



**STATE OF INDIANA**  
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B47124

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November 3, 2016

TO: THE OFFICIALS OF LINTON TOWNSHIP, VIGO COUNTY, INDIANA

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

**Current Period Comments**

- *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 18, 2015, which is 18 days past the due date.*
- *The Township Board did not fix the salaries of all officials for 2012.*
- *Payments made for mowing were not supported by a written contract in 2012, 2013, 2014, and 2015.*
- *A payment was observed which did not contain adequate supporting documentation, such as receipts, invoices, and other public records in 2013.*

- *The Trustee was not properly bonded for 2013. An official bond was purchased for the Trustee; however, it was not recorded in the County Recorder's office.*
- *Depository reconciliations of the fund balances to the bank account balances were conducted; however, the reconciliations did not balance for 2012, 2013, 2014, and 2015.*
- *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 in 2012, 2013, 2014, and 2015. The back side or endorsement side of the checks was not returned.*
- *The Annual Financial Report (AFR) filed for 2012, 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>
2012	Payroll Withholding	Receipts	\$ 1,563.45	\$ -	\$ (1,563.45)
2012	Payroll Withholding	Disb	3,930.34	-	(3,930.34)
2012	Payroll Withholding	End Bal	41.42	25.82	(15.60)
2013	Payroll Withholding	Beg Bal	41.42	25.82	(15.60)
2013	Payroll Withholding	Receipts	2,345.96	-	(2,345.96)
2013	Payroll Withholding	End Bal	582.01	646.41	64.40
2014	Payroll Withholding	Beg Bal	582.01	646.41	64.40
2014	Payroll Withholding	End Bal	393.20	581.77	188.57
2014	Levy Excess	Beg Bal	136.63	136.36	(0.27)
2014	Levy Excess	End Bal	136.63	136.66	0.03
2015	Payroll Withholding	Receipts	2,447.25	-	(2,447.25)
2015	Payroll Withholding	Disb	2,607.59	-	(2,607.59)
2015	Levy Excess	Beg Bal	136.63	136.66	0.03
2015	Levy Excess	End Bal	136.63	136.66	0.03

- *The records presented for review indicated the following disbursements in excess of budgeted appropriations:*

<u>Years</u>	<u>Fund</u>	<u>Excess Amount Disbursed</u>
2012	Township	\$ 852.57
2014	Township	1,891.98
2014	Township Assistance	508.85
2015	Township	1,853.73

- *The Township did not have a Nepotism Policy for 2012, 2013, or 2014.*
- *The Township did not have a Contracting Policy for 2012, 2013, or 2014.*
- *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 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, or 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 September 20, 2016, with Gloria Mount, Trustee. Any Official Response attached to this letter was not verified for accuracy.

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