

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

SUPPLEMENTAL COMPLIANCE REPORT

OF

CITY OF ROCKPORT

SPENCER COUNTY, INDIANA

January 1, 2011 to December 31, 2014



FILED
04/29/2016

TABLE OF CONTENTS

| <u>Description</u> | <u>Page</u> |
|--------------------------------------|-------------|
| Schedule of Officials | 2 |
| Transmittal Letter | 3 |
| City Council: | |
| Examination Results and Comments: | |
| Appropriations | 6 |
| Fees - Lincoln Pioneer Village | 6 |
| Exit Conference | 7 |
| Clerk-Treasurer: | |
| Examination Results and Comments: | |
| Appropriations | 10 |
| Fees - Police | 10 |
| Record of Hours Worked..... | 10 |
| Exit Conference | 11 |

SCHEDULE OF OFFICIALS

| <u>Office</u> | <u>Official</u> | <u>Term</u> |
|--|--|--|
| Clerk-Treasurer | Elizabeth Naef Susie Roberts | 09-30-10 to 05-31-12 06-01-12 to 12-31-19 |
| Mayor | Harold Goffinet Gay Ann Harney | 09-03-10 to 12-31-15 01-01-16 to 12-31-19 |
| President of the Board of Public Works | Harold Goffinet Gay Ann Harney | 01-01-11 to 12-31-15 01-01-16 to 12-31-19 |
| President Pro Tempore of the City Council | Ferman Yearby, III Connie L. Hargis | 01-01-11 to 12-31-13 01-01-14 to 12-31-16 |



STATE OF INDIANA
AN EQUAL OPPORTUNITY EMPLOYER

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

TO: THE OFFICIALS OF THE CITY OF ROCKPORT, SPENCER COUNTY, INDIANA

This report is supplemental to our examination report of the City of Rockport (City), for the period from January 1, 2011 to December 31, 2014. It has been provided as a separate report so that the reader may easily identify any Examination Results and Comments that pertain to the City. It should be read in conjunction with our Financial Statements Examination Report of the City, which provides our opinion on the City's financial statements. This report may be found at www.in.gov/sboa/.

As authorized under Indiana Code 5-11-1, we performed procedures to determine compliance with applicable Indiana laws and uniform compliance guidelines established by the Indiana State Board of Accounts. The Examination Results and Comments contained herein describe the identified reportable instances of noncompliance found as a result of these procedures. Our tests were not designed to identify all instances of noncompliance; therefore, noncompliance may exist that is unidentified.

Any Official Response to the Examination Results and Comments, incorporated within this report, was not verified for accuracy.

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

February 10, 2016

(This page intentionally left blank.)

CITY COUNCIL
CITY OF ROCKPORT

CITY COUNCIL
CITY OF ROCKPORT
EXAMINATION RESULTS AND COMMENTS

APPROPRIATIONS

The records presented for examination indicated the following expenditures in excess of budgeted appropriations:

| Fund | Years | Excess Amount Expended |
|-----------------------|-------|------------------------------|
| Local Road & Street | 2011 | \$ 3,916 |
| Motor Vehical Highway | 2011 | 18,521 |
| Park & Recreation | 2011 | 18,093 |
| CCI | 2011 | 19,070 |
| Local Road & Street | 2012 | 359 |
| Motor Vehical Highway | 2012 | 423 |
| Park & Recreation | 2012 | 18,815 |

Indiana Code 6-1.1-18-4 states in part: ". . . the proper officers of a political subdivision shall appropriate funds in such a manner that the expenditures for a year do not exceed its budget for that year as finally determined under this article."

FEES - LINCOLN PIONEER VILLAGE

The City operated and collected admission at Lincoln Pioneer Village. No approved fee schedule was available for examination.

Fees should only be collected as specifically authorized by statute or properly authorized resolutions or ordinances, as applicable, which are not contrary to statutory or Constitutional provisions. (Accounting and Uniform Compliance Guidelines Manual for Cities and Towns, Chapter 7)

CITY COUNCIL
CITY OF ROCKPORT
EXIT CONFERENCE

The contents of this report were discussed on February 10, 2016, with Connie L. Hargis, President Pro Tempore of the City Council; Donna Lashley, City Council member; and Gay Ann Harney, Mayor.

(This page intentionally left blank.)

CLERK-TREASURER
CITY OF ROCKPORT

CLERK-TREASURER
CITY OF ROCKPORT
EXAMINATION RESULTS AND COMMENTS

APPROPRIATIONS

The records presented for examination indicated the following expenditures in excess of budgeted appropriations:

| Fund | Years | Excess Amount Expended |
|-----------------------|-------|------------------------------|
| Local Road & Street | 2011 | \$ 3,916 |
| Motor Vehical Highway | 2011 | 18,521 |
| Park & Recreation | 2011 | 18,093 |
| CCI | 2011 | 19,070 |
| Local Road & Street | 2012 | 359 |
| Motor Vehical Highway | 2012 | 423 |
| Park & Recreation | 2012 | 18,815 |

Indiana Code 6-1.1-18-4 states in part: ". . . the proper officers of a political subdivision shall appropriate funds in such a manner that the expenditures for a year do not exceed its budget for that year as finally determined under this article."

FEES - POLICE

Ordinance No. 1992-2 established a fee of \$3 for a copy of an accident report. However, the City collected \$5 for each accident report requested. Also, no fees were collected for Vehicle Title Inspections even though Ordinance No. 1992-6 established a fee of \$5 for each Vehicle Title Inspection performed.

Fees should only be collected as specifically authorized by statute or properly authorized resolutions or ordinances, as applicable, which are not contrary to statutory or Constitutional provisions. (Accounting and Uniform Compliance Guidelines Manual for Cities and Towns, Chapter 7)

RECORD OF HOURS WORKED

Except for police officers who started reporting time worked in 2014, no records of hours worked were maintained for any salaried employees during the examination period.

The federal Fair Labor Standards Act (FLSA) requires that records of wages paid, daily and weekly hours of work, and the time of day and day of week on which the employee's work week begins be kept for all employees. These requirements can be met by use of the following prescribed general forms:

- General Form 99A, Employees' Service Record
- General Form 99B, Employee's Earnings Record
- General Form 99C, Employee's Weekly Earnings Record

General Form 99C is required only for employees who are not exempt from FLSA, are not on a fixed work schedule, and are not paid weekly.

Additional information regarding FLSA rules and regulations may be obtained from the Department of Labor. (Accounting and Uniform Compliance Guidelines Manual for Cities and Towns, Chapter 7)

CLERK-TREASURER
CITY OF ROCKPORT
EXIT CONFERENCE

The contents of this report were discussed on February 10, 2016, with Susie Roberts, Clerk-Treasurer; Gay Ann Harney, Mayor; Connie L. Hargis, President Pro Tempore of the City Council; and Donna Lashley, City Council member.