

**STATE BOARD OF ACCOUNTS**  
**302 West Washington Street**  
**Room E418**  
**INDIANAPOLIS, INDIANA 46204-2769**

REVIEW REPORT  
OF  
INDIANA ARTS COMMISSION  
STATE OF INDIANA  
March 1, 2012 to December 31, 2013



**FILED**  
10/17/2014



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AGENCY OFFICIAL

Office

Official

Term

Executive Director

Lewis Ricci

03-01-12 to 06-30-15



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INDEPENDENT ACCOUNTANT'S REPORT

TO: THE OFFICIALS OF THE INDIANA ARTS COMMISSION

We have reviewed the activities related to the receipts, disbursements, and assets of the Indiana Arts Commission for the period of March 1, 2012 to December 31, 2013. The Indiana Arts Commission's management is responsible for the receipts, disbursements, and assets.

Our review was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. A review is substantially less in scope than an examination, the objective of which is the expression of an opinion on the receipts, disbursements, and assets. Accordingly, we do not express such an opinion.

Financial transactions of this office are included in the scope of our audits of the State of Indiana as reflected in the Indiana Comprehensive Annual Financial Reports. Federal programs are included in the scope of our statewide single audits as reflected in the Statewide Single Audit Reports.

Based on our review, nothing came to our attention that caused us to believe that the activities related to the receipts, disbursements, and assets of the Indiana Arts Commission are not in all material respects in conformity with the criteria set forth in the Accounting and Uniform Compliance Guidelines Manual for State and Quasi Agencies, and applicable laws and regulations, except as stated in the review comment.

The Indiana Arts Commission's response to the Review Comment identified in our review is described in the accompanying section of the report entitled Official Response. We did not review the Indiana Arts Commission's response and, accordingly, we express no opinion on it.

This report is intended solely for the information and use of the Indiana Arts Commission's management, and others within the entity, and is not intended to be and should not be used by anyone other than these specified parties. In accordance with Indiana Code 5-11-5-1, this report is a part of the public records of the Indiana State Board of Accounts and of the office reviewed.

STATE BOARD OF ACCOUNTS

September 10, 2014

INDIANA ARTS COMMISSION  
REVIEW COMMENT

***PROCUREMENT CARD PROHIBITED PURCHASES***

A review of all procurement card purchases identified that nine purchases were made from Staples, which has a Quantity Purchase Agreement (QPA) with the State of Indiana. The Commission had limited activity on the card, with only 24 transactions for the review period.

Due to State Policy, the following are prohibited to charge on the procurement: QPA, Travel, Liquor, Jewelry, Vehicle Repair, Capital Assets, Personal Items, Gift Cards, Cash Advances, Utility Payments, and any other item identified by your Agency plan. (State of Indiana Procurement Card and Travel Card Agency Program Administrator and Cardholder User Manual, Page 17)

INDIANA ARTS COMMISSION  
EXIT CONFERENCE

The contents of this report were discussed on September 10, 2014, with Lewis Ricci, Executive Director, and Michelle Anderson, Deputy Director.



Michael R. Pence  
Governor

Lewis C. Ricci  
Executive Director

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September 10, 2014

TO: State Board of Accounts

From: Indiana Arts Commission

OFFICIAL RESPONSE

RE: State Board of Accounts Indiana Arts Commission Review Comment

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Prohibited Staples purchases were made to the IAC agency procurement card during FY2013. When the Auditor of State Assistant Director of Accounts Payable, Kathy Frick, notified IAC staff that they needed to cease this practice, immediate compliance ensued and has continued.

To better clarify its necessary compliance with IDOA rules, a question has been brought forth to State Board of Accounts Field Examiner, David Parker. Through the years, the IAC has received conflicting information about the necessity of complying with IDOA rules and contract processes. While it wishes to pursue best practices, on several occasions, the IAC has been instructed that it is under no obligation to follow IDOA rules. However, on occasions like this one, the IAC receives conflicting information. The IAC would like to resolve this issue.

Signed 

Title Exec Dir

Date 9/10/14

Signed 

Title Deputy Director

Date 9/10/2014