



STATE OF INDIANA
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B44140

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August 27, 2014

TO: THE OFFICIALS OF HARRISON TOWNSHIP, KNOX COUNTY, INDIANA

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

Current Period Comments

- *Compensation paid to employees was not in accordance with the salary resolution. The Township Board was not paid for 2011 until 2012.*
- *The Township did not have the required meeting to review and adopt the Annual Financial Report in accordance with Indiana Code 36-6-6-9 for 2011 and 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 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 2013.*
- *The Township CD's were not accounted for in the ledger for 2011, 2012, and 2013.*
- *The Annual Financial Report for 2012 was not filed electronically until June 26, 2013, which was 117 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. The report was filed on February 29, 2012, which was 29 days past the due date.
- The Annual Financial Report filed on Gateway for 2011, 2012, and 2013 contained a number of errors and did not properly reflect the financial activity of the Township.

Years	Fund	(Beg Bal, Receipt, Disb, End Bal) Category	Amount Per Gateway	Amount Per Township Ledger	Difference
2011	Township	Beg Bal	\$ 56,643.88	\$ 46,643.88	\$ 10,000.00
2011	Fire Fighting	Beg Bal	61,969.63	41,969.63	20,000.00
2011	Township	End Bal	45,570.19	35,570.19	10,000.00
2011	Fire Fighting	End Bal	52,529.04	32,529.04	20,000.00
2012	Township	Beg Bal	45,570.19	35,570.19	10,000.00
2012	Fire Fighting	Beg Bal	52,529.04	32,529.04	20,000.00
2012	Township	Rec	37,764.08	26,568.36	11,195.72
2012	Township Assistance	Rec	6,667.09	3,857.65	2,809.44
2012	Fire Fighting	Rec	41,270.99	23,834.58	17,436.41
2012	Fire Debt	Rec	43,265.53	25,059.58	18,205.95
2012	Township	Disb	47,186.50	32,631.82	14,554.68
2012	Fire Fighting	Disb	35,697.63	35,516.88	180.75
2012	Township	End Bal	36,147.77	29,506.73	6,641.04
2012	Township Assistance	End Bal	35,076.46	32,267.02	2,809.44
2012	Fire Fighting	End Bal	58,102.40	25,665.99	32,436.41
2012	Fire Debt	End Bal	24,039.40	5,833.45	18,205.95
2013	Township	Beg Bal	36,147.77	26,147.77	10,000.00
2013	Fire Fighting	Beg Bal	58,102.40	38,102.40	20,000.00
2013	Township	End Bal	26,288.76	16,288.76	10,000.00
2013	Fire Fighting	End Bal	61,259.24	41,259.24	20,000.00

- Receipts were deposited later than the first and fifteenth of the month. Twenty-four out of fifty-six receipts reviewed were deposited later than the first and fifteenth of the 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 July 28, 2014, with Donald L. Mize Sr., Trustee, and Nancee Scott, Clerk. Any Official Response attached to this letter was not verified for accuracy.

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