



**STATE OF INDIANA**  
AN EQUAL OPPORTUNITY EMPLOYER

B44304

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October 16, 2014

TO: THE OFFICIALS OF RICHLAND TOWNSHIP, RUSH COUNTY, INDIANA

As authorized under Indiana Code 5-11-1, we performed certain procedures to the accounting records and related documents of Richland 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/](http://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.

**Unresolved Comments From Prior Report**

- *Employees of the Township were paid without the Township withholding payroll taxes.*

**Current Period Comments**

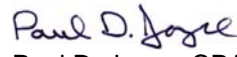
- *The records presented for review indicated the following disbursements in excess of budgeted appropriations:*

<u>Years</u>	<u>Fund</u>	<u>Excess Amount Disbursed</u>
2012	Township	\$ 1,564
2013	Township	2,043

- *Receipts were deposited later than the first and fifteenth of the month on nine occasions during the review period.*
- *The Township did not adopt a resolution establishing salaries of Township officers and employees for 2011, 2012, and 2013.*
- *Wages for the Trustee and the Clerk were reported on 1099s for 2011, 2012, and 2013. The Board members' salaries were not reported on 1099s or W-2s for 2011, 2012, and 2013.*
- *The Certified Report of Names, Addresses, Duties and Compensation of Public Employees (Form 100-R or its equivalent) was inaccurate in 2012 and 2013. The Form 100-R included travel reimbursements in addition to the salaries paid. The Township also reported compensation to a contractor on the Form 100-R.*
- *The Township paid sales tax in the amount of \$70.02 during the review period.*
- *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.*

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 4, 2014, with Marlene Fudge, Trustee.

  
Paul D. Joyce, CPA  
State Examiner