

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

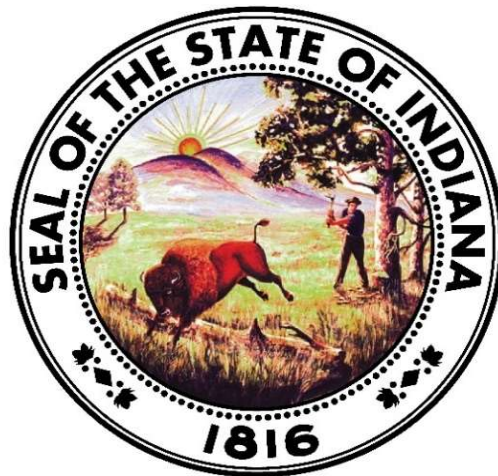
COMPLIANCE ENGAGEMENT REPORT

OF

WASHINGTON TOWNSHIP

CASS COUNTY, INDIANA

January 1, 2020 to December 31, 2023



FILED

08/12/2024

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SCHEDULE OF OFFICIALS

| <u>Office</u> | <u>Official</u> | <u>Term</u> |
|-----------------------------|-------------------------------|--|
| Trustee | Scott Albaugh | 01-01-20 to 12-31-24 |
| Chair of the Township Board | Scott Sailors Mark Guckien | 01-01-20 to 01-02-23 01-03-23 to 12-31-24 |



STATE OF INDIANA
AN EQUAL OPPORTUNITY EMPLOYER

STATE BOARD OF ACCOUNTS
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TO: THE OFFICIALS OF WASHINGTON TOWNSHIP, CASS COUNTY, INDIANA

As authorized under Indiana Code 5-11-1, we performed certain procedures to the accounting records and related documents of Washington 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 Scott Albaugh, Trustee, on August 8, 2024.



Beth Kelley, CPA, CFE
Deputy State Examiner

June 24, 2024

WASHINGTON TOWNSHIP, CASS COUNTY
COMMENTS

TIMELY RECORDING

A similar comment appeared in prior Report B55682.

Condition and Context

Internal controls were not in place to ensure that tax settlement distributions from the County were recorded timely and properly.

The 2022 Fall Settlement in the amount of \$68,129 was disbursed on November 28, 2022, by the Cass County Auditor's Office; however, the Township did not receipt the funds until January 23, 2023, which is 56 days after the date of disbursement by the County.

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. . . ."

All financial transactions pertaining to the unit must be recorded in the records of the unit at the time of the transaction. (Accounting and Uniform Compliance Guidelines Manual for Townships, Chapter 1)

CONTRACTS

Condition and Context

Internal controls were not in place to ensure payments for contractual services were supported by a contract. Payments were made by the Township for fire protection without a written contract in the amounts of \$37,960 per year in the years 2020, 2021, 2022, and 2023, respectively.

WASHINGTON TOWNSHIP, CASS COUNTY
COMMENTS
(Continued)

Criteria

Indiana Code 36-8-13-3(a) states in part:

". . . (4) Contract with a volunteer fire department that has been organized to fight fires in the township for the use and operation of firefighting apparatus and equipment that has been purchased by the township in order to save the private and public property of the township from destruction by fire, including use of the apparatus and equipment in an adjoining township by the department if the department has made a contract with the executive of the adjoining township for the furnishing of firefighting service within the township. . . ."

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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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. . . ."

Payments made or received for contractual services must be supported by a written contract. Each unit is responsible for complying with the provisions of its contracts. (Accounting and Uniform Compliance Guidelines Manual for Townships, Chapter 1)

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

WASHINGTON TOWNSHIP, CASS 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 | \$ 99,153 | \$ 37,614 | \$ 26,509 | \$ 110,258 | \$ 42,926 | \$ 42,158 | \$ 111,026 |
| TOWNSHIP ASSISTANCE | 26,281 | 31,914 | 3,709 | 54,486 | 36,087 | 2,748 | 87,825 |
| FIRE FIGHTING | 158,356 | 108,316 | 57,960 | 208,712 | 116,353 | 62,960 | 262,105 |
| RAINY DAY | 6,834 | - | - | 6,834 | 14,900 | - | 21,734 |
| PAYROLL DEDUCTIONS | - | 1,531 | 1,531 | - | 1,531 | 1,531 | - |
| Totals | <u>\$ 290,624</u> | <u>\$ 179,375</u> | <u>\$ 89,709</u> | <u>\$ 380,290</u> | <u>\$ 211,797</u> | <u>\$ 109,397</u> | <u>\$ 482,690</u> |

WASHINGTON TOWNSHIP, CASS 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 | \$ 111,027 | \$ 26,247 | \$ 57,255 | \$ 80,019 | \$ 71,744 | \$ 30,529 | \$ 121,234 |
| TOWNSHIP ASSISTANCE | 87,824 | 44,333 | 3,107 | 129,050 | 60,794 | 160 | 189,684 |
| FIRE FIGHTING | 262,104 | 57,479 | 75,839 | 243,744 | 146,327 | 65,793 | 324,278 |
| RAINY DAY | 21,734 | 17,378 | - | 39,112 | - | - | 39,112 |
| PAYROLL DEDUCTIONS | - | - | - | - | 1,235 | 1,235 | - |
| Totals | <u>\$ 482,689</u> | <u>\$ 145,437</u> | <u>\$ 136,201</u> | <u>\$ 491,925</u> | <u>\$ 280,100</u> | <u>\$ 97,717</u> | <u>\$ 674,308</u> |