

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

COMPLIANCE REPORT  
OF  
MOUND TOWNSHIP  
WARREN COUNTY, INDIANA  
January 1, 2012 to December 31, 2016



**FILED**  
05/25/2017



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SCHEDULE OF OFFICIALS

<u>Office</u>	<u>Official</u>	<u>Term</u>
Trustee	Byron Berger	01-01-11 to 12-31-18
Chairman of the Township Board	John R. Fulton	01-01-12 to 12-31-17



**STATE OF INDIANA**  
AN EQUAL OPPORTUNITY EMPLOYER

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TO: THE OFFICIALS OF MOUND TOWNSHIP, WARREN COUNTY, INDIANA

As authorized under Indiana Code 5-11-1, we performed certain procedures to the accounting records and related documents of Mound Township (Township), Warren County, for the period January 1, 2012 to December 31, 2016, 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

February 28, 2017

MOUND TOWNSHIP, WARREN COUNTY  
RESULTS AND COMMENTS

***DEPOSITORY RECONCILIATIONS***

Depository reconciliations of the fund balances to the bank account balances were not presented for the period.

Indiana Code 5-13-6-1(e) states: "All local investment officers shall reconcile at least monthly the balance of public funds, as disclosed by the records of the local officers, with the balance statements provided by the respective depositories."

***PENALTIES AND INTEREST***

The Township paid penalties and interest in the amount of \$149.94 for failure to either report taxes and/or remit tax payments on a timely basis.

Officials and employees have the duty to pay claims and remit taxes in a timely fashion. Failure to pay claims or remit taxes in a timely manner could be an indicator of serious financial problems which should be investigated by the unit. Additionally, officials and employees have a responsibility to perform duties in a manner which would not result in any unreasonable fees being assessed against the unit. Any penalties, interest, or other charges paid by the unit may be the personal obligation of the responsible official or employee. (Accounting and Uniform Compliance Guidelines Manual for Townships, Chapter 1)

***SALARY PAYMENTS NOT IN ACCORDANCE WITH SALARY RESOLUTION***

Compensation approved for 2013 for the Trustee, Township Clerk, Township Assistance Clerk, and each Township Board member was excess of the amounts paid by \$250, \$150, \$50, and \$50, respectively.

Indiana Code 36-6-6-10(b) states:

"The township legislative body shall fix the:

- (1) salaries;
- (2) wages;
- (3) rates of hourly pay; and
- (4) remuneration other than statutory allowances;

of all officers and employees of the township."

MOUND TOWNSHIP, WARREN COUNTY  
RESULTS AND COMMENTS  
(Continued)

***CEMETERY CARE***

The Township contracted with an individual for mowing the cemetery. This individual also performed additional services at the cemeteries for which invoices were submitted and paid by the Township. The invoices indicated a lump sum payment. The dates and hours worked, or a description services performed was not indicated.

Supporting documentation such as receipts, canceled checks, tickets, invoices, bills, contracts, and other public records must be available for examination 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 1)

***NEPOTISM CERTIFICATION***

The Township approved their Nepotism Policy on November 24, 2014. Each elected officer did not annually certify in writing that the officer had not violated Indiana Code 36-1-20.2 (Nepotism) by December 31, 2014, 2015, and 2016.

Indiana Code 36-1-20.2-16 states: "Each elected officer of the unit shall annually certify in writing, subject to the penalties for perjury, that the officer has not violated this chapter. An officer shall submit the certification to the executive of the unit not later than December 31 of each year."

***CONTRACTING POLICY CERTIFICATION***

The Township approved their Contracting Policy on November 24, 2014. Each elected 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, 2015, and 2016.

Indiana Code 36-1-21-6 states: "Each elected officer of the unit shall annually certify in writing, subject to the penalties for perjury, that the officer is in compliance with this chapter. An officer shall submit the certification to the executive of the unit not later than December 31 of each year."

MOUND TOWNSHIP, WARREN COUNTY  
EXIT CONFERENCE

The contents of this report were discussed on February 28, 2017, with Byron Berger, Trustee.