

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

SUPPLEMENTAL COMPLIANCE REPORT

OF

WARREN PUBLIC LIBRARY

HUNTINGTON COUNTY, INDIANA

January 1, 2011 to December 31, 2014



FILED
02/18/2016

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SCHEDULE OF OFFICIALS

<u>Office</u>	<u>Official</u>	<u>Term</u>
Director	Ricki L. Forrester (Vacant) Robert J. Neuenschwander	08-03-10 to 05-06-13 05-07-13 to 06-02-13 06-03-13 to 12-31-15
Treasurer	Kandace A. Villanueva	10-01-10 to 09-30-16
President of the Library Board	David C. Scheib	10-01-10 to 09-30-16



STATE OF INDIANA
AN EQUAL OPPORTUNITY EMPLOYER

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TO: THE OFFICIALS OF THE WARREN PUBLIC LIBRARY, HUNTINGTON COUNTY, INDIANA

This report is supplemental to our examination report of the Warren Public Library (Library), for the period from January 1, 2011 to December 31, 2014. It has been provided as a separate report so that the reader may easily identify any Examination Results and Comments that pertain to the Library. It should be read in conjunction with our Financial Statements Examination Report of the Library, which provides our opinion 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 Examination Result and Comment contained herein describes 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 Examination Result and Comment, incorporated within this report, was not verified for accuracy.

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

November 9, 2015

WARREN PUBLIC LIBRARY
EXAMINATION RESULT AND COMMENT

CONDITION OF RECORDS

Financial records presented for examination were incomplete and not reflective of the activity reported in the financial statements of the Library. The records presented made it difficult to examine or establish beginning balances, receipts, disbursements, ending balances, or the accuracy or correctness of the transactions.

A similar comment appeared in prior Report B39849.

Some of the deficiencies included:

1. Posting errors.
2. Receipts and disbursements recorded in the ledger included numerous duplicate postings.
3. Transfers were not properly reported.

The Library Financial and Appropriation Record (Library Form 1A) was not properly maintained. Several transactions were posted to the Total All Funds columns but not to a specific fund, therefore, the total of all the individual funds did not agree with the Total All Funds totals. Year to date totals in numerous columns were incorrect.

Adjustments for the above noted errors were proposed, accepted by the Library, and made to the financial statements contained in the "Financial Statements Examination Report of Warren Public Library."

Controls over the receipting, disbursing, recording, and accounting for the financial activities are necessary to avoid substantial risk of invalid transactions, inaccurate records and financial statements and incorrect decision making. (Accounting and Uniform Compliance Guidelines Manual for Libraries, Chapter 4)

WARREN PUBLIC LIBRARY
EXIT CONFERENCE

The contents of this report were discussed on November 9, 2015, with Robert J. Neuenschwander, Director; David C. Scheib, President of the Library Board; and Kandace A. Villanueva, Treasurer.