



**STATE OF INDIANA**  
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February 15, 2016

TO: THE OFFICIALS OF THE FRANKLIN COUNTY CONVENTION, RECREATION  
AND VISITORS COMMISSION, FRANKLIN COUNTY, INDIANA

As authorized under Indiana Code 5-11-1, we performed certain procedures to the accounting records and related documents of the Franklin County Convention, Recreation and Visitors Commission (Commission), for the period of January 1, 2011 to December 31, 2014, to determine compliance with applicable Indiana laws and uniform compliance guidelines established by the Indiana State Board of Accounts.

Our procedures were designed solely to satisfy the requirements of Indiana Code 5-11-1. Because our procedures were not designed to opine on the Commission's financial statements, we did not follow *generally accepted auditing standards*. Accordingly, we do not express an opinion on any basic financial statement of the Commission.

Management is responsible for preparing and maintaining its accounting records and related documents, as well as compliance with applicable state laws and uniform compliance guidelines established by the Indiana State Board of Accounts.

The Annual Financial Reports filed by the Commission can be found on the Gateway website: <https://gateway.ifionline.org/>.

The Comments contained herein describe the identified reportable instances of noncompliance found as a result of the procedures we performed. Our procedures were not designed to identify all instances of noncompliance; therefore, noncompliance may exist that is unidentified.

***Unresolved Comments from Prior Report***

- *The Annual Financial Report for 2012 was not filed electronically until March 25, 2013, which was 24 days past the due date.*

***Current Period Comments***

- *Depository reconciliations of the fund balances reported in the Gateway Annual Financial Report to the bank account balances were conducted; however, the reconciliation did not always balance. At December 31, 2012, the bank reconciliation for the Money Market account did not balance to the Gateway reported balance by \$37. At December 31, 2013 the bank reconciliation for the Checking Account did not balance to the Gateway reported balance by \$323.*

- *The Commission records were maintained using software which generates an accrual basis General Ledger form that was not approved by the Indiana State Board of Accounts for use in lieu of the Prescribed Form 315, General Ledger. The electronically generated General Ledger did not provide sufficient information to determine if receipts and disbursements reported in the Annual Financial Report were correct. In order to determine receipts and disbursements, it was necessary for examiners to prepare an abstract of cash transactions and balances from banking records. The Annual Financial Report contained a number of errors and did not properly reflect the financial activity of the Commission.*

<u>Years</u>	<u>Fund</u>	<u>Category</u>	<u>Amount Per Gateway</u>	<u>Amount Per Bank Abstract</u>	<u>Difference</u>
2011	Operations	Receipts	\$ 141,316.68	\$ 82,780.25	\$ 58,536.43
2011	Operations	Disbursements	139,360.65	80,823.30	58,537.35
2011	Operations	Ending Balance	1,516.68	1,517.60	(0.92)
2012	Operations	Beginning Balance	1,516.68	1,517.60	(0.92)
2012	Operations	Receipts	79,771.51	79,820.38	(48.87)
2012	Operations	Disbursements	75,707.77	75,632.56	75.21
2012	Money Market	Receipts	81,053.81	81,090.84	(37.03)
2012	Money Market	Ending Balance	16,348.91	16,385.94	(37.03)
2013	Operations	Receipts	72,374.75	71,129.87	1,244.88
2013	Operations	Disbursements	71,123.60	70,201.74	921.86
2013	Operations	Ending Balance	6,831.57	6,508.55	323.02
2013	Money Market	Beginning Balance	16,348.91	16,385.94	(37.03)
2013	Money Market	Receipts	76,667.60	74,731.60	1,936.00
2013	Money Market	Disbursements	69,398.97	67,500.00	1,898.97
2014	Operations	Beginning Balance	6,831.57	6,508.55	323.02
2014	Operations	Receipts	81,714.19	84,223.21	(2,509.02)
2014	Operations	Disbursements	84,231.47	86,416.81	(2,185.34)
2014	Operations	Ending Balance	4,314.29	4,314.95	(0.66)
2014	Money Market	Receipts	94,153.31	89,396.16	4,757.15
2014	Money Market	Disbursements	80,757.15	76,000.00	4,757.15

- *Cash on Hand was not reported in the Annual Financial Report for 2012, 2013, 2014.*

This letter is intended for the information and use of the governing body and management of the Commission. This restriction is not intended to limit the distribution of this letter, which is a matter of public record.

The contents of this letter were discussed on November 9, 2015, with Willie Jo Ball, Treasurer; Natasha McMillin, Chairman of the Township Board; Mikel Beck, Director; and Jane Klenke, Accountant.

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