



STATE OF INDIANA

AN EQUAL OPPORTUNITY EMPLOYER

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July 25, 2014

TO: THE OFFICIALS OF RICHLAND TOWNSHIP, MIAMI COUNTY, INDIANA

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

- *A resolution establishing salaries and wages of Township officers and employees, Township Form No. 17, was not presented for each of the three years reviewed.*
- *The Township made two disbursements in 2013 to the Roann Volunteer Fire Department totaling \$8,208. The contract presented for review stated the Township was to pay \$4,500 for fire protection services for the year of 2013. No supplemental information was provided to support the additional amount paid.*
- *The Township did not have a contracting policy as for the years of 2012 and 2013. The Trustee and each Board member had not made an annual certification that they had not violated Indiana Code in contracting with a unit for 2012 and 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 May 12, 2014, with Mary C. Boswell, Trustee.


Paul D. Joyce, CPA
State Examiner