



STATE OF INDIANA
AN EQUAL OPPORTUNITY EMPLOYER

B44434

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

November 7, 2014

TO: THE OFFICIALS OF ADAMS TOWNSHIP, DECATUR COUNTY, INDIANA

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

Current Period Comments

- *Records presented for review indicated disbursements in the Rainy Day fund for 2010 were \$500 in excess of budgeted appropriations.*
- *The Annual Financial Report filed on Gateway for 2012 and 2013 did not include some transfers between funds. The Annual Financial Report filed on Gateway for 2012 also included corrections to make the ending balance agree to the Township and Fire Fighting funds:*

<u>Years</u>	<u>Fund</u>	<u>Category</u>	<u>Amount Per Gateway</u>	<u>Amount Per Township Ledger</u>	<u>Difference</u>
2012	Township	Receipts	\$ 31,197.28	\$ 35,986.65	\$ (4,789.37)
2012	Township Assistance	Receipts	4,302.00	5,302.00	(1,000.00)
2012	Fire Fighting	Receipts	14,770.55	14,723.85	46.70
2012	Rainy Day	Receipts	-	3,403.63	(3,403.63)
2012	Levy Excess	Receipts	258.00	360.74	(102.74)
2012	Township	Disbursements	27,589.86	32,332.53	(4,742.67)
2012	Township Assistance	Disbursements	2,258.31	3,258.31	(1,000.00)
2012	Rainy Day	Disbursements	-	3,403.63	(3,403.63)
2012	Levy Excess	Disbursements	-	102.74	(102.74)
2013	Township	Receipts	30,141.41	34,141.41	(4,000.00)
2013	Township Assistance	Disbursements	2,876.08	6,876.08	(4,000.00)
2013	Township	Ending Balance	4,528.89	8,528.89	(4,000.00)
2013	Township Assistance	Ending Balance	15,119.03	11,119.03	4,000.00

- *Receipts were not properly posted to the Township Ledger. The 2012 June CVET distribution was posted entirely to the Township fund. It should have been split between the Township fund and Fire Fighting fund in the amounts of \$64.42 and \$46.58, respectively.*
- *Several payments were observed which did not contain adequate supporting documentation, such as receipts, invoices, and other public records. In 2012 and 2013, there were six disbursements totaling \$473.01 which did not have any supporting documentation presented.*
- *Each elected officer did not certify in writing that the officer had not violated Indiana Code 36-1-20.2 (Nepotism) and Indiana Code 36-1-21 (Contracting With a Unit) by 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 report for 2010 was filed on June 6, 2011, which is 126 days past due. The report for 2011 was filed on February 22, 2012, which is 22 days past due.*

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 14, 2014, with Charles W. Connall, Trustee.

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