

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

SUPPLEMENTAL COMPLIANCE REPORT

OF

TOWN OF MIDDLEBURY

ELKHART COUNTY, INDIANA

January 1, 2022 to December 31, 2022



**FILED**

12/04/2023



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SCHEDULE OF OFFICIALS

<u>Office</u>	<u>Official</u>	<u>Term</u>
Clerk-Treasurer	Peggy A. Hutchison	01-01-22 to 12-31-23
President of the Town Council	Miranda J. Cripe	01-01-22 to 12-31-23
Town Manager	Mary M. Cripe	01-01-22 to 12-31-23



**STATE OF INDIANA**  
AN EQUAL OPPORTUNITY EMPLOYER

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TO: THE OFFICIALS OF THE TOWN OF MIDDLEBURY, ELKHART COUNTY, INDIANA

This report is supplemental to the audit report of the Town of Middlebury (Town), for the period from January 1, 2022 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/](http://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 Result and Comment contained herein describes the identified reportable instance 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 Result and Comment, incorporated within this report, was not verified for accuracy.

Beth Kelley, CPA, CFE  
Deputy State Examiner

November 28, 2023

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CLERK-TREASURER  
TOWN OF MIDDLEBURY

CLERK-TREASURER  
TOWN OF MIDDLEBURY  
AUDIT RESULT AND COMMENT

**CAPITAL ASSETS**

The same comment also appeared in prior Report B60818.

*Condition and Context*

The Town did not maintain a complete detailed listing of capital assets during the audit period. Due to this, the Town was unable to support the values reported on the Schedule of Capital Assets in the Annual Financial Report in the Indiana Gateway for Government Units financial reporting system. Therefore, the Schedule of Capital Assets was not presented in the Financial Statement Audit Report of the Town. In addition, a complete physical inventory of capital assets was not completed.

*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](#)."

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)

CLERK-TREASURER  
TOWN OF MIDDLEBURY  
EXIT CONFERENCE

The contents of this report were discussed on November 28, 2023, with Peggy A. Hutchison, Clerk-Treasurer; ChaLi' Kuiper, Deputy Clerk-Treasurer; and Miranda J. Cripe, President of the Town Council.