



STATE OF INDIANA
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B46627

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July 15, 2016

TO: THE OFFICIALS OF JEFFERSON TOWNSHIP, ALLEN COUNTY, INDIANA

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

Unresolved Comments From Prior Report

- Minutes of the meetings of the Township Board for the years 2013 and 2014 were not presented for review.
- 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>
2013	Firefighting	<u>\$ 1,088</u>

- The Trustee did not certify in writing that he had not violated Indiana Code 36-1-20.2 (Nepotism) or IC 36-1-21 (Contracting with a Unit) for the years 2013, 2014, or 2015.

Current Period Comments


- The Township did not reconcile the fund balances to the bank account balances for any of the twelve months of 2013.
- The Annual Financial Reports filed on Gateway for the years 2013, 2014, and 2015 did not match the Township's records.

<u>Years</u>	<u>Fund</u>	<u>Category</u>	<u>Amount Per Gateway</u>	<u>Amount Per Township Ledger</u>	<u>Difference</u>
2013	Township Assistance	Receipts	\$ 6,860.24	\$ 7,500.24	\$ (640.00)
2013	Park & Recreation	Receipts	11,277.09	10,637.09	640.00
2013	Township	Disbursements	20,695.60	21,714.53	(1,018.93)
2013	Firefighting	Disbursements	114,536.75	51,088.75	63,448.00
2013	Cumulative Fire	Disbursements	6,838.75	6,938.75	(100.00)
2013	EMS	Disbursements	44,156.22	20,523.00	23,633.22
2013	Park & Recreation	Disbursements	12,489.71	12,514.44	(24.73)
2013	Township	Ending Balance	25,120.85	24,101.92	1,018.93
2013	Township Assistance	Ending Balance	37,211.51	37,851.51	(640.00)
2013	Firefighting	Ending Balance	24,720.17	88,168.17	(63,448.00)
2013	Cumulative Fire	Ending Balance	66,822.42	66,722.42	100.00
2013	EMS	Ending Balance	7,812.15	31,445.37	(23,633.22)
2013	Park & Recreation	Ending Balance	13,143.10	12,478.37	664.73
2014	Park & Recreation	Disbursements	14,233.12	16,017.74	(1,784.62)
2014	Park & Recreation	Ending Balance	21,846.67	20,062.05	1,784.62
2015	Park & Recreation	Beginning Balance	21,846.67	20,062.05	1,784.62
2015	Park & Recreation	Disbursements	16,606.27	14,821.65	1,784.62

- The Township did not adopt a resolution establishing salaries of Township officers and employees for the years 2013, 2014, and 2015,
- The Township did not withhold payroll taxes from members of the Township Board and did not report their salaries on W-2s for the years 2014 and 2015.
- The Township did not properly remit payroll taxes to the Internal Revenue Service for the year 2015. The Township did not remit the taxes due for the first, second, and third quarters until January 19, 2016.

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 27, 2016, with Ronald Clegg, Trustee, and Kimberly D. Yoh, Bookkeeper. Any Official Response attached to this letter was not verified for accuracy.


Paul D. Joyce, CPA
State Examiner