

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

COMPLIANCE ENGAGEMENT REPORT

OF

UNION CITY PUBLIC LIBRARY

RANDOLPH COUNTY, INDIANA

January 1, 2019 to December 31, 2022



FILED
04/18/2024

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SCHEDULE OF OFFICIALS

<u>Office</u>	<u>Official</u>	<u>Term</u>
Director	Lawrence Sexton	01-01-19 to 12-31-24
Treasurer	Diane Loomis	01-01-19 to 12-31-24
President of the Library Board	Jean English Debbie Williams	01-01-18 to 08-05-19 08-06-19 to 12-31-24



STATE OF INDIANA
AN EQUAL OPPORTUNITY EMPLOYER

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TO: THE OFFICIALS OF THE UNION CITY PUBLIC LIBRARY, RANDOLPH COUNTY, INDIANA

As authorized under Indiana Code 5-11-1, we performed certain procedures to the accounting records and related documents of the Union City 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 Lawrence Sexton, Director; Diane Loomis, Treasurer; and Debbie Williams, President of the Library Board, on April 15, 2024.



Beth Kelley, CPA, CFE
Deputy State Examiner

April 3, 2024

UNION CITY PUBLIC LIBRARY
COMMENTS

No reportable instances of noncompliance.

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

UNION CITY 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	\$ 695,359	\$ 150,131	\$ 160,531	\$ 684,959	\$ 152,131	\$ 177,417	\$ 659,673
Rainy Day	13,498	-	-	13,498	16,050	-	29,548
LIRF Library Improvement Reserve	236,652	4,000	-	240,652	4,000	-	244,652
Plac Fund	80	-	-	80	-	-	80
WOLF ESTATE FUND	73,355	-	-	73,355	-	-	73,355
Book Sales Fund	3,559	204	1,294	2,469	52	800	1,721
LIRF INVESTMENT FUND	5,000	-	-	5,000	-	-	5,000
Linda Stemmer Memorial	-	50	-	50	-	-	50
Summer Reading Gift Fund	-	437	436	1	512	291	222
State Technology Fund	-	1,205	126	1,079	1,236	2,022	293
Evergreen Indiana Fund	4	1	4	1	-	-	1
Community Foundation of Randolph County	-	73,017	5,583	67,434	7,306	5,699	69,041
Federal Taxes	509	6,441	6,951	(1)	6,573	6,573	(1)
FICA	414	5,247	5,661	-	5,370	5,370	-
Medicare	97	1,227	1,324	-	1,256	1,256	-
State Tax	210	2,604	2,814	-	2,669	2,669	-
County Tax	708	793	1,501	-	803	803	-
PERF Employee	-	1,110	1,194	(84)	1,110	1,026	-
IRS refund	-	3,204	1,937	1,267	-	25	1,242
COVID19	-	-	-	-	-	351	(351)
Excess Levy Fund	391	-	-	391	-	-	391
Gift Fund	4,044	155	271	3,928	142	-	4,070
Harrison Fund	5,028	3,000	150	7,878	3,000	300	10,578
Community Foundation	250	1,341	1,590	1	-	-	1
Gates Foundation	2,383	-	871	1,512	-	770	742
Warner Estate Fund	34,381	-	-	34,381	-	-	34,381
Harrison Fund Investments	4,000	-	-	4,000	-	-	4,000
Totals	\$ 1,079,922	\$ 254,167	\$ 192,238	\$ 1,141,851	\$ 202,210	\$ 205,372	\$ 1,138,689

UNION CITY 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	\$ 659,674	\$ 179,500	\$ 168,319	\$ 670,855	\$ 213,397	\$ 207,146	\$ 677,106
Rainy Day	29,548	-	-	29,548	27,110	326	56,332
LIRF Library Improvement Reserve	244,652	4,000	-	248,652	4,000	-	252,652
Plac Fund	80	-	-	80	65	65	80
WOLF ESTATE FUND	73,355	-	-	73,355	-	-	73,355
Book Fund	1,721	244	37	1,928	-	-	1,928
LIRF INVESTMENT FUND	5,000	-	-	5,000	-	-	5,000
Linda Stemmer Memorial	50	-	-	50	-	-	50
Summer Reading Gift Fund	223	826	377	672	1,145	595	1,222
State Technology Fund	293	1,880	-	2,173	3,799	473	5,499
Evergreen Indiana Fund	-	-	-	-	-	-	-
Community Foundation of Randolph County	69,041	6,689	19,141	56,589	14,046	7,880	62,755
Federal Taxes	-	6,498	6,498	-	6,468	6,468	-
FICA	-	5,367	5,367	-	4,987	4,987	-
Medicare	-	1,255	1,255	-	1,166	1,166	-
State Tax	-	2,667	2,667	-	2,507	2,507	-
County Tax	-	818	818	-	672	672	-
PERF Employee	-	1,141	1,141	-	1,143	1,143	-
IRS refund	1,242	-	-	1,242	-	1,242	-
COVID19	(351)	352	-	1	-	-	1
Excess Levy Fund	391	-	391	-	-	-	-
Gift Fund	4,070	294	74	4,290	108	684	3,714
Harrison Fund	10,578	5,584	2,584	13,578	3,000	-	16,578
Community Foundation	1	-	-	1	-	-	1
Gates Foundation	742	-	-	742	-	94	648
Warner Estate Fund	34,381	-	-	34,381	-	-	34,381
Harrison Fund Investments	4,000	-	-	4,000	-	-	4,000
Totals	\$ 1,138,691	\$ 217,115	\$ 208,669	\$ 1,147,137	\$ 283,613	\$ 235,448	\$ 1,195,302