



STATE OF INDIANA
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July 14, 2016

TO: THE OFFICIALS OF WASHINGTON TOWNSHIP, CLAY COUNTY, INDIANA

As authorized under Indiana Code 5-11-1, we performed certain procedures to the accounting records and related documents of Washington Township (Township), for the period of January 1, 2012 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.

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

- *The Township did not adopt a resolution establishing salaries of Township officers and employees for 2012, 2013, 2014, and 2015.*
- *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 2014. The report was filed on February 3, 2015, which is three days past the due date.*

Current Period Comments

- *The financial institution did not return the actual cancelled checks with the monthly bank statements, but instead returned only an optical image of the front side of the checks for 2012, 2013, 2014, and 2015. The back side or endorsement side of the checks was not returned.*

- The following was a difference noted between the Annual Financial Report filed on Gateway and the financial ledger:

<u>Year</u>	<u>Fund</u>	<u>Category</u>	<u>Amount Per Gateway</u>	<u>Amount Per Township Ledger</u>	<u>Difference</u>
2015	Township Assistance	Receipts	<u>\$ 960.39</u>	<u>\$ 927.97</u>	<u>\$ (32.42)</u>

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

<u>Year</u>	<u>Fund</u>	<u>Excess Amount Disbursed</u>
2014	Township	<u>\$ 299.60</u>

- The Township paid \$19,600 of compensation in advance of the actual date the services were provided.
- W-2s were not presented for review for 2015.
- Township Assistance Standards were not established in accordance with Indiana Code 12-20-5.5-1.
- The Trustee's bond was not recorded in the County Recorder's Office for 2013, 2014, and 2015.
- 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, 2013, 2014, and 2015.
- The Township did not have a Contracting Policy for 2012, 2013, 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, 2012, 2013, 2014, and 2015.

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 April 26, 2016, with DeAnna L. Steiner, Trustee.

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