

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

COMPLIANCE REPORT

OF

CITY OF PLYMOUTH REDEVELOPMENT AUTHORITY

MARSHALL COUNTY, INDIANA

January 1, 2023 to December 31, 2023



FILED
09/16/2024

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SCHEDULE OF OFFICIALS

<u>Office</u>	<u>Official</u>	<u>Term</u>
Treasurer	Lynn M. Gorski	01-01-23 to 12-31-24
President of the Redevelopment Authority Board	Christopher Berdahl	01-01-23 to 12-31-24



STATE OF INDIANA
AN EQUAL OPPORTUNITY EMPLOYER

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

The City of Plymouth Redevelopment Authority's (Authority) financial information was audited as part of the City of Plymouth's (City) financial statements for the period from January 1, 2023 to December 31, 2023. The Financial Statement Audit Report of the City, which provides our opinions on the City's financial statement, and which includes the Authority's financial information, 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 Result and Comment contained herein describes the identified reportable instance of noncompliance found as a result of these procedures for the Authority. Our procedures were not designed to identify all instances of noncompliance; therefore, noncompliance may exist that is unidentified.

The Authority's Annual Financial Report information can be found on the Indiana Gateway for Government Units financial reporting system website: <https://gateway.ifionline.org> and has not been subjected to any audit procedures.

Beth Kelley, CPA, CFE
Deputy State Examiner

August 29, 2024

CITY OF PLYMOUTH REDEVELOPMENT AUTHORITY
AUDIT RESULT AND 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 Authority did not hold meetings during 2023. Therefore, Authority Board minutes were not available, and reorganization of the Authority Board did not occur.

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(a) states:

"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
AUDIT RESULT AND 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."

CITY OF PLYMOUTH REDEVELOPMENT AUTHORITY
EXIT CONFERENCE

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