



STATE OF INDIANA
AN EQUAL OPPORTUNITY EMPLOYER

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

January 16, 2015

TO: THE OFFICIALS OF CENTER TOWNSHIP, RUSH COUNTY, INDIANA

As authorized under Indiana Code 5-11-1, we performed certain procedures to the accounting records and related documents of Center 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 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 Comments From Prior Report

- *Depository reconciliations of the fund balances to the bank account balances were not presented for review. At December 31, 2011, and December 31, 2013 the bank balance agreed to the ledger balance due to there being no reconciling items. However, at December 31, 2012, there were outstanding checks and there was no reconciliation or outstanding check list provided.*
- *The following funds had overdrawn fund balances at December 31, 2012:*

<u>Fund</u>	<u>Amount Overdrawn</u>
Township Assistance	\$ 931.76
Fire Fighting	73.81

- *Township Assistance Standards were not established in accordance with Indiana Code 12-20-5.5-1.*

Current Period Comments

- *The records presented for review indicated the following disbursements in excess of budgeted appropriations:*

<u>Years</u>	<u>Fund</u>	<u>Excess Amount Disbursed</u>
2011	Township Assistance	\$ 1,018.64
2011	Fire Fighting	1,317.00
2012	Township Assistance	587.88
2012	Fire Fighting	1,417.00
2013	Fire Fighting	572.00

- *The Township did not adopt a resolution establishing salaries of Township officers and employees for 2011, 2012, or 2013.*
- *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 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, and December 31, 2013.*
- *The April 2011 and May 2011 bank statements were not presented for review. In addition, 2013 W-2s were not presented for review.*
- *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 3, 2012, which was 93 days past the due date. The 2012 report was filed on April 16, 2013, which was 75 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 June 4, 2014, with Jerry Cain, Trustee.

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