

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

SUPPLEMENTAL COMPLIANCE REPORT

OF

TOWN OF SALAMONIA

JAY COUNTY, INDIANA

January 1, 2012 to December 31, 2016



**FILED**  
03/01/2018



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SCHEDULE OF OFFICIALS

<u>Office</u>	<u>Official</u>	<u>Term</u>
Clerk-Treasurer	Connie Southworth	01-01-12 to 12-31-19
President of the Town Council	Karen Keen	01-01-12 to 12-31-18



**STATE OF INDIANA**  
AN EQUAL OPPORTUNITY EMPLOYER

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TO: THE OFFICIALS OF THE TOWN OF SALAMONIA, JAY COUNTY, INDIANA

This report is supplemental to our examination report of the Town of Salamonia (Town), 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 Town. It should be read in conjunction with our Financial Statements Examination Report of the Town, which provides our opinion on the Town's financial statements. This report may be found at [www.in.gov/sboa/](http://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

January 17, 2018

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CLERK-TREASURER  
TOWN OF SALAMONIA

CLERK-TREASURER  
TOWN OF SALAMONIA  
EXAMINATION RESULT AND COMMENT

***CERTIFICATION ON INTERNAL CONTROL STANDARDS***

The electronic submission of the Town's 2016 Annual Financial Report included certifications that the Town had adopted internal control standards and that Town personnel had received the required internal control training when neither of these had actually happened.

Indiana Code 5-11-1-27(h) states:

"After June 30, 2016, the fiscal officer of a political subdivision shall certify in writing that:

- (1) the minimum internal control standards and procedures defined under subsection (e) have been adopted by the political subdivision; and
- (2) personnel, who are not otherwise on leave status, have received training as required by subsection (g)(2).

The certification shall be filed with the state board of accounts at the same time as the annual financial report required by section 4(a) of this chapter is filed. The certification shall be filed electronically in the manner prescribed under IC 5-14-3.8-7."

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."

CLERK-TREASURER  
TOWN OF SALAMONIA  
EXIT CONFERENCE

The contents of this report were discussed on January 17, 2018, with Connie Southworth, Clerk-Treasurer, and Karen Keen, President of the Town Council.

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TOWN COUNCIL  
TOWN OF SALAMONIA

TOWN COUNCIL  
TOWN OF SALAMONIA  
EXAMINATION RESULT AND COMMENT

***ADOPTION OF INTERNAL CONTROL STANDARDS***

The Town had not adopted the minimum level of internal control standards as defined by the Indiana State Board of Accounts, nor provided training to personnel as required by Indiana Code 5-11-1-27(g).

Indiana 5-11-1-27(g) states:

"After June 30, 2016, the legislative body of a political subdivision shall ensure that:

- (1) the internal control standards and procedures developed under subsection (e) are adopted by the political subdivision; and
- (2) personnel receive training concerning the internal control standards and procedures adopted by the political subdivision."

TOWN COUNCIL  
TOWN OF SALAMONIA  
EXIT CONFERENCE

The contents of this report were discussed on January 17, 2018, with Connie Southworth, Clerk-Treasurer, and Karen Keen, President of the Town Council.