

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

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

COMPLIANCE ENGAGEMENT REPORT

OF

KNIGHTSTOWN PUBLIC LIBRARY

HENRY COUNTY, INDIANA

January 1, 2021 to December 31, 2024



FILED

04/29/2025

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SCHEDULE OF OFFICIALS

<u>Office</u>	<u>Official</u>	<u>Term</u>
Treasurer	Barbara Carter	01-01-21 to 12-31-25
Director	Kate McMillan	01-01-21 to 12-31-21
	Linda Davis	01-01-22 to 12-31-22
	JoAnn Bush	01-01-23 to 12-31-25
President of the Library Board	Janice Barton	01-01-21 to 12-31-25



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INDIANA STATE BOARD OF ACCOUNTS

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TO: THE OFFICIALS OF THE KNIGHTSTOWN PUBLIC LIBRARY, HENRY COUNTY, INDIANA

As authorized under Indiana Code 5-11-1, we performed certain procedures to the accounting records and related documents of the Knightstown 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 JoAnn Bush, Director; Janice Barton, President of the Library Board; Barbara Carter, Treasurer; Linda Glenn, Library Board member; Pam Haase, Library Board member; and Dawn Moss, Bookkeeper, on April 16, 2025.



Beth Kelley, CPA, CFE
Deputy State Examiner

April 10, 2025

KNIGHTSTOWN PUBLIC LIBRARY
COMMENTS

CAPITAL ASSETS

This same comment appeared in a Management Letter addressed to Library Officials for the compliance period ending December 31, 2020.

Condition and Context

Internal controls were not in place to ensure compliance with capital asset requirements. There was no evidence that the Library had adopted a capital asset policy that detailed the threshold at which an item is considered a capital asset or that the Library conducted a complete physical inventory at least every two years as required.

Criteria

Every unit must have a capital assets policy that details the threshold at which an item is considered a capital asset. Every unit must have a complete detail listing of all capital assets owned which reflects their acquisition value. Capital Asset Ledger (Form 369) has been prescribed for this purpose. A complete physical inventory must be taken at least every two years, unless more stringent requirements exist, to verify account balances carried in the accounting records. (Accounting and Uniform Compliance Guidelines Manual for Libraries, Chapter 1)

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. . . ."

KNIGHTSTOWN PUBLIC LIBRARY
COMMENTS
(Continued)

ANNUAL FINANCIAL REPORT

Condition and Context

Internal controls were not in place to ensure accurate reporting of the information in the Annual Financial Report (AFR). The AFR is required to be submitted annually via the Indiana Gateway for Government Units financial reporting system. The Library did not provide supporting documentation to support the capital asset information reported in its 2021, 2022, 2023, and 2024 AFRs. The Library reported \$940,980 of capital assets in its 2024 AFR.

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](#)."

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

KNIGHTSTOWN 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	\$ 51,208	\$ 97,437	\$ 96,374	\$ 52,271	\$ 100,312	\$ 97,070	\$ 55,513
Rainy Day	3,122	-	-	3,122	-	-	3,122
Lif	24,218	5,000	-	29,218	2,000	-	31,218
Plac	-	65	65	-	65	65	-
GRANTS	6,000	7,100	13,100	-	4,136	2,700	1,436
Evergreen	127	79	36	170	82	29	223
Gift	14,705	6,762	3,500	17,967	3,761	2,352	19,376
Totals	<u>\$ 99,380</u>	<u>\$ 116,443</u>	<u>\$ 113,075</u>	<u>\$ 102,748</u>	<u>\$ 110,356</u>	<u>\$ 102,216</u>	<u>\$ 110,888</u>

KNIGHTSTOWN 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	\$ 55,513	\$ 103,601	\$ 89,680	\$ 69,434	\$ 112,721	\$ 103,473	\$ 78,682
Rainy Day	3,122	-	-	3,122	-	-	3,122
Lirf	31,218	2,000	-	33,218	11,958	-	45,176
Plac	-	65	65	-	-	-	-
GRANTS	1,436	3,000	450	3,986	63,860	56,509	11,337
Evergreen	223	65	109	179	41	43	177
Building Improvement	-	122,562	122,562	-	441,568	416,665	24,903
Gift	19,376	69,949	6,552	82,773	34,711	24,596	92,888
Totals	<u>\$ 110,888</u>	<u>\$ 301,242</u>	<u>\$ 219,418</u>	<u>\$ 192,712</u>	<u>\$ 664,859</u>	<u>\$ 601,286</u>	<u>\$ 256,285</u>