



STATE OF INDIANA
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B44835

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February 20, 2015

TO: THE OFFICIALS OF BARKLEY TOWNSHIP, JASPER COUNTY, INDIANA

As authorized under Indiana Code 5-11-1, we performed certain procedures to the accounting records and related documents of Barkley 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 - Related to 2011

- *The Trustee from 2011 resigned and contends that all records were provided to the current Trustee. The following records were not presented for review for 2011, therefore we could not properly review the Township financial activity reported:*
 - *Bank statements and cancelled checks*
 - *Depository reconcilements*
 - *W-2s, 1099s and any other federal, state, or local compensation reporting forms*
 - *Claims or accounts payable vouchers*
 - *Documentation to support disbursements of Township funds*

- *Contracts for services including fire protection and mowing*
- *Receipts or any other documents to support collections of the Township*
- *DLGF approved budgets or appropriations*
- *Applications for Township Assistance*
- *Township Assistance Standards*

Current Period Comments - Related to 2012 and 2013

- *Depository reconciliations of the fund balances to the bank account balances were not presented for review. Reconciliations were not completed and did not include an outstanding check list.*
- *The Annual Financial Report filed on Gateway for 2013 did not properly reflect the financial activity of the Township Fire Fighting fund as follows:*

<u>Year</u>	<u>Fund</u>	<u>(Beg Bal, Receipt, Disb, End Bal) Category</u>	<u>Amount Per Gateway</u>	<u>Amount Per Ledger</u>	<u>Difference</u>
2013	Fire Fighting	Disb	\$ 10,599.68	\$ 10,699.68	\$ 100.00
2013	Fire Fighting	End Bal	4,022.50	3,922.50	(100.00)

- *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	\$ 213.05
2011	Fire Fighting	105.60
2011	Rainy Day	998.19
2012	Township	1,931.54
2012	Fire Fighting	1,464.32
2013	Township	1,098.59

- *Receipts were deposited later than the first and fifteenth of the month.*
- *The Township did not adopt a resolution establishing salaries of Township officers and employees.*
- *The Certified Report of Names, Addresses, Duties and Compensation of Public Employees (Form 100-R or its equivalent) was incomplete for 2012, as the report did not include the Trustee. In 2013, the report did not include any employees of the Township.*

- *Payments made for insurance and taxes did not contain adequate supporting documentation in 2012.*
- *The Trustee paid utility charges in advance.*
- *Township Assistance Standards were not established in accordance with Indiana Code 12-20-5.5-1.*
- *The Township did not have the required meeting to review and adopt the Annual Report in accordance with Indiana Code 36-6-6-9 for 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.*
- *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.*
- *The Annual Report for 2013 was not filed until May 28, 2014.*

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 November 6, 2014 with Richard Bozell, Trustee.


Paul D. Joyce, CPA
State Examiner