



STATE OF INDIANA
AN EQUAL OPPORTUNITY EMPLOYER

B44016

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August 5, 2014

TO: THE OFFICIALS OF TROY TOWNSHIP, PERRY COUNTY, INDIANA

As authorized under Indiana Code 5-11-1, we performed certain procedures to the accounting records and related documents of Troy Township (Township), for the period of January 1, 2010 to December 31, 2013, to determine compliance with applicable Indiana laws and uniform compliance guidelines established by the Indiana State Board of Accounts.

Our procedures were designed solely to satisfy the requirements of Indiana Code 5-11-1. Because our procedures were not designed to opine on the Township's financial statements, we did not follow *generally accepted auditing standards*. Accordingly, we do not express an opinion on any basic financial statement of the Township.

Management is responsible for preparing and maintaining its accounting records and related documents, as well as compliance with applicable state laws and uniform compliance guidelines established by the Indiana State Board of Accounts.

The Township's Annual Financial Reports filed for years prior to 2011 can be found on the Indiana Transparency Portal website: www.in.gov/itp/annual_reports/. For years 2011 and later, the Annual Financial Reports filed by the Township can be found on the Gateway website: <https://gateway.ifionline.org/>.

The Comments contained herein describe the identified reportable instances of noncompliance found as a result of the procedures we performed. Our procedures were not designed to identify all instances of noncompliance; therefore, noncompliance may exist that is unidentified.

Current Period Comments

- As December 31, 2013, the bank account reconciliation identified cash long in the amount of \$112.04.
- The following funds had overdrawn balances at December 31:

<u>Years</u>	<u>Fund</u>	<u>Balance at December 31</u>
2012	Payroll Withholdings	\$ 1,521.32
2013	Payroll Withholdings	1,869.75

- It was recommended to the Trustee to identify the errors that caused the overdrawn balances and to make the appropriate corrections on the 2014 Financial and Appropriation Record.

- *The Township did not adopt a resolution establishing salaries of Township officers and employees.*
- *Board members were paid in the years 2012 and 2013 without the Township withholding federal, state, and local taxes.*
- *W-2s were not issued for all Township employees.*
- *The Certified Report of Names, Addresses, Duties and Compensation of Public Employees (Form 100-R or its equivalent) was incomplete. The report did not include the Township Board members for 2013.*
- *The Township did not have a Nepotism Policy for 2012 or 2013.*
- *Each elected officer did not certify in writing that the officer had not violated Indiana Code 36-1-20.2 (Nepotism) by December 31, 2012 or 2013.*
- *The Township did not have a Contracting Policy for 2012 or 2013.*
- *Each elected officer did not certify in writing that the officer had not violated Indiana Code 36-1-21 (Contracting With a Unit) by December 31, 2012 or 2013.*
- *The Annual Report for 2010 was not filed until April 15, 2011, which was 45 days after the due date.*
- *The Township did not timely file a Certified Report of Names, Addresses, Duties and Compensation of Public Employees (Form 100-R or its equivalent) with the Indiana State Board of Accounts for 2010. The report was filed February 7, 2011, which was 7 days past the due date.*

This letter is intended for the information and use of the governing body and management of the Township. This restriction is not intended to limit the distribution of this letter, which is a matter of public record.

The contents of this letter were discussed on May 27, 2014, with Patricia Reed, Trustee.

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