

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

SUPPLEMENTAL COMPLIANCE REPORT

OF

NORTH JUDSON-WAYNE TOWNSHIP PUBLIC LIBRARY

STARKE COUNTY, INDIANA

January 1, 2011 to December 31, 2015



**FILED**  
06/26/2017



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SCHEDULE OF OFFICIALS

<u>Office</u>	<u>Official</u>	<u>Term</u>
Director	Jane Ellen Felchuk	01-01-11 to 12-31-14
	Michael J. Booth	01-01-15 to 12-31-17
Treasurer	Kim Powell	01-01-11 to 12-31-11
	Anne Eckert	01-01-12 to 12-31-14
	David Altman	01-01-15 to 12-31-17
President of the Board	Larry Wickert	01-01-11 to 01-13-16
	Nathan P. Origer	01-14-16 to 12-31-17



**STATE OF INDIANA**  
AN EQUAL OPPORTUNITY EMPLOYER

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TO: THE OFFICIALS OF THE NORTH JUDSON-WAYNE TOWNSHIP  
PUBLIC LIBRARY, STARKE COUNTY, INDIANA

This report is supplemental to our examination report of the North Judson-Wayne Township Public Library (Library), for the period from January 1, 2011 to December 31, 2015. 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](http://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

March 30, 2017

NORTH JUDSON-WAYNE TOWNSHIP PUBLIC LIBRARY  
EXAMINATION RESULTS AND COMMENTS

**RECEIPT ISSUANCE**

We identified the following deficiencies in the issuing of receipts:

1. The receipts did not include the form of payment received (i.e. cash, check, money order); therefore, we could not determine if the receipts were deposited intact.
2. Of the receipts tested, 51 percent were not recorded at the time of the transactions; instead, receipts were recorded at the end of the month.

Receipts shall be issued and recorded at the time of the transaction. (Accounting and Uniform Compliance Guidelines Manual for Libraries, Chapter 1)

Indiana Code 5-13-6-1(c) states in part: ". . . Public funds deposited . . . shall be deposited in the same form in which they were received."

**SUPPORTING DOCUMENTATION**

Of the disbursements tested, 10 percent did not include documentation to support the purchase. Due to the lack of supporting information, we could not verify the purpose of the disbursement.

Supporting documentation such as receipts, canceled checks, tickets, invoices, bills, contracts, and other public records must be available for audit to provide supporting information for the validity and accountability of monies disbursed. Payments without supporting documentation may be the personal obligation of the responsible official or employee. (Accounting and Uniform Compliance Guidelines Manual for Libraries, Chapter 1)

**CONTRACTS**

In December 2011, the Library entered into a contract for cleaning services for 2012; however, the contract only detailed the cleaning services that would be provided. The contract did not address the compensation for this service. The Library paid \$9,600 annually for the cleaning services. Furthermore, the contract for cleaning services was not renewed or renegotiated since 2012.

NORTH JUDSON-WAYNE TOWNSHIP PUBLIC LIBRARY  
EXAMINATION RESULTS AND COMMENTS  
(Continued)

Payments made or received for contractual services should be supported by a written contract. Each governmental unit is responsible for complying with the provisions of its contracts. (Accounting and Uniform Compliance Guidelines Manual for Libraries, Chapter 1)

***PAYROLL ISSUES***

For 2011 through 2013, employee earnings records were not available for examination that would have indicated the amount paid for each pay period.

Circulation Clerks and the Bookkeeper were not paid in accordance to the Library's salary compensation schedule in 2012 and 2013. Per the salary compensation schedule, Circulation Clerks were to be paid \$8.00 per hour and the Bookkeeper was to be paid \$11.10 per hour in 2012 and 2013. However, Circulation Clerks were paid between \$8.10 and \$8.30 per hour in 2012 and 2013. The Bookkeeper was paid \$11.25 per hour in 2013.

Employee's Earnings Record - General Form 99B is for the purpose of recording the compensation paid each employee and, at the same time, to record the various authorized deductions from such pay.

Provision is made for name and address of employee, social security number, rate of pay, gross pay, deductions for withholding tax and other items, and net amount paid. Provision is also made for quarterly totals and grand totals at the close of the calendar year.

All compensation paid to each employee shall be recorded on this form. An account will be carried for each employee regardless of whether or not tax or other deductions are made. (Accounting and Uniform Guidelines Manual for Libraries, Chapter 4)

Each unit is responsible for complying with the ordinances, resolutions, and policies it adopts. (Accounting and Uniform Guidelines Manual for Libraries, Chapter 1)

NORTH JUDSON-WAYNE TOWNSHIP PUBLIC LIBRARY  
EXIT CONFERENCE

The contents of this report were discussed on March 30, 2017, with Nathan P. Origer, President of the Board; Michael J. Booth, Director; and Susan J. Christian, Secretary.