



**STATE OF INDIANA**  
AN EQUAL OPPORTUNITY EMPLOYER

B55950

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](http://www.in.gov/sboa)

October 23, 2020

Board of Trustees  
Elkhart Public Library  
300 S. 2nd St.  
Elkhart, IN 46516

This report is supplemental to the audit report of the Elkhart Public Library (Library), for the period from January 1, 2017 to December 31, 2019. It has been provided as a separate report so that the reader may easily identify any Examination Findings that pertain to the Library. It should be read in conjunction with the financial statement audit report of the Library, which provides an 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 engaged private examiners under our review to perform the audit of the Library and perform procedures to determine compliance with applicable Indiana laws and uniform compliance guidelines established by the Indiana State Board of Accounts. The Examination Findings and Results contained herein describe the identified reportable instances of noncompliance found as a result of these procedures.

We have reviewed the Supplemental Audit Report for the Elkhart Public Library prepared by Crowe LLP, Independent Public Accountants, for the period January 1, 2017 to December 31, 2019. In our opinion, the Supplemental Audit Report was prepared in accordance with the guidelines established by the State Board of Accounts.

We call your attention to the findings in the report. Page 3 contains two Examination Findings and Results.

The report is filed with this letter in our office as a matter of public record.

A handwritten signature in blue ink that reads "Paul D. Joyce".

Paul D. Joyce, CPA  
State Examiner

**COMPLIANCE EXAMINATION OF  
ELKHART PUBLIC LIBRARY**

Elkhart County, Indiana  
January 1, 2017 to December 31, 2019

ELKHART PUBLIC LIBRARY

Elkhart County, Indiana  
January 1, 2017 to December 31, 2019

CONTENTS

SCHEDULE OF OFFICIALS .....	1
INDEPENDENT ACCOUNTANT'S REPORT .....	2
SCHEDULE OF EXAMINATION FINDINGS AND RESULTS:	
2019-001: BANK ACCOUNT RECONCILIATION REVIEW .....	3
2019-002: CONDITION OF RECORDS.....	3
EXIT CONFERENCE .....	5

ELKHART PUBLIC LIBRARY  
SCHEDULE OF OFFICIALS  
January 1, 2017 to December 31, 2019

---

<u>Office</u>	<u>Official</u>	<u>Term</u>
Director	Elizabeth J. Guedea Carreño	01-01-17 to 12-31-19
Treasurer	Jane A. Garoutte	01-01-17 to 12-31-19
President of the Board	Janice E. Dean James W. Rieckhoff	01-01-17 to 06-30-19 07-01-19 to 12-31-19

## INDEPENDENT ACCOUNTANT'S REPORT

To the Indiana State Board of Accounts and  
Management of Elkhart Public Library

We have examined the Elkhart's Public Library ("Library") compliance with the Indiana State Board of Accounts' *Accounting and Uniform Compliance Guidelines Manual For Special Districts* during the period January 1, 2017 to December 31, 2019. Management of the Library is responsible for the Library's compliance with the specified requirements. Our responsibility is to express an opinion on the Library's compliance with the specified requirements based on our examination.

Our examination was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. Those standards require that we plan and perform the examination to obtain reasonable assurance about whether the Library complied, in all material respects, with the specified requirements referenced above. An examination involves performing procedures to obtain evidence about whether the Library complied with the specified requirements. The nature, timing, and extent of the procedures selected depend on our judgment, including an assessment of the risks of material noncompliance, whether due to fraud or error. We believe that the evidence we obtained is sufficient and appropriate to provide a reasonable basis for our qualified opinion.

Our examination does not provide a legal determination on the Library's compliance with specified requirements.

Our examination disclosed material noncompliance with the *Accounting and Uniform Compliance Guidelines Manual For Special Districts* applicable to the Library during the period January 1, 2017 to December 31, 2019, as described in items 2019-001 through 2019-002 on the following Schedule of Examination Findings and Results.

In our opinion, except for the material noncompliance described in the preceding paragraph, the Library complied, in all material respects, with the aforementioned requirements during the period January 1, 2017 to December 31, 2019.

*Crowe LLP*  
Crowe LLP

Indianapolis, Indiana  
October 1, 2020

ELKHART PUBLIC LIBRARY  
SCHEDULE OF EXAMINATION FINDINGS AND RESULTS  
January 1, 2017 to December 31, 2019

---

**FINDING 2019-001: BANK ACCOUNT RECONCILIATION REVIEW**

**Criteria:** Indiana Code 5-13-6-1(e) states, *"All local investment officers shall reconcile at least monthly the balance of public funds, as disclosed by the records of the local officers, with the balance statements provided by the respective depositories."*

**Condition:** During testing, we noted the Library prepared bank reconciliations on a monthly basis. However, we noted there was no formal, documented review of these reconciliations.

**FINDING 2019-002: CONDITION OF RECORDS**

**Criteria:** Chapter 1 of the Accounting and Uniform Compliance Guidelines Manual states in part, *"At all times, the manual and/or computerized records, subsidiary ledgers, control ledger, and reconciled bank balance must agree. If the reconciled bank balance is less than the subsidiary or control ledgers, the amount needed to balance may be the personal obligation of the responsible official or employee."*

**Condition:** During testing, we noted that the Library recorded \$1,086,743 worth of other receipts and disbursements in 2017 and \$33,894,792 worth of other receipts and disbursements in 2018 that did not represent actual receipts and disbursements. The amounts recorded were payroll withholding activity and the activity of buying and selling investments.

ELKHART PUBLIC LIBRARY  
EXIT CONFERENCE  
January 1, 2017 to December 31, 2019

---

The contents of this report were discussed September 28, 2020, with Jane Garoutte, Business Manager, Elizabeth Guedea Carreño, Director, and Jim Rieckhoff, Board President. The officials acknowledged the findings.