



STATE OF INDIANA
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B47682

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February 9, 2017

TO: THE OFFICIALS OF WASHINGTON TOWNSHIP, CARROLL 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, 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.ifonline.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

- Depository reconciliations of the fund balances to the bank account balances were not presented for the years 2012, 2013, and 2014. There were a considerable number of posting errors, including collections not receipted, and checks and receipts not recorded in the proper amounts and to the proper funds.*

Current Period Comments

- The Annual Financial Report (AFR) filed on the Gateway for 2012, 2013, and 2014 did not match the Township's records:*

Years	Fund	Category	Amount per AFR	Amount per Township Ledger	Difference
2012	Payroll Withholding	Beginning Balance	\$ -	\$ (1,720.00)	\$ 1,720.00
2012	Payroll Withholding	Receipts	-	255.70	(255.70)
2012	Payroll Withholding	Ending Balance	-	(1,464.30)	1,464.30
2012	Rainy Day	Beginning Balance	-	200.00	(200.00)
2012	Rainy Day	Ending Balance	-	200.00	(200.00)

<u>Years</u>	<u>Fund</u>	<u>Category</u>	<u>Amount per Gateway</u>	<u>Amount per Township Ledger</u>	<u>Difference</u>
2013	Payroll Withholding	Beginning Balance	-	(1,464.30)	1,464.30
2013	Payroll Withholding	Disbursements	-	149.85	(149.85)
2013	Payroll Withholding	Ending Balance	-	(1,614.15)	1,614.15
2013	Rainy Day	Beginning Balance	-	200.00	(200.00)
2013	Rainy Day	Ending Balance	-	200.00	(200.00)
2014	Payroll Withholding	Beginning Balance	-	(1,614.15)	1,614.15
2014	Payroll Withholding	Ending Balance	-	1,614.15	(1,614.15)

- For 2012, bank statements, cancelled checks, receipts, and documentation supporting disbursements were not presented.
- The following funds had overdrawn cash and investment balances as of December 31:

<u>Years</u>	<u>Fund</u>	<u>Amount Overdrawn</u>
2012	Payroll Withholding	\$ 1,464.30
2013	Payroll Withholding	1,614.15

- Washington Township did not comply with directives of the Internal Revenue Service related to the issuance of 1099 forms for rent paid to the Trustee. The amounts paid were \$1,200 each year for 2012, 2013, and 2014 to the prior Trustee and \$1,200 for the year 2015 to the current Trustee.
- 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 2012. The report was filed on February 5, 2013, which was five 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 November 16, 2016, with Emily Meek, Trustee.

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