



STATE OF INDIANA
AN EQUAL OPPORTUNITY EMPLOYER

B43762

STATE BOARD OF ACCOUNTS
302 WEST WASHINGTON STREET
ROOM E418
INDIANAPOLIS, INDIANA 46204-2769

Telephone: (317) 232-2513
Fax: (317) 232-4711
Web Site: www.in.gov/sboa

June 27, 2014

TO: THE OFFICIALS OF GRANT TOWNSHIP, BENTON COUNTY, INDIANA

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

- *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 were not returned.*
- *The Township did not adopt a resolution establishing salaries of Township officers and employees.*
- *The Township did not have a Nepotism Policy for 2012 and 2013.*
- *The Township did not have a Contacting Policy for 2012 and 2013.*

- *Each elected officer (Board members and Trustee) did not certify in writing that the officer had not violated Indiana Code 36-1-20.2 (Nepotism) by December 31, 2012 and 2013.*
- *Each elected officer (Board members and Trustee) 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 2013.*
- *Receipts were not deposited timely. For example, the Township received monthly CAGIT checks from the County Auditor; the checks for January and February 2013 CAGIT were not deposited and posted to the records until March 1, 2013. For 2013, 16 out of 19 receipts were not deposited timely.*

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 1, 2014, with Monica Daulton, Trustee.


Paul D. Joyce, CPA
State Examiner

May 8, 2014

Paul Joyce, State Examiner

State Board of Accounts

I, Monica R. Daulton, respectfully want to submit by response, to correct errors of Grant Township.

- I have requested that Farmers & Merchants Bank send copies of front and back of cancelled checks with the monthly statements.
- I am establishing a Nepotism Policy for the township
- I am establishing a Contacting Policy
- I am going to deposit checks in a timely manner
- I will establish a resolution for salaries of township officers and employees

Thank You,

A handwritten signature in black ink that reads "Monica R. Daulton". The signature is written in a cursive, flowing style.

Monica R. Daulton, Grant Township Trustee