



STATE OF INDIANA
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July 29, 2016

TO: THE OFFICIALS OF ROCKCREEK TOWNSHIP, WELLS COUNTY, INDIANA

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

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 Comment from Prior Report

- *Township Board approval of salaries was not presented for review for the years 2012, 2014, and 2015.*

Current Period Comments

- *The Annual Financial Report filed on Gateway for 2012, 2013, and 2014 did not match the Township's records.*

| <u>Years</u> | <u>Fund</u> | <u>Category</u> | <u>Amount Per Gateway</u> | <u>Amount Per Ledger</u> | <u>Difference</u> |
|--------------|---------------|-------------------|---------------------------|--------------------------|-------------------|
| 2012 | Township | Beginning Balance | \$ 71,753 | \$ 58,753 | \$ 13,000 |
| 2012 | EMS | Beginning Balance | 74,107 | 46,107 | 28,000 |
| 2012 | Fire Fighting | Beginning Balance | 38,147 | 28,147 | 10,000 |
| 2012 | Township | Ending Balance | 87,501 | 82,501 | 5,000 |
| 2012 | EMS | Ending Balance | 79,607 | 81,607 | (2,000) |
| 2013 | Township | Ending Balance | 101,274 | 96,274 | 5,000 |
| 2013 | EMS | Ending Balance | 56,010 | 58,010 | (2,000) |
| 2014 | Township | Beginning Balance | 99,272 | 96,272 | 3,000 |

- *It could not be determined if wages reported on the W-2 agreed with the actual amounts paid to employees since Employee's Earnings Records (General Form 99B) were not maintained.*
- *Township Board members were paid without the Township withholding federal, state and local taxes. The 2013 W-2 for the Trustee was not presented for review.*
- *A review of payroll check dates indicated seven out of sixteen salary payments were paid as much as twenty-two days in advance of the actual date the services were provided.*
- *Receipts were deposited later than the first and fifteenth of the month in twenty-one instances and ranged up to nineteen days late.*
- *The Annual Financial Reports for 2012, 2013, and 2014 were not filed electronically until April 26, 2013, March 24, 2014, and March 5, 2015, respectively which was 56, 23, and 4 days passed the due date, respectively.*
- *Several Township Assistance payments were observed which did not contain adequate supporting documentation, such as receipts, invoices and other public records.*
- *The records presented for review indicated the following disbursements in excess of budgeted appropriations:*

| <u>Years</u> | <u>Fund</u> | <u>Excess Amount Disbursed</u> |
|--------------|---------------|--------------------------------|
| 2014 | Fire Fighting | \$ 495 |
| 2015 | Fire Fighting | 939 |

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 June 9, 2016, with Phyllian Keefer, Trustee. Any Official Response attached to this letter was not verified for accuracy.

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