



STATE OF INDIANA
AN EQUAL OPPORTUNITY EMPLOYER

B44084

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

August 18, 2014

TO: THE OFFICIALS OF PRAIRIE TOWNSHIP, TIPTON COUNTY, INDIANA

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

- *Appropriations were overspent in 2011, 2012, and 2013. The Fire Fighting fund appropriations were overspent by \$5,396 in 2011 and \$1,538 in 2012. The Township fund appropriations were overspent by \$2,646 in 2013.*
- *The Township did not adopt an annual resolution establishing salaries of Township officers and employees for the years 2011 and 2012. Approval of salary amounts were documented in the Board minutes.*
- *Transfers were made between funds without approved resolutions stating the terms. Additionally, some transfers were not repaid. In June 2012, a transfer of \$9,100 was made from the Township Assistance fund to Fire Fighting fund and was not repaid in 2012 or 2013.*

- *Some deposits were not made timely in 2011. Deposits were not always made by the first and fifteenth of each month.*

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 April 30, 2014, with Michael D. Orr, Trustee. Any Official Response attached to this letter was not verified for accuracy.


Paul D. Joyce, CPA
State Examiner

To: Stephanie Heath, CPA
Exam Manager
Indiana State Board of Accounts

SBOA,

After meeting with you on the 24th of April and being informed about the \$9100.00 transfer from the Township Assistance to the Fire Fund, I wrote a RESOLUTION to transfer the \$9100.00 back to the Township Assistance Fund from the Fire Fund.

(Supporting Resolution Attached)

Due to health reasons the previous Trustee resigned and I was unaware of the situation. He transferred this money to pay for the Fire Contracts due June 30th 2012. After that we never had enough money to transfer back until now. This was accomplished by taking out an Emergency Fire Loan. (HEA 1116)

I apologize for this error, but all the actions taken were in good faith and with the best interests of the citizens of Prairie Township.

Sincerely,

A handwritten signature in black ink, appearing to read "Michael D Orr", with a long horizontal flourish extending to the right.

Michael D Orr
Trustee of Prairie Township

RESOLUTION

TRANSFER OF FUNDS

I, Michael D. the Trustee of Prairie Township, Tipton

County, that the Advisory Board Transferred: \$9,100⁰⁰.

From Fine Fowl

To Township Assistance

Dated 5/26/2014

Dated this 26th day of April, 2014.

Michael D.
Trustee of Prairie Township

Steve P. AYE
Don Hoban
Tom F. M.

NAY

