

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

COMPLIANCE ENGAGEMENT REPORT
OF

PUTNAM COUNTY SOIL AND WATER
CONSERVATION DISTRICT
PUTNAM COUNTY, INDIANA

January 1, 2020 to December 31, 2023



FILED
06/18/2024

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SCHEDULE OF OFFICIALS

<u>Office</u>	<u>Official</u>	<u>Term</u>
Executive Director	Sara Campfield	01-01-20 to 12-31-24
Chair of the District Board	David McGaughey Angela Kiste	01-01-20 to 03-16-23 03-17-23 to 12-31-24



STATE OF INDIANA
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TO: THE OFFICIALS OF THE PUTNAM COUNTY SOIL AND WATER
CONSERVATION DISTRICT, PUTNAM COUNTY, INDIANA

As authorized under Indiana Code 5-11-1, we performed certain procedures to the accounting records and related documents of the Putnam County Soil and Water Conservation District (District), for the period of January 1, 2020 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 District 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 District'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 Sara Campfield, Executive Director, and Angela Kiste, Chair of the District Board, on June 11, 2024.



Beth Kelley, CPA, CFE
Deputy State Examiner

May 9, 2024

PUTNAM COUNTY SOIL AND WATER CONSERVATION DISTRICT
COMMENT

ANNUAL FINANCIAL REPORT - OTHER INFORMATION

Condition and Context

As a result of an internal control deficiency, the Schedule of Expenditures of Federal Awards (SEFA) in the Annual Financial Report (AFR) submitted via the Indiana Gateway for Government Units financial reporting system contained material errors. The SEFAs submitted in the 2022 and 2023 AFRs were overstated by \$128,082 and \$104,714, respectively.

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 not later than sixty (60) days after the close of each fiscal year. 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.

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. . . ."

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

PUTNAM COUNTY SOIL AND WATER CONSERVATION DISTRICT
 STATEMENT OF RECEIPTS, DISBURSEMENTS,
 AND CASH AND INVESTMENT BALANCES -
 REGULATORY BASIS
 For the Years Ended December 31, 2020 and 2021

Fund	Cash and Investments 01-01-20	Receipts	Disbursements	Cash and Investments 12-31-20	Receipts	Disbursements	Cash and Investments 12-31-21
General Fund	\$ 127,300	\$ 44,774	\$ 72,430	\$ 99,644	\$ 31,989	\$ 38,278	\$ 93,355
NACD Grant	-	-	-	-	20,000	10,000	10,000
Totals	<u>\$ 127,300</u>	<u>\$ 44,774</u>	<u>\$ 72,430</u>	<u>\$ 99,644</u>	<u>\$ 51,989</u>	<u>\$ 48,278</u>	<u>\$ 103,355</u>

PUTNAM COUNTY SOIL AND WATER CONSERVATION DISTRICT
 STATEMENT OF RECEIPTS, DISBURSEMENTS,
 AND CASH AND INVESTMENT BALANCES -
 REGULATORY BASIS
 For the Years Ended December 31, 2022 and 2023

Fund	Cash and Investments 01-01-22	Receipts	Disbursements	Cash and Investments 12-31-22	Receipts	Disbursements	Cash and Investments 12-31-23
General Fund	\$ 93,355	\$ 53,490	\$ 84,840	\$ 62,005	\$ 105,303	\$ 58,905	\$ 108,403
NACD Grant	10,000	-	10,000	-	-	-	-
EPA 319 Implementation Grant	-	79,732	79,732	-	194,836	194,837	(1)
Totals	<u>\$ 103,355</u>	<u>\$ 133,222</u>	<u>\$ 174,572</u>	<u>\$ 62,005</u>	<u>\$ 300,139</u>	<u>\$ 253,742</u>	<u>\$ 108,402</u>