

Library District of Clackamas County

(A Component Unit of Clackamas County, Oregon)



Report of Independent Auditors and Financial Statements with Supplementary Information

For The Fiscal Year Ended June 30, 2013

LIBRARY DISTRICT OF CLACKAMAS COUNTY
(A Component Unit of Clackamas County, Oregon)

Report of Independent Auditors and
Financial Statements with
Supplementary Information

For the Fiscal Year Ended June 30, 2013

Prepared by:

Library District of Clackamas County
Department of Finance
Marc S. Gonzales, Director of Finance
David Bodway, Finance Manager
Christa Bosserman Wolfe, Audit Manager, CPA

**LIBRARY DISTRICT OF CLACKAMAS COUNTY
(A Component Unit of Clackamas County, Oregon)**

**GOVERNING BODY UNDER ORS 451.545
BOARD OF COUNTY COMMISSIONERS
CLACKAMAS COUNTY, OREGON**

Public Services Building
2051 Kaen Road
Oregon City, Oregon 97045

COMMISSIONERS AS OF JUNE 30, 2013

<u>Name</u>	<u>Term Expires</u>
John Ludlow, Chair Public Services Building	December 31, 2016
Jim Bernard, Commissioner Public Services Building	December 31, 2014
Martha Schrader, Commissioner Public Services Building	December 31, 2016
Tootie Smith, Commissioner Public Services Building	December 31, 2016
Paul Savas, Commissioner Public Services Building	December 31, 2014

ADMINISTRATIVE OFFICES

Clackamas County, Oregon
2051 Kaen Road
Oregon City, Oregon 97045

LEGAL COUNSEL AND REGISTERED AGENT

Steven Madkour
2051 Kaen Road
Oregon City, Oregon 97045

**LIBRARY DISTRICT OF CLACKAMAS COUNTY
(A Component Unit of Clackamas County, Oregon)**

TABLE OF CONTENTS

	<u>Page</u>
REPORT OF INDEPENDENT AUDITORS	1
MANAGEMENT’S DISCUSSION AND ANALYSIS	4
BASIC FINANCIAL STATEMENTS:	
Government-wide Financials:	
Statement of Net Position	8
Statement of Activities	9
Fund Financials:	
Balance Sheet - Governmental Fund.....	10
Reconciliation of Governmental Fund Balance Sheet to Statement of Net Position	11
Statement of Revenues, Expenditures and Changes in Fund Balance	12
Reconciliation of Statement of Revenues, Expenditures, and Changes in Fund Balance to Statement of Activities	13
Statement of Revenues, Expenditures, and Changes in Fund Balance - Budget to Actual	14
Notes to Basic Financial Statements	15
SUPPLEMENTARY INFORMATION:	
Other Financial Schedule:	
Schedule of Property Tax Transactions and Outstanding Balances	20
REPORT OF INDEPENDENT AUDITORS 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	21
REPORT OF INDEPENDENT AUDITORS ON COMPLIANCE AND ON INTERNAL CONTROL OVER FINANCIAL REPORTING BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH OREGON MINIMUM AUDITING STANDARDS.....	23

REPORT OF INDEPENDENT AUDITORS

REPORT OF INDEPENDENT AUDITORS

Board of County Commissioners of
Clackamas County, Oregon, as Governing Body of
Library District of Clackamas County
Oregon City, Oregon

Report on the Financial Statements

We have audited the accompanying financial statements of the governmental activities, the major fund, and the budgetary comparison of the Library District of Clackamas County (the District), a component unit of Clackamas County, Oregon, as of and for the year ended June 30, 2013, and the related notes and financial statements, which collectively comprise the District's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express opinions 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 *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 from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements 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 entity'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 statements.

MOSS-ADAMS_{LLP}

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

Opinions

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities and the major fund of the District as of June 30, 2013, and the respective changes in financial position and the respective budgetary comparisons for the year then ended in conformity with accounting principles generally accepted in the United States of America.

Other Matters

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis on pages 4 through 7 be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Supplementary Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the District's basic financial statements. The schedule of property tax transactions and outstanding balances (the schedule), as listed in the table of contents, is presented for purposes of additional analysis and is not a required part of the basic financial statements.

The schedule is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the schedule is fairly stated, in all material respects, in relation to the basic financial statements as a whole.

**Other Reporting Required by Government Auditing Standards**

In accordance with *Government Auditing Standards*, we have also issued our report dated September 26, 2013 on our consideration of the District's internal control over financial reporting and on our 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 our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the District's internal control over financial reporting and compliance.

Report on Other Legal and Regulatory Requirements

In accordance with the Minimum Standards for Audits of Oregon Municipal Corporations, we have issued our report dated September 26, 2013, on our consideration of the District's compliance with certain provisions of laws and regulations, including the provisions of Oregon Revised Statutes as specified in Oregon Administrative Rules. The purpose of that report is to describe the scope of our testing of compliance and the results of that testing and not to provide an opinion on compliance.

A handwritten signature in black ink, reading "James C. Lavarotto".

For Moss Adams LLP
Eugene, Oregon
September 26, 2013

MANAGEMENT'S DISCUSSION AND ANALYSIS

**LIBRARY DISTRICT OF CLACKAMAS COUNTY
(A Component Unit of Clackamas County, Oregon)
MANAGEMENT'S DISCUSSION AND ANALYSIS
FOR THE YEAR ENDED JUNE 30, 2013**

Management's discussion and analysis of the Library District of Clackamas County (the District) offers readers a narrative overview of financial activities for the fiscal year ended June 30, 2013. Please read it in conjunction with the accompanying basic financial statements and the notes to the basic financial statements.

Oregon Revised Statutes Chapter 451 provides for the establishment of county service districts, including library services. The Clackamas County Board of Commissioners adopted its Order No. 2008-189 on November 26, 2008, which established the District as a County service district to provide a dedicated, stable funding source for library services in Clackamas County, Oregon (the County). The District's boundaries are contiguous with those of the County, excepting portions lying within the city of Johnson City.

FINANCIAL HIGHLIGHTS

- Assets of the District exceeded liabilities at the close of the fiscal year by \$2,069,804. This amount is restricted for distribution to the Library cities per the Intergovernmental agreements.
- Net Position district-wide increased by \$958,810. Property taxes levied for operations and other revenues exceeded amounts distributed to other governments by this amount along with a reimbursement from the City of Gladstone to repay the County's capital contribution for the planning and construction of a library to serve Gladstone and Oak Lodge areas. The governmental fund reported an ending fund balance of \$1,284,039, an increase of \$908,861 from the prior year. Please see page 11 of the basic financial statements, which reconciles the increase in fund balance to the increase in Net Position.

OVERVIEW OF THE FINANCIAL STATEMENTS

The Statement of Net Position and the Statement of Activities provide government-wide information for the District. These statements include all assets and liabilities of the District using the accrual basis of accounting, which is similar to the accounting methodology used by private sector entities. Current year revenues and expenses are taken into account regardless of when cash is received or paid.

The Statement of Net Position and the Statement of Activities report District-wide Net Position and change from prior year. Net Position is the difference between assets and liabilities and represents a measurement of financial health. Over time, increases or decreases in Net Position indicate whether financial health is improving or deteriorating.

Following the government-wide financial statements are governmental fund financial statements. These statements are prepared using the current financial resources measurement focus and modified accrual basis of accounting. A reconciliation of the fund financial statements to the district-wide statements explains the differences in the two methods of reporting.

LIBRARY DISTRICT OF CLACKAMAS COUNTY
(A Component Unit of Clackamas County, Oregon)
MANAGEMENT'S DISCUSSION AND ANALYSIS (Continued)
FOR THE YEAR ENDED JUNE 30, 2013

GOVERNMENT-WIDE FINANCIAL ANALYSIS

The District's Net Position increased for the year ended June 30, 2013. The increase arises in the excess of revenues over expenses in the Statement of Activities and flows to the Statement of Net Position.

Statement of Net Position

The Statement of Net Position for the fiscal years ended June 30, 2013 and 2012 is as follows:

	<u>2013</u>	<u>2012</u>
Assets:		
Cash and cash equivalents	\$ 1,350,188	\$ 1,319,004
Property tax receivable	913,607	857,068
Total assets	<u>2,263,795</u>	<u>2,176,072</u>
Liabilities:	193,991	1,065,078
Net position:		
Restricted	<u>2,069,804</u>	<u>1,110,994</u>
Total net position	<u>\$ 2,069,804</u>	<u>\$ 1,110,994</u>

Assets increased \$87,723 from prior year due to an increase in cash and assessment of property taxes. The District decreased liabilities as of June 30, 2013 by \$871,087 which was comprised of prior year intergovernmental payments outstanding to the cities in the County's boundaries. In the current year, the majority of the distributions were paid before year end. Change in Net Position is discussed in the financial highlights section.

LIBRARY DISTRICT OF CLACKAMAS COUNTY
(A Component Unit of Clackamas County, Oregon)
MANAGEMENT'S DISCUSSION AND ANALYSIS (Continued)
FOR THE YEAR ENDED JUNE 30, 2013

Statement of Activities

Total general revenues were \$14,884,082, with \$14,354,248 in property taxes. An increase in Net Position of \$958,810 is reported for 2013. Expenses were \$13,925,272, consisting entirely of distributions to other governments and agencies for library services. A schedule follows showing revenues and expenses by function and activity for 2013 and 2012, respectively:

	2013	2012
General revenues:		
Property taxes levied for operations	\$ 14,354,248	\$ 14,129,358
Intergovernmental	11,635	39,030
Earnings on investments	18,199	12,178
Other income	500,000	-
Total general revenues	14,884,082	14,180,566
Governmental expenses:		
Payments to governments for library operating funds	13,925,272	13,768,473
Change in net position	958,810	412,093
Net position, beginning of year	1,110,994	698,901
Net position, end of year	<u>\$ 2,069,804</u>	<u>\$ 1,110,994</u>

Property taxes levied increased \$224,890 and payments to governments increased \$156,799 compared to the prior year. The increase is primarily attributed to the 3% growth allowed under Measure 47/50 and new development that occurred in the District boundaries.

FUND AND BUDGET ANALYSIS

The Balance Sheet and the Statement of Revenues, Expenditures and Changes in Fund Balance are presented for the governmental fund.

The fund balance in the governmental fund increased \$908,861 during the year. Compared to budget, a positive variance of \$697,064 is reported for total revenues, due primarily to an increase in property taxes collected along with a reimbursement from the City of Gladstone to repay the County's capital contribution for the planning and construction of a library to serve the Gladstone and Oak Lodge areas. Expenditures were under budget by \$459,134.

LIBRARY DISTRICT OF CLACKAMAS COUNTY
(A Component Unit of Clackamas County, Oregon)
MANAGEMENT'S DISCUSSION AND ANALYSIS (Continued)
FOR THE YEAR ENDED JUNE 30, 2013

ECONOMIC FACTORS

Property taxes are the chief revenue source for the District; approximately 96 percent of total revenues for the year ended June 30, 2013 were property tax revenues. This District has a permanent tax rate of \$0.3974 per \$1,000 of assessed value collected from all parcels of real property within the District. In 1997's primary election, voters approved Measure 50, which was referred to the electorate by the Oregon legislature. The 1997 property tax limitation rolled back assessed values to 90 percent of 1995-96 levels, established permanent tax rates, and limited assessed value growth for individual properties to 3 percent per year. Certain taxes, such as those to pay bonded debt, were exempted from Measure 50 reductions.

FINANCIAL CONTACT

The financial statements are designed to present users (citizens, taxpayers, customers, investors and creditors) with a general overview of the District's finances and to demonstrate accountability. If you have any questions about the report or need additional financial information, please contact the Clackamas County Department of Finance at 2051 Kaen Road, Oregon City, Oregon 97045-4035.

BASIC FINANCIAL STATEMENTS

LIBRARY DISTRICT OF CLACKAMAS COUNTY
(A Component Unit of Clackamas County, Oregon)
STATEMENT OF NET POSITION
JUNE 30, 2013

	<u>Governmental Activities</u>
ASSETS:	
Cash and cash equivalents	\$ 1,350,188
Property taxes receivable	<u>913,607</u>
TOTAL ASSETS	<u>2,263,795</u>
LIABILITIES:	
Accrued payable	<u>193,991</u>
NET POSITION:	
Restricted for library services	<u>2,069,804</u>
TOTAL NET POSITION	<u><u>\$ 2,069,804</u></u>

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

LIBRARY DISTRICT OF CLACKAMAS COUNTY
(A Component Unit of Clackamas County, Oregon)
STATEMENT OF ACTIVITIES
FOR THE YEAR ENDED JUNE 30, 2013

ACTIVITIES

GOVERNMENTAL:

Expenses:

Payments to cities of library operating funds	\$ 11,313,972
Payments to Clackamas County for library operating funds	<u>2,611,300</u>

TOTAL GENERAL EXPENDITURES	<u>13,925,272</u>
-----------------------------------	-------------------

GENERAL REVENUES:

Property taxes levied for library operations	14,354,248
Intergovernmental	11,635
Earnings on investments	18,199
Other income	<u>500,000</u>

TOTAL GENERAL REVENUES	<u>14,884,082</u>
-------------------------------	-------------------

CHANGE IN NET POSITION	958,810
-------------------------------	---------

NET POSITION, June 30, 2012	<u>1,110,994</u>
------------------------------------	------------------

NET POSITION, June 30, 2013	<u><u>\$ 2,069,804</u></u>
------------------------------------	----------------------------

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

LIBRARY DISTRICT OF CLACKAMAS COUNTY
(A Component Unit of Clackamas County, Oregon)
BALANCE SHEET
GOVERNMENTAL FUND
JUNE 30, 2013

ASSETS:

Cash and cash equivalents	\$ 1,350,188
Property taxes receivable	<u>913,607</u>
TOTAL ASSETS	<u>\$ 2,263,795</u>

LIABILITY AND FUND BALANCE

LIABILITY:

Accrued payable	\$ 193,991
Deferred revenue	<u>785,765</u>
TOTAL LIABILITIES	<u>979,756</u>

FUND BALANCE:

Restricted	<u>1,284,039</u>
TOTAL LIABILITY AND FUND BALANCE	<u>\$ 2,263,795</u>

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

LIBRARY DISTRICT OF CLACKAMAS COUNTY
(A Component Unit of Clackamas County, Oregon)
RECONCILIATION OF GOVERNMENTAL FUND BALANCE
SHEET TO STATEMENT OF NET POSITION
JUNE 30, 2013

TOTAL FUND BALANCE	\$ 1,284,039
---------------------------	--------------

Total net position in the Statement of Net Position is different because:

A portion of the District's property taxes are collected after year-end, but are not available soon enough to pay for the current year's operations and therefore are not reported as revenue in the governmental fund.	<u>785,765</u>
---	----------------

TOTAL NET POSITION	<u><u>\$ 2,069,804</u></u>
---------------------------	----------------------------

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

**LIBRARY DISTRICT OF CLACKAMAS COUNTY
(A Component Unit of Clackamas County, Oregon)
STATEMENT OF REVENUES, EXPENDITURES
AND CHANGES IN FUND BALANCE
FOR THE YEAR ENDED JUNE 30, 2013**

REVENUES:

Property taxes	\$ 14,304,299
Intergovernmental	11,635
Interest	18,199
Other income	<u>500,000</u>

TOTAL REVENUES

14,834,133

EXPENDITURES:

Payments to cities for library operating funds	11,313,972
Payments to Clackamas County for library operating funds	<u>2,611,300</u>

TOTAL EXPENDITURES

13,925,272

**EXCESS OF REVENUES OVER EXPENDITURES
AND NET CHANGE IN FUND BALANCE**

908,861

FUND BALANCE, June 30, 2012

375,178

FUND BALANCE, June 30, 2013

\$ 1,284,039

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

LIBRARY DISTRICT OF CLACKAMAS COUNTY
(A Component Unit of Clackamas County, Oregon)
RECONCILIATION OF STATEMENT OF REVENUES, EXPENDITURES AND
CHANGES IN FUND BALANCE TO STATEMENT OF ACTIVITIES
FOR THE YEAR ENDED JUNE 30, 2013

NET CHANGE IN FUND BALANCE	\$ 908,861
-----------------------------------	------------

The change in net position reported in the Statement of Activities is different because:

Property taxes that do not meet the measurable and available criteria are not recognized as revenue in the current year in the governmental funds. In the Statement of Activities they are recognized as revenue when levied or earned.

49,949

CHANGE IN NET POSITION	<u><u>\$ 958,810</u></u>
-------------------------------	--------------------------

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

LIBRARY DISTRICT OF CLACKAMAS COUNTY
(A Component Unit of Clackamas County, Oregon)
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES
IN FUND BALANCE - BUDGET TO ACTUAL
FOR THE YEAR ENDED JUNE 30, 2013

	Budget			Variance with Final Budget Positive (Negative)
	Original	Final	Actual	
REVENUES:				
Property taxes	\$ 14,129,479	\$ 14,129,479	\$ 14,297,709	\$ 168,230
Intergovernmental	-	-	11,635	11,635
Interest	1,000	1,000	18,199	17,199
Other income	-	-	500,000	500,000
TOTAL REVENUES	14,130,479	14,130,479	14,827,543	697,064
EXPENDITURES:				
Payments to cities*	11,136,591	11,332,679	11,313,972	18,707
Payments to Clackamas County**	2,998,873	3,033,454	2,611,300	422,154
Contingency	-	18,273	-	18,273
TOTAL EXPENDITURES	14,135,464	14,384,406	13,925,272	459,134
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES AND NET CHANGE IN FUND BALANCE	(4,985)	(253,927)	902,271	1,156,198
FUND BALANCE, June 30, 2012	253,927	253,927	253,926	(1)
FUND BALANCE, June 30, 2013	\$ 248,942	\$ -	1,156,197	\$ 1,156,197
ADJUSTMENT TO ACCOUNTING PRINCIPLES GENERALLY ACCEPTED IN THE UNITED STATES OF AMERICA (US GAAP BASIS):				
Property taxes susceptible to accrual, recognized as revenue on the U.S. GAAP basis			127,842	
FUND BALANCE (US GAAP basis), June 30, 2013			\$ 1,284,039	

*Appropriated as materials and services

**Appropriated as interagency transfer

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

NOTES TO BASIC FINANCIAL STATEMENTS

LIBRARY DISTRICT OF CLACKAMAS COUNTY
(A Component Unit of Clackamas County, Oregon)
NOTES TO BASIC FINANCIAL STATEMENTS
YEAR ENDED JUNE 30, 2013

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The District

The Library District of Clackamas County (the District), was formed under the provisions of Oregon Revised Statutes Chapter 451, "County Service Facilities". The District has no potential component units. As provided by ORS 451.485 the Clackamas County Board of Commissioners (the Board) is the governing body of the District. The District was organized to provide financial support to the library service providers of Clackamas County (the County) in order to operate city and County libraries. Creation of the District ensures a stable, dedicated, and long-term funding source for library services, allowing libraries to retain their educational resources and programs. The District acts as a fiscal agent, collecting property tax revenue and distributing it for the following: to provide permanent and dedicated library funding; to allow libraries to make basic repairs and library improvements; to restore all libraries' ability in the District to purchase more books and materials; and to prevent reductions in services and closure of some city libraries. Distribution is based on a formula made up of a combination of two factors: first, each participating jurisdiction that operates a library located in Clackamas County received a proportionate share based on their cities assessed value. The second factor is based on the percentage of unincorporated residents served by each library as established by Library Service Area boundaries that have been agreed upon by all participants. Since the County is financially accountable for and significantly influences the operations of the District, the District is included in the financial statements of the County.

Basis of Presentation and Basis of Accounting

Government-wide Financial Statements

The Statement of Net Position and the Statement of Activities display information about the District, including all of its financial activities. Governmental activities are financed primarily through general revenue, primarily property taxes.

The Statement of Activities presents direct expenses for the District's program. The District has no program revenues. Direct expenses are those that are specifically associated with the program and, therefore, are clearly identifiable to that program.

Fund Financial Statements

The fund financial statements provide information about the District's only fund.

Measurement Focus and Basis of Accounting

Government-wide financial statements are reported using the economic resources measurement focus and the accrual basis of accounting. Revenues are recorded when earned and expenses are recorded at the time liabilities are incurred, regardless of when the related cash flows take place. On the accrual basis of accounting, revenue from property taxes is recognized in the fiscal year for which the taxes are levied.

LIBRARY DISTRICT OF CLACKAMAS COUNTY
(A Component Unit of Clackamas County, Oregon)
NOTES TO BASIC FINANCIAL STATEMENTS (Continued)
YEAR ENDED JUNE 30, 2013

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Basis of Presentation and Basis of Accounting (Continued)

Measurement Focus and Basis of Accounting (Continued)

Governmental fund financial statements are reported using the current financial resources measurement focus and modified accrual basis of accounting. Under this method, revenues are recognized when measurable and available. The District considers all revenues reported in the governmental fund to be available if they are collected within sixty days after year-end. Property taxes and interest are considered susceptible to accrual. Expenditures are recorded when the related fund liability is incurred, except for claims and judgments, which are recognized as expenditures to the extent they have matured.

Use of Estimates

The preparation of basic financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the basic financial statements and reported amounts of revenues and expenses/expenditures during the reporting period. Actual results may differ from those estimates.

Cash and Cash Equivalents

The District considers investments with maturities of three months or less when purchased to be cash equivalents.

The District's cash and cash equivalents comprise funds held and invested by the County Treasurer and the State of Oregon Treasurer's Local Government Investment Pool. Financial information required by Governmental Accounting Standards Board Statements No. 3, No. 31 and No. 40 regarding the accounting and financial reporting for the District's pooled cash and investments, held by the County Treasurer, has been disclosed in the County's Comprehensive Annual Financial Report for the year ended June 30, 2013.

Receivables

Real and personal property taxes are assessed and become a lien against the property as of July 1 each year, and are payable in three installments on November 15, February 15, and May 15. All property taxes receivable are due from property owners within the District.

LIBRARY DISTRICT OF CLACKAMAS COUNTY
(A Component Unit of Clackamas County, Oregon)
NOTES TO BASIC FINANCIAL STATEMENTS (Continued)
YEAR ENDED JUNE 30, 2013

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Budget

A budget is prepared and legally adopted for the fund on the modified accrual basis of accounting, except for property taxes which are recognized on the cash basis. The budget is adopted, appropriations made, and the tax levy is declared no later than June 30th for the next fiscal year. The resolution authorizing appropriations sets the level by which expenditures cannot legally exceed appropriations. Appropriations, which are set at the principal object level, consisting of materials and services and interagency transfers are the levels of control established by the resolution. The detail budget document, however, is required to contain more specific, detailed information for the above mentioned expenditure categories. Management may make transfers of appropriations within object levels. However, transfers of appropriations between object levels require the approval of the governing body. Unexpected additional resources may be added to the budget through the use of a supplemental budget. The Board at a regular Board meeting may adopt supplemental budgets less than 10% of the fund's original budget. A supplemental budget greater than 10% of the fund's original budget requires hearings before the public, publication in newspapers and approval by the Board. Original and supplemental budgets may be modified by the use of appropriation transfers between the levels of control with approval by the Board. The Board made one appropriation transfer during the year. Appropriations lapse as of year-end.

Fund Balance and Net Position

In the financial statements, assets in excess of liabilities are presented as either fund balances or Net Position, depending on the measurement focus used for financial reporting in the fund.

Governmental funds report assets in excess of liabilities as fund balances and will be reported in the classifications that comprise a hierarchy based on the extent that the District is bound to honor those constraints on the specific purposes for which amounts in those funds can be spent.

Fund balance is reported as *Non-spendable* when the resources cannot ever be spent, whether due to legal restrictions (such as corpus), or items not spendable in form such as inventory balances or interfund loans/receivables.

Fund balance is reported as *Restricted* when the resources have legal externally enforceable restrictions, representing a spending constraint such as grants or contracts, fines and forfeitures, lender requirements, or laws and regulations of other governments.

Fund balance is reported as *Committed* when the Board of County Commissioners passes a resolution to establish a specific spending constraint on how the resources may be used. The Board can also modify or rescind the resolution through the passage of the same type of formal action employed to previously commit those amounts.

LIBRARY DISTRICT OF CLACKAMAS COUNTY
(A Component Unit of Clackamas County, Oregon)
NOTES TO BASIC FINANCIAL STATEMENTS (Continued)
YEAR ENDED JUNE 30, 2013

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Fund Balance and Net Position (Continued)

Fund balance is reported as *Assigned* when the County Administrator and Finance Director or designee assign portions of revenue sources or ending fund balance which are not determined to be non-spendable, restricted or committed by formal written notice. Authority is granted to the individuals by the Board of County Commissioners and such authority may only be established, modified or rescinded by the Board.

Fund balance is reported as *Unassigned* when resources are not otherwise reported as non-spendable, restricted, committed, or assigned.

When both restricted and unrestricted fund balance is available for use, the purpose for which that is restricted, it is the District's policy to use restricted fund balance first, then unrestricted fund balance as needed. When unrestricted fund balance is spent, the District will consider that committed amounts will be reduced first, followed by assigned amounts, and then unassigned amounts last.

The property taxes collected by the fund are legally restricted by special tax levy Measure 3-310, passed by the voters in November 2008, for the purpose of distributing property tax revenues raised by the District to participating local governments who operate libraries within the County. Therefore, all accumulated fund balance is restricted.

2. RISK MANAGMENT

The District is exposed to various risks of loss related to errors and omissions; automobile; damage to and destruction of assets; and bodily injury for which the District and/or County carries commercial insurance. The District participates in the County's self-insurance program where not commercially insured.

3. CASH AND CASH EQUIVALENTS

Cash and cash equivalents at June 30, 2013 are comprised of the following:

Cash and cash equivalents with County Treasurer	\$ 67,364
State of Oregon Treasurer's Local Government Investment Pool	<u>1,282,824</u>
	<u><u>\$ 1,350,188</u></u>

LIBRARY DISTRICT OF CLACKAMAS COUNTY
(A Component Unit of Clackamas County, Oregon)
NOTES TO BASIC FINANCIAL STATEMENTS (Continued)
YEAR ENDED JUNE 30, 2013

3. CASH AND CASH EQUIVALENTS (Continued)

Cash and cash equivalents represent the District's equity in pooled accounts maintained by the County Treasurer. State statutes authorize the District to invest in general obligations of the U.S. Government and in its agencies, certain bonded obligations of Oregon municipalities, certain corporate indebtedness, bank repurchase agreements, bankers' acceptances and the State of Oregon Treasurer's Local Government Investment Pool (LGIP) among others. As of June 30, 2013, and for the year then ended, the District and the County were in compliance with the aforementioned State of Oregon Statutes.

Oregon Revised Statutes require the public funds depository institution to be a participant in a multiple financial institution collateral pool administered by the Oregon State Treasurer. Reference should be made to the June 30, 2013, Clackamas County Comprehensive Annual Financial Report for compliance with these statutes.

The Oregon State Treasurer administers the LGIP. The LGIP is an open-ended no-load diversified portfolio offered to any agency, political subdivision or public corporation of the State who by law is made the custodian of, or has control of, any fund. The LGIP is commingled with the State's short-term funds. In seeking to best serve local government in Oregon, the Oregon Legislature established the Oregon Short-Term Fund Board, which is not registered with the U.S. Securities and Exchange Commission as an investment company. The purpose of the Board is to advise the Oregon State Treasurer in the management and investment of the LGIP.

The LGIP is subject to regulatory oversight by the Oregon State Treasurer and is not required to be categorized by risk. Investments in the LGIP are stated at fair value, which approximates cost. Fair value in the LGIP is the same as the value of its pool shares.

4. RELATED-PARTY TRANSACTIONS

In fiscal year 2013, the County received \$2,611,300 in distributions from the District. Distributions provide for the County's Clackamas Corner Library, Sunnyside Library, and Oak Lodge Library. Accounting, administrative, collection of taxes and other professional services are provided by the County at no cost to the District.

SUPPLEMENTARY INFORMATION

LIBRARY DISTRICT OF CLACKAMAS COUNTY
(A Component Unit of Clackamas County, Oregon)
SCHEDULE OF PROPERTY TAX TRANSACTIONS AND OUTSTANDING BALANCES
FOR THE YEAR ENDED JUNE 30, 2013

<u>Tax Year</u>	<u>Uncollected June 30, 2012</u>	<u>Levy as Extended by Assessor</u>	<u>Discounts</u>	<u>Interest</u>	<u>Adjustments</u>	<u>Collections</u>	<u>Uncollected June 30, 2013</u>
2012-13	\$ -	\$ 14,723,062	\$ (367,849)	\$ 7,467	\$ (30,795)	\$ (13,896,328)	\$ 435,557
2011-12	472,790	-	411	19,005	(18,138)	(230,631)	243,437
2010-11	233,549	-	227	17,048	(12,226)	(87,929)	150,669
2009-10	151,443	-	17	17,134	(1,829)	(82,821)	83,944
	<u>\$ 857,782</u>	<u>\$ 14,723,062</u>	<u>\$ (367,194)</u>	<u>\$ 60,654</u>	<u>\$ (62,988)</u>	<u>\$ (14,297,709)</u>	<u>\$ 913,607</u>

**REPORT OF INDEPENDENT AUDITORS 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***

**REPORT OF INDEPENDENT AUDITORS ON INTERNAL CONTROL OVER FINANCIAL REPORTING
 AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL
 STATEMENTS IN ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS***

Board of County Commissioners of
 Clackamas County, Oregon, as Governing Body of
 Library District of Clackamas County
 Oregon City, Oregon

We have audited, 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, the financial statements of the governmental activities, the major fund, and the budgetary comparison for the Library District of Clackamas County (the District), a component unit of Clackamas County, Oregon, as of and for the year ended June 30, 2013, and the related notes to the financial statements, which collectively comprise the District's basic financial statements, and have issued our report thereon dated September 26, 2013.

Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered the District's internal control over financial reporting (internal controls) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control. Accordingly, we do not express an opinion on the effectiveness of the District's internal control.

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 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. *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.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. However, material weaknesses may exist that have not been identified.



Compliance and Other Matters

As part of obtaining reasonable assurance about whether the District's financial statements are free of material misstatement, we 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 our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of the Report

The purpose of the report is solely to describe the scope of our testing of our internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. The report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purposes.

Moss Adams, LLP

Eugene, Oregon
September 26, 2013

**REPORT OF INDEPENDENT AUDITORS ON COMPLIANCE AND ON
INTERNAL CONTROL OVER FINANCIAL REPORTING BASED ON AN
AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE
WITH OREGON MINIMUM AUDITING STANDARDS**

**REPORT OF INDEPENDENT AUDITORS ON COMPLIANCE AND
 ON INTERNAL CONTROL OVER FINANCIAL REPORTING
 BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN
 ACCORDANCE WITH *OREGON MINIMUM AUDITING STANDARDS***

Board of County Commissioners of
 Clackamas County, Oregon, as Governing Body of
 Library District of Clackamas County
 Oregon City, Oregon

We have audited the basic financial statements of the Library District of Clackamas County (the District) as of and for the year ended June 30, 2013 and have issued our report thereon dated September 26, 2013. We conducted our audit in accordance with auditing standards generally accepted in the United States of America, the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, and the provisions of the *Minimum Standards for Audits of Oregon Municipal Corporations*, prescribed by the Oregon Secretary of State. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the basic financial statements are free of material misstatement.

Compliance

As part of obtaining reasonable assurance about whether the District's basic financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, grants, including provisions of Oregon Revised Statutes as specified in Oregon Administrative Rules OAR 162-10-000 to 162-10-330, as set forth below, noncompliance with which could have a direct and material effect on the determination of financial statement amounts:

- The use of approved depositories to secure the deposit of public funds.
- The requirements relating to the preparation, adoption and execution of the annual budgets for fiscal year 2013 and 2014.
- The requirements relating to insurance and fidelity bond coverage.
- The appropriate laws, rules, and regulations pertaining to programs funded wholly or partially by other governmental agencies.
- The statutory requirements pertaining to the investment of public funds.

However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The results of our test disclosed no instances of noncompliance that are required to be reported under *Minimum Standards for Audits of Oregon Municipal Corporations*, prescribed by the Oregon Secretary of State.



Internal Control Over Financial Reporting

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

Our consideration of internal control over financial reporting was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over financial reporting that might be deficiencies, significant deficiencies or material weaknesses. We did not identify any deficiencies in internal control over financial reporting that we consider to be material weaknesses, as defined above.

This report is intended solely for the information and use of the Audit Committee, Board of County Commissioners, management, others within the entity, and Oregon Secretary of State Audits Division, and is not intended to be and should not be used by anyone other than these specified parties.

A handwritten signature in black ink, reading "James C. Lavarotto".

For Moss Adams LLP
Eugene, Oregon
September 26, 2013