



STATE OF INDIANA
AN EQUAL OPPORTUNITY EMPLOYER

B44079

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August 18, 2014

TO: THE OFFICIALS OF CENTER TOWNSHIP, DEARBORN COUNTY, INDIANA

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

Unresolved Comments From Prior Report

- *The prior Report B36901, identified cash necessary to balance of \$257.83 at December 31, 2009. As of December 31, 2013, the bank account reconciliation identified cash necessary to balance in the amount of \$66.83.*
- *As reported in the prior Report B36901, W-2s were not issued to Township Board members. W-2s were also not issued to Township Board members for 2010, 2011, 2012, and 2013.*
- *The Township Board members were paid without the Township withholding federal, state, and local taxes.*

Current Period Comments

- *Depository reconciliations of the fund balances to the bank account balances were not presented for review for 47 months during the review period.*

- Beginning in April 2012, 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.
- Investment amounts were reported on the Annual Financial Report; however, they were not recorded on the ledger as of December 31, of the following years:

<u>Years</u>	<u>Investment Amount</u>
2010	\$ 32,706.25
2011	22,976.60
2012	23,113.80
2013	8,148.48

The following funds had overdrawn cash balances at December 31:

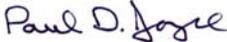
<u>Years</u>	<u>Fund</u>	<u>Amount Overdrawn</u>
2012	Township	\$ 5,165.75
2013	Payroll Withholding	198.18

- 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>
2012	Fire Fighting	<u>\$ 20,275.14</u>

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 August 4, 2014, with Nancy Turner, Trustee.


 Paul D. Joyce, CPA
 State Examiner