

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

SUPPLEMENTAL COMPLIANCE REPORT

OF

TOWN OF TRAFALGAR

JOHNSON COUNTY, INDIANA

January 1, 2010 to December 31, 2014



FILED
02/18/2016

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SCHEDULE OF OFFICIALS

<u>Office</u>	<u>Official</u>	<u>Term</u>
Clerk-Treasurer	Kellie Anderson	01-01-10 to 12-31-11
	Dawn L. Ray	01-01-12 to 09-21-14
	(Vacant)	09-22-14 to 10-06-14
	Debra S. Scott	10-07-14 to 12-31-15
President of the Town Council	Kevin Walker	01-01-10 to 12-31-11
	Eric Woodke	01-01-12 to 12-31-12
	Jeff Eisenmenger	01-01-13 to 12-31-15
Superintendent of Utilities	Lee Rodgers	01-01-10 to 12-31-15
Utility Office Manager	Wendy Blackwell	01-01-10 to 12-31-15



STATE OF INDIANA
AN EQUAL OPPORTUNITY EMPLOYER

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TO: THE OFFICIALS OF THE TOWN OF TRAFALGAR, JOHNSON COUNTY, INDIANA

This report is supplemental to our examination report of the Town of Trafalgar (Town), for the period from January 1, 2010 to December 31, 2014. It has been provided as a separate report so that the reader may easily identify any Examination Results and Comments that pertain to the Town. It should be read in conjunction with our Financial Statements Examination Report of the Town, which provides our opinion on the Town's financial statements. This report may be found at www.in.gov/sboa/.

As authorized under Indiana Code 5-11-1, we performed procedures to determine compliance with applicable Indiana laws and uniform compliance guidelines established by the Indiana State Board of Accounts. The Examination Result and Comment contained herein describes the identified reportable instances of noncompliance found as a result of these procedures. Our tests were not designed to identify all instances of noncompliance; therefore, noncompliance may exist that is unidentified.

Any Official Response to the Examination Result and Comment, incorporated within this report, was not verified for accuracy.

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

November 12, 2015

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TOWN COUNCIL
TOWN OF TRAFALGAR

TOWN COUNCIL
TOWN OF TRAFALGAR
EXAMINATION RESULT AND COMMENT

CREDIT CARDS

The Town used credit cards to purchase items without an approved credit card policy. The Town Council specifically approved each credit card user; however, an official credit card policy was never established.

The State Board of Accounts will not take exception to the use of credit cards by a governmental unit provided the following criteria are observed:

1. The governing board must authorize credit card use through an ordinance or resolution, which has been approved in the minutes.
2. Issuance and use should be handled by an official or employee designated by the board.
3. The purposes for which the credit card may be used must be specifically stated in the ordinance or resolution.
4. When the purpose for which the credit card has been issued has been accomplished, the card should be returned to the custody of the responsible person.
5. The designated responsible official or employee should maintain an accounting system or log which would include the names of individuals requesting usage of the cards, their position, estimated amounts to be charged, fund and account numbers to be charged, date the card is issued and returned, etc.
6. Credit cards should not be used to bypass the accounting system. One reason that purchase orders are issued is to provide the fiscal officer with the means to encumber and track appropriations to provide the governing board and other officials with timely and accurate accounting information and monitoring of the accounting system.
7. Payment should not be made on the basis of a statement or a credit card slip only. Procedures for payments should be no different than for any other claim. Supporting documents such as paid bills and receipts must be available. Additionally, any interest or penalty incurred due to late filing or furnishing of documentation by an officer or employee should be the responsibility of that officer or employee.
8. If properly authorized, an annual fee may be paid.

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

TOWN COUNCIL
TOWN OF TRAFALGAR
EXIT CONFERENCE

The contents of this report were discussed on November 12, 2015, with Debra S. Scott, Clerk-Treasurer, and Jeff Eisenmenger, President of the Town Council. The contents of this report were discussed on November 12, 2015, by phone, with Kellie Anderson, former Clerk-Treasurer, and Dawn L. Ray, former Clerk-Treasurer.