

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

SUPPLEMENTAL COMPLIANCE REPORT
OF

MONTPELIER-HARRISON TOWNSHIP
PUBLIC LIBRARY
BLACKFORD COUNTY, INDIANA

January 1, 2015 to December 31, 2018



FILED
11/13/2019

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SCHEDULE OF OFFICIALS

<u>Office</u>	<u>Official</u>	<u>Term</u>
Director	Cathy Leas	01-01-15 to 12-31-19
Treasurer	Howard Pence Mary Beth Fields	01-01-15 to 02-08-15 02-09-15 to 12-31-19
President of the Library Board	Denise Neff	01-01-15 to 12-31-19



STATE OF INDIANA
AN EQUAL OPPORTUNITY EMPLOYER

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TO: THE OFFICIALS OF THE MONTPELIER-HARRISON TOWNSHIP
PUBLIC LIBRARY, BLACKFORD COUNTY, INDIANA

This report is supplemental to our audit report of the Montpelier-Harrison Township Public Library (Library), for the period from January 1, 2015 to December 31, 2018. 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 Statements Audit 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 Audit 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 Audit Results and Comments, incorporated within this report, was not verified for accuracy.

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

September 30, 2019

MONTPELIER-HARRISON TOWNSHIP PUBLIC LIBRARY
AUDIT RESULTS AND COMMENTS

CAPITAL ASSETS

Condition and Context

The Library did not properly maintain a complete inventory of capital assets owned.

Criteria

Every unit must have a capital assets policy that details the threshold at which an item is considered a capital asset. Every unit must have a complete detail listing of all capital assets owned which reflects their acquisition value. Capital Asset Ledger (Form 369) has been prescribed for this purpose. A complete physical inventory must be taken at least every two years, unless more stringent requirements exist, to verify account balances carried in the accounting records. (Accounting and Uniform Compliance Guidelines Manual for Libraries, Chapter 1)

SUPPORTING DOCUMENTATION

Condition and Context

The Library was unable to provide a summary of earnings record for all employees paid; however, they were able to provide earnings records for individual employees. The Library used a third-party to prepare payroll. Due to the lack of a summary record, there was not enough documentation provided to validate that the payroll tax disbursements were accurate.

Criteria

Supporting documentation such as receipts, canceled checks, tickets, invoices, bills, contracts, and other public records must be available for examination 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)

MONTPELIER-HARRISON TOWNSHIP PUBLIC LIBRARY
EXIT CONFERENCE

The contents of this report were discussed on September 30, 2019, with Cathy Leas, Director; Mary Beth Fields, Treasurer; Denise Neff, President of the Library Board; and Jerry Downhour, Library Board member.