

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

SUPPLEMENTAL COMPLIANCE REPORT
OF
DUBOIS COUNTY CONTRACTUAL LIBRARY
DUBOIS COUNTY, INDIANA
January 1, 2012 to December 31, 2016



FILED
09/29/2017

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SCHEDULE OF OFFICIALS

<u>Office</u>	<u>Official</u>	<u>Term</u>
Director	Rita Douthitt Christine Golden	01-01-12 to 10-10-14 10-11-14 to 12-31-17
Treasurer	Deborah Stemle Phil Tolbert	01-01-12 to 12-07-16 12-08-16 to 12-31-17
President of the Board	Kathleen J. Tretter	01-01-12 to 12-31-17
Bookkeeper	Rita Lovell James Sheetz (Vacant) Angie Schitter	01-01-12 to 03-01-12 03-02-12 to 01-28-14 01-29-14 to 03-16-14 03-17-14 to 01-13-15
Business Manager	Angie Schitter	01-14-15 to 12-31-17



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 DUBOIS COUNTY CONTRACTUAL
LIBRARY, DUBOIS COUNTY, INDIANA

This report is supplemental to our examination report of the Dubois County Contractual Library (Library), for the period from January 1, 2012 to December 31, 2016. 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 instance 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

August 16, 2017

**DUBOIS COUNTY CONTRACTUAL LIBRARY
EXAMINATION RESULT AND COMMENT**

PENALTIES, INTEREST, AND OTHER CHARGES

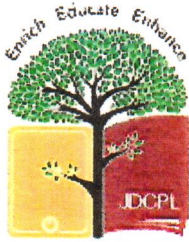
The Library paid penalties, interest, and other charges to the Internal Revenue Service, the United States Treasury, Public Employee Retirement Fund (PERF), and the Indiana Department of Revenue in the amount of \$33,016 because the Library did not remit payments of payroll taxes, PERF, and Form W-2 reports on a timely basis.

Date Paid	Payee	Description	Penalties and Interest paid for each tax year			Total Penalties and Interest Paid
			2012	2013	2014	
08-12-13	Internal Revenue Service	2012 Q1 Federal payroll tax withholdings	\$ 3,017.51	\$ -	\$ -	\$ -
08-12-13	Internal Revenue Service	2012 Q3 Federal payroll tax withholdings	5,341.12	-	-	-
08-12-13	Internal Revenue Service	2012 Q4 Federal payroll tax withholdings	4,342.89	-	-	-
11-21-14	Internal Revenue Service	2012 Q4 Federal payroll tax withholdings	2,009.26	-	-	-
08-12-13	Internal Revenue Service	2013 Q1 Federal payroll tax withholdings	-	1,502.03	-	-
09-23-13	Internal Revenue Service	2013 Q2 Federal payroll tax withholdings	-	1,898.99	-	-
01-29-14	Internal Revenue Service	2013 Q3 Federal payroll tax withholdings	-	989.54	-	-
08-20-14	Internal Revenue Service	2013 Q4 Federal payroll tax withholdings	-	1,385.68	-	-
12-02-14	Internal Revenue Service	2013 Q4 Federal payroll tax withholdings	-	138.61	-	-
02-06-15	Internal Revenue Service	2013 Q4 Federal payroll tax withholdings	-	1,394.21	-	-
02-06-15	Internal Revenue Service	2014 Q2 Federal payroll tax withholdings	-	-	1,010.32	-
08-13-15	United States Treasury	2013 late filed W2's	-	1,860.00	-	-
04-04-14	PERF	2014 late reporting Jan-Mar earnings	-	-	4,700.00	-
02-06-15	Indiana Department of Revenue	2012 late filed W2's	623.67	-	-	-
02-06-15	Indiana Department of Revenue	2013 late filed W2's	-	420.45	-	-
08-30-12	Indiana Department of Revenue	2012 State payroll tax withholding	413.78	-	-	-
11-08-12	Indiana Department of Revenue	2012 State payroll tax withholding	209.85	-	-	-
06-21-13	Indiana Department of Revenue	2012 State payroll tax withholding	398.75	-	-	-
09-19-13	Indiana Department of Revenue	2013 State payroll tax withholding	-	227.62	-	-
10-04-13	Indiana Department of Revenue	2013 State payroll tax withholding	-	636.37	-	-
06-27-14	Indiana Department of Revenue	2013 State payroll tax withholding	-	242.03	-	-
06-27-14	Indiana Department of Revenue	2014 State payroll tax withholding	-	-	253.36	-
			<u>\$ 16,356.83</u>	<u>\$ 10,695.53</u>	<u>\$ 5,963.68</u>	<u>\$ 33,016.04</u>

Officials and employees have the duty to pay claims and remit taxes in a timely fashion. Failure to pay claims or remit taxes in a timely manner could be an indicator of serious financial problems which should be investigated by the governmental unit.

Additionally, officials and employees have a responsibility to perform duties in a manner which would not result in any unreasonable fees being assessed against the governmental unit.

Any penalties, interest or other charges paid by the governmental unit may be the personal obligation of the responsible official or employee. (Accounting and Uniform Compliance Guidelines Manual for Libraries, Chapter 1)



Jasper Public Library
1116 Main St
Jasper, IN 47546
812-482-2712
Fax: 812-482-7123

Ferdinand Branch Library
112 E 16th St
Ferdinand, IN 47532
812-367-1671
Fax: 812-367-1063

Dubois Branch Library
5506 E Main St
Dubois, IN 47527
812-678-2458
Fax: 812-678-2549

Birdseye Branch Library
100 S SR 145
Birdseye, IN 47513
812-389-1030

PUBLIC LIBRARY
www.jdcpl.us

State Board of Accounts
302 W Washington St
Room E 418
Indianapolis, IN 46204

OFFICIAL RESPONSE

August 24, 2017

To Whom It May Concern:

Dubois County Contractual Public Library officials have reviewed the findings and comments from the State Board of Accounts (SBOA) for audit years 2012-2016. We understand the official audit results include a finding that the library paid penalties, interest and other charges to the Internal Revenue Service, the United States Treasury, Public Employee Retirement Fund, and the Indiana Department of Revenue due to filings and payments not being completed in a timely manner. We do not disagree with these findings.

We would, however, like to take this opportunity to state that since the time these penalties and fines were incurred, the positions of Library Director, Library Bookkeeper, and the Treasurer of the Board of Trustees have changed hands. The current administration went through exhaustive steps to ensure all library accounts were returned to good standing. All filings and payments have been paid in a timely manner since the beginning of 2014 and no more fines have been incurred.

A concise Internal Control Policy was approved by the Board of Trustees to ensure every precaution possible has been taken to prevent these infractions from happening again. Our Internal Control Policy was implemented and approved by the Board of Trustees before government entities were required to do so by the SBOA.

We take these findings very seriously and regret that these mistakes were made in the past. The necessary steps and precautions have been implemented, and we are confident that this will not happen again. Being good stewards of taxpayer funds is of the utmost importance to the entire staff and library board.

We thank the SBOA and its agents for their professionalism and cooperation in this matter.

Sincerely,

Christine Golden

Christine Golden
Library Director

Kathy Tretter

Kathy Tretter
Library Board President

DUBOIS COUNTY CONTRACTUAL LIBRARY
EXIT CONFERENCE

The contents of this report were discussed on August 16, 2017, with Kathleen J. Tretter, President of the Board; Christine Golden, Director; Phil Tolbert, Treasurer; and Angie Schitter, Business Manager.