



STATE OF INDIANA
AN EQUAL OPPORTUNITY EMPLOYER

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July 17, 2015

TO: THE OFFICIALS OF THE PAOLI PUBLIC LIBRARY, ORANGE COUNTY, INDIANA

As authorized under Indiana Code 5-11-1, we performed certain procedures to the accounting records and related documents of the Paoli Public Library (Library), for the period of January 1, 2010 to December 31, 2012, to determine compliance with applicable Indiana laws and uniform compliance guidelines established by the Indiana State Board of Accounts.

Our procedures were designed solely to satisfy the requirements of Indiana Code 5-11-1. Because our procedures were not designed to opine on the Library financial statements, we did not follow *generally accepted auditing standards*. Accordingly, we do not express an opinion on any basic financial statement of the Library.

Management is responsible for preparing and maintaining its accounting records and related documents, as well as compliance with applicable state laws and uniform compliance guidelines established by the Indiana State Board of Accounts.

The Library's Annual Financial Reports filed for years prior to 2011 can be found on the Indiana Transparency Portal website: www.in.gov/itp/annual_reports/. For years 2011 and later, the Annual Financial Reports filed by the Library can be found on the Gateway website: <https://gateway.ifonline.org/>.

The Comments contained herein describe the identified reportable instances of noncompliance found as a result of the procedures we performed. Our procedures were not designed to identify all instances of noncompliance; therefore, noncompliance may exist that is unidentified.

Current Period Comments

- *The Annual Financial Reports filed on Gateway for 2011 and 2012 contained a number of errors and did not properly reflect the financial activity of the Library.*

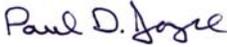
<u>Years</u>	<u>Fund</u>	<u>Category</u>	<u>Amount Per Gateway</u>	<u>Amount Per Ledger</u>	<u>Difference</u>
2011	Gift	Beg Balance	\$ 37,706.98	\$ 22,849.24	\$ 14,857.74
2011	Children's	Beg Balance	-	5,600.42	(5,600.42)
2011	Microfilm	Beg Balance	-	515.51	(515.51)
2011	Building	Beg Balance	-	3,357.57	(3,357.57)
2011	FLIP Grant	Beg Balance	-	5,384.24	(5,384.24)
2011	General	Receipts	107,164.54	114,505.10	(7,340.56)
2011	Gift	Receipts	42,826.89	38,083.84	4,743.05
2011	Children's	Receipts	-	1,100.00	(1,100.00)
2011	Sol Strauss	Receipts	-	452.85	(452.85)
2011	Building	Receipts	-	(2,777.70)	2,777.70
2011	FLIP Grant	Receipts	-	(600.00)	600.00
2011	PLAC	Receipts	-	20.00	(20.00)
2011	Construction	Receipts	0.16	-	0.16
2011	General	Disbursements	122,224.18	129,633.11	(7,408.93)
2011	Payroll Withholdings	Disbursements	11,175.60	11,107.23	68.37
2011	Gift	Disbursements	53,516.10	44,398.42	9,117.68
2011	Children's	Disbursements	-	1,575.18	(1,575.18)
2011	Sol Strauss	Disbursements	-	452.85	(452.85)
2011	FLIP Grant	Disbursements	-	521.75	(521.75)
2011	PLAC Fund	Disbursements	80.00	100.00	(20.00)
2011	Construction	Disbursements	1,898.88	1,898.72	0.16
2011	General	Ending Balance	38,741.76	38,673.39	68.37
2011	Payroll Withholdings	Ending Balance	-	68.37	(68.37)
2011	Gift	Ending Balance	27,017.77	16,534.66	10,483.11
2011	Children's	Ending Balance	-	5,125.24	(5,125.24)
2011	Microfilm	Ending Balance	-	515.51	(515.51)
2011	Building	Ending Balance	-	579.87	(579.87)
2011	FLIP Grant	Ending Balance	-	4,262.49	(4,262.49)
2012	Gift	Beg Balance	27,017.77	16,534.66	10,483.11
2012	Children's	Beg Balance	-	5,125.24	(5,125.24)
2012	Microfilm	Beg Balance	-	515.51	(515.51)
2012	Building	Beg Balance	-	579.87	(579.87)
2012	FLIP Grant	Beg Balance	-	4,262.49	(4,262.49)
2012	General	Receipts	110,560.07	110,699.53	(139.46)
2012	Children's	Receipts	5,745.24	620.00	5,125.24
2012	Microfilm	Receipts	555.51	40.00	515.51
2012	Building	Receipts	579.87	-	579.87
2012	FLIP Grant	Receipts	4,262.49	-	4,262.49
2012	General	Disbursements	112,436.75	112,576.21	(139.46)
2012	Gift Fund	Disbursements	29,590.01	19,106.90	10,483.11

- The records presented for review showed the following disbursements in excess of budgeted appropriations:

<u>Years</u>	<u>Fund</u>	<u>Excess Amount Disbursed</u>
2011	Construction	\$ 75,012.23
2012	Construction	1,898.72

This letter is intended for the information and use of the governing body and management of the Library. This restriction is not intended to limit the distribution of this letter, which is a matter of public record.

The contents of this letter were discussed on June 11, 2015, with Larry Hollan, President of the Library Board; Hillary Williams-Campbell, Bookkeeper; Cynthia A. Webb, Interim Director; Carole Vance, former Library Director; Karen Hudelson, former Treasurer; and Jon Shellenberger, Treasurer.


Paul D. Joyce, CPA
State Examiner