



**STATE OF INDIANA**  
AN EQUAL OPPORTUNITY EMPLOYER

B43848

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July 14, 2014

TO: THE OFFICIALS OF GRAHAM TOWNSHIP, JEFFERSON COUNTY, INDIANA

As authorized under Indiana Code 5-11-1, we performed certain procedures to the accounting records and related documents of Graham 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/](http://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**

- *Depository reconciliations of the fund balances to the bank account balances were not presented for review for all 48 months of the review period.*
- *The records presented for review showed the following disbursements in excess of budgeted appropriations:*

<u>Years</u>	<u>Fund</u>	<u>Excess Amount Disbursed</u>
2011	Township Assistance	\$ 325
2013	Township Assistance	5,426
2013	Fire Fighting	218

- *The Township did not adopt a resolution establishing salaries of Township officers and employees.*
- *Compensation paid to the Township Clerk and Board members were paid without the Township withholding federal, state, and local taxes.*
- *W-2s for Township Board members were not presented for examination.*
- *Contracts for mowing of cemeteries were not presented for examination for the years 2010, 2011, and 2013.*
- *Township assistance payments were made without an Application for Township Assistance on file. Applications for Township Assistance were not presented for 2010, two applications were not presented for 2011, one application was not presented for 2012 and one application was not presented for 2013.*
- *No supporting documentation (purchase orders, receipts, and invoices) was presented for review for Township Assistance payments for the year 2010.*
- *Township Assistance Standards established in accordance with Indiana Code 12-20-5.5-1 were not presented for review.*
- *The annual abstract of receipts and expenditures was not published in accordance with Indiana Code 36-6-4-13 for 2010, 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.*
- *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 Township did not timely file a Certified Report of Names, Addresses, Duties and Compensation of Public employees (Form 100-R or its equivalent) with the Indiana State Board of Accounts for 2010 and 2012. The 2010 report was filed on December 5, 2011, and the 2012 report was filed February 19, 2013, which were 308 and 19 days, respectively, past the due date.*

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 April 25, 2014, with Viva Shannon Hamilton, Trustee.

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