

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

SUPPLEMENTAL COMPLIANCE REPORT  
OF

LAWRENCEBURG, MANCHESTER, SPARTA  
TOWNSHIPS CONSERVANCY DISTRICT  
DEARBORN COUNTY, INDIANA

January 1, 2010 to December 31, 2014



**FILED**  
03/14/2016



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SCHEDULE OF OFFICIALS

<u>Office</u>	<u>Official</u>	<u>Term</u>
Superintendent	Melvin Craig	01-01-10 to 12-31-15
Financial Clerk	David Hizer	01-01-10 to 12-31-15
President of the Board	Wayne Montgomery	01-01-10 to 12-31-15
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**STATE OF INDIANA**  
AN EQUAL OPPORTUNITY EMPLOYER

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TO: THE OFFICIALS OF THE LAWRENCEBURG, MANCHESTER, SPARTA  
TOWNSHIPS CONSERVANCY DISTRICT, DEARBORN COUNTY, INDIANA

This report is supplemental to our examination report of the Lawrenceburg, Manchester, Sparta Townships Conservancy District (Conservancy District), 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 Conservancy District. It should be read in conjunction with our Financial Statements Examination Report of the Conservancy District, which provides our opinion on the Conservancy District'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 performed procedures to determine compliance with applicable Indiana laws and uniform compliance guidelines established by the Indiana State Board of Accounts. The Examination Results and Comments contained herein describe 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 Results and Comments, incorporated within this report, was not verified for accuracy.

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

November 9, 2015

LAWRENCEBURG, MANCHESTER, SPARTA  
TOWNSHIPS CONSERVANCY DISTRICT  
EXAMINATION RESULTS AND COMMENTS

***PUBLIC RECORDS RETENTION***

Customer payment stubs were retained by the District at the time payments were received. It is the District's practice to only retain the payment stubs for six months. Payment stubs for the examination period were not presented for examination.

Indiana Code 5-15-6-3(f), concerning destruction of public records, states in part: "Original records may be disposed of only with the approval of the commission according to guidelines established by the commission."

***CREDIT CARDS***

The District was using credit cards to purchase items without an approved credit card policy.

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 Special Districts, Chapter 10)

LAWRENCEBURG, MANCHESTER, SPARTA  
TOWNSHIPS CONSERVANCY DISTRICT  
EXIT CONFERENCE

The contents of this report were discussed on November 9, 2015, with Wayne Montgomery, President of the Board; David Hizer, Financial Clerk; and Melvin Craig, Superintendent.