



STATE OF INDIANA
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B47557

STATE BOARD OF ACCOUNTS
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January 20, 2017

TO: THE OFFICIALS OF LINCOLN TOWNSHIP, HENDRICKS COUNTY, INDIANA

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

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

<u>Years</u>	<u>Fund</u>	<u>Excess Amount</u> <u>Disbursed</u>
2012	Fire Equipment Debt	\$ 243.65
2012	Rainy Day	376.00
2013	Park & Recreation	167.34
2014	Park & Recreation	1,866.22

- The Trustee's Surety Bond was insufficient per Indiana Code 5-4-1-18. A bond was purchased for 2013, 2014, and 2015; however, the bonds were not recorded with the County Recorder as required by Indiana Code.

- *The Certified Report of Names, Addresses, Duties and Compensation of Public Employees (Form 100-R or its equivalent) was inaccurate. The 2012 100-R stated the Township Investigator's total compensation was \$9,236.37, but the Township Investigator actually was paid \$8,580. The 2013 100-R stated the Township Investigator's total compensation was \$9,933.15, but the Township Investigator actually was paid \$9,227.25.*

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 29, 2016, with Donovan Peoples, Trustee. Any Official Response attached to this letter was not verified for accuracy.

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

LINCOLN TOWNSHIP TRUSTEE

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DONOVAN PEOPLES
TRUSTEE

DONALD E. BROOKS
GREGORY HAUSWALD
EMORY T. LENCKE
TOWNSHIP BOARD

December 19, 2016

Response to results and comments related to examination of records of Lincoln Township, Hendricks County, for the years 2012 thru 2015.

- * In 2013, the Park and Recreation budget was exceeded by \$167.34. There were sufficient funds on hand, but I failed to file for an Additional Appropriation.
- * In 2014, the Park and Recreation budget was exceeded by \$1,866.22. This was due to unanticipated snow removal expense. There were sufficient funds on hand, but it was too late in the year to advertise and file for an Additional Appropriation.
- * Surety bond: The bond was purchased, in the required amount, for each year. Apparently, I failed to have it filed with the county recorder.
- * Compensation of employee: The employee's W2 forms, and the Township's Annual Reports, listed the correct amounts. I did list an incorrect amount on the form 100R, by including the Township's contribution to Social Security and Medicare in with the actual payroll paid to the employee.

Donovan Peoples
Trustee