

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

SUPPLEMENTAL COMPLIANCE REPORT

OF

PLAINFIELD-GUILFORD TOWNSHIP PUBLIC LIBRARY

HENDRICKS COUNTY, INDIANA

January 1, 2016 to December 31, 2017



FILED

02/11/2019

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SCHEDULE OF OFFICIALS

<u>Office</u>	<u>Official</u>	<u>Term</u>
Director	Rachel Ziegler	01-01-16 to 06-30-17
	Reann Poray	07-01-17 to 08-13-17
	Montie Manning	08-14-17 to 12-31-19
Treasurer	Nelda Keltner	01-01-16 to 12-31-19
President of the Library Board	Kevin Neal	01-01-16 to 12-31-17
	Edward McElfresh	01-01-17 to 12-31-17
	Kevin Neal	01-01-18 to 12-31-19



STATE OF INDIANA
AN EQUAL OPPORTUNITY EMPLOYER

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TO: THE OFFICIALS OF THE PLAINFIELD-GUILFORD TOWNSHIP
PUBLIC LIBRARY, HENDRICKS COUNTY, INDIANA

This report is supplemental to our audit report of the Plainfield-Guilford Township Public Library (Library), for the period from January 1, 2016 to December 31, 2017. It has been provided as a separate report so that the reader may easily identify any Audit Results and Comments that pertain to the Library. It should be read in conjunction with our Financial Statement Audit Report of the Library, which provides our opinion on the Library's financial statement. 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 Audit 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 Audit Result and Comment, incorporated within this report, was not verified for accuracy.

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

January 9, 2019

PLAINFIELD-GUILFORD TOWNSHIP PUBLIC LIBRARY
AUDIT RESULT AND COMMENT

INTERNAL CONTROLS

The Library had designed internal controls related to receipts; however, there was no tangible evidence that the controls had been implemented. The failure to follow the established controls could have enabled material misstatements to occur and remain undetected.

The Indiana State Board of Accounts (SBOA) is required under Indiana Code 5-11-1-27(e) to define the acceptable minimum level of internal control standards. To provide clarifying guidance, the State Examiner compiled the standards contained in the manual, *Uniform Internal Control Standards for Indiana Political Subdivisions*. All political subdivisions subject to audit by SBOA are expected to adhere to these standards. The standards include adequate control activities. According to this manual:

"Control activities are the actions and tools established through policies and procedures that help to detect, prevent, or reduce the identified risks that interfere with the achievement of objectives. Detection activities are designed to identify unfavorable events in a timely manner whereas prevention activities are designed to deter the occurrence of an unfavorable event. Examples of these activities include reconciliations, authorizations, approval processes, performance reviews, and verification processes.

An integral part of the control activity component is segregation of duties. . . .

There is an expectation of segregation of duties. If compensating controls are necessary, documentation should exist to identify both the areas where segregation of duties are not feasible or practical and the compensating controls implemented to mitigate the risk. . . ."

PLAINFIELD-GUILFORD TOWNSHIP PUBLIC LIBRARY
EXIT CONFERENCE

The contents of this report were discussed on January 9, 2019, with Montie Manning, Director; Nelda Keltner, Treasurer; and Jessica Elston, Financial Manager.