

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

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

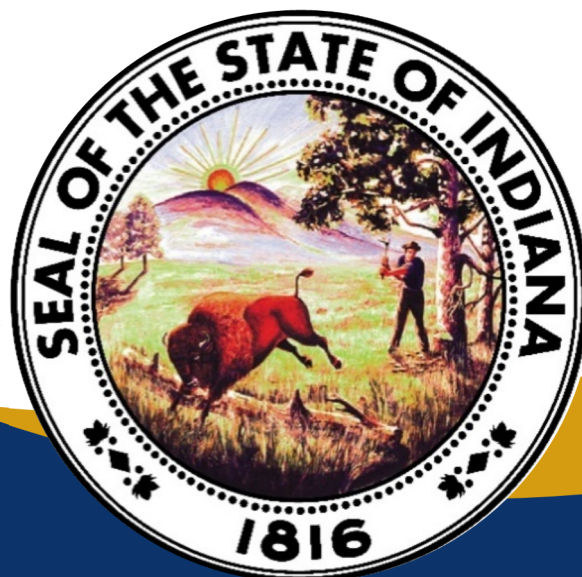
COMPLIANCE ENGAGEMENT REPORT

OF

DUBLIN PUBLIC LIBRARY

WAYNE COUNTY, INDIANA

January 1, 2021 to December 31, 2024



FILED

05/01/2025

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SCHEDULE OF OFFICIALS

<u>Office</u>	<u>Official</u>	<u>Term</u>
Director	Gary Rubendall	01-01-21 to 12-31-25
Treasurer	Susan Rubendall	01-01-21 to 12-31-25
President of the Library Board	Pamela Overbay Ann Oakes	01-01-21 to 06-31-24 07-01-24 to 12-31-25



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TO: THE OFFICIALS OF THE DUBLIN PUBLIC LIBRARY, WAYNE COUNTY, INDIANA

As authorized under Indiana Code 5-11-1, we performed certain procedures to the accounting records and related documents of the Dublin Public Library (Library), for the period of January 1, 2021 to December 31, 2024. 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 is informational only. The Statements of Receipts, Disbursements, and Cash and Investment Balances - Regulatory Basis have not been included in this report due to the issues detailed in the comments below.

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 Gary Rubendall, Director; Susan Rubendall, Treasurer; Nadine Bertram, Library Board member; Shari Cox, Library Board member; Amber Gabbard, Library Board member; Patricia Finley, Library Board member; and Ann Oakes, President of the Library Board, on April 10, 2025.



Beth Kelley, CPA, CFE
Deputy State Examiner

April 3, 2025

DUBLIN PUBLIC LIBRARY
COMMENTS

CONDITION OF RECORDS

A similar comment also appeared in prior Report B57567, entitled *BANK ACCOUNT RECONCILIATIONS*.

Condition and Context

Internal controls were not in place for ensuring the Library complied with properly maintaining its financial records.

For each year of the engagement period, the receipts, disbursement, and balances reported in the Total-All Funds columns in the Financial and Appropriation Record, Library Form 1 (ledger) did not reconcile to the receipts, disbursements, and balances reported in individual fund columns in the Library's ledger. The Total-All Funds columns are reconciled to the bank accounts by the Library. However, the balances of the individual funds as recorded in the Library's ledger, when totaled, are not reconciled to the bank accounts due to errors in maintaining the individual funds' columns.

Criteria

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. . . ."

Indiana Code 5-13-6-1(e) states: "All local investment officers shall reconcile at least monthly the balance of public funds, as disclosed by the records of the local officers, with the balance statements provided by the respective depositories.

At all times, the manual and/or computerized records, subsidiary ledgers, control ledger, and reconciled bank balance must agree. If the reconciled bank balance is less than the subsidiary or control ledgers, the amount needed to balance may be the personal obligation of the responsible official or employee. (Accounting and Uniform Compliance Guidelines Manual for Libraries, Chapter 1)

Officials and employees are required to use prescribed and approved forms in the manner prescribed. (Accounting and Uniform Compliance Guidelines Manual for Libraries, Chapter 1)

DUBLIN PUBLIC LIBRARY
COMMENTS
(Continued)

Column Usage. The "A" columns provide for a control: "A-1" receipts - all funds, "A-2" disbursements - all funds, and "A-3" balance - All funds.

The "B" columns provide for all transactions in the Library Operating Fund "B-1" receipts, "B-2" disbursements, and "B-3" balance. The "C" columns provide for all transactions in the Library Improvement Reserve Fund; the "D" columns for the Bond and Interest Redemption Fund; the "E" and "F" columns for other funds as needed; the "G" columns provide for employee Payroll Deductions: "G-1" receipts of federal withholding tax deductions, "G-2" receipts of O.A.S.I. or Social Security deductions, "G-3" receipts of state withholding tax deductions, "G-4" receipts of county withholding tax, "G-5" receipts of P.E.R.F. withholdings, and "G-6" receipts of group insurance withholdings. Columns "G-7" and "G-8" may be used for other payroll deductions as needed.

Additional inserts, Library Form No. 1C, may be added as are necessary. Each insert provides for four funds, columns "H", "I", "J", and "K". . . .

Receipts. Each receipt is to be posted in column A-1 and also in the receipt column of the appropriate fund. . . .

General Disbursements. Each disbursement is to be posted in column A-2 and also the disbursement column of the appropriate fund. Each disbursement is also posted to the proper appropriation column of the Library Financial and Appropriation Record.

(Accounting and Uniform Compliance Guidelines Manual for Libraries, Chapter 4)

ANNUAL FINANCIAL REPORT

Condition and Context

Internal controls were not in place at the Library to ensure proper reporting of information into the Indiana Gateway for Government Units (Gateway) financial reporting system. The amounts reported in Gateway for the 2021-2024 Annual Financial Reports (AFR) are the source of the Library's Statements of Receipts, Disbursements, and Cash and Investment Balances - Regulatory Basis (financial statements).

As noted in the previous comment, *Condition of Records*, the Library's ledgers did not accurately reflect the receipts, disbursements, and balances by fund; and, therefore, accurate reporting in the AFR did not occur. The financial statements have not been included in this report due to the differences noted below.

Year	December 31 Cash and Investments		
	Per AFR	Per Ledger's Total All Fund Column	Difference
2021	\$ 109,888	\$ 88,603	\$ 21,285
2022	116,248	91,524	24,724
2023	127,556	98,996	28,560
2024	133,948	105,387	28,561

DUBLIN PUBLIC LIBRARY
COMMENTS
(Continued)

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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](#)."