the unit itself.

Note 2. Budgets

The operating budget is initially prepared and approved at the local level. The fiscal officer of the Library submits a proposed operating budget to the governing board for the following calendar year. The budget is advertised as required by law. Prior to adopting the budget, the governing board conducts public hearings and obtains taxpayer comments. Prior to November 1, the governing board approves the budget for the next year. The budget for funds for which property taxes are levied or highway use taxes are received is subject to final approval by the Indiana Department of Local Government Finance.

Note 3. Property Taxes

Property taxes levied are collected by the County Treasurer and are scheduled to be distributed to the Library in June and December; however, situations can arise which would delay the distributions. State statute (IC 6-1.1-17-16) requires the Indiana Department of Local Government Finance to establish property tax rates and levies by December 31 of the year preceding the budget year or January 15 of the budget year if the Library is issuing debt after December 1 or intends on filing a shortfall appeal. These rates were based upon the assessed valuations adjusted for various tax credits from the preceding year's lien date of January 1. Taxable property is assessed at 100 percent of the true tax value (determined in accordance with rules and regulations adopted by the Indiana Department of Local Government Finance). Taxes may be paid in two equal installments which normally become delinquent if not paid by May 10 and November 10, respectively.

Note 4. Deposits and Investments

Deposits, made in accordance with state statute (IC 5-13), with financial institutions in the State of Indiana, at year end, should be entirely insured by the Federal Depository Insurance Corporation or by the Indiana Public Deposit Insurance Fund. This includes any deposit accounts issued or offered by a qualifying financial institution.

State statutes authorize the Library to invest in securities including, but not limited to, the following: federal government securities, repurchase agreements, and certain money market mutual funds. Certain other statutory restrictions apply to all investments made by local governmental units.

Note 5. Risk Management

The Library may be exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions; job-related illnesses or injuries to employees; medical benefits to employees, retirees, and dependents; and natural disasters.

These risks can be mitigated through the purchase of insurance, establishment of a selfinsurance fund, and/or participation in a risk pool. The purchase of insurance transfers the risk to an independent third-party. The establishment of a self-insurance fund allows the Library to set aside money for claim settlements. The self-insurance fund would be included in the financial statement. The purpose of participation in a risk pool is to provide a medium for the funding and administration of the risks.

Note 6. Pension Plan

Public Employees' Retirement Fund

Plan Description

The Indiana Public Employees' Retirement Fund Defined Benefit Plan (PERF DB) is a costsharing multiple-employer defined benefit plan and provides retirement, disability, and survivor benefits to plan members. PERF DB is administered through the Indiana Public Retirement System (INPRS) Board in accordance with state statutes (IC 5-10.2 and IC 5-10.3) and administrative code (35 IAC 1.2), which govern most requirements of the system and give the Library authority to contribute to the plan.

The Public Employees' Hybrid Plan (PERF Hybrid) consists of two components: PERF DB, the employer-funded monthly defined benefit component, and the Public Employees' Hybrid Members Defined Contribution Account, the defined contribution component.

The Retirement Savings Plan for Public Employees (My Choice) is a multiple-employer defined contribution plan. It is administered through the INPRS Board in accordance with state statutes (IC 5-10.2 and IC 5-10.3) and administrative code (35 IAC 1.2), which govern most requirements of the system and give the Library authority to contribute to the plan.

New employees hired have a one-time election to join either the PERF Hybrid or the My Choice.

Financial Report

INPRS issues a publicly available financial report that includes financial statements and required supplementary information for the plan as a whole and for its participants. That report may be obtained by contacting:

Indiana Public Retirement System One North Capitol, Suite 001 Indianapolis, IN 46204 Ph. (844) 464-6777

Contributions

Members' contributions are set by state statute at 3 percent of compensation for both the defined contribution component of PERF Hybrid and My Choice. The employer may elect to make the contribution on behalf of the member of the defined contribution component of PERF Hybrid and My Choice members may receive additional employer contribution in lieu of the PERF DB. Contributions to the PERF DB are determined by INPRS Board based on actuarial valuation.

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OTHER INFORMATION - UNAUDITED

The Library's Annual Financial Report information can be found on the Indiana Gateway for Government Units website: <u>https://gateway.ifionline.org/</u>.

Differences may be noted between the financial information presented in the financial statement contained in this report and the financial information presented in the Library's Annual Financial Report referenced above. These differences, if any, are due to adjustments made to the financial information during the course of the audit. This is a common occurrence in any financial statement audit. The financial information presented in this report is audited information, and the accuracy of such information can be determined by reading the opinion given in the Independent Auditor's Report.

The other information presented was approved by management of the Library. It is presented as intended by the Library.

	C	perating	 Rainy Day	State Technology Grant	_	Levy Excess	С	onstruction
Cash and investments - beginning	\$	1,247,725	\$ 407,069	\$ 1,430	\$	11,794	\$	2,799,905
Receipts:								
Taxes		2,030,046	-	-		-		-
Intergovernmental receipts		123,136	-	-		-		-
Charges for services		27,849	-	-		-		-
Fines and forfeits		22	-	-		-		-
Other receipts		12,523	 -	6,373		3,860		
Total receipts		2,193,576	 	6,373		3,860		<u> </u>
Disbursements:								
Personal services		1,310,905	-	-		-		-
Supplies		32,519	-	-		-		1,132
Other services and charges		378,252	-	3,725		-		303,774
Debt service - principal and interest		-	-	-		-		-
Capital outlay		177,762	127,792	-		-		2,483,141
Other disbursements		3,803	 -			2,466		
Total disbursements		1,903,241	 127,792	3,725		2,466		2,788,047
Excess (deficiency) of receipts over								
disbursements		290,335	 (127,792)	2,648		1,394		(2,788,047)
Cash and investments - ending	\$	1,538,060	\$ 279,277	\$ 4,078	\$	13,188	\$	11,858

	 LIRF	 PLAC	 Bond & Interest	En	dowment	Gift	ts/Memorial
Cash and investments - beginning	\$ 588,737	\$ 	\$ 350,302	\$	29,944	\$	6,210
Receipts:							
Taxes Intergovernmental receipts	-	-	297,939 29,685		-		-
Charges for services	-	- 845	29,005				-
Fines and forfeits	-	-	-		-		-
Other receipts	 35,001	 	 1,243		83,156		4,015
Total receipts	 35,001	 845	 328,867		83,156		4,015
Disbursements:							
Personal services	-	-	-		-		-
Supplies	-	-	-		5,373		7
Other services and charges	143,670	845	750		585		-
Debt service - principal and interest Capital outlay	- 1,585	-	450,888		- 1,620		- 1,815
Other disbursements	-	-	1,057		1,020		8,403
	 	 	 1,001				0,100
Total disbursements	 145,255	 845	 452,695		7,578		10,225
Excess (deficiency) of receipts over							
disbursements	 (110,254)	 -	 (123,828)		75,578		(6,210)
Cash and investments - ending	\$ 478,483	\$ 	\$ 226,474	\$	105,522	\$	

	Programs	Other Gifts	Petty Cash	Sales Tax	Property Tax
Cash and investments - beginning	\$ 21,637	\$ 16,063	<u>\$ 365</u>	<u>\$ 253</u>	\$ 2,250
Receipts:					
Taxes	-	-	-	230	-
Intergovernmental receipts	-	-	-	-	-
Charges for services	-	-	-	-	-
Fines and forfeits	-	-	-	-	-
Other receipts	16,825	31,576			
Total receipts	16,825	31,576		230	<u> </u>
Disbursements:					
Personal services	-	-	-	-	-
Supplies	7,485	2,698	-	-	-
Other services and charges	1,276	500	-	441	-
Debt service - principal and interest	-	-	-	-	-
Capital outlay	1,631	-	-	-	-
Other disbursements	28,070	44,441			2,250
Total disbursements	38,462	47,639		441	2,250
Excess (deficiency) of receipts over					
disbursements	(21,637)	(16,063)		(211)	(2,250)
Cash and investments - ending	<u>\$</u>	<u> </u>	\$ 365	\$ 42	<u>\$</u>

	Payroll Federal Tax	Payroll FICA	Payroll State Tax	Payroll County	Payroll HSA (Tax Exempt)
Cash and investments - beginning	<u>\$</u> -	<u>\$ -</u>	<u>\$</u> -	<u>\$</u> -	<u>\$</u>
Receipts: Taxes Intergovernmental receipts Charges for services Fines and forfeits Other receipts	- - - 88.521	- - - 132,821	- - - 37,691	- - - 21,090	- - - 11,700
Total receipts	88,521	132,821	37,691	21,090	11,700
Disbursements: Personal services Supplies Other services and charges Debt service - principal and interest Capital outlay Other disbursements	- - - - - 88,521	- - - - - - - - - - - - - 	- - - - 37,691	- - - 21,090	- - - - - - - - - - - - -
Total disbursements	88,521	132,821	37,691	21,090	11,700
Excess (deficiency) of receipts over disbursements					<u> </u>
Cash and investments - ending	\$	\$	\$	\$	\$

	Payroll Health Ins (Tax Exempt)	Payroll Medicare	Payroll United Way	Payroll Colonial (Tax Exempt)	Payroll Colonial
Cash and investments - beginning	<u>\$ 12</u>	<u>\$</u> -	<u>\$</u> -	<u>\$ -</u>	<u>\$ -</u>
Receipts: Taxes Intergovernmental receipts Charges for services Fines and forfeits Other receipts	- - - 6,708	- - - 31,063	- - 4,330	- - - 3,952	- - - 226
Total receipts	6,708	31,063	4,330	3,952	226
Disbursements: Personal services Supplies Other services and charges Debt service - principal and interest Capital outlay Other disbursements	- - - - 6,708	- - - - 31,063	- - - 4,330	- - - - 3,952	- - - - 226
Total disbursements	6,708	31,063	4,330	3,952	226
Excess (deficiency) of receipts over disbursements					
Cash and investments - ending	\$ 12	<u>\$</u>	<u>\$</u> -	<u>\$ -</u>	<u>\$</u>

Cash and investments - beginning	Hoosier Start (Tax Exempt) \$ -	Hoosier Start \$ -	Payroll Direct Deposit	\$	Totals 5,483,696
5 5	·	<u> </u>	<u>.</u>	<u>.</u>	-,,
Receipts:					
Taxes	-	-	-		2,328,215
Intergovernmental receipts	-	-	-		152,821
Charges for services	-	-	-		28,694
Fines and forfeits	-	-	-		22
Other receipts	16,640	34,438	786,262		1,370,014
Total receipts	16,640	34,438	786,262		3,879,766
Disbursements:					
Personal services	-	-	-		1,310,905
Supplies	-	-	-		49,214
Other services and charges	-	-	-		833,818
Debt service - principal and interest	-	-	-		450,888
Capital outlay	-	-	-		2,795,346
Other disbursements	16,640	34,438	786,262	_	1,265,932
Total disbursements	16,640	34,438	786,262		6,706,103
Excess (deficiency) of receipts over disbursements					(2,826,337)
Cash and investments - ending	<u> </u>	<u> </u>	<u> </u>	\$	2,657,359

WELLS COUNTY PUBLIC LIBRARY SCHEDULE OF LEASES AND DEBT December 31, 2020

	Description of Debt	Ending Principal			
Туре	Purpose		Balance		Year
Governmental activities: General obligation bonds	Main Library Renovation	\$	3,000,000	\$	512,300

INDIANA STATE BOARD OF ACCOUNTS

WELLS COUNTY PUBLIC LIBRARY SCHEDULE OF CAPITAL ASSETS December 31, 2020

Capital assets are reported at actual or estimated historical cost based on appraisals or deflated current replacement cost. Contributed or donated assets are reported at estimated fair value at the time received.

	Ending Balance
Governmental activities:	
Land	\$ 296,469
Buildings	5,545,495
Improvements other than buildings	293,962
Machinery, equipment, and vehicles	3,716,425
Books and other	 1,253,847
Total capital assets	\$ 11,106,198

OTHER REPORTS

In addition to this report, other reports may have been issued for the Library. All reports can be found on the Indiana State Board of Accounts' website: <u>http://www.in.gov/sboa/</u>.