



STATE OF INDIANA
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March 16, 2015

TO: THE OFFICIALS OF HOGAN TOWNSHIP, DEARBORN COUNTY, INDIANA

As authorized under Indiana Code 5-11-1, we performed certain procedures to the accounting records and related documents of Hogan Township (Township), 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 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

- *Information was not presented for review showing that the Township adopted a resolution establishing salaries of Township officers and employees for the years 2011 and 2013. Form 17 (Resolution Establishing Salaries of Township Officers and Employees) has been prescribed for this purpose.*
- *W-2s for the year 2010 were not presented for review for all Township employees.*
- *Contracts for lawn service for 2010, 2011, 2012, and 2013 were not presented for review.*
- *Township Assistance payments were made without an Application for Township Assistance on file.*

- *Township Assistance Purchase Orders for the period October 2011 to December 31, 2013, were not presented for review.*
- *The Trustee's Surety Bond for the years 2012 and 2013 was insufficient per the Indiana Code. The Trustee's Surety Bond was in the amount of \$15,000; however, state statute requires a minimum bond amount of \$30,000.*
- *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.*
- *The Township did not have a Contracting Policy for the years 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 2013.*
- *Employee earnings records for the years 2010, 2011, 2012, and 2013 were not presented for review.*
- *The Annual Report for 2012 was not filed electronically until April 11, 2013, 41 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 25, 2014, with Michael R. Merrill, Trustee.


Paul D. Joyce, CPA
State Examiner