



STATE OF INDIANA
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B44061

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August 18, 2014

TO: THE OFFICIALS OF RANDOLPH TOWNSHIP, OHIO COUNTY, INDIANA

As authorized under Indiana Code 5-11-1, we performed certain procedures to the accounting records and related documents of Randolph 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 financial institution did not return the actual cancelled checks with the monthly bank statements, but instead returned only an optical image of the front side of the checks. The back side or endorsement side of the checks were not returned for 2012 and 2013.*
- *The Financial and Appropriation Record financial activity for the years 2011, 2012, and 2013 was not properly totaled and balanced for the month and did not provide year to date totals.*
- *Payroll withholdings for 2011, 2012, and 2013 were not properly posted in the Financial and Appropriation Record.*

- *Receipts for the County Adjusted Gross Income Tax-Certified Shares (CAGIT) for the years 2011 and 2012 were not properly recorded to the Township Ledger. According to the approved budget information for the year 2011, one-half of the CAGIT distributions were to be receipted into the Township fund and one-half into the Firefighting fund. However, all the monthly CAGIT distributions for the year 2011 were receipted into the Township fund. According to the approved budget information for the year 2012, one-half of the CAGIT distributions were to be receipted into the Firefighting fund and one-half into the Township Assistance fund. However, for the year 2012, all the monthly CAGIT distributions were receipted into the Township fund.*
- *The Township did not adopt a resolution establishing salaries of Township officers and employees for 2013.*
- *Payments made for accounting services in the years 2011, 2012, and 2013 were not supported by a written contract.*
- *The Township did not have the required meeting to review and adopt the Annual Report in accordance with Indiana Code 36-6-6-9 for the years 2010, 2011, 2012, and 2013.*
- *The Township did not have a Nepotism Policy for the years 2012 or 2013.*
- *Each elected officer did not certify in writing that the officer had not violated Indiana Code 36-1-20.2 (Nepotism) by December 31, 2012, and December 31, 2013.*
- *The Township did not have a Contracting With a Unit Policy for the years 2012 or 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 December 31, 2013.*
- *The Annual Report was not published as required by Indiana Code 36-6-4-13 for 2012 and 2013.*
- *Township assistance payments were made to a local funeral home for funeral assistance without an Application for Township Assistance on file documenting that the individual died without leaving money; real or personal property, other assets that may be liquidated; or other means necessary to defray funeral expenses.*
- *For the year 2013, five payments for funeral expense assistance were paid ranging from \$75 to \$250. The Township Assistance Standards presented for review did not state the maximum amount of funeral expense to be paid.*

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 Ethel Potter, Trustee.

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