B38003

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

EXAMINATION REPORT

OF

TOWN OF ROANN

WABASH COUNTY, INDIANA

January 1, 2009 to June 30, 2010

FILED
12/07/2010

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OFFICIALS

Office	Official	Term
Clerk-Treasurer	Sonia R. Poe	01-01-08 to 08-27-10
	Vacant	08-28-10 to 09-13-10
	Jamie Adkins	09-14-10 to 12-31-11
President of the Town Council	Brady K. Brower	01-01-09 to 12-31-09
	Stephen R. Johnson	01-01-10 to 12-31-10

STATE OF INDIANA
AN EQUAL OPPORTUNITY EMPLOYER

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INDEPENDENT ACCOUNTANT'S REPORT

TO: THE OFFICIALS OF THE TOWN OF ROANN, WABASH COUNTY, INDIANA

We were engaged to examine the financial information presented herein of the Town of Roann (Town), for the period of January 1, 2009 to June 30, 2010. The Town's management is responsible for the financial information presented herein. Our responsibility is to express an opinion based on our examination.

Except as described in the following paragraph, our examination was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants and, accordingly, included examining, on a test basis, evidence supporting the financial information presented herein and performing such other procedures as we considered necessary in the circumstances. We believe that our examination provides a reasonable basis for our opinion.

Due to inaccurate and incomplete accounting records, we were unable to obtain sufficient, competent, evidential matter to support the receipts, disbursements, and cash and investment balances for the period of January 1, 2009 to June 30, 2010.

Because the Town did not maintain accurate and complete records as described above, the scope of our work was not sufficient to enable us to express, and we do not express, an opinion on the financial information presented herein for the period of January 1, 2009 to June 30, 2010.

The Schedule of Long-Term Debt, as listed in the Table of Contents, is presented for additional analysis and is not a required part of the basic financial information. It has not been subjected to the examination procedures applied to the basic financial information and, accordingly, we express no opinion on it.

STATE BOARD OF ACCOUNTS

October 12, 2010

TOWN OF ROANN
SCHEDULES OF RECEIPTS, DISBURSEMENTS, AND CASH AND INVESTMENT BALANCES
ALL GOVERNMENTAL AND PROPRIETARY FUND TYPES
For the Period January 1, 2009 to June 30, 2010

	Cash and Investments 01-01-09	Receipts	Disbursements	Cash and Investments 12-31-09
Governmental Funds:				
General	$ 194,029	$ 217,226	$ 71,175	$ 340,080
Motor Vehicle Highway	50,864	14,569	13,286	52,147
Local Road and Street	263	3,661	-	3,924
Rainy Day	2,411	-	1,098	1,313
Sanitation	501	15,368	11,494	4,375
Levy Excess	3,117	-	3,117	-
Playground Donation	3,684	-	-	3,684
Cumulative Capital Improvement	2,416	165	-	2,581
Cumulative Fire	48,980	654	37,603	12,031
Economic Development Income Tax	11,902	11,760	18,534	5,128
Proprietary Funds:				
Water Utility - Operating	54,244	52,929	36,134	71,039
Water Utility - Bond and Interest	2,613	-	-	2,613
Water Utility - Depreciation	(142)	-	-	(142)
Water Utility - Customer Deposit	50	-	-	50
Water Utility - Construction	-	-	7,667	(7,667)
Wastewater Utility - Operating	85,997	100,032	48,506	137,523
Wastewater Utility - Bond and Interest	18,855	86,610	10,042	95,423
Wastewater Utility - Depreciation	43,247	39,271	10,042	72,476
Wastewater Utility - Debt Service Reserve	51,868	-	7,499	44,369
Wastewater Utility - Construction	(511)	-	-	(511)
Totals	$ 574,388	$ 542,245	$ 276,197	$ 840,436

	Cash and Investments 01-01-10	Receipts	Disbursements	Cash and Investments 06-30-10
Governmental Funds:				
General	$ 340,080	$ 76,405	$ 40,586	$ 375,899
Motor Vehicle Highway	52,147	5,335	7,221	50,261
Local Road and Street	3,924	1,238	-	5,162
Rainy Day	1,313	-	-	1,313
Sanitation	4,375	6,968	7,966	3,377
Playground Donation	3,684	-	3,684	-
Cumulative Capital Improvement	2,581	-	-	2,581
Cumulative Fire	12,031	-	-	12,031
Economic Development Income Tax	5,128	10,045	10,916	4,257
Proprietary Funds:				
Water Utility - Operating	71,039	24,779	33,973	61,845
Water Utility - Bond and Interest	2,613	-	-	2,613
Water Utility - Depreciation	(142)	284	-	142
Water Utility - Customer Deposit	50	-	-	50
Water Utility - Construction	(7,667)	15,334	7,667	-
Wastewater Utility - Operating	137,523	82,812	85,469	134,866
Wastewater Utility - Bond and Interest	95,423	42,079	19,881	117,621
Wastewater Utility - Depreciation	72,476	21,039	-	93,515
Wastewater Utility - Debt Service Reserve	44,369	-	-	44,369
Wastewater Utility - Construction	(511)	1,022	511	-
Totals	$ 840,436	$ 287,340	$ 217,874	$ 909,902

The accompanying notes are an integral part of the financial information.

TOWN OF ROANN
NOTES TO FINANCIAL INFORMATION

Note 1. Introduction

The Town was established under the laws of the State of Indiana. The Town provides the following services: highways and streets, public improvements, general administrative services, water and wastewater.

Note 2. Fund Accounting

The Town uses funds to report on its cash and investments and the results of its operations on a cash basis. Fund accounting is designed to demonstrate legal compliance and to aid financial management by segregating transactions related to certain governmental functions or activities.

Note 3. Budgets

The operating budget is initially prepared and approved at the local level. In addition, funds for which property taxes are levied or highway use taxes are received are subject to final approval by the Indiana Department of Local Government Finance.

Note 4. Property Taxes

Property taxes levied are collected by the County Treasurer and are distributed to the Town in June and December. State statute (IC 6-1.1-17-16) requires the Indiana Department of Local Government Finance to establish property tax rates and levies by February 15. These rates were based upon the preceding year's March 1 (lien date) assessed valuations adjusted for various tax credits. Taxable property is assessed at 100% of the true tax value (determined in accordance with rules and regulations adopted by the Indiana Department of Local Government Finance). Taxes may be paid in two equal installments which become delinquent if not paid by May 10 and November 10, respectively.

Note 5. Deposits and Investments

Deposits, made in accordance with Indiana Code 5-13, with financial institutions in the State of Indiana at year end were entirely insured by the Federal Depository Insurance Corporation or by the Indiana Public Deposit Insurance Fund. This includes any deposit accounts issued or offered by a qualifying financial institution.

State statute (IC 5-13-9) authorizes the Town to invest in securities including, but not limited to, federal government securities, repurchase agreements, and certain money market mutual funds. Certain other statutory restrictions apply to all investments made by local governmental units.

TOWN OF ROANN
SUPPLEMENTARY INFORMATION
SCHEDULE OF LONG-TERM DEBT
June 30, 2010

The Town has entered into the following debt:

Description of Debt	Ending Principal Balance	Principal and Interest Due Within One Year
Business-type activities:		
Wastewater Utility:		
Notes and loans payable:		
2008 State Revolving Fund Loan	$ 391,579	$ 19,678

FINANCIAL REPORT OPINION MODIFICATION

The financial records did not provide sufficient information to examine or establish receipts, disbursements, ending balances, or the accuracy or correctness of the transactions for the examination period January 1, 2009 to June 30, 2010. Therefore, the State Board of Accounts was unable to provide an unqualified opinion on the Independent Accountant's Report for the financial information for the examination period. A similar comment appeared in prior Report B35408.

Accounting records and other public records must be maintained in a manner that will support accurate financial statements. Anything other than an unqualified opinion on the Independent Auditors' Report on the financial statements may have adverse financial consequences with the possibility of an increase in interest rate cost to the taxpayers of the governmental unit. (Accounting and Uniform Compliance Guidelines Manual for Cities and Towns, Chapter 7)

2010 SALARY ORDINANCE – FORGED SIGNATURES

Two salary ordinances for 2010 were presented for examination. One salary ordinance was signed by the Town Council and the other salary ordinance was signed by the Clerk-Treasurer and contained signatures of the Town Council members. The salary ordinance signed by the Clerk-Treasurer and containing the Town Council member signatures set the Clerk-Treasurer's salary at $25,000, while the salary ordinance signed only by the Town Council set the Clerk-Treasurer's salary at $20,000. Stephen R. Johnson, President of the Town Council; Justin Vigar, Town Council member; and Brady K. Brower, Town Council member confirmed that the signatures on the salary ordinance which set the Clerk-Treasurer's salary at $25,000 were not their signatures.

IC 5-13-14-3 states in part: "A public officer who knowingly . . . draws any check or negotiable order of withdrawal against the funds except in the manner prescribed in this article, commits a Class B felony. The public officer also is liable upon the officer's official bond for any loss or damage that may accrue."

Funds misappropriated, diverted or unaccounted for through malfeasance, misfeasance, or nonfeasance in office of any officer or employee may be the personal obligation of the responsible officer or employee. (Accounting and Uniform Compliance Guidelines Manual for Cities and Towns, Chapter 7)

See Examination Result and Comment titled "Overpayment of Salary".

OVERPAYMENT TO PART-TIME EMPLOYEE

Sonia R. Poe, former Clerk-Treasurer, overpaid her son Brandon Poe, a part-time Town employee from June 2009 through November 2009. The wages due to her son, based upon time sheets provided for examination, totaled $5,118.50. The total of wages paid to her son during this time period was $8,680.16, resulting in overpaid wages totaling $3,561.66.

All compensation and benfits 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 statute. Compensation should be made in a manner that will facilitate compliance with state and federal reporting requirements. (Accounting and Uniform Compliance Guidelines Manual for Cities and Towns, Chapter 7)

Sonia R. Poe, former Clerk-Treasurer, was requested to reimburse the Town $3,561.66. (See Summary, page 17)

PAYMENTS FOR WORK NOT PERFORMED

Sonia R. Poe, former Clerk-Treasurer, issued checks totaling $15,812.27 payable to her son Brandon Poe from December 1, 2009 through July 31, 2010. These checks consisted of $10,840.27 payable to her son while he was not an employee of the Town and $4,972 payable to her son for work never performed while a part-time employee of the Town. The former Clerk-Treasurer endorsed the checks payable to her son during this time period and deposited the monies in her personal bank account or a joint account with her son.

Funds misappropriated, diverted or unaccounted for through malfeasance, misfeasance, or nonfeasance in office of any officer or employee may be the personal obligation of the responsible officer or employee. (Accounting and Uniform Compliance Guidelines Manual for Cities and Towns, Chapter 7)

Sonia R. Poe, former Clerk-Treasurer, was requested to reimburse the Town $15,812.27. (See Summary, page 17)

OVERPAYMENT OF SALARY

Sonia R. Poe, former Clerk-Treasurer, was paid $16,170.54 from January 1, 2010 through July 15, 2010. Based upon the 2010 salary ordinance, the former Clerk-Treasurer was due $9,322.04 during this time period, resulting in an overpayment of $6,848.50.

All compensation and benfits 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 statute. Compensation should be made in a manner that will facilitate compliance with state and federal reporting requirements. (Accounting and Uniform Compliance Guidelines Manual for Cities and Towns, Chapter 7)

Sonia R. Poe, former Clerk-Treasurer, was requested to reimburse the Town $6,848.50. (See Summary, page 17)

PERSONAL EXPENSES

During the examination period, the Town paid for the following items for Sonia R. Poe, former Clerk-Treasurer, which are considered personal in nature:

Roofing materials for personal residence	$ 2,691.03
NIPSCO utility bills for personal residence	1,025.75
Laptop computer and carrying case	422.97
Embroidered shirts from Sports Unlimited	300.00
Duke Energy utility bills for personal residence	296.22
CenturyLink Telecom for personal residence	288.11
CenturyLink Telecom for personal phone calls	270.20
Excessive reimbursement for typewriter	230.05
National Television TV Service	115.00
Dry dog food	16.50
Total personal expenses	$ 5,655.83

Public funds may not be used to pay for personal items or for expenses which do not relate to the functions and purposes of the governmental unit. Any personal expenses paid by the governmental entity may be the personal obligation of the responsible official or employee. (Accounting and Uniform Compliance Guidelines Manual for Cities and Towns, Chapter 7)

Sonia R. Poe, former Clerk-Treasurer, was requested to reimburse the Town $5,655.83. (See Summary, page 17)

UTILITY CASH RECEIPTS NOT DEPOSITED

A comparison of cash received to cash deposited for the period January 1, 2009 through June 30, 2010, disclosed $1,303.44 of cash receipts not deposited.

At all times, the manual and/or computerized records, subsidiary ledgers, control ledger, and reconciled bank balance should agree. If the reconciled bank balance is less than the subsidiary or control ledgers, then the responsible official or employee may be held personally responsible for the amount needed to balance the fund. (Accounting and Uniform Compliance Guidelines Manual for Cities and Towns, Chapter 7)

Sonia R. Poe, former Clerk-Treasurer, was requested to reimburse the Town $1,303.44. (See Summary, page 17)

EXCESSIVE TRAVEL

The Town reimbursed Sonia R. Poe, former Clerk-Treasurer, $4,568.56 for Town business related travel during the examination period. Supporting documentation for this travel was not presented for examination. Reasonable travel during the examination period was estimated to be $1,067.04, resulting in excessive travel reimbursements totaling $3,501.52.

Every effort should be made by the governmental unit to avoid unreasonable or excessive costs. (Accounting and Uniform Compliance Guidelines Manual for Cities and Towns, Chapter 7)

Sonia R. Poe, former Clerk-Treasurer, was requested to reimburse the Town $3,501.52. (See Summary, page 17)

RECEIPTS NOT DEPOSITED

Checks and money orders totaling $1,256.99 on May 28, 2009, and $884.44 on June 1, 2009 were receipted to the records but not deposited. Subsequent payment confirmations sent to various utility customers verified that the checks for those two days have not cleared their personal bank accounts as of September 2, 2010.

At all times, the manual and/or computerized records, subsidiary ledgers, control ledger, and reconciled bank balance should agree. If the reconciled bank balance is less than the subsidiary or control ledgers, then the responsible official or employee may be held personally responsible for the amount needed to balance the fund. (Accounting and Uniform Compliance Guidelines Manual for Cities and Towns, Chapter 7)

Governmental units have a responsibility to collect amounts owed to the governmental unit pursuant to procedures authorized by statute. (Accounting and Uniform Compliance Guidelines Manual for Cities and Towns, Chapter 7)

CONDITION OF RECORDS

The following deficiencies relating to the recordkeeping that were cited in the prior Report B35408, were again present during our period of examination:

(1) Depository reconciliations of the fund balances to the bank account balances were not presented for examination or were incorrect.

IC 5-13-6-1(e) states in part: "All local investment officers shall reconcile at least monthly the balance of public funds, as disclosed by the records of the local officers, with the balance statements provided by the respective depositories."

(2) There were a considerable number of posting errors. These errors included electronic deposits not receipted, checks and receipts not recorded in the proper amounts, receipts not posted to the proper funds, receipts not deposited and duplicate posting of receipts.

Officials and employees are required to use State Board of Accounts prescribed or approved forms in the manner prescribed. (Accounting and Uniform Compliance Guidelines Manual for Cities and Towns, Chapter 7)

(3) Some transactions were recorded as "negative" receipts and disbursements.

Officials and employees are required to use State Board of Accounts prescribed or approved forms in the manner prescribed. (Accounting and Uniform Compliance Guidelines Manual for Cities and Towns, Chapter 7)

CONDITION OF PAYROLL RECORDS

The following deficiencies in payroll records, which were cited in prior Report B35408, were again present during our period of examination:

(1) Internal Revenue Service Form W-2 issued by the Town did not always agree with wages paid to the employees.

(2) Employee's Earnings Record (Form 99B) and Employee's Service Record (Form 99A) were not provided for examination.

(3) Payroll withholdings were not properly reported or remitted to the Internal Revenue Service or the Indiana Department of Revenue.

Officials and employees are required to use State Board of Accounts prescribed or approved forms in the manner prescribed. (Accounting and Uniform Compliance Guidelines Manual for Cities and Towns, Chapter 7)

Officials and employees have the duty to pay claims and remit taxes in a timely fashion. Failure to pay claims or remit taxes in a timely manner could be an indicator of serious financial problems which should be investigated by the governmental unit.

Additionally, officials and employees have a responsibility to perform duties in a manner which would not result in any unreasonable fees being assessed against the governmental unit.

Any penalties, interest or other charges paid by the governmental unit may be the personal obligation of the responsible official or employee.

(Accounting and Uniform Compliance Guidelines Manual for Cities and Towns, Chapter 7)

INVESTMENT MATURITY LIMITATIONS

The Town purchased three certificates of deposit which have stated maturities in excess of two years. A similar comment appeared in prior Report B35408.

Investments made under IC 5-13-9 must have a stated final maturity of not more than two years after the date of purchase or entry into a repurchase agreement. (Accounting and Uniform Compliance Guidelines Manual for Cities and Towns, Chapter 7)

UTILITY RECEIPTS TAX

The Water Utility did not pay utility receipts tax to the Indiana Department of Revenue during the period under examination. A similar comment appeared in prior Report B35408.

Generally, retail receipts from all utility services consumed within Indiana are subject to the utility receipts tax regardless of the point of generation or transmission across state lines. Receipts from the provision of mobile telecommunication service are subject to utility receipts tax to the extent that the receipts are sourced to Indiana pursuant to IC 6-8.1-15. However, gross receipts received by a political subdivision for sewage and sewage service are not subject to the tax. (Accounting and Uniform Compliance Guidelines Manual for Cities and Towns, Chapter 7)

DEPOSITS

In numerous instances, receipts were deposited later than the next business day. Tax distributions received March 4, 2009, were not deposited until June 22, 2009. A similar comment appeared in prior Report B35408.

IC 5-13-6-1(d) states: "A city (other than a consolidated city) or a town shall deposit funds not later than the next business day following the receipt of the funds in depositories (1) selected by the city or town as provided in an ordinance adopted by the city or the town; and (2) approved as depositories of state funds."

SUPPORTING DOCUMENTATION

Several payments were observed which were not supported by adequate documentation, such as receipts, invoices, and other public records. Payments to vendors were normally supported by statements instead of original invoices. Due to the lack of supporting information, the validity and accountability for some money disbursed could not be established.

Supporting documentation such as receipts, canceled checks, tickets, invoices, bills, contracts, and other public records must be available for audit 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. (Accounting and Uniform Compliance Guidelines Manual for Cities and Towns, Chapter 7)

MILEAGE REIMBURSEMENT

Town employees are reimbursed for mileage without filing Mileage Claim, General Form 101.

Officials and employees are required to use State Board of Accounts prescribed or approved forms in the manner prescribed. (Accounting and Uniform Compliance Guidelines Manual for Cities and Towns, Chapter 7)

Supporting documentation such as receipts, canceled checks, tickets, invoices, bills, contracts, and other public records must be available for audit 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. (Accounting and Uniform Compliance Guidelines Manual for Cities and Towns, Chapter 7)

CONDITION OF UTILITY ACCOUNTS RECEIVABLE RECORDS

Numerous deficiencies were noted during a review of subsidiary utility accounts receivable records:

(1) The masterfile balance (control) could not be verified to the detail (billings, collections, adjustments).

At all times, the manual and/or computerized records, subsidiary ledgers, control ledger, and reconciled bank balance should agree. If the reconciled bank balance is less than the subsidiary or control ledgers, then the responsible official or employee may be held personally responsible for the amount needed to balance the fund. (Accounting and Uniform Compliance Guidelines Manual for Cities and Towns, Chapter 7)

(2) Billings were posted inaccurately. For example, various accounts were billed twice for the same usage.

Officials and employees are required to use State Board of Accounts prescribed or approved forms in the manner prescribed. (Accounting and Uniform Compliance Guidelines Manual for Cities and Towns, Chapter 7)

(3) At times, delinquent accounts went four months without application of penalties.

Each governmental unit is responsible for complying with the ordinances, resolutions, and policies it adopts. (Accounting and Uniform Compliance Guidelines Manual for Cities and Towns, Chapter 7)

(4) Adjustments were posted to the subsidiary accounts without board approval. The minutes presented for examination did not indicate approval of the governing body.

The governing body of a governmental unit should have a written policy concerning a procedure for the writing off of bad debts, uncollectible accounts receivable, or any adjustments to record balances.

Documentation should exist for all efforts made by the governmental unit to collect amounts owed prior to any write-offs.

Officials or employees authorizing, directing or executing write-offs or adjustments to records which are not documented or warranted may be held personally responsible. (Accounting and Uniform Compliance Guidelines Manual for Cities and Towns, Chapter 7)

Officials and employees are required to use State Board of Accounts prescribed or approved forms in the manner prescribed. (Accounting and Uniform Compliance Guidelines Manual for Cities and Towns, Chapter 7)

HYDRANT RENTAL

The Town did not pay hydrant rental of $13,546 to the Water Utility during the examination period.

Each governmental unit is responsible for complying with the ordinances, resolutions, and policies it adopts. (Accounting and Uniform Compliance Guidelines Manual for Cities and Towns, Chapter 7)

PENALTIES, INTEREST, AND OTHER CHARGES

Penalties and interest totaling $1,464 were paid to the Internal Revenue Service and Indiana Department of Revenue during 2009 for late remittance of payroll taxes from various previous time periods.

Officials and employees have the duty to pay claims and remit taxes in a timely fashion. Failure to pay claims or remit taxes in a timely manner could be an indicator of serious financial problems which should be investigated by the governmental unit.

Additionally, officials and employees have a responsibility to perform duties in a manner which would not result in any unreasonable fees being assessed against the governmental unit.

Any penalties, interest or other charges paid by the governmental unit may be the personal obligation of the responsible official or employee.

(Accounting and Uniform Compliance Guidelines Manual for Cities and Towns, Chapter 7)

TIME RECORDS

Employee time records for Brandon Poe were not maintained prior to June 1, 2009.

Officials and employees are required to use State Board of Accounts prescribed or approved forms in the manner prescribed. (Accounting and Uniform Compliance Guidelines Manual for Cities and Towns, Chapter 7)

DELINQUENT WASTEWATER ACCOUNTS

Delinquent Wastewater fees and penalties had not been recorded with the County Recorder nor were they certified to the County Auditor which would result in a lien against the property. A similar comment appeared in prior Report B35408.

IC 36-9-23-33 states in part:

"(b) Except as provided in subsection (l), the officer charged with the collection of fees and penalties assessed under this chapter shall enforce their payment. As often as the officer determines is necessary in a calendar year, the officer shall prepare either of the following:

(1) A list of the delinquent fees and penalties that are enforceable under this section, which must include the following:

(A) The name or names of the owner or owners of each lot or parcel of real property on which fees are delinquent.

(B) A description of the premises, as shown by the records of the county auditor.

(C) The amount of the delinquent fees, together with the penalty.

(2) An individual instrument for each lot or parcel of real property on which the fees are delinquent.

(c) The officer shall record a copy of each list or each individual instrument with the county recorder. . . ."

"(e) Using the lists and instruments prepared under subsection (b) and recorded under subsection (c), the officer shall, not later than ten (10) days after the list or each individual instrument is recorded under subsection (c), certify to the county auditor a list of the liens that remain unpaid for collection in the next May. . ."

ANNUAL REPORT

An annual Report for 2009 was not presented for examination. A similar comment appeared in prior Report B35408.

IC 5-3-1-3(a) states in part: "Within sixty (60) days after the expiration of each calendar year, the fiscal officer of each civil city and town in Indiana shall publish an annual report of the receipts and expenditures of the city or town . . ."

CAPITAL ASSET RECORDS

Capital asset records were not presented for examination. A similar comment appeared in prior Report B35408.

Every governmental unit should have a complete inventory of all capital assets owned which reflects their acquisition value. Such inventory should be recorded on the applicable Capital Asset Ledger. A complete inventory should be taken every year for good internal control and for verifying account balances carried in the accounting records. (Accounting and Uniform Compliance Guidelines Manual for Cities and Towns, Chapter 7)

CERTIFIED REPORT NOT FILED

The Town did not file a certified report of compensation of officers and employees (Form 100-R or its equivalent) with the State Board of Accounts for 2009. A similar comment appeared in prior Report B35408.

IC 5-11-13-1 states in part:

> "Every state, county, city, town, township, or school official . . . shall during the month of January of each year prepare, make, and sign a written or printed certified report, correctly and completely showing the names and addresses of each and all officers, employees, and agents . . . and the respective duties and compensation of each, and shall forthwith file said report in the office of the state examiner of the state board of accounts."

OFFICIAL BOND

A $50,000 official bond for Sonia R. Poe was obtained from Auto-Owners Insurance Company and covers the term beginning January 1, 2008 and ending December 31, 2011.

IC 5-4-1-5.1(b) states, in part: "Every elected or appointed officer, official, deputy, or employee of a political subdivision . . . shall file the bond in the office of the county recorder. . . ."

TOWN OF ROANN
EXIT CONFERENCE

The contents of this report were discussed on October 12, 2010, with Jamie Adkins, Clerk-Treasurer; Brady K. Brower, Town Council member; Justin Vigar, Town Council member; and Stephen R. Johnson, President of the Town Council.

Sonia R. Poe, former Clerk-Treasurer, was not available to discuss the contents of this report.

TOWN OF ROANN
SUMMARY

	Charges	Credits	Balance Due
Sonia R. Poe, former Clerk-Treasurer:			
Overpayment to Part-Time Employee, page 7	$ 3,561.66	$ -	$ 3,561.66
Payments For Work Not Performed, page 8	15,812.27	-	15,812.27
Overpayment of Salary, page 8	6,848.50	-	6,848.50
Personal Expenses, pages 8 and 9	5,655.83	-	5,655.83
Utility Cash Receipts Not Deposited, page 9	1,303.44	-	1,303.44
Excessive Travel, page 9	3,501.52	-	3,501.52
Totals	$ 36,683.22	$ -	$ 36,683.22

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AFFIDAVIT

STATE OF INDIANA)
)
WHITLEY COUNTY)

I, Patrick T. Brandenburg, Field Examiner, being duly sworn on my oath, state that the foregoing report based on the official records of the Town of Roann, Wabash County, Indiana, for the period from January 1, 2009 to June 30, 2010, is true and correct to the best of my knowledge and belief.

Patrick T. Brandenburg
Field Examiner

Subscribed and sworn to before me this 8 day of November, 2010.

Rosie Coyle
Notary Public

My Commission Expires: 12-31-2011
County of Residence: Whitley