



STATE OF INDIANA
AN EQUAL OPPORTUNITY EMPLOYER

B43959

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 29, 2014

TO: THE OFFICIALS OF UNION TOWNSHIP, MARSHALL COUNTY, INDIANA

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

- *The Annual Financial Report filed on the Gateway system for the year of 2011 did not properly reflect the financial activity of the Township for two funds. A transfer of \$28,129 from the EMS Fund to the Fire Fighting fund was not properly recorded in the Financial and Appropriation Record causing the beginning balance of the Fire Fighting fund to be overstated and the EMS fund to be understated in Gateway by this amount. Receipts as reported in Gateway were overstated by the \$28,129 for the Fire Fighting fund as compared to the Financial and Appropriation Record and disbursements were overstated in Gateway for the EMS fund by the same amount.*
- *Records presented for review indicated a donation was made to the Antiquarian and Historical Society of Culver in the amount of \$5,000 on October 31, 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 1, 2014, with Jerry A. Greeson, Trustee. Any Official Response attached to this letter was not verified for accuracy.


Paul D. Joyce, CPA
State Examiner

JERRY A. GREESON
Union Township Trustee
300 West Jefferson Street, PO Box 306
Culver, IN 46511

State Board of Accounts
302 West Washington Street, Room E 418
Indianapolis, IN 46204-2765

OFFICIAL RESPONSE

To Whom It May Concern:

This is my official response to the current period comments from our recent audit of Union Township, Marshall County, IN for the period January 1, 2010 to December 31, 2013.

First, the Exit Conference page has the period examined as January 1, 2013 to December 31, 2013. I believe the correct period should have been January 1, 2010 to December 31, 2013.

In response to the first finding, a transfer of \$28,129 from EMS Fund to Fire Fighting Fund, the answer is relatively simple. On the 2010 Annual report the Fire and EMS fund balances were lumped together. In an attempt to be more transparent and accurate in my reporting, I listed these funds separately on the 2011 Annual Report using the Gateway system. However, the beginning balances entered in the Gateway system for me were not correct as the prior year had the two funds combined. Our ending balances in the two funds were off by \$28,128.81. Through a telephone conversation with someone assisting me with this problem in the Gateway system I was walked through making the adjustment to allow our ending balances in the two funds to be at their proper levels. I was told this would be less complicated than trying to correct the erroneous beginning balances entered for me in the Gateway system. The ending balances are correct for all funds and have been through the years.

In response to the second and final finding, a donation of \$5,000.00, my board and I did not think this disbursement was a donation. We had discussion in our August 14, 2013

meeting “related to the Township possibly funding a specific purpose project related to a visitor’s bureau for Culver in conjunction with the Historical Society Museum”. In our October 21, 2013 meeting it was moved and seconded by the board “to pay from the Rainy Day Fund \$5,000.00 to the Antiquarian & Visitor Center for remodeling expenses at their new location”. This was an expenditure we felt would benefit the entire citizenry of Union Township, Marshall County, IN and was in no way meant to be a donation.

Again, please accept this as my OFFICIAL RESPONSE to the auditor’s findings for the period January 1, 2010 to December 31, 2013.

Sincerely,

Jerry A. Greeson, Trustee