

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

SUPPLEMENTAL COMPLIANCE REPORT

OF

NEW ALBANY-FLOYD COUNTY BUILDING AUTHORITY

FLOYD COUNTY, INDIANA

January 1, 2011 to December 31, 2014



FILED
03/29/2016

TABLE OF CONTENTS

<u>Description</u>	<u>Page</u>
Schedule of Officials	2
Transmittal Letter	3
Examination Results and Comments:	
Annual Financial Reports	4
Credit Cards.....	4-5
Exit Conference.....	6

SCHEDULE OF OFFICIALS

<u>Office</u>	<u>Official</u>	<u>Term</u>
Building Superintendent	William C. Embry	01-01-11 to 02-16-12
Building Coordinator	Sherri L. Baker	02-17-12 to 12-31-15
Treasurer	Myron E. Huth	01-01-11 to 12-31-15
President of the Board of Directors	Maggie Ridge	01-01-11 to 12-31-15



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

TO: THE OFFICIALS OF THE NEW ALBANY-FLOYD COUNTY
BUILDING AUTHORITY, FLOYD COUNTY, INDIANA

This report is supplemental to our examination report of the New Albany-Floyd County Building Authority (Building Authority), 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 Building Authority. It should be read in conjunction with our Financial Statements Examination Report of the Building Authority, which provides our opinion on the Building Authority'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 Results and Comments contained herein describe 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 Results and Comments, incorporated within this report, was not verified for accuracy.

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

December 16, 2015

NEW ALBANY-FLOYD COUNTY BUILDING AUTHORITY
EXAMINATION RESULTS AND COMMENTS

ANNUAL FINANCIAL REPORTS

The Annual Financial Reports for 2012, 2013, and 2014, contained a number of errors and did not properly reflect the financial activity of the Building Authority. The amount of receipts and disbursements reported for 2012, 2013, and 2014, did not agree to the ledger. The receipts and disbursements reported for 2012 were each overstated by \$8,023. The receipts and disbursements reported for 2013 and 2014 were each understated by \$38,485 and \$2,122, respectively. Adjustments were proposed, accepted by the Building Authority, and made to the financial statements presented in the Financial Statements Examination Report.

Indiana Code 5-11-1-4(a) states:

"The state examiner shall require from every municipality and every state or local governmental unit, entity, or instrumentality financial reports covering the full period of each fiscal year. These reports shall be prepared, verified, and filed with the state examiner not later than sixty (60) days after the close of each fiscal year. The reports must be in the form and content prescribed by the state examiner and filed electronically in the manner prescribed under IC 5-14-3.8-7."

CREDIT CARDS

The Building Authority was using a credit card to purchase items without an approved credit card policy.

The State Board of Accounts will not take exception to the use of credit cards by a governmental unit provided the following criteria are observed:

1. The governing board must authorize credit card use through an ordinance or resolution, which has been approved in the minutes.
2. Issuance and use should be handled by an official or employee designated by the board.

NEW ALBANY-FLOYD COUNTY BUILDING AUTHORITY
EXAMINATION RESULTS AND COMMENTS
(Continued)

3. The purposes for which the credit card may be used must be specifically stated in the ordinance or resolution.
4. When the purpose for which the credit card has been issued has been accomplished, the card should be returned to the custody of the responsible person.
5. The designated responsible official or employee should maintain an accounting system or log which would include the names of individuals requesting usage of the cards, their position, estimated amounts to be charged, fund and account numbers to be charged, date the card is issued and returned, etc.
6. Credit cards should not be used to bypass the accounting system. One reason that purchase orders are issued is to provide the fiscal officer with the means to encumber and track appropriations to provide the governing board and other officials with timely and accurate accounting information and monitoring of the accounting system.
7. Payment should not be made on the basis of a statement or a credit card slip only. Procedures for payments should be no different than for any other claim. Supporting documents such as paid bills and receipts must be available. Additionally, any interest or penalty incurred due to late filing or furnishing of documentation by an officer or employee should be the responsibility of that officer or employee.
8. If properly authorized, an annual fee may be paid.

(Accounting and Uniform Compliance Guidelines Manual for Special Districts, Chapter 10)

NEW ALBANY-FLOYD COUNTY BUILDING AUTHORITY
EXIT CONFERENCE

The contents of this report were discussed on December 16, 2015, with Myron E. Huth, Treasurer; Maggie Ridge, President of the Board of Directors; and Sherri L. Baker, Building Coordinator.