

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

COMPLIANCE ENGAGEMENT REPORT

OF

CITY OF PLYMOUTH REDEVELOPMENT AUTHORITY

MARSHALL COUNTY, INDIANA

May 8, 2017 to December 31, 2022



FILED
09/16/2024

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SCHEDULE OF OFFICIALS

<u>Office</u>	<u>Official</u>	<u>Term</u>
Treasurer	Jeanine Xaver Lynn M. Gorski	05-08-17 to 12-31-21 01-01-22 to 12-31-24
President of the Redevelopment Authority Board	(Vacant) Christopher Berdahl	05-08-17 to 06-20-17 06-21-17 to 12-31-24



STATE OF INDIANA
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TO: THE OFFICIALS OF THE CITY OF PLYMOUTH REDEVELOPMENT
AUTHORITY, MARSHALL COUNTY, INDIANA

As authorized under Indiana Code 5-11-1, we performed certain procedures to the accounting records and related documents of the City of Plymouth Redevelopment Authority (Authority), for the period of May 8, 2017 to December 31, 2022. The objective of this engagement was to determine compliance with applicable Indiana laws, regulations, and uniform compliance guidelines (Guidelines) established by the Indiana State Board of Accounts pursuant to Indiana Code 5-11-1-24. The objective of this engagement is not to opine on compliance or financial activity of the Authority, as this engagement was not conducted in accordance with any standards established by an authoritative standard setting body, and, as such, we do not provide any opinions on compliance or financial activity.

Management is responsible for preparing and maintaining its accounting records and related documents in accordance with applicable Indiana laws, regulations, and Guidelines. Management's responsibility also includes, but is not limited to, complying with other applicable Indiana laws, regulations, and Guidelines concerning how it operates: authorized sources and uses of funds; what reports are required to be prepared and filed; and what depositories and investment types are allowable.

We fulfilled our responsibility as detailed in the first paragraph, using procedures that verified the appropriate accounting for and reporting of cash, receipts, and disbursements; and the appropriate sources and uses of funds in accordance with applicable Indiana laws, regulations, and Guidelines. Expanding the scope and nature of these procedures can and does occur in specific circumstances.

The Comments contained herein, if any, describe the identified reportable instances of noncompliance found during our engagement. Our procedures were not designed to identify all instances of noncompliance; therefore, noncompliance may exist that is unidentified. Any Official Response to the Comments incorporated within this report was not verified for accuracy.

The Schedule of Officials and Statements of Receipts, Disbursements, and Cash and Investment Balances - Regulatory Basis (Statements) are informational only. The Statements have not been subjected to any procedures designed to express an opinion or provide any assurance on them, and, accordingly, we do not express an opinion or provide any assurance on them.

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. Reports can be found on the Indiana State Board of Accounts' website: <http://www.in.gov/sboa/>, and the Authority's Annual Financial Reports filed by management can be found on the Indiana Gateway for Government Units financial reporting system website: <http://www.gateway.ifionline.org>.

The contents of this report were communicated to Lynn M. Gorski, Treasurer; Steve Harper, Redevelopment Authority Board member; and Christopher Berdahl, President of the Redevelopment Authority Board, on August 29, 2024.



Beth Kelley, CPA, CFE
Deputy State Examiner

August 29, 2024

CITY OF PLYMOUTH REDEVELOPMENT AUTHORITY
COMMENT

BOARD MINUTES

Condition and Context

Internal controls were not in place to ensure that the Authority held Authority Board meetings or reorganized as per Indiana Code 36-7-14.5-9.

The City established the Authority on May 8, 2017, with the first meeting held on June 21, 2017. Authority Board minutes for the Authority were only provided for meetings through August 15, 2017. No evidence was provided that any meetings occurred after that date or reorganization of the Authority Board properly occurred each year.

Criteria

Indiana Code 5-14-1.5-4 states in part:

". . . (b) As the meeting progresses, the following memoranda shall be kept:

- (1) The date, time, and place of the meeting.
 - (2) The members of the governing body recorded as either present or absent.
 - (3) The general substance of all matters proposed, discussed, or decided.
 - (4) A record of all votes taken by individual members if there is a roll call.
 - (5) Any additional information required under section 3.5 or 3.6 of this chapter or any other statute that authorizes a governing body to conduct a meeting using an electronic means of communication.
- (c) The memoranda are to be available within a reasonable period of time after the meeting for the purpose of informing the public of the governing body's proceedings. The minutes, if any, are to be open for public inspection and copying."

Indiana Code 36-7-14.5-9 states:

"(a) Each year, the board shall hold an organizational meeting on a day that is not a Saturday, a Sunday, or a legal holiday and that is their first meeting day of the year. It shall elect one (1) of the members president, another vice president, and another secretary-treasurer to perform the duties of those offices. These officers serve from the date of their election and until their successors are elected and qualified. The board may elect an assistant secretary-treasurer. Before April 1, the secretary-treasurer shall report annually to the board.

CITY OF PLYMOUTH REDEVELOPMENT AUTHORITY
COMMENT
(Continued)

(b) Not later than April 15 of each year, the board shall submit a report setting out its activities during the preceding calendar year to:

- (1) the executive and the fiscal body of the unit that established the redevelopment authority; and
- (2) the department of local government finance in an electronic format.

(c) The report required under subsection (b) must also include the following information set forth for each tax increment financing district regarding the previous year:

- (1) Revenues received.
- (2) Expenses paid.
- (3) Fund balances.
- (4) The amount and maturity date for all outstanding obligations.
- (5) The amount paid on outstanding obligations.
- (6) A list of all the parcels included in each tax increment financing district allocation area and the base assessed value and incremental assessed value for each parcel in the list.

(d) Special meetings may be called by the president of the board or any two (2) members of the board.

(e) A majority of the members constitutes a quorum, and the concurrence of a majority of the members is necessary to authorize any action."

STATEMENTS OF RECEIPTS, DISBURSEMENTS, AND CASH
AND INVESTMENT BALANCES - REGULATORY BASIS

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CITY OF PLYMOUTH REDEVELOPMENT AUTHORITY
 STATEMENT OF RECEIPTS, DISBURSEMENTS,
 AND CASH AND INVESTMENT BALANCES -
 REGULATORY BASIS
 For the Years Ended December 31, 2017 and 2018

Fund	Cash and Investments 05-08-17	Receipts	Disbursements	Cash and Investments 12-31-17	Receipts	Disbursements	Cash and Investments 12-31-18
Plymouth Redevelopment Authority	\$ -	\$ 2,914,308	\$ 806,969	\$ 2,107,339	\$ 265,977	\$ 1,774,380	\$ 598,936
Totals	<u>\$ -</u>	<u>\$ 2,914,308</u>	<u>\$ 806,969</u>	<u>\$ 2,107,339</u>	<u>\$ 265,977</u>	<u>\$ 1,774,380</u>	<u>\$ 598,936</u>

CITY OF PLYMOUTH REDEVELOPMENT AUTHORITY
 STATEMENT OF RECEIPTS, DISBURSEMENTS,
 AND CASH AND INVESTMENT BALANCES -
 REGULATORY BASIS
 For the Years Ended December 31, 2019 and 2020

Fund	Cash and Investments 01-01-19	Receipts	Disbursements	Cash and Investments 12-31-19	Receipts	Disbursements	Cash and Investments 12-31-20
Plymouth Redevelopment Authority	\$ 598,936	\$ 321,580	\$ 588,192	\$ 332,324	\$ 314,139	\$ 313,862	\$ 332,601
Totals	<u>\$ 598,936</u>	<u>\$ 321,580</u>	<u>\$ 588,192</u>	<u>\$ 332,324</u>	<u>\$ 314,139</u>	<u>\$ 313,862</u>	<u>\$ 332,601</u>

CITY OF PLYMOUTH REDEVELOPMENT AUTHORITY
 STATEMENT OF RECEIPTS, DISBURSEMENTS,
 AND CASH AND INVESTMENT BALANCES -
 REGULATORY BASIS
 For the Years Ended December 31, 2021 and 2022

Fund	Cash and Investments 01-01-21	Receipts	Disbursements	Cash and Investments 12-31-21	Receipts	Disbursements	Cash and Investments 12-31-22
Plymouth Redevelopment Authority	<u>\$ 332,601</u>	<u>\$ 324,867</u>	<u>\$ 320,213</u>	<u>\$ 337,255</u>	<u>\$ 318,341</u>	<u>\$ 312,662</u>	<u>\$ 342,934</u>
Totals	<u><u>\$ 332,601</u></u>	<u><u>\$ 324,867</u></u>	<u><u>\$ 320,213</u></u>	<u><u>\$ 337,255</u></u>	<u><u>\$ 318,341</u></u>	<u><u>\$ 312,662</u></u>	<u><u>\$ 342,934</u></u>