



**STATE OF INDIANA**  
AN EQUAL OPPORTUNITY EMPLOYER

B44510

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](http://www.in.gov/sboa)

November 21, 2014

TO: THE OFFICIALS OF CLARK TOWNSHIP, JOHNSON COUNTY, INDIANA

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

- *The minutes prepared did not contain information related to the annual meeting of the Board of Finance, the election of officers to the Board of Finance or the organization of the Township Board.*


***Current Period Comments***

- *The financial institution did not return the actual cancelled checks with the monthly bank statements, but instead returned optical images of the front and back side of the checks. However, not all of the optical images for 2013 checks were presented for review.*
- *The Township did not adopt a resolution establishing salaries of Township officers and employees for 2011, 2012, or 2013.*

- *The Trustee was paid for mowing services in 2012 and 2013 without the Township withholding Social Security or Medicare taxes. The amounts paid were reported on a Form 1099.*
- *The amounts reported on the Form 1099 issued to the Trustee for mowing services in 2012 did not agree with the actual amounts paid to the Trustee. The Trustee was actually paid \$2,875, but the Form 1099 only reported \$1,625.*
- *Payments made for mowing were not supported by written contracts for 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 2011 and 2012. The 2011 report was filed on May 23, 2012, which was 113 days past the due date. The 2012 report was filed on March 20, 2013, which was 48 days past the due date.*
- *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 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 2013.*

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 25, 2014, with Neil Trisler, Trustee.

  
Paul D. Joyce, CPA  
State Examiner