



STATE OF INDIANA
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B43851

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July 14, 2014

TO: THE OFFICIALS OF COLUMBIA TOWNSHIP, WHITLEY COUNTY, INDIANA

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

- *As of December 31, 2013, the bank account reconciliation identified cash long in the amount of \$23,267.98 due to a difference between the carrying value of the certificates of deposit per the investments register, and as independently confirmed, versus the amount reported in the Cash in Funds Balance Sheet as generated from the Financial Management System. The confirmed balances as recorded in the investments register totaled \$712,599.80. The total per the Cash in Funds Balance Sheet as generated from the Financial Management System totaled \$689,330.83.*
- *The Payroll Withholdings fund cash balance was overdrawn at December 31, 2012, in the amount of \$158.86.*
- *The Trustee was paid \$3,600 per year in each of the years 2010, 2011, and 2012 for rent; he was paid \$4,020 for rent in 2013. No evidence was presented for review that these amounts were properly reported to the Internal Revenue Service on Form 1099 as required.*

- *No evidence was presented for examination that Township Form No. 17, Resolution Establishing Salaries of Township Officers and Employees was properly adopted for 2010 through 2013, inclusive.*
- *Township Board members, who are employees of the Township, were paid without the Township withholding federal, state, and local taxes. Their compensation was reported on Internal Revenue Service Form 1099 which is to be used for non-employee compensation. The compensation of employees is properly reported on Internal Revenue Service Form W-2.*
- *The Official Bonds for the Trustee for the years of 2010 through 2013, inclusive were not presented for review.*
- *The Township's Annual Report for 2013 was not filed electronically until April 11, 2014, which was 40 days past the due date.*
- *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 2010 and 2011. The reports for 2010 and 2011 were filed on September 8, 2011, and March 21, 2012, respectively, which is 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 17, 2014, with Michael G. Myers, Trustee.


Paul D. Joyce, CPA
State Examiner