

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

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

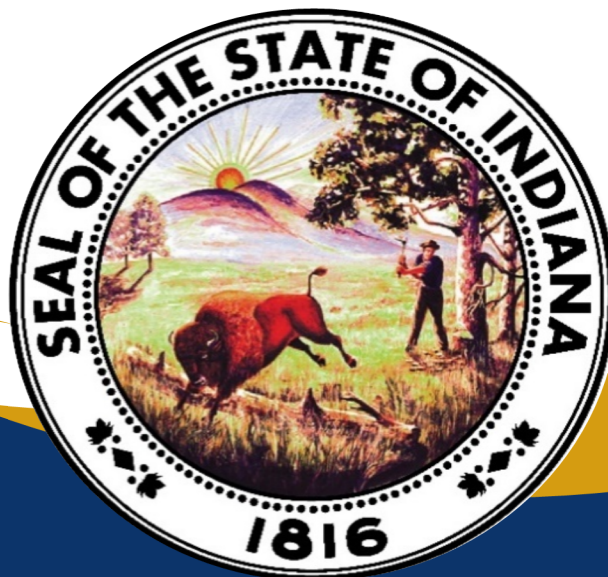
COMPLIANCE ENGAGEMENT REPORT

OF

DELAWARE COUNTY CIVIC CENTER AUTHORITY

DELAWARE COUNTY, INDIANA

January 1, 2020 to December 31, 2023



FILED
11/27/2024

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SCHEDULE OF OFFICIALS

<u>Office</u>	<u>Official</u>	<u>Term</u>
President of the Authority Board	Scott Alexander Jessica Piper	01-01-20 to 05-17-23 05-18-23 to 12-31-24
Treasurer	Mary Ann Kratochvil	01-01-20 to 12-31-24



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INDIANA STATE BOARD OF ACCOUNTS

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TO: THE OFFICIALS OF THE DELAWARE COUNTY CIVIC
CENTER AUTHORITY, DELAWARE COUNTY, INDIANA

As authorized under Indiana Code 5-11-1, we performed certain procedures to the accounting records and related documents of the Delaware County Civic Center Authority (Authority), 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 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 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 Jessica Piper, President of the Authority Board; Mary Ann Kratochvil, Treasurer; Theresa Coy, Executive Accounting and HR Manager; and Breane Lykins, Office Coordinator, on October 30, 2024.



Beth Kelley, CPA, CFE
Deputy State Examiner

October 9, 2024

DELAWARE COUNTY CIVIC CENTER AUTHORITY
COMMENTS

INTERNAL CONTROL STANDARDS

Condition and Context

The Authority did not adopt the minimum level of internal controls. They did not provide any documentation of training on internal controls to its Authority Board members. They also incorrectly certified in the Annual Financial Report (AFR) filed via the Indiana Gateway for Government Units financial reporting system that they had both adopted internal controls and provided training. The Authority did not have a proper system of internal controls in place to ensure the internal control policy was adopted and training was received and the AFR certifications were correct.

Criteria

Indiana Code 5-11-1-27(g) states:

"After June 30, 2016, the legislative body of a political subdivision shall ensure that:

- (1) the internal control standards and procedures developed under subsection (e) are adopted by the political subdivision; and
- (2) personnel receive training concerning the internal control standards and procedures adopted by the political subdivision."

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 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.

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. . . ."

DELAWARE COUNTY CIVIC CENTER AUTHORITY
COMMENTS
(Continued)

ANNUAL FINANCIAL REPORT

Condition and Context

Financial, supplemental, and other information are required to be entered annually into the Annual Financial Report (AFR) via the Indiana Gateway for Government Units (Gateway) financial reporting system. The Authority had not established effective internal controls over the AFR information entered into Gateway which resulted in the following errors:

Financial Statement and Combining Schedule of Receipts, Disbursements, and Cash and Investment Balances-Regulatory Basis

- The January 1, 2020 balances were understated by \$196,684.
- The 2020 receipts were overstated by \$318,102.
- The 2020 disbursements were overstated by \$131,154.
- The January 1, 2021 balance was understated by \$10,736.
- The 2021 receipts were overstated by \$9.
- The December 31, 2022 balance was understated by \$10,733.
- The 2022 receipts were understated by \$109,931.
- The 2023 receipts were understated by \$312.
- The 2023 disbursements were overstated by \$199,603.
- The December 31, 2023 balance was understated by \$309,835.

Adjustments were proposed, accepted by the Authority, and made to the financial statement.

Criteria

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

DELAWARE COUNTY CIVIC CENTER AUTHORITY
 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	\$ 69,940	\$ 2,410,912	\$ 2,435,359	\$ 45,493	\$ 2,438,261	\$ 2,154,974	\$ 328,780
Totals	<u>\$ 69,940</u>	<u>\$ 2,410,912</u>	<u>\$ 2,435,359</u>	<u>\$ 45,493</u>	<u>\$ 2,438,261</u>	<u>\$ 2,154,974</u>	<u>\$ 328,780</u>

DELAWARE COUNTY CIVIC CENTER AUTHORITY
 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	\$ 339,513	\$ 2,812,846	\$ 2,575,540	\$ 576,819	\$ 2,931,304	\$ 3,113,074	\$ 395,049
Totals	<u>\$ 339,513</u>	<u>\$ 2,812,846</u>	<u>\$ 2,575,540</u>	<u>\$ 576,819</u>	<u>\$ 2,931,304</u>	<u>\$ 3,113,074</u>	<u>\$ 395,049</u>