

STATE BOARD OF ACCOUNTS
302 West Washington Street
Room E418
INDIANAPOLIS, INDIANA 46204-2769

SUPPLEMENTAL COMPLIANCE REPORT

OF

CITY OF BRAZIL

CLAY COUNTY, INDIANA

January 1, 2015 to December 31, 2015



FILED
08/26/2016

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SCHEDULE OF OFFICIALS

<u>Office</u>	<u>Official</u>	<u>Term</u>
Clerk-Treasurer	Karen McQueen	01-01-12 to 12-31-19
Mayor	Brian Wyndham	01-01-12 to 12-31-19
President of the Board of Public Works and Safety	Bryan Wyndham	01-01-12 to 12-31-19
President Pro Tempore of the Common Council	P. Brad Deal	01-01-15 to 12-31-16
Superintendent of Water Utility	Shawnette Szekely	01-01-15 to 12-31-16
Superintendent of Wastewater Utility	William Goodrich	01-01-15 to 12-31-16
Utility Office Manager	Delores M. Elder	01-01-15 to 12-31-16



STATE OF INDIANA
AN EQUAL OPPORTUNITY EMPLOYER

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TO: THE OFFICIALS OF THE CITY OF BRAZIL, CLAY COUNTY, INDIANA

This report is supplemental to our examination report of the City of Brazil (City), for the period from January 1, 2015, to December 31, 2015. It has been provided as a separate report so that the reader may easily identify any Examination Results and Comments that pertain to the City. It should be read in conjunction with our Financial Statement Examination Report of the City, which provides our opinion on the City's financial statement. This report may be found at www.in.gov/sboa/.

As authorized under Indiana Code 5-11-1, we performed procedures to determine compliance with applicable Indiana laws and uniform compliance guidelines established by the Indiana State Board of Accounts. The Examination Results and Comments contained herein describe the identified reportable instances of noncompliance found as a result of these procedures. Our tests were not designed to identify all instances of noncompliance; therefore, noncompliance may exist that is unidentified.

Any Official Response to the Examination Results and Comments, incorporated within this report, was not verified for accuracy.

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

July 6, 2016

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CLERK-TREASURER
CITY OF BRAZIL

CLERK-TREASURER
CITY OF BRAZIL
EXAMINATION RESULT AND COMMENT

OVERDRAWN CASH BALANCES

The financial statement presented for examination included the following funds with overdrawn cash balances at December 31, 2015:

<u>Fund</u>	<u>Amount Overdrawn</u>
Cumulative Drainage Fund	\$ 1,601
Emergency Response Team	2,306
Traffic Safety	5,495
Pogues Run Grant	146,843

The cash balance of any fund may not be reduced below zero. Routinely overdrawn funds could be an indicator of serious financial problems which should be investigated by the governmental unit. (Accounting and Uniform Compliance Guidelines Manual for Cities and Towns, Chapter 7)

CLERK-TREASURER
CITY OF BRAZIL
EXIT CONFERENCE

The contents of this report were discussed on July 6, 2016, with Brian Wyndham, Mayor; Karen McQueen, Clerk-Treasurer; Shane Litz, Council member; and Sheryl Hill, Assistant Utility Manager.

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BOARD OF PUBLIC WORKS AND SAFETY
CITY OF BRAZIL

BOARD OF PUBLIC WORKS AND SAFETY
CITY OF BRAZIL
EXAMINATION RESULT AND COMMENT

TRAVEL POLICY

The City reimbursed employees for travel expense without an approved travel policy.

Each governmental unit should adopt a written travel policy in conformity with applicable statutes.

Reimbursement for lodging and meals should be based upon actual receipts for amounts paid unless otherwise authorized by statute. (Accounting and Uniform Compliance Guidelines Manual for Cities and Towns, Chapter 7)

BOARD OF PUBLIC WORKS AND SAFETY
CITY OF BRAZIL
EXIT CONFERENCE

The contents of this report were discussed on July 6, 2016, with Brian Wyndham, Mayor; Karen McQueen, Clerk-Treasurer; Shane Litz, Council member; and Sheryl Hill, Assistant Utility Manager.