

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

SUPPLEMENTAL COMPLIANCE REPORT  
OF  
VAN BIBBER LAKE CONSERVANCY DISTRICT  
PUTNAM COUNTY, INDIANA  
January 1, 2020 to December 31, 2020



**FILED**  
04/07/2022



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SCHEDULE OF OFFICIALS

<u>Office</u>	<u>Official</u>	<u>Term</u>
Treasurer	Barbara Johnson Mary Owens	01-01-20 to 12-31-21 01-01-22 to 12-31-22
President of the District Board	Timothy Vandagriff	01-01-20 to 12-31-22



**STATE OF INDIANA**  
AN EQUAL OPPORTUNITY EMPLOYER

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TO: THE OFFICIALS OF THE VAN BIBBER LAKE CONSERVANCY  
DISTRICT, PUTNAM COUNTY, INDIANA

This report is supplemental to our audit report of the Van Bibber Lake Conservancy District (District), 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 District. It should be read in conjunction with our Financial Statement Audit Report of the District, which provides our opinions on the District's financial statement. This report may be found at [www.in.gov/sboa/](http://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.

Beth Kelley, CPA, CFE  
Deputy State Examiner

March 24, 2022

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TREASURER  
VAN BIBBER LAKE CONSERVANCY DISTRICT

TREASURER  
VAN BIBBER LAKE CONSERVANCY DISTRICT  
AUDIT RESULTS AND COMMENTS

**CAPITAL ASSETS**

*Condition and Context*

The District did not maintain a complete detailed listing of capital assets owned which reflected their acquisition value. In addition, the District had not performed a physical inventory in the last two years.

*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 Special Districts, Chapter 1)

**INTERNAL CONTROLS**

*Condition and Context*

There was deficiency in the internal control system of the District related to financial close and reporting. The District had not established a system of internal control over financial information entered into the Indiana Gateway for Government Units (Gateway) financial reporting system, which was the source of the District's Annual Financial Report and financial statement. There was no evidence of an internal control such as an oversight, review, or approval process.

*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. . . .

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. . . ."

TREASURER  
VAN BIBBER LAKE CONSERVANCY DISTRICT  
EXIT CONFERENCE

The contents of this report were discussed on March 24, 2022, with Barbara Johnson, former Treasurer; Mary Owens, Treasurer; and Timothy Vandagriff, President of the District Board.

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DISTRICT BOARD  
VAN BIBBER LAKE CONSERVANCY DISTRICT

DISTRICT BOARD  
VAN BIBBER LAKE CONSERVANCY DISTRICT  
AUDIT RESULT AND COMMENT

***CAPITAL ASSETS***

*Condition and Context*

The District had not adopted a capital asset policy that detailed the threshold at which an item was considered a capital asset.

*Criteria*

The governing body of a unit must have a written policy concerning capital assets that includes at a minimum, the threshold at which an item is considered a capital asset. (Accounting and Uniform Compliance Guidelines Manual for Special Districts, Chapter 1)

DISTRICT BOARD  
VAN BIBBER LAKE CONSERVANCY DISTRICT  
EXIT CONFERENCE

The contents of this report were discussed on March 24, 2022, with Barbara Johnson, former Treasurer; Mary Owens, Treasurer; and Timothy Vandagriff, President of the District Board.