



STATE OF INDIANA
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December 16, 2016

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

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

- *District Board approval of salaries for Supervisors (District Board) was not presented for review for the years 2012, 2013, 2014, and 2015.*
- *The Office Manager was not bonded for the period January 1, 2012 to June 30, 2015.*
- *The District did not have the required meeting to review and adopt the Annual Financial Report in accordance with Indiana Code 14-32-4-6 for 2012, 2013, 2014, and 2015.*
- *State and local taxes withheld from employees' salaries were not remitted to the Indiana Department of Revenue for 2012, 2013, 2014, and 2015.*

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 November 17, 2016, with Rene' Weaver, Office Manager. Any Official Response attached to this letter was not verified for accuracy.


Paul D. Joyce, CPA
State Examiner