

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

COMPLIANCE ENGAGEMENT REPORT

OF

NOTTINGHAM TOWNSHIP

WELLS COUNTY, INDIANA

January 1, 2019 to December 31, 2022



FILED
06/06/2024

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SCHEDULE OF OFFICIALS

<u>Office</u>	<u>Official</u>	<u>Term</u>
Trustee	Mark Shaffer	01-01-19 to 12-31-24
Chair of the Township Board	Michael Pursifull	01-01-19 to 12-31-19
	Robin Gentis	01-01-20 to 12-31-20
	Edward Herman	01-01-21 to 12-31-21
	Michael Pursifull	01-01-22 to 12-31-22
	Edward Herman	01-01-23 to 12-31-23
	Michael Pursifull	01-01-24 to 12-31-24



STATE OF INDIANA
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TO: THE OFFICIALS OF NOTTINGHAM TOWNSHIP, WELLS COUNTY, INDIANA

As authorized under Indiana Code 5-11-1, we performed certain procedures to the accounting records and related documents of Nottingham Township (Township), for the period of January 1, 2019 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 Township 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 Township'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 Mark Shaffer, Trustee, and Michael Pursifull, Chair of the Township Board, on June 5, 2024.



Beth Kelley, CPA, CFE
Deputy State Examiner

April 14, 2024

NOTTINGHAM TOWNSHIP, WELLS COUNTY
COMMENT

CAPITAL ASSETS

Condition and Context

Internal controls were not in place to ensure that capital assets were properly accounted for and reported. The unit was unable to provide a capital assets policy or a detailed capital assets listing. There was no evidence of a physical inventory over assets.

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 Townships, Chapter 1)

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. . . ."

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

NOTTINGHAM TOWNSHIP, WELLS COUNTY
 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
Township	\$ 7,104	\$ 17,543	\$ 19,018	\$ 5,629	\$ 16,516	\$ 17,396	\$ 4,749
Township Park	-	1	1	-	1	1	-
Township Assistance	21,860	-	1,242	20,618	-	4,297	16,321
Fire Fighting	21,635	31,487	29,616	23,506	33,133	29,950	26,689
Cumulative Fire Fund	<u>67,722</u>	<u>16,095</u>	<u>-</u>	<u>83,817</u>	<u>15,938</u>	<u>8,028</u>	<u>91,727</u>
Totals	<u>\$ 118,321</u>	<u>\$ 65,126</u>	<u>\$ 49,877</u>	<u>\$ 133,570</u>	<u>\$ 65,588</u>	<u>\$ 59,672</u>	<u>\$ 139,486</u>

NOTTINGHAM TOWNSHIP, WELLS COUNTY
 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
Township	\$ 4,749	\$ 20,129	\$ 17,175	\$ 7,703	\$ 22,350	\$ 18,015	\$ 12,038
Township Park	-	1	1	-	1	1	-
Township Assistance	16,321	-	1,479	14,842	-	1,411	13,431
Fire Fighting	26,691	35,969	33,712	28,948	33,202	33,953	28,197
Cumulative Fire Fund	91,727	16,204	47,776	60,155	16,087	298	75,944
Fire Equipment Debt	-	-	-	-	14,915	12,541	2,374
Totals	<u>\$ 139,488</u>	<u>\$ 72,303</u>	<u>\$ 100,143</u>	<u>\$ 111,648</u>	<u>\$ 86,555</u>	<u>\$ 66,219</u>	<u>\$ 131,984</u>