



# STATE OF INDIANA

AN EQUAL OPPORTUNITY EMPLOYER

B44849

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February 27, 2015

TO: THE OFFICIALS OF BATH TOWNSHIP, FRANKLIN COUNTY, INDIANA

As authorized under Indiana Code 5-11-1, we performed certain procedures to the accounting records and related documents of Bath 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.

### ***Unresolved Comments From Prior Report***

- *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, 2011, 2012, and 2013. The reports were filed on May 9, 2011, April 30, 2012, February 3, 2013, and February 14, 2014; which were 98, 90, 3, and 14 days, respectively, past the due dates.*
- *Depository reconciliations of the fund balances to the bank account balances were not presented for 2010, 2011, 2012, or 2013.*
- *Employees of the Township were paid without the Township withholding Social Security and Medicare taxes during the period of review.*
- *W-2s were not issued for any Township employees during the period of review.*

- *The Trustee's Surety Bond was insufficient per the Indiana Code for 2010 and 2011. The Trustee did not obtain an individual Surety Bond for 2013.*

#### **Current Period Comments**

- *The Annual Financial Report for 2013 was not filed electronically until June 24, 2014, which was 115 days past the due date.*
- *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.*
- *Monthly distributions were received by the Township from Franklin County. Receipts were deposited later than the first and fifteenth of the month for five months in 2010, two months in 2011, eleven months in 2012, and five months in 2013.*
- *Supporting documentation was not provided for disbursements made in 2010 or 2011. Supporting documentation was only provided for three disbursements in 2012.*
- *Township Assistance Standards were not established in accordance with Indiana Code 12-20-5.5-1.*
- *The Township did not have a Nepotism Policy for 2012 or 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, or December 31, 2013.*
- *The Township did not have a Contracting Policy for 2012 or 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 December 31, 2013.*

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 December 18, 2014, with Greg Meier, Trustee.

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