

## Public Library Fiscal Officer Conference Day 2

### Course Description Quick Guide

Course Name	Course Description
<b>Basic Accounting</b> Anna Mary Thomas, Project Manager, Auditor of State's Local Government Services Section. , April Davis, Chief Project Manager, Auditor of State's Local Government Services Section.	<p>During this session Library fiscal officers will learn the basics of recording transactions in their accounting journals and ledgers along with financial reporting requirements outlined in GASB 34 (including determining major funds). This course will focus on the theory and practice of recording accounting transactions. Emphasis will be placed on the importance of the accounting journals and how they impact the financial reporting requirement</p>
<b>GASB 54 &amp; Financial Statements</b> Tisha Ann Turner, Assistant Chief Project Manager, Auditor of State	<p>During this session learn about fund balance classifications that comprise a hierarchy based primarily on the extent to which the public library is bound to honor constraints imposed on the use of its resources. There will also be a discussion of the definition of each type of governmental funds.</p> <p>This presentation will review GASB Statement No. 54 as it applies to public libraries. Focus of the course will be on fund balance classification and the revised governmental fund definitions as it relates to year end annual financial statement reporting.</p>
<b>Internal Controls</b> Joey Jones, Chief Auditor, Ohio Auditor	<p>Course will discuss the governmental standards that apply to internal controls, some internal controls that can be implemented, and some stories where lack of controls lead to fraud/theft/irregularities. A discussion will be held to help determine what controls could have helped detect/prevent the fraud/theft/irregularities.</p> <p>This course will focus on both the theory and practice of internal controls. Not only will library internal control guidance be discussed but also practical applications will be discussed. Fiscal officers should be able to take the information from this course to look at their own operations to help determine if a suitable internal control structure is in place.</p>
<b>Library Ohio Compliance Supplement Update</b> Joey Jones, Chief Auditor, Ohio Auditor	<p>Course Participants will learn the structure of the Auditor of State Ohio Compliance Supplement and the latest changes to the guidance and testing your auditor will be reviewing during your audit.</p> <p>This update will focus on the audit procedures over the Direct Laws, Indirect Laws and Statutorily Mandated Tests, and the Stewardship Laws. Special emphasis of the course will be on the key changes from the 2017 Ohio Compliance Supplement</p>
<b>How To Prepare For Your Library Audit</b> Joey Jones, Chief Auditor, Ohio Auditor	<p>Course will discuss the audit process from initial contact through the report release. Special attention will focus on the records your auditor will need and the various reports that can be issued. In addition, the more common citations and recommendations will be discussed.</p> <p>This course will focus on both the theory and practice of the audit process. This course may help calm your fears if you have never had an audit or it could help explain why certain financial statement amounts are looked at versus others.</p>