

**PUTNAM COUNTY LIBRARY
JUNE 30, 2010**

**TAMARA L. BECKMAN
CERTIFIED PUBLIC ACCOUNTANT**

**PUTNAM COUNTY LIBRARY
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To the Board of Directors of the
Putnam County Library
Cookeville, Tennessee

I have audited the accompanying government-wide financial statements and the major governmental fund financial statements of the Putnam County Library, (a special revenue fund of Putnam County, Tennessee) as of and for the year ended June 30, 2010, as listed in the table of contents. These financial statements are the responsibility of the Putnam County Library's management. My responsibility is to express opinions on these financial statements based on my audit.

I conducted my 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 I 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 the significant estimates made by management, as well as evaluating the overall financial statement presentation. I believe that my audit provides a reasonable basis for my opinions.

As discussed in Note 1, the financial statements present only the government-wide and governmental special revenue activities of the Putnam County Library and do not purport to, and do not, present fairly the financial position of Putnam County, Tennessee, as of June 30, 2010, the changes in its financial position, or, where applicable, its cash flows for the year then ended in conformity with accounting principles generally accepted in the United States of America.

In my opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the government-wide and the major governmental fund of the Putnam County Library (a special revenue fund of Putnam County, Tennessee) as of June 30, 2010, and the changes in financial position thereof for the year then ended in conformity with accounting principles generally accepted in the United States of America.

In accordance with *Government Auditing Standards*, I have also issued my report dated January 31, 2011 on my consideration of the Putnam County Library's internal control

over financial reporting and on my tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements and other matters. The purpose of that report is to describe the scope of my testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* and should be considered in assessing the results of my audit.

The management's discussion and analysis is not a required part of the basic financial statements but is supplementary information required by accounting principles generally accepted in the United States of America. However, management has chosen to exclude this information.

The Schedule of Statement of Revenues, Expenditures and Changes in Fund Balance-Budget and Actual is not a required part of the basic financial statements but is supplementary information required by accounting principles generally accepted in the United States of America. I have applied certain limited procedures, which consisted principally of inquiries of management regarding the methods of measurement and presentation of the required supplementary information. However, I did not audit the information and express no opinion on it.

January 31, 2011
Cookeville, Tennessee

Tamara L. Beckman, CPA

PUTNAM COUNTY LIBRARY
(A SPECIAL FUND REVENUE FUND OF PUTNAM COUNTY)
STATEMENT OF NET ASSETS
JUNE 30, 2010

Assets

Current Assets

Cash in Bank	\$ 108,150.54	
Prepaid expenses	<u>14,095.24</u>	
<u>Total Current Assets</u>		\$ 122,245.78

Capital Assets

Library Collection	1,209,716.04	
Building Improvements	439,262.83	
Library Equipment	128,012.45	
Computer Equipment	218,539.86	
Furniture & Fixtures	36,463.47	
Less Accumulated Depreciation	<u>(1,401,984.81)</u>	
<u>Total Capital Assets</u>		<u>630,009.84</u>

Total Assets		<u>\$ 752,255.62</u>
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Liabilities and Net Assets

Liabilities

Wages Payable	8,463.19	
Payroll Taxes Payable	157.40	
Compensated Absences Payable	4,540.63	
Sales Tax Payable	<u>216.00</u>	
<u>Total Liabilities</u>		<u>\$ 13,377.22</u>

Net Assets

Invested in Capital Assets	630,009.84	
Temporarily Restricted Net Assets	39,341.77	
Unrestricted Net Assets	<u>69,526.79</u>	
<u>Total Net Assets</u>		<u>738,878.40</u>

Total Liabilities & Net Assets		<u>\$ 752,255.62</u>
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THE ACCOMPANYING NOTES ARE AN INTEGRAL PART OF THE FINANCIAL STATEMENT

**PUTNAM COUNTY LIBRARY
(A SPECIAL REVENUE FUND OF PUTNAM COUNTY)
STATEMENT OF ACTIVITIES
FOR THE YEAR ENDED JUNE 30, 2010**

Expenses

Salaries, Wages & Benefits	\$ 556,214.97	
Supplies	23,798.75	
Library Materials	14,137.43	
Periodicals	4,135.93	
Software	20,477.07	
Professional Fees	5,616.32	
Communications & Utilities	36,266.93	
Repairs & Maintenance	34,525.21	
Small Equipment Purchases	1,013.85	
Performers & Storytellers	5,720.12	
Insurance	2,017.00	
Sales Tax	733.00	
Travel	2,907.12	
Depreciation Expense	100,677.00	
Miscellaneous	<u>205.00</u>	
Total Expenses		\$ 808,445.70

Program Revenues

City of Cookeville	296,557.00	
City of Monterey	34,480.00	
City of Baxter	12,310.00	
City of Algood	7,184.17	
Gifts & Grants	22,839.96	
Fines & Copies	35,673.42	
Miscellaneous	506.45	
Operating Grants & Contributions:		
Operating Transfer-Putnam County	<u>385,470.20</u>	
Total Program Revenues		<u>795,021.20</u>

Net (Expense) Revenue (13,424.50)

General Revenue

Interest Income	<u>267.40</u>
Change in Net Assets	(13,157.10)
Beginning Net Assets, July 1, 2009	<u>752,035.50</u>

Ending Net Assets, June 30, 2010 \$ 738,878.40

THE ACCOMPANYING NOTES ARE AN INTEGRAL PART OF THE FINANCIAL STATEMENT

PUTNAM COUNTY LIBRARY
(A SPECIAL REVENUE FUND OF PUTNAM COUNTY)
BALANCE SHEET
JUNE 30, 2010

Assets

Cash in Bank	\$	108,150.54
Prepaid Expenses		<u>14,095.24</u>

<u>Total Assets</u>		<u>\$ 122,245.78</u>
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Liabilities & Fund Balance

Liabilities

Wages Payable		8,463.19
Payroll Taxes Payable		157.40
Compensated Absences Payable		4,540.63
Sales Tax Payable		<u>216.00</u>

<u>Total Liabilities</u>		\$ 13,377.22
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Fund Balance

Unrestricted		69,526.79
Reserved for other purposes		<u>39,341.77</u>

<u>Total Fund Balance</u>		<u>108,868.56</u>
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<u>Total Liabilities & Fund Equity</u>		<u>\$ 122,245.78</u>
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THE ACCOMPANYING NOTES ARE AN INTEGRAL PART OF THE FINANCIAL STATEMENT

PUTNAM COUNTY LIBRARY
(A SPECIAL REVENUE FUND OF PUTNAM COUNTY)
RECONCILIATION OF THE BALANCE SHEET
TO THE STATEMENT OF NET ASSETS
JUNE 30, 2010

Fund Balance-Balance Sheet		\$ 108,868.56
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Amounts reported for governmental activities in the Statement of Net Assets are different because Capital Assets used in governmental activities are not financial resources and therefore are not reported in the governmental funds.

Governmental Capital Assets	\$ 2,031,994.65	
Less: Accumulated Depreciation	<u>(1,401,984.81)</u>	
		<u>630,009.84</u>
 <u>Net Assets of Governmental Activities</u>		 <u>\$ 738,878.40</u>

THE ACCOMPANYING NOTES ARE AN INTEGRAL PART OF THE FINANCIAL STATEMENT

PUTNAM COUNTY LIBRARY
(A SPECIAL REVENUE FUND OF PUTNAM COUNTY)
STATEMENT OF REVENUES, EXPENDITURES
AND CHANGES IN FUND BALANCE
FOR THE YEAR ENDED JUNE 30, 2009

Revenues & Other Services

City of Cookeville	\$ 296,557.00
City of Monterey	34,480.00
City of Baxter	12,310.00
City of Algood	7,184.17
Gifts & Grants	22,839.96
Copies, fines & dues	35,673.42
Interest	267.40
Miscellaneous	506.45
<u>Total Revenues</u>	<u>409,818.40</u>

Other Sources

Operating Transfer- Putnam County	<u>385,470.20</u>
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Total Revenue/Other Sources \$ 795,288.60

Expenditures

Salaries, Wages & Benefits	556,214.97
Library Materials	85,090.17
Supplies	23,798.75
Software	20,477.07
Monterey Expansion	-
Professional Fees	5,616.32
Communication & Utilities	36,266.93
Repairs & Maintenance	34,525.21
Equipment Purchase	1,013.85
Performers & Storytellers	5,720.12
Insurance	2,017.00
Sales Tax	733.00
Travel	2,907.12
Miscellaneous	205.00
<u>Total Expenditures</u>	<u>774,585.51</u>

Excess Revenue over Expenditures	20,703.09
Fund Balance Beginning of Year	<u>88,165.47</u>
Fund Balance at End of Year	<u>\$ 108,868.56</u>

THE ACCOMPANYING NOTES ARE AN INTEGRAL PART OF THE FINANCIAL STATEMENT

**PUTNAM COUNTY LIBRARY
(A SPECIAL REVENUE FUND OF PUTNAM COUNTY)
RECONCILIATION OF THE STATEMENT OF REVENUES, EXPENDITURES
AND CHANGES IN FUND BALANCE TO THE STATEMENT OF ACTIVITIES
FOR THE YEAR ENDED JUNE 30, 2010**

Net Change in Fund Balance – Statement of Revenues, Expenditures & Changes in Fund Balance	\$ 20,703.09
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Amounts reported for governmental activities in the Statement of Net Assets
are different because:

Governmental funds report capital outlays as expenditures.
However, in the Statement of Activities, the cost of those
assets is depreciated over their estimated useful lives

Expenditures for Capital Assets	\$ 66,816.81	
Less: Current Year Depreciation	<u>(100,677.00)</u>	
		<u>(33,860.19)</u>
 Change in Net Assets - Statement of Activities		 <u>\$ (13,157.10)</u>

THE ACCOMPANYING NOTES ARE AN INTEGRAL PART OF THE FINANCIAL STATEMENT

PUTNAM COUNTY LIBRARY
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2010

Note 1 – Summary of Significant Accounting Policies

The Putnam County Library is a special revenue fund of the Putnam County Government. The financial statements of the Putnam County Library have been prepared on the modified accrual basis of accounting, which records expenditures when incurred and revenues when measurable and available to finance expenditures of the period. The Library's records are maintained on the cash receipts and disbursements method and converted to the modified accrual basis at year-end. Under the modified accrual method, the measurement focus is on expenditures, which are measurable and are recorded when the related liability is incurred. The financial statements present only the government-wide and governmental special revenue activities of the Putnam County Library and do not purport to, and do not, present fairly the financial position of Putnam County, Tennessee. The significant accounting policies are described below to enhance the usefulness of the financial statements to the reader.

Government-wide Financial Statements

The Government-wide financial statements include the Statement of Net Assets and the Statement of Activities. These statements report the governmental activities of the Putnam County Library. The governmental activities are reported on the economic resources measurement focus on the accrual basis of accounting for inclusion into the financial statements of Putnam County Government.

Fund Financial Statements

To ensure observance of limitations and restrictions placed on the use of resources available to the Library, the accounts of the Library are maintained in accordance with the principles of fund accounting. This is the procedure by which resources for various purposes are classified for accounting and reporting purposes into funds established according to their nature and purposes. The fund financial statements report using current financial resources measurement focus and the modified accrual basis of accounting. When both restricted and unrestricted resources are available for use, it is the Library's policy to use restricted resources first, then unrestricted resources as needed.

Capital Assets and Depreciation

The Putnam County Library's property, plant and equipment with useful lives of more than one year are stated at historical cost and reported in the government-wide financial statements. The capital assets are also reported in the fund financial statements as expenditures in the current year. Donated assets are stated at fair value on the date donated. The Putnam County Library generally capitalizes assets with a cost of over \$300 and which have a useful life of more than one year.

The costs of normal maintenance and repairs that do not add to the asset value or materially extend useful lives are not capitalized. All capital assets are depreciated using the straight-line method. When capital assets are disposed, the cost and applicable accumulated depreciation are removed from the respective accounts and the resulting gain or loss is recorded in operations. Estimated useful lives, in years, for depreciable assets are as follows:

Collections of Books and A/V Materials	5 Years
Improvements	10-20 Years
Furniture, Machinery & Equipment	5-10 Years

Contributed Facilities

The Library occupies, without charge, buildings, which are owned by other governmental units. The estimated fair rental value of the premises was not readily determinable. Omission of this support and related rent expense has no effect on the net assets as presented in the financial statements

Collections and Books

The cost value of the library's book collections have been capitalized and accumulated depreciation adjusted accordingly based on the year the books were purchased using the group depreciation method. This method groups similar assets within a collection with similar estimated useful lives together for purposes of capitalization and recording of depreciation expense.

Note 2 – Pension Plans:

The Putnam County Library, as a fund of Putnam County, participated in the Tennessee Consolidated Retirement System. The TCRS provides retirement benefits as well as death and disability benefits. Aggregate actuarial information can be found in the Comprehensive Annual Financial Report of Putnam County, Tennessee; copies of which are available through the County Executive office. The TCRS issues a publicly available financial report that includes financial statements and required supplementary information. That report may be obtained by writing to the Tennessee Treasury Department, Consolidated Retirement System, 10th Floor Andrew Jackson Building, Nashville, TN 37243-0230 or by calling (615) 741-7063.

Note 3 – Cash and Cash Equivalents:

Cash and cash equivalents consist of demand deposits with original maturities of three months or less with local financial institutions. The organization's cash at June 30, 2010 was maintained as follows: The Board of Trustees' Fund was invested in an interest-bearing account. The memorial fund was maintained in an interest bearing checking account and Monterey, Algood and Baxter funds are held in a checking account.

Note 4 – Prepaid Expenses

Prepaid expenses record payments to vendors that benefit the future reporting periods and are reported on the consumption basis.

Note 5 – Concentration of Credit Risk

The Library receives a substantial amount of its support from local governments. A significant reduction in the level of this support, if this were to occur, may have an effect on the Library’s programs and activities.

Custodial credit risk for deposits is the risk that in the event of a bank failure, the Library’s deposits may not be returned or the Library will not be able to recover collateral securities in the possession of an outside party. The Library’s policy is to have coverage by the Government Collateralization Pool for any amount over the FDIC insured limit of \$250,000.

Note 6 – Compensated Absences

Full time employees earn sick and annual leave based on length of employment. On July 1, 2006, the Library adopted the policy that all annual leave must be taken by June 30 of each year. Therefore, no liability has been recorded for annual leave. Three days bereavement leave is given to each employee for immediate family members’ death. Annual sick leave is calculated at \$50 per day as mandated by the Board of Directors.

Note 7 – Risk Financing and Related Insurance Issues:

The Library, as a fund of Putnam County, provides health insurance coverage to their employees through Blue Cross/Blue Shield.

The Library’s risks of loss relating to property, general liability, and workers’ compensation are covered by the county through a self-insurance program and by the purchase of commercial insurance to cover losses in excess of certain limits. The Library made no claims that exceeded these limits in any of the prior three fiscal years.

Note 9 – Property, Plant, and Equipment

The following is a schedule of equipment and depreciation at June 30, 2010:

<u>Assets</u>	<u>Cost</u>	<u>Accumulated Depreciation</u>	<u>Method</u>	<u>Life</u>	<u>Depreciation Expense 6/30/10</u>
Computer Equip	218,539.86	177,632.47	SL	5-7	20,362.90
Library Equipment	128,012.45	120,135.67	SL	5-7	5,846.82
Furniture/Fixtures	36,463.47	22,666.02	SL	5-7	2,993.92
Building Improvements	439,262.83	37,707.83	SL	10-39	12,699.13
Library Collection	<u>1,209,716.04</u>	<u>1,043,842.82</u>	SL	5	<u>58,774.23</u>
Total	<u>\$2,031,994.65</u>	<u>\$1,401,984.81</u>			<u>\$ 100,677.00</u>

	<u>Balance</u> <u>7/01/09</u>	<u>Additions</u>	<u>Disposals</u>	<u>Balance</u> <u>6/30/10</u>
Computer Equip	\$ 218,539.86	\$ -0-	\$ -0-	\$ 218,539.86
Library Equipment	128,012.45	-0-	-0-	128,012.45
Furniture/Fixtures	36,463.47	-0-	-0-	36,463.47
Building Improvements	439,262.83	-0-	-0-	439,262.83
Library Collection	<u>1,276,320.97</u>	<u>66,816.81</u>	<u>< 133,421.74 ></u>	<u>1,209,716.04</u>
Total	<u>\$2,098,599.58</u>	<u>\$ 66,816.81</u>	<u><\$ 133,421.74 ></u>	<u>\$ 2,031,994.65</u>

Additional information can be found in the Comprehensive Annual Financial Report of Putnam County, Tennessee, copies of which are available through the County Executive office.

Note 10 – Temporarily Restricted Net Assets

Temporarily restricted net assets consists of the following:

Board Reserve – boiler maintenance	\$ 2,845.73
Memorials	2,948.76
Cookeville Expansion	5,283.92
Gifts & Grants	<u>28,263.36</u>
Total	<u>\$ 39,341.77</u>

**PUTNAM COUNTY LIBRARY
(A SPECIAL REVENUE FUND OF PUTNAM COUNTY)
SCHEDULE OF REVENUE, EXPENDITURES
AND CHANGES IN FUND BALANCE
BUDGET AND ACTUAL
FOR THE YEAR ENDED JUNE 30, 2010**

	Original <u>Budget</u>	Amended <u>Budget</u>	<u>Actual</u>
<u>Revenues</u>			
City of Cookeville	\$ 296,557.00	\$ 296,557.00	\$ 296,557.00
City of Monterey	34,480.00	34,480.00	34,480.00
City of Baxter	12,310.00	12,310.00	12,310.00
City of Algood	-	-	7,184.17
Fines & Copies	34,980.00	34,980.00	35,673.42
Gifts & Grants	29,465.00	29,465.00	22,839.96
Interest	310.00	310.00	267.40
Miscellaneous	<u>445.00</u>	<u>445.00</u>	<u>506.45</u>
Total Revenue	408,547.00	408,547.00	409,818.40
<u>Other Sources</u>			
Operating Transfer-			
Putnam County	<u>385,470.00</u>	<u>385,470.00</u>	<u>385,470.20</u>
Total Revenues & Other Sources	<u>794,017.00</u>	<u>794,017.00</u>	<u>795,288.60</u>
<u>Expenditures</u>			
Salaries, Wages & Benefits	564,677.00	564,677.00	556,214.97
Library Materials	85,463.00	85,463.00	85,090.17
Supplies & Software	44,700.00	44,700.00	44,275.82
Professional Fees	2,817.00	5,617.00	5,616.32
Communication & Utilities	40,569.00	37,769.00	36,266.93
Repairs & Maintenance	35,580.00	35,580.00	34,525.21
Equipment Purchase	5,000.00	5,000.00	1,013.85
Performers & Storytellers	6,955.00	6,955.00	5,720.12
Insurance	2,483.00	2,483.00	2,017.00
Sales Tax	762.00	762.00	733.00
Travel	5,200.00	5,200.00	2,907.12
Miscellaneous	<u>350.00</u>	<u>350.00</u>	<u>205.00</u>
Total Expenditures	<u>794,556.00</u>	<u>794,556.00</u>	<u>774,585.51</u>
Excess of Revenues & Other Sources	(539.00)	(539.00)	20,703.09
Fund Balance, beginning of year	<u>88,165.47</u>	<u>88,165.47</u>	<u>88,165.47</u>
Fund Balance, end of year	<u>\$ 87,626.47</u>	<u>\$ 87,626.47</u>	<u>\$ 108,868.56</u>

* This schedule is prepared on the modified accrual basis of accounting. There are no actual expenses which exceeded allocations for the year ended June 30, 2010.

PUTNAM COUNTY LIBRARY
NOTES TO REQUIRED SUPPLEMENTARY INFORMATION
JUNE 30, 2010

NOTE A - Budgeting, Budgetary Control, and Budgetary Reporting

An annual budget using the modified accrual basis of accounting is prepared and adopted each year. The budget for the year ended June 30, 2010 was approved by the board and the Putnam County Commission before the fiscal year began. Certain changes in expenditure allocations of the budget were addressed and approved by the Board of Trustees. Revenues are considered to be available for unrestricted use unless specifically restricted by the donor or grantor, thus the Board of Trustees may reapply budgeted resources from one use to another without special approval for unrestricted funds.

**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***

To the Board of Directors of the
Putnam County Library
Cookeville, Tennessee

I have audited the financial statements of The Putnam County Library, a special revenue fund of Putnam County, as of and for the year ended June 30, 2010, and have issued my report thereon dated January 31, 2011. I conducted my 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.

Internal Control over Financial Reporting

In planning and performing my audit, I considered The Putnam County Library's internal control over financial reporting as a basis for designing my auditing procedures for the purpose of expressing my opinion on the financial statements, but not for the purpose of expressing my opinion on the effectiveness of The Putnam County Library's internal control over financial reporting. Accordingly, I do not express an opinion on the effectiveness of The Putnam County Library's internal control over financial reporting.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. *A material weakness* is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis.

My consideration of internal control over financial reporting was for the limited purpose described in the first paragraph and was not designed to identify all deficiencies in internal control over financial reporting that might be deficiencies, significant deficiencies or material weaknesses. I did not identify any deficiencies in internal control over financial reporting that we consider to be material weaknesses, as defined above. However, as discussed below, I identified a certain deficiency in internal control over financial reporting, described in the accompanying schedule of findings and recommendations as item 10-1 that I consider to be significant deficiencies in internal

control over financial reporting. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether The Putnam County Library's financial statements are free of material misstatement, I performed tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements, 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 my audit and, accordingly, I do not express such an opinion. The results of my tests disclosed an instance of noncompliance or other matters that are required to be reported under *Government Auditing Standards* and which are described in the accompanying schedule of findings and recommendations as item 10-1.

Putnam County Library's response to the findings identified in my audit is described in the accompanying schedule of findings and recommendations. I did not audit the Library's response and, accordingly, I express no opinion on it.

This report is intended solely for the information of the management of The Putnam County Library and the Comptroller of the Treasurer, State of Tennessee and is not intended to be used and should not be used by anyone other than these specified parties. This restriction is not intended to limit the distribution of this report, which is a matter of public record.

January 31, 2011
Cookeville, Tennessee

Tamara L. Beckman, CPA

**PUTNAM COUNTY LIBRARY
FINDINGS AND RECOMMENDATIONS
JUNE 30, 2010**

Finding 10-1

A lack of segregation of duties was noted.

Recommendation

The following duties should not be performed by the same individual: receiving cash, making bank deposits, maintaining the accounting records and reconciling bank accounts. In addition, these duties should also not be performed by the same individual: preparing purchase authorizations, approving purchase authorizations, receiving goods or services, approving payment, preparing checks, signing checks and preparing bank reconciliations.

Director's Response:

The Putnam County Library acknowledges the importance of segregation of duties. Transactions are segregated to the extent possible with the personnel available.

Auditor's Note:

Due to the small size of the entity and lack of personnel, total segregation of duties is not feasible. However, all it was noted that the Library segregates the duties to the extent possible.