



STATE OF INDIANA
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B44141

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August 27, 2014

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

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


- *The Annual Financial Report filed on Gateway for 2011, 2012, and 2013 did not properly reflect the investment balance of the Township. The Certificate of Deposit worth \$7,012.54 was not included in the Ending Cash and Investment Balance.*
- *The records presented for review indicated the following disbursements for quarterly maintenance were paid in advance of services provided:*

<u>Quarter</u>	<u>Date Paid</u>	<u>Total Check Amount</u>	<u>Amount Paid in Advance (Rounded)</u>
2nd quarter 2011	05-27-11	\$ 1,400	\$ 466.67
3rd quarter 2012	08-23-11	1,500	500.00
4th quarter 2012	11-16-12	1,500	500.00
1st quarter 2013	02-09-13	1,600	1,066.67
2nd quarter 2013	05-31-13	1,600	533.33
4th quarter 2013	11-18-13	1,600	533.33

- *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 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 and 2012. The 2011 report was filed on April 22, 2012, which is 81 past the due date. The 2012 report was filed on February 3, 2013, which is 3 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 Deborah A. Pinney, Trustee.


Paul D. Joyce, CPA
State Examiner