



STATE OF INDIANA
AN EQUAL OPPORTUNITY EMPLOYER

B43968

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 30, 2014

TO: THE OFFICIALS OF UNION TOWNSHIP, VANDERBURGH 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

- *Depository reconciliations of the fund balances to the bank account balances were not presented for review for the years of 2012 and 2013. As of December 31, 2013, a comparison of the record cash and investment balances to the bank balance identified cash long in the amount of \$2,885.17.*
- *The Annual Financial Report filed on Gateway for 2011, 2012, and 2013 properly reflected the financial activity of the Township. However, in the ledger, the Seminary Land School fund for 2011, 2012, and 2013 showed a difference with the Annual Financial Report in the beginning and ending balances of \$15,000 each year. This amount was an investment purchased that was properly included in the Annual Financial Report balances, but not in the ledger balances.*

- *The records presented for review indicated the following disbursements in excess of budgeted appropriations:*

<u>Years</u>	<u>Fund</u>	<u>Excess Amount Disbursed</u>
2011	Fire Debt	\$ 2,999.75
2012	Fire Debt	199.00
2013	Fire Debt	199.25

- *Board members of the Township were paid without the Township withholding federal, state, and local taxes in 2010, 2011, 2012, and 2013.*
- *W-2s were not issued for Board members in 2010, 2011, 2012, and 2013.*
- *Payments made for mowing were not supported by a written contract in 2010, 2011, 2012, and 2013.*
- *The Township paid penalties, interest, and other charges to the U.S. Treasury in the amount of \$47.00 in 2010 because the Township did not remit payroll withholding payments on a timely basis.*
- *The Township did not adopt a resolution establishing salaries of Township officers and employees for 2010, 2011, 2012, and 2013. Form 17 (Resolution Establishing Salaries of Township Officers and Employees) has been prescribed for this purpose.*
- *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.*
- *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, 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. The report was filed on March 8, 2012, which is 36 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 Joseph E. Steinkamp, Trustee, and Joni L. Steinkamp, Clerk.

Paul D. Joyce
Paul D. Joyce, CPA
State Examiner