

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

SUPPLEMENTAL COMPLIANCE REPORT

OF

CITY OF MUNCIE

DELAWARE COUNTY, INDIANA

January 1, 2020 to December 31, 2020



FILED
11/05/2021

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SCHEDULE OF OFFICIALS

<u>Office</u>	<u>Official</u>	<u>Term</u>
City Controller	Trent Conway Craig Wright	01-01-20 to 11-30-20 12-01-20 to 12-31-21
Mayor	Honorable Dan Ridenour	01-01-20 to 12-31-21
President of the Common Council	Brad Polk Jeff Robinson	01-01-20 to 12-31-20 01-01-21 to 12-31-21
President of the Board of Public Works and Safety	Linda Gregory	01-01-20 to 12-31-21
President of the Sanitary District Board	Stephen Brand	01-01-20 to 12-31-21



STATE OF INDIANA
AN EQUAL OPPORTUNITY EMPLOYER

STATE BOARD OF ACCOUNTS
302 WEST WASHINGTON STREET
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INDIANAPOLIS, INDIANA 46204-2769

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TO: THE OFFICIALS OF THE CITY OF MUNCIE, DELAWARE COUNTY, INDIANA

This report is supplemental to our audit report of the City of Muncie (City), for the period from January 1, 2020 to December 31, 2020. It has been provided as a separate report so that the reader may easily identify any Audit Results and Comments that pertain to the City. It should be read in conjunction with our Financial Statement Audit Report of the City, which provides our opinions on the City'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 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

October 7, 2021

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CITY CONTROLLER
CITY OF MUNCIE

CITY CONTROLLER
CITY OF MUNCIE
AUDIT RESULTS AND COMMENTS

OVERDRAWN CASH BALANCES

The same comment also appeared in prior Reports B47643, B47710, B51516, B51518, B53304, and B56237.

Condition and Context

The financial statement presented for audit included funds with overdrawn cash balances at December 31, 2020. Cash balances of some of the City's funds were overdrawn due to grant funds operating on a reimbursement basis. Reimbursement grants require the City to expend funds and subsequently request reimbursement. However, the Local Road and Street fund had an overdrawn cash balance at December 31, 2020, in the amount of \$291,772, which was not due to the timing of grant reimbursements.

Criteria

The cash balance of any fund may not be reduced below zero. Routinely overdrawn funds could be an indicator of serious financial problems which should be investigated by the unit. (Accounting and Uniform Compliance Guidelines Manual for Cities and Towns, Chapter 1)

APPROPRIATIONS

The same comment also appeared in prior Reports B53304 and B56237.

Condition and Context

For 2020, disbursements exceeded the amounts budgeted for the following funds:

Fund	Excess Amount Expended
Motor Vehicle Highway	\$ 404,785
Local Road and Street	10,474
Fire Pension	10,830

Criteria

Indiana Code 36-4-8-2 states in part:

". . . Unless a statute provides otherwise, the fiscal officer may draw a warrant against a fund of the city only if:

- (1) An appropriation has been made for that purpose and the appropriation is not exhausted; . . ."

CITY CONTROLLER
CITY OF MUNCIE
AUDIT RESULTS AND COMMENTS
(Continued)

LATE SUBMISSION OF ANNUAL FINANCIAL REPORT

The same comment also appeared in prior Report B56237.

Condition and Context

The City's Annual Financial Report for 2020 was not filed electronically until April 6, 2021, which was 36 days past the due date.

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](#)."

ANNUAL FINANCIAL REPORT

Condition and Context

The City had not established internal controls over the financial information entered into the Indiana Gateway for Government Units (Gateway) financial reporting system, which was the source of the City's financial statement. The City Controller prepared and entered the financial information into Gateway with no oversight, review, or approval in place to prevent, or detect and correct, errors on the financial statement.

Due to the lack of internal controls, the financial statement presented for audit included the following errors:

1. Total beginning balance was overstated by \$774,815, and individually for the following funds:
 - a. The MRC Sustainable Muncie fund was overstated by \$797,171.
 - b. The City Court fund was understated by \$25,144.
2. Total receipts were understated by \$39,037,513, and individually for the following funds:
 - a. The Police Pension fund receipts were understated by \$1,674.
 - b. The MRC Series 2019A MAP/Hillcroft fund receipts were understated by \$107,900.
 - c. The MRC Series 2019B Canal Accutech fund receipts were understated by \$2,174,928.

CITY CONTROLLER
CITY OF MUNCIE
AUDIT RESULTS AND COMMENTS
(Continued)

- d. The MRC Series 2019C MADJAX/Cardinal fund receipts were understated by \$421,612.
 - e. The Payroll fund receipts of \$35,510,601 were not reported.
 - f. The City Court fund receipts of \$838,529 were not reported.
 - g. The Drug Task Force Federal Forfeiture fund receipts were overstated by \$17,731.
3. Total disbursements were understated by \$39,038,560, and individually for the following funds:
- a. The General Fund disbursements were understated by \$12,339.
 - b. The MRC Series 2019A MAP/Hillcroft fund disbursements were understated by \$107,900.
 - c. The MRC Series 2019B Canal Accutech fund disbursements were understated by \$2,174,928.
 - d. The MRC Series 2019C MADJAX/Cardinal fund disbursements were understated by \$412,386.
 - e. The Payroll fund disbursements were not reported so understated by \$34,489,991.
 - f. The City Court fund disbursements were not reported so understated by \$853,620.
 - g. The Drug Task Force Federal Forfeiture fund disbursements were overstated by \$12,603.

Audit adjustments were proposed, accepted by the City, and made to the financial statement.

Criteria

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. . . .

CITY CONTROLLER
CITY OF MUNCIE
AUDIT RESULTS AND COMMENTS
(Continued)

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. . . ."

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](#)."

INTERNAL CONTROLS

Condition and Context

The City had no process to identify or communicate corrective actions to improve internal controls. Effective internal controls over financial reporting requires the City to monitor and assess the quality of the system of internal controls.

The City had not separated incompatible activities related to receipts. The same individual entered numerous receipts into the financial system and prepared the bank reconciliements. Additionally, no documentation was presented indicating the receipt postings or bank reconciliements were reviewed by another individual. Internal control activities should be in place to reduce the risks of errors in financial reporting.

Criteria

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:

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CITY CONTROLLER
CITY OF MUNCIE
AUDIT RESULTS AND COMMENTS
(Continued)

"Evaluations are used to determine whether each of the five components of internal control is present and functioning. These evaluations may be conducted on an ongoing or periodic basis. The criteria used are developed by the oversight body, elected officials, management, governing boards, or recognized standard-setting bodies or regulators. . . .

A baseline of the current state of the internal control system is compared against the original design of the internal control system. The baseline consists of issues and deficiencies identified in the internal control system. The results of the monitoring process are evaluated and documented. . . .

Management remediates identified issues. . . ."

ACCOUNTING FOR CORONAVIRUS RELIEF FUNDS

Condition and Context

The City did not properly account for the Coronavirus Relief Fund (CRF) in accordance with the options outlined in State Examiner Directive 2020-3 (Directive) as follows:

The Directive states the unit must utilize one of two prescribed options to account for public health and safety payroll costs. However, neither of these options were followed by the City. Instead, the City recorded disbursements directly to the COVID - Grant Fund (Fund).

The Directive states the unit must utilize one of three frameworks to account for costs other than public health and safety payroll costs. The City utilized Framework Three, as outlined, in the Directive; however, continued to record disbursements directly to the Fund after the issuance of the Directive on October 22, 2020, instead of reverting to Framework One.

The City ended the audit period with a negative balance of \$18,388 in the Fund due to a correcting entry not being made to remove unreimbursed disbursements from the Fund. The same negative balance remained in this Fund as of the report date.

Criteria

Transactions for public health and safety payroll costs must be accounted for through one of these two prescribed options.

Option One. Reimbursements received from IFA shall be receipted into the separate CARES grant fund. The reimbursed amount for public health and safety payroll costs originally incurred in the general fund (or other fund) will be moved to the separate CARES grant fund through a reversing entry. This action will reinstate the general fund (or other fund) cash balance and re-appropriate the general fund (or other fund) in a similar manner to IC 6-1.1-18-9(1) for those disbursements. This reversal must be done in the same budget year that the original transaction was posted.

CITY CONTROLLER
CITY OF MUNCIE
AUDIT RESULTS AND COMMENTS
(Continued)

Once the disbursement is reversed within the general fund (or other fund), it must be posted as a disbursement in the separate CARES grant fund. Documentation must be maintained so the audit trail can be followed. The accounting system must tie the original claim for the disbursement to the separate CARES grant fund by specific reference or notation in a comment section.

Once option one is completed, the cash balance of the separate CARES grant fund will be zero. **No money shall remain in the separate CARES grant fund. . . .**

Option Two. Reimbursements received from IFA shall be receipted into the separate CARES grant fund. A claim will be created against the separate CARES grant fund for the reimbursed amount in favor of the general fund. This claim must be supported by documentation of the public health and safety payroll costs that have been expensed from the general fund or other funds.

The amount of the claim will be receipted into the general fund cash balance. Normal appropriation procedures will apply to these funds.

Once option two is completed, the cash balance of the separate CARES grant fund will be zero. **No money shall remain in the separate CARES grant fund. This option requires a resolution or ordinance as detailed in the memorandum *CARES Reimbursement of Public Health and Safety Payroll Costs, September 30, 2020.* . . .**

Transactions for other permitted costs reimbursed by IFA must be accounted for through one of the following prescribed frameworks. . . .

Framework Three: If you have created a negative balance in your CARES fund based on expenditures made in anticipation of receipt of reimbursement for allowable expenditures where invoices have already been submitted to IFA then leave as is and receipt reimbursement when received, bringing the balance in the separate CARES grant fund to zero. Going forward, expend any anticipated allowable expenditures from a fund with an appropriation and follow framework one. If a negative balance in the CARES grant fund is not fully reimbursed, then the unreimbursed amount will require a reverse entry and posting of the expenditure to the general or other appropriate fund within an appropriated line item.

Once these steps are completed, the balance of the separate CARES grant fund will be zero. **No money shall remain in the separate CARES grant fund. . . .** (State Examiner Directive 2020-3)



City of **MUNCIE**
MUNCIE, INDIANA

OFFICIAL RESPONSE

10/07/2021

Indiana State Board of Account
302 West Washington St. Room E418
Indianapolis, IN 46204-2765

RE: City of Muncie response to SBOA audit

The City of Muncie acknowledges the findings noted in the Audit Results and Comments and exit interview conducted by SBOA. A corrective Action Plan has been submitted regarding Overdrawn Cash Balances, Appropriations and Late Submission of Annual Financial Report.

Items of note from the City of Muncie regarding ARC:

Dormant funds are closed out.

The budget is closely monitored for overspending.

Annual financial report will be submitted in a timely manner.

Respectfully,

Craig Wright – Controller

CITY CONTROLLER
CITY OF MUNCIE
EXIT CONFERENCE

The contents of this report were discussed on October 7, 2021, with Craig Wright, City Controller; Honorable Dan Ridenour, Mayor; Jeff Robinson, President of the Common Council; Richard Ivy, Deputy Mayor; and Matt Wagley, Deputy City Controller.

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FIRE PENSION SECRETARY
CITY OF MUNCIE

FIRE PENSION SECRETARY
CITY OF MUNCIE
AUDIT RESULT AND COMMENT

FIRE PENSION BENEFITS INCORRECTLY CALCULATED

Context and Condition

The City did not implement internal controls, including oversight, of the former fire pension secretary's calculations of fire pension benefits to be paid. As a result, fire pension payments to retirees and surviving spouses of retirees (members) participating in the 1937 Firefighters' Pension Fund (1937 Fund) were paid incorrect amounts from January 2019 through February 2021, with some members being overpaid ranging from \$298 to \$13,722, and others being underpaid ranging from \$82 to \$2,832. The errors resulted in a net overpayment of 1937 Fund benefits by the City in the amount of \$304,489.

The City was unable to fully account for the cause of the calculation errors; however, they were partially caused by across-the-board raises being improperly applied to members. The City decided not to request reimbursement from members who were overpaid. The City made lump sum payments to the members who were underpaid on March 12, 2021.

Funding for the benefits paid to members of the 1937 Fund is provided to the City by the State of Indiana through the Indiana Public Retirement System (INPRS). The City provides member financial benefit information to INPRS, who in turn provides the funding to the City so members can be paid monthly. Due to the City incorrectly calculating benefits, as well as the City incorrectly including federal gross wages rather than total gross wages on the submitted pension reports to INPRS, the City believes the State of Indiana will owe the City more for the past pension payments, but an amount has not been determined at this time. Officials from the City and INPRS are working to correct this situation.

Upon discovery by the City, this issue was properly reported to the Indiana State Board of Accounts as a material loss under Indiana Code 5-11-1-27.

Criteria

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:

FIRE PENSION SECRETARY
CITY OF MUNCIE
AUDIT RESULT AND COMMENT
(Continued)

"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. . . ."

Indiana Code 36-8-7-12.1(b) states in part:

"A member who has been in service twenty (20) years, . . . may be retired from all service with the department without a medical examination or disability. Except as provided in subsection (f), the local board shall authorize the payment to the retired member of fifty percent (50%) of the salary of a fully paid first class firefighter of the unit at the time of the payment of the pension, plus: . . .

- (2) for a member who retires after December 31, 1985, one percent (1%) of that salary for each six (6) months of service; over twenty (20) years. . . ."

Indiana Code 36-8-7-12.2(d) states in part:

"If a member dies while in active service or after retirement:

- (1) The surviving spouse is entitled to receive an amount fixed by ordinance but not less than: . . .

(B) for the surviving spouse of a member who dies after December 31, 1988 . . . an amount per month, during the spouse's life, equal to the greater of thirty percent (30%) of the monthly pay of a first class firefighter or fifty-five percent (55%) of the monthly benefit the deceased member was receiving or was entitled to receive on the date of the member's death . . . "

FIRE PENSION SECRETARY
CITY OF MUNCIE
EXIT CONFERENCE

The contents of this report were discussed on October 7, 2021, with Craig Wright, City Controller; Honorable Dan Ridenour, Mayor; Jeff Robinson, President of the Common Council; Richard Ivy, Deputy Mayor; and Matt Wagley, Deputy City Controller.

REDEVELOPMENT COMMISSION
CITY OF MUNCIE

REDEVELOPMENT COMMISSION
CITY OF MUNCIE
AUDIT RESULT AND COMMENT

TAX INCREMENT FINANCING (TIF) ALLOCATION DISBURSEMENTS

The same comment also appeared in prior Reports B51516, B51518, B53304, and B56237.

Condition and Context

We identified disbursements, which were not included in the redevelopment plan and resolution, as part of the redevelopment project under Indiana Code 36-7-14-15 and Indiana Code 36-7-14-16.

We identified disbursements from the Redevelopment Commission funds containing TIF allocation proceeds that were determined to be operating and capital costs of the City or for items unrelated to the redevelopment plan or project, rather than expenses related to the duties and powers of the Redevelopment Commission as stated in Indiana Code 36-7-14-11 and Indiana Code 36-7-14-12.2.

Disbursements identified as operating and capital costs of the City or items not included within the redevelopment plan or project were as follows:

Description	Amount
Parking Garage Operating Expenses	\$ 41,660
Police Department Expense	90,996

Criteria

A Redevelopment Commission has the duties set forth in Indiana Code 36-7-14-11, which provides for the investigation, selection, acquisition development, and disposal of property in "areas needing redevelopment." The powers granted to a redevelopment commission in Indiana Code 36-7-14-12.2 allow the commission to develop property in the areas needing redevelopment and to carry out other activities "for redevelopment purposes." "Redevelopment" includes activities contained in Indiana Code 36-7-1-18.

The general operating costs of the City should be paid from the City's General Fund as set forth in the Accounting and Uniform Compliance Guidelines Manual for Cities and Towns, Chapter 4:

GAAFR defines the General Fund as the fund used to account for all financial resources except those required to be accounted for in another fund. The General Fund is the general operating fund of the municipality. Tax revenues and other receipts that are not allocated by law or contractual agreement to another fund are accounted for in this fund. The general operating expenditures of the municipality are paid from the General Fund.

To summarize, the General Fund shall be used for current general operations of the city or town. (Accounting and Uniform Compliance Guidelines Manual for Cities and Towns, Chapter 4)

Indiana Code 36-7-14-39(b)(3) states in part:

". . . property tax proceeds . . . shall be allocated to the redevelopment district and when collected, paid into an allocation fund for that allocation area that may be used by the redevelopment district only to do one (1) or more of the following:

REDEVELOPMENT COMMISSION
CITY OF MUNCIE
AUDIT RESULT AND COMMENT
(Continued)

- (A) Pay the principal of and interest on any obligations payable solely from allocated tax proceeds which are incurred by the redevelopment district for the purpose of financing or refinancing the redevelopment of that allocation area.
- (B) Establish, augment, or restore the debt service reserve for bonds payable solely or in part from allocated tax proceeds in that allocation area.
- (C) Pay the principal of and interest on bonds payable from allocated tax proceeds in that allocation area and from the special tax levied under section 27 of this chapter.
- (D) Pay the principal of and interest on bonds issued by the unit to pay for local public improvements that are physically located in or physically connected to that allocation area.
- (E) Pay premiums on the redemption before maturity of bonds payable solely or in part from allocated tax proceeds in that allocation area.
- (F) Make payments on leases payable from allocated tax proceeds in that allocation area under section 25.2 of this chapter.
- (G) Reimburse the unit for expenditures made by it for local public improvements (which include buildings, parking facilities, and other items described in section 25.1(a) of this chapter) that are physically located in or physically connected to that allocation area.
- (H) Reimburse the unit for rentals paid by it for a building or parking facility that is physically located in or physically connected to that allocation area under any lease entered into under [IC 36-1-10](#).
- (I) For property taxes first due and payable before January 1, 2009, . . .
- (J) Pay expenses incurred by the redevelopment commission for local public improvements that are in the allocation area or serving the allocation area. Public improvements include buildings, parking facilities, and other items described in section 25.1(a) of this chapter.
- (K) Reimburse public and private entities for expenses incurred in training employees of industrial facilities that are located:
 - (i) in the allocation area; and
 - (ii) on a parcel of real property that has been classified as industrial property under the rules of the department of local government finance. . . .
- (L) Pay the costs of carrying out an eligible efficiency project (as defined in [IC 36-9-41-1.5](#)) within the unit that established the redevelopment commission. . . .
- (M) Expend money and provide financial assistance as authorized in [section 12.2\(a\)\(27\)](#) of this chapter.

REDEVELOPMENT COMMISSION
CITY OF MUNCIE
AUDIT RESULT AND COMMENT
(Continued)

The allocation fund may not be used for operating expenses of the commission."

The uses of TIF funds are restricted to those set forth in the Indiana Code. The power of a redevelopment commission to expend such funds is limited to the express statutory powers as set forth in Indiana Code 36-7-14. The use of TIF funds for ongoing maintenance of redeveloped property is not an expressly or impliedly permitted use, except as provided in Indiana Code 36-7-1-18(7) for repairing and maintaining buildings acquired before redevelopment is complete. (Redevelopment Commission of the Town of Munster, Indiana, v. Indiana State Board of Accounts and Paul D. Joyce, State Examiner of State Board of Accounts, 28 N.E.3d 272 (Ind. App., 2015) trans. denied, 34 N.E.3d 251)



City of MUNCIE
MUNCIE, INDIANA

OFFICIAL RESPONSE

10/07/2021

Indiana State Board of Account
302 West Washington St. Room E418
Indianapolis, IN 46204-2765

RE: City of Muncie response to SBOA audit

The City of Muncie acknowledges the findings noted in the Audit Results and Comments and exit interview conducted by SBOA. A corrective Action Plan has been submitted regarding Tax Increment Financing (TIF) Allocation Disbursements. The Redevelopment Commission will comply with Indiana Code 36-7-14-11 for all disbursements.

Respectfully,

Craig Wright – Controller

REDEVELOPMENT COMMISSION
CITY OF MUNCIE
EXIT CONFERENCE

The contents of this report were discussed on October 7, 2021, with Craig Wright, City Controller; Honorable Dan Ridenour, Mayor; Jeff Robinson, President of the Common Council; Richard Ivy, Deputy Mayor; and Matt Wagley, Deputy City Controller.

SANITARY DISTRICT
CITY OF MUNCIE

SANITARY DISTRICT
CITY OF MUNCIE
AUDIT RESULT AND COMMENT

PERSONAL CELL PHONE REIMBURSEMENT

The same comment also appeared in prior Report B56237.

Condition and Context

During 2020, the Sanitary District reimbursed three employees \$356, \$459, and \$775, respectively, for their personal cell phone bill, but did not have sufficient documentation detailing the business purpose for the reimbursement. The Sanitary District has a resolution and policy addressing personal cell phone reimbursement; however, it does not address the following items:

1. Which employees are eligible for reimbursement.
2. The resolution states in part: ". . . the District may reimburse them up to \$100." but it does not state how often the eligible employees can receive this reimbursement.
3. The resolution does not provide any guidance on what documentation the employee should provide to receive this reimbursement.
4. The resolution does not address the calculation and reporting of this fringe benefit.
5. The resolution does not address which one-time charges are allowable and what documentation should be maintained to support these.
6. The resolution does not address whether multiple devices or lines may be reimbursed for one employee.

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 Cities and Towns, Chapter 1)

Public funds may not be used to pay for personal items or for expenses which do not relate to the functions and purposes of the unit. Any personal expenses paid by the unit may be the personal obligation of the responsible official or employee. (Accounting and Uniform Compliance Guidelines Manual for Cities and Towns, Chapter 1)

All compensation and benefits paid to officials and employees must be included in the labor contract, salary ordinance, resolution, or salary schedule adopted by the governing body unless otherwise authorized by law. Compensation must be paid in a manner that will facilitate compliance with state and federal reporting requirements. (Accounting and Uniform Compliance Guidelines Manual for Cities and Towns, Chapter 1)

Each unit is responsible for complying with the ordinances, resolutions, and policies it adopts. (Accounting and Uniform Compliance Guidelines Manual for Cities and Towns, Chapter 1)

SANITARY DISTRICT
CITY OF MUNCIE
EXIT CONFERENCE

The contents of this report were discussed on October 7, 2021, with Craig Wright, City Controller; Honorable Dan Ridenour, Mayor; Jeff Robinson, President of the Common Council; Stephen Brand, President of the Sanitary District Board; Matt Wagley, Deputy City Controller; and Gretchen Cheesman, Community Service Director.