

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

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

COMPLIANCE ENGAGEMENT REPORT

OF

CRAWFORD COUNTY PUBLIC LIBRARY

CRAWFORD COUNTY, INDIANA

January 1, 2021 to December 31, 2024



FILED

04/15/2025

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SCHEDULE OF OFFICIALS

<u>Office</u>	<u>Official</u>	<u>Term</u>
Director	Tracy Underhill	01-01-21 to 12-31-25
Treasurer	Eugene Mattingly Zoe Zellner	01-01-21 to 03-25-25 03-26-25 to 12-31-25
President of the Library Board	Angela Crecelius	01-01-21 to 12-31-25



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TO: THE OFFICIALS OF THE CRAWFORD COUNTY
PUBLIC LIBRARY, CRAWFORD COUNTY, INDIANA

As authorized under Indiana Code 5-11-1, we performed certain procedures to the accounting records and related documents of the Crawford County 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 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 Tracy Underhill, Director; Donna J. Smith, Library Board member; and David Grow, Library Board member, on April 3, 2025.

The contents of this report were also discussed via telephone on April 7, 2025, with Zoe Zellner, Treasurer.



Beth Kelley, CPA, CFE
Deputy State Examiner

April 2, 2025

CRAWFORD COUNTY PUBLIC LIBRARY
COMMENT

CONDITION OF RECORDS

The same comment also appeared in prior Reports B47619 and B57734.

Condition and Context

Internal controls were not in place to ensure that the Library complied with laws, regulations, and uniform compliance guidelines. The Library issued receipts as required, but the receipt numbers did not match what was recorded in the Library's accounting records that were maintained electronically by a third-party.

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. . . ."

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)



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

CRAWFORD COUNTY 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
Operating	\$ 152,273	\$ 237,616	\$ 192,102	\$ 197,787	\$ 234,847	\$ 213,532	\$ 219,102
Rainy Day Fund	4,048	-	-	4,048	8,700	16,293	(3,545)
LSTA Grant	(472)	472	-	-	-	-	-
Levy Excess Fund	351	-	351	-	-	-	-
RIVERBOAT	82,611	17,917	-	100,528	16,673	34,836	82,365
LIRF	7,393	-	-	7,393	1,337	8,637	93
Gift Fund	5,489	11,832	5,439	11,882	14,483	8,953	17,412
State Technology Grant	-	3,576	3,576	-	4,596	4,596	-
Payroll Withholding	-	123,209	123,209	-	134,853	134,853	-
PLAC Card	-	155	130	25	65	-	90
Genealogy Fund	683	150	-	833	-	-	833
Totals	\$ 252,376	\$ 394,927	\$ 324,807	\$ 322,496	\$ 415,554	\$ 421,700	\$ 316,350

CRAWFORD COUNTY PUBLIC LIBRARY
 STATEMENT OF RECEIPTS, DISBURSEMENTS,
 AND CASH AND INVESTMENT BALANCES -
 REGULATORY BASIS
 For the Years Ended December 31, 2023 and 2024

Fund	Cash and Investments 01-01-23	Receipts	Disbursements	Cash and Investments 12-31-23	Receipts	Disbursements	Cash and Investments 12-31-24
Operating	\$ 219,102	\$ 243,990	\$ 226,531	\$ 236,561	\$ 277,420	\$ 245,324	\$ 268,657
Rainy Day Fund	(3,545)	-	-	(3,545)	-	-	(3,545)
RIVERBOAT	82,365	15,734	-	98,099	19,790	1,848	116,041
LIRF	93	-	-	93	5,000	-	5,093
Gift Fund	17,412	8,014	11,608	13,818	9,142	9,047	13,913
State Technology Grant	-	4,611	4,611	-	4,471	4,471	-
Payroll Withholding	-	148,097	148,097	-	163,646	163,646	-
PLAC Card	90	-	-	90	-	90	-
Genealogy Fund	833	10	-	843	45	-	888
Totals	<u>\$ 316,350</u>	<u>\$ 420,456</u>	<u>\$ 390,847</u>	<u>\$ 345,959</u>	<u>\$ 479,514</u>	<u>\$ 424,426</u>	<u>\$ 401,047</u>