



STATE OF INDIANA
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B43950

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July 28, 2014

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

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

Unresolved Comments From Prior Reports

- *Some payments were made to individuals prior to the receipt of goods or services. During 2011, 2012, and 2013, the Trustee's and Clerk's annual salary was paid in full prior to services rendered. A similar comment was in prior Reports B27333, B31944, B35982, and B39265.*
- *The Township made payments to employees without payroll deductions for taxes. A similar comment was in prior Reports B14051, B20656, B27333, B31944, B35982, and B39265.*
- *The Township did not report employee wages and salaries on Form W-2. A similar comment was in prior Reports B14051, B20656, B27333, B31944, B35982, and B39265.*

Current Period Comments

- *Depository reconciliations of the fund balances to the bank account balances were conducted; however, the reconciliation at December 31, 2013, identified cash short in the amount of \$110.66. In addition, the Clerk did not write the check numbers on the list of outstanding checks.*
- *The records presented for review indicated the following disbursements in excess of budgeted appropriations: 2012 Fire Fighting \$2,981, 2013 Township \$333.38, Fire Fighting \$3,250, and Rainy Day \$2,262.88.*
- *Payments made in 2013 for mowing of the Courter Cemetery were not supported by a written contact.*
- *Each elected officer did not certify in writing that the officer had not violated Indiana Code 36-1-20.2 (Nepotism) by December 31, 2013.*
- *The Township did not have a Contracting Policy for 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 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 2011 and 2013. The reports were submitted March 12, 2012, and February 27, 2014, which were 40 days and 27 days late.*

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 7, 2014, with Reginald R. Wolfe, Sr., Trustee.



Paul D. Joyce, CPA
State Examiner