



STATE OF INDIANA
AN EQUAL OPPORTUNITY EMPLOYER

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June 27, 2014

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

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

- *Several payments were made from the Township Assistance fund which did not have vendor invoices attached. The purchase order signed by the vendor was retained, but not the vendor invoice.*
- *The Township did not have a Nepotism (Employment) and Contracting 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.*

- *The Township paid \$20,456.50 to the Otterbein Volunteer Fire Department from the Cumulative Fire fund. The check indicated the payment was for a fire truck; however, a vendor invoice and/or contract was not provided for review to support the disbursement.*

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 30, 2014, with Jennifer Pritchett, Trustee.

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