

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

**Paul D. Joyce, CPA
State Examiner**

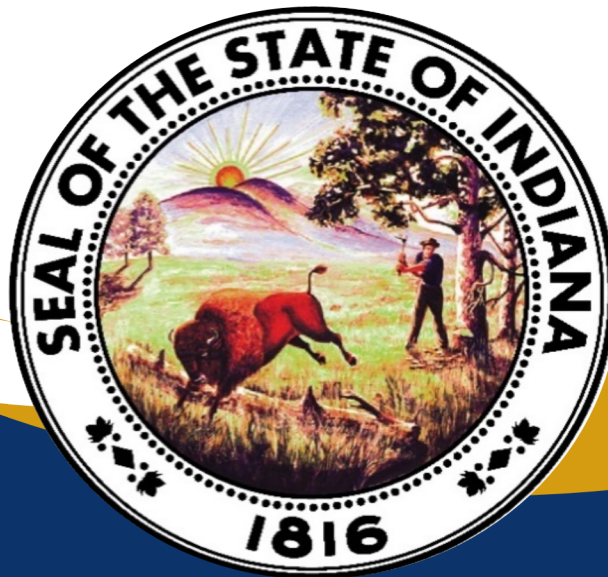
COMPLIANCE ENGAGEMENT REPORT

OF

STAFFORD TOWNSHIP

GREENE COUNTY, INDIANA

January 1, 2020 to December 31, 2023



FILED
12/27/2024

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SCHEDULE OF OFFICIALS

<u>Office</u>	<u>Official</u>	<u>Term</u>
Trustee	Curtis Anderson	01-01-20 to 12-23-21
	(Vacant)	12-24-21 to 01-30-22
	Justin Dale	01-31-22 to 12-31-24
Chair of the Township Board	Jane Ann Williams	01-01-20 to 12-31-21
	Warren Shake	01-01-22 to 12-31-22
	Roger Shake	01-01-23 to 12-31-24



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INDIANA STATE BOARD OF ACCOUNTS

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TO: THE OFFICIALS OF STAFFORD TOWNSHIP, GREENE COUNTY, INDIANA

As authorized under Indiana Code 5-11-1, we performed certain procedures to the accounting records and related documents of Stafford 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 Justin Dale, Trustee, and Shari Hostetter, Township Board member, on December 9, 2024.



Beth Kelley, CPA, CFE
Deputy State Examiner

August 13, 2024

STAFFORD TOWNSHIP, GREENE COUNTY
COMMENTS

INTERNAL CONTROLS

Condition and Context

The following areas did not have proper internal controls in place to ensure compliance with laws, regulations, and Guidelines:

- Payroll
- Prescribed Forms

Criteria

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. . . ."

PAYROLL

Condition and Context

Internal controls were not in place to ensure the payroll was issued properly. The Township employees consist of the Trustee, Township Clerk, and Township Board members. The following deficiencies were noted concerning payroll transactions in 2022 and 2023:

STAFFORD TOWNSHIP, GREENE COUNTY
COMMENTS
(Continued)

- The Internal Revenue Service (IRS) Wage and Tax Statements - Form W-2s were not issued to Township Board members.
- The Township Board members were paid without taxes being withheld.

Criteria

All compensation and benefits paid to officials and employees must be included in the labor contract, salary ordinance, resolution, or salary schedule adopted by the governing body unless otherwise authorized by law. Compensation must be paid in a manner that will facilitate compliance with state and federal reporting requirements. (Accounting and Uniform Compliance Guidelines Manual for Townships, Chapter 1)

PRESCRIBED FORMS

Condition and Context

Internal controls were not in place to ensure required forms prescribed by the Indiana State Board of Accounts were in use. Of the twenty-five Township Assistance applications tested, we noted the following:

- Ten Township Assistance disbursements were not supported by a TA-1 - Application for Township Assistance.
- Fifteen Township Assistance disbursements did not have a TA-1A - Notice of Township Assistance Action.
- Two Township Assistance disbursements did not have a TA-2 - Township Assistance Purchase Order.

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)

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

STAFFORD TOWNSHIP, GREENE 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 FUND	\$ 26,791	\$ 12,401	\$ 13,836	\$ 25,356	\$ 14,152	\$ 15,215	\$ 24,293
TOWNSHIP ASSISTANCE	6,110	2,145	7,856	399	2,127	4,506	(1,980)
FIRE FIGHTING FUND	23,522	8,121	10,000	21,643	8,468	10,000	20,111
RAINY DAY	3,392	-	-	3,392	-	-	3,392
Fire Equipment Debt	153	-	-	153	-	-	153
PAYROLL DEDUCTIONS	<u>337</u>	<u>700</u>	<u>480</u>	<u>557</u>	<u>763</u>	<u>769</u>	<u>551</u>
Totals	<u>\$ 60,305</u>	<u>\$ 23,367</u>	<u>\$ 32,172</u>	<u>\$ 51,500</u>	<u>\$ 25,510</u>	<u>\$ 30,490</u>	<u>\$ 46,520</u>

STAFFORD TOWNSHIP, GREENE 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 FUND	\$ 24,293	\$ 11,682	\$ 16,126	\$ 19,849	\$ 11,713	\$ 13,113	\$ 18,449
TOWNSHIP ASSISTANCE	(1,980)	6,477	1,571	2,926	7,138	2,299	7,765
FIRE FIGHTING FUND	20,111	8,616	10,000	18,727	9,223	10,000	17,950
RAINY DAY	3,392	-	-	3,392	-	-	3,392
Fire Equipment Debt	153	-	-	153	-	-	153
PAYROLL DEDUCTIONS	551	1,124	1,452	223	1,133	1,108	248
Totals	<u>\$ 46,520</u>	<u>\$ 27,899</u>	<u>\$ 29,149</u>	<u>\$ 45,270</u>	<u>\$ 29,207</u>	<u>\$ 26,520</u>	<u>\$ 47,957</u>