

HEARTLAND LIBRARY COOPERATIVE

**FINANCIAL STATEMENTS
AND OTHER REPORTS**

YEAR ENDED SEPTEMBER 30, 2023



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**HEARTLAND LIBRARY COOPERATIVE
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INDEPENDENT AUDITORS' REPORT

Board of Directors
Heartland Library Cooperative
Sebring, Florida

Report on the Audit of the Financial Statements

Opinions

We have audited the accompanying financial statements of the governmental activities and the general fund of the Heartland Library Cooperative (the Cooperative), as of and for the year ended September 30, 2023, and the related notes to the financial statements, which collectively comprise the Cooperative's basic financial statements as listed in the table of contents.

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 general fund of the Heartland Library Cooperative, as of September 30, 2023, and the respective changes in financial position thereof, and budgetary comparison for the general fund for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinions

We conducted our audit in accordance with auditing standards generally accepted in the United States of America (GAAS) and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the Auditors' Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the Heartland Library Cooperative and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America, and for 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.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the Heartland Library Cooperative's ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

Auditors' Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditors' report that includes our opinions. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS and *Government Auditing Standards* will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with GAAS and *Government Auditing Standards*, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit 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 Heartland Library Cooperative's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about Heartland Library Cooperative's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control related matters that we identified during the audit.

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis be presented to supplement the basic financial statements. Such information is the responsibility of management and, 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 GAAS, 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.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated February 28, 2024, on our consideration of the Heartland Library Cooperative'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 solely 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 the effectiveness of the Heartland Library Cooperative's 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 Heartland Library Cooperative's internal control over financial reporting and compliance.



CliftonLarsonAllen LLP

Sebring, Florida
February 28, 2024

**HEARTLAND LIBRARY COOPERATIVE
MANAGEMENT'S DISCUSSION AND ANALYSIS
YEAR ENDED SEPTEMBER 30, 2023**

The management of Heartland Library Cooperative (the Cooperative) offers this narrative overview and analysis of the financial activities of the Cooperative for the fiscal year ended September 30, 2023.

FINANCIAL HIGHLIGHTS

The following are key financial highlights for the fiscal year:

- The Cooperative's assets exceeded its liabilities at September 30, 2023 by \$905,678 (net position), all of which is unrestricted and may be used to meet the government's ongoing obligations.
- The Cooperative's total net position increased by \$152,169.
- As of September 30, 2023, the fund balance in the Cooperative's general fund was \$879,780, which represents an increase of \$104,814 or 14% over the previous year.
- At September 30, 2023, unassigned fund balance for the general fund was \$870,671 or 205% of total general fund expenditures.

OVERVIEW OF THE FINANCIAL STATEMENTS

This discussion and analysis is intended to serve as an introduction to the Cooperative's basic financial statements. The Cooperative's basic financial statements comprise three components: government-wide financial statements, fund financial statements, and notes to the financial statements.

Government-Wide Financial Statements

The government-wide financial statements are designed to provide readers with a broad overview of the Cooperative's finances in a manner similar to a private-sector business. The statement of net position presents information on all of the Cooperative's assets and liabilities with the difference between the two reported as net position. Over time, increases or decreases in net position may serve as a useful indicator of whether the financial position of the Cooperative is improving or deteriorating. The statement of activities presents information showing how the Cooperative's net position changed during the most recent fiscal year. All changes in net position are reported as soon as the underlying event giving rise to the change occurs regardless of the timing of the related cash flows. Thus, revenues and expenses are reported in this statement for some items that will result in cash flows in future fiscal periods.

The government-wide financial statements disclose functions of the Cooperative that are principally supported by intergovernmental revenues (governmental activities). Governmental activities of the Cooperative are comprised entirely of culture and recreation. The government-wide financial statements include only those of the Cooperative; there are no other entities which the Cooperative considers to be component units.

Fund Financial Statements

A fund is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. The Cooperative, like other state and local governments, uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements. All of the funds of the Cooperative are governmental type funds.

**HEARTLAND LIBRARY COOPERATIVE
MANAGEMENT'S DISCUSSION AND ANALYSIS
YEAR ENDED SEPTEMBER 30, 2023**

OVERVIEW OF THE FINANCIAL STATEMENTS (CONTINUED)

Fund Financial Statements (Continued)

Governmental Funds – Governmental funds are used to account for essentially the same functions reported as governmental activities in the government-wide financial statements. However, unlike the government-wide financial statements, governmental fund financial statements focus on near term inflows and outflows of spendable resources, as well as on balances of spendable resources available at the end of the fiscal year. Such information may be useful in evaluating a government's near-term financing requirements. Because the focus of governmental funds is narrower than that of the government-wide financial statements, it is useful to compare the information presented for governmental funds with similar information presented for governmental activities in the government-wide financial statements. By doing so, readers may better understand the long-term impact of the government's near-term financing decisions. Both the governmental fund balance sheet and the governmental fund statement of revenues, expenditures, and changes in fund balances provide a reconciliation to facilitate this comparison between governmental funds and governmental activities. The Cooperative's only governmental fund is its general fund. The Cooperative adopts an annual appropriated budget for the general fund. A budgetary comparison statement has been provided for the general fund to demonstrate compliance with that budget.

Notes to the Financial Statements

The notes provide additional information that is essential for a full understanding of the data provided in the government-wide and fund financial statements.

GOVERNMENT-WIDE FINANCIAL ANALYSIS

As noted earlier, net position may serve over time as a useful indicator of a government's financial position. In the case of the Cooperative, assets exceeded liabilities by \$899,435 as of September 30, 2023.

Heartland Library Cooperative's Net Position

<u>Government Activities</u>	<u>2023</u>	<u>2022</u>	<u>Increase (Decrease)</u>
ASSETS			
Current and Other Assets	\$ 930,397	\$ 787,155	\$ 143,242
Capital Assets	49,154	-	49,154
Total Assets	<u>979,551</u>	<u>787,155</u>	<u>192,396</u>
LIABILITIES			
Current and Other Liabilities	50,617	12,189	38,428
Long-Term Debt	23,256	21,457	1,799
Total Liabilities	<u>73,873</u>	<u>33,646</u>	<u>40,227</u>
NET POSITION			
Investment in Capital Assets	49,154	-	49,154
Unrestricted	856,524	753,509	103,015
Total Net Position	<u>\$ 905,678</u>	<u>\$ 753,509</u>	<u>\$ 152,169</u>

**HEARTLAND LIBRARY COOPERATIVE
MANAGEMENT'S DISCUSSION AND ANALYSIS
YEAR ENDED SEPTEMBER 30, 2023**

GOVERNMENT-WIDE FINANCIAL ANALYSIS (CONTINUED)

The largest portion of the Cooperative's net position, unrestricted, is a result of its cash reduced by liabilities. The unrestricted balance of net position may be used to meet the Cooperative's ongoing obligations.

Governmental Activities – Governmental activities increased the Cooperative's net position by \$152,169; key elements of these changes are as follows:

Heartland Library Cooperative's Net Position

<u>Government Activities</u>	<u>2023</u>	<u>2022</u>	<u>Increase (Decrease)</u>
REVENUES			
Program Revenues:			
Operating Grants and Contributions	\$ 532,737	\$ 608,899	\$ (76,162)
EXPENSES			
Culture and Recreation	381,147	505,034	(123,887)
NET PROGRAM REVENUE (EXPENSE)	151,590	103,865	47,725
GENERAL REVENUES			
Investment Earnings	79	77	2
Miscellaneous	500	510	(10)
Total General Revenues	579	587	(8)
CHANGE IN NET POSITION	152,169	104,452	47,717
Net Position - Beginning of Year	753,509	649,057	104,452
NET POSITION - END OF YEAR	<u>\$ 905,678</u>	<u>\$ 753,509</u>	<u>\$ 152,169</u>

The Cooperative's governmental activities had net program revenue of \$151,590. The Cooperative experienced a stable amount in its operating grant, State Aid to Libraries. Both revenues and expenses decreased due to reduced grant funding.

**HEARTLAND LIBRARY COOPERATIVE
MANAGEMENT'S DISCUSSION AND ANALYSIS
YEAR ENDED SEPTEMBER 30, 2023**

FINANCIAL ANALYSIS OF THE GOVERNMENT'S FUNDS

As noted earlier, the Cooperative uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements.

Governmental Fund – The focus of governmental funds is to provide information on near-term inflows, outflows, and balances of spendable resources. Such information is useful in assessing the Cooperative's financing requirements. In particular, unassigned fund balance may serve as a useful measure of a government's net resources available for spending at the end of its fiscal year. At September 30, 2023, the Cooperative had only one governmental fund, the general fund. The general fund is the operating fund of the Cooperative. At September 30, 2023, the total fund balance was \$879,780. Unassigned fund balance in the general fund was \$870,671 with the remainder of the balance nonspendable for prepaid items. As a measure of the general fund's liquidity, the total fund balance represents 205% of total general fund expenditures with the unassigned fund balance representing 203% of total general fund expenditures.

BUDGETARY HIGHLIGHTS

Budget and actual comparison schedules are provided in the basic financial statements for the general fund. The budget and actual comparison schedules show the original adopted budgets, the final revised budget, actual results, and variance between the final budget and actual results for the general fund. After the original budget is approved, it may be revised for a variety of reasons such as unforeseen circumstances, new bond or loan proceeds, new grant awards, or other unanticipated revenues and expenditures.

CAPITAL ASSETS AND DEBT ADMINISTRATION

Capital Assets – The Cooperative's investment in capital assets for its governmental type activities as of September 30, 2023 amounted to \$49,154 (net of accumulated depreciation). This investment in capital assets includes equipment and vehicles used for library purposes as of September 30, 2023. The capitalization threshold is \$5,000.

<u>Government Activities</u>	2023	2022	Increase (Decrease)
Equipment and SBITA	\$ 124,525	\$ 70,263	\$ 54,262
Less: Accumulated Depreciation and Amortization	(75,371)	(70,263)	(5,108)
Total	\$ 49,154	\$ -	\$ 49,154

Additional information on the Cooperative's capital assets can be found in Note 4 to the financial statements.

LONG-TERM DEBT

At September 30, 2023, the Cooperative had no outstanding long-term debt other than compensated absences.

**HEARTLAND LIBRARY COOPERATIVE
MANAGEMENT'S DISCUSSION AND ANALYSIS
YEAR ENDED SEPTEMBER 30, 2023**

ECONOMIC FACTORS AND NEXT YEAR'S BUDGET AND RATES

For 2023-24, the Division of Library and Information Services estimates that the Cooperative will receive \$450,000 of funding. The Cooperative is currently receiving the maximum amount of State Aid (Multicounty Grants) allowed; therefore, this will not have any impact on the funding received for fiscal year 2024. If the legislature chooses to increase State Aid significantly during the 2024 session, there is a small possibility of the cooperative receiving additional funding in future years.

On the local level, if the participating counties reduced funding to their public libraries during the next few budget cycles, State Aid to the Cooperative could decrease because of the local matching funding formula. In other words, the more the counties spend on their local public libraries, the more State Aid the counties and the Cooperative could receive. Less money spent means fewer State Aid dollars received.

REQUESTS FOR INFORMATION

This financial report is designed to provide a general overview of the Cooperative's finances for all those with an interest in the government's finances. Questions concerning the financial statements, budgets, long-term financial planning, future debt issuances, or questions related to the management of Cooperative operations should be addressed to the Cooperative's executive director at:

Vikki Brown, Cooperative Coordinator
Heartland Library Cooperative
319 West Central Ave.
Sebring, FL 33870

**HEARTLAND LIBRARY COOPERATIVE
STATEMENT OF NET POSITION
SEPTEMBER 30, 2023**

ASSETS

Cash	\$	921,288
Prepaid Items		9,109
Capital Assets, Net of Accumulated Depreciation and Amortization		49,154
Total Assets		979,551

LIABILITIES

Accounts Payable and Other Accrued Liabilities		50,617
Noncurrent Liabilities:		
Due in More than One Year		23,256
Total Liabilities		73,873

NET POSITION

Investment in Capital Assets		49,154
Unrestricted		856,524
Total Net Position	\$	905,678

See accompanying Notes to Financial Statements.

**HEARTLAND LIBRARY COOPERATIVE
STATEMENT OF ACTIVITIES
YEAR ENDED SEPTEMBER 30, 2023**

EXPENSES

Culture and Recreation:

Personal Services	\$ 131,941
Operating Expenses	244,098
Depreciation and Amortization	5,108
Total Expenses	381,147

PROGRAM REVENUES

Operating Grants and Contributions	532,737
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NET REVENUE

151,590

GENERAL REVENUES

Investment Earnings	79
Miscellaneous Revenues	500
Total General Revenues	579

CHANGE IN NET POSITION

152,169

Net Position - Beginning of Year

753,509

NET POSITION - END OF YEAR

\$ 905,678

See accompanying Notes to Financial Statements.

**HEARTLAND LIBRARY COOPERATIVE
BALANCE SHEET – GENERAL FUND
SEPTEMBER 30, 2023**

ASSETS

ASSETS

Cash	\$ 921,288
Prepaid Items	9,109
Total Assets	\$ 930,397

LIABILITIES AND FUND BALANCE

LIABILITIES

Accounts Payable and Other Accrued Liabilities	\$ 49,042
Accrued Liabilities	1,575
Total Liabilities	50,617

FUND BALANCE

Nonspendable	9,109
Unassigned	870,671
Total Fund Balance	879,780

Total Liabilities and Fund Balance	\$ 930,397
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RECONCILIATION OF FUND BALANCE TO NET POSITION

Fund Balance - General Fund	\$ 879,780
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AMOUNTS REPORTED FOR GOVERNMENTAL ACTIVITIES IN THE STATEMENT OF NET POSITION ARE DIFFERENT BECAUSE:

Capital assets used in the governmental activities are not financial resources and, therefore, are not reported in the General Fund.	49,154
Accrued compensated absences are considered to be long-term liabilities and, therefore, are not reported in the fund financial statements.	(23,256)
	(23,256)

NET POSITION OF GOVERNMENTAL ACTIVITIES

	\$ 905,678
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See accompanying Notes to Financial Statements.

**HEARTLAND LIBRARY COOPERATIVE
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN
FUND BALANCE – BUDGET AND ACTUAL – GENERAL FUND
YEAR ENDED SEPTEMBER 30, 2023**

	Budget		Actual	Variance - Positive (Negative)
	Original	Final		
REVENUES				
Intergovernmental	\$ 478,450	\$ 525,237	\$ 532,737	\$ 7,500
Contributions	-	-	500	500
Investment Earnings	100	100	79	(21)
Total Revenues	<u>478,550</u>	<u>525,337</u>	<u>533,316</u>	<u>7,979</u>
EXPENDITURES				
Culture and Recreation:				
Personal Services	137,689	137,689	130,142	7,547
Operating Expenditures	328,950	375,764	244,098	131,666
Capital Outlay	-	-	54,262	(54,262)
Total Expenditures	<u>466,639</u>	<u>513,453</u>	<u>428,502</u>	<u>84,951</u>
EXCESS OF REVENUES OVER EXPENDITURES	11,911	11,884	104,814	92,930
Fund Balance - Beginning of Year	<u>774,966</u>	<u>774,966</u>	<u>774,966</u>	<u>-</u>
FUND BALANCE - END OF YEAR	<u><u>\$ 786,877</u></u>	<u><u>\$ 786,850</u></u>	<u><u>\$ 879,780</u></u>	<u><u>\$ 92,930</u></u>

See accompanying Notes to Financial Statements.

**HEARTLAND LIBRARY COOPERATIVE
RECONCILIATION OF THE STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES
IN FUND BALANCE OF GOVERNMENTAL FUNDS TO THE STATEMENT OF ACTIVITIES
YEAR ENDED SEPTEMBER 30, 2023**

**AMOUNTS REPORTED FOR GOVERNMENTAL ACTIVITIES IN THE
STATEMENT OF ACTIVITIES ARE DIFFERENT BECAUSE:**

Net Change in Fund Balance - General Fund	\$	104,814
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Governmental funds report capital outlay as expenditures. However, in the statement of activities, the cost of these assets is allocated over their useful lives as depreciation expense.

Capital Outlay		54,262
Less: Depreciation and Amortization Expense		(5,108)

Compensated absences reported on the statement of activities do not require the use of current financial resources and, therefore, are not reported as expenditures in governmental funds.

Net Change in Accrued Compensated Absences		(1,799)
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CHANGE IN NET POSITION OF GOVERNMENTAL ACTIVITIES	\$	<u>152,169</u>
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See accompanying Notes to Financial Statements.

**HEARTLAND LIBRARY COOPERATIVE
NOTES TO FINANCIAL STATEMENTS
SEPTEMBER 30, 2023**

NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Reporting Entity

The Heartland Library Cooperative (the Cooperative) was established through an interlocal agreement signed on October 1, 1996 between DeSoto County, Hardee County, Highlands County, and Okeechobee County in accordance with Section 163.01 of the Florida Statutes. In addition, Glades County was permitted entrance into the Cooperative upon approval by the governing board on March 19, 2008. The purpose of the Cooperative is to provide enhancements to the library service provided by the counties, to encourage cooperation among the county libraries, and to provide free access to library service for all residents of the member counties.

As required by accounting principles generally accepted in the United States of America, these financial statements present the Cooperative and its component units for which the Cooperative is financially accountable. The application of these criteria provides for identification of any entities for which the Cooperative is financially accountable and other organizations that the nature and significance of their relationship with the Cooperative are such that exclusion would cause the Cooperative's basic financial statements to be misleading or incomplete. Based on the application of these criteria, the Cooperative has determined that there are no component units.

The accounting policies of the Cooperative conform to generally accepted accounting principles as applicable to governments. The following is a summary of the more significant policies.

Basis of Presentation

GASB Statement No. 34 sets forth minimum criteria (percentage of the assets, liabilities, revenues, or expenditures/expenses of either fund category and (or) the governmental and enterprise combined) for the determination of major funds. The Cooperative has used GASB Statement No. 34 minimum criteria for major fund determination.

The accounts of the Cooperative are organized on the basis of funds, each of which is considered a separate accounting entity. The operations of each fund are accounted for with a separate set of self-balancing accounts that comprise its assets, liabilities, fund equity, revenues, and expenditures or expenses as appropriate. Government resources are allocated to and accounted for in individual funds based upon the purposes for which they are to be spent and the means by which spending activities are controlled.

Currently, the Cooperative has only one fund, the General Fund. The General Fund is the general operating fund of the Cooperative. It is used to account for all financial resources and expenditures.

Government-Wide and Fund Financial Statements

The government-wide financial statements (i.e., the statement of net position and the statement of activities) report information on all activities of the Cooperative. The Cooperative reports only governmental activities; it does not have any business-type activities. Governmental activities are supported largely by grants.

**HEARTLAND LIBRARY COOPERATIVE
NOTES TO FINANCIAL STATEMENTS
SEPTEMBER 30, 2023**

NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Government-Wide and Fund Financial Statements (Continued)

The statement of activities demonstrates the degree to which the direct expenses of a given function are offset by program revenues. Direct expenses are those clearly identifiable with a specific function. Program revenues consist of grants and contributions that are restricted to meeting operational or capital requirements of a particular function. Payments received from insurance proceeds and other items not properly included as program revenues are reported as general revenues.

Separate financial statements are provided for governmental funds.

Measurement Focus, Basis of Accounting, and Financial Statement Presentation

The 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 when a liability is incurred regardless of the timing of the related cash flows. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met.

Governmental fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be available when they are collectible within the current period or soon enough thereafter to pay liabilities for the current period. For this purpose, the Cooperative considers revenues to be available if they are collected within 90 days of the end of the current fiscal period. Expenditures are generally recorded when a liability is incurred, as under accrual accounting.

Budgets and Budgetary Data

The following are the procedures in establishing the budget:

The Cooperative's Coordinator prepares the annual fiscal operating budget. The proposed budget is then presented to the Cooperative's board of directors for changes and final approval. Once adopted, the budget serves as legal authorization for expenditures.

Formal budgetary integration is employed as a management control device during the year for all governmental fund types. Budgets for the general fund are adopted on a basis consistent with generally accepted accounting principles (GAAP). All appropriations lapse at the close of the fiscal year.

Cash

Cash includes demand deposits.

**HEARTLAND LIBRARY COOPERATIVE
NOTES TO FINANCIAL STATEMENTS
SEPTEMBER 30, 2023**

NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Prepaid Items

Certain payments to vendors reflect costs applicable to future accounting periods and are recorded as prepaid items. Prepaids are expensed during the periods benefited.

Capital Assets

Capital assets are defined by the Cooperative as having a minimum established cost (in the table listed below) and an estimated useful life in excess of one year. Such assets are valued at historical cost or estimated historical cost if actual historical cost is not available. Donated fixed assets are valued at their estimated acquisition value on the date donated. Equipment and intangibles are depreciated or amortized using the straight-line method over the following generally applied estimated useful lives:

<u>Assets</u>	<u>Years</u>	<u>Threshold</u>
Equipment and Vehicles	5	\$ 5,000
Software - Purchased/Leased	3 - 10	25,000

Compensated Absences

Employees of the Cooperative earn annual and sick leave credits in varying amounts. New employees of the Cooperative are required to complete a probationary period before accruing any sick or leave benefits.

For accumulated annual leave, the maximum allowable carry-over of annual leave is 240 hours at each calendar year-end. Employees are eligible to receive payment at his/her current rate of pay for hours accrued at termination, subject to certain limitations.

Sick leave credits vest based on years of service and other criteria. Upon termination of employment, employees may receive payment for a portion of accumulated sick leave at their current rate of pay.

Accumulated annual and sick leave are accrued in the governmental fund type to the extent that such amounts would normally be liquidated with expendable available financial resources.

Fund Balance

The classifications of fund balances are described as follows:

Nonspendable Fund Balance – Amounts that cannot be spent because they are either not in spendable form (such as inventories and prepaid amounts) or are legally or contractually required to be maintained intact.

Restricted Fund Balance – Amounts that can be spent only for specific purposes because of constraints imposed by external providers (such as grantors, bondholders, and higher levels of government), or imposed by constitutional provisions or enabling legislation.

**HEARTLAND LIBRARY COOPERATIVE
NOTES TO FINANCIAL STATEMENTS
SEPTEMBER 30, 2023**

NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Fund Balance (Continued)

Committed Fund Balance – Amounts that can be spent only for specific purposes determined by a formal action of the Cooperative’s highest level of decision-making authority. The Cooperative has not established a policy regarding authorization to commit fund balance.

Assigned Fund Balance – Amounts the Cooperative intends to use for specific purposes that do not meet the criteria to be classified as restricted or committed. This intent can be expressed by the Cooperative’s board or by the Cooperative’s board delegating this responsibility to the Cooperative Coordinator through the budgeting process. The Cooperative has not established a formal policy regarding authorization to assign fund balance amounts for a specific purpose.

Unassigned Fund Balance – Amounts that are available for any purpose; these amounts can be reported only in the Cooperative’s general fund.

When an expenditure is incurred for purposes for which both restricted and unrestricted fund balance is available, the Cooperative considers restricted to have been spent first. When an expenditure is incurred for which committed, assigned, or unassigned fund balances are available, the Cooperative considers amounts to have been spent first out of committed funds, then assigned funds, and finally unassigned funds.

Use of Estimates

The preparation of the financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

Adoption of New Accounting Standards

In May 2020, the GASB issued GASB Statement No. 96, *Subscription-Based Information Technology Arrangements*. This standard defines a subscription-based information technology arrangement (SBITA); establishes that a SBITA results in a right-to-use subscription asset (an intangible asset) and a corresponding subscription liability; provides the capitalization criteria for outlays other than subscription payments, including implementation costs of a SBITA; and requires note disclosures regarding a SBITA.

The Cooperative adopted the requirements of the guidance effective October 1, 2022 and has applied the provisions of this standard to the beginning of the period of adoption.

**HEARTLAND LIBRARY COOPERATIVE
NOTES TO FINANCIAL STATEMENTS
SEPTEMBER 30, 2023**

NOTE 2 CASH

Custodial Credit Risk

Custodial Credit Risk is the risk that in the event of a bank failure, the government's deposits may not be returned to it. At year-end, the government's deposits were entirely covered by federal depository insurance or guaranteed by qualified public depositories in Florida pursuant to Chapter 280, Florida Statutes.

NOTE 3 PERSONNEL COMMITMENTS

Employees of the Cooperative earn annual and sick leave in varying amounts. In the event of retirement or termination of employment, an employee is paid for accumulated annual leave and a portion of sick leave credits unused. The cash benefit of the accumulated annual leave is determined by multiplying the employee's current wage rate by the number of hours of unused leave credits.

The following shows the change in compensated absences for the fiscal year ended September 30, 2023:

	Balance October 1, 2022	Additions	Deductions	Balance September 30, 2023
Compensated Absences	\$ 21,457	\$ 1,576	\$ (223)	\$ 23,256

**HEARTLAND LIBRARY COOPERATIVE
NOTES TO FINANCIAL STATEMENTS
SEPTEMBER 30, 2023**

NOTE 4 CAPITAL ASSETS

Capital asset activity for the year ended September 30, 2023 was as follows:

	Balance October 1, 2022	Additions	Deductions	Balance September 30, 2023
Governmental Activities:				
Capital Assets Being Depreciated and Amortized:				
Equipment and Vehicles	\$ 70,263	\$ 46,812	\$ -	\$ 117,075
Less: Accumulated Depreciation				
Equipment and Vehicles	(70,263)	(3,901)	-	(74,164)
Total Capital Assets, Being Depreciated and Amortized	-	42,911	-	42,911
Subscription-Based Information Technology Arrangements Assets:				
Subscription-Based Information Technology Arrangements	-	7,450		7,450
Less Accumulated Amortization:				
Subscription-Based Information Technology Arrangements	-	(1,207)		(1,207)
Total Subscription-Based Information Technology Arrangements, Net	-	6,243	-	6,243
Total Governmental Activities Capital Assets, Net	\$ -	\$ 49,154	\$ -	\$ 49,154

NOTE 5 SUBSCRIPTION-BASED INFORMATION TECHNOLOGY ARRANGEMENTS

The Cooperative has entered into subscription-based information technology arrangements (SBITAs) for various terms under certain agreements that meet the definition under GASB Statement No. 96, *Subscription-Based Information Technology Arrangements*.

SBITAs entered into by the Cooperative are included as other financing sources and capital outlay expenditures in the statement of revenues, expenditures, and changes in fund balance in the year of inception. Payments made in accordance with the contract terms are reported as debt service expenditures in the statement of revenues, expenditures, and changes in fund balance as they are incurred.

All of the Cooperative's SBITAs were paid at the beginning of the arrangement.

**HEARTLAND LIBRARY COOPERATIVE
NOTES TO FINANCIAL STATEMENTS
SEPTEMBER 30, 2023**

NOTE 6 ECONOMIC DEPENDENCY

The Cooperative receives 99% of its revenues from grants provided by the Florida Department of State, Division of Library and Information Services. The Cooperative's continued existence is economically dependent on this funding.

NOTE 7 RELATED PARTY TRANSACTIONS

Transactions with related parties for the fiscal year ended September 30, 2023 were as follows:

Personnel performing services for the Cooperative are employed by either the Highlands County Board of County Commissioners (Highlands County) or the Okeechobee County Board of County Commissioners (Okeechobee County). The Cooperative reimburses Highlands County and Okeechobee County for all personnel related expenditures including wages, employer payroll taxes, retirement contributions to the Florida Retirement System, health insurance, and workers' compensation. The Cooperative also reimburses Highlands County and Okeechobee County for certain operating expenditures. Total personnel related and operating reimbursements paid to Highlands County were \$87,688 and Okeechobee County were \$25,064 respectively, for the fiscal year ended September 30, 2023.

NOTE 8 RISK MANAGEMENT

The Cooperative is exposed to various risks of loss related to torts, theft of, damage to, and destruction of assets; errors and omissions; injuries to employees; and natural disasters. There has been no significant reduction in the insurance coverage from the prior year. Insurance for the Cooperative relating to property, general liability, workers' compensation, health, and life is included in the policies maintained by Okeechobee County and Highlands County.

There were no settled claims that have exceeded insurance coverage for each of the past three years.



**INDEPENDENT AUDITORS' 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**

Board of Directors
Heartland Library Cooperative
Sebring, Florida

We have audited, in accordance with the 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 and the general fund of the Heartland Library Cooperative (the Cooperative), as of and for the year ended September 30, 2023, and the related notes to the financial statements, which collectively comprise the Cooperative's basic financial statements, and have issued our report thereon dated February 28, 2024.

Report on Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered the Cooperative's internal control over financial reporting (internal control) as a basis for designing 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 Cooperative's internal control. Accordingly, we do not express an opinion on the effectiveness of the Cooperative'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 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. 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. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses and significant deficiencies may exist that have not been identified.

Report on Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Cooperative’s financial statements are free from 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 financial statements. 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 this Report

The purpose of this report is solely to describe the scope of our testing of 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. This 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 purpose.



CliftonLarsonAllen LLP

Sebring, Florida
February 28, 2024



MANAGEMENT LETTER

Board of Directors
Heartland Library Cooperative
Sebring, Florida

Report on the Financial Statements

We have audited the financial statements of the Heartland Library Cooperative (the Cooperative), as of and for the fiscal year ended September 30, 2023 and have issued our report thereon dated February 28, 2024.

Auditors' Responsibility

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 Chapter 10.550, Rules of the Auditor General.

Other Reporting Requirements

We have issued our Independent Auditor's Report on Internal Control over Financial Reporting and on Compliance and Other Matters Based on an Audit of the Financial Statements Performed in Accordance with *Government Auditing Standards*; and Independent Accountant's Report on an examination conducted in accordance with *AICPA Professional Standards*, AT-C Section 315, regarding compliance requirements in accordance with Chapter 10.550, Rules of the Auditor General. Disclosures in those reports, which are dated February 28, 2024, should be considered in conjunction with this management letter.

Prior Audit Findings

Section 10.554(1)(i)1., Rules of the Auditor General, requires that we determine whether or not corrective actions have been taken to address findings and recommendations made in the preceding financial audit report. There were no recommendations made in the preceding financial audit report.

Official Title and Legal Authority

Section 10.554(1)(i)4., Rules of the Auditor General, requires that the name or official title and legal authority for the primary government and each component unit of the reporting entity be disclosed in this management letter, unless disclosed in the notes to the financial statements. Information regarding the specific legal authority for the entity is contained in Note 1 to the financial statements.

Financial Condition and Management

Section 10.554(1)(i)5.a. and 10.556(7), Rules of the Auditor General, require us to apply appropriate procedures and communicate the results of our determination as to whether or not the Cooperative has met one or more of the conditions described in Section 218.503(1), Florida Statutes, and to identify the specific condition(s) met. In connection with our audit, we determined that the Cooperative did not meet any of the conditions described in Section 218.503(1), Florida Statutes.

Pursuant to Sections 10.554(1)(i)5.b. and 10.556(8), Rules of the Auditor General, we applied financial condition assessment procedures for the Cooperative. It is management's responsibility to monitor the Cooperative's financial condition, and our financial condition assessment was based in part on representations made by management and the review of financial information provided by same.

Section 10.554(1)(i)2., Rules of the Auditor General, requires that we communicate any recommendations to improve financial management. In connection with our audit, we did not have any such recommendations.

Special District Component Units

Section 10.554(1)(i)5.c., Rules of the Auditor General, requires, if appropriate, that we communicate the failure of a special district that is a component unit of a county, municipality, or special district, to provide the financial information necessary for proper reporting of the component unit within the audited financial statements of the county, municipality, or special district in accordance with Section 218.39(3)(b), Florida Statutes. The Cooperative does not include any special district component units.

Special District Specific Information

As required by Section 218.39(3)(c), Florida Statutes, and Section 10.554(1)(i)6, Rules of the Auditor General, the Heartland Library Cooperative reported:

- a. The total number of district employees compensated in the last pay period of the district's fiscal year as: -0-.
- b. The total number of independent contractors to whom nonemployee compensation was paid in the last month of the district's fiscal year as five. Note that compensation expense is reimbursed to the County or company with which the individual is employed.
- c. There is no compensation earned by or awarded to employees, whether paid or accrued, regardless of contingency.
- d. All compensation earned by or awarded to nonemployee independent contractors, whether paid or accrued, regardless of contingency as \$169,503.
- e. There are no construction projects with a total cost of at least \$65,000 approved by the district that are scheduled to begin on or after October 1 of the fiscal year being reported.
- f. A budget variance based on the budget adopted under Section 189.016(4), Florida Statutes, before the beginning of the fiscal year being reported if the district amends a final adopted budget under Section 189.016(6), Florida Statutes. See the Statement of Revenues, Expenditures, and Changes in Fund Balance – Budget and Actual – General Fund.

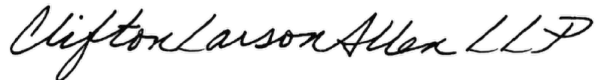
Additional Matters

Section 10.554(1)(i)3., Rules of the Auditor General, requires us to communicate noncompliance with provisions of contracts or grant agreements, or abuse, that have occurred, or are likely to have occurred, that have an effect on the financial statements that is less than material but warrants the attention of those charged with governance. In connection with our audit, we did not note any such findings.

Board of Directors
Heartland Library Cooperative

Purpose of This Letter

Our management letter is intended solely for the information and use of the Legislative Auditing Committee, members of the Florida Senate and the Florida House of Representatives, the Florida Auditor General, federal and other granting agencies, the Cooperative board of directors and applicable management and is not intended to be, and should not be, used by anyone other than these specified parties.

A handwritten signature in cursive script that reads "CliftonLarsonAllen LLP".

CliftonLarsonAllen LLP

Sebring, Florida
February 28, 2024



INDEPENDENT ACCOUNTANTS' REPORT

Board of Directors of the Heartland Library Cooperative
and the Florida Auditor General
Sebring, Florida

We have examined the Heartland Library Cooperative's (the Cooperative) compliance with Section 218.415, Florida Statutes, regarding the investment of public funds, during the year ended September 30, 2023. Management of the Cooperative is responsible for the Cooperative's compliance with the specified requirements. Our responsibility is to express an opinion on the Cooperative's compliance with the specified requirements based on our examination.

Our examination was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. Those standards require that we plan and perform the examination to obtain reasonable assurance about whether the Cooperative complied, in all material respects, with the specified requirements referenced above. An examination involves performing procedures to obtain evidence about whether the Cooperative complied with the specified requirements. The nature, timing, and extent of the procedures selected depend on our judgment, including an assessment of the risks of material noncompliance, whether due to fraud or error. We believe that the evidence we obtained is sufficient and appropriate to provide a reasonable basis for our opinion.

We are required to be independent and to meet our other ethical responsibilities in accordance with relevant ethical requirements relating to the engagement.

Our examination does not provide a legal determination on the Cooperative's compliance with specified requirements.

In our opinion, the Cooperative complied, in all material respects, with Section 218.415, Florida Statutes, regarding the investment of public funds during the year ended September 30, 2023.

This report is intended solely for the information and use of the Cooperative and the Auditor General, State of Florida and is not intended to be, and should not be, used by anyone other than these specified parties.

A handwritten signature in cursive script that reads "CliftonLarsonAllen LLP".

CliftonLarsonAllen LLP

Sebring, Florida
February 28, 2024