

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

COMPLIANCE ENGAGEMENT REPORT

OF

MILFORD PUBLIC LIBRARY

KOSCIUSKO COUNTY, INDIANA

January 1, 2019 to December 31, 2022



FILED

01/25/2024

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SCHEDULE OF OFFICIALS

<u>Office</u>	<u>Official</u>	<u>Term</u>
Director	Julia A. Frew	01-01-19 to 12-31-24
Treasurer	Mark Baumgartner	01-01-19 to 07-15-19
	Margaret Cousins	07-16-19 to 08-06-19
	Katy Stoller	08-07-19 to 12-31-24
President of the Library Board	Clay Brooks	01-01-19 to 12-31-24



STATE OF INDIANA
AN EQUAL OPPORTUNITY EMPLOYER

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TO: THE OFFICIALS OF THE MILFORD PUBLIC LIBRARY, KOSCIUSKO COUNTY, INDIANA

As authorized under Indiana Code 5-11-1, we performed certain procedures to the accounting records and related documents of the Milford Public Library (Library), for the period of January 1, 2019 to December 31, 2022. The objective of this engagement was to determine compliance with applicable Indiana laws, regulations, and uniform compliance guidelines (Guidelines) established by the Indiana State Board of Accounts pursuant to Indiana Code 5-11-1-24. The objective of this engagement is not to opine on compliance or financial activity of the Library as this engagement was not conducted in accordance with any standards established by an authoritative standard setting body and, as such, we do not provide any opinions on compliance or financial activity.

Management is responsible for preparing and maintaining its accounting records and related documents in accordance with applicable Indiana laws, regulations, and Guidelines. Management's responsibility also includes, but is not limited to, complying with other applicable Indiana laws, regulations, and Guidelines concerning how it operates: authorized sources and uses of funds; what reports are required to be prepared and filed; and what depositories and investment types are allowable.

We fulfilled our responsibility as detailed in the first paragraph, using procedures that verified the appropriate accounting for and reporting of cash, receipts, and disbursements; and the appropriate sources and uses of funds in accordance with applicable Indiana laws, regulations, and Guidelines. Expanding the scope and nature of these procedures can and does occur in specific circumstances.

The Comments contained herein, if any, describe the identified reportable instances of noncompliance found during our engagement. Our procedures were not designed to identify all instances of noncompliance; therefore, noncompliance may exist that is unidentified. Any Official Response to the Comments incorporated within this report was not verified for accuracy.

The Schedule of Officials and Statements of Receipts, Disbursements, and Cash and Investment Balances - Regulatory Basis (Statements) are informational only. The Statements have not been subjected to any procedures designed to express an opinion or provide any assurance on them, and, accordingly, we do not express an opinion or provide any assurance on them.

This report is intended solely for the information and use of management, governance, and others within the organization. This restriction is not intended to limit the distribution of this report, which is a matter of public record. Reports can be found on the Indiana State Board of Accounts' website: <http://www.in.gov/sboa/>, and the Library's Annual Financial Reports filed by management can be found on the Indiana Gateway for Government Units financial reporting website: <http://www.gateway.ifionline.org>.

The contents of this report were communicated to Julia A. Frew, Director; Katy Stoller, Treasurer; and Clay Brooks, President of the Library Board, on January 18, 2024.



Beth Kelley, CPA, CFE
Deputy State Examiner

January 18, 2024

COMMENTS

No reportable instances of noncompliance.

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STATEMENTS OF RECEIPTS, DISBURSEMENTS, AND CASH
AND INVESTMENT BALANCES - REGULATORY BASIS

MILFORD PUBLIC LIBRARY
 STATEMENT OF RECEIPTS, DISBURSEMENTS,
 AND CASH AND INVESTMENT BALANCES -
 REGULATORY BASIS
 For the Years Ended December 31, 2019 and 2020

Fund	Cash and Investments 01-01-19	Receipts	Disbursements	Cash and Investments 12-31-19	Receipts	Disbursements	Cash and Investments 12-31-20
General Operating	\$ 235,904	\$ 307,418	\$ 286,479	\$ 256,843	\$ 311,834	\$ 286,232	\$ 282,445
Rainy Day	64,680	25,000	-	89,680	25,000	-	114,680
State Technology Fund	-	216	216	-	324	324	-
Lif	46,988	5,890	14,130	38,748	8,854	-	47,602
PLAC	65	65	130	-	130	130	-
RENTER'S SECURITY DEPOSIT FUND	750	-	-	750	-	-	750
Evergreen Pass-Through FUND	124	147	254	17	64	76	5
WIRELESS GRANT FUND	-	-	-	-	3,770	-	3,770
Gift	8,751	11,543	13,103	7,191	9,568	9,455	7,304
Payroll	-	27,999	27,999	-	26,559	26,559	-
Totals	<u>\$ 357,262</u>	<u>\$ 378,278</u>	<u>\$ 342,311</u>	<u>\$ 393,229</u>	<u>\$ 386,103</u>	<u>\$ 322,776</u>	<u>\$ 456,556</u>

MILFORD PUBLIC LIBRARY
STATEMENT OF RECEIPTS, DISBURSEMENTS,
AND CASH AND INVESTMENT BALANCES -
REGULATORY BASIS
For the Years Ended December 31, 2021 and 2022

Fund	Cash and Investments 01-01-21	Receipts	Disbursements	Cash and Investments 12-31-21	Receipts	Disbursements	Cash and Investments 12-31-22
General Operating	\$ 282,445	\$ 336,217	\$ 285,253	\$ 333,409	\$ 334,102	\$ 325,566	\$ 341,945
Rainy Day	114,680	25,000	-	139,680	45,000	-	184,680
State Technology Fund	-	323	323	-	408	408	-
Lif	47,602	9,136	9,701	47,037	9,138	15,906	40,269
PLAC	-	130	130	-	-	-	-
RENTER'S SECURITY DEPOSIT FUND	750	-	-	750	-	-	750
Evergreen Pass-Through FUND	5	9	14	-	24	24	-
WIRELESS GRANT FUND	3,770	-	3,770	-	-	-	-
ARP Grant Fund	-	-	-	-	10,000	10,000	-
Gift	7,303	14,129	11,886	9,546	13,650	14,708	8,488
Payroll	-	24,699	24,699	-	26,908	26,908	-
Totals	<u>\$ 456,555</u>	<u>\$ 409,643</u>	<u>\$ 335,776</u>	<u>\$ 530,422</u>	<u>\$ 439,230</u>	<u>\$ 393,520</u>	<u>\$ 576,132</u>