



STATE OF INDIANA
AN EQUAL OPPORTUNITY EMPLOYER

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August 2, 2021

TO: THE OFFICIALS OF THE YORK TOWNSHIP PUBLIC
LIBRARY, BENTON COUNTY, INDIANA

As authorized under Indiana Code 5-11-1, we performed certain procedures to the accounting records and related documents of the York Township Public Library (Library), Benton County, for the period of January 1, 2016 to December 31, 2020, to determine compliance with applicable Indiana laws and uniform compliance guidelines established by the Indiana State Board of Accounts.

Management is responsible for preparing and maintaining its accounting records and related documents, as well as compliance with applicable state laws and uniform compliance guidelines established by the Indiana State Board of Accounts.

The Library's Annual Financial Reports filed by management can be found on the Gateway Website: www.gateway.ifionline.org.

The Comments contained herein describe the identified reportable instances of noncompliance found as a result of the procedures we performed. Our procedures were not designed to identify all instances of noncompliance; therefore, noncompliance may exist that is unidentified.

Comments

RECEIPT ISSUANCE

This is a repeat comment from prior Report B46735.

Condition and Context

Receipts were not issued when money is received.

Criteria

Receipts shall be issued and recorded at the time of the transaction. (Accounting and Uniform Compliance Guidelines Manual for Libraires, Chapter 1)

CAPITAL ASSETS

Condition and Context

The Library did not have a capital assets policy, did not complete a physical inventory at least every two years, and did not maintain a complete detail listing of all capital assets during the audit period.

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)

CERTIFICATION ON INTERNAL CONTROL STANDARDS

Condition and Context

The Library's Indiana Gateway for Government Units financial reporting system certification on the adoption of and training on internal control standards was made incorrectly. The Township certified that the acceptable minimum level of internal control standards had not been adopted in 2020; however, it had been adopted. The Library also certified that personnel had received the training that was developed or approved by the Indiana State Board of Accounts; however, for years 2016 through 2019, no training certifications were provided for review to indicate that training had been performed.

Criteria

Indiana Code 5-11-1-4(a) states:

"The state examiner shall require from every audited entity financial reports covering the full period of each fiscal year. These reports shall be prepared, verified, and filed with the state examiner not later than sixty (60) days after the close of each fiscal year. The reports must be in the form and content prescribed by the state examiner and filed electronically in the manner prescribed under [IC 5-14-3.8-7](#)."

TRAINING ON INTERNAL CONTROL STANDARDS

Condition and Context

There was no evidence that personnel, whose official duties included receiving, processing, depositing, disbursing, or otherwise having access to funds that belonged to the Library, had received training over internal control standards that was developed or approved by the Indiana State Board of Accounts, for the years 2016 through 2019.

Criteria

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."

This letter is intended solely for the information and use of management, governance, and others within the organization. This restriction is not intended to limit the distribution of this letter, which is a matter of public record.

The Schedule of Cash and Investment Balances - Regulatory Basis, 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.


SCHEDULE OF CASH AND INVESTMENT
BALANCES - REGULATORY BASIS
For the Year Ended December 31, 2020

Fund	Cash and Investments 12-31-20
General	\$ 91,265
Petty Cash	<u>59</u>
Total	<u>\$ 91,324</u>

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

The contents of this letter were communicated to the Eric Skinner, Interim Treasurer, and Judy Berenda, President of the Library Board, on July 6, 2021.

Respectfully,


Paul D. Joyce, CPA
State Examiner