

# ANNUAL REPORT

## THREE CREEKS LIBRARY CAPITAL FACILITY AREA

Submitted pursuant to RCW 43.09.230

To The

State Auditor's Office

For the Fiscal Year Ended December 31, 2008

Certified this 5<sup>th</sup> day of May, 2009  
to the best of my knowledge and belief

NAME	<u>Patty Duitman</u>
TITLE	<u>Operations Director</u>
PREPARED BY	<u>Mike Githens</u>
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**Three Creeks Library Capital Facility Area**  
**FUND RESOURCES AND USES ARISING FROM CASH TRANSACTIONS**  
 For the Year Ended December 31, 2008

BARS CODE	General Fund	Debt Service Fund
	Actual	Actual
<b>BEGINNING CASH AND INVESTMENTS</b>	\$ 89,835	\$ 82,439
<b>REVENUES AND OTHER SOURCES</b>		
310 Taxes	1,410	567,893
330 Intergovernmental		
360 Miscellaneous	75,170	
390 Other Financing Sources	11,053	0
TOTAL REVENUES AND OTHER SOURCES	87,633	567,893
<b>TOTAL RESOURCES</b>	177,468	650,332
<b>OPERATING EXPENDITURES</b>		
572 Library Services	1,140	0
TOTAL OPERATING EXPENDITURES	1,140	0
591-93 Debt Service		639,279
594-96 Capital Outlay	172,597	
TOTAL EXPENDITURES	173,737	639,279
597 Other Financing Uses	0	11,053
TOTAL EXPENDITURES AND OTHER USES	173,737	650,332
Excess (Deficit) of Resources Over Uses	3,731	0
<b>ENDING NET CASH AND INVESTMENTS</b>	\$ 3,731	\$ 0

The accompanying notes are an integral part of this statement.

**Three Creeks Library Capital Facility Area**  
NOTES TO FINANCIAL STATEMENTS  
December 31, 2008

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**NOTE 1 – SUMMARY OF ACCOUNTING POLICIES**

The Three Creeks Library Capital Facility Area (LCFA) uses the revenue and expenditure classifications contained in the *Budgeting, Accounting, and Reporting System* (BARS) manual for Library Districts. The manual is prescribed by the State Auditor's Office under the authority of Washington State law, Chapter 43.09 RCW.

The LCFA was established with a special election of the voters on September 15, 1998. The LCFA operates under the laws of the state of Washington applicable to Chapter 27.15 of the RCW. The governing body of the LCFA as designated by RCW 27.15.030 is comprised of three members of the county legislative authority. The LCFA is a special-purpose government, which provides capital building funding.

**A. Fund Accounting**

The accounts of the LCFA are organized on the basis of funds, each of which is considered a separate accounting entity. Each fund is accounted for with a separate set of single-entry accounts that comprise cash, investments, revenues and expenditures, as appropriate. The government's resources are allocated to and accounted for in individual funds depending on their intended purpose. The following are the fund types used by the LCFA:

GOVERNMENTAL FUND TYPES:

General Fund

This fund is the primary operating fund of the government. It accounts for all financial resources except those required or elected to be accounted for in another fund.

Debt Service

The LCFA uses a debt service fund for the accumulation of resources to pay principal, interest and related costs on general long-term debt.

**B. Basis of Accounting**

The LCFA uses the cash basis of accounting, which is a comprehensive basis of accounting other than generally accepted accounting principles (OCBOA). Basis of accounting refers to when revenues and expenditures are recognized in the accounts and reported in the financial statements. Revenues are recognized only when cash is received and expenditures are recognized when paid.

## Three Creeks Library Capital Facility Area

### NOTES TO FINANCIAL STATEMENTS

December 31, 2008

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Purchases of capital assets are expensed during the year of acquisition. There is no capitalization of capital assets, nor allocation of depreciation expense. Inventory, including collection materials, is expensed when purchased.

#### **C. Cash**

It is the LCFA's policy to invest all temporary cash surpluses. The amount is included on the statement of fund resources and uses arising from cash transactions.

#### **D. Deposits**

The LCFA's deposits are covered by the Federal Deposit Insurance Corporation and/or the Washington Public Deposit Protection Commission with the Clark County Treasurer's Office.

#### **E. Collection Materials**

Collection materials such as books, magazines, videos, audiocassettes, and so forth are recorded as operating expenditures when purchased.

### **NOTE 2 – INVESTMENTS**

Investments are held with the Investment Pool of the Clark County Treasurer. The ending balance as of December 31, 2008 is \$3,731.

### **NOTE 3 – LONG TERM DEBT**

The accompanying Schedule of Long-Term Debt (09) provides a listing of the outstanding debt of the LCFA and summarizes the LCFA's debt transactions for the year 2008. This debt was issued for construction of the Three Creeks Library Building. The Debt was issued in August of 1999 with an interest rate of 4.96%. The final maturity of the issue was December 2008. No debt service requirements remain.

### **NOTE 4 – OTHER DISCLOSURES**

#### Interlocal Agreements

The Fort Vancouver Regional Library District, in collaboration with the LCFA, has entered into an Interlocal Agreement to build the Three Creeks Library in the Salmon Creek area. The LCFA has the responsibility to oversee the construction of the building in conjunction with the Fort Vancouver Regional Library District. The Library District will maintain the daily operations and staffing of the Three Creeks Library. Based on this agreement, the LCFA has directed the Fort

## **Three Creeks Library Capital Facility Area**

### **NOTES TO FINANCIAL STATEMENTS**

December 31, 2008

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Vancouver Regional Library District to manage and administer the finances of the LCFA with the participation of the Clark County Treasurer's Office as the ex-officio treasurer for the LCFA. The LCFA will reimburse the Fort Vancouver Regional Library District for project management and administrative costs related to the development of the LCFA.

As designated in the interlocal agreement with the Fort Vancouver Regional Library District, any books, materials, periodicals, and electronic databases become the property of the Fort Vancouver Regional Library District upon purchase by the LCFA.

**Three Creeks Library Capital Facility Area**  
 DETAIL OF REVENUES AND OTHER SOURCES  
 For the Year Ended December 31, 2008

**General Fund**

BARS Account Number	Description	Actual Amount
308	Beginning Net Cash and Investments	\$ 89,835
311.11	Other General Tax	-
318.20	Leasehold Excise Tax	1,410
<b>310</b>	<b>Total Taxes</b>	<b>1,410</b>
361.11	Investment Interest	9,964
369.90	Miscellaneous Revenue	65,206
<b>360</b>	<b>Total Miscellaneous Revenues</b>	<b>75,170</b>
310-370	<b>Total Revenues</b>	<b>76,580</b>
397	Transfer from Debt Service Fund	11,053
	<b>Total Non Revenues</b>	<b>11,053</b>
	<b>TOTAL RESOURCES</b>	<b>\$ 177,468</b>

**Debt Service Fund**

BARS Account Number	Description	Actual Amount
308	Beginning Net Cash and Investments	\$ 82,439
311.10	Real and Personal Property Taxes	567,893
<b>310</b>	<b>Total Taxes</b>	<b>567,893</b>
310-370	<b>Total Revenues</b>	<b>567,893</b>
	<b>TOTAL RESOURCES</b>	<b>\$ 650,332</b>

### Three Creeks Library Capital Facility Area

#### DETAIL OF EXPENDITURES AND OTHER USES

For the Year Ended December 31, 2008

**General Fund**

BARS Account Number	Description	Object Code	Object Description	Actual Amount
572.40	Library Facilities	40	Prof. Services	\$ 1,140
594.64	Capital Outlay Machinery & Equipment	60	Capital Outlay	161,850
594.72	Capital Outlay Buildings Owned	60	Capital Outlay	10,747
<b>570</b>	<b>Total Culture and Recreation</b>			<b>173,737</b>
508	Ending Net Cash & Investments			3,731
	<b>TOTAL</b>			<b>\$ 177,468</b>

**Debt Service Fund**

BARS Account Number	Description	Object Code	Object Description	Actual Amount
591	Redemption of Long Term Debt	70	Principal	\$ 609,069
		80	Interest	\$ 30,210
597	Transfer out to General Fund	00	Transfer Out	11,053
	<b>Total Expenditures and Other Uses</b>			<b>650,332</b>
508	Ending Net Cash & Investments			-
	<b>TOTAL</b>			<b>\$ 650,332</b>

### Three Creeks Library Capital Facility Area

SCHEDULE OF LONG-TERM DEBT  
For the Year Ended December 31, 2008

ID Number	Date of Original Issue	Date of Maturity	Beginning Outstanding Debt	Amount Issued in Current Year	Amount Redeemed This Year	BARS code for Redemption	Ending Outstanding Debt 12/31/2008
251.12	Aug-99	Dec-08	\$ 609,069	-	\$ 609,069	591.22	\$ -
<b>Total GO Debt</b>			<b>\$ 609,069</b>	<b>-</b>	<b>\$ 609,069</b>		<b>\$ -</b>

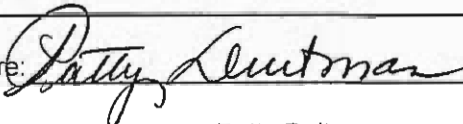
**Three Creeks Library Capital Facility Area**  
**SCHEDULE OF LABOR RELATIONS CONSULTANT**  
For the Year Ending December 31, 2008

Has your government engaged labor relations consultants? \_\_\_\_ Yes  X  No

If yes, please provide the following information for each consultant:

Name of Firm
Name of Consultant
Business Address
Amount Paid to Consultant During Fiscal Year
Terms and Conditions, As Applicable, Including: Rates (e.g. Hourly, Etc.) <u> 0 </u> Maximum Compensation Allowed _____ Duration of Service _____ Services Provided _____

Certified Correct this  5<sup>th</sup>  day of  May , 2009 to the best of my knowledge and belief:

Signature:  

Name:  Patty Duitman

Title:  Operations Director

# Three Creeks Library Capital Facility Area

## NOTES TO FINANCIAL STATEMENTS

December 31, 2008

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