



STATE OF INDIANA
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B47006

STATE BOARD OF ACCOUNTS
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October 7, 2016

TO: THE OFFICIALS OF WASHINGTON TOWNSHIP, TIPPECANOE 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, 2011 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.

Current Period Comments

- *Depository reconciliations of the fund balances to the bank accounts were conducted; however, the reconciliations did not balance as of December 31, 2011 or 2012.*

<u>Years</u>	<u>Balance Per Ledger</u>	<u>Reconciled Balance</u>	<u>Difference</u>
2011	\$ 276,291.79	\$ 277,000.91	\$ (709.12)
2012	327,931.07	331,729.65	(3,798.58)

- *The Annual Financial Report (AFR) filed for 2011, 2013, 2014, and 2015 did not match the Township's records as shown below:*

<u>Years</u>	<u>Fund</u>	<u>Category</u>	<u>Amount Per AFR</u>	<u>Amount Per Township Ledger</u>	<u>Difference</u>
2011	Township	Receipts	\$ 89,009.00	\$ 89,195.00	\$ (186.00)
2011	Township	Disbursements	44,042.80	44,228.80	(186.00)
2013	Park and Recreation	Receipts	31,807.28	33,212.28	(1,405.00)
2013	Park and Recreation	Disbursements	70,780.73	72,185.73	(1,405.00)
2014	Park and Recreation	Receipts	32,095.93	32,195.93	(100.00)
2014	Park and Recreation	Disbursements	14,376.65	14,476.65	(100.00)
2015	Park and Recreation	Receipts	32,626.31	33,131.31	(505.00)
2015	Park and Recreation	Disbursements	27,184.44	27,689.44	(505.00)

- *The records presented indicated the following disbursements in excess of budgeted appropriations.*

<u>Years</u>	<u>Fund</u>	<u>Excess Amount Disbursed</u>
2013	Park and Recreation	\$ 30,185.73
2015	Township	7,416.15
2015	Park and Recreation	5,689.44

- *Receipts for Community Center rentals were not deposited on a timely basis. Rental collections were deposited up to three months after receipt.*
- *Compensation paid to the Trustee was not in accordance with the amount budgeted for the Trustee Salary in 2011. The budgeted salary for 2011 was \$14,400. During 2011, one Trustee resigned and received a total salary of \$9,307.35. The incoming Trustee received \$5,480.46 for a total of \$14,787.81.*
- *The Township Board did not fix the salaries of all officials and employees for 2011, 2012, 2013, 2014, and 2015.*
- *The files and applications for the 2011 Township Assistance payments were not presented.*
- *Township Assistance Standards were not established in accordance with Indiana Code 12-20-5.5-1, for the years 2012, 2013, 2014, and 2015.*
- *The minutes of meetings presented were not approved by the Township Board for 2011, 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, 2013, 2014, or 2015.*
- *Each elected official 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, or 2015.*
- *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 February 2, 2015, which is two days past the due date.*

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 August 18, 2016, with Barbara B. Knochel, Trustee.
Any Official Response attached to this letter was not verified for accuracy.

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