



STATE OF INDIANA
AN EQUAL OPPORTUNITY EMPLOYER

00000764A

STATE BOARD OF ACCOUNTS
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September 19, 2023

TO: THE OFFICIALS OF CLARK TOWNSHIP, JOHNSON COUNTY, INDIANA

As authorized under Indiana Code 5-11-1, we performed certain procedures to the accounting records and related documents of Clark Township (Township), Johnson County, for the period of January 1, 2018 to December 31, 2021, to determine compliance with applicable Indiana laws and uniform compliance guidelines established by the Indiana State Board of Accounts.

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 Township's Annual Financial Reports filed by management can be found on the Gateway Website: www.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.

Comments

PENALTIES, INTEREST, AND OTHER CHARGES

Condition and Context

In 2023, subsequent to our engagement period, the Indiana State Board of Accounts was notified by the Indiana Department of Revenue that the Township had not registered for payroll tax withholding. There may be penalties, interests, or other charges associated with these items that will be charged subsequent to the engagement period.

Criteria

Officials and employees have the duty to pay claims and remit taxes in a timely fashion. Failure to pay claims or remit taxes in a timely manner could be an indicator of serious financial problems which should be investigated by the unit. Additionally, officials and employees have a responsibility to perform duties in a manner which would not result in any unreasonable fees being assessed against the unit. Any penalties, interest, or other charges paid by the unit may be the personal obligation of the responsible official or employee. (Accounting and Uniform Compliance Guidelines Manual for Townships, Chapter 1)

FEDERAL AND STATE AGENCIES - COMPLIANCE REQUIREMENTS

The same comment also appeared in prior Reports B44510 and B52622.

Condition and Context

The Trustee received payments for mowing services and wages in 2018, 2019, 2020, and 2021 without the Township withholding Social Security or Medicare taxes. These payments were not included in the Trustee's Wage and Tax Statement and Forms W-2, and, for 2018, 2019, and 2020, no Miscellaneous Income, Forms 1099 were reported to the Internal Revenue Service.

Criteria

Units are required to comply with all grant agreements, rules, regulations, bulletins, directives, letters, letter rulings, court decisions and filing requirements concerning reports and other procedural matters of federal and state agencies. Units must file accurate reports required by federal and state agencies. Noncompliance may require corrective action. (Accounting and Uniform Compliance Guidelines Manual for Townships, Chapter 1)

This report is intended solely for the information and use of management, governance, and others within the organization. This restriction is not intended to limit the distribution of this report, which is a matter of public record.

The Schedule of Cash and Investment Balances - Regulatory Basis is presented as other information. It has not been subjected to any auditing procedures, and, accordingly, we do not express an opinion or provide any assurance on it.

SCHEDULE OF CASH AND INVESTMENT
BALANCES - REGULATORY BASIS
As of December 31, 2021

Fund	Cash and Investments 12-31-21
Township	\$ 12,813
Township Assistance	14,490
Rainy Day	<u>4,155</u>
Total	<u>\$ 31,458</u>

Any Official Response to the Comments, incorporated within this report, was not verified for accuracy.

The contents of this report were communicated to Neil Trisler, Trustee, and Kelli Seybold, Township Board member, on August 29, 2023.

Respectfully,



Beth Kelley, CPA, CFE
Deputy State Examiner