

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

COMPLIANCE ENGAGEMENT REPORT

OF

HARRISON TOWNSHIP

FAYETTE COUNTY, INDIANA

January 1, 2020 to December 31, 2023



FILED
05/13/2024

TABLE OF CONTENTS

<u>Description</u>	<u>Page</u>
Schedule of Officials	2
Compliance Report	3-4
Comments	5
Statements of Receipts, Disbursements, and Cash and Investment Balances - Regulatory Basis.....	8-9

SCHEDULE OF OFFICIALS

<u>Office</u>	<u>Official</u>	<u>Term</u>
Trustee	Sharri Kendall Christina Neeley	01-01-20 to 12-31-22 01-01-23 to 12-31-24
Chair of the Township Board	Duane Brandenburg Sarah Grubbs	01-01-20 to 12-31-22 01-01-23 to 12-31-24



STATE OF INDIANA
AN EQUAL OPPORTUNITY EMPLOYER

STATE BOARD OF ACCOUNTS
302 WEST WASHINGTON STREET
ROOM E418
INDIANAPOLIS, INDIANA 46204-2769

Telephone: (317) 232-2513
Fax: (317) 232-4711
Web Site: www.in.gov/sboa

TO: THE OFFICIALS OF HARRISON TOWNSHIP, FAYETTE COUNTY, INDIANA

As authorized under Indiana Code 5-11-1, we performed certain procedures to the accounting records and related documents of Harrison Township (Township), for the period of January 1, 2020 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 Christina Neeley, Trustee, and Sarah Grubbs, Chair of the Township Board, on May 2, 2024.



Beth Kelley, CPA, CFE
Deputy State Examiner

April 10, 2024

HARRISON TOWNSHIP, FAYETTE COUNTY
COMMENTS

TRAINING ON INTERNAL CONTROL STANDARDS

Condition and Context

Internal control deficiencies resulted in the following noncompliance:

- The Township did not provide required training over internal control standards to the Trustee who took office in 2023.
- In the Annual Financial Report for the year 2023, the Township incorrectly certified that required personnel had received training.

Criteria

Indiana Code 5-11-1-27(g) states:

"After June 30, 2016, the legislative body of a political subdivision shall ensure that:

- (1) the internal control standards and procedures developed under subsection (e) are adopted by the political subdivision; and
- (2) personnel receive training concerning the internal control standards and procedures adopted by the political subdivision."

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. . . ."

(This page intentionally left blank.)

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

HARRISON TOWNSHIP, FAYETTE COUNTY
 STATEMENT OF RECEIPTS, DISBURSEMENTS,
 AND CASH AND INVESTMENT BALANCES -
 REGULATORY BASIS
 For the Years Ended December 31, 2020 and 2021

Fund	Cash and Investments 01-01-20	Receipts	Disbursements	Cash and Investments 12-31-20	Receipts	Disbursements	Cash and Investments 12-31-21
Township General Fund	\$ 70,428	\$ 37,696	\$ 39,776	\$ 68,348	\$ 46,094	\$ 38,473	\$ 75,969
Township Assistance Fund	343,632	30,702	17,516	356,818	7,861	23,626	341,053
Firefighting Fund	33,138	30,546	30,000	33,684	31,221	30,000	34,905
Rainy Day Fund	4,128	11,100	-	15,228	9,500	-	24,728
Payroll Withholdings Fund	(993)	8,354	7,361	-	7,361	7,361	-
Totals	<u>\$ 450,333</u>	<u>\$ 118,398</u>	<u>\$ 94,653</u>	<u>\$ 474,078</u>	<u>\$ 102,037</u>	<u>\$ 99,460</u>	<u>\$ 476,655</u>

HARRISON TOWNSHIP, FAYETTE COUNTY
 STATEMENT OF RECEIPTS, DISBURSEMENTS,
 AND CASH AND INVESTMENT BALANCES -
 REGULATORY BASIS
 For the Years Ended December 31, 2022 and 2023

Fund	Cash and Investments 01-01-22	Receipts	Disbursements	Cash and Investments 12-31-22	Receipts	Disbursements	Cash and Investments 12-31-23
Township General Fund	\$ 75,969	\$ 34,190	\$ 41,328	\$ 68,831	\$ 61,842	\$ 34,727	\$ 95,946
Township Assistance Fund	341,053	7,701	16,642	332,112	3,056	27,699	307,469
Firefighting Fund	34,905	30,790	30,000	35,695	17,874	60,505	(6,936)
Rainy Day Fund	24,728	10,905	11,500	24,133	8,000	-	32,133
Levy Excess Fund	-	-	-	-	505	-	505
Payroll Withholdings Fund	-	7,361	7,361	-	1,765	942	823
Totals	<u>\$ 476,655</u>	<u>\$ 90,947</u>	<u>\$ 106,831</u>	<u>\$ 460,771</u>	<u>\$ 93,042</u>	<u>\$ 123,873</u>	<u>\$ 429,940</u>