



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

December 29, 2021

TO: THE OFFICIALS OF THE WANATAH PUBLIC LIBRARY, LAPORTE COUNTY, INDIANA

As authorized under Indiana Code 5-11-1, we performed certain procedures to the accounting records and related documents of the Wanatah Public Library (Library), LaPorte County, for the period of January 1, 2017 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

BANK ACCOUNT RECONCILIATIONS

Condition and Context

Depository reconciliations of the Library's fund balances to its bank account balances had not been presented for review. In addition, the Library had not provided a detailed listing of outstanding checks and other reconciling items as of December 31, 2020; therefore, the year-end reconciliation did not balance. As a result, the financial statement ending cash and investments balance was \$5,151 less than the bank balance.

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."

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. (Accounting and Uniform Compliance Guidelines Manual for Libraries, Chapter 1)

COMPENSATION AND BENEFITS

Condition and Context

The Library had not provided an annual salary resolution or ordinance, Library Board minutes, or other documentation setting and approving the salaries and wages of Library officers and employees during the engagement period.

Criteria

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 Libraries, Chapter 1)

This report 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 report, 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.

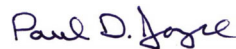
SCHEDULE OF CASH AND INVESTMENT BALANCES - REGULATORY BASIS For the Year Ended December 31, 2020

Fund	Cash and Investments 12-31-20
Library Operating Fund	\$ 123,872
Rainy Day Fund	10,525
Gift Fund	930
REMC Robotics Fund	850
Riverboat Fund - Win Tax	<u>17,509</u>
Total	<u>\$ 153,686</u>

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

The contents of this report were communicated to Donald Parker, Director; Kelli Scurlock, Treasurer; and Marlene Mitzner, President of the Library Board, on December 14, 2021.

Respectfully,


Paul D. Joyce, CPA
State Examiner

Wanatah Public Library

OFFICIAL RESPONSE

December 23, 2021

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

Re: Acknowledgement and Response to Audit Findings

The Wanatah Public Library acknowledges the deficiencies cited below from the findings for the Library's 2017-2020 fiscal years, and plans and proposes the following correctives:

1. *Bank Account Reconciliations:* The Library will immediately work with our accountant, and in consultation with the State Board of Accounts, to put in place an adequate and appropriate method of monthly reconciliation of accounts, reviewed monthly for compliance with Indiana code.
2. *Compensation and Benefits:* The Library believed that it had provided an adequate and up to date salary resolution as requested. Therefore, the Library will work with the State Board of Accounts to produce and record annually an acceptable resolution of Compensation and Benefits.

Sincerely,



Donald A. Parker
Director

114 South Main Street P.O. Box 299 Wanatah, Indiana 46390-0299

Phone 219-733-9303

Fax 219-733-2763

E-Mail wanatah@hotmail.com

Website www.wanatahlibrary.com