

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

REVIEW REPORT  
OF  
LEGISLATIVE AGENCIES  
STATE OF INDIANA  
December 31, 2014



**FILED**  
02/12/2016



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**STATE OF INDIANA**  
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TO: OFFICIALS AND MANAGEMENT OF LEGISLATIVE AGENCIES

We performed procedures on the records of four legislative state agencies for various periods ending December 31, 2014, as outlined in the Table of Contents. We performed procedures to identify internal control deficiencies and noncompliance that could have a direct and material effect on the determination of financial statement amounts as a part of the annual audit of the State's Comprehensive Annual Financial Report (CAFR) and annual federal audit, conducted in accordance with OMB Circular A-133.

Procedures performed on internal control and compliance that could have a direct and material effect on the determination of financial statement amounts were performed in accordance with Generally Accepted Auditing Standards, Government Auditing Standards, and OMB Circular A-133, as described in our Independent Auditor's Reports included in the CAFR and Supplemental Audit of Federal Awards. Any instances of noncompliance or internal control deficiencies that are required to be reported under Government Auditing Standards will be included in the Supplemental Audit of Federal Awards.

Our procedures are conducted on a test basis and do not provide absolute assurance that no additional issues exist in these areas. Our procedures are evaluated each year and conducted based on risks that we identify at the agencies. During this current review period, procedures were conducted on receipts, vendor disbursements, payroll disbursements, and capital asset activity. The procedures and findings are summarized in the *Summary of Procedures and Findings Section* and detailed by agency in each of their respective sections, as outlined in the Table of Content. Some issues are identified during the course of the review that do not rise to the level of a written comment but are discussed with agency officials as possible areas for improvement. Those issues are not communicated in this report.

This communication is intended solely for the information and use of management of the judicial agencies reviewed and is not intended to be, and should not be, used by anyone other than these specified parties.

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

December 1, 2015

## ***Summary of Procedures and Findings***

### ***PROCEDURES***

#### ***Receipt Procedures***

We gained an understanding of the process from collection of receipt to posting in the financial records, identified key controls and tested a sample of receipts for those key controls to determine if any control deficiencies for financial reporting needed to be communicated.

#### ***Vendor Disbursement Procedures***

We performed sample testing on credit card disbursements, travel card disbursements, contract disbursements, and general disbursements to determine if any control deficiencies for financial reporting needed to be communicated.

#### ***Payroll Procedures***

We determined the process and controls in place for payroll disbursements. We performed sample testing on payroll disbursements, ensuring that payroll disbursements had proper approval. We additionally reviewed for any payroll activity that was not being appropriately reported as income to an employee. Lastly, we conducted a review of overtime and comp time.

#### ***Capital Asset Procedures***

We conducted procedures to gain an understanding of the capital asset activity. We verified that there was a capital asset inventory in place and up to date. Additionally, we tested a sample capital asset additions and deletions to determine if any control deficiencies for financial reported needed to be communicated.

#### ***Agency Specific Procedures***

In some cases, agency specific procedures were conducted based on a specific concern or risk. These agency specific procedures were done on a case by case basis.

### ***FINDINGS***

We did not identify any findings that warrant comment at this time for any four of the legislative agencies reviewed.

**INDIANA HOUSE OF REPRESENTATIVES**

May 1, 2012 to December 31, 2014

AGENCY OFFICIALS

<u>Office</u>	<u>Official</u>	<u>Term</u>
Speaker of the House of Representatives	Brian C. Bosma	11-16-10 to 11-08-16

**There were no issues identified during this review that warranted written comment.**

**INDIANA STATE SENATE**  
May 1, 2012 to December 31, 2014

AGENCY OFFICIALS

<u>Office</u>	<u>Official</u>	<u>Term</u>
President Pro Tempore	David C. Long	11-22-06 to 1-11-17

**There were no issues identified during this review that warranted written comment.**

**LEGISLATIVE SERVICES AGENCY**

May 1, 2008 to December 31, 2014

AGENCY OFFICIALS

<u>Office</u>	<u>Official</u>	<u>Term</u>
Executive Director	John M. Ross	09-04-07 to 11-12-12
	George Angelone	11-12-12 to 12-31-15
Chairman of the Legislative Council	Patrick B. Bauer	01-01-08 to 12-31-08
	David Long	01-01-09 to 12-31-09
	Brian Bosma	01-01-10 to 12-31-10
	David Long	01-01-11 to 12-31-11
	Brian Bosma	01-01-12 to 12-31-12
	David Long	01-01-13 to 12-31-13
	Brian Bosma	01-01-14 to 12-31-14
David Long	01-01-15 to 12-31-15	

**There were no issues identified during this review that warranted written comment.**

**LOBBY REGISTRATION COMMISSION**

March 1, 2012 to December 31, 2014

AGENCY OFFICIALS

<u>Office</u>	<u>Official</u>	<u>Term</u>
Executive Director and General Counsel	Charles W. Harris	04-17-11 to 06-30-16

**There were no issues identified during this review that warranted written comment.**