



STATE OF INDIANA
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B46445

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June 13, 2016

TO: THE OFFICIALS OF HARRISON TOWNSHIP, HENRY COUNTY, INDIANA

As authorized under Indiana Code 5-11-1, we performed certain procedures to the accounting records and related documents of Harrison Township (Township), for the period of January 1, 2013 to December 31, 2015, 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 auditing standards generally accepted in the United States of America. 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 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

- *Depository reconciliations of the fund balances to the bank account balances were conducted for January 1, 2013 through December 31, 2015; however, the reconciliations contained numerous errors each year.*
- *The Annual Financial Reports filed on Gateway for 2013, 2014, and 2015 did not match the Township's records. The Annual Financial Reports have been corrected and have been resubmitted on Gateway for 2013, 2014, and 2015.*

<u>Fund</u>	<u>Category</u>	<u>Amount Per Gateway</u>	<u>Amount Per Corrected Ledger</u>	<u>Difference</u>
Township	Beginning Balance	\$ 119,684.51	\$ 119,683.68	\$ 0.83
Township	Receipts	10,484.90	9,228.54	1,256.36
Township	Disbursements	25,784.10	24,518.98	1,265.12
Township	Ending Balance	104,385.31	104,393.24	(7.93)
Payroll Withholding	Disbursements	1,202.58	1,265.12	(62.54)
Payroll Withholding	Ending Balance	276.99	214.45	62.54
Township	Beginning Balance	104,385.31	104,393.24	(7.93)
Township	Receipts	14,869.98	13,579.40	1,290.58
Township	Disbursements	35,253.35	33,695.83	1,557.52
Township	Ending Balance	84,001.94	84,276.81	(274.87)
Payroll Withholding	Beginning Balance	276.99	214.45	62.54
Payroll Withholding	Receipts	-	1,280.53	(1,280.53)
Payroll Withholding	Disbursements	-	993.54	(993.54)
Payroll Withholding	Ending Balance	276.99	501.44	(224.45)
Levy Excess	Receipts	-	7.70	(7.70)
Levy Excess	Ending Balance	75.63	83.33	(7.70)
Township	Beginning Balance	84,001.94	84,276.81	(274.87)
Township	Receipts	25,061.11	24,497.13	563.98
Township	Disbursements	44,859.79	44,859.81	(0.02)
Township	Ending Balance	64,203.26	63,914.13	289.13
Payroll Withholding	Beginning Balance	276.99	501.44	(224.45)
Payroll Withholding	Receipts	1,703.27	1,703.25	0.02
Payroll Withholding	Ending Balance	198.12	422.55	(224.43)
Levy Excess	Beginning Balance	75.63	83.33	(7.70)
Levy Excess	Ending Balance	75.63	83.33	(7.70)

- The records presented indicated the following disbursements in excess of budgeted appropriations:

<u>Years</u>	<u>Fund</u>	<u>Excess Amount Disbursed</u>
2013	Township Assistance	\$ 598.98
2014	Township Assistance	1,302.98

- The 2014 Certified Report of Names, Addresses, Duties and Compensation of Public Employees (Form 100-R) was inaccurate. The 100-R stated the Trustee's total compensation was \$9,000, but the Trustee actually was paid \$6,800 in 2014.
- Each elected officer did not certify in writing that the officer had not violated Indiana Code 36-1-20.2 (Nepotism) by December 31, 2014 and 2015.
- 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, 2014 and 2015.
- The Township used a credit card for purchases during 2013, 2014, and 2015 but did not have a credit card policy approved by the Township Board.

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 22, 2016, with Joe D. Manis, Trustee. The official did not wish to respond to the report.

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