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STATE BOARD OF ACCOUNTS  
302 WEST WASHINGTON STREET  
ROOM E418  
INDIANAPOLIS, INDIANA 46204-2769

Telephone: (317) 232-2513  
Fax: (317) 232-4711  
Web Site: [www.in.gov/sboa](http://www.in.gov/sboa)

June 27, 2016

TO: THE OFFICIALS OF THE RUSH COUNTY SOIL AND WATER  
CONSERVATION DISTRICT, RUSH COUNTY, INDIANA

As authorized under Indiana Code 5-11-1, we performed certain procedures to the accounting records and related documents of the Rush County Soil and Water Conservation District (District), for the period of January 1, 2012 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 District's financial statement, 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 District.

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 District 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 Annual Financial Report (AFR) filed for 2013 did not match the District's records. Receipts and disbursements in the AFR included \$20,000 in bank transfers that should not have been reported.*
- *Receipts were not always deposited the next business day following the receipt of funds. In one instance, a delay of 42 days was noted between the receipt of funds and the deposit.*
- *The former Treasurer did not obtain an individual surety bond for the years 2012, 2013, 2014, and 2015.*
- *The District did not have a credit card use policy approved by the Board.*

- *The District's internal control procedures have not been formally documented. At a minimum, someone should review the ledger, the bank statements, and the bank reconciliation on a regular basis, and document what that review was (example: what documents were reviewed, date reviewed, etc).*

This letter is intended for the information and use of the governing body and management of the District. 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 19, 2016, with Lori Moran, Treasurer. Any Official Response attached to this letter was not verified for accuracy.

  
Paul D. Joyce, CPA  
State Examiner