

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

COMPLIANCE EXAMINATION REPORT

OF

CITY OF RICHMOND

WAYNE COUNTY, INDIANA

January 1, 2023 to December 31, 2023



**FILED**

11/20/2024



Paul D. Joyce, CPA  
State Examiner

# INDIANA STATE BOARD OF ACCOUNTS

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November 20, 2024

To: The Officials of the City of Richmond  
City of Richmond  
Wayne County, Indiana

This report is supplemental to the audit report of City of Richmond (City), for the period from January 1, 2023 to December 31, 2023. It has been provided as a separate report so that the reader may easily identify any findings that pertain to the City. It should be read in conjunction with the financial statement audit report of the City, which provides an opinion on the City's financial statements. This report may be found at [www.in.gov/sboa/](http://www.in.gov/sboa/).

As authorized under Indiana Code 5-11-1, we engaged private examiners under our review to perform the audit of the City and perform procedures to determine compliance with applicable Indiana laws and uniform compliance guidelines established by the Indiana State Board of Accounts. The findings and results contained herein describe the identified reportable instances of noncompliance found as a result of these procedures.

We have reviewed the supplemental report for City of Richmond prepared by Crowe LLP, Independent Public Accountants, for the period January 1, 2023 to December 31, 2023. In our opinion, the supplemental report was prepared in accordance with the guidelines established by the Indiana State Board of Accounts.

We call your attention to the findings in the report on page 3.

The report is filed with this letter in our office as a matter of public record.

Tammy R. White, CPA  
Deputy State Examiner

**COMPLIANCE EXAMINATION OF**  
CITY OF RICHMOND  
Wayne County, Indiana  
January 1, 2023 to December 31, 2023

CITY OF RICHMOND

Wayne County, Indiana  
January 1, 2023 to December 31, 2023

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City of Richmond  
SCHEDULE OF OFFICIALS (Unaudited)  
January 1, 2023 to December 31, 2023

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<u>Office</u>	<u>Official</u>	<u>Term</u>
Mayor	David Snow	01-01-23 to 12-31-23
President of the Board of Public Works and Safety	Vicki Robinson	01-01-23 to 12-31-23
President of the Common Council	Jeff Cappa	01-01-23 to 12-31-23
President of the Board of Sanitary Commissioners	Suzanne Miller	01-01-23 to 12-31-23
City Controller	Emily Palmer	01-01-23 to 12-31-23



## INDEPENDENT ACCOUNTANT'S REPORT

To the Indiana State Board of Accounts and  
Management of the City of Richmond

We have examined the City of Richmond's ("City") compliance with the Indiana State Board of Accounts' *Accounting and Uniform Compliance Guidelines Manual For Cities and Towns* during the period January 1, 2023 to December 31, 2023. Management of the City is responsible for the City's compliance with the specified requirements. Our responsibility is to express an opinion on the City's compliance with the specified requirements based on our examination.

Our examination was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. Those standards require that we plan and perform the examination to obtain reasonable assurance about whether the City complied, in all material respects, with the specified requirements referenced above. An examination involves performing procedures to obtain evidence about whether the City complied with the specified requirements. The nature, timing, and extent of the procedures selected depend on our judgment, including an assessment of the risks of material noncompliance, whether due to fraud or error. We believe that the evidence we obtained is sufficient and appropriate to provide a reasonable basis for our qualified opinion.

We are required to be independent and to meet our other ethical responsibilities in accordance with relevant ethical requirements relating to the engagement.

Our examination does not provide a legal determination on the City's compliance with specified requirements.

Our examination disclosed material noncompliance with the *Accounting and Uniform Compliance Guidelines Manual for Cities and Towns* applicable to the City during the period January 1, 2023 to December 31, 2023, as described in items 2023-001 and 2023-002 on the following Schedule of Examination Findings and Results.

In our opinion, except for the material noncompliance described in the preceding paragraph, the City complied, in all material respects, with the aforementioned requirements during the period January 1, 2023 to December 31, 2023.

*Crowe LLP*  
Crowe LLP

Indianapolis, Indiana  
September 30, 2024

CITY OF RICHMOND  
SCHEDULE OF EXAMINATION FINDINGS AND RESULTS  
January 1, 2023 to December 31, 2023

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**FINDING 2023-001: CAPITAL ASSETS**

**Criteria:** Chapter 1 of the Accounting and Uniform Compliance Guidelines Manual for Cities and Towns states in part, *“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.”*

The same comment appeared in the prior Report 000000385S.

**Condition:** During testing of capital assets, it was noted that a formal capital asset listing and capital asset policy had not been completed for 2023 as the Deputy Clerk position was vacant and it is their responsibility for updating both the listing and policy on an annual basis. As such, no capital asset listing or policy as of December 31, 2023 was prepared for testing.

The above condition does not include the capital assets of Richmond Power & Light as we were able to see a policy as well as a capital asset listing.

**FINDING 2023-002: UTILITY RECEIPTS – SUPPORTING DOCUMENTATION**

**Criteria:** Chapter 1 of the Accounting and Uniform Compliance Guidelines Manual for Cities and Towns states in part, *“Supporting documentation such as receipts, canceled checks, tickets, invoices, bills, contracts, and other public records must be available for examination to provide supporting information for the validity and accountability of monies disbursed. Payments without supporting documentation may be the personal obligation of the responsible official or employee.”*

**Condition:** We selected a sample of five customer bills to test to verify the sanitation rates are being charged in accordance with Council approved rate ordinances for City utility services. Management was unable to provide customer bills for any of the five selections.

CITY OF RICHMOND  
EXIT CONFERENCE  
January 1, 2023 to December 31, 2023

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The contents of this report were discussed on September 27, 2024 with Ron Oler, Mayor and Tracy McGinnis, Controller.