

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

**Paul D. Joyce, CPA  
State Examiner**

COMPLIANCE ENGAGEMENT REPORT

OF

EDINBURGH WRIGHT-HAGEMAN PUBLIC LIBRARY

JOHNSON COUNTY, INDIANA

January 1, 2020 to December 31, 2023



**FILED**

04/09/2025



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SCHEDULE OF OFFICIALS

| <u>Office</u>                  | <u>Official</u>          | <u>Term</u>          |
|--------------------------------|--------------------------|----------------------|
| Director                       | Chris Hoffman            | 01-01-20 to 02-29-24 |
|                                | (Vacant)                 | 03-01-24 to 03-24-24 |
|                                | Miranda Burton           | 03-25-24 to 09-17-24 |
|                                | Rhonda Simpson (interim) | 09-18-24 to 01-05-25 |
|                                | Denisea Nelson           | 01-06-25 to 12-31-25 |
| Treasurer                      | Cindy Bechtel            | 01-01-20 to 12-31-21 |
|                                | Sherri Sweet             | 01-01-22 to 02-29-24 |
|                                | Lori Henderson           | 03-01-24 to 07-31-24 |
|                                | Ryan Blaker              | 08-01-24 to 12-31-24 |
|                                | William Jones            | 01-01-25 to 12-31-25 |
| President of the Library Board | Matt Ervin               | 01-01-20 to 12-31-21 |
|                                | Lori Henderson           | 01-01-22 to 12-31-23 |
|                                | Amiee Stinson            | 01-01-24 to 12-31-25 |



Paul D. Joyce, CPA  
State Examiner

## INDIANA STATE BOARD OF ACCOUNTS

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TO: THE OFFICIALS OF THE EDINBURGH WRIGHT-HAGEMAN  
PUBLIC LIBRARY, JOHNSON COUNTY, INDIANA

As authorized under Indiana Code 5-11-1, we performed certain procedures to the accounting records and related documents of the Edinburgh Wright-Hageman Public Library (Library), 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 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 Denisea Nelson, Director; William Jones, Treasurer; and Aimee Stinson, President of the Library Board, on March 25, 2025.



Beth Kelley, CPA, CFE  
Deputy State Examiner

March 6, 2025

EDINBURGH WRIGHT-HAGEMAN PUBLIC LIBRARY  
COMMENTS

**ANNUAL FINANCIAL REPORT**

*Condition and Context*

Financial information is required to be entered annually into the Annual Financial Report via the Indiana Gateway for Government Units (Gateway) financial reporting system. Due to the lack of effective internal controls, the financial information entered into Gateway included the following errors:

- In 2020, the beginning balance was overstated by \$1,653. The receipts and disbursements were understated by \$99,896 and \$21,708, respectively. This resulted in an understatement of the ending cash balance of \$79,841.
- In 2021, the beginning balance was understated by \$79,841. The receipts and disbursements were understated by \$20,130 and \$20,312, respectively. This resulted in an understatement of the ending cash balance of \$79,659.
- In 2022, the beginning cash balance was understated by \$2,967. The receipts and disbursements were understated by \$20,610 and \$23,600, respectively. This resulted in an understatement of the ending cash balance of \$23.
- In 2023, the beginning cash balance was understated by \$23. The receipts and disbursements were understated by \$18,704 and \$18,825, respectively. This resulted in an understatement of the ending cash balance of \$144.

Audit adjustments were proposed, accepted by the Library, and made to the financial statements presented in this report.

*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.

EDINBURGH WRIGHT-HAGEMAN PUBLIC LIBRARY  
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. . . ."

**TIMELY RECORDING**

*Condition and Context*

Internal controls were not in place to ensure proper compliance with requirements related to receipts. Six receipts of the Operating fund totaling \$75,023, that occurred in December 2020, were not recorded in the ledger until February 10, 2022.

*Criteria*

All documents and entries to records must be made in a timely manner to ensure that accurate financial information is available to allow the unit to make informed management decisions and to help ensure compliance with IC 5-15-1-1. (Accounting and Uniform Compliance Guidelines Manual for Libraries, Chapter 1)

All financial transactions pertaining to the unit must be recorded in the records of the unit at the time of the transaction. (Accounting and Uniform Compliance Guidelines Manual for Libraries, Chapter 1)

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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. . . ."

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

EDINBURGH WRIGHT-HAGEMAN PUBLIC LIBRARY  
STATEMENT OF RECEIPTS, DISBURSEMENTS,  
AND CASH AND INVESTMENT BALANCES -  
REGULATORY BASIS  
For the Years Ended December 31, 2020 and 2021

| Fund                      | Cash and<br>Investments<br>01-01-20 | Receipts          | Disbursements     | Cash and<br>Investments<br>12-31-20 | Receipts          | Disbursements     | Cash and<br>Investments<br>12-31-21 |
|---------------------------|-------------------------------------|-------------------|-------------------|-------------------------------------|-------------------|-------------------|-------------------------------------|
| Operating                 | \$ 226,041                          | \$ 246,385        | \$ 187,907        | \$ 284,519                          | \$ 260,213        | \$ 180,001        | \$ 364,731                          |
| Rainy Day                 | 50,992                              | -                 | -                 | 50,992                              | 5,000             | -                 | 55,992                              |
| Lif                       | 137,590                             | 186               | -                 | 137,776                             | 5,000             | -                 | 142,776                             |
| Conover Fund              | 3,029                               | 3,000             | 1,999             | 4,030                               | -                 | -                 | 4,030                               |
| Postage                   | 150                                 | -                 | 150               | -                                   | -                 | -                 | -                                   |
| State Technology Grant    | (657)                               | 2,463             | 1,620             | 186                                 | -                 | -                 | 186                                 |
| Johnson County Foundation | 1,632                               | 541               | -                 | 2,173                               | -                 | -                 | 2,173                               |
| Gift                      | 34,473                              | 50                | 253               | 34,270                              | -                 | -                 | 34,270                              |
| Payroll Clearing          | -                                   | 24,856            | 21,559            | 3,297                               | 20,129            | 20,311            | 3,115                               |
| Totals                    | <u>\$ 453,250</u>                   | <u>\$ 277,481</u> | <u>\$ 213,488</u> | <u>\$ 517,243</u>                   | <u>\$ 290,342</u> | <u>\$ 200,312</u> | <u>\$ 607,273</u>                   |

EDINBURGH WRIGHT-HAGEMAN PUBLIC LIBRARY  
 STATEMENT OF RECEIPTS, DISBURSEMENTS,  
 AND CASH AND INVESTMENT BALANCES -  
 REGULATORY BASIS  
 For the Years Ended December 31, 2022 and 2023

| Fund                      | Cash and<br>Investments<br>01-01-22 | Receipts          | Disbursements     | Cash and<br>Investments<br>12-31-22 | Receipts          | Disbursements     | Cash and<br>Investments<br>12-31-23 |
|---------------------------|-------------------------------------|-------------------|-------------------|-------------------------------------|-------------------|-------------------|-------------------------------------|
| Operating                 | \$ 364,731                          | \$ 258,906        | \$ 206,850        | \$ 416,787                          | \$ 275,708        | \$ 238,211        | \$ 454,284                          |
| Rainy Day                 | 55,992                              | -                 | -                 | 55,992                              | -                 | -                 | 55,992                              |
| Lif                       | 142,776                             | 2,000             | -                 | 144,776                             | -                 | -                 | 144,776                             |
| Conover Fund              | 4,030                               | 2,000             | 2,673             | 3,357                               | 2,000             | 4,243             | 1,114                               |
| State Technology Grant    | 186                                 | -                 | -                 | 186                                 | -                 | -                 | 186                                 |
| Johnson County Foundation | 2,173                               | 560               | -                 | 2,733                               | -                 | -                 | 2,733                               |
| Gift                      | 34,270                              | 50                | -                 | 34,320                              | -                 | -                 | 34,320                              |
| Payroll Clearing          | 3,115                               | 20,610            | 23,766            | (41)                                | 18,705            | 18,663            | 1                                   |
| Totals                    | <u>\$ 607,273</u>                   | <u>\$ 284,126</u> | <u>\$ 233,289</u> | <u>\$ 658,110</u>                   | <u>\$ 296,413</u> | <u>\$ 261,117</u> | <u>\$ 693,406</u>                   |