



STATE OF INDIANA
AN EQUAL OPPORTUNITY EMPLOYER

B43885

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July 18, 2014

TO: THE OFFICIALS OF OWEN TOWNSHIP, CLARK COUNTY, INDIANA

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

- *Board members of the Township were paid without the Township withholding federal, state, and local taxes for the years 2010, 2011, 2012, and 2013.*
- *W-2s were not issued to the Township Board members for the years 2010, 2011, 2012, and 2013.*
- *Township Assistance Standards were not established in accordance with Indiana Code 12-20-5.5-1 for the examination period.*

Current Period Comments


- *The Annual Financial Report filed on Gateway for 2011 contained a number of errors and did not properly reflect the financial activity of the Township.*

<u>Year</u>	<u>Fund</u>	<u>Category</u>	<u>Amount Per Gateway</u>	<u>Amount Per Ledger</u>	<u>Difference</u>
2011	Rainy Day	Beg. Balance	\$ -	\$ 1,287.02	\$ (1,287.02)
2011	Rainy Day	Ending Balance	-	1,287.02	(1,287.02)

- *Payments made for mowing services were not supported by a written contract for the years 2010, 2011, 2012, and 2013.*
- *Several payments were observed which did not contain adequate supporting documentation, such as receipts, invoices, and other public records. The Township paid \$300 per year for the mowing of cemeteries; however, no itemized invoices were presented to show when the services were provided for 2010, 2011, 2012, and 2013.*
- *The Township did not have a Nepotism Policy for the years 2012 and 2013.*
- *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 the years 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 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 years 2011, 2012 and 2013. The report was filed on February 6, 2012, February 12, 2013, and February 12, 2014, respectively, which is 6, 12, and 12 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 2, 2014, with Leroy Graebe, Trustee.


Paul D. Joyce, CPA
State Examiner