

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

COMPLIANCE ENGAGEMENT REPORT

OF

TIPTON COUNTY PUBLIC LIBRARY

TIPTON COUNTY, INDIANA

January 1, 2019 to December 31, 2022



FILED

07/12/2024

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SCHEDULE OF OFFICIALS

<u>Office</u>	<u>Official</u>	<u>Term</u>
Director	Cherie Spencer (Vacant) Jason Fields	01-01-19 to 01-28-22 01-29-22 to 02-13-22 02-14-22 to 12-31-24
Treasurer	Cynthia Day	01-01-19 to 12-31-24
President of the Library Board	Terri Newcom	01-01-19 to 12-31-24



STATE OF INDIANA
AN EQUAL OPPORTUNITY EMPLOYER

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TO: THE OFFICIALS OF THE TIPTON COUNTY PUBLIC LIBRARY, TIPTON COUNTY, INDIANA

As authorized under Indiana Code 5-11-1, we performed certain procedures to the accounting records and related documents of the Tipton County 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 system website: <http://www.gateway.ifionline.org>.

The contents of this report were communicated to Jason Fields, Director; Cynthia Day, Treasurer; and Terri Newcom, President of the Library Board, on June 12, 2024.



Beth Kelley, CPA, CFE
Deputy State Examiner

June 6, 2024

TIPTON COUNTY PUBLIC LIBRARY
COMMENTS

No reportable instances of noncompliance.

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

TIPTON COUNTY 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
Operating Fund	\$ 815,342	\$ 1,630,351	\$ 1,859,990	\$ 585,703	\$ 1,700,230	\$ 1,455,798	\$ 830,135
Rainy Day Fund	874,091	9,955	-	884,046	12,012	-	896,058
State Technology Fund Grant	-	7,695	7,695	-	7,756	7,110	646
Summer Reading Fund	3,965	4,847	4,723	4,089	-	-	4,089
Library Improve & Reserve Fund	419,996	6,580	-	426,576	5,218	-	431,794
Summer Reading Fund	-	-	-	-	4,236	3,150	1,086
PLAC Fund	-	325	195	130	260	390	-
Gift Fund	176	2,608	1,561	1,223	1,725	1,207	1,741
Fund Raising Fund	25	-	-	25	-	-	25
Program Fund	4,972	1,675	863	5,784	706	184	6,306
Art Fund	15	-	-	15	-	-	15
Pass Through/Sales Tax Fund	129	103	125	107	21	102	26
Shirk Fund	5,912	132	-	6,044	114	-	6,158
Building Fund	6,382	4,046	314	10,114	-	-	10,114
Petty Cash Fund	125	-	-	125	-	-	125
Totals	<u>\$ 2,131,130</u>	<u>\$ 1,668,317</u>	<u>\$ 1,875,466</u>	<u>\$ 1,923,981</u>	<u>\$ 1,732,278</u>	<u>\$ 1,467,941</u>	<u>\$ 2,188,318</u>

TIPTON COUNTY 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
Operating Fund	\$ 830,135	\$ 1,690,266	\$ 1,568,958	\$ 951,443	\$ 1,834,408	\$ 1,823,745	\$ 962,106
Rainy Day Fund	896,058	2,870	-	898,928	150,622	-	1,049,550
Broadband Connectivity Grant	646	6,329	6,975	-	6,767	6,767	-
Library Improvement & Reserve Fund	431,794	1,068	-	432,862	10,360	13,459	429,763
Summer Reading Fund	5,175	36	1,623	3,588	2,387	1,870	4,105
PLAC Fund	-	520	390	130	520	650	-
Gift Fund	1,740	2,622	1,793	2,569	2,691	2,377	2,883
Fundraising Fund	25	-	-	25	-	-	25
Program Fund	6,306	75	1,025	5,356	675	1,044	4,987
Art Fund	15	-	-	15	-	-	15
Pass Through/Sales Tax Fund	25	12	25	12	52	12	52
Cash Change Fund	-	-	-	-	250	125	125
SHIRK Fund	6,158	57	-	6,215	6	-	6,221
Building Fund	10,114	-	-	10,114	-	-	10,114
Petty Cash	125	-	-	125	-	-	125
Gift Cards	-	-	-	-	50	50	-
Totals	<u>\$ 2,188,316</u>	<u>\$ 1,703,855</u>	<u>\$ 1,580,789</u>	<u>\$ 2,311,382</u>	<u>\$ 2,008,788</u>	<u>\$ 1,850,099</u>	<u>\$ 2,470,071</u>