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June 5, 2009

Board of Directors  
Fort Wayne Women's Bureau, Inc.  
3521 Lake Ave., Ste. 1  
Fort Wayne, IN 46805

We have reviewed the audit report prepared by Dulin, Ward & DeWald, Inc., Independent Public Accountants, for the period January 1, 2007 to December 31, 2007. In our opinion, the audit report was prepared in accordance with the guidelines established by the State Board of Accounts. Per the Independent Public Accountants' opinion, the financial statements included in the report present fairly the financial condition of the Fort Wayne Women's Bureau, Inc., as of December 31, 2007, and the results of its operations for the period then ended, on the basis of accounting described in the report.

The Independent Public Accountants' report is filed with this letter in our office as a matter of public record.

We call your attention to the finding in the report. The management letter contains one comment.

STATE BOARD OF ACCOUNTS

**Fort Wayne Women's Bureau, Inc.**

**FINANCIAL STATEMENTS**

**Year Ended December 31, 2007**

**With Summarized Information for December 31, 2006**

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## INDEPENDENT AUDITOR'S REPORT

Board of Directors  
Fort Wayne Women's Bureau, Inc.  
Fort Wayne, Indiana

We have audited the accompanying statement of financial position of Fort Wayne Women's Bureau, Inc. (a nonprofit organization) as of December 31, 2007, and the related statements of activities, functional expenses, and cash flows for the year then ended. These financial statements are the responsibility of the Organization's management. Our responsibility is to express an opinion on these financial statements based on our audit. The prior year summarized comparative information has been derived from the Organization's 2006 financial statements and in our report dated March 15, 2007, we expressed an unqualified opinion on those financial statements.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Fort Wayne Women's Bureau, Inc. as of December 31, 2007, and the changes in its net assets and its cash flows for the year then ended in conformity with accounting principles generally accepted in the United States of America.

Our audit was performed for the purpose of forming an opinion on the basic financial statements of Fort Wayne Women's Bureau, Inc. taken as a whole. The accompanying schedule of government funds received is presented for the purpose of additional analysis as required by the Indiana State Board of Accounts and is not a required part of the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and, in our opinion, is fairly stated, in all material respects, in relation to the basic financial statements taken as a whole.

*Dulin, Ward & DeWald, Inc.*

Fort Wayne, Indiana  
March 12, 2008

**FORT WAYNE WOMEN'S BUREAU, INC.**  
**STATEMENT OF FINANCIAL POSITION**

December 31, 2007 with Summarized Information for December 31, 2006

	2007	2006
<b>ASSETS</b>		
Cash and cash equivalents	\$ 311,827	\$ 249,364
Short-term investments	137,733	82,203
Receivables:		
Contract fees	6,785	6,785
Grants	178,613	266,824
Pledges	-	1,190
Prepaid expenses	24,773	25,109
Long-term investments	370,859	353,543
Cash value of life insurance	8,115	7,845
Beneficial interest	14,253	14,574
Fixed assets - net	<u>39,484</u>	<u>40,198</u>
<b>Total Assets</b>	<u><u>\$ 1,092,442</u></u>	<u><u>\$ 1,047,635</u></u>
<b>LIABILITIES AND NET ASSETS</b>		
Accounts payable	\$ 15,563	\$ 12,249
Employees' payroll deductions and accrued expenses	<u>38,197</u>	<u>35,943</u>
<b>Total Liabilities</b>	53,760	48,192
<b>NET ASSETS</b>		
Unrestricted net assets	747,143	660,680
Temporarily restricted net assets	60,191	107,415
Permanently restricted net assets	<u>231,348</u>	<u>231,348</u>
<b>Total Net Assets</b>	<u>1,038,682</u>	<u>999,443</u>
<b>Total Liabilities and Net Assets</b>	<u><u>\$ 1,092,442</u></u>	<u><u>\$ 1,047,635</u></u>

The accompanying notes are an integral part of these financial statements.

**FORT WAYNE WOMEN'S BUREAU, INC.**

**STATEMENT OF ACTIVITIES**

Year Ended December 31, 2007

With Summarized Information for the Year Ended December 31, 2006

	<b>Unrestricted</b>	<b>Temporarily Restricted</b>
<b>CHANGES IN NET ASSETS</b>		
<b>Support, Revenues and Gains:</b>		
Contributions	\$ 90,850	\$ 208,699
United Way	8,998	37,500
Grants - federal	-	301,059
Grants - state	-	18,483
Grants - county and city	-	662,623
Special events:		
Proceeds	73,735	-
Less direct benefit to donors	(12,761)	-
Membership dues	21,610	-
Program service fees	3,841	-
Contract fees	131,421	-
Investment revenue	42,576	-
Gain on investments	4,601	-
Gain on sale of fixed assets	-	-
Miscellaneous	908	-
<b>Net Assets Released From Restrictions:</b>		
Satisfaction of program requirements	<u>1,275,588</u>	<u>(1,275,588)</u>
<b>Total Support, Revenues and Gains</b>	<b>1,641,367</b>	<b>(47,224)</b>
<b>Expenses and Losses:</b>		
Violence Against Women	272,300	-
Women's Enterprise	243,604	-
Transitions	740,870	-
Administration	176,926	-
Fund raising	<u>121,204</u>	<u>-</u>
<b>Total Expenses and Losses</b>	<b><u>1,554,904</u></b>	<b><u>-</u></b>
<b>CHANGE IN NET ASSETS</b>	<b>86,463</b>	<b>(47,224)</b>
<b>NET ASSETS - beginning of year</b>	<b><u>660,680</u></b>	<b><u>107,415</u></b>
<b>NET ASSETS - end of year</b>	<b><u>\$ 747,143</u></b>	<b><u>\$ 60,191</u></b>

The accompanying notes are an integral part of these financial statements.

Permanently Restricted	2007	2006
\$ -	\$ 299,549	\$ 303,065
-	46,498	44,940
-	301,059	407,539
-	18,483	8,505
-	662,623	572,740
-	73,735	71,028
-	(12,761)	(8,091)
-	21,610	8,285
-	3,841	3,035
-	131,421	131,421
-	42,576	31,824
-	4,601	20,842
-	-	425
-	908	234
-	-	-
-	<u>1,594,143</u>	<u>1,595,792</u>
-	272,300	244,985
-	243,604	220,235
-	740,870	683,858
-	176,926	171,294
-	<u>121,204</u>	<u>72,931</u>
-	<u>1,554,904</u>	<u>1,393,303</u>
-	39,239	202,489
<u>231,348</u>	<u>999,443</u>	<u>796,954</u>
<u>\$ 231,348</u>	<u>\$ 1,038,682</u>	<u>\$ 999,443</u>

**FORT WAYNE WOMEN'S BUREAU, INC.**  
**STATEMENT OF FUNCTIONAL EXPENSES**

Year Ended December 31, 2007

With Summarized Information for the Year Ended December 31, 2006

	Violence Against Women	Women's Enterprise	Transitions
Salaries	\$ 151,024	\$ 83,632	\$ 457,511
Employee health and retirement benefits	8,850	8,877	35,463
Payroll taxes	<u>13,318</u>	<u>7,412</u>	<u>40,530</u>
<b>Total Salaries and Related Expenses</b>	173,192	99,921	533,504
Rent	14,854	20,460	82,408
Professional fees	56,913	24,901	5,082
Contracted services	-	50,409	420
Utilities	1,314	1,849	33,286
Insurance	4,031	2,791	18,296
Other supplies and services	5,980	3,069	18,366
Special events	-	23,615	-
Maintenance and repairs	1,015	1,236	12,120
Office supplies and postage	1,367	4,275	8,466
Travel	3,818	4,425	9,827
Telephone	3,854	1,906	6,520
Registrations - fees and dues	1,573	785	1,694
Printing and publications	637	1,827	381
Miscellaneous	244	91	1,476
Public relations	1,496	950	858
Licenses and fees	-	-	325
Grants and specific assistance to individuals	<u>431</u>	<u>-</u>	<u>-</u>
<b>Total Expenses Before Depreciation</b>	270,719	242,510	733,029
Depreciation	<u>1,581</u>	<u>1,094</u>	<u>7,841</u>
<b>Total Expenses</b>	<u>\$ 272,300</u>	<u>\$ 243,604</u>	<u>\$ 740,870</u>

The accompanying notes are an integral part of these financial statements.

Admini- stration	Fund Raising	2007	2006
\$ 105,879	\$ 66,623	\$ 864,669	\$ 753,731
7,089	6,323	66,602	52,003
9,383	5,929	76,572	67,431
<hr/>	<hr/>	<hr/>	<hr/>
122,351	78,875	1,007,843	873,165
12,160	6,612	136,494	136,415
12,440	3,221	102,557	98,962
1,020	2,775	54,624	39,074
973	584	38,006	37,113
3,761	1,861	30,740	30,586
231	686	28,332	36,983
-	2,920	26,535	26,247
9,599	1,530	25,500	31,553
3,579	3,464	21,151	16,664
1,179	1,377	20,626	12,619
931	589	13,800	13,488
1,660	7,793	13,505	7,493
75	6,660	9,580	11,552
1,370	1,178	4,359	2,755
-	220	3,524	4,030
1,532	-	1,857	1,184
-	129	560	385
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172,861	120,474	1,539,593	1,380,268
4,065	730	15,311	13,035
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<u>\$ 176,926</u>	<u>\$ 121,204</u>	<u>\$ 1,554,904</u>	<u>\$ 1,393,303</u>

**FORT WAYNE WOMEN'S BUREAU, INC.**  
**STATEMENT OF CASH FLOWS**

Year Ended December 31, 2007

With Summarized Information for the Year Ended December 31, 2006

	2007	2006
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>		
Change in net assets	\$ 39,239	\$ 202,489
Adjustments to reconcile change in net assets to cash flows from operating activities:		
Depreciation	15,311	13,035
In-kind contribution of investments	(3,753)	-
Change in cash surrender value of life insurance	(270)	(267)
Change in beneficial interest	(699)	(1,405)
Gain on investments	(4,601)	(20,842)
(Gain) loss on disposal of fixed assets	-	(425)
Change in assets and liabilities:		
(Increase) decrease in:		
Receivables - grants	88,211	(109,771)
Receivables - pledges	1,190	836
Prepaid expenses	336	(8,195)
Increase (decrease) in:		
Accounts payable	3,314	(8,666)
Employees' payroll deductions and accrued expenses	2,254	(12,551)
	140,532	54,238
<b>CASH FLOWS FROM INVESTING ACTIVITIES</b>		
Purchase of investments	(192,000)	(80,463)
Proceeds from sale of investments	127,508	15,000
Purchase of fixed assets	(14,597)	(21,742)
Proceeds from beneficial interest	1,020	991
	(78,069)	(86,214)
<b>INCREASE (DECREASE) IN CASH AND CASH EQUIVALENTS</b>	62,463	(31,976)
<b>CASH AND CASH EQUIVALENTS - beginning of year</b>	249,364	281,340
<b>CASH AND CASH EQUIVALENTS - end of year</b>	\$ 311,827	\$ 249,364

The accompanying notes are an integral part of these financial statements.

**FORT WAYNE WOMEN'S BUREAU, INC.**  
**NOTES TO FINANCIAL STATEMENTS**  
December 31, 2007

**1. ORGANIZATION AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

**Organization**

The Organization is a nonprofit voluntary health and welfare organization, exempt from income tax under Section 501(c)(3) of the Internal Revenue Code, and qualifies for the 50% charitable contributions deduction limitation. The Organization has been classified as an organization that is not a private foundation under Section 509(a) of the Internal Revenue Code.

The Organization provides services to women in Indiana. Its mission is to promote equity and opportunity for women through substance abuse treatment, family reunification and self-sufficiency, rape crisis intervention and counseling, rape prevention through education, and economic self-sufficiency through a women's business center for entrepreneurs. Programs are funded through a combination of government and public support, and fees for services.

**Estimates**

The process of preparing financial statements in conformity with accounting principles generally accepted in the United States of America requires the use of estimates and assumptions regarding certain types of assets, liabilities, revenues, and expenses. Such estimates primarily relate to unsettled transactions and events as of the date of the financial statements. Accordingly, upon settlement, actual results may differ from estimated amounts.

**Cash and Cash Equivalents**

For the purposes of the statement of cash flows, Fort Wayne Women's Bureau, Inc. considers all highly liquid investments with a maturity of three months or less at the time of purchase to be cash equivalents.

**Receivables**

The Organization makes claims for reimbursement under government contracts and recognizes pledges as public support in the year that the pledge is made. The Organization provides an allowance for uncollectible receivables equal to the estimated collection losses that will be incurred in the collection of all receivables. Based on historical collection experience with these entities, no allowance for uncollectible accounts is deemed necessary.

(continued)

## 1. ORGANIZATION AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES(continued)

### **Investments**

Investments are carried at fair value. Substantially all of the investments have readily determinable values. Fair value is determined by brokerage statements received from reputable brokerage firms.

### **Fixed Assets**

Fixed assets are stated at cost or, if donated, at fair value at date of the gift. The Organization follows the policy of providing depreciation on the straight-line method for financial reporting purposes over the estimated useful lives of the related assets. It is not the Organization's policy to imply time restrictions expiring over the useful life of donated assets. In the absence of donor-imposed restrictions on the use of the asset, gifts of long-lived assets are reported as unrestricted support. Fixed assets with an item cost or donated value of \$500 or more and a useful life of one year or more are capitalized when acquired.

### **Public Support and Revenue**

All contributions are considered to be available for the general programs of the Organization unless specifically restricted by the donor. The Organization reports gifts of cash and other assets as restricted support if they are received with donor stipulations that limit the use of the donated asset. When the donor restriction expires, that is, when a stipulated time restriction ends or purpose restriction is accomplished, temporarily restricted net assets are reclassified to unrestricted net assets and reported in the statement of activities as net assets released from restrictions. Donor-restricted contributions are recorded in the temporarily restricted class for restrictions expiring during the fiscal year, and then reclassified to the unrestricted class. By definition, permanently restricted support must be maintained in perpetuity. Restrictions on these net assets do not expire and no assets are reclassified in the statement of activities.

### **In-kind Contributions**

In-kind contributions of facilities, services, equipment and supplies are recognized as support and expense or property and equipment and are recorded at market value as of the date received.

### **Unemployment Compensation**

For Indiana Employment Security Act purposes, the Organization has elected to fund the State unemployment compensation reserve rather than to reimburse the State for claims made. Such contributions are recognized as expense when paid.

(continued)

1. **ORGANIZATION AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES(continued)**

**Financial Statement Presentation**

The financial statements include certain prior-year summarized comparative information in total but not by net asset class. Such information does not include sufficient detail to constitute a presentation in conformity with generally accepted accounting principles. Accordingly, such information should be read in conjunction with the Organization's financial statements for the year ended December 31, 2006, from which the summarized information was derived.

**Reclassification**

Certain reclassifications have been made to conform prior years' financial statements to the current presentation. These reclassifications have no effect on previously reported operational results.

2. **PLEDGES RECEIVABLE**

The Organization has received notification of an intention to give in the amount of \$20,000 from the United Way of Allen County. The expected funding is to be used for programs in 2008 and has not been recorded as an asset of the Organization as of December 31, 2007.

3. **SHORT-TERM INVESTMENTS**

Short-term investments consist of certificates of deposit in the amount of \$137,733.

4. **LONG-TERM INVESTMENTS**

Investments as of December 31, 2007 are summarized as follows:

	<u>Market</u>	<u>Cost</u>
Money market funds	\$ 21,605	\$ 21,605
Corporate bonds	109,910	110,192
Equity securities	<u>239,344</u>	<u>189,688</u>
	<u>\$ 370,859</u>	<u>\$ 321,485</u>

**5. BENEFICIAL INTEREST**

The beneficial interest consists of funds held by the Community Foundation of Greater Fort Wayne which are the result of an agreement whereby the Organization has transferred assets to the Foundation and has specified itself as the beneficiary of the assets. The Organization may draw up to a certain percent of the value of the assets each year, but may only obtain a return of the full value of the assets upon consent of the Foundation.

Additionally, the Foundation holds investment assets, with a value of \$6,438, for the benefit of the Organization for which the Foundation has retained variance power. These assets are not recorded as assets of the Organization.

**6. FIXED ASSETS**

The components of fixed assets as of December 31, 2007 are as follows:

Furniture and equipment	\$ 212,967
Leasehold improvements	<u>7,149</u>
	220,116
Accumulated depreciation	<u>180,632</u>
	<u>\$ 39,484</u>

**7. LINE OF CREDIT**

The Organization has entered into a line of credit agreement with Wells Fargo Bank. The agreement provides for maximum borrowing of \$150,000 (\$-0- was outstanding as of December 31, 2007) with interest at the bank's index rate plus one percent (7.25% at December 31, 2007). The note, which is secured by unrestricted investments, expires February 1, 2009.

**8. NET ASSETS**

Temporarily restricted net assets as of December 31, 2007 are restricted for the following purposes:

Women's Enterprise	\$ 35,774
Rape Awareness Program	17,847
Transitions	5,759
Fund development	<u>811</u>
	<u>\$ 60,191</u>

Permanently restricted net assets are restricted for endowment purposes.

**9. EMPLOYEE BENEFIT PLAN**

The Organization sponsors a tax deferred annuity plan under Section 403(b) of the Internal Revenue Code. This plan covers all employees who elect salary reduction contributions. The Organization matches a certain percent of the amount contributed by the employees. The amount charged to operations was \$3,193 for 2007.

**10. OPERATING LEASES**

The Organization leases its operating facilities and certain equipment under operating leases expiring in various years through 2011. Total rental expense under noncancelable leases for 2007 was \$136,494. Minimum future rental payments under the noncancelable operating leases as of December 31, 2007 for each of the next five years and in the aggregate are as follows:

2008	\$ 137,656
2009	138,375
2010	99,375
2011	15,094
2012 and thereafter	<u>-</u>
Total lease commitments	<u>\$ 390,500</u>

Additionally, the Organization rents office equipment on a month-to-month basis. Total rental expense under cancelable operating leases was \$1,190 for 2007.

**11. INVESTMENT EXPENSES**

Investment expenses totaled \$2,902 for 2007 and have been included in professional fees on the statement of functional expenses.

**12. IN-KIND CONTRIBUTIONS**

The Organization recognized contribution revenue for certain services received at the fair value of those services. Those services include the following:

In-kind donation of services for special events	\$ 15,315
In-kind donation of services for Violence Against Women and Women's Enterprise programs	<u>79,949</u>
	<u>\$ 95,264</u>

**13. CONCENTRATIONS AND CREDIT RISK**

The Organization provides a substantial amount of its services to Lake County, Indiana and to the federal government. A significant reduction in the level of this activity, if this were to occur, may have an effect on the Organization's operating results.

Fort Wayne Women's Bureau, Inc. maintains cash balances at local banks. The cash accounts are insured by the Federal Deposit Insurance Corporation (FDIC) up to \$100,000 per institution. As of December 31, 2007, deposits in excess of the insured amount totaled \$171,082.

**14. ADVERTISING COSTS**

Advertising costs are charged to operations when incurred. The cost of advertising charged to operations was \$2,502 in 2007.

**FORT WAYNE WOMEN'S BUREAU, INC.**  
**SCHEDULE OF GOVERNMENT FUNDS RECEIVED**  
Year Ended December 31, 2007

Federal Grantor/ Pass-Through Grantor/Program Title	Federal CFDA Number	Revenue Recognized
U.S. Department of Justice: Passed through Indiana Criminal Justice Institute: Crime Victim Assistance	16.575	\$ 87,518
U.S. Department of Health and Human Services: Passed through Allen County Office of Indiana Division of Family and Children: Child Welfare Services - State Grants	93.645	92,091
Passed through Lake County Office of Indiana Division of Family and Children: Residential Addiction Services Program	N/A	577,815
Passed through Dekalb County Office of Indiana Division of Family and Children: Residential Addiction Services Program	N/A	1,200
U.S. Department of Housing and Urban Development: Passed through City of Fort Wayne: Community Development Block Grants/ Entitlement Grants	14.218	8,470
Passed through Indiana Family and Social Service Administration: Emergency Shelter Grant	14.231	20,333
Passed through Indiana Family and Social Service Administration: Special Needs Assessment Program	14.235	89,775
U.S. Small Business Administration: Women's Business Ownership Assistance	59.043	94,963
City of Fort Wayne: Community Economic Development	N/A	<u>10,000</u>
		<u>\$ 982,165</u>

The accompanying notes are an integral part of this schedule.

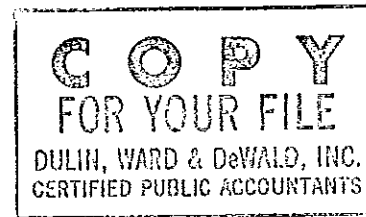


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Offices Located in Fort Wayne, Marion and Huntington, Indiana

Cecile Buchanan, Treasurer  
Fort Wayne Women's Bureau, Inc.  
7915 Taliesin Way  
Fort Wayne, Indiana 46835



In planning and performing our audit of the financial statements of Fort Wayne Women's Bureau, Inc. as of and for the year ended December 31, 2007 in accordance with auditing standards generally accepted in the United States of America we considered Fort Wayne Women's Bureau, Inc.'s internal control over financial reporting (internal control) as a basis for designing our auditing procedures for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Organization's internal control. Accordingly, we do not express an opinion on the effectiveness of the Organization's internal control.

A control deficiency exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent or detect misstatements on a timely basis. A significant deficiency is a control deficiency, or combination of control deficiencies, that adversely affects the entity's ability to initiate, authorize, record, process, or report financial data reliably in accordance with generally accepted accounting principles such that there is more than a remote likelihood that a misstatement of the entity's financial statements that is more than inconsequential will not be prevented or detected by the entity's internal control.

A material weakness is a significant deficiency, or combination of significant deficiencies, that results in more than a remote likelihood that a material misstatement of the financial statements will not be prevented or detected by the entity's internal control.

Our consideration of the internal control was for the limited purpose described in the first paragraph and would not necessarily identify all deficiencies in internal control that might be significant deficiencies or material weaknesses. We did not identify any deficiencies in internal control that we consider to be material weaknesses, as defined above.

#### Other Matters

We did note a matter which might help you to better manage your operations. We would be pleased to discuss this comment with you in further detail or perform additional study of this matter or assist you in implementing our recommendations. Our comment is as follows:

#### **Payroll Review**

Proper internal control over payroll is important to prevent the possibility of ghost employees, paying someone that is not an actual employee. Currently the Director of Finance sends the payroll information via email to HR America and also receives the payroll reports from HR America to review. Then the Administrative Coordinator pulls the checks from the payroll package to review. We recommend that the Administrative Coordinator pull the checks to review before the reports are given to the Director of Finance. This will allow the Administrative

Coordinator to determine if any checks have been issued for nonemployees. Since the Director of Finance submits the payroll information and receives the payroll package first, she has the opportunity to submit false hours and pull any checks. DWD discussed this issue with the Executive Director and Finance Director during fieldwork and they have verbally committed to have the Administrative Coordinator pull the payroll checks before the Director of Finance receives them, effective immediately.

The foregoing item is presented as a constructive comment to help you better manage and control the operations of your organization. It is not meant to reflect negatively on the integrity, honesty, or performance of any one of your employees or management. We would be happy to further discuss your options concerning this issue. Please feel free to contact us at your earliest convenience. We want to thank you again for all of your assistance and cooperation during the audit and look forward to our continued association.

This communication is intended solely for the information and use of the board of directors, management, others within the Organization, and is not intended to be and should not be used by anyone other than these specified parties.

*Dakin, Ward & DeWald, Inc.*

Fort Wayne, Indiana  
March 12, 2008