

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

SUPPLEMENTAL COMPLIANCE REPORT

OF

CITY OF WABASH

WABASH COUNTY, INDIANA

January 1, 2021 to December 31, 2022



FILED

10/18/2023

TABLE OF CONTENTS

<u>Description</u>	<u>Page</u>
Schedule of Officials	2
Transmittal Letter	3
City Court:	
Audit Results and Comments:	
Bank Account Reconciliations.....	6
Monthly and Annual Uploads	6
Exit Conference	7

SCHEDULE OF OFFICIALS

<u>Office</u>	<u>Official</u>	<u>Term</u>
Clerk-Treasurer	Wendy D. Frazier	01-01-21 to 12-31-23
Mayor	Scott A. Long	01-01-21 to 12-31-23
President of the Board of Public Works and Safety	Scott A. Long	01-01-21 to 12-31-23
President Pro Tempore of the Common Council	John S. Burnsworth Dave W. Monroe	01-01-21 to 12-31-22 01-01-23 to 12-31-23
City Court Judge	The Honorable Timothy A. Roberts	01-01-21 to 12-31-23



STATE OF INDIANA
AN EQUAL OPPORTUNITY EMPLOYER

STATE BOARD OF ACCOUNTS
302 WEST WASHINGTON STREET
ROOM E418
INDIANAPOLIS, INDIANA 46204-2769

Telephone: (317) 232-2513
Fax: (317) 232-4711
Web Site: www.in.gov/sboa

TO: THE OFFICIALS OF THE CITY OF WABASH, WABASH COUNTY, INDIANA

This report is supplemental to the audit report of the City of Wabash (City), 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 Audit Results and Comments that pertain to the City. It should be read in conjunction with the Financial Statement Audit Report of the City, which provides our opinions on the City's financial statement. 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.

Beth Kelley, CPA, CFE
Deputy State Examiner

October 10, 2023

(This page intentionally left blank.)

CITY COURT
CITY OF WABASH

CITY COURT
CITY OF WABASH
AUDIT RESULTS AND COMMENTS

BANK ACCOUNT RECONCILIATIONS

A similar comment also appeared in prior Reports B40965, B43050, B44207, B45602, B50401, B50403, B53072, B53618, and B58022, entitled *BANK ACCOUNT RECONCILIATIONS*.

Condition and Context

Depository reconciliations of the City Court fund balance to the bank account balance were prepared monthly; however, the reconciliations prepared did not balance to the ledger. On December 31, 2022, the City Court had three bank accounts. Each bank account was used to account for a different accounting system, the current accounting system (Odyssey) and two previous accounting systems (CSI and Keystone). The CSI system had an unidentified cash long balance of \$196. The Keystone system had an unidentified cash long balance of \$1,744.

Criteria

Indiana Code 5-13-6-1(e) states: "All local investment officers shall reconcile at least monthly the balance of public funds, as disclosed by the records of the local officers, with the balance statements provided by the respective depositories."

At all times, the manual and computerized records, subsidiary ledgers, control ledger, and reconciled bank balance should agree. If the reconciled bank balance is less than the subsidiary or control ledgers, then the responsible official or employee may be held personally responsible for the amount needed to balance the fund. (Accounting and Uniform Compliance Guidelines Manual for City and Town Courts, Chapter 4)

MONTHLY AND ANNUAL UPLOADS

Condition and Context

The City Court did not comply with the State Examiner Directive and did not upload any of the monthly and annual files in the Indiana Gateway for Government Units financial reporting system for 2021 and 2022.

Criteria

All counties, cities, towns, townships, libraries, schools and special districts will use the Engagement Uploads to upload files containing financial and governmental unit information on Gateway to allow the SBOA to conduct audit planning and audit processes prior to on-site work at a unit. This remote process will provide for more efficient data processing and save audit costs for our clients.

A user guide for the Engagement Uploads is available and located at: <https://gateway.ifionline.org/userguides/engagementguide>. **It is pertinent that this user guide be used in conjunction with this Directive.** It provides critical information to you that will help guide you to uploading the correct documents.

(Amended State Examiner Directive 2018-1)

Units are required to comply with all grant agreements, rules, regulations, bulletins, directives, letters, letter rulings, court decisions and filing requirements concerning reports and other procedural matters of federal and state agencies. Units must file accurate reports required by federal and state agencies. Noncompliance may require corrective action. (Accounting and Uniform Compliance Guidelines Manual for Cities and Towns, Chapter 1)

CITY COURT
CITY OF WABASH
EXIT CONFERENCE

The contents of this report were discussed on October 10, 2023, with The Honorable Timothy A. Roberts, City Court Judge; Jana Slacian, City Court Clerk; and John S. Burnworth, Common Council member.