

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

COMPLIANCE EXAMINATION REPORT

OF

FULTON COUNTY PUBLIC LIBRARY

FULTON COUNTY, INDIANA

January 1, 2021 to December 31, 2022



FILED

10/31/2023



STATE OF INDIANA
AN EQUAL OPPORTUNITY EMPLOYER

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October 31, 2023

To: The Officials of the Fulton County Public Library
Fulton County Public Library
320 W 7th St
Rochester, IN 46975

This report is supplemental to the audit report of the Fulton County Public Library (Library), for the period from January 1, 2021 to December 31, 2022. It has been provided as a separate report so that the reader may easily identify any Examination Findings that pertain to the Library. It should be read in conjunction with the financial statement audit report of the Library, which provides an opinion on the Library's financial statements. This report may be found at www.in.gov/sboa/.

As authorized under Indiana Code 5-11-1, we engaged private examiners under our review to perform the audit of the Library and perform procedures to determine compliance with applicable Indiana laws and uniform compliance guidelines established by the Indiana State Board of Accounts. The Examination Findings and Results contained herein describe the identified reportable instances of noncompliance found as a result of these procedures.

We have reviewed the Supplemental Audit Report for the Fulton County Public Library prepared by Crowe LLP, Independent Public Accountants, for the period January 1, 2021 to December 31, 2022. In our opinion, the Supplemental Audit Report was prepared in accordance with the guidelines established by the State Board of Accounts.

We call your attention to the findings in the report on page 3.

The report is filed with this letter in our office as a matter of public record.

Tammy R. White, CPA
Deputy State Examiner

FULTON PUBLIC LIBRARY

Fulton County, Indiana
January 1, 2021 to December 31, 2022

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FULTON COUNTY PUBLIC LIBRARY
SCHEDULE OF OFFICIALS
January 1, 2021 to December 31, 2022

| <u>Office</u> | <u>Official</u> | <u>Term</u> |
|------------------------|------------------|----------------------|
| Director | Andrea Stineback | 01-01-21 to 12-31-22 |
| Treasurer | Linda Wentzel | 01-01-21 to 12-31-22 |
| President of the Board | Keith McGrew | 01-01-21 to 12-31-22 |

INDEPENDENT ACCOUNTANT'S REPORT

To the Indiana State Board of Accounts and
Management of the Fulton County Public Library

We have examined the Fulton County Public Library ("Library") compliance with the Indiana State Board of Accounts' *Accounting and Uniform Compliance Guidelines Manual For Libraries* during the period January 1, 2021 to December 31, 2022. Management of the Library is responsible for the Library's compliance with the specified requirements. Our responsibility is to express an opinion on the Library'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 Library complied, in all material respects, with the specified requirements referenced above. An examination involves performing procedures to obtain evidence about whether the Library 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 qualified 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 Library's compliance with specified requirements.

Our examination disclosed material noncompliance with the *Accounting and Uniform Compliance Guidelines Manual for Libraries* applicable to the Library during the period January 1, 2021 to December 31, 2022, as described in items 2022-001, 2022-002, and 2022-003 on the following Schedule of Examination Findings and Results.

In our opinion, except for the material noncompliance described in the preceding paragraph, the Library complied, in all material respects, with the aforementioned requirements during the period January 1, 2021 to December 31, 2022.


Crowe LLP

Indianapolis, Indiana
October 4, 2023

FULTON COUNTY PUBLIC LIBRARY
SCHEDULE OF EXAMINATION FINDINGS AND RESULTS
January 1, 2021 to December 31, 2022

FINDING 2022-001: LIST OF EMPLOYEES NOT FILED WITH COUNTY TREASURER

Criteria: Indiana Code 6-1.1-22-14(a) states in part, *"On or before June 1 and December 1 of each year . . . the disbursing officer of each political subdivision and the township executive shall certify the names and addresses of each person who has money due from the political subdivision to the treasurer of each county in which the political subdivision is located."*

Condition: During testing, we noted that a list of certified employees was not filed with the County Treasurer for calendar years 2021 and 2022.

FINDING 2022-002: COMPENSATION AND BENEFITS

Criteria: Chapter 1 of the Accounting and Uniform Compliance Guidelines Manual for Libraries states in part, *"All compensation and benefits paid to officials and employees must be included in the labor contract, salary ordinance, resolution, or salary schedule adopted by the governing body unless otherwise authorized by law. Compensation must be paid in a manner that will facilitate compliance with state and federal reporting requirements."*

Condition: During testing of payroll expenditures, we noted the Library Director's salary was not listed on the 2021 or 2022 Board approved compensation plans, and the Library did not have a contract to support the Director's salary. We also note Branch Manager and IT Systems Administrator positions are paid as "Department Heads." This is not specified on the Board approved compensation plans.

FINDING 2022-003: EMPLOYEE TIME RECORDS

Criteria: Indiana Code 5-11-9-4(b) states in part, *"The state board of accounts shall require that records be maintained showing which hours were worked each day by officers and employees: (1) covered by section 1 or 2 of this chapter; and (2) employed by more than one (1) public agency or in more than one (1) position by the same public agency described in section 1 or 2 of this chapter."*

Condition: During testing of payroll expenditures, we noted two employees, in a sample of 10, who did not have their timecards properly reviewed by their supervisor.

FULTON COUNTY PUBLIC LIBRARY
EXIT CONFERENCE
January 1, 2021 to December 31, 2022

The contents of this report were discussed on October 4, 2023 with Andrea Stineback, Library Director, Jo McCollough, Business Manager, and Keith McGrew, President of the Board.