



STATE OF INDIANA
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B46757

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August 11, 2016

TO: THE OFFICIALS OF WASHINGTON TOWNSHIP, ALLEN 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 Comment from Prior Report

- *Depository reconciliations of the fund balances to the bank account balances were conducted for 2012 through 2015; however, the reconciliations did not balance.*

<u>Date</u>	<u>Reconciled Bank Balance</u>	<u>Balance Per Township Ledger</u>	<u>Difference Long (Short)</u>
12-31-12	\$ 773,536.06	\$ 776,856.53	\$ (3,320.47)
12-31-13	765,594.80	769,149.74	(3,554.94)
12-31-14	551,613.15	561,623.49	(10,010.34)
12-31-15	568,653.33	578,678.67	(10,025.34)

Current Period Comments

- *The Annual Financial Report filed on Gateway for 2014 contained errors and did not properly reflect the financial activity of the Township.*

<u>Year</u>	<u>Fund</u>	<u>Category</u>	<u>Amount Per Gateway</u>	<u>Amount Per Township Ledger</u>	<u>Difference</u>
2014	Fire Fighting	Receipts	\$ 130,811.15	\$ 136,811.15	\$ (6,000)
2014	Fire Fighting	Ending Balance	74,073.64	80,073.64	(6,000)

- *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 Assistance	\$ 16,360

- *Payments made for mowing in 2012 through 2015 were not supported by written contracts.*
- *Minutes of meetings of the Township Board presented for review for 2014 and 2015.*
- *The Township did not have the required meeting to review and adopt the Annual Report in accordance with Indiana Code 36-6-6-9 for 2012 through 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, and 2014.*
- *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.*
- *The Township did not have a credit card policy approved by the Township Board.*
- *A separate investigation report has been issued on this Township which discusses payment of penalties, interest, and other charges.*

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 May 25, 2016, with Robert Arnold, Trustee, and Abner Crosby, Chairman of Township Board. Any Official Response attached to this letter was not verified for accuracy.

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