

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

REVIEW REPORT
OF
INDIANA STATE LIBRARY

March 1, 2010 to March 31, 2012



FILED
07/24/2012

TABLE OF CONTENTS

<u>Description</u>	<u>Page</u>
Agency Official	2
Independent Accountant's Report.....	3
Review Result and Comment: SDO Advance	4
Exit Conference.....	5
Official Response	6

AGENCY OFFICIAL

Office

State Librarian

Official

Roberta Brooker

Term

03-01-10 to 06-30-13



STATE OF INDIANA
AN EQUAL OPPORTUNITY EMPLOYER

STATE BOARD OF ACCOUNTS
302 WEST WASHINGTON STREET
ROOM E418
INDIANAPOLIS, INDIANA 46204-2769

Telephone: (317) 232-2513
Fax: (317) 232-4711
Web Site: www.in.gov/sboa

INDEPENDENT ACCOUNTANT'S REPORT

TO: THE OFFICIALS OF THE INDIANA STATE LIBRARY

We have reviewed the activities related to the receipts, disbursements, and assets of the Indiana State Library for the period of March 1, 2010 to March 31, 2012. The Indiana State Library's management is responsible for the receipts, disbursements, and assets.

Our review was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. A review is substantially less in scope than an examination, the objective of which is the expression of an opinion on the receipts, disbursements, and assets. Accordingly, we do not express such an opinion.

Financial transactions of this office are included in the scope of our audits of the State of Indiana as reflected in the Indiana Comprehensive Annual Financial Reports. Federal programs are included in the scope of our statewide single audits as reflected in the Statewide Single Audit Reports

Based on our review, nothing came to our attention that caused us to believe that the activities related to the receipts, disbursements, and assets of the Indiana State Library are not in all material respects in conformity with the criteria set forth in the Accounting and Uniform Compliance Guidelines Manual for State Agencies, and applicable laws and regulations, except as stated in the review comments.

The Indiana State Library's response to the Review Result and Comment identified in our review is described in the accompanying section of the report entitled Official Response. We did not examine the Indiana State Library's response and, accordingly, we express no opinion on it.

This report is intended solely for the information and use of the Indiana State Library's management, and is not intended to be and should not be used by anyone other than these specified parties. In accordance with Indiana Code 5-11-5-1, this report is a part of the public records of the State Board of Accounts and of the office examined.

STATE BOARD OF ACCOUNTS

June 12, 2012

INDIANA STATE LIBRARY
REVIEW RESULT AND COMMENT
MARCH 31, 2012

SDO ADVANCE

During our review of the Indiana State Library we found that the SDO Fund had no activity other than maintaining a \$165 petty cash fund.

Whenever a SDO fund is established, money is removed from a Treasurer of State bank account, thus, not being invested. Therefore, consideration should be given to the size of the SDO fund. If an agency is not using the total SDO advance within one or two months, the SDO advance is too large and should be reduced. (Accounting and Compliance Guidelines Manual for State and Quasi Agencies, 6.4.10.6)

INDIANA STATE LIBRARY
EXIT CONFERENCE

The contents of this report were discussed on June 19, 2012, with Roberta Brooker, State Librarian. The Official Response has been made a part of this report and may be found on page 6.



STATE OF INDIANA

Roberta L. Brooker, State Librarian

Mitchell E. Daniels, Jr.
Governor

INDIANA STATE LIBRARY
315 West Ohio Street
Indianapolis, IN 46202
Phone: (317) 232-3692
Fax: (317) 232-3713

June 25, 2012

Bruce Hartman
State Board of Accounts
302 Washington St., Room E418
Indianapolis, Indiana 46204-2765

Dear Mr. Hartman,

After the audit review of the Indiana State Library for the period March 1, 2010 to March 31, 2012, the results of the audit determined that the State Library SDO account had no activity other than maintaining a \$165 petty cash fund. Since the Library is not using all of the money in the SDO account, the State Library will reduce the amount of the SDO account to \$165, the amount necessary for the petty cash fund.

Please let me know if you have any questions or concerns.

Signed: Roberta L. Brooker

Title: Director, Indiana State Library _____

Date: June 25, 2012 _____