



**STATE OF INDIANA**  
AN EQUAL OPPORTUNITY EMPLOYER

B47651

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](http://www.in.gov/sboa)

February 2, 2017

TO: THE OFFICIALS OF JACKSON TOWNSHIP, STARKE COUNTY, INDIANA

As authorized under Indiana Code 5-11-1, we performed certain procedures to the accounting records and related documents of Jackson 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 Comments from Prior Report***

- *The Township did not adopt a resolution establishing salaries of Township officers and employees for 2012, 2014, and 2015.*
- *The records presented for review indicated that following disbursements in excess of budgeted appropriations.*

<u>Years</u>	<u>Fund</u>	<u>Excess Amount Disbursed</u>
2013	Fire Fighting	\$ 3,760.00
2015	Township	932.76

### Current Period Comments


- *The Annual Financial Report filed on Gateway for 2015 did not match the Township's records:*

<u>Year</u>	<u>Fund</u>	<u>Category</u>	<u>Amount per Gateway</u>	<u>Amount per Township Ledger</u>	<u>Difference</u>
2015	Township	Receipts	\$ 9,309.09	\$ 12,179.39	\$ (2,870.30)
2015	Township Assistance	Receipts	757.06	759.20	(2.14)
2015	Fire Fighting	Receipts	11,444.29	11,455.29	(11.00)
2015	Township	Ending Balance	34,753.99	37,624.29	(2,870.30)
2015	Township Assistance	Ending Balance	8,996.21	8,998.35	(2.14)
2015	Fire Fighting	Ending Balance	25,129.85	25,140.85	(11.00)

- *The fire contract for 2012 with the Town of North Judson was not presented for review.*
- *Employees of the Township were paid without the Township withholding federal, state, and local taxes.*
- *Township Assistance Standards were not established in accordance with Indiana Code 12-20-5.5-1.*
- *The Township did not have a Nepotism Policy.*
- *The elected officers did not certified in writing that the officers had not violated Indiana Code 36-1-21 (Contracting with a unit) by December 31, 2013 and 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 November 3, 2016, with Robert Schmidt, Trustee, and Marilyn K. Lockridge, former Trustee.

  
Paul D. Joyce, CPA  
State Examiner