



STATE OF INDIANA
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November 21, 2014

TO: THE OFFICIALS OF THE TOWN OF NORTH CROWS NEST, MARION COUNTY, INDIANA

As authorized under Indiana Code 5-11-1, we performed certain procedures to the accounting records and related documents of the Town of North Crows Nest (Town) for the period of January 1, 2012 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 Town'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 Town.

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 Annual Financial Reports filed by the Town 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 returned only an optical image of the front side of the checks in 2012. The back side or endorsement side of the checks was not returned. In 2013, optical images of the cleared checks were not returned.*
- *The Annual Financial Report was not published in accordance with Indiana Code 5-3-1-3 for 2012 or 2013.*
- *The Town did not have a Nepotism Policy for 2012 or 2013.*
- *The Clerk-Treasurer and Council members did not certify in writing that they had not violated Indiana Code 36-1-20.2 (Nepotism) by December 31, 2012, and December 31, 2013.*
- *The Town did not have a Contracting Policy for 2012 or 2013.*

- *The Clerk-Treasurer and Council members did not certify in writing that they had not violated Indiana Code 36-1-21 (Contracting With a Unit) by December 31, 2012, and December 31, 2013.*

This letter is intended for the information and use of the governing body and management of the Town. 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 October 1, 2014, with John D. Wilson, Clerk-Treasurer.


Paul D. Joyce, CPA
State Examiner