



STATE OF INDIANA
AN EQUAL OPPORTUNITY EMPLOYER

B44656

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January 5, 2015

TO: THE OFFICIALS OF MONROE TOWNSHIP, PULASKI COUNTY, INDIANA

As authorized under Indiana Code 5-11-1, we performed certain procedures to the accounting records and related documents of Monroe 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/. 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 Annual Financial Report was not filed using Gateway software system for 2011 nor was an Annual Financial Report filed in any other form.*
- *The following funds had overdrawn cash balances at December 31:*


<u>Years</u>	<u>Fund</u>	<u>Amount Overdrawn</u>
2012	Payroll Deduction	\$ 555.01
2013	Payroll Deduction	487.79

- *The Township did not adopt a resolution establishing salaries of Township officers and employees.*

- *The Township paid compensation in advance of the actual date the services were provided. The Board's compensation was paid by October of each year. The Trustee and the Clerk were paid in the beginning of the month.*
- *The wages reported on the W-2s issued for 2012 and 2013 did not agree with the actual amounts paid. The Trustee was paid for mowing which was not reported on the Trustee's W-2.*
- *Employees of the Township were paid without the Township withholding federal, state, and local taxes. This applied to the compensation paid to the Trustee for mowing.*
- *The Certified Report of Names, Addresses, Duties and Compensation of Public Employees (Form 100-R or its equivalent) was inaccurate. The 2012 and 2013 100-R stated the Trustee's total compensation was \$6,504 for each year, but excluded the \$900 and \$2,100 paid in 2012 and 2013, respectively, to the Trustee for mowing.*
- *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, or December 31, 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, or December 31, 2013*
- *The W-2s and 1099s for 2013 were not presented for review.*

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 22, 2014, with Michelle Schmicker, Trustee.


Paul D. Joyce, CPA
State Examiner