

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

COMPLIANCE EXAMINATION REPORT

OF

MISHAWAKA-PENN-HARRIS PUBLIC LIBRARY

ST JOSEPH COUNTY, INDIANA

January 1, 2021 to December 31, 2022



FILED

09/20/2023



STATE OF INDIANA
AN EQUAL OPPORTUNITY EMPLOYER

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To: The Officials of the Mishawaka-Penn-Harris Public Library
Mishawaka-Penn-Harris Public Library
209 Lincolnway East
Mishawaka, IN 46544

This report is supplemental to the audit report of the Mishawaka-Penn-Harris 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 Mishawaka-Penn-Harris 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 Indiana State Board of Accounts.

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

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

A handwritten signature in black ink that reads "Tammy R. White".

Tammy R. White, CPA
Deputy State Examiner

COMPLIANCE EXAMINATION OF
MISHAWAKA-PENN-HARRIS PUBLIC LIBRARY
St Joseph County, Indiana
January 1, 2021 to December 31, 2022

MISHAWAKA-PENN-HARRIS PUBLIC LIBRARY

St Joseph County, Indiana
January 1, 2021 to December 31, 2022

CONTENTS

SCHEDULE OF OFFICIALS	1
INDEPENDENT ACCOUNTANT'S REPORT	2
SCHEDULE OF EXAMINATION FINDINGS AND RESULTS:	
2022-001: COMPENSATION AND BENEFITS	3
EXIT CONFERENCE	4

MISHAWAKA-PENN-HARRIS PUBLIC LIBRARY
SCHEDULE OF OFFICIALS
For the period January 1, 2021 to December 31, 2022

<u>Office</u>	<u>Official</u>	<u>Term</u>
Director	Donna Meeks	01-01-21 to 12-31-22
Comptroller/Treasurer	Eric Mims	01-01-21 to 12-31-22
President of the Library Board	Marcia Wells	01-01-21 to 12-31-22



INDEPENDENT ACCOUNTANT'S REPORT

To the Indiana State Board of Accounts and
Management of the Mishawaka-Penn-Harris Public Library

We have examined the Mishawaka-Penn Harris 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 item 2022-001 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
Crowe LLP

Indianapolis, Indiana
August 25, 2023

MISHAWAKA-PENN-HARRIS PUBLIC LIBRARY
SCHEDULE OF EXAMINATION FINDINGS AND RESULTS
January 1, 2021 to December 31, 2022

FINDING 2022-001: 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 that one instance, in a sample of 10, was not supported by a written contract or Board approved. The stipend was worth an additional \$2.97 per hour averaged throughout the 2021 fiscal year.

MISHAWAKA-PENN-HARRIS PUBLIC LIBRARY
EXIT CONFERENCE
January 1, 2021 to December 31, 2022

The contents of this report were discussed on August 25, 2023 with Donna Meeks, Library Director, Eric Mims, Comptroller, Dee Dee Gerber, Board Member, and Dave Straughn, Board Member.