



STATE OF INDIANA

AN EQUAL OPPORTUNITY EMPLOYER

B43837

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July 14, 2014

TO: THE OFFICIALS OF BOONE TOWNSHIP, HARRISON COUNTY, INDIANA

As authorized under Indiana Code 5-11-1, we performed certain procedures to the accounting records and related documents of Boone Township (Township), for the period of January 1, 2010 to December 31, 2013, to determine compliance with applicable Indiana laws and uniform compliance guidelines established by the Indiana State Board of Accounts.

Our procedures were designed solely to satisfy the requirements of Indiana Code 5-11-1. Because our procedures were not designed to opine on the Township's financial statements, we did not follow *generally accepted auditing standards*. Accordingly, we do not express an opinion on any basic financial statement of the Township.

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 Township's Annual Financial Reports filed for years prior to 2011 can be found on the Indiana Transparency Portal website: www.in.gov/itp/annual_reports/. For years 2011 and later, the Annual Financial Reports filed by the Township can be found on the Gateway website: <https://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.

Current Period Comments

- *The financial institution did not return the actual cancelled checks with the monthly bank statements, but instead returned only an optical image of the front side of the checks. The back side or endorsement side of the checks was not returned.*
- *The Township did not present Township Form 17 establishing the salaries of the Township employees for the years 2010, 2011, 2012, and 2013.*
- *Each elected officer did not certify in writing that the officer had not violated Indiana Code 36-1-20.2 (Nepotism) by December 31, 2012 and 2013. The only certification presented for examination was by one of the Township Board members.*
- *Each elected officer did not certify in writing that the officer had not violated Indiana Code 36-1-21 (Contracting With a Unit) by December 31, 2012 and 2013. The only certification presented for examination was by one of the Township Board members.*

- *The records presented for examination indicated disbursements were made from the Riverboat Fund in the amounts of \$9,000 and \$2,250 for the years 2010 and 2011, respectively, without obtaining appropriations.*
- *Payroll withholdings were not properly posted in the Financial and Appropriation Record.*
- *The Township did not withhold and remit Federal and State income taxes from the Township salaries paid.*
- *The Social Security and Medicare tax withholdings along with the Township's contributions were paid to the IRS in January of each year for the previous year's taxes; instead of, remitting the taxes on a quarterly basis.*

This letter is intended for the information and use of the governing body and management of the Township. This restriction is not intended to limit the distribution of this letter, which is a matter of public record.

The contents of this letter were discussed on May 20, 2014, with Linda King, Trustee.

Paul D. Joyce
Paul D. Joyce, CPA
State Examiner