

TOMPKINS COUNTY PUBLIC LIBRARY

Ithaca, New York

EXECUTIVE SUMMARY

December 31, 2018



TOMPKINS COUNTY PUBLIC LIBRARY

SUMMARY OF 2018 AUDIT REPORT AND FINDINGS

Financial Statements

Independent Auditors' Report on Basic Financial Statements

Independent Auditors' Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with *Government Auditing Standards*

Communication with Those Charged with Governance at the Conclusion of the Audit

Management Comment Letter

Description of Report and Findings

Unmodified opinion on the Tompkins County Public Library's (the Library) basic financial statements for the year ended December 31, 2018.

Report on the Library's compliance with laws and regulations that may have a direct and material effect on the basic financial statements, and on the Library's internal control structure policies and procedures based on the auditors' understanding of the internal control structure and assessment of control risk obtained as part of the audit of the basic financial statements. This report identified **no material weaknesses or significant deficiencies in internal control** over financial reporting at the financial statement level and **no material instances of noncompliance**.

A letter that specifically addresses certain required communications to the Board of Trustees in accordance with professional standards - there were **no comments of concern** related to:

- Qualitative Aspects of Accounting Practices
- Difficulties Encountered in Performing the Audit
- Corrected and Uncorrected Misstatements
- Disagreements with Management
- Management Representations
- Management Consultations with Other Independent Accountants
- Other Audit Findings or Issues
- Other Matters

A separate management comment letter dated June 14, 2019 has been issued that discusses upcoming changes in accounting standards.

TOMPKINS COUNTY PUBLIC LIBRARY

COMPARATIVE BALANCE SHEET GENERAL FUND DECEMBER 31,

ASSETS	2018	2017	2016	2015	2014
Cash and Cash Equivalents	<u>\$ 810,621</u>	<u>\$ 632,540</u>	<u>\$ 585,346</u>	<u>\$ 395,770</u>	<u>\$ 984,959</u>
Accounts Receivable	<u>28,910</u>	<u>19,886</u>	<u>24,489</u>	<u>48,830</u>	<u>67,400</u>
Prepaid Expenses	<u>69,303</u>	<u>75,156</u>	<u>65,214</u>	<u>75,931</u>	<u>72,139</u>
Total Assets	<u>\$ 908,834</u>	<u>\$ 727,582</u>	<u>\$ 675,049</u>	<u>\$ 520,531</u>	<u>\$ 1,124,498</u>
LIABILITIES AND FUND BALANCES					
Liabilities					
Accounts Payable	<u>\$ 74,459</u>	<u>\$ 73,268</u>	<u>\$ 82,280</u>	<u>\$ 51,460</u>	<u>\$ 555,201</u>
Accrued Liabilities	<u>93,802</u>	<u>76,220</u>	<u>78,098</u>	<u>64,489</u>	<u>57,357</u>
Total Liabilities	<u>168,261</u>	<u>149,488</u>	<u>160,378</u>	<u>115,949</u>	<u>612,558</u>
Fund Balances					
Nonspendable	<u>69,303</u>	<u>75,156</u>	<u>65,214</u>	<u>75,931</u>	<u>72,139</u>
Restricted				<u>47,021</u>	<u>46,556</u>
Assigned	<u>90,309</u>	<u>150,072</u>		<u>35,950</u>	<u>173,128</u>
Unassigned	<u>580,961</u>	<u>352,866</u>	<u>449,457</u>	<u>245,680</u>	<u>220,117</u>
Total Fund Balance	<u>740,573</u>	<u>578,094</u>	<u>514,671</u>	<u>404,582</u>	<u>511,940</u>
Total Liabilities and Fund Balance	<u>\$ 908,834</u>	<u>\$ 727,582</u>	<u>\$ 675,049</u>	<u>\$ 520,531</u>	<u>\$ 1,124,498</u>

Data Presented is Extracted from the Library's Independent Audit Reports for Purposes of Additional Analysis and is Not to be Used for Any Other Purpose.

Presented by: Inero & Co. CPAs, LLP

TOMPKINS COUNTY PUBLIC LIBRARY

GENERAL FUND STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE FOR THE YEARS ENDED DECEMBER 31,

REVENUES	2018	2017	2016	2015	2014
State Sources	\$ 32,272	\$ 31,982	\$ 33,457	\$ 28,240	\$ 66,690
Tompkins County	3,559,359	3,403,415	3,233,201	3,087,217	2,978,032
City of Ithaca	16,223	15,237	15,086	15,301	14,623
Town of Ithaca	10,000	10,000	10,000	15,000	20,000
CLD Grant	99,272	98,334	98,245	94,183	89,009
Friends of TCPL	300,000	295,000	340,000	285,000	273,000
TCPL Foundation	125,904	131,203	158,883	142,670	105,479
Library Charges	61,144	61,918	67,442	82,451	87,997
Other	19,173	19,068	19,895	111,265	617,601
Total Revenues	<u>4,223,347</u>	<u>4,066,157</u>	<u>3,976,209</u>	<u>3,861,327</u>	<u>4,252,431</u>
EXPENDITURES					
Salaries	1,995,613	2,035,271	1,915,592	1,837,653	1,856,968
Fringe Benefits	474,618	468,758	465,702	488,955	503,092
Health Insurance	667,011	622,762	581,315	612,536	584,132
Books	162,308	174,734	183,270	162,709	153,777
AV/CD ROM Materials	112,830	100,956	112,434	95,656	91,555
Professional Fees	283,216	245,040	228,021	274,720	313,867
Other	425,866	355,213	379,786	496,456	808,714
Total Expenditures	<u>4,121,462</u>	<u>4,002,734</u>	<u>3,866,120</u>	<u>3,968,685</u>	<u>4,312,105</u>
Excess of Revenue (Expense)	<u>101,885</u>	<u>63,423</u>	<u>110,089</u>	<u>(107,358)</u>	<u>(59,674)</u>
Other Financing Sources and (Uses)					
Operating transfers in	<u>60,594</u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>
Total Other Financing Sources and (Uses)	<u>60,594</u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>
Fund Balance, Beginning of Year	<u>578,094</u>	<u>514,671</u>	<u>404,582</u>	<u>511,940</u>	<u>499,475</u>
Restatement	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u>72,139</u>
Fund Balance, End of Year	<u><u>\$ 740,573</u></u>	<u><u>\$ 578,094</u></u>	<u><u>\$ 514,671</u></u>	<u><u>\$ 404,582</u></u>	<u><u>\$ 511,940</u></u>

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Presented by: Insero & Co. CPAs, LLP

TOMPKINS COUNTY PUBLIC LIBRARY

EXECUTIVE SUMMARY OF 2018 AUDIT

AUDIT FOCUS - REPORTING OBJECTIVES

1) Basic Financial Statements

- *Management's Discussion and Analysis
- *Government-wide Financial Statements
 - *Statement of Net Position
 - *Statement of Activities
- *Governmental Fund Financial Statements
- *Notes to Financial Statements
- *Supplemental Financial Information

Independent Auditors' Report

Report on Compliance and on Internal Control Over Financial Reporting

AUDIT APPROACH

- *Preliminary Planning
- *Consideration of Internal Control Over Financial Reporting
- *Tests of Controls
- *Tests of Compliance with Laws and Regulations
- *Substantive Testing of Financial Information (Includes Analytical Review)
- *Consideration of Internal Control Over Compliance Requirements

UNDERSTANDING THE LIBRARY'S OPERATIONS

- *Services Provided
- *Assessment of Accounting and Reporting System
- *Nature of Activities
- *Special Reporting Requirements
- *Nature of Compliance Requirements
- *Assessment of Management

FACTORS AFFECTING THE SCOPE OF THE AUDIT

- *Effectiveness of Overall Financial Controls
- *Qualifications of Key Personnel
- *Appropriate Segregation of Duties
- *Ability to Demonstrate Compliance with Laws and Regulations
- *Effectiveness of Budget Process Administration
- *Accuracy and Comprehensiveness of Internal Reporting
- *Existence of Adequate Policies and Procedures
- *Ability to Issue Timely and Accurate Financial Reports