



STATE OF INDIANA
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B46711

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July 29, 2016

TO: THE OFFICIALS OF ADAMS TOWNSHIP, MORGAN COUNTY, INDIANA

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

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

- *Depository reconciliations of the fund balances to the bank account balances were conducted; however, the reconciliation contained errors or did not balance in 2014. The balances did not reconcile due to an outstanding check not listed as outstanding in 2014.*
- *The Township paid \$22,311.05 of compensation in advance of the actual date the services were provided.*
- *The Township did not have the required meeting to review and adopt the Annual Report in accordance with Indiana Code 36-6-6-9 for 2012.*
- *One elected Board member did not certify in writing that the officer had not violated Indiana Code 36-1-20.2 (Nepotism) by December 31, 2014 and 2015.*
- *One elected Board member 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.*

- *Township Board approval of salaries for 2012 was not presented for review.*
- *Several payments were observed which did not contain adequate supporting documentation, such as receipts, invoices, and other public records for Township Assistance in 2012, 2014, and 2015.*
- *The Township paid penalties, interest, and other charges to Internal Revenue Service in the amount of \$101.31 because the Township did not remit payments on a timely basis for past quarterly reports for 2011 first quarter taxes.*

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 19, 2016, with Linda A. Pruitt, Trustee.


Paul D. Joyce, CPA
State Examiner