



**STATE OF INDIANA**  
AN EQUAL OPPORTUNITY EMPLOYER

B44313

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](http://www.in.gov/sboa)

October 16, 2014

TO: THE OFFICIALS OF THE MANCHESTER TOWNSHIP, DEARBORN COUNTY, INDIANA

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

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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 Comment From Prior Report***

- *As reported in the prior report, the Township did not adopt a resolution establishing salaries of Township officers and employees. Resolutions establishing salaries of Township officers and employees were not presented for review for 2010, 2011, 2012, and 2013. Form 17 (Resolution Establishing Salaries of Township Officers and Employees) has been prescribed for this purpose.*

***Current Period Comments***

- *Depository reconciliations of the fund balances to the bank account balances were not presented for review for 2010 and 2011.*

- *The financial institution did not return the actual cancelled checks with the monthly bank statements, but instead returned only an optical image of the front side of the checks. The back side or endorsement side of the checks was not returned for all the months of the review period.*
- *The Annual Financial Report filed on Gateway for 2011 contained a number of errors and did not properly reflect the financial activity of the Township.*

<u>Year</u>	<u>Fund</u>	<u>Category</u>	<u>Amount Per Gateway</u>	<u>Amount Per Ledger</u>	<u>Difference</u>
2011	Township	Receipts	\$ 43,562.96	\$ 42,062.27	\$ 1,500.69
2011	Township	Disbursements	33,969.42	32,548.67	1,420.75
2011	Township	Ending Balance	51,760.16	51,680.22	79.94
2011	Township Assistance	Beginning Balance	9,762.87	9,412.87	350.00
2011	Township Assistance	Ending Balance	16,136.31	15,786.31	350.00

- *The Township paid compensation to the Trustee, Clerk, and Township Board member in advance of the actual date the services were provided. The Trustee received the first half of the annual compensation on or about May 1st of each year. The remaining amount was paid on or about the end of October of each year; except for the year 2013, which was paid on November 24, 2013.*
- *For the year 2010, the Township Clerk received half of her annual compensation on April 1, 2010, and the remaining amount on October 21, 2010. The Township Board received their annual compensation on or about the end of October of each year; except in the year 2013, which was paid on November 5, 2013.*
- *The Township did not have the required meeting to review and adopt the annual report in accordance with Indiana Code 36-6-6-9 for 2010 and 2013.*
- *The Township did not have the required meeting to organize and elect its chairman and secretary in accordance with Indiana Code 36-6-6-7 for 2010, 2011, 2012, and 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 December 31, 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 December 31, 2013.*
- *The Annual Report for 2011 was not filed electronically until April 25, 2012, which was 56 days past the due date.*
- *The Township did not timely file a certified report of 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 reports were filed on May 11, 2011, and July 19, 2012, which was 100 days and 170 days past the due date, respectively.*

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 September 29, 2014, with Laura Ankenman, Trustee; Nicholas Werner, former Trustee; and Delmar Ellinghausen, Chairman of the Township Board.

Paul D. Joyce, CPA  
State Examiner