



**STATE OF INDIANA**  
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B43846

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July 14, 2014

TO: THE OFFICIALS OF PIPE CREEK TOWNSHIP, MIAMI COUNTY, INDIANA

As authorized under Indiana Code 5-11-1, we performed certain procedures to the accounting records and related documents of Pipe Creek Township (Township), for the period of January 1, 2011 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**

- *Depository reconciliations of the fund balances to the bank account balances were conducted; however, the reconciliation did not balance. The Trustee was comparing the bank statements to her ledger but was not completing a proper reconciliation. We noted as of December 31, 2013, the bank account reconciliation identified cash long in the amount of \$295.59.*
- *The records presented for review indicated the following disbursements in excess of budgeted appropriations: 2013 Township \$475.00, 2013 Fire Fighting \$10,551.40.*
- *The Township did not adopt a resolution establishing salaries of Township officers and employees.*
- *Employees of the Township were paid without the Township withholding federal, state, and local taxes.*

- *Payments made in 2013 for Fire Protection did not comply with the amount in the written contract. (Payments were \$4,064.90 short of what the contract stated). Payments made in 2012 for Fire Protection did not comply with the amount of the contract. (Payments were \$16,008 short of what the contract stated).*
- *No supporting documentation or records were presented for review that an official bond was obtained by the Trustee for 2011.*
- *The Township did not have a Contracting Policy for 2012 or 2013.*
- *The elected officer did not certify in writing that they had not violated Indiana Code 36-1-21 (Contracting With a Unit) by December 31, 2012 or 2013.*

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 June 17, 2014, with Christina D. Kreutzer, Trustee.

  
Paul D. Joyce, CPA  
State Examiner