



**GEAUGA COUNTY LAW LIBRARY ASSOCIATION
GEAUGA COUNTY**

REGULAR AUDIT

FOR THE YEARS ENDED DECEMBER 31, 2000 & 1999



JIM PETRO
AUDITOR OF STATE

STATE OF OHIO

**GEAUGA COUNTY LAW LIBRARY ASSOCIATION
GEAUGA COUNTY**

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REPORT OF INDEPENDENT ACCOUNTANTS

Geauga County Law Library Association
Geauga County
100 Short Court Street
Chardon, Ohio 44024

To the Board of Trustees:

We have audited the accompanying financial statements of the Geauga County Law Library Association, Geauga County, Ohio, (the Law Library) as of and for the years ended December 31, 2000 and December 31, 1999. 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 audits.

We conducted our audits 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 audits provide a reasonable basis for our opinion.

As described 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 generally accepted accounting principles.

In our opinion, the financial statements referred to above present fairly, in all material respects, the fund cash balances of the Geauga County Law Library Association, Geauga County, Ohio, as of December 31, 2000 and December 31, 1999, and its combined 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 1, 2001 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 audits.

This report is intended solely for the information and use of the Audit Committee, 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 1, 2001

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**GEAUGA COUNTY LAW LIBRARY ASSOCIATION
 GEAUGA COUNTY
 COMBINED STATEMENT OF CASH RECEIPTS, CASH DISBURSEMENTS, AND
 CHANGES IN FUND CASH BALANCES - GENERAL FUND
 FOR THE YEARS ENDED DECEMBER 31, 2000 AND DECEMBER 31, 1999**

	<u>2000</u>	<u>1999</u>
Cash Receipts:		
Municipal Courts	\$5,447	\$5,527
Clerk of Courts	1,250	1,250
Village of Chardon	50,450	35,472
Juvenile Court	14,008	15,708
Geauga County Auditor	183,630	205,622
Computer Income	0	3,690
Interest	300	462
Copy Cash	881	1,369
Miscellaneous Receipts	<u>160</u>	<u>2,737</u>
 Total Cash Receipts	 <u>256,126</u>	 <u>271,837</u>
Cash Disbursements:		
Current:		
Subscriptions	240,724	236,152
Office Equipment & Supplies	12,943	18,850
Utilities	723	728
Insurance	1,075	1,148
Miscellaneous	<u>12,572</u>	<u>13,659</u>
 Total Cash Disbursements	 <u>268,037</u>	 <u>270,537</u>
 Excess of Cash Receipts Over/(Under) Cash Disbursements	 (11,911)	 1,300
 Beginning Fund Cash Balances	 <u>12,161</u>	 <u>10,861</u>
 Ending Fund Cash Balances	 <u><u>\$250</u></u>	 <u><u>\$12,161</u></u>

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

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**GEAUGA COUNTY LAW LIBRARY ASSOCIATION
GEAUGA COUNTY
NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2000 AND 1999
(CONTINUED)**

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

A. Description of the Entity

The Geauga County Law Library Association, Geauga County, Ohio, (the 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 privately-elected five member Board of Trustees. The Law Library is formed for the purpose of providing a legal research and resource base to members. The Law Library controls both public funds and private funds. Public funds are amounts the Law Library receives from the courts in the county. These funds are restricted to purchases of law books, computer communication facilities and equipment.

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

Component units are legally separate organizations for which the Library is financially accountable. Component units may also include organizations that are fiscally dependent on the Law Library in that the Law Library approves their budget, the issuance of their debt or the levying of their taxes. The Law Library has no component units.

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

The Law Library maintains an interest bearing account, however, the Law Library did not have any investments for the years audited.

D. Fund Accounting

The Law Library uses fund accounting to segregate cash and investments that are restricted as to use. The Law Library uses the 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.

E. Budgetary Process

The Law Library is not subject to Ohio Budgetary law as it is not a taxing subdivision.

**GEAUGA COUNTY LAW LIBRARY ASSOCIATION
GEAUGA COUNTY
NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2000 AND 1999**

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

F. Property, Plant and Equipment

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

2. EQUITY IN POOLED CASH AND INVESTMENTS

The Law Library maintains a cash and investments pool used by the General Fund. The Ohio Revised Code prescribes allowable deposits and investments. The carrying amount of cash and investments at December 31 follows:

	<u>2000</u>	<u>1999</u>
Demand deposits	<u>\$250</u>	<u>\$12,161</u>

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

3. RISK MANAGEMENT

The Library has obtained commercial insurance for the following risks:

- Crime
- Property and Liability
- Marine



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

Geauga County Law Library Association
Geauga County
100 Short Court Street
Chardon, Ohio 44024

To the Board of Trustees:

We have audited the financial statements of the Geauga County Law Library Association, Geauga County, Ohio, (the Law Library) as of and for the years ended December 31, 2000 and December 31, 1999, and have issued our report thereon dated May 1, 2001. We conducted our audits in accordance with generally accepted auditing 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 audits 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 a certain immaterial instance of noncompliance that we have reported to management of the Law Library in a separate letter dated May 1, 2001.

Internal Control Over Financial Reporting

In planning and performing our audits, we considered the 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 1, 2001.

This report is intended for the information and use of the Audit Committee, 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 1, 2001



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LAW LIBRARY ASSOCIATION

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
JUNE 21, 2001**