



STATE OF INDIANA
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B44316

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October 16, 2014

TO: THE OFFICIALS OF BUTLER TOWNSHIP, FRANKLIN COUNTY, INDIANA

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

- 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	\$ 1,984
2010	Fire Fighting	1,096
2012	Fire Fighting	239
2013	Township Assistance	2,247


- Payments to some employees were made without payroll deductions for taxes.

Current Period Comments

- *As of December 31, 2013, the bank account reconciliation identified a cash short in the amount of \$456.14.*
- *The Township fund had an overdrawn balance of \$1,325.97 at December 31, 2010.*
- *The Township did not adopt a resolution establishing salaries of Township officers and employees for 2010, 2011, 2012, or 2013.*
- *Payroll taxes withheld were not properly remitted to the IRS.*
- *The Township did not provide all tax information, including W-2s, W-3s, and 941s, for review.*
- *The Certified Report of Names, Addresses, Duties and Compensation of Public Employees (Form 100-R or its equivalent) for 2012 was incomplete. The report did not include the Clerk and Trustee.*
- *The 2010 bond for the Trustee was not presented for review.*
- *Proof of publication of the 2010 Annual Financial Report in accordance with Indiana Code 36-6-4-13 was not presented for review.*
- *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 December 31, 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 December 31, 2013.*
- *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 reports were filed on February 11, 2011, and March 21, 2012, which are 11 and 50 days, respectively, past the due dates.*

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 28, 2014, with Teresa Fledderman, Township Clerk.


Paul D. Joyce, CPA
State Examiner