



STATE OF INDIANA
AN EQUAL OPPORTUNITY EMPLOYER

B44322

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 UNION TOWNSHIP, LAPORTE COUNTY, INDIANA

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

Unresolved Comments From Prior Review

- The following funds had overdrawn cash balances at December 31:

<u>Years</u>	<u>Fund</u>	<u>Amount Overdrawn</u>
2011	Township	\$ 29,541.85
	Township Assistance	11,230.28
2012	Township	3,797.49
	Township Assistance	14,554.31
2013	Township	3,339.94
	Township Assistance	23,542.81


- For 2011 and 2012, mileage and rent were included on the payroll checks. A mileage claim form was not being completed to document miles driven and nature of Township business.

Current Period Comments

- *The financial institution returned only an optical image of the front side of the checks. The back side or endorsement side of the checks was not returned.*
- *Receipts were deposited later than the first and fifteenth of the month. Checks received from the County Auditor were received and not deposited for several months.*
- *The Annual Financial Report was not published in accordance with Indiana Code 36-6-4-13 for 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, 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 Annual Financial Report for 2012 was not filed electronically until June 26, 2013, which was 117 days past the due date.*
- *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 2011 and 2012. The 2011 report was filed on May 2, 2012, which is 91 days past the due date. The 2012 report was filed on March 23, 2013, which is 50 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 August 27, 2014, with Sherian J. Morris, Trustee.


Paul D. Joyce, CPA
State Examiner