



**STATE OF INDIANA**  
AN EQUAL OPPORTUNITY EMPLOYER

B47055

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October 21, 2016

TO: THE OFFICIALS OF BETHLEHEM TOWNSHIP, CASS COUNTY, INDIANA

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

- *Bank reconciliations were not completed during the period.*

***Current Period Comments***

- *Payroll taxes were not withheld from the compensation paid to Township Board members for 2012 through 2014.*
- *Federal Form W-2s were not issued to the Township Board members for 2012 through 2014.*

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 September 6, 2016, with Margaret Hubenthal, Trustee.

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