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STATE OF INDIANA

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July 8, 2016

TO: THE OFFICIALS OF THE DEARBORN COUNTY SOLID WASTE MANAGEMENT DISTRICT, DEARBORN COUNTY, INDIANA

As authorized under Indiana Code 5-11-1, we performed certain procedures to the accounting records and related documents of the Dearborn County Solid Waste Management District (District), for the period of January 1, 2010 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 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 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 District'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 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 2011, 2012, 2013, and 2014 did not match the District's records.*

Years	Fund	Category	Amount Per AFR	Amount Per Ledger	Difference
2011	General	Beginning Balance	$ 332,480.63	$ 332,236.11	$ 244.52
2011	General	Disbursements	857,921.62	850,204.93	7,716.69
2011	General	Ending Balance	268,555.62	276,027.79	(7,472.17)
2012	General	Beginning Balance	268,555.62	276,027.79	(7,472.17)
2012	General	Receipts	821,334.83	824,176.23	(2,841.40)
2012	General	Disbursements	876,952.63	887,266.20	(10,313.57)
2013	General	Receipts	849,572.58	882,186.98	(32,614.40)
2013	General	Disbursements	875,217.83	907,832.23	(32,614.40)
2013	Rainy Day	Receipts	55.51	30,574.81	(30,519.30)
2013	Rainy Day	Disbursements	11,900.00	42,419.30	(30,519.30)
2014	Rainy Day	Receipts	10,042.09	64,042.09	(54,000.00)
2014	Rainy Day	Disbursements	-	54,000.00	(54,000.00)
2014	Payroll	Receipts	453,330.92	507,328.37	(53,997.45)
2014	Payroll	Disbursements	430,307.68	484,305.13	(53,997.45)

Adjustments to the AFR filed were proposed and approved by the District.

- *The financial institution did not return the actual cancelled checks with the monthly bank statements, but instead returned an optical image of the front side and backside of the checks. Starting in June 2013, the financial institution began only returning the front side of the checks. The back side or endorsement side of the checks was not returned.*

- *The District did not have a credit card policy approved by the Board.*

- *The AFR for 2011 was not filed electronically until March 29, 2012, which was 28 days past the due date.*

- *The Officials 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 2011 and 2012. The reports were filed on March 12, 2012, and March 13, 2013, which were 11 and 12 days past the due date, respectively.*

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 March 15, 2016, with Sandy Whitehead, Director/Controller, and Shane McHenry, President of the District Board. Any Official Response attached to this letter was not verified for accuracy.

Paul D. Joyce

Paul D. Joyce, CPA
State Examiner