



**STATE OF INDIANA**  
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B44501

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November 21, 2014

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

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

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**

- *The financial institution did not return the actual cancelled checks with the monthly bank statements, but instead provided only an optical image of the front side of the checks. The back side or endorsement side of the checks was not returned for the last seven months of the review period.*
- *The records presented for review indicated the following disbursements in excess of budgeted appropriations:*

<u>Year</u>	<u>Fund</u>	<u>Excess Amount Disbursed</u>
2011	Township Assistance	\$ 1,024.88
2012	Township Assistance	3,623.12
2013	Township Assistance	1,156.29

- *The Township did not adopt a resolution establishing salaries of Township officers and employees for 2010, 2011, 2012, and 2013. Form 17 (Resolution Establishing Salaries of Township Officers and Employees) has been prescribed for this purpose.*
- *The Certified Report of Names, Addresses, Duties and Compensation of Public Employees (Form 100-R or its equivalent) was inaccurate for 2013 as shown below:*
  1. *The Trustee's reported compensation as \$7,756.40; however, the Trustee was paid \$8,400.00.*
  2. *The Clerk's reported compensation as \$7,691.40; however, the Clerk was paid \$2,400.00.*
- *Township Assistance Standards were not presented for review for the years 2010, 2011, 2012, and 2013 as required by Indiana Code 12-20-5.5-1.*
- *The Township did not have a Nepotism Policy for 2012 and 2013 as required by Indiana Code 36-1-20.2-9.*
- *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 as required by Indiana Code 36-1-21-4 for 2012 and 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 March 8, 2012. This was seven 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, 2012, and 2013. The reports April 30, 2012, April 10, 2013, and February 22, 2014, respectively, which was 90 days, 70 days, and 22 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 September 16, 2014, with Paul A. Hardy, Trustee.

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