

ANNUAL REPORT CERTIFICATION

Yale Valley Library District
(Official Name of Government)

2938
MCAG No.

Submitted pursuant to RCW 43.09.230 to the Washington State Auditor's Office
For the Fiscal Year Ended 12/31/2020

GOVERNMENT INFORMATION:

Official Mailing Address 1007 E Mill Plain Blvd
Vancouver, WA 98663

Official Website Address http://www.yalevalleylibrary.org/

Official E-mail Address CGreenwood@fvrl.org

Official Phone Number 360-906-5061

AUDIT CONTACT or PREPARER INFORMATION and CERTIFICATION:

Audit Contact or Preparer Name and Title Carrie Greenwood Finance Director

Contact Phone Number 360-906-5061

Contact E-mail Address CGreenwood@fvrl.org

I certify 19th day of May, 2021, that annual report information is complete, accurate and in conformity with the Budgeting, Accounting and Reporting Systems Manual, to the best of my knowledge and belief, having reviewed this information and taken all appropriate steps in order to provide such certification. I acknowledge and understand our responsibility for the design and implementation of controls to ensure accurate financial reporting, comply with applicable laws and safeguard public resources, including controls to prevent and detect fraud. Finally, I acknowledge and understand our responsibility for immediately submitting corrected annual report information if any errors or an omission in such information is subsequently identified.

Signatures

Carrie Greenwood (CGreenwood@fvrl.org)

**Yale Valley Library District
Fund Resources and Uses Arising from Cash Transactions
For the Year Ended December 31, 2020**

		<u>001 General</u>
Beginning Cash and Investments		
308	Beginning Cash and Investments	978,889
388 / 588	Net Adjustments	-
Revenues		
310	Taxes	96,761
320	Licenses and Permits	-
330	Intergovernmental Revenues	368,813
340	Charges for Goods and Services	-
350	Fines and Penalties	-
360	Miscellaneous Revenues	35,036
Total Revenues:		<u>500,610</u>
Expenditures		
570	Culture and Recreation	98,430
Total Expenditures:		<u>98,430</u>
Excess (Deficiency) Revenues over Expenditures:		402,180
Other Increases in Fund Resources		
391-393, 596	Debt Proceeds	-
397	Transfers-In	-
385	Special or Extraordinary Items	-
381, 382, 389, 395, 398	Other Resources	-
Total Other Increases in Fund Resources:		<u>-</u>
Other Decreases in Fund Resources		
594-595	Capital Expenditures	396,652
591-593, 599	Debt Service	-
597	Transfers-Out	-
585	Special or Extraordinary Items	-
581, 582, 589	Other Uses	-
Total Other Decreases in Fund Resources:		<u>396,652</u>
Increase (Decrease) in Cash and Investments:		5,528
Ending Cash and Investments		
50821	Nonspendable	-
50831	Restricted	-
50841	Committed	-
50851	Assigned	-
50891	Unassigned	984,417
Total Ending Cash and Investments		<u>984,417</u>

YALE VALLEY LIBRARY DISTRICT
Notes to Financial Statements
For the year ended December 31, 2020

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The Yale Valley Library District is its own independent taxing district that provides library services to the general public and is supported primarily through property taxes. The District was founded in 2004 and operates under the provisions of RCW 27.12, the laws of the state of Washington applicable to a library district. The District uses single-entry, cash basis accounting which is a departure from generally accepted accounting principles (GAAP).

The District reports financial activity in accordance with the Cash Basis Budgeting, Accounting and Reporting System (BARS) Manual prescribed by the State Auditor's Office under the authority of Washington State law, Chapter 43.09 RCW. This manual prescribes a financial reporting framework that differs from generally accepted accounting principles (GAAP) in the following manner:

- Financial transactions are recognized on a cash basis of accounting as described below.
- Component units are required to be disclosed, but are not included in the financial statements.
- Government-wide statements, as defined in GAAP, are not presented.
- All funds are presented, rather than a focus on major funds.
- The Schedule of Liabilities is required to be presented with the financial statements, as supplementary information.
- Supplementary information required by GAAP is not presented.
- Ending balances are not presented using the classifications defined in GAAP.

A. Fund Accounting

The financial transactions and accounts of the Yale Valley Library District 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 comprises its cash, investments, revenues, and expenditures as appropriate. The District'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 District:

Governmental Fund Type

General Fund: This fund is the primary operating fund of the District. It accounts for the financial resources of the District except those required or elected to be accounted for in another fund.

B. Basis of Accounting and Measurement Focus

Financial statements are prepared using the cash basis of accounting and measurement focus. Revenues are recognized when cash is received and expenditures are recognized when paid.

C. Budget

The Yale Valley Library District Board of Trustees adopts an annual appropriated budget for the General Fund. This budget is appropriated at the fund level. The budget constitutes the legal authority for expenditures at that level. Annual appropriations for these funds lapse at the fiscal year end. The annual

YALE VALLEY LIBRARY DISTRICT
Notes to Financial Statements
For the year ended December 31, 2020

appropriated budget is adopted on the same basis of accounting as used for financial reporting.

The appropriated and actual expenditures for the legally adopted budget is as follows:

2020

Fund	Final Appropriated Amount	Actual Expenditures	Variance
General	\$1,166,601	\$495,082	\$671,519

Budgeted amounts are authorized to be transferred between object classes within departments by the Finance Director, however, any revisions that alter the total expenditures of a fund must be approved by the Yale Valley Library District's Board of Trustees (the District's legislative body).

D. Cash

It is the District's policy to invest all temporary cash surpluses. The amount is included on the statement of resources and uses arising from cash transactions as net cash and investments. See Note 2, *Deposits and Investments* for detailed year-end information and data.

E. Capital Assets

Capital assets are assets with an initial individual cost of more than \$10,000 and an estimated useful life in excess of 3 years. Capital assets are long-lived assets of the District and are recorded as expenditures when purchased.

F. Risk Management

Through the contract agreement with Fort Vancouver Regional Libraries the district purchases insurance from commercial carriers to protect itself against general liability, employee dishonesty and automobile and property damages. The insurance is purchased through Biggs Insurance Services.

The District has had no settlements that exceeded insurance coverage for the past three years.

The District participates in the State of Washington Labor and Industries worker's compensation insurance program, however, management has elected to become self-insured through the Washington State Employment Security Department on a reimbursement basis. No reserve for self-insurance has been established as the potential liability is not considered to be material to the financial statements.

NOTE 2 - DEPOSITS AND INVESTMENTS

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

YALE VALLEY LIBRARY DISTRICT
Notes to Financial Statements
For the year ended December 31, 2020

The Yale Valley Library District investments are held by Clark County as its agent in the District's name involuntarily. The pool is not rated or registered with the SEC. Rather, oversight is provided by the County Finance Committee in accordance with RCW 36.48.070. The District's cash is invested by Clark County Local Government Investment Pool. Investments in the pool are reported at fair value and the financial statement reports the investments at original cost, with interest reported when received. The fair value increase at December 31, 2020 was \$8,766, as reported on the investment pool statement. Deposits and investments by type at December 31, 2020 are as follows:

		<u>12/31/2020</u>
Cash on hand	\$	-
Cash held by Clark County *		-
Subtotal - Cash		<u>-</u>
FVRL Investment		<u>984,417</u>
Subtotal - Clark County Investment Pool		<u>984,417</u>
Total Cash & Investments	\$	<u><u>984,417</u></u>

*There were no outstanding warrants at December 31, 2020.

NOTE 3 – PROPERTY TAX

The county treasurer acts as an agent to collect property tax levied in the county for all taxing authorities. Collections are distributed (at/after) the end of each month.

Property tax revenues are recognized when cash is received by the District. Delinquent taxes are considered fully collectible because a lien affixes to the property after tax is levied.

Yale Library District's regular levy for the year 2020 was \$.3686085819 per \$1,000 as follows:

<u>County</u>		<u>Assessed Valuation</u>		<u>Levy</u>
Cowlitz	\$	<u>256,394</u>	\$	<u>94,509</u>
	\$	<u>256,394</u>	\$	<u>94,509</u>

NOTE 4 – YALE VALLEY LIBRARY DISTRICT

Fort Vancouver Regional Library District serves as fiscal agent for Yale Valley Library District. In May 2003, citizens in the Yale precinct successfully voted to form a partial-county, rural library district. Yale Valley Library District contracts with Fort Vancouver Regional Library District for services.

YALE VALLEY LIBRARY DISTRICT
Notes to Financial Statements
For the year ended December 31, 2020

NOTE 5 – PASS THROUGH CAPITAL FACILITIES GRANT

Fort Vancouver Regional Library District received a library capital facilities grant from the Washington Department of Commerce, in the amount of \$291,000. This grant was passed through to Yale Valley Library District by offsetting expenses the library owed to Fort Vancouver Regional Library District for the same amount. Both the grant and the expenses are recorded in the financial statements of Yale Valley Library District.

NOTE 6 – COVID-19

In February 2020, the Governor of the state of Washington declared a state of emergency in response to the spread of a deadly new virus known as COVID-19. In the months following the declaration, precautionary measures to slow the spread of the virus have been ordered. These measures included closing schools, cancelling public events, limiting public and private gatherings, and restricting business operations, travel and non-essential activities. The length of time these measures will continue to be in place, and the full extent of the financial impact on the District is unknown at this time.

Yale Valley Library District

Schedule 01

For the year ended December 31, 2020

FCAG	Fund #	Fund Name	BARS Account	BARS Name	Amount
2938	001	General	3089100	Unassigned Cash and Investments - Beginning	\$978,889
2938	001	General	3111000	Property Tax	\$96,761
2938	001	General	3370000	Local Grants, Entitlements and Other Payments	\$168
2938	001	General	3340690	State Grant from Other State Agencies	\$291,000
2938	001	General	3321523	Payment In-Lieu of Tax	\$368
2938	001	General	3321523	Payment In-Lieu of Tax	\$77,277
2938	001	General	3611000	Investment Earnings	\$14,109
2938	001	General	3670000	Contributions and Donations from Nongovernmental Sources	\$5,000
2938	001	General	3671000	Contributions and Donations from Nongovernmental Sources	\$15,927
2938	001	General	5721040	Administration	\$62,528
2938	001	General	5722040	Library Services	\$35,902
2938	001	General	5089100	Unassigned Cash and Investments - Ending	\$984,417
2938	001	General	5947260	Capital Expenditures/Expenses - Libraries	\$396,652

Labor Relations Consultant(s)
For the Year Ended December 31, 20__

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.):
Maximum compensation allowed:
Duration of services:
Services provided:

LOCAL GOVERNMENT RISK-ASSUMPTION
For the Year Ended December 31, 20__

i. no Does the entity self-insure for any class of risk, including liability, property, health and welfare, unemployment compensation, workers' compensation? (yes/no)

If NO, STOP, you do not need to complete the rest of this Schedule.

If YES, continue below.

a. Which class of risk does the entity self-insure? Check all that apply.

- i. Liability
- ii. Property
- iii. Health and Welfare (medical, vision, dental, prescription)
- iv. Unemployment Compensation
- v. Workers' Compensation
- vi. Other - please describe: _____

b. Does the entity self-insure as an individual program? (yes/no)

- i. If answered YES, does the entity allow another separate legal entity into its self-insurance program(s)? (yes/no) For example, employees of a different organization participate in a health and welfare program of a city.

If so, list the entity or entities: _____

c. Does the entity self-insure as a joint program? (yes/no)

 If answered YES, list the other member(s): _____

2. ____ Does the entity administer its own claims? (yes/no)
3. ____ Does the entity contract with a third party administrator for claims administration? (yes/no)
4. ____ Did the entity receive a claims audit in the last three years, regardless of who administered the claims? (yes/no)
5. ____ Were the program's revenues sufficient to cover the program's expenses? (yes/no)
6. ____ Did the program use an actuary to determine its liabilities? (yes/no)

EXAMPLE

Description of Risk Type	Number of claims received during the period	Number of claims paid during the period	Total amount of claims paid during the period
Liability (automobile)	354	279	\$104,366

Description of Risk Type	Number of claims received during the period	Number of claims paid during the period	Total amount of claims paid during the period

Yale Valley Library District

Schedule 22 - Audit Assessment Questionnaire (unaudited)

For Fiscal Year ended December 31, 2020

Reference	#	Question	Answer	Explanation
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INSTRUCTIONS FOR PREPARER

The term "governing body" is used in this Schedule 22 to describe the elected or appointed governing board of your government. If the government preparing this questionnaire did not have any financial activity during the reporting year, please return to the first step of the annual report and select "no" when asked if you'll be reporting financial activity. For additional assistance with the Schedule 22, please click the "help" button.

For **guidance** to these questions, please refer to the document at, <https://sao.wa.gov/bars-annual-filing/bars-reporting-templates/>

Please click, "**Next**," to begin the Schedule 22. You may use the numbers above circled in blue to quickly navigate to a specific section of the Schedule 22. As with the rest of the Annual Report submission, it does not need to be completed all at once; you may leave and return to the Schedule 22 as needed.

FINANCIAL ACTIVITY MONITORING AND OVERSIGHT

- | | | |
|---|--|--------------|
| 1 | Please indicate which of the following best describes the accounting system of the government:
A) Rely on the County Treasurer (no other accounting software used
B) Other accounting software (i.e. QuickBooks, BIAS, Vision, Excel, etc.). | (B) |
| 2 | Does the government use their own bank accounts in lieu of or in addition to the County Treasurer? If yes, please attach year-end bank statement. | No |
| 3 | Please disclose the accounting software the government use. | Great Plains |

Reference # Question Answer Explanation

- 4 Please describe the government's reconciliation of their bank accounts (County Treasurer and transmittal) to the accounting records. Include the personnel responsible for performing the reconciliation and the personnel responsible for reviewing the reconciliation. **Note:** the job position/title is sufficient for the identification purpose.
- Carrie Greenwood, Finance Director, reconciles the bank statements to the County Treasurer monthly. Lisa Brown, our outside CPA, reviews the bank reconciliation.
- 5 Entries Process - please describe the process to record journal entries into the government's general ledger and, if applicable, the process for reviewing and monitoring the journal entries being posted, both during the year and at year-end. **Note:** include the job position/title of the person responsible for posting and reviewing the entries.
- A log is kept by journal entry number with the initials of the person making the entry and what the entry is for. The entries are reviewed by the Finance Director, Carrie Greenwood and the Outside CPA, Lisa Brown.
- 6 Please indicate which of the following best describes the government's own internal accounting system:
 A) It uses the BARS chart of accounts;
 B) It uses a chart of accounts that is compatible with BARS;
 C) It uses a chart of accounts that requires manual adjustments to file the Schedule 01;
- (A)
- 7 Does the Board receive and review monthly financial reports? Such as, cancelled checks, financial reports from the county, expenditure listings, bank accounts or petty cash activity. If yes, please describe what is reviewed and how often.
- Yes
- The board has monthly meetings where the financial statements are presented and bills are reviewed and approved for payment.

Reference	#	Question	Answer	Explanation
	8	Preparation of Financial Reports - please describe the process or procedure for the preparation of financial statements (including the Schedule 01). Please identify any significant changes that occurred since the prior year (ex. staff turnover).	The staff are the same as last year. The financial statements are prepared in excel from a revenue and expense detail general ledger month end balances.	
	9	Has the government contracted out for, or recently assumed responsibility for, any major governmental function? For example, contracts for accounting services, janitorial/grounds keeping or other maintenance contracts or the government now performs fire protection services for another government or assumes a new water system from another government. Includes annexations. If yes, please explain.	No	

PERMANENT FILES

	10	Please check all boxes that occurred during the fiscal year:	Significant events (i.e. new debt, major construction)	
	12	Please explain the significant events that occurred during the year (i.e. new debt, major construction, change in key positions, etc.)	Construction of new library	
	15	Did the government make any significant updates to administrative, personnel, or financial policies? If yes, please attach the newest policy.	No	
	16	Did the government enter into, or modify any existing, interlocal agreements? If yes, please attach.	No	
	17	Does the government have a system or process to record information about its capital assets, including buildings, equipment, etc.? If yes, please describe the process for tracking.	Yes	Keeping track of Capital Construction Cost in Excel. In 2021 as the library nears completion Assets are being tagged, recorded into Great Plains over \$1000.00 same as FVRL policy.

Reference # Question Answer Explanation

MATERIAL COMPLIANCE REQUIREMENT

- 18 Did the government receive any non-SAO audits during the year (including the work of internal auditors)? If yes, please attach related report. No
- 19 Is the government currently involved in any lawsuits? We may be requesting an update on the status of legal matters during the audit. No
- 20 Are there any licensing, regulatory, contracting, or granting agencies with the ability to impose material penalties that would play a role in the government's ability to continue? Examples may include Department of Health; FEMA. If so, please list the agency that could impose them. No

REVENUES AND EXPENDITURES

- 21 Please describe any new sources of revenues or expenditure streams (new activities, special levies, state or federal grants, leases, etc.), or state that there were none. State Dept of Commerce Capital Grant
- 22 Were there any rate increases during the audit period? Yes
- 23 Attach rate and fee schedules in effect during the fiscal year. Attached **Attachments**
[Billings from FVRL for 2020.pdf](#)
- 24 Does the government receipt cash locally (using its own staff, issuing receipts) or use a third party vendor to bill or receipt payments? Please check all that apply. NA - No Receipting
- 28 Please check all that apply to the government and list the authorized balance for each fund or account: None
- 37 What types of EFT/ACH payment does the government make? (i.e. payroll, direct deposit, employee reimbursements, wire transfers, AP vendor payments, etc.). Please list them in the box below. Transfer to FVRL for bills

Reference	#	Question	Answer	Explanation
	38	Does the government incur payroll costs?	No	
	40	Please mark all that apply to the government:	None	
	44	Does the government receive any funds from state or federal grantors? If yes, please attach the grant agreements for the reporting year.	Yes	Attachments Capital Grant Agreement 10142020 FVRL for Yale Valley.pdf

REQUIRED ATTACHMENTS (see instructions for required details)

<i>Informational</i>	98	Meeting Minutes - Attach the meeting minutes and resolutions for all governing body meetings held during the last year.	Attached	Attachments <u>June 11 - 2020 Minutes signed.pdf</u> <u>March 12 - 2020 - Minutes (1).pdf</u> <u>March 12 - 2020 - Minutes.pdf</u> <u>May Board Minutes - Amended - Signed.pdf</u> <u>Minutes August 13, 2020 - signed.pdf</u> <u>Minutes, 2020-11-12 - Executed.pdf</u> <u>Minutes, 2020-12-10 - Executed.pdf</u> <u>October 2020 Minutes - Executed.pdf</u> <u>September 2020 Minutes - Executed.pdf</u> <u>Yale January 2020 BoD Minutes - Signed.pdf</u> <u>Yale Minutes - 2-13-20 - Final.pdf</u> <u>yale board minutes july 9 2020 - signed.pdf</u>
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Reference	#	Question	Answer	Explanation
	99	<p>Please check each that is applicable to the government and attach the third party reports.</p> <p>**Please note: some County Treasurer reports include revenues, expenditures and cash balances in one report and in that case only one report is necessary to attach.</p> <p>Please check each that is applicable to the government and attach the third party reports.</p> <p>**Please note: some County Treasurer reports include revenues, expenditures and cash balances in one report and in that case only one report is necessary to attach.</p> <p>Please check each that is applicable to the government and attach the third party reports.</p> <p>**Please note: some County Treasurer reports include revenues, expenditures and cash balances in one report and in that case only one report is necessary to attach.</p>	<p>Cash Balance Summary , Detailed Revenue by Source Report</p> <p>Detailed Expenditure List , Detailed Revenue by Source Report</p>	<p>Attachments <u>general ledger 123120 Yale.csv</u> <u>2019 12-FIN-FVRL (4).pdf</u> <u>2020 12-FIN-FVRL (6).pdf</u> <u>12-20 Yale Valley (4).xlsx</u> <u>Bank Reconciliation Yale 2020.xlsx</u></p> <p>Attachments <u>general ledger 123120 Yale.csv</u> <u>2019 12-FIN-FVRL (4).pdf</u> <u>2020 12-FIN-FVRL (6).pdf</u> <u>12-20 Yale Valley (4).xlsx</u> <u>Bank Reconciliation Yale 2020.xlsx</u></p>
<i>Informational</i>	100	<p>Cash Receipting Policy - Attach a detailed description of the government's invoicing, cash and check receiving and deposit process. The description should include name of positions completing tasks in the process and all reconciliations and reviews performed. Include a copy of your written Cash and Check Receipting Policy or procedure if you have one. This request applies to all districts that invoice for a service (including third party billing services) or receive funds other than at the county treasurer (including charges for services or goods, fees, donations, grants, etc.).</p>	<p>Detailed Revenue by Source Report , Detailed Expenditure List</p> <p>Other</p>	<p>Attachments <u>general ledger 123120 Yale.csv</u> <u>2019 12-FIN-FVRL (4).pdf</u> <u>2020 12-FIN-FVRL (6).pdf</u> <u>12-20 Yale Valley (4).xlsx</u> <u>Bank Reconciliation Yale 2020.xlsx</u></p> <p>The receipts of Yale are Deposited by FVRL on their behalf and would follow the same policy.</p>

Reference # Question Answer Explanation

Informational 101 Elected Official List - Attach or list the names of **ALL** governing body members present during the year. Include any business interest a governing body member or his/her household members hold. **Please avoid sending Board-member/employees/volunteers SSI numbers or other personal information such as addresses, date of birth, etc.**

Example:
 John Doe, Commissioner 1
 Jane Doe, Spouse
 (555) 555-5555
 johndoe@gmail.com
 Owner of John Doe's Garden Supplies and Jane Doe's Café.

Preparer 102 **Please include the below information in the text box (on the right) for the local government personnel who completed the annual report.**

Name Carrie Greenwood,
 Finance Director
 (360)906-5061
 CGreenwood@fvrl.or
 g

Telephone number

E-mail address

Attachments
 Board_of_Trustees.pdf

Attached

Yale Valley Library Board of Trustees

February 2018

Eric Reese, Chair

14900 Lewis River Rd

Ariel, WA 98603

360-225-4443 (work); 360-231-4437 (home)

Email: eric.reese@pacificorp.com

Term expires: July 9, 2017, second term July 9, 2022

Chris Conroy, Vice-Chair

260 N Dubois Rd

Ariel, WA 98603

360-225-8031 (home), 360-921-6661 (cell)

Email: elkgarden27@gmail.com

Term expires: July 9, 2016, second term July 9, 2021

Elizabeth Kennedy Brost, Secretary

62 Bunting Drive

Ariel, WA 98603

360-225-9583 (home) or 503-807-7679 (cell)

Email: efbrost@gmail.com

Term expires: July 9, 2020

Bob Appling

PO Box 69

Cougar, WA 98616

360-231-4310 (home), 360-713-3505 (cell)

Email: bobappling@yahoo.com

Term expires: July 9, 2019 (partial term)

Tina Moir

151 Dog Creek Rd

PO Box 151

Cougar, WA 98616

360-238-5323, 360-450-4148

Email: tina.moir@gmail.com

Term expires: July 9, 2018