



STATE OF INDIANA
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November 29, 2023

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), Starke County, for the period of January 1, 2019 to December 31, 2022, 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

ADOPTION OF INTERNAL CONTROL STANDARDS

A similar comment also appeared in prior Report B55162, entitled *INTERNAL CONTROL STANDARDS*.

Condition and Context

The Township failed to adopt procedures to support the acceptable minimum level of internal control standards as defined by the Indiana State Board of Accounts.

Criteria

Indiana Code 5-11-1-27(g) states:

"After June 30, 2016, the legislative body of a political subdivision shall ensure that:

- (1) the internal control standards and procedures developed under subsection (e) are adopted by the political subdivision; and
- (2) personnel receive training concerning the internal control standards and procedures adopted by the political subdivision."

CERTIFICATION ON INTERNAL CONTROL STANDARDS

A similar comment also appeared in prior Report B55162, entitled *INTERNAL CONTROL STANDARDS*.

Condition and Context

The Township certified on the Indiana Gateway for Government Units financial reporting system for 2019-2022 that it had adopted the minimum internal control standards as required by Indiana Code 5-11-1-27(e) and that personnel defined by IC 5-11-1-27(c) received training concerning the internal control standards adopted by the unit; however, during the engagement, procedures related to the minimum internal control standards were not adopted.

Criteria

Indiana Code 5-11-1-4(a) states:

"The state examiner shall require from every audited entity financial reports covering the full period of each fiscal year. These reports shall be prepared, verified, and filed with the state examiner not later than sixty (60) days after the close of each fiscal year. The reports must be in the form and content prescribed by the state examiner and filed electronically in the manner prescribed under [IC 5-14-3.8-7](#)."

BANK ACCOUNT RECONCILIATIONS

The same comment also appeared in prior Report B55162.

Condition and Context

The Township did not provide evidence to support that reconciliations of the Township's fund balances to the bank account balances were performed monthly or annually during the engagement period from January 1, 2019 to December 31, 2022. Additionally, the ending cash and investments balance was \$1,053 and \$283 less than the adjusted bank balance as of December 31, 2019 and 2021, respectively.

Criteria

Indiana Code 5-13-6-1(e) states: "All local investment officers shall reconcile at least monthly the balance of public funds, as disclosed by the records of the local officers, with the balance statements provided by the respective depositories."

At all times, the manual and/or computerized records, subsidiary ledgers, control ledger, and reconciled bank balance must agree. If the reconciled bank balance is less than the subsidiary or control ledgers, the amount needed to balance may be the personal obligation of the responsible official or employee. (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
For the Year Ended December 31, 2022

<u>Fund</u>	<u>Cash and Investments 12-31-22</u>
Township	\$ 56,302
Township Assistance	11,763
Fire Fighting	<u>19,072</u>
 Total	 <u>\$ 87,137</u>

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

The contents of this report were communicated with Robert Schmidt, Trustee, and Perry Thompson, Chair of the Township Board, on November 8, 2023.

Respectfully,



Beth Kelley, CPA, CFE
Deputy State Examiner