



STATE OF INDIANA
AN EQUAL OPPORTUNITY EMPLOYER

B47648

STATE BOARD OF ACCOUNTS
302 WEST WASHINGTON STREET
ROOM E418
INDIANAPOLIS, INDIANA 46204-2769

Telephone: (317) 232-2513
Fax: (317) 232-4711
Web Site: www.in.gov/sboa

February 2, 2017

TO: THE OFFICIALS OF CLIFTY TOWNSHIP, BARTHOLOMEW COUNTY, INDIANA

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

Current Period Comments

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

<i>Years</i>	<i>Fund</i>	<i>Excess Amount Disbursed</i>
2012	Township	\$ 17,690.59
2013	Township	8,175.71

- In numerous instances, receipts were deposited later than the first and fifteenth of the month for 2012 and 2013.*
- The Township Board did not fix the salaries of Township officers and employees in 2012, 2013, 2014, and 2015.*

- *Township Board members were paid without the Township withholding federal, state, and local taxes in 2012 and 2013.*
- *Payroll taxes withheld were not properly remitted to the IRS for 2015. Any penalties, interest, or other charges paid by the governmental unit may be the personal obligation of the responsible official or employee.*
- *W-2s were not issued for Township Board members in 2012 and 2013.*
- *The Township did not have a Contracting Policy for years 2012, 2013, and 2014.*
- *The Township did not timely file the Annual Financial Report with the Indiana State Board of Accounts for 2012. The report was filed on April 16, 2013, which was 46 days past the due date.*
- *The Township did not timely file a Certified Report of Names, Addresses, Duties and Compensation of Public Employees (Form 100-R) with the Indiana State Board of Accounts for the year 2012, 2013, 2014, and 2015. The dates the reports were due, filed and number of days late is scheduled below:*

<u>Due Date</u>	<u>Date Filed</u>	<u>Days Late</u>
01-31-13	07-15-13	165
01-31-14	11-05-14	278
01-31-15	02-16-15	16
01-31-16	02-21-16	21

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 December 13, 2016, with Twila Romine, former Trustee, and Mark Romine, Trustee. Any Official Response attached to this letter was not verified for accuracy.

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