



STATE OF INDIANA

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B43845

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July 14, 2014

TO: THE OFFICIALS OF GREENVILLE TOWNSHIP, FLOYD COUNTY, INDIANA

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

Unresolved Comments From Prior Report

- *Members of the Township Board were paid without the Township withholding federal, state, and local taxes.*
- *The Township issued a Form 1099 to the Township Board members for their wages in the years 2010, 2011, 2012, and 2013; instead of issuing a W-2 for each member.*

Current Period Comments

- *Depository reconciliations of the fund balances to the bank account balances were not presented for examination for 48 months during the review period. The Trustee stated that visual reconciliations were made but no formal documented reconciliations were performed.*

- Although the Total of All Funds did reconcile with the ledger at December 31, 2013, we were unable to verify the accuracy of each individual fund's
- 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.

Years	Fund	Category	Amount Per Gateway	Amount Per Township Ledger	Difference
2011	Township	Ending Bal.	\$ 8,176.88	\$ 7,507.59	\$ 669.29
2011	Township Assistance	Ending Bal.	3,228.02	3,878.02	(650.00)
2011	Fire Fighting	Ending Bal.	24,326.73	24,054.02	272.71
2011	Cumulative Fire	Beg. Bal.	106,802.83	106,803.33	(0.50)
2011	Rainy Day	Receipts	7,629.00	32,985.96	(25,356.96)
2011	Rainy Day	Disburse.	750.00	26,107.00	(25,357.00)
2011	Dog	Beg. Bal.	336.50	-	336.50
2011	Dog	Ending Bal.	336.50	-	336.50
2012	Township	Beg. Bal.	8,176.88	7,507.59	669.29
2012	Township	Disburse.	19,094.35	19,279.15	(184.80)
2012	Township	Ending Bal.	19,684.39	18,806.81	877.58
2012	Township Assistance	Beg. Bal.	3,228.02	3,878.02	(650.00)
2012	Township Assistance	Ending Bal.	254.33	570.65	(316.32)
2012	Fire Fighting	Beg. Bal.	24,326.73	24,054.02	272.71
2012	Fire Fighting	Ending Bal.	17,903.34	17,630.63	272.71
2012	Cumulative Fire	Disburse.	-	1,730.56	(1,730.56)
2012	Cumulative Fire	Ending Bal.	57,496.48	55,749.13	1,747.35
2012	Rainy Day	Ending Bal.	20,886.72	18,137.85	2,748.87
2012	Dog	Beg. Bal.	336.50	-	336.50
2012	Dog	Ending Bal.	336.50	-	336.50
2013	Township	Beg. Bal.	19,684.39	18,806.81	877.58
2013	Township	Receipts	22,649.76	24,121.68	(1,471.92)
2013	Township	Beg. Bal.	23,825.23	25,144.37	(1,319.14)
2013	Township Assistance	Beg. Bal.	254.33	570.65	(316.32)
2013	Township Assistance	Disburse.	10,888.04	20,702.04	(9,814.00)
2013	Township Assistance	Ending Bal.	33,219.28	23,405.33	9,813.95
2013	Fire Fighting	Beg. Bal.	17,903.34	17,630.63	272.71
2013	Cumulative Fire	Beg. Bal.	57,496.48	55,749.13	1,747.35
2013	Cumulative Fire	Disburse.	48,807.31	39,293.91	9,513.40
2013	Rainy Day	Beg. Bal.	20,886.72	18,137.85	2,748.87

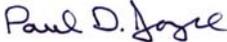
- The Total of All Funds columns in the Financial and Appropriation Record (ledger) did not agree with the individual funds. In addition, the ledger pages were not totaled on a monthly or annual basis for each fund and the Total of All Funds.
- The records presented for review indicated the following disbursements in excess of budgeted appropriations:

Years	Fund	Excess Amount Disbursed
2010	Township	\$ 1,848.83
2011	Cumulative Fire	51,130.00
2011	Rainy Day	26,107.00
2012	Rainy Day	637.00
2013	Township Assistance	3,402.04
2013	Rainy Day	834.00

- *The Township did not adopt a resolution establishing salaries of Township officers and employees. Based on discussion with the Trustee, a resolution establishing salaries has never been used since salaries are set by the Board in the annual budget.*
- *The Certified Report of Names, Addresses, Duties and Compensation of Public Employees (Form 100-R or its equivalent) was incomplete. Only two of the three Board members were reported on the 100-R form for the year 2012.*
- *Township Assistance Standards established in accordance with Indiana Code 12-20-5.5-1 were not presented for review.*
- *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, and December 31, 2013.*
- *The Township did not have a Contracting Policy for 2012 and 2013.*
- *Each elected officer did not certify in writing that the officer had not violated Indiana Code 36-1-21 (Contracting With a Unit) by December 31, 2010, and December 31, 2013.*
- *The Township did not timely file a Certified Report of Names, Addresses, Duties and Compensation of Public Employees (Form 100-R or its equivalent) with the Indiana State Board of Accounts for the years 2010 and 2011. The reports were filed on May 9, 2011, and February 7, 2012, respectively, which were 129 days and 7 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 May 22, 2014, with Frank Loop, Trustee, and Patty Nelson, Board member.


Paul D. Joyce, CPA
State Examiner