



STATE OF INDIANA
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B44271

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October 2, 2014

TO: THE OFFICIALS OF CASS TOWNSHIP, LAPORTE COUNTY, INDIANA

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

- The records presented for review indicated the following disbursements in excess of budgeted appropriations:

<u>Years</u>	<u>Fund</u>	<u>Excess Amount Disbursed</u>
2011	Township	\$ (345.73)
2011	Firefighting	(12,754.36)
2012	Township	(9,366.35)
2013	Township	(23,439.17)

- *Receipts were deposited later than the first and fifteenth of the month. Checks received from the County Auditor were not deposited in a timely manner. In 2012, distributions received from the County Auditor on March 1, 2012, and June 27, 2012, were not deposited until July 9, 2012, and November 12, 2012, respectively. In 2013, distributions received from the County Auditor on March 18, 2013, and August 9, 2013, were not deposited until June 18, 2013, and September 23, 2013, respectively.*
- *The Township did not adopt a resolution establishing salaries of Township officers and employees.*
- *Employees of the Township were paid without the Township withholding federal, state, and local taxes.*
- *W-2s were not issued for all Township employees, only the Trustee and his Clerk received W-2s.*
- *Payments made for cemetery mowing were not supported by a written contract.*
- *Payments for travel were observed which did not contain adequate supporting documentation. The Trustee did not use the mileage claim form, to document the number of miles driven and the reimbursement rates.*
- *The Annual Financial Report was not published in accordance with Indiana Code 36-6-4-13 for 2011, and 2012. Proof of publication was not located for 2011. The Annual Financial Report was published for 2012 on August 1, 2013.*
- *The Township did not have a Nepotism Policy for 2012 or 2013. In 2013 and 2014, the Board members signed a document indicating that "they are aware of the State of Indiana Requirements of Nepotism Policy set forth in IC 36-2-20.2 and the Contracting Policy set forth in IC 36-1-21. I certify in writing, subject to the penalties for perjury that I will abide by the policies listed above."*
- *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 December 31, 2013.*
- *The Township did not have a Contracting Policy for 2012 or 2013. In 2013 and 2014, the Board members signed a document indicating that "they are aware of the State of Indiana Requirements of Nepotism Policy set forth in IC 36-2-20.2 and the Contracting Policy set forth in IC 36-1-21. I certify in writing, subject to the penalties for perjury that I will abide by the policies listed above."*
- *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 December 31, 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 August 27, 2014, with Tim Guse, Trustee.

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