

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

SUPPLEMENTAL COMPLIANCE REPORT
OF
CLINTON TOWNSHIP
VERMILLION COUNTY, INDIANA
January 1, 2012 to December 31, 2016



FILED
09/29/2017

TABLE OF CONTENTS

<u>Description</u>	<u>Page</u>
Schedule of Officials	2
Transmittal Letter	3
Examination Results and Comments:	
Annual Nepotism Certification	4
Annual Contracting Certification	4
Nepotism Policy	4
Contracting Policy	4
Penalties, Interest, and Other Charges	4
Supporting Documentation	5
Approval of Salaries	5
Appropriations	5
Exit Conference	6

SCHEDULE OF OFFICIALS

<u>Office</u>	<u>Official</u>	<u>Term</u>
Trustee	Nancy Costello Victoria L. Ellis	01-01-11 to 12-31-14 01-01-15 to 12-31-18
Chairman of the Township Board	Thomas Wilson	01-01-12 to 12-31-17



STATE OF INDIANA
AN EQUAL OPPORTUNITY EMPLOYER

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TO: THE OFFICIALS OF CLINTON TOWNSHIP, VERMILLION COUNTY, INDIANA

This report is supplemental to our examination report of Clinton Township (Township), Vermillion County, for the period from January 1, 2012 to December 31, 2016. It has been provided as a separate report so that the reader may easily identify any Examination Results and Comments that pertain to the Township. It should be read in conjunction with our Financial Statements Examination Report of the Township, which provides our opinion on the Township's financial statements. This report may be found at www.in.gov/sboa.

As authorized under Indiana Code 5-11-1, we performed procedures to determine compliance with applicable Indiana laws and uniform compliance guidelines established by the Indiana State Board of Accounts. The Examination 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 Examination Results and Comments, incorporated within this report, was not verified for accuracy.

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

July 24, 2017

CLINTON TOWNSHIP, VERMILLION COUNTY
EXAMINATION RESULTS AND COMMENTS

ANNUAL NEPOTISM CERTIFICATION

Each elected officer did not certify in writing that the officer had not violated Indiana Code 36-1-20.2 (Nepotism) by December 31, 2012, 2013, 2014, and 2015.

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."

ANNUAL CONTRACTING CERTIFICATION

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 2015.

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."

NEPOTISM POLICY

The Township did not have a Nepotism Policy for 2012 and 2013.

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. . . ."

CONTRACTING POLICY

The Township did not have a Contracting with a Unit Policy for 2012 and 2013.

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."

PENALTIES, INTEREST, AND OTHER CHARGES

The Township paid penalties, interest, and other charges totaling \$822.93 in 2014 to the Internal Revenue Service for not remitting 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)

CLINTON TOWNSHIP, VERMILLION COUNTY
 EXAMINATION RESULTS AND COMMENTS
 (Continued)

SUPPORTING DOCUMENTATION

Disbursements totaling \$567 for utilities, supplies, and miscellaneous expenses did not have supporting documentation such as receipts, invoices, or other public documents.

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)

APPROVAL OF SALARIES

The Township Board did not establish the salaries of Township officers and employees for 2012, 2013, 2014, 2015, and 2016.

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

"The township legislative body shall fix the:

1. salaries;
2. rages;
3. rates of hourly pay; and
4. remuneration other than statutory allowances;

of all officers and employees of the township."

APPROPRIATIONS

Records presented for examination indicating the following expenditures in excess of budgeted appropriations:

<u>Years</u>	<u>Fund</u>	<u>Excess Amount Disbursed</u>
2012	Fire Fighting	\$ 37,075
2012	Emergency Fire Fund	26,095
2013	Cum Fire	1,490
2013	Emergency Fire Fund	10,560
2014	Debt Fund	50,000

The same comment also appeared in prior Report B42922.

Indiana Code 6-1.1-18-4 states in part: ". . . 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."

CLINTON TOWNSHIP, VERMILLION COUNTY
EXIT CONFERENCE

The contents of this report were discussed on July 24, 2017, with Victoria L. Ellis, Trustee, and Tessa Sowers, Township Clerk.