



STATE OF INDIANA
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B43849

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

July 14, 2014

TO: THE OFFICIALS OF HOWARD TOWNSHIP, HOWARD COUNTY, INDIANA

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

- *Depository reconciliations of the fund balances to the bank account balances were conducted; however, the reconciliation did not balance because of fund balance differences of \$388.65 and unidentified old outstanding checks of \$88.*
- *The Annual Financial Report filed on Gateway for 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
2013	Township	Receipt	\$ 86,994	\$ 27,985	\$ 59,009
2013	Township	Beg Bal	75,717	75,713	4
2013	Township	End Bal	143,044	54,276	58,768
2013	Township	Disbursements	19,667	19,422	245
2012	Fire Fighting	End Bal	78,574	78,189	384
2012	Fire Fighting	Receipts	33,208	29,598	(3,610)
2012	Fire Fighting	Beg Bal	77,376	74,151	3,225

- *The records presented for review indicated the following disbursements in excess of budgeted appropriations:*

<u>Years</u>	<u>Fund</u>	<u>Excess Amount Disbursed</u>
2012	Township Assistance	\$ 25,173.90
2012	Fire Fighting	16,267.61
2013	Township Assistance 2011	1,695.82

Current Period Comments

- *The Township did not adopt a resolution establishing salaries of Township officers and employees.*
- *The Township did not have the required meeting to review and adopt the Annual Report in accordance with Indiana Code 36-6-6-9 for 2010, 2011, and 2012.*
- *The Trustee did not obtain an individual surety bond for 2010, 2011.*
- *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 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, 2012 and 2013.*
- *The 2011-2013 mowing contracts, 2011 fire protection contracts, and 2013 official bond were not presented for review.*
- *The Annual Report for 2010 was not filed until April 25, 2011, which is 55 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 June 18, 2014, with Lee Miller, Trustee.

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