



STATE OF INDIANA
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B45053

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

April 21, 2015

TO: THE OFFICIALS OF BIGGER TOWNSHIP, JENNINGS COUNTY, INDIANA

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

Unresolved Comments From Prior Report

- *Depository reconciliations of the fund balances to the bank account balances were not presented for review for 2010, 2011, 2012, or 2013. We performed reconcilements as of December 31, 2010, 2011, 2012, and 2013. We found several posting errors which included service charges and interest not posted to the ledger, a deposit posted twice in 2012 and a deposit not posted in 2013. The reconcilements identified a cash short of \$2,831.15 at December 31, 2010, 2011, 2012, and 2013.*
- *The Township did not adopt a resolution establishing salaries of Township officers and employees for 2010, 2011, 2012, or 2013. Form 17 (Resolution Establishing Salaries of Township Officers and Employees) has been prescribed for this purpose.*

Current Period Comments

- *The Annual Reports filed on Gateway for 2011, 2012, and 2013 contained a number of errors and did not properly reflect the financial activity of the Township.*

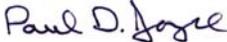
Years	Fund	Category	Amount Per Gateway	Amount Per Township Ledger	Difference
2011	Township	Beginning Balance	\$ 61,243.67	\$ 61,520.80	\$ (277.13)
2011	Township	Receipts	10,726.28	10,234.72	491.56
2011	Township	Disbursements	5,314.26	7,048.28	(1,734.02)
2011	Township	Ending Balance	66,655.69	64,707.24	1,948.45
2011	Township Assistance	Beginning Balance	7,576.47	10,130.49	(2,554.02)
2011	Township Assistance	Disbursements	7,849.48	8,914.48	(1,065.00)
2011	Township Assistance	Ending Balance	7,228.38	8,717.40	(1,489.02)
2012	Township	Beginning Balance	66,655.69	64,707.24	1,948.45
2012	Township	Receipts	770.80	774.52	(3.72)
2012	Township	Disbursements	8,034.57	8,245.77	(211.20)
2012	Township	Ending Balance	59,391.92	57,235.99	2,155.93
2012	Township Assistance	Beginning Balance	7,228.38	8,717.40	(1,489.02)
2012	Township Assistance	Receipts	12,565.06	13,101.38	(536.32)
2012	Township Assistance	Disbursements	11,649.80	11,705.03	(55.23)
2012	Township Assistance	Ending Balance	8,143.64	10,113.75	(1,970.11)
2013	Township	Beginning Balance	59,391.92	57,235.99	2,155.93
2013	Township	Receipts	1,372.00	1,370.00	2.00
2013	Township	Disbursements	8,287.00	7,854.90	432.10
2013	Township	Ending Balance	52,476.92	50,751.09	1,725.83
2013	Township Assistance	Beginning Balance	8,143.64	10,113.75	(1,970.11)
2013	Township Assistance	Receipts	21,498.00	21,496.33	1.67
2013	Township Assistance	Disbursements	13,167.00	13,398.09	(231.09)
2013	Township Assistance	Ending Balance	16,474.64	18,211.69	(1,737.05)

- *There was no evidence that the Township established a certified budget with the Department of Local Government Finance in 2010 or 2011.*
- *Several payments were observed which did not contain adequate supporting documentation.*
- *Payments were made to the Jennings County Coordinating Council in the amount of \$1,000 per year for 2010, 2011, 2012, and 2013 from the Township Assistance Fund.*
- *Interest of \$1.86 in 2012 and \$37.37 in 2013 were assessed by the Internal Revenue Service.*
- *Township Assistance Standards were not established in accordance with Indiana Code 12-20-5.5-1.*
- *The Township did not present Township Assistance Applications for 2011.*
- *W-2s for 2013 were not presented for review.*
- *Per the Township Board Record book that was provided, the Township had one meeting in 2010, 2011, and 2013. The Township Board did not have a meeting in 2012. Also, there was no evidence that the minutes were approved by the Board.*
- *The Township did not have the required meeting to review and adopt the Annual Report in accordance with Indiana Code 36-6-6-9 for 2011, 2012, and 2013.*
- *The Trustee did not provide proof that he had obtained an individual Surety Bond.*
- *The Annual Report was not published in accordance with Indiana Code 36-6-4-13 for 2011, 2012, and 2013.*
- *The Township did not have a Nepotism Policy for 2012 or 2013.*
- *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 2013.*

- *The Township did not have a Contracting Policy for 2012 and 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 2013.*
- *The Township did not timely file Annual Reports with the Indiana State Board of Accounts for 2010 and 2011. The reports were filed on June 2, 2011 and March 16, 2012, which were 93 days and 15 days, respectively, past the due dates.*
- *The Township 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, 2011, and 2013. The reports were filed on July 29, 2011, March 5, 2012, and February 10, 2014, which were 179 days, 34 days, and 10 days, respectively, past the due dates.*

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 September 10, 2014, with Larry Wahlman, Trustee.


Paul D. Joyce, CPA
State Examiner