



STATE OF INDIANA
AN EQUAL OPPORTUNITY EMPLOYER

B44058

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August 18, 2014

TO: THE OFFICIALS OF PERRY TOWNSHIP, MARTIN COUNTY, INDIANA

As authorized under Indiana Code 5-11-1, we performed certain procedures to the accounting records and related documents of Perry 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 2011 and later 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

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

<u>Year</u>	<u>Fund</u>	<u>Excess Amount Disbursed</u>
2011	Township Assistance	\$ 9,802
2011	Library	18

- *In 2013, withholding taxes were not paid timely to the Internal Revenue Service (IRS). The payments for the first and second quarters were disbursed in September. This resulted in penalties and interest being charged by the IRS in the amount of \$157.28, which was paid from Township funds.*

Current Period Comments


- *Depository reconciliations of the fund balances to the bank account balances were conducted; however, the reconciliations identified only outstanding checks and did not identify differences. In 2012, the reconciliation did not balance due to checks that cleared the bank in 2011 but were not posted to the ledger until 2012.*
- *A resolution establishing salaries each year of Township officers and employees was not presented for review.*
- *Several paychecks were issued in advance of the actual date the services were provided.*
- *During our review of disbursements, we noted disbursements made without supporting documentation:*

<u>Check No.</u>	<u>Date</u>	<u>Vendor</u>	<u>Amount</u>
1809	01-05-13	CVS	\$ 32.07
1822	02-04-13	Frontier	257.36
1901	07-10-13	CVS	55.39
1978	12-20-13	Staples	42.21

- *The Trustee's Surety Bond was insufficient per the Indiana Code 5-4-1-18. The bond was for \$15,000, which is under the required minimum of \$30,000.*
- *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 Annual Report for 2013 was not filed electronically until March 17, 2013, which was 16 days past the due date.*
- *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, 2012, or 2013. The 2011 report was filed on February 6, 2012, which is 6 days past the due date. The 2012 report was filed on June 25, 2013, which is 145 days past the due date. The 2014 report was filed on February 20, 2014, which is 20 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 23, 2014, with Bobbie Cherry, Clerk.


Paul D. Joyce, CPA
State Examiner