



**STATE OF INDIANA**  
AN EQUAL OPPORTUNITY EMPLOYER

B44913

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](http://www.in.gov/sboa)

March 13, 2015

TO: THE OFFICIALS OF WEST HARRISON, DEARBORN 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 West Harrison (Town), for the period of January 1, 2010 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 Town'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 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**

- *Investment balances for the General fund and the Riverboat fund totaling \$431,359.66 were not maintained on the Town's Ledger of Receipts, Disbursements and Balances. However, the investments were reported with the Gateway Annual Report balances.*
- *The records presented for review showed the Motor Vehicle Highway fund disbursements for 2010 were in excess of budgeted appropriations by \$1,830.*
- *The Town receipted all of the state cigarette tax distributions into the General fund for 2013. Indiana Code 6-7-1-30.1 requires the Town to deposit a portion of the money in the Town's Cumulative Capital Improvement fund.*
- *The former Clerk-Treasurer was paid her monthly compensation in the amount of \$595 in advance of the actual date the services were provided. For 9 months in 2010, 3 months in 2011, 7 months in 2012, and 10 months in 2013, the former Clerk-Treasurer received her compensation on or before the 11th day of the month.*

- *The claims paid by the Town for 2010, 2011, 2012, and 2013 were not being certified by the person receiving the goods and services as required by Indiana Code 5-11-10-1.6.*
- *The Town purchased real property on December 10, 2012, for \$49,049.18. Two appraisals of the real property as required by Indiana Code 36-1-10.5-5 were not presented for review.*
- *Elected Town officers 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.*
- *Elected Town officers 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 Town did not have a credit card policy approved by the Town Council.*
- *The Town officials 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 2010. The report was filed on June 14, 2011, which was 134 days past the due date.*

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 June 18, 2014, with Inetta J. Wesley, President of the Town Council and discussed on June 26, 2014, with Christina Swafford, Clerk-Treasurer; and Sherry Kaeser, former Clerk-Treasurer. The contents of this letter were also discussed on June 23, 2014, with Rebecca Barga, former Clerk-Treasurer.

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