



STATE OF INDIANA
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July 14, 2016

TO: THE OFFICIALS OF THE TOWN OF KINGSBURY, LAPORTE COUNTY, INDIANA

As authorized under Indiana Code 5-11-1, we performed certain procedures to the accounting records and related documents of the Town of Kingsbury (Town) 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 Town'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 Town.

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 Town 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

- *Investments in two Certificates of Deposit (CDs) were not included in the Town's records. Also, the principal amount of the CD's, including the interest, was automatically rolled over to new maturity dates. The interest income was not recorded in the records.*
- *Receipts were deposited later than the next business day following the receipt. Generally, the Clerk-Treasurer was making deposits once per month.*
- *The Clerk-Treasurer paid penalties and interest to the Internal Revenue Service in the amount of \$474 for failure to file quarterly returns from 2013.*
- *The Clerk-Treasurer 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 the years 2012 and 2015. The reports were filed on February 17, 2013, and February 7, 2016, which was 16 days and 6 days, respectively, past the due date.*

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

<u>Years</u>	<u>Fund</u>	<u>Excess Amount Disbursed</u>
2014	Riverboat	\$ 5,843
2015	Park	34

This letter is intended for the information and use of the governing body and management of the Town. 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 27, 2016, with Laura Matchette, former and Acting Clerk-Treasurer; and Jeff Matchette, President of the Town Council. Any Official Response attached to this letter was not verified for accuracy.

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