

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

COMPLIANCE ENGAGEMENT REPORT

OF

NEW ALBANY-FLOYD COUNTY BUILDING AUTHORITY

FLOYD COUNTY, INDIANA

January 1, 2019 to December 31, 2023



FILED
04/15/2024

TABLE OF CONTENTS

<u>Description</u>	<u>Page</u>
Schedule of Officials	2
Compliance Report	3-4
Comments	5-6
Statements of Receipts, Disbursements, and Cash and Investment Balances - Regulatory Basis.....	9-11

SCHEDULE OF OFFICIALS

<u>Office</u>	<u>Official</u>	<u>Term</u>
Building Coordinator	Sherri Baker	01-01-19 to 08-30-20
	Charles Edwards	08-31-20 to 12-31-24
Treasurer	Terry Ginkins	01-01-19 to 12-31-20
	Scott Stewart	01-01-21 to 12-31-23
	Ray Chinn	01-01-24 to 12-31-24
President of the Board of Directors	Maggie Ridge	01-01-19 to 12-31-20
	Aaron Combs	01-01-21 to 12-31-24



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 NEW ALBANY-FLOYD COUNTY
BUILDING AUTHORITY, FLOYD COUNTY, INDIANA

As authorized under Indiana Code 5-11-1, we performed certain procedures to the accounting records and related documents of the New Albany-Floyd County Building Authority (Building Authority), for the period of January 1, 2019 to December 31, 2023. 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 Building Authority 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 Building Authority's Annual Financial Reports filed by management can be found on the Indiana Gateway for Government Units financial reporting system website: <http://www.gateway.ifionline.org>.

The contents of this report were communicated to Charles Edwards, Building Coordinator; Aaron Combs, President of the Board of Directors; Ray Chinn, Treasurer; and Brenda Gray, Administrative Coordinator, on April 5, 2024.



Beth Kelley, CPA, CFE
Deputy State Examiner

April 5, 2024

NEW ALBANY-FLOYD COUNTY BUILDING AUTHORITY
COMMENTS

ANNUAL FINANCIAL REPORT

Condition and Context

Financial and other information is required to be entered annually into the Annual Financial Report (AFR) via the Indiana Gateway for Government Units (Gateway) financial reporting system. The Building Authority had not established effective internal controls over the AFR information entered into Gateway.

Due to ineffective internal controls, the AFR contained the following errors:

Financial Information

- For 2020, the beginning cash and investment balances were understated by \$119,282. The Building Authority did not report the receipt and disbursement activity. The omission of this financial information resulted in receipts and disbursements being understated by \$1,212,440 and \$1,331,722, respectively.
- For 2023, disbursements were understated by \$70,240.

Adjustments were proposed, accepted by the Building Authority, and made to the Statement of Receipts, Disbursements, and Cash and Investment Balances - Regulatory Basis.

Capital Assets

The Capital Asset Schedule submitted to Gateway for 2019, 2020, 2021, 2022, and 2023 could not be verified due to no detailed capital asset listing being presented for review. For 2019, 2020, 2021, 2022, and 2023, the Building Authority reported total capital assets of \$41,120, \$41,120, \$607,291, \$607,291, and \$17,820,000, respectively, with no detailed capital asset listing to support the reported amounts.

Criteria

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

"The state examiner shall require from every audited entity financial reports covering the full period of each fiscal year. These reports shall be prepared, verified, and filed with the state examiner as set forth in the uniform compliance guidelines. 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](#)."

The Indiana State Board of Accounts (SBOA) is required under Indiana Code 5-11-1-27(e) to define the acceptable minimum level of internal control standards. To provide clarifying guidance, the State Examiner compiled the standards contained in the manual, *Uniform Internal Control Standards for Indiana Political Subdivisions*. All political subdivisions subject to audit by SBOA are expected to adhere to these standards. The standards include adequate control activities. According to this manual:

"Control activities are the actions and tools established through policies and procedures that help to detect, prevent, or reduce the identified risks that interfere with the achievement of objectives. Detection activities are designed to identify unfavorable events in a timely manner whereas prevention activities are designed to deter the occurrence of an unfavorable event. Examples of these activities include reconciliations, authorizations, approval processes, performance reviews, and verification processes.

NEW ALBANY-FLOYD COUNTY BUILDING AUTHORITY
COMMENTS
(Continued)

An integral part of the control activity component is segregation of duties. . . .

There is an expectation of segregation of duties. If compensating controls are necessary, documentation should exist to identify both the areas where segregation of duties are not feasible or practical and the compensating controls implemented to mitigate the risk. . . ."

CAPITAL ASSETS

Condition and Context

Internal controls were not in place to ensure that the Building Authority was in compliance with capital assets requirements. The Building Authority had not passed a capital assets policy that detailed the threshold at which an item is considered a capital asset. The Building Authority did not complete a physical inventory in the last two years. The Building Authority was unable to provide a detailed listing of capital assets to review.

Criteria

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An integral part of the control activity component is segregation of duties. . . .

There is an expectation of segregation of duties. If compensating controls are necessary, documentation should exist to identify both the areas where segregation of duties are not feasible or practical and the compensating controls implemented to mitigate the risk. . . ."

Every unit must have a capital assets policy that details the threshold at which an item is considered a capital asset. Every unit must have a complete detail listing of all capital assets owned which reflects their acquisition value. Capital Asset Ledger (Form 369) has been prescribed for this purpose. A complete physical inventory must be taken at least every two years, unless more stringent requirements exist, to verify account balances carried in the accounting records. (Accounting and Uniform Compliance Guidelines Manual for Special Districts, Chapter 1)

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

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NEW ALBANY-FLOYD COUNTY BUILDING AUTHORITY
 STATEMENT OF RECEIPTS, DISBURSEMENTS,
 AND CASH AND INVESTMENT BALANCES -
 REGULATORY BASIS
 For the Years Ended December 31, 2019 and 2020

<u>Fund</u>	<u>Cash and Investments 01-01-19</u>	<u>Receipts</u>	<u>Disbursements</u>	<u>Cash and Investments 12-31-19</u>	<u>Receipts</u>	<u>Disbursements</u>	<u>Cash and Investments 12-31-20</u>
General Fund	\$ 427,286	\$ 1,197,435	\$ 1,117,172	\$ 507,549	\$ 1,212,440	\$ 1,331,722	\$ 388,267
Totals	<u>\$ 427,286</u>	<u>\$ 1,197,435</u>	<u>\$ 1,117,172</u>	<u>\$ 507,549</u>	<u>\$ 1,212,440</u>	<u>\$ 1,331,722</u>	<u>\$ 388,267</u>

NEW ALBANY-FLOYD COUNTY BUILDING AUTHORITY
 STATEMENT OF RECEIPTS, DISBURSEMENTS,
 AND CASH AND INVESTMENT BALANCES -
 REGULATORY BASIS
 For the Years Ended December 31, 2021 and 2022

<u>Fund</u>	<u>Cash and Investments 01-01-21</u>	<u>Receipts</u>	<u>Disbursements</u>	<u>Cash and Investments 12-31-21</u>	<u>Receipts</u>	<u>Disbursements</u>	<u>Cash and Investments 12-31-22</u>
General Fund	\$ 388,267	\$ 1,318,381	\$ 1,391,999	\$ 314,649	\$ 1,584,672	\$ 1,608,216	\$ 291,105
Totals	<u>\$ 388,267</u>	<u>\$ 1,318,381</u>	<u>\$ 1,391,999</u>	<u>\$ 314,649</u>	<u>\$ 1,584,672</u>	<u>\$ 1,608,216</u>	<u>\$ 291,105</u>

NEW ALBANY-FLOYD COUNTY BUILDING AUTHORITY
 STATEMENT OF RECEIPTS, DISBURSEMENTS,
 AND CASH AND INVESTMENT BALANCES -
 REGULATORY BASIS
 For the Year Ended December 31, 2023

Fund	Cash and Investments 01-01-23	Receipts	Disbursements	Cash and Investments 12-31-23
General Fund	\$ 291,105	\$ 1,636,921	\$ 1,630,503	\$ 297,523
Totals	<u>\$ 291,105</u>	<u>\$ 1,636,921</u>	<u>\$ 1,630,503</u>	<u>\$ 297,523</u>