



STATE OF INDIANA
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B44253

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October 2, 2014

TO: THE OFFICIALS OF POLK TOWNSHIP, MONROE COUNTY, INDIANA

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

- *Depository reconciliations of the fund balances to the bank account balances were not presented for review for the period.*
- *The Annual Financial Report filed on Gateway for 2013 contained an error and did not properly reflect the financial activity of the Township.*


<u>Year</u>	<u>Fund</u>	<u>(Beginning Balance, Receipt, Distribution, Ending Balance) Category</u>	<u>Amount Per Gateway</u>	<u>Amount Per Township Ledger</u>	<u>Difference</u>
2013	Township	Receipt	<u>\$ 39,092.21</u>	<u>\$ 39,284.80</u>	<u>\$ (192.59)</u>

- *W-2s were not issued for all Township employees in 2011, 2012, and 2013.*

- *Employees of the Township were paid without the Township withholding federal, state or local taxes*
- *Township Assistance Standards were not presented for review.*
- *The Trustee's Surety Bond was insufficient per the Indiana Code for 2011, 2012, and 2013. The bond was for \$15,000 and Indiana Code requires at least \$30,000.*
- *The Township did not present Nepotism and Contracting policies for review. The Board minutes did not reflect the passage of the policies.*
- *Each elected officer did not certify in writing that the officer had not violated Indiana Code 36-1-20.2 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 by December 31, 2012 and 2013.*

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 7, 2014, with Chris Spiek, Trustee.


Paul D. Joyce, CPA
State Examiner