

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

COMPLIANCE REPORT
OF
SHOALS PUBLIC LIBRARY
MARTIN COUNTY, INDIANA
January 1, 2015 to December 31, 2018



FILED
12/10/2019

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SCHEDULE OF OFFICIALS

<u>Office</u>	<u>Official</u>	<u>Term</u>
Director	Bobbi Salmon Sylvia Albaugh	01-01-15 to 08-14-17 08-15-17 to 12-31-19
Treasurer	Marilyn S. Read	01-01-15 to 12-31-19
President of the Library Board	Kenneth Macy	01-01-15 to 12-31-19



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 SHOALS PUBLIC LIBRARY, MARTIN COUNTY, INDIANA

As authorized under Indiana Code 5-11-1, we performed certain procedures to the accounting records and related documents of the Shoals Public Library, Martin County, for the period of January 1, 2015 to December 31, 2018, to determine compliance with applicable Indiana laws and uniform compliance guidelines established by the Indiana State Board of Accounts.

The Results and Comments contained herein describe the identified reportable instances of non-compliance 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.

The Schedule of Cash and Investment Balances - Regulatory Basis, as listed in the Table of Contents, is presented as other information. It has not been subjected to any auditing procedures and, accordingly, we do not express an opinion or provide any assurance on it.

Any Official Response to the Results and Comments, incorporated within this report, was not verified for accuracy.

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

November 19, 2019

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OTHER INFORMATION - UNAUDITED

The Library's Annual Financial Reports information can be found on the Indiana Gateway for Government Units (Gateway) website: <https://gateway.ifionline.org/>. The schedule presented herein is presented as other information and is derived from the Library's Annual Financial Reports information and has not been subjected to any audit procedures. No adjustments have been made to the information as reported in Gateway and, as such, balances may differ.

SHOALS PUBLIC LIBRARY
 SCHEDULE OF CASH AND INVESTMENT
 BALANCES - REGULATORY BASIS
 For the Year Ended December 31, 2018

Fund	Cash and Investments 12-31-18
Rainy Day	\$ 1,087
Levy Excess	1,053
Evergreen PassThru	2
Cash Change	40
Library Operating Fund	51,630
Gift	27,410
Library Improvement Reserve Fund	1,000
Payroll	450
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Total	\$ 82,672
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SHOALS PUBLIC LIBRARY
RESULTS AND COMMENTS

ADOPTION OF INTERNAL CONTROL STANDARDS

The Library had not adopted the acceptable minimum level of internal control standards as defined by the Indiana State Board of Accounts.

Indiana Code 5-11-1-27(g) states in part:

"After June 30, 2016, the legislative body of a political subdivision shall ensure that:

- (1) the internal control standards and procedures developed under subsection (e) are adopted by the political subdivision; . . ."

TRAINING ON INTERNAL CONTROL STANDARDS

Library employees whose official duties included receiving, processing, depositing, disbursing, or otherwise having access to funds that belonged to the Library, had not received training over internal control standards that were developed or approved by the Indiana State Board of Accounts.

Indiana Code 5-11-1-27(g) states in part:

"After June 30, 2016, the legislative body of a political subdivision shall ensure that: . . .

- (2) personnel receive training concerning the internal control standards and procedures adopted by the political subdivision."

November 21, 2019

Shoals Public Library
404 High Street
PO Box 909
Shoals, IN 47581

State Board of Accounts
302 West Washington Street, Room E418
Indianapolis, Indiana 46204-2765

RE: OFFICIAL RESPONSE

Dear Sir:

We wish to file an official response to the findings of the audit report of the Shoals Public Library for the period January 1, 2015 to December 31, 2018. We acknowledge the Shoals Public Library had not adopted an Internal Control Policy during the audit timeframe. We have recently corrected this oversight. An Internal Control Policy was adopted by the Board of Trustees at the October 7, 2019 board meeting. Also, all staff of Shoals Public Library has been trained over internal control standards. If you need any further information, please contact us. Thank you for your service.

Respectfully,



Sylvia Albaugh
Library Director
Shoals Public Library

SHOALS PUBLIC LIBRARY
EXIT CONFERENCE

The contents of this report were discussed on November 19, 2019, with Sylvia Albaugh, Director; Marilyn S. Read, Treasurer; and Jenell Hoffman, Vice President of the Library Board.