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B46709

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July 29, 2016

TO: THE OFFICIALS OF JACKSON TOWNSHIP, WELLS COUNTY, INDIANA

As authorized under Indiana Code 5-11-1, we performed certain procedures to the accounting records and related documents of Jackson Township (Township), 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 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.

Unresolved Comment from Prior Report

- *The Township did not adopt a resolution or otherwise approve the salaries of Township officers and employees for 2012, 2013, 2014, and 2015.*

Current Period Comments

- *Depository reconciliations of the fund balances to the bank account balances were conducted; however, the reconciliations contained errors for December 2012, 2013, and 2014. In 2012, 2013, 2014, and 2015, record balances did not include investments.*

- *The Annual Financial Report filed on Gateway for 2012, 2013, 2014, and 2015 did not match the Township's records. The 2015 Gateway Annual Financial Report has been updated subsequent to this letter.*

Years	Fund	Category	Amount Per Gateway	Amount Per Ledger	Difference
2012	Township Assistance	Beginning Balance	$ 13,619	$ 8,716	$ 4,903
2012	Fire Fighting	Beginning Balance	72,987	44,257	28,730
2012	Levy Excess	Beginning Balance	50	-	50
2012	Levy Excess	Disbursements	50	-	50
2012	Township Assistance	Ending Balance	18,335	13,431	4,904
2012	Fire Fighting	Ending Balance	76,871	48,141	28,730
2013	Township Assistance	Beginning Balance	18,335	13,432	4,903
2013	Fire Fighting	Beginning Balance	76,871	48,141	28,730
2013	Township Assistance	Ending Balance	24,092	19,188	4,904
2013	Fire Fighting	Ending Balance	79,799	51,069	28,730
2014	Township Assistance	Beginning Balance	24,092	19,189	4,903
2014	Fire Fighting	Beginning Balance	79,799	51,069	28,730
2014	Township	Ending Balance	26,469	26,716	(247)
2014	Township Assistance	Ending Balance	30,095	25,191	4,904
2014	Fire Fighting	Ending Balance	83,601	54,870	28,731
2015	Township	Beginning Balance	26,469	26,716	(247)
2015	Township Assistance	Beginning Balance	30,095	25,191	4,904
2015	Fire Fighting	Beginning Balance	54,870	83,600	(28,730)
2015	Township	Ending Balance	30,295	30,541	(246)
2015	Township Assistance	Ending Balance	34,693	29,791	4,902
2015	Fire Fighting	Ending Balance	84,551	55,821	28,730

- *Receipts were deposited later than the first and fifteenth of the month in eleven instances and ranged from 5 to 23 days late.*

- *The Trustee's Surety Bond was insufficient for the review period per the Indiana Code.*

- *Payments made for mowing services were not supported by written contracts for 2013, 2014, and 2015.*

- *Payments were observed which did not contain adequate supporting documentation, such as receipts, invoices, and other public records.*

- *Each elected officer did not certify in writing that the officer had not violated Indiana Code 36-1-20.2 (Nepotism) by December 31, 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, 2014 and 2015.*

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 May 9, 2016, with Bruce Herr, Trustee. Any Official Response attached to this letter was not verified for accuracy.

Paul D. Joyce

Paul D. Joyce, CPA
State Examiner