

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

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

SUPPLEMENTAL COMPLIANCE REPORT

OF

CRAWFORDSVILLE DISTRICT PUBLIC LIBRARY

MONTGOMERY COUNTY, INDIANA

January 1, 2021 to December 31, 2024



FILED

05/06/2025

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SCHEDULE OF OFFICIALS

<u>Office</u>	<u>Official</u>	<u>Term</u>
Director	Theresa M. Tyner	01-01-21 to 12-31-25
Treasurer	Phil Littell Isaiah Foster	01-01-21 to 07-11-24 07-12-24 to 06-30-25
President of the Library Board	Brian Keim Owen Bennett	01-01-21 to 07-11-24 07-12-24 to 06-30-25



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TO: THE OFFICIALS OF THE CRAWFORDSVILLE DISTRICT
PUBLIC LIBRARY, MONTGOMERY COUNTY, INDIANA

This report is supplemental to the audit report of the Crawfordsville District Public Library (Library), for the period from January 1, 2021 to December 31, 2024. It has been provided as a separate report so that the reader may easily identify any Audit Results and Comments that pertain to the Library. It should be read in conjunction with the Financial Statements Audit Report of the Library, which provides our opinions on the Library's financial statements. This report may be found at www.in.gov/sboa/.

As authorized under Indiana Code 5-11-1, we performed procedures to determine compliance with applicable Indiana laws and uniform compliance guidelines established by the Indiana State Board of Accounts. The Audit Results and Comments contained herein describe the identified reportable instances of noncompliance found as a result of these procedures. Our tests were not designed to identify all instances of noncompliance; therefore, noncompliance may exist that is unidentified.

Any Official Response to the Audit Results and Comments, incorporated within this report, was not verified for accuracy.

Beth Kelley, CPA, CFE
Deputy State Examiner

April 24, 2025

CRAWFORDSVILLE DISTRICT PUBLIC LIBRARY
AUDIT RESULTS AND COMMENTS

ANNUAL FINANCIAL REPORT

Condition and Context

Financial 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 Library did not have adequate internal controls over the AFR information entered into Gateway, which resulted in the following errors.

Financial Data

The Library prepared and submitted the financial information from the Library's financial accounting system into Gateway, which was the source for the financial statements. The following misstatements were noted:

- In 2021, the General fund receipts and disbursements were overstated by \$16,921 and \$13,331, respectively, resulting in an overstatement of the ending cash balance of \$3,590.
- In 2021, the Payroll fund receipts and disbursements were understated by \$187,678 and \$187,679, respectively.
- In 2022, the Payroll fund receipts and disbursements were understated by \$192,928 and \$192,927, respectively.

Other Information - Leases and Debt

The lease with the Crawfordsville Public Library Building and Preservation Corporation was reported on the AFR as both a lease and bond. This resulted in an overstatement of ending principal balance of \$2,890,000, \$2,110,000, \$1,320,000, and \$1,206,000 for December 31, 2021, 2022, 2023, and 2024, respectively, and an overstatement of principal due within one year of \$780,000, \$790,000, \$805,000, and \$110,000 for December 31, 2021, 2022, 2023, and 2024, respectively.

CRAWFORDSVILLE DISTRICT PUBLIC LIBRARY
AUDIT RESULTS AND COMMENTS
(Continued)

Adjustments were proposed, approved by the Library, and made to the Schedule of Leases and Debt presented as Other Information in the Financial Statements Audit Report of the Library.

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](#)."

CAPITAL ASSETS

Condition and Context

The Library provided a capital asset listing for audit, but the listing was incomplete and did not include all assets owned by the Library. The provided listing did not include the Library building or the Carnegie Museum building owned by the Library.

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 detailed 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)

CRAWFORDSVILLE DISTRICT PUBLIC LIBRARY
EXIT CONFERENCE

The contents of this report were discussed on April 24, 2025, with Theresa M. Tyner, Director; Isaiah Foster, Treasurer; Owen Bennett, President of the Library Board; Crystal Benedicks, Library Board member; Lisa Guckes, Bookkeeper; and Jodie Steelman Wilson, Assistant Director.