STATE BOARD OF ACCOUNTS
302 West Washington Street
Room E418
INDIANAPOLIS, INDIANA 46204-2769

SPECIAL INVESTIGATION REPORT

OF

HENDRICKS TOWNSHIP

SHELBY COUNTY, INDIANA

January 1, 2011 to December 31, 2013

FILED

04/08/2015

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OFFICIALS

Office	Official	Term
Trustee	Wray D. Emerick	01-01-11 to 12-31-18
Clerk	Linda Emerick	01-01-11 to 12-31-15
Chairman of the Township Board	Travis Beck	01-01-11 to 12-31-14
	Jerry Parmer	01-01-15 to 12-31-15

TO: THE OFFICIALS OF HENDRICKS TOWNSHIP, SHELBY COUNTY

We have reviewed the records of Hendricks Township for the period January 1, 2011 to December 31, 2013, and certify that the records and accountability for cash and other assets are satisfactory to the best of our knowledge and belief, except as stated in the Investigation Results and Comments.

Paul D. Joyce

Paul D. Joyce, CPA
State Examiner

March 2, 2015

OVERPAYMENT OF SALARY

Linda Emerick, Clerk, received additional compensation above the amounts appropriated in the budgets for the Clerk's position of $370 in 2011 and $385 in 2012. These amounts were not reported on a W-2 or 1099. Additionally, the amounts were not supported by a salary resolution, budget, or a contract.

A similar comment appeared in prior Report B39804.

All compensation and benefits paid to officials and employees must be included in the labor contract, salary ordinance, resolution or salary schedule adopted by the governing body unless otherwise authorized by statute. Compensation should be made in a manner that will facilitate compliance with state and federal reporting requirements. (Accounting and Uniform Compliance Guidelines Manual for Townships, Chapter 17)

Each governmental unit is responsible for compliance with all rules, regulations, guidelines, and directives of the Internal Revenue Service and the Indiana Department of Revenue. All questions concerning taxes should be directed to these agencies. (Accounting and Uniform Compliance Guidelines Manual for Townships, Chapter 13)

Indiana Code 5-11-9-4(b) states in part: ". . . records be maintained showing which hours were worked each day by officers and employees . . . employed . . . in more than one (1) position by the same public agency . . ."

We requested Linda Emerick, Clerk, and Wray D. Emerick, Trustee, jointly and severally, reimburse the Township $755 ($370 for 2011 and $385 for 2012) for compensation not approved by a salary resolution or contract. (See Summary of Charges, page 6)

The Trustee deposited $370 and $385 on March 6, 2015, into the Township depository account for reimbursement of the compensation not approved by a salary resolution or contract. (See Summary of Charges, page 6)

OFFICIAL BOND

Wray D. Emerick, Trustee, had the following bonds on file at the County Recorder's Office:

Company	Term	Amount	Bond Number
Western Surety Company	01-01-11 to 01-01-12	$ 30,000	69272623
Western Surety Company	01-01-12 to 01-01-13	30,000	69272623
Western Surety Company	01-01-13 to 01-01-14	30,000	69272623
Western Surety Company	01-01-14 to 01-01-15	30,000	69272623
Western Surety Company	01-01-15 to 01-01-16	30,000	69272623

HENDRICKS TOWNSHIP
SHELBY COUNTY
EXIT CONFERENCE

The contents of this report were discussed on March 2, 2015, with Wray D. Emerick, Trustee.

The contents of this report were discussed by telephone on March 5, 2015, with Linda Emerick, Clerk.

HENDRICKS TOWNSHIP
SHELBY COUNTY
SUMMARY OF CHARGES

	Charges	Credits	Balance Due
Linda Emerick, Clerk, and Wray D. Emerick, Trustee, jointly and severally:			
Overpayment of Salary, page 4			
2011	$ 370	$ (370)	$ -
2012	385	(385)	-
Totals	$ 755	$ (755)	$ -