

STATE BOARD OF ACCOUNTS
302 West Washington Street
Room E418
INDIANAPOLIS, INDIANA 46204-2769

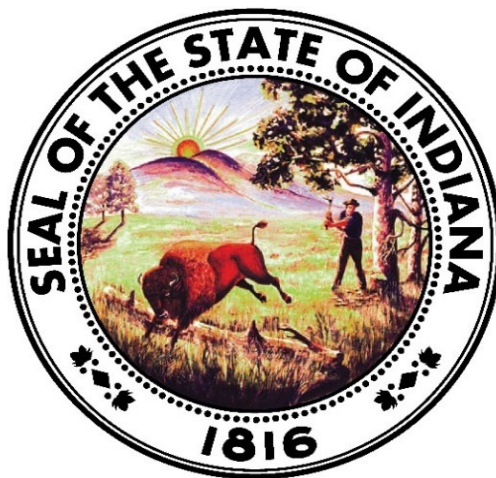
SUPPLEMENTAL COMPLIANCE REPORT

OF

TOWN OF WINDFALL

TIPTON COUNTY, INDIANA

January 1, 2021 to December 31, 2022



FILED

12/01/2023

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SCHEDULE OF OFFICIALS

<u>Office</u>	<u>Official</u>	<u>Term</u>
Clerk-Treasurer	Regina Schmitt Pamela Long	01-01-21 to 01-31-22 02-01-22 to 12-31-23
President of the Town Council	Denise Ryan Theresa Simmons	01-01-21 to 10-31-22 11-01-22 to 12-31-23



STATE OF INDIANA
AN EQUAL OPPORTUNITY EMPLOYER

STATE BOARD OF ACCOUNTS
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TO: THE OFFICIALS OF THE TOWN OF WINDFALL, TIPTON COUNTY, INDIANA

This report is supplemental to the audit report of the Town of Windfall (Town), for the period from January 1, 2021 to December 31, 2022. It has been provided as a separate report so that the reader may easily identify any Audit Results and Comments that pertain to the Town. It should be read in conjunction with the Financial Statement Audit Report of the Town, which provides our opinions on the Town's financial statement. This report may be found at www.in.gov/sboa/.

As authorized under Indiana Code 5-11-1, we performed procedures to determine compliance with applicable Indiana laws and uniform compliance guidelines established by the Indiana State Board of Accounts. The Audit Results and Comments contained herein describe the identified reportable instances of noncompliance found as a result of these procedures. Our tests were not designed to identify all instances of noncompliance; therefore, noncompliance may exist that is unidentified.

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

Beth Kelley, CPA, CFE
Deputy State Examiner

November 21, 2023

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CLERK-TREASURER
TOWN OF WINDFALL

CLERK-TREASURER
TOWN OF WINDFALL
AUDIT RESULTS AND COMMENTS

INTERNAL CONTROLS

A similar comment also appeared in prior Reports B51936, B54017, and B58072, entitled *INTERNAL CONTROLS*.

Condition and Context

There were deficiencies in the internal control system of the Town related to financial transactions and reporting, cash and investments, receipts, and disbursements.

Financial Close and Reporting

The Town had not established internal controls over the financial information entered in the Indiana Gateway for Government Units financial reporting system, which was the source of the Annual Financial Report (AFR) and the financial statement. The Town did not have a proper system of internal controls in place to prevent, or detect and correct, errors on the AFR. The Clerk-Treasurer submitted the AFR; however, there was no evidence of an oversight, review, or approval process.

Cash and Investments

The Town had not separated incompatible activities related to cash. The Town did not have internal controls in place to ensure bank reconciliations were completed timely and accurately.

Receipts

The Town had not separated incompatible activities related to receipts. The Clerk-Treasurer and/or the Deputy Clerk-Treasurer were the only employees involved in the receipt process for the Town. However, there was no evidence of an oversight or review process in place for transactions processed by either individual.

Disbursements

The Town did not properly implement its internal control process over disbursements. Claims dockets for disbursements for 10 of the 24 months in the audit period were not provided to the governing board for review and approval.

Criteria

The Indiana State Board of Accounts (SBOA) is required under Indiana Code 5-11-1-27(e) to define the acceptable minimum level of internal control standards. To provide clarifying guidance, the State Examiner compiled the standards contained in the manual, *Uniform Internal Control Standards for Indiana Political Subdivisions*. All political subdivisions subject to audit by SBOA are expected to adhere to these standards. The standards include adequate control activities. According to this manual:

"Control activities are the actions and tools established through policies and procedures that help to detect, prevent, or reduce the identified risks that interfere with the achievement of objectives. Detection activities are designed to identify unfavorable events in a timely manner whereas prevention activities are designed to deter the occurrence of an unfavorable event. Examples of these activities include reconciliations, authorizations, approval processes, performance reviews, and verification processes.

CLERK-TREASURER
TOWN OF WINDFALL
AUDIT RESULTS AND COMMENTS
(Continued)

An integral part of the control activity component is segregation of duties. . . .

There is an expectation of segregation of duties. If compensating controls are necessary, documentation should exist to identify both the areas where segregation of duties are not feasible or practical and the compensating controls implemented to mitigate the risk. . . ."

FINANCIAL TRANSACTIONS AND REPORTING

A similar comment also appeared in prior Report B58072, entitled *FINANCIAL TRANSACTIONS AND REPORTING*.

Condition and Context

The financial information entered in the Indiana Gateway for Government Units financial reporting system was not accurate. This information was the source of the Annual Financial Report (AFR). The AFR is used to compile the financial statement. The financial statement presented for audit included the following errors:

1. The SRF Bank of New York Bond & Interest fund 2021 beginning cash and investments balance, receipts, disbursements, and ending cash and investments balance were understated by \$56,337, \$79,986, \$9,231, and \$127,092, respectively.
2. The General Fund 2021 beginning cash and investments balance, receipts, and ending cash and investments balance were overstated by \$105,000, \$8,064, and \$124,430, respectively, and the disbursements were understated by \$11,366.
3. The Water Sinking Fund 2021 receipts, disbursements, and ending cash and investments balance were understated by \$194,634, \$59,264, and \$135,370, respectively.
4. The SRF WW 2020 BAN fund was not reported on the financial statement. The 2021 receipts and disbursements were both understated by \$72,310, and the 2022 receipts and disbursements were both understated by \$156,157.
5. The SRF WW 2020, Construction Loan fund was not reported on the financial statement. The 2021 beginning cash and investments balance, receipts, disbursements, and ending cash and investments balance were understated by \$438,222, \$36, \$72,020, and \$366,238, respectively. The 2022 receipts and ending cash and investments balance were understated by \$4,015 and \$370,253, respectively.
6. Numerous other errors were identified in various other funds resulting in the 2021 beginning cash and investments balance being overstated by \$84,620; receipts and disbursements being understated by \$66,817 and \$247,765, respectively; and ending cash and investments balance being overstated by \$265,568. The 2022 receipts and disbursements were overstated by \$74,615 and \$326,019, respectively, and the ending cash and investments balance was understated by \$251,404.

Adjustments were proposed, accepted by the Town, and made to the financial statement presented in the Financial Statement Audit Report of the Town.

CLERK-TREASURER
TOWN OF WINDFALL
AUDIT RESULTS AND COMMENTS
(Continued)

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](#)."

All financial transactions pertaining to the unit must be recorded in the records of the unit at the time of the transaction. (Accounting and Uniform Compliance Guidelines Manual for Cities and Towns, Chapter 1)

PENALTIES AND INTEREST

A similar comment also appeared in prior Report B58072, entitled *PENALTIES AND INTEREST*.

Condition and Context

The Town paid \$5,913 in penalties and interest in 2021 and 2022 due to late payments to the Indiana Department of Revenue and Frontier.

- \$889 of the penalties and interest were incurred from January 1, 2020 to December 31, 2020.
- \$2,961 of the penalties and interest were incurred from January 1, 2021 to January 31, 2022.
- \$2,063 of the penalties and interest were incurred from February 1, 2022 to December 31, 2022.

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 Cities and Towns, Chapter 1)

SALES TAX PAID ON PURCHASES

Condition and Context

We identified nine payments that included sales tax that totaled \$319 for the audit period.

CLERK-TREASURER
TOWN OF WINDFALL
AUDIT RESULTS AND COMMENTS
(Continued)

Criteria

Sales taxes that are paid on qualifying purchases by the unit may be the personal obligation of the responsible official or employee. (Accounting and Uniform Compliance Guidelines Manual for Cities and Towns, Chapter 1)

FAILURE TO REPORT MISAPPROPRIATION OF FUNDS

Condition and Context

The Town had multiple fraudulent checks cashed from the Town's bank accounts during the audit period. The Town reported the issue to the police, but did not report the issue to the Indiana State Board of Accounts as required.

Criteria

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

"A public officer who has actual knowledge of or reasonable cause to believe that there has been a misappropriation of public funds or assets of the public office, including:

- (1) information obtained as a result of a police report;
- (2) an internal audit finding; or
- (3) another source indicating that a misappropriation has occurred;

shall immediately send written notice of the misappropriation to the state board of accounts and the prosecuting attorney serving in the area governed by the political subdivision."

BANK ACCOUNT RECONCILIATIONS

A similar comment also appeared in prior Report B58072, entitled *BANK ACCOUNT RECONCILIATIONS*.

Condition and Context

The Town did not complete bank reconciliations on a monthly basis. All bank reconciliations for 2021 and 2022 were not completed until 2023. Additionally, the bank reconciliations presented were not accurate and did not reconcile to the financial ledger.

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."

CLERK-TREASURER
TOWN OF WINDFALL
AUDIT RESULTS AND COMMENTS
(Continued)

UTILITY BILLINGS

Condition and Context

The Town's Water Utility Rate Ordinances (rate ordinances) state that late charge penalties are to be assessed at 10 percent of the bill if a customer is 30 days or more delinquent. In the sample of 25 customers, the Town failed to charge late fees on 4 out of 9 utility bills that were paid late.

In addition, the Town has an adjustment policy in place to adjust for water leaks if approved by the Town Council. The Town adjusted 7 out of 25 utility bills tested for other reasons not mentioned in ordinance.

Criteria

Each unit is responsible for complying with the ordinances, resolutions, and policies it adopts. (Accounting and Uniform Compliance Guidelines Manual for Cities and Towns, Chapter 1)

Units have a responsibility to collect amounts owed to the unit pursuant to procedures authorized by law. (Accounting and Uniform Compliance Guidelines Manual for Cities and Towns, Chapter 1)

PUBLIC RECORDS RETENTION

A similar comment also appeared in prior Report B58072, entitled *PUBLIC RECORDS RETENTION*.

Condition and Context

We identified numerous instances where the Town did not retain proper documentation. The following issues were identified:

1. Numerous claims and supporting documentation for disbursements to various vendors were not provided.
2. Accounts Payable Voucher Registers signed by the fiscal officer and governing body for only 4 out of 12 months were provided for 2021, and 10 out of 12 months for 2022.
3. Bank statements for 2021 were not retained and had to be requested from the bank.

Criteria

Indiana Code 5-15-6-3 states:

"No financial records or records relating to financial records shall be destroyed until the earlier of the following actions:

- (1) The audit of the records by the state board of accounts has been completed, report filed, and any exceptions set out in the report satisfied.
- (2) The financial record or records have been copied or reproduced in accordance with a retention schedule or with the written consent of the administration."

CLERK-TREASURER
TOWN OF WINDFALL
AUDIT RESULTS AND COMMENTS
(Continued)

ERRORS ON CLAIMS

The same comment also appeared in prior Report B58072, entitled *ERRORS ON CLAIMS*.

Condition and Context

The Town paid numerous claims without a fully itemized invoice or bill and without the approval of the fiscal officer and the governing board. In 2021, there was no evidence of claims dockets being approved by the Town Council prior to payment of the claims.

Criteria

Indiana Code 5-11-10-1.6 states in part:

". . . (b) As used in this section, 'claim' means a bill or an invoice submitted to a governmental entity for goods or services.

(c) The fiscal officer of a governmental entity may not draw a warrant or check for payment of a claim unless:

- (1) there is a fully itemized invoice or bill for the claim;
- (2) the invoice or bill is approved by the officer or person receiving the goods and services;
- (3) the invoice or bill is filed with the governmental entity's fiscal officer;
- (4) the fiscal officer audits and certifies before payment that the invoice or bill is true and correct; and
- (5) payment of the claim is allowed by the governmental entity's legislative body or the board or official having jurisdiction over allowance of payment of the claim. . . ."

ANNUAL FINANCIAL REPORT - OTHER INFORMATION

Condition and Context

Financial and other information are required to be entered annually into the Annual Financial Report (AFR) via the Indiana Gateway for Government Units (Gateway) financial reporting system. The Town had not established effective internal controls over the AFR information entered into Gateway, which resulted in the following errors:

Debt Information

The Town reported the same amounts from 2020 at December 31, 2021, and 2022 for leases and debt. We determined there were material inconsistencies from the debt amortization schedules compared to the AFR debt schedules reported by the Town.

Capital Asset Information

We were not able to determine if the Town correctly reported the capital asset information. The Town did not provide a detailed listing of capital assets for the audit period to verify amounts reported.

CLERK-TREASURER
TOWN OF WINDFALL
AUDIT RESULTS AND COMMENTS
(Continued)

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](#)."

The Indiana State Board of Accounts (SBOA) is required under Indiana Code 5-11-1-27(e) to define the acceptable minimum level of internal control standards. To provide clarifying guidance, the State Examiner compiled the standards contained in the manual, *Uniform Internal Control Standards for Indiana Political Subdivisions*. All political subdivisions subject to audit by SBOA are expected to adhere to these standards. The standards include adequate control activities. According to this manual:

"Control activities are the actions and tools established through policies and procedures that help to detect, prevent, or reduce the identified risks that interfere with the achievement of objectives. Detection activities are designed to identify unfavorable events in a timely manner whereas prevention activities are designed to deter the occurrence of an unfavorable event. Examples of these activities include reconciliations, authorizations, approval processes, performance reviews, and verification processes.

An integral part of the control activity component is segregation of duties. . . .

There is an expectation of segregation of duties. If compensating controls are necessary, documentation should exist to identify both the areas where segregation of duties are not feasible or practical and the compensating controls implemented to mitigate the risk. . . ."

OVERDRAWN CASH BALANCES

The same comment appeared in prior Reports B51936, B54017, and B58072.

Condition and Context

The financial statement presented for audit included the following funds with overdrawn cash balances as of December 31, 2021, and December 31, 2022:

Fund	Amount Overdrawn 2021	Amount Overdrawn 2022
PAYROLL	\$ (96,576)	\$ (114,809)
SANITATION	-	(3,336)
TRASH AND GARBAGE PICKUP	(37,225)	-
WATER UTILITY OPERATING	(127,596)	(244,296)

Criteria

The cash balance of any fund may not be reduced below zero. Routinely overdrawn funds could be an indicator of serious financial problems which should be investigated by the unit. (Accounting and Uniform Compliance Guidelines Manual for Cities and Towns, Chapter 1)

CLERK-TREASURER
TOWN OF WINDFALL
AUDIT RESULTS AND COMMENTS
(Continued)

CAPITAL ASSETS

The same comment also appeared in prior Report B58072.

Condition and Context

The Town did not have a detailed listing of capital assets or provide evidence that a physical inventory of its capital assets was conducted at least every two years.

Criteria

Every unit must have a capital assets policy that details the threshold at which an item is considered a capital asset. Every unit must have a complete detail listing of all capital assets owned which reflects their acquisition value. Capital Asset Ledger (Form 369) has been prescribed for this purpose. A complete physical inventory must be taken at least every two years, unless more stringent requirements exist, to verify account balances carried in the accounting records. (Accounting and Uniform Compliance Guidelines Manual for Cities and Towns, Chapter 1)

MONTHLY AND ANNUAL UPLOADS

A similar comment also appeared in prior Report B58072, entitled *MONTHLY AND ANNUAL ENGAGEMENT UPLOADS*.

Condition and Context

The files and governmental unit information that are required to be uploaded monthly include the bank reconciliations, approved board minutes and the funds ledger, summarizing total receipts, disbursements, and balances by fund.

Annual upload requirements include the year-end bank statement, year-end outstanding check list, year-end investments, detail of receipt activity, detail of disbursement activity, current year salary ordinance, and an annual vendor history report.

The Town did not comply with the State Examiner Directive and failed to upload a portion of the monthly files for 2021 and failed to upload any annual files on the Indiana Gateway for Government Units financial reporting system for 2021 and 2022.

Criteria

This amended directive is effective starting with December 2020 monthly files. The upload of December 2020 monthly files will be due February 15, 2021, and by the 15th of each month thereafter unless the State Board of Accounts (SBOA) establishes a different date. This is effective for 2020 annual files which will be due for upload March 1, 2021, for calendar year end units. . . . Thereafter, annual files must be uploaded no later than March 1st . . . for the prior year end unless the SBOA establishes a different date.

All counties, cities, towns, townships, libraries, schools and special districts will use the Engagement Uploads to upload files containing financial and governmental unit information on Gateway to allow the SBOA to conduct audit planning and audit processes prior to on-site work at a unit. This remote process will provide for more efficient data processing and save audit costs for our clients. . . .

(Amended State Examiner Directive 2018-1)

CLERK-TREASURER
TOWN OF WINDFALL
AUDIT RESULTS AND COMMENTS
(Continued)

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 Cities and Towns, Chapter 1)

CERTIFICATION ON INTERNAL CONTROL STANDARDS

The same comment also appeared in prior Reports B54017 and B58072, entitled *CERTIFICATION ON INTERNAL CONTROL STANDARDS*.

Condition and Context

The Clerk-Treasurer incorrectly certified on the Indiana Gateway for Government Units financial reporting system that the Town had provided personnel with training over the minimum internal control standards when all required personnel had not actually received the training.

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](#)."

COMINGLING OF GRANT FUNDS

Condition and Context

The Town comingled federal grant funds with nongrant funds. The Town receipted Highway Planning and Construction (Assistance Listings Number (ALN) 20.205) grant money in the amount of \$8,229 in 2021 into the Motor Vehicle Highway fund. The Town receipted Community Development Block Grant (ALN 14.228) money in the amount of \$37,841 in 2021 into the Sewage Utility Construction (In Progress) fund and the General Fund. Grant money should be receipted into a separate grant fund and not comingled with nongrant funds.

Criteria

Sources and uses of funds must be limited to those authorized by the enabling law, ordinance/resolution, or grant agreement. (Accounting and Uniform Compliance Guidelines Manual for Cities and Towns, Chapter 1)

When funds are provided by the federal government either directly to a city or town or through a state agency for any program or project, the following procedures should be followed: A separate Fund for each grant is required. (Cities and Towns Bulletin and Uniform Compliance Guidelines, June 2020)

CLERK-TREASURER
TOWN OF WINDFALL
AUDIT RESULTS AND COMMENTS
(Continued)

TRANSFERS

Condition and Context

The Town recorded multiple one-sided transfers in the ledger for 2021, totaling \$55,917, where funds were transferred out; however, transfers into another fund were not found in the financial ledger.

The Town was also not recording the monthly transfers that should be occurring from the Sewage Utility Operating fund to the SRF Bank of New York Bond & Interest fund and the BONY - DSR Fund.

Additionally, the amounts transferred did not always agree to the monthly transfer schedule as required by the Sewage Works Revenue Bonds Ordinance of 2020.

Criteria

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 Cities and Towns, Chapter 1)

All financial transactions pertaining to the unit must be recorded in the records of the unit at the time of the transaction. (Accounting and Uniform Compliance Guidelines Manual for Cities and Towns, Chapter 1)

Sources and uses of funds must be limited to those authorized by the enabling law, ordinance/ resolution, or grant agreement. (Accounting and Uniform Compliance Guidelines Manual for Cities and Towns, Chapter 1)

OVERPAYMENT

Condition and Context

In 2021, the Town paid the same debt payment twice on the 2007 Indiana Rural Development Loan, which resulted in an overpayment in the amount of \$59,173. The Town did not request the overpayment to be returned, but the bank eventually applied the additional payment to its next regularly scheduled payment.

Criteria

Indiana Code 5-11-10-1.6 states in part:

". . . (b) As used in this section, 'claim' means a bill or an invoice submitted to a governmental entity for goods or services.

(c) The fiscal officer of a governmental entity may not draw a warrant or check for payment of a claim unless:

- (1) there is a fully itemized invoice or bill for the claim;
- (2) the invoice or bill is approved by the officer or person receiving the goods and services;

CLERK-TREASURER
TOWN OF WINDFALL
AUDIT RESULTS AND COMMENTS
(Continued)

- (3) the invoice or bill is filed with the governmental entity's fiscal officer;
- (4) the fiscal officer audits and certifies before payment that the invoice or bill is true and correct; and
- (5) payment of the claim is allowed by the governmental entity's legislative body or the board or official having jurisdiction over allowance of payment of the claim. . . ."

Units have a responsibility to collect amounts owed to the unit pursuant to procedures authorized by law. (Accounting and Uniform Compliance Guidelines Manual for Cities and Towns, Chapter 1)

MOTOR VEHICLE HIGHWAY (MVH) - RESTRICTED FUND

The same comment also appeared in prior Report B58072, entitled *MVH RESTRICTED FUND*.

Condition and Context

The appropriate amount of MVH distributions were not receipted into the MVH Restricted (Subfund of Motor Vehicle Highway) fund. During 2021 and 2022, 8 percent and 64 percent, respectively, of MVH distributions were receipted into MVH Restricted (Subfund of Motor Vehicle Highway).

Criteria

Starting on January 1, 2019, the political subdivision must post at the time of receipt of the distribution from the State Motor Vehicle Highway Account fifty percent (50%) of the distribution to MVH Restricted. (State Examiner Directive 2018-2)

ERRORS IN RECEIPTS

Condition and Context

The Town did not record all state and local distributions received to the correct fund. In 2021, a total of \$46,071 of state distributions were recorded to the incorrect fund. In 2021 and 2022, a total of \$70,599 and \$66,430, respectively, of local distributions were recorded to the incorrect fund. There were also numerous state and local distributions in 2021 and 2022 that were not recorded timely. Also, the Town did not always receipt in the local distributions for 2021 or 2022 by distribution type so the receipts were not properly classified.

Criteria

Sources and uses of funds must be limited to those authorized by the enabling law, ordinance/ resolution, or grant agreement. (Accounting and Uniform Compliance Guidelines Manual for Cities and Towns, Chapter 1)

All documents and entries to records must be made in a timely manner to ensure that accurate financial information is available to allow the unit to make informed management decisions and to help ensure compliance with IC 51-15-1-1. (Accounting and Uniform Compliance Guidelines Manual for Cities and Towns, Chapter 1)

All financial transactions pertaining to the unit must be recorded in the records of the unit at the time of the transaction. (Accounting and Uniform Compliance Guidelines Manual for Cities and Towns, Chapter 1)

CLERK-TREASURER
TOWN OF WINDFALL
EXIT CONFERENCE

The contents of this report were discussed on November 21, 2023, with Pamela Long, Clerk-Treasurer; Theresa Simmons, President of the Town Council; Bill Dewitt, Town Council member; and Rob McQuiston, Town Council member.

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TOWN COUNCIL
TOWN OF WINDFALL

TOWN COUNCIL
TOWN OF WINDFALL
AUDIT RESULT AND COMMENT

TRAINING ON INTERNAL CONTROL STANDARDS

The same comment also appeared in prior Reports B54017 and B58072.

Condition and Context

Town employees whose official duties included receiving, processing, depositing, disbursing, or otherwise having access to funds that belonged to the Town, had no evidence of completing the training over the minimum internal control standards as defined by the Indiana State Board of Accounts.

Criteria

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

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

- (2) personnel receive training concerning the internal control standards and procedures adopted by the political subdivision."

TOWN COUNCIL
TOWN OF WINDFALL
EXIT CONFERENCE

The contents of this report were discussed on November 21, 2023, with Pamela Long, Clerk-Treasurer; Theresa Simmons, President of the Town Council; Bill Dewitt, Town Council member; and Rob McQuiston, Town Council member.