

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

COMPLIANCE REPORT

OF

TOWN OF ALTONA

DEKALB COUNTY, INDIANA

January 1, 2012 to December 31, 2016



FILED
09/12/2017

TABLE OF CONTENTS

<u>Description</u>	<u>Page</u>
Schedule of Officials	2
Transmittal Letter	3
Clerk-Treasurer:	
Results and Comments:	
Condition of Records.....	4
Annual Financial Reports	4
Overspent Appropriations.....	5
Receipt Issuance.....	5
Exit Conference	6

SCHEDULE OF OFFICIALS

<u>Office</u>	<u>Official</u>	<u>Term</u>
Clerk-Treasurer	(Vacant)	01-01-12 to 12-31-12
	Terry Whan	01-01-13 to 12-31-14
	Beth McMaken	01-01-15 to 12-31-19
President of the Town Council	Terry Whan	01-01-12 to 12-31-12
	Jonathan Shaffer	01-01-13 to 04-15-14
	Christopher Seely	04-16-14 to 12-31-17



STATE OF INDIANA
AN EQUAL OPPORTUNITY EMPLOYER

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TO: THE OFFICIALS OF THE TOWN OF ALTONA, DEKALB COUNTY, INDIANA

As authorized under Indiana Code 5-11-1, we performed certain procedures to the accounting records and related documents of Town of Altona (Town), 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 Town can be found on the Gateway website: <https://gateway.ifionline.org/>.

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

July 17, 2017

CLERK-TREASURER
TOWN OF ALTONA
RESULTS AND COMMENTS

CONDITION OF RECORDS

The Town did not present a Ledger of Receipts, Disbursements and Balances (City and Town Form No. 308) for 2012 through 2015. The Town's financial records were instead maintained using a computerized accounting system that did not properly separate receipts, disbursements, and balances by fund.

A similar comment appeared in prior Report B42284.

Officials and employees are required to use State Board of Accounts prescribed or approved forms in the manner prescribed. (Accounting and Uniform Compliance Guidelines Manual for Cities and Towns, Chapter 1)

ANNUAL FINANCIAL REPORTS

The Annual Financial Reports (AFR) filed for 2012, 2013, 2014, and 2015 were incomplete and did not match the Town's records.

A similar comment appeared in prior Reports B30638, B38335, and B42284.

Also, the AFRs for 2012, 2013, and 2014 were submitted more than 30 days after the required submission 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."

CLERK-TREASURER
TOWN OF ALTONA
RESULTS AND COMMENTS
(Continued)

OVERSPENT APPROPRIATIONS

The Town's records indicated the following disbursements in excess of budgeted appropriations:

<u>Year</u>	<u>Fund</u>	<u>Excess Amounts Disbursed</u>
2016	Motor Vehicle Highway	\$ 20,828
	Local Road and Street	1,946
	Cumulative Capital Improvement	400

A similar comment appeared in prior Reports B38335 and B42284.

Indiana Code 6-1.1.18-4 states: "Except as otherwise provided in this chapter, the proper officers of a political subdivision shall appropriate funds in such a manner that the expenditures for a year do not exceed its budget for that year as finally determined under this article."

RECEIPT ISSUANCE

As stated in prior Report B42284, receipts were not issued for all monies collected by the Town.

Receipts shall be issued and recorded at the time of the transaction. (Accounting and Uniform Compliance Guidelines Manual for Cities and Towns, Chapter 1)

CLERK-TREASURER
TOWN OF ALTONA
EXIT CONFERENCE

The contents of this report were discussed on July 17, 2017, with Beth McMaken, Clerk-Treasurer.