



STATE OF INDIANA
AN EQUAL OPPORTUNITY EMPLOYER

STATE BOARD OF ACCOUNTS
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June 6, 2014

TO: THE OFFICIALS OF GUTHRIE TOWNSHIP, LAWRENCE COUNTY, INDIANA

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

- *Depository reconciliations of the fund balances to the bank account balances were conducted. At December 31, 2013, the bank balanced to the All Funds column in the ledger; however, the bank balance was \$124.95 short of the individual fund balances.*

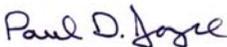
- *The records presented for examination indicated the Cumulative Fire fund expenditures were in excess of budgeted appropriations in 2013.*

<u>Year</u>	<u>Fund</u>	<u>Excess Amount Disbursed</u>
2013	Cumulative Fire	<u>\$ 15,445.80</u>

- *The Township did not adopt a resolution establishing salaries of Township officers and employees.*
- *The Township did not timely file a Certified Report of Names, Addresses and Compensation of Public Employees (Form 100-R or its equivalent) with the State Board of Accounts for 2010 and 2011. The report was filed on May 18, 2011, for 2010, and March 9, 2012, for 2011, which is 107 and 37 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 April 23, 2014, with Nickie R. Hubbard, Trustee.


 Paul D. Joyce, CPA
 State Examiner