



**STATE OF INDIANA**  
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B44329

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October 17, 2014

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

As authorized under Indiana Code 5-11-1, we performed certain procedures to the accounting records and related documents of Ripley 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 Comment From Prior Report***

- *Appropriations for 2011 in the Township Assistance fund were exceeded by \$15,050.*

***Current Period Comments***

- *The Township did not maintain a written record of the Board meetings.*
- *Beginning cash balances at January 1, 2011, in the financial records for the Township and Fire Fighting funds did not agree with the Annual Financial Report. The financial records did not include investments in the fund balances. The certificate of deposit was cashed in 2011 and receipted into the funds in the financial records.*

<u>Year</u>	<u>Fund</u>	<u>Category</u>	<u>Amount Per Gateway</u>	<u>Amount Per Township Ledger</u>	<u>Difference</u>
2011	Township	Beginning Balance	\$ 32,767.01	\$ 10,267.01	\$ 22,500.00
2011	Fire Fighting	Beginning Balance	58,646.12	51,146.12	7,500.00
2011	Township	Receipts	11,280.24	33,780.24	(22,500.00)
2011	Fire Fighting	Receipts	25,860.05	33,360.05	(7,500.00)

- *The Township Assistance fund had a negative balance at December 31, 2011, of \$3,635.62.*
- *Some tax distributions received were not deposited and recorded in the financial records in a timely manner. In several instances, the tax distributions were deposited and receipts recorded in the records a month or two after the County issued the checks.*
- *Salary resolutions for 2011 and 2012 were not presented for review.*
- *Tax form 1099 was not prepared for rent paid to the current or former Trustee.*
- *The 2012 W-2 tax forms for the Trustee and Clerk did not agree with the gross amounts paid to those employees. The amounts reported on the W-2s were less than the amounts paid to the Trustee and Clerk by \$453.34 and \$500.00, respectively.*
- *Contracts for fire protection, mowing, and library services were not provided for 2011. Also, no library contracts were provided for 2012 or 2013.*
- *The amount paid for the 2013 fire contract was not in accordance with the contract terms. The amount paid in 2013 was \$12,000 over the maximum agreed upon contract rate.*
- *The Township did not present 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 present 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 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 2012. The report was filed March 21, 2013, which is 49 days past the due date.*
- *The Township did not timely file an Annual Financial Report with the Indiana State Board of Accounts for 2011 and 2012. The reports were filed on March 9, 2012, and March 20, 2013, which are 8 and 19 days past the due dates, 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 June 4, 2014, with Jerry May, Trustee.

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