



STATE OF INDIANA
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B46506

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June 27, 2016

TO: THE OFFICIALS OF PRAIRIE TOWNSHIP, HENRY COUNTY, INDIANA

As authorized under Indiana Code 5-11-1, we performed certain procedures to the accounting records and related documents of Prairie Township (Township), for the period of January 1, 2013 to December 31, 2015, 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 auditing standards generally accepted in the United States of America. 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 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

- *The Township did not fix the salaries of Township officers and employees in 2013, 2014, and 2015.*
- *Each elected officer did not certify in writing that the officer had not violated Indiana Code 36-1-20.2 (Nepotism) by December 31, 2013, 2014, and 2015.*
- *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, 2013, 2014, and 2015.*
- *The 2013 Certified Reports of Names, Addresses, Duties and Compensation of Public Employees (Form 100-R or its equivalent) was inaccurate. The Form 100-R stated the Clerk's total compensation was \$2,800, but the Clerk actually was paid \$2,566.63 in 2013. The Form 100-R stated the Trustee's compensation was \$8,880, but the Trustee actually was paid \$8,140.*

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 April 5, 2016, with Kristin D. Lamar, Trustee. Any Official Response attached to this letter was not verified for accuracy.


Paul D. Joyce, CPA
State Examiner

2/19/2016: Upon a preview/error check of the 2015 annual report - a discrepancy was noted between ending balance 2014 and beginning balance 2015.

Examination of 2014 reports revealed that in August 2014, 3 disbursements in Fund 81; Township Assistance, were recorded in bank reports, but a computer error occurred and these disbursements, totalling \$440.96, were not recorded in the Fund balance reports.

Bank Balance Reports are Used to Reconcile Bank statements. Fund balance reports are used for cash balances for SBOA annual reports.

This is believed to be a one-time computer glitch - it did not occur during any month in 2015.

From here forward though, Bank Balance Reports will be double-checked against Fund Balance Reports!

Kristin LaMar

(2014 Annual Report fixed and resubmitted, 2015 Annual Report thereby adjusted as it had not been submitted yet!)