



STATE OF INDIANA
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May 6, 2016

TO: THE OFFICIALS OF THE FAYETTE COUNTY PUBLIC LIBRARY, FAYETTE COUNTY, INDIANA

As authorized under Indiana Code 5-11-1, we performed certain procedures to the accounting records and related documents of the Fayette County Public Library (Library), for the period of January 1, 2012 to December 31, 2015, 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 Library's financial statements, we did not follow auditing standards generally accepted in the United States of America. Accordingly, we do not express an opinion on any basic financial statement of the Library.

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 Library 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.


Current Period Comments

- *The financial institution did not return the actual cancelled checks with the monthly bank statements, but instead returned only an optical image of the front side of the checks. The back side or endorsement side of the checks were not returned.*
- *The Annual Financial Reports filed on Gateway for 2012, 2013, 2014, and 2015 did not match the Library's records as detailed below. These errors have been corrected and the Annual Financial Reports have been resubmitted on Gateway for 2012, 2013, 2014, and 2015.*

Years	Fund	Category	Amount Per Gateway	Amount Per Library Ledger	Difference
2012	Payroll	Receipts	\$ -	\$ 88,776.52	\$ (88,776.52)
2012	Payroll	Disbursements	-	91,347.04	(91,347.04)
2012	Payroll	Ending Balance	2,570.52	-	2,570.52
2013	General	Receipts	892,737.06	892,747.06	(10.00)
2013	General	Disbursements	816,198.91	816,965.06	(766.15)
2013	General	Ending Balance	560,448.10	559,691.95	756.15
2013	Payroll	Beginning Balance	2,570.52	-	2,570.52
2013	Payroll	Ending Balance	2,570.52	-	2,570.52
2013	Binah Sink	Receipts	1,511.53	11.53	1,500.00
2013	Binah Sink	Ending Balance	4,943.46	3,443.46	1,500.00
2013	Employee Rebate	Receipts	-	1,032.90	(1,032.90)
2013	Employee Rebate	Disbursements	-	190.89	(190.89)
2013	Employee Rebate	Ending Balance	-	842.01	(842.01)
2013	Fathauer Investment	Receipts	34,148.96	-	34,148.96
2013	Fathauer Investment	Ending Balance	68,297.92	34,148.96	34,148.96
2013	Caroline Dunn Trust Investment	Receipts	25,000.00	-	25,000.00
2013	Caroline Dunn Trust Investment	Ending Balance	50,000.00	25,000.00	25,000.00
2013	Wainwright Principal Non-expendable	Receipts	1,000.00	-	1,000.00
2013	Wainwright Principal Non-expendable	Ending Balance	2,000.00	1,000.00	1,000.00
2013	Lucille K. Wilkin Principal Non-expendable	Receipts	7,300.00	-	7,300.00
2013	Lucille K. Wilkin Principal Non-expendable	Ending Balance	14,600.00	7,300.00	7,300.00
2013	Elizabeth Claypool-Earl Principal Non-expendable	Receipts	1,000.00	-	1,000.00
2013	Elizabeth Claypool-Earl Principal Non-expendable	Ending Balance	2,000.00	1,000.00	1,000.00
2014	General	Beginning Balance	560,448.10	559,691.95	756.15
2014	General	Receipts	917,133.13	994,730.35	(77,597.22)
2014	General	Disbursements	832,016.98	932,253.33	(100,236.35)
2014	General	Ending Balance	645,564.25	622,168.97	23,395.28
2014	Payroll	Beginning Balance	2,570.52	-	2,570.52
2014	Payroll	Receipts	89,096.11	89,550.94	(454.83)
2014	Payroll	Disbursements	89,806.11	89,550.94	255.17
2014	Payroll	Ending Balance	1,860.52	-	1,860.52
2014	Binah Sink	Beginning and Ending Balance	4,943.46	3,443.46	1,500.00
2014	Employee Rebate	Beginning Balance	-	842.01	(842.01)
2014	Employee Rebate	Receipts	1,365.81	523.80	842.01
2014	Little Free Libraries	Receipts	-	5,000.00	(5,000.00)
2014	Little Free Libraries	Disbursements	-	4,361.28	(4,361.28)
2014	Little Free Libraries	Ending Balance	-	638.72	(638.72)
2014	Fathauer Investment	Beginning and Ending Balance	68,297.92	34,148.96	34,148.96
2014	Caroline Dunn Trust Investment	Beginning and Ending Balance	50,000.00	25,000.00	25,000.00
2014	Wainwright Principal Non-expendable	Beginning and Ending Balance	2,000.00	1,000.00	1,000.00
2014	Lucille K. Wilkin Principal Non-expendable	Beginning and Ending Balance	14,600.00	7,300.00	7,300.00
2014	Elizabeth Claypool-Earl Principal Non-expendable	Beginning and Ending Balance	2,000.00	1,000.00	1,000.00
2015	General	Beginning Balance	645,564.25	622,168.97	23,395.28
2015	General	Receipts	921,789.78	921,982.14	(192.36)
2015	General	Disbursements	849,411.05	907,421.05	(58,010.00)
2015	General	Ending Balance	717,942.98	636,730.06	81,212.92
2015	Plac Card	Beginning Balance	-	100.00	(100.00)
2015	Plac Card	Receipts	11.12	195.00	(183.88)
2015	Plac Card	Disbursements	0.00	195.00	(195.00)
2015	Plac Card	Ending Balance	11.12	100.00	(88.88)
2015	Payroll	Beginning Balance	1,860.52	-	1,860.52
2015	Payroll	Receipts	-	96,655.99	(96,655.99)
2015	Payroll	Disbursements	-	96,655.99	(96,655.99)
2015	Payroll	Ending Balance	1,860.52	-	1,860.52
2015	Binah Sink	Beginning and Ending Balance	4,953.94	3,453.94	1,500.00
2015	Little Free Libraries	Beginning Balance	-	638.72	(638.72)
2015	Little Free Libraries	Receipts	1,088.72	450.00	638.72
2015	FCF Technology Fund	Beginning Balance	-	1,096.24	(1,096.24)
2015	FCF Technology Fund	Receipts	1,096.24	-	1,096.24
2015	Fathauer Investment	Beginning and Ending Balance	68,297.92	34,148.96	34,148.96
2015	Caroline Dunn Trust Investment	Beginning and Ending Balance	50,000.00	25,000.00	25,000.00
2015	Wainwright Principal Non-expendable	Beginning and Ending Balance	2,000.00	1,000.00	1,000.00
2015	Lucille K. Wilkin Principal Non-expendable	Beginning and Ending Balance	14,600.00	7,300.00	7,300.00
2015	Elizabeth Claypool-Earl Principal Non-expendable	Beginning and Ending Balance	2,000.00	1,000.00	1,000.00

This letter is intended for the information and use of the governing body and management of the Library. 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 March 2, 2016, with Anne Marie Herold-Short, Director; Dale L. Strong, President of the Board; Mary Alice Devor, Treasurer; and Christy Collier, Bookkeeper. Any Official Response attached to this letter was not verified for accuracy.


Paul D. Joyce, CPA
State Examiner