



**STATE OF INDIANA**  
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B44997

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April 10, 2015

TO: THE OFFICIALS OF HENDRICKS TOWNSHIP, SHELBY COUNTY, INDIANA

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

***Unresolved Comment From Prior Report***

- *The Clerk received additional compensation above the amount appropriated in the budget 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 or a contract. A similar comment appeared in prior Report B39804. (See separate Special Investigation Report B44984).*


***Current Period Comments***

- *The records presented indicated the Fire Fighting fund had expenditures of \$789 in excess of budgeted appropriations for 2011.*
- *The Township did not adopt a resolution establishing salaries of Township officers and employees for 2011, 2012, or 2013.*

- *The Township paid the Trustee's and Clerk's compensation in advance of the quarter end for all quarters of the review period.*
- *Payments made for the mowing of the Law Cemetery in 2012 and 2013 to the Trustee were not supported by a written contract and were not reported on the Trustee's W-2.*
- *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, or December 31, 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, or 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 March 2, 2015, with Wray D. Emerick, Trustee.

  
Paul D. Joyce, CPA  
State Examiner