



STATE OF INDIANA
AN EQUAL OPPORTUNITY EMPLOYER

B47691

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TO: THE OFFICIALS OF LIBERTY TOWNSHIP, ST. JOSEPH COUNTY, INDIANA

As authorized under Indiana Code 5-11-1, we performed certain procedures to the accounting records and related documents of Liberty Township, (Township) for the period of January 1, 2011 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

- *Checks dated from 2004 through 2007 totaling \$1,732.76 have been carried on the out-standing checklist.*
- *The following funds had overdrawn cash balances at December 31:*


<u>Years</u>	<u>Fund</u>	<u>Amount Overdrawn</u>
2011	Payroll Withholding	\$ (33)
2011	Payroll Withholding (unreconciled)	(3,524)
2012	Payroll Withholding (unreconciled)	(3,524)
2013	Payroll Deduction (unaccounted)	(3,524)
2014	Payroll Deduction (unaccounted)	(3,524)
2015	Payroll Deduction (unaccounted)	(3,524)

- *The Township did not adopt a resolution establishing salaries of Township officers and employees for 2011, 2013, or 2014.*
- *The Township did not have a credit card policy approved by the Township Board.*

- *The Township paid penalties and interest on the Township's credit card for failure to remit payments on a timely basis. In 2014, the Township paid \$25.49 in penalties and \$31.00 in 2015.*
- *In 2011, W-2s were not issued to Township Board members.*
- *Payments made for mowing services and snow plowing services were not supported by written contracts.*
- *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 December 7, 2016, with Sue A. Dittmar, Trustee. Any Official Response attached to this letter was not verified for accuracy.


Paul D. Joyce, CPA
State Examiner