



STATE OF INDIANA
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B43945

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July 28, 2014

TO: THE OFFICIALS OF UNION TOWNSHIP, HOWARD COUNTY, INDIANA

As authorized under Indiana Code 5-11-1, we performed certain procedures to the accounting records and related documents of Union Township (Township), for the period of January 1, 2011 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.

Unresolved Comments From Prior Reports

- *Depository reconciliations of the fund balances to the bank account balances were not presented for examination for any months during the examination period. There was no indication that any reconcilements were performed.*
- *The records presented for review indicated the following disbursements in excess of budgeted appropriations*

| <u>Years</u> | <u>Fund</u> | <u>Amount</u> |
|--------------|---------------------|---------------|
| 2012 | Fire Fighting | \$ 3,258.00 |
| 2013 | Township | 5,944.94 |
| 2013 | Township Assistance | 708.64 |

- *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 2011. The report was filed on April 24, 2012, which was 83 days past the due date.*

Current Period Comments

- *The Annual Financial Report filed on Gateway for 2011 contained errors and did not properly reflect the financial activity of the Township.*

| <u>Years</u> | <u>Fund</u> | <u>Category</u> | <u>Amount Per Gateway</u> | <u>Amount Per Township Ledger</u> | <u>Difference</u> |
|--------------|-------------|-------------------|---------------------------|-----------------------------------|-------------------|
| 2011 | Township | Disbursements | \$ 32,223.33 | \$ 32,400.29 | \$ (176.96) |
| 2011 | Township | Ending balance | 15,511.86 | 15,334.90 | 176.96 |
| 2012 | Township | Beginning balance | 15,511.86 | 15,334.90 | 176.96 |
| 2012 | Township | Ending balance | 4,392.07 | 4,215.11 | 176.96 |

- *The wages reported on the W-2s issued for 2011 did not agree with the actual amounts paid to employees.*
- *The Township paid penalties, interest, and other charges to the IRS, Howard County Treasurer, and AT&T in the amount of \$237.63 because the Township did not remit payments on a timely basis.*
- *The Annual Financial Report for 2011 was not filed electronically until April 11, 2012, which was 42 days 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 May 14, 2014, with Stephen Carpenter, Trustee.

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