



STATE OF INDIANA
AN EQUAL OPPORTUNITY EMPLOYER

B44311

STATE BOARD OF ACCOUNTS
302 WEST WASHINGTON STREET
ROOM E418
INDIANAPOLIS, INDIANA 46204-2769

Telephone: (317) 232-2513
Fax: (317) 232-4711
Web Site: www.in.gov/sboa

October 16, 2014

TO: THE OFFICIALS OF CARR TOWNSHIP, JACKSON COUNTY, INDIANA

As authorized under Indiana Code 5-11-1, we performed certain procedures to the accounting records and related documents of Carr Township (Township), for the period of January 1, 2010 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.

Unresolved Comments From Prior Report

- During 2012 and 2013 Board members of the Township were paid without the Township withholding social security or medicare taxes.

Current Period Comments

- *Depository reconciliations of fund balances to the bank account balances were not presented for 20 months during the review period.*
- *Bank statements were not presented for 18 months during the review period.*
- *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>
2010	Township Assistance	\$ 1,428.83
2011	Special Fire Territory General	21,553.18

- *The Township did not adopt a resolution establishing salaries of Township officers and employees for the years 2010, 2011, 2012, or 2013.*
- *Payments made for mowing in 2010, 2011, 2012, and 2013 were not supported by a written contract.*
- *The Township paid penalties, interest, and other charges to Indiana Department of Revenue and the United State Treasury in 2011 in the amount of \$501.28 because the Township did not remit payments on a timely basis.*
- *Township Assistance Standards were not established in accordance with Indiana Code 12-20-5.5-1.*
- *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, 2012, and 2013.*
- *The Township did not have a Nepotism Policy for 2012 or 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.*
- *The Township did not have a Contracting Policy for 2012 or 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 2010 W-2s for Township employees and Board members were not presented. In addition, the 2013 W-2s for Board members were not presented for review.*
- *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 2010 and 2011. The 2010 report was filed on November 21, 2011, which was 294 days past the due date. The 2011 report was filed on July 23, 2012, which was 174 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 May 5, 2014, with Mary Ann Ault, Trustee.

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