

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

SUPPLEMENTAL COMPLIANCE REPORT
OF

JAY COUNTY HOSPITAL
A COMPONENT UNIT OF
JAY COUNTY, INDIANA

October 1, 2014 to September 30, 2015



FILED
06/09/2016

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SCHEDULE OF OFFICIALS

<u>Office</u>	<u>Official</u>	<u>Term</u>
Chief Executive Officer	David W. Hyatt	01-01-14 to 12-31-16
Treasurer	Don E. Michael	06-01-14 to 05-31-16
Chairman of the Hospital Board	David A. Littler	06-01-14 to 05-31-16
President of the Board of County Commissioners	Milo M. Miller, Jr. Faron D. Parr	01-01-14 to 12-31-14 01-01-15 to 12-31-16



STATE OF INDIANA
AN EQUAL OPPORTUNITY EMPLOYER

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TO: THE OFFICIALS OF JAY COUNTY HOSPITAL, A COMPONENT UNIT OF JAY COUNTY, INDIANA

This report is supplemental to our audit report of Jay County Hospital (Hospital), a component unit of Jay County, for the period from October 1, 2014 to September 30, 2015. It has been provided as a separate report so that the reader may easily identify any Audit Results and Comments that pertain to the Hospital. It should be read in conjunction with our Audit Report of the Hospital, which provides our opinions on the Hospital's financial statements. This report may be found at www.in.gov/sboa/.

As authorized under Indiana Code 5-11-1, we performed procedures to determine compliance with applicable Indiana laws and uniform compliance guidelines established by the Indiana State Board of Accounts. The Audit Results and Comments contained herein describe the identified reportable instances of noncompliance found as a result of these procedures. Our tests were not designed to identify all instances of noncompliance; therefore, noncompliance may exist that is unidentified.

Any Official Response to the Audit Results and Comments, incorporated within this report, was not verified for accuracy.

Paul D. Joyce
Paul D. Joyce, CPA
State Examiner

March 21, 2016

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TREASURER
JAY COUNTY HOSPITAL

TREASURER
JAY COUNTY HOSPITAL
AUDIT RESULTS AND COMMENTS

ANNUAL FINANCIAL REPORT

Annual Financial Reports for fiscal years October 1, 2013 to September 30, 2014, and October 1, 2014 to September 30, 2015, were not filed with the State Examiner.

Indiana Code 5-11-1-4(a) states:

"The state examiner shall require from every municipality and every state or local governmental unit, entity, or instrumentality financial reports covering the full period of each fiscal year. These reports shall be prepared, verified, and filed with the state examiner not later than sixty (60) days after the close of each fiscal year. The reports must be in the form and content prescribed by the state examiner and filed electronically in the manner prescribed under IC 5-14-3.8-7."

CERTIFIED REPORT NOT FILED

The Hospital did not file a Certified Report of Names, Addresses, Duties, and Compensation of Public Employees (Form 100-R) with the Indiana State Board of Accounts for the year 2014.

A similar comment appeared in prior Report B44990.

Indiana Code 5-11-13-1 states in part:

"Every state, county, city, town, township, or school official . . . shall during the month of January of each year prepare, make, and sign a certified report, correctly and completely showing the names and business addresses of each and all officers, employees, and agents . . . and the respective duties and compensation of each, and shall forthwith file said report in the office of the state examiner of the state board of accounts."

SUPPORTING DOCUMENTATION

We tested 213 credit card purchases over five months, totaling \$28,170. Supporting documentation for 39 purchases, totaling \$5,397, was lacking invoices or receipts. Due to the lack of supporting information, we could not verify the purpose of those disbursements.

Supporting documentation such as receipts, canceled checks, invoices, bills, contracts, and other records must be available for audit to provide supporting information for the validity and accountability of monies disbursed. Payments without supporting documentation may be the personal obligation of the responsible official or employee. (Accounting and Uniform Compliance Guidelines Manual for County and City Hospitals, Chapter 1)

TREASURER
JAY COUNTY HOSPITAL
EXIT CONFERENCE

The contents of this report were discussed on March 21, 2016, with David W. Hyatt, Chief Executive Officer; Don E. Michael, Treasurer; David A. Littler, Chairman of the Hospital Board; Bradley DeRome, Hospital Board member; Janet Bantz, Hospital Board member; Debbie Kummer, Hospital Board member; and Patrick Miller, Hospital Board member.