



STATE OF INDIANA
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B47556

STATE BOARD OF ACCOUNTS
302 WEST WASHINGTON STREET
ROOM E418
INDIANAPOLIS, INDIANA 46204-2769

Telephone: (317) 232-2513
Fax: (317) 232-4711
Web Site: www.in.gov/sboa

January 20, 2017

TO: THE OFFICIALS OF JACKSON TOWNSHIP, ELKHART 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.

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 following funds had overdrawn cash balances at December 31:*

<u>Years</u>	<u>Fund</u>	<u>Amount Overdrawn</u>
2012	Payroll Deduction	\$ 957
2013	Payroll Deduction	150
2014	Payroll Deduction	150

Current Period Comments

- *The records presented indicated the following disbursements in excess of budgeted appropriations:*

<u>Year</u>	<u>Fund</u>	<u>Excess Amount Disbursed</u>
2014	Township Assistance	\$ 2,678

- *The following contracts between PLM Services (owned by the spouse of the Trustee) and the Township were not executed in accordance with the Township's Contracting Policy and Indiana Code 36-1-21:*

<u>Type of Contract</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>
<i>Cemetery Mowing and Trimming</i>	\$ 17,400	\$ 16,050	\$ 22,425	\$ 22,005
<i>Cemetery Cleanup and Headstone Repair</i>	5,730	1,400	3,650	650
<i>Cemetery Tree Removal</i>	2,700	19,285	6,000	6,650
<i>Cemetery Stump Removal</i>	200	5,913	-	-
<i>Snow Removal (cemeteries and Township office)</i>	230	200	2,150	-
<i>Memorial at Jackson Cemetery</i>	-	2,037	-	-
<i>Totals</i>	<u>\$ 26,260</u>	<u>\$ 44,885</u>	<u>\$ 34,225</u>	<u>\$ 29,305</u>

- *Payments to the Trustee for monthly office rent were made in January of each year. The payments were \$11,500 in 2012 and \$11,800 in 2013, 2014, and 2015.*
- *Payments for monthly rent of the Fire Department Annex were made in January of each year. The payments were \$6,000 in 2012, 2013, 2014, and 2015.*
- *The Trustee was not properly bonded for the years 2012, 2013, 2014, and 2015. The Trustee's Surety Bond (\$20,000) was insufficient per the Indiana code (\$30,000).*
- *The Township 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 the year 2014. The report was filed April 21, 2015, which was 80 days past the due date.*
- *Form 100-R was incomplete for the year 2012. The report did not include compensation of Township Board members.*
- *Township Assistance Standards were not established in accordance with Indiana Code 12-20-5.5-1.*
- *The Township did not have a credit card policy approved by the Township Board.*
- *Each elected officer did not certify in writing that the officer had not violated Indiana Code 36-1-20.2 (Nepotism) and Indiana Code 36-1-21 (Contracting With a Unit) by December 31, 2012, 2013, 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 November 30, 2016, with Thomas Lantz, Trustee. Any Official Response attached to this letter was not verified for accuracy.

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