

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

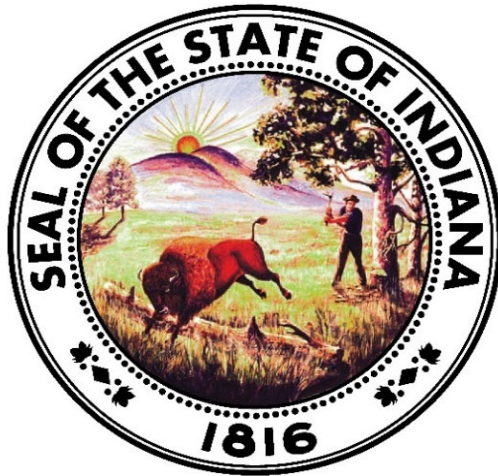
COMPLIANCE ENGAGEMENT REPORT

OF

RICHLAND TOWNSHIP

STEBEN COUNTY, INDIANA

January 1, 2019 to December 31, 2023



**FILED**  
05/06/2024



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SCHEDULE OF OFFICIALS

<u>Office</u>	<u>Official</u>	<u>Term</u>
Trustee	Barbara Cleverly	01-01-19 to 12-31-24
Chair of the Township Board	Deborah K. Mutzfeld	01-01-19 to 12-31-19
	Josh Reading	01-01-20 to 12-31-20
	Tom Laffey	01-01-21 to 12-31-21
	Deborah K. Mutzfeld	01-01-22 to 12-31-22
	Josh Reading	01-01-23 to 12-31-24



**STATE OF INDIANA**  
AN EQUAL OPPORTUNITY EMPLOYER

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TO: THE OFFICIALS OF RICHLAND TOWNSHIP, STEUBEN COUNTY, INDIANA

As authorized under Indiana Code 5-11-1, we performed certain procedures to the accounting records and related documents of Richland Township (Township), for the period of January 1, 2019 to December 31, 2023. 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 Barbara Cleverly, Trustee, and Shannon King, Township Board member, on April 30, 2024.



Beth Kelley, CPA, CFE  
Deputy State Examiner

March 11, 2024

RICHLAND TOWNSHIP, STEUBEN COUNTY  
COMMENTS

**CAPITAL ASSETS**

*Condition and Context*

Due to the lack of internal controls, the Township did not have a written capital asset policy that details the threshold at which an item is considered a capital asset.

*Criteria*

Every unit must have a capital assets policy that details the threshold at which an item is considered a capital asset. (Accounting and Uniform Compliance Guidelines Manual for Township, 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. . . ."

**PRESCRIBED FORMS**

*Condition and Context*

Due to the lack of internal controls, the Township did not properly maintain the prescribed form Notice of Township Assistance Action (TA-1A). During testing of Township Assistance disbursements, all three of the transactions presented were not on prescribed and approved forms.

RICHLAND TOWNSHIP, STEUBEN COUNTY  
COMMENTS  
(Continued)

*Criteria*

Officials and employees are required to use prescribed and approved forms in the manner prescribed. (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:

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

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RICHLAND TOWNSHIP, STEUBEN 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	\$ 82,608	\$ 26,192	\$ 18,423	\$ 90,377	\$ 13,098	\$ 21,500	\$ 81,975
Township Assistance	41,231	-	-	41,231	-	608	40,623
Fire Fighting	60,546	27,056	28,095	59,507	40,299	32,095	67,711
Rainy Day	9,892	-	-	9,892	-	3,000	6,892
Cumulative Fire	29,966	3,061	-	33,027	3,168	8,000	28,195
Totals	<u>\$ 224,243</u>	<u>\$ 56,309</u>	<u>\$ 46,518</u>	<u>\$ 234,034</u>	<u>\$ 56,565</u>	<u>\$ 65,203</u>	<u>\$ 225,396</u>

RICHLAND TOWNSHIP, STEUBEN 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	\$ 81,974	\$ 22,492	\$ 30,153	\$ 74,313	\$ 15,250	\$ 21,459	\$ 68,104
Township Assistance	40,623	-	-	40,623	-	504	40,119
Fire Fighting	67,712	34,814	34,095	68,431	26,192	34,178	60,445
Rainy Day	6,892	10,000	-	16,892	-	-	16,892
Cumulative Fire	<u>28,194</u>	<u>3,339</u>	<u>7,500</u>	<u>24,033</u>	<u>19,461</u>	<u>-</u>	<u>43,494</u>
Totals	<u>\$ 225,395</u>	<u>\$ 70,645</u>	<u>\$ 71,748</u>	<u>\$ 224,292</u>	<u>\$ 60,903</u>	<u>\$ 56,141</u>	<u>\$ 229,054</u>

RICHLAND TOWNSHIP, STEUBEN COUNTY  
 STATEMENT OF RECEIPTS, DISBURSEMENTS,  
 AND CASH AND INVESTMENT BALANCES -  
 REGULATORY BASIS  
 For the Year Ended December 31, 2023

Fund	Cash and Investments 01-01-23	Receipts	Disbursements	Cash and Investments 12-31-23
Township	\$ 68,104	\$ 39,312	\$ 37,311	\$ 70,105
Township Assistance	40,119	-	-	40,119
Fire Fighting	60,446	28,207	21,405	67,248
Rainy Day	16,892	-	-	16,892
Cumulative Fire	<u>43,493</u>	<u>3,705</u>	<u>10,000</u>	<u>37,198</u>
Totals	<u>\$ 229,054</u>	<u>\$ 71,224</u>	<u>\$ 68,716</u>	<u>\$ 231,562</u>