

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

COMPLIANCE REPORT

OF

PINE 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	Debra Trueblood	01-01-11 to 12-31-18
Chairman of the Township Board	Michael Booth	01-01-12 to 12-31-17



STATE OF INDIANA
AN EQUAL OPPORTUNITY EMPLOYER

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

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

Any Official Response to the Results and Comments, incorporated within this report, was not verified for accuracy.

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

March 15, 2017

PINE TOWNSHIP, WARREN COUNTY
RESULTS AND COMMENTS

ANNUAL REPORT

Board Adoption

The Township Board did not have the required meetings to review and adopt the Annual Report in accordance with Indiana Code 36-6-6-9 in 2012, 2013, and 2014. It is unknown if the Board met in 2012 and 2013 as minutes were not taken per the minute book which included minutes from prior and subsequent meetings.

Indiana Code 36-6-6-9(a): "The legislative body shall meet on or before the third Tuesday after the first Monday in February of each year. At this meeting it shall consider and approve, in whole or in part, the annual report of the executive presented under IC 36-6-4-12."

Electronic Filing

Annual Financial Reports were not filed electronically by March 1 as follows:

<u>Report Years</u>	<u>Date Filed</u>	<u>Number of Days Late</u>
2012	March 25, 2013	24
2013	March 3, 2014	2
2014	March 18, 2015	17
2015	March 11, 2016	10
2016	March 8, 2017	7

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."

APPROVAL OF SALARIES

The Township Board did not approve the salaries for the positions of Township Clerk and Township Assistance Clerk for 2012 through 2014.

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."

PINE TOWNSHIP, WARREN COUNTY
RESULTS AND COMMENTS
(Continued)

FILING FORM 100-R

The Certified Report of Names, Addresses, Duties and Compensation of Public Employees (Form 100-R) were not filed by the deadline for the years 2012, 2013, and 2014.

Indiana Code 5-11-13-1(a) states:

"Every . . . township . . . shall during the month of January of each year prepare, make, and sign a certified report, correctly and completely showing the names and business addresses of each and all officers, employees, and agents in their respective offices, departments, boards, commissions, and institutions, and the respective duties and compensation of each, and shall forthwith file said report in the office of the state examiner of the state board of accounts. . . ."

CONTRACTS

Failure to Enter into Contracts

Payments made for mowing and fire protection in 2012, 2013, 2014, and 2016 and for a Township Attorney for 2013 through 2016 were not supported by written contracts.

Compliance with Contracts

The Township received fire protection from two fire departments. The Township had a contract with one of the fire departments for all years except for 2016; however, payments were made to both fire departments for clothing and equipment which were not supported by either the contracts (when provided) or vendor invoices. Furthermore, invoices were not provided for the payments made to the attorney.

Payments made or received for contractual services must be supported by a written contract. Each unit is responsible for complying with the provisions of its contracts. (Accounting and Uniform Compliance Guidelines Manual for Townships, Chapter 1)

TOWNSHIP ASSISTANCE DISBURSEMENTS

Township Assistance was paid for which applications were not presented.

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 7)

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)

PINE TOWNSHIP, WARREN COUNTY
RESULTS AND COMMENTS
(Continued)

TOWNSHIP ASSISTANCE STANDARDS

The Township Board did not establish Township Assistance Standards.

Indiana Code 12-20-5.5-1 states:

"(a) The township trustee shall process all applications for township assistance according to uniform written standards and without consideration of the race, creed, nationality, or gender of the applicant or any member of the applicant's household.

(b) The township's standards for the issuance of township assistance and the processing of applications must be:

- (1) governed by the requirements of this article;
- (2) proposed by the township trustee, adopted by the township board, and filed with the board of county commissioners;
- (3) reviewed and updated annually to reflect changes in the cost of basic necessities in the township and changes in the law;
- (4) published in a single written document, including addenda attached to the document; and
- (5) posted in a place prominently visible to the public in all offices of the township trustee where township assistance applications are taken or processed."

NEPOTISM POLICY AND CERTIFICATION

The Township did not have a Nepotism Policy for 2012 through 2013. The Township adopted a nepotism policy on February 4, 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, 2012, 2013, 2014, and 2016.

Indiana Code 36-1-20.2-9(a) states in part: "This chapter establishes minimum requirements regarding employment of relatives. The legislative body of the unit shall adopt a policy that includes, at a minimum, the requirements set forth in this chapter. . . ."

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."

PINE TOWNSHIP, WARREN COUNTY
RESULTS AND COMMENTS
(Continued)

CONTRACTING POLICY AND CERTIFICATION

The Township did not have a Contracting Policy for 2012 and 2013. The Township adopted a contracting policy on February 4, 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, 2012, 2013, 2014, and 2016.

Indiana Code 36-1-21-4(a) states in part: "This chapter establishes minimum requirements regarding contracting with a unit. The legislative body of the unit shall adopt a policy that includes, at a minimum, the requirements set forth in this chapter. . . ."

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."

PINE TOWNSHIP, WARREN COUNTY
EXIT CONFERENCE

The contents of this report were discussed on March 15, 2017, with Debra Trueblood, Trustee.