



STATE OF INDIANA

AN EQUAL OPPORTUNITY EMPLOYER

STATE BOARD OF ACCOUNTS
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June 11, 2015

TO: THE OFFICIALS OF GREEN TOWNSHIP, NOBLE COUNTY, INDIANA

As authorized under Indiana Code 5-11-1, we performed certain procedures to the accounting records and related documents of Green Township (Township), for the period of January 1, 2010 to December 31, 2014, 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 Report

- *Minutes of meetings of the governing body for 2010-2014 were not presented for review.*
- *Payroll taxes were not withheld or remitted for Board members from 2011-2014.*
- *Annual Reports for the years 2011, 2013, 2014, were submitted 84, 163, 4 days late, respectively. The reports were not properly published from 2010-2014.*

Current Period Comments

- *W-2s filed for 2010 were not correct. W-2s were issued to Township Board members indicating compensation had been paid; however, there was no compensation recorded in the Township ledgers for Board members in 2010. The Trustee underreported his wages by \$511 on his W-2.*

- *Payroll withholdings due to the federal government were underpaid by \$119.70, \$239.40, \$137.70, and \$275.40 for the years 2011, 2012, 2013, and 2014 respectively. Payroll withholdings paid to the federal government were overpaid by \$357.79 for the year 2010.*
- *The Township did not adopt a resolution establishing salaries of Township officers and employees for the years 2012, 2013, and 2014.*
- *The Trustee failed to complete the necessary federal 1099Misc forms to report rent and contract payments for services in excess of \$600.*
- *Contracts were not presented to support payments for mowing or payments to the Green Township 4H or Churubusco Park.*
- *Bank statements were not presented for 2010 and 2011.*
- *The financial institution did not return the actual cancelled check or an optical image with the monthly bank statements in 2012, 2013, and 2014.*
- *The Trustee failed to obtain an approved budget from the Department of Local Government Finance in 2011 and 2012.*
- *The Township did not have a Nepotism Policy for 2012, 2013, or 2014.*
- *The Township did not have a Contracting Policy for 2012, 2013, or 2014.*
- *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, 2013, and 2014.*
- *Township Assistance applications were not presented for review.*
- *The Township overspent Firefighting fund appropriations in 2010 and 2013 and the Park and Recreation fund in 2014.*
- *Trustee had insufficient bond coverage for 2010 and 2011 and failed to have any coverage for 2012-2014.*
- *The payroll fund was erroneously reported as the Rainy Day fund on the Gateway financial report.*

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 15, 2015, with Michelle Pippenger, Trustee.

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