



# STATE OF INDIANA

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June 12, 2014

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

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

- *As of December 31, 2013, the bank account reconciliation identified a cash long in the amount of \$1,231.63.*
- *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.*
- *The Annual Financial Report filed on Gateway for 2011, 2012, and 2013 contained a number of errors and did not properly reflect the financial activity of the Township as shown in the table below:*

<u>Year</u>	<u>Fund</u>	(Beg Bal, Receipt, Disb, End Bal) <u>Category</u>	<u>Amount per Gateway</u>	<u>Amount Per Township Ledger</u>	<u>Difference</u>
2011	Township	Beg Bal	\$ 128,426.30	\$ 64,213.15	\$ 64,213.15
2011	Township Assistance	Beg Bal	37,898.12	18,949.06	18,949.06
2011	Fire Fighting	Beg Bal	31,818.96	15,909.48	15,909.48
2011	Cumulative Fire	Beg Bal	345,063.52	172,531.75	172,531.77
2011	Rainy Day	Beg Bal	5,087.04	2,543.52	2,543.52
2011	Levy Excess	Beg Bal	549.90	274.95	274.95
2011	Township	Receipt	26,706.51	26,908.40	(201.89)
2011	Township Assistance	Disbursement	13,665.24	13,574.86	90.38
2011	Fire Fighting	Disbursement	40,294.16	39,920.71	373.45
2011	Township	End Bal	107,064.34	43,053.08	64,011.26
2011	Township Assistance	End Bal	30,084.13	11,135.07	18,949.06
2011	Fire Fighting	End Bal	24,214.47	8,304.99	15,909.48
2011	Cumulative Fire	End Bal	371,134.48	198,602.72	172,531.76
2011	Rainy Day	End Bal	5,087.04	2,543.52	2,543.52
2011	Levy Excess	End Bal	274.94	-	274.94
2012	Township	Beg Bal	107,064.34	43,053.08	64,011.26
2012	Township Assistance	Beg Bal	30,084.13	11,135.07	18,949.06
2012	Fire Fighting	Beg Bal	24,214.47	8,304.99	15,909.48
2012	Cumulative Fire	Beg Bal	371,134.48	198,602.72	172,531.76
2012	Rainy Day	Beg Bal	5,087.04	2,543.52	2,543.52
2012	Levy Excess	Beg Bal	274.95	-	274.95
2012	Cumulative Fire	Receipt	27,577.84	27,343.52	234.32
2012	Township	End Bal	74,678.54	10,667.28	64,011.26
2012	Township Assistance	End Bal	39,263.73	20,314.67	18,949.06
2012	Fire Fighting	End Bal	25,457.04	9,547.56	15,909.48
2012	Cumulative Fire	End Bal	316,324.00	144,026.56	172,297.44
2012	Rainy Day	End Bal	5,087.04	2,543.52	2,543.52
2012	Levy Excess	End Bal	274.95	-	274.95
2013	Township	Beg Bal	74,678.54	10,667.28	64,011.26
2013	Township Assistance	Beg Bal	39,263.73	20,314.67	18,949.06
2013	Fire Fighting	Beg Bal	25,457.04	9,547.56	15,909.48
2013	Cumulative Fire	Beg Bal	316,324.00	144,026.56	172,297.44
2013	Rainy Day	Beg Bal	5,087.04	2,543.52	2,543.52
2013	Levy Excess	Beg Bal	274.95	-	274.95
2013	Township	End Bal	69,805.86	5,794.60	64,011.26
2013	Township Assistance	End Bal	36,873.11	17,924.05	18,949.06
2013	Fire Fighting	End Bal	16,975.04	1,065.56	15,909.48
2013	Cumulative Fire	End Bal	251,691.57	79,394.13	172,297.44
2013	Rainy Day	End Bal	5,087.04	2,543.52	2,543.52
2013	Levy Excess	End Bal	274.95	-	274.95

- *For receipts tested, 23 were deposited later than the first and fifteenth of the month. There were instances where receipts were not deposited until 2 or 3 months later.*
- *The records presented for examination indicated the following disbursements in excess of budgeted appropriations:*

<u>Year</u>	<u>Fund</u>	<u>Excess Amount</u> <u>Disbursed</u>
2011	Township	\$ 920.71
2013	Firefighting	3,736.73

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 Susan Evans, Trustee.

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