



**STATE OF INDIANA**  
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B46716

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July 29, 2016

TO: THE OFFICIALS OF RAY TOWNSHIP, MORGAN COUNTY, INDIANA

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

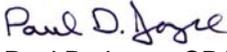
The Comments contained herein describe the identified reportable instances of noncompliance found as a result of the procedures we performed. Our procedures were not designed to identify all instances of noncompliance; therefore, noncompliance may exist that is unidentified.

- *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 6, 2015, which is 6 days past the due date.*
- *Receipts were deposited later than the first and fifteenth of the month. Receipts were deposited up to 36 days after the first and/or fifteen of the month in 2012, up to 22 days after in 2013, up to 11 days in 2014, and up to 14 days in 2015.*
- *The Township paid \$48,600 of compensation in advance of the actual date the services were provided.*
- *The Township Board did not fix the salaries of all officials for 2012, 2013, and 2014.*

- *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. The back side or endorsement side of the checks was not returned for 2012, 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, 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, 2014, and 2015.*
- *The Trustee's Surety Bond was insufficient per the Indiana Code in 2012, 2013, 2014, and 2015. The Trustee's Surety Bond was purchased but not recorded in the county recorder's office. In addition, the 2015 Surety Bond did not state the term of the bond.*
- *Payment was made for Township Assistance without supporting documentation available for review in 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 June 8, 2016, with Joseph D. Ramey, Jr., Trustee.

  
Paul D. Joyce, CPA  
State Examiner