



**STATE OF INDIANA**  
AN EQUAL OPPORTUNITY EMPLOYER

B44839

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February 20, 2015

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

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

**Current Period Comments**

- *In 2011 and 2012, the Township Clerk and Board were paid without the Township withholding federal, state, and local taxes.*
- *The wages reported on the W-2s issued for 2013 did not agree with the actual amount paid to the Board members. The W-2s exceeded the amount paid to each Board member by \$29.82.*
- *Township Assistant Standards were not established in accordance with Indiana Code 12-20-5.5-1.*
- *The Trustee did not certify in writing that they had not violated Indiana Code 36-1-20.2 (Nepotism) and Indiana Code 36-1-21 (Contracting With a Unit) by December 31, 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 November 10, 2014, with Sandra E. Putt, Trustee.

  
Paul D. Joyce, CPA  
State Examiner