

STATE BOARD OF ACCOUNTS
302 West Washington Street
Room E418
INDIANAPOLIS, INDIANA 46204-2769

COMPLIANCE REPORT
OF
NEW GARDEN TOWNSHIP
WAYNE COUNTY, INDIANA
January 1, 2012 to December 31, 2015



FILED
01/20/2017

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SCHEDULE OF OFFICIALS

<u>Office</u>	<u>Official</u>	<u>Term</u>
Trustee	Jeff Himelick	01-01-11 to 12-31-18
Chairman of the Township Board	Robert McGuire	01-01-12 to 12-31-16



STATE OF INDIANA
AN EQUAL OPPORTUNITY EMPLOYER

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TO: THE OFFICIALS OF NEW GARDEN TOWNSHIP, WAYNE COUNTY, INDIANA

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

The Results and Comments contained herein describe the identified reportable instances of noncompliance found as a result of these procedures. Our tests were not designed to identify all instances of noncompliance; therefore, noncompliance may exist that is unidentified.

The Annual Financial Reports filed by the Township can be found on the Gateway website: <https://gateway.ifionline.org/>.

Paul D. Joyce
Paul D. Joyce, CPA
State Examiner

December 8, 2016

NEW GARDEN TOWNSHIP, WAYNE COUNTY
RESULTS AND COMMENTS

ANNUAL FINANCIAL REPORT NOT FILED TIMELY

The Annual Financial Report for 2012 was not filed electronically until April 11, 2013, which was 42 days past the due date.

Indiana Code 5-11-1-4(a) states:

"The state examiner shall require from every municipality and every state or local governmental unit, entity, or instrumentality financial reports covering the full period of each fiscal year. These reports shall be prepared, verified, and filed with the state examiner not later than sixty (60) days after the close of each fiscal year. The reports must be in the form and content prescribed by the state examiner and filed electronically in the manner prescribed under IC 5-14-3.8-7."

OPTICAL IMAGES OF THE CHECKS

The optical images of the front and back of the cancelled checks were not included in the bank statements.

Indiana Code 5-15-5.1-10(a) states in part:

"Each . . . local government shall:

- (1) Make and preserve records containing adequate and proper documentation of . . . essential transactions of the . . . local government to protect the legal and financial rights of the government . . . "

Indiana Code 26-2-8-111 states in part:

"(a) If a law requires that certain records be retained, that requirement is met by retaining an electronic record of the information in the record that:

- (1) accurately reflects the information set forth in the record after it was first generated in its final form as an electronic record or otherwise; and
- (2) remains accessible for later reference. . . .

(e) If a law requires retention of a check, that requirement is satisfied by retention of an electronic record of the information on the front and back of the check in accordance with subsection (a). . . ."

NEW GARDEN TOWNSHIP, WAYNE COUNTY
RESULTS AND COMMENTS
(Continued)

COLLECTION OF AMOUNT DUE

Prior Report B41511 indicated that remittances to the Internal Revenue Service were overpaid in the amount of \$193 for the first three quarters in 2011. No request for a refund of the overpayment was made.

Governmental units have a responsibility to collect amounts owed to the governmental unit pursuant to procedures authorized by statute. (Accounting and Uniform Compliance Guidelines Manual for Townships, Chapter 13)

SUPPORTING DOCUMENTATION

Township Assistance disbursements for rent were not properly supported.

Supporting documentation such as receipts, canceled checks, tickets, invoices, bills, contracts, and other public records must be available for audit to provide supporting information for the validity and accountability of monies disbursed. Payments without supporting documentation may be the personal obligation of the responsible official or employee. (Accounting and Uniform Compliance Guidelines Manual for Townships, Chapter 13)

TOWNSHIP ASSISTANCE APPLICATIONS

Township Assistance disbursements in 2014 and 2015 were not supported by an Application For Township Assistance (Form TA-1) and/or an Application For Additional or Continuing Township Assistance (Form TA-1B).

Application for Township Assistance is to be completed by each person who applies for township assistance. (Accounting and Uniform Compliance Guidelines Manual for Townships, Chapter 6)

NEW GARDEN TOWNSHIP, WAYNE COUNTY
EXIT CONFERENCE

The contents of this report were discussed on December 8, 2016, with Jeff Himelick, Trustee.