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January 11, 2019

Board of Trustees  
Skinner Lake Regional Sewer District  
P.O. Box 430  
Roanoke, IN 46783

This report is supplemental to the audit report of the Skinner Lake Regional Sewer District (District), for the period from January 1, 2014 to December 31, 2017. It has been provided as a separate report so that the reader may easily identify any Examination Findings that pertain to the District. It should be read in conjunction with the financial statement audit report of the District, which provides an opinion on the District'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 engaged private examiners under our review to perform the audit of the District and perform procedures to determine compliance with applicable Indiana laws and uniform compliance guidelines established by the Indiana State Board of Accounts. The Examination Findings and Results contained herein describe the identified reportable instances of noncompliance found as a result of these procedures.

We have reviewed the Supplemental Audit Report for Skinner Lake Regional Sewer District prepared by Crowe LLP, Independent Public Accountants, for the period January 1, 2014 to December 31, 2017. In our opinion, the Supplemental Audit Report was prepared in accordance with the guidelines established by the State Board of Accounts.

We call your attention to the findings in the report. Page 3 through 4 contain five Examination Findings and Results.

The report is filed with this letter in our office as a matter of public record.

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

**COMPLIANCE EXAMINATION OF  
SKINNER LAKE REGIONAL SEWER DISTRICT**

Noble County, Indiana  
January 1, 2014 to December 31, 2017

SKINNER LAKE REGIONAL SEWER DISTRICT

Noble County, Indiana  
January 1, 2014 to December 31, 2017

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SKINNER LAKE REGIONAL SEWER DISTRICT  
SCHEDULE OF OFFICIALS  
January 1, 2014 to December 31, 2017

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<u>Office</u>	<u>Official</u>	<u>Term</u>
Financial Clerk	Linda L. Kiester	01-01-14 to 12-31-17
President of the Board	Lon A. Vandegrift	01-01-14 to 12-31-17

## INDEPENDENT ACCOUNTANT'S REPORT

To the Indiana State Board of Accounts and  
Management of Skinner Lake Regional Sewer District

We have examined Skinner Lake Regional Sewer District's ("Unit") compliance with the Indiana State Board of Accounts' *Accounting and Uniform Compliance Guidelines Manual For Special Districts* during the period January 1, 2014, to December 31, 2017. Management of the Unit is responsible for the Unit's compliance with the specified requirements. Our responsibility is to express an opinion on the Unit's compliance with the specified requirements based on our examination.

Our examination was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. Those standards require that we plan and perform the examination to obtain reasonable assurance about whether the Unit complied, in all material respects, with the specified requirements referenced above. An examination involves performing procedures to obtain evidence about whether the Unit complied with the specified requirements. The nature, timing, and extent of the procedures selected depend on our judgment, including an assessment of the risks of material noncompliance, whether due to fraud or error. We believe that the evidence we obtained is sufficient and appropriate to provide a reasonable basis for our qualified opinion.

Our examination does not provide a legal determination on the Unit's compliance with specified requirements.

Our examination disclosed material noncompliance with the *Accounting and Uniform Compliance Guidelines Manual For Special Districts* applicable to the Unit during the period January 1, 2014 to December 31, 2017, as described in items 2018-001, 2018-002, 2018-003, 2018-004, and 2018-005, on the following Schedule of Examination Findings and Results.

In our opinion, except for the material noncompliance described in the preceding paragraph, the Unit complied, in all material respects, with the aforementioned requirements during the period January 1, 2014 to December 31, 2017.

  
Crowe LLP

Indianapolis, Indiana  
December 3, 2018

SKINNER LAKE REGIONAL SEWER DISTRICT  
SCHEDULE OF EXAMINATION FINDINGS AND RESULTS  
January 1, 2014 to December 31, 2017

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**FINDING 2018-001: MATERIALITY THRESHOLD**

**Criteria:** SBOA State Examiner Directive 2015-6 requires political subdivisions to develop a materiality threshold policy approved through ordinance or resolution and policies and procedures to administer and report.

**Condition:** During testing, we noted that the Unit had not adopted a materiality threshold for the period under audit.

**FINDING 2018-002: MINIMUM LEVEL OF INTERNAL CONTROLS**

**Criteria:** The Indiana State Board of Accounts (SBOA) is required under Indiana Code 5-11-1-27(e) to define the acceptable minimum level of internal control standards. To provide clarifying guidance, the State Examiner compiled the standards contained in the manual, *Uniform Internal Control Standards for Indiana Political Subdivisions*. All political subdivisions subject to audit by SBOA are expected to adhere to these standards. The standards include adequate control activities. According to this manual: "*Control activities are the actions and tools established through policies and procedures that help to detect, prevent, or reduce the identified risks that interfere with the achievement of objectives. Detection activities are designed to identify unfavorable events in a timely manner whereas prevention activities are designed to deter the occurrence of an unfavorable event. Examples of these activities include reconciliations, authorizations, approval processes, performance reviews, and verification processes. An integral part of the control activity component is segregation of duties. . . . There is an expectation of segregation of duties. If compensating controls are necessary, documentation should exist to identify both the areas where segregation of duties are not feasible or practical and the compensating controls implemented to mitigate the risk. . . .*"

**Condition:** During testing, we noted that the Unit did not meet the minimum standards of internal control. Specifically, the Unit has no formal documentation of the implementation of a minimum level of internal controls standards.

**FINDING 2018-003: SEGREGATION OF DUTIES**

**Criteria:** The Indiana State Board of Accounts (SBOA) is required under Indiana Code 5-11-1-27(e) to define the acceptable minimum level of internal control standards. To provide clarifying guidance, the State Examiner compiled the standards contained in the manual, *Uniform Internal Control Standards for Indiana Political Subdivisions*. All political subdivisions subject to audit by SBOA are expected to adhere to these standards. The standards include adequate control activities. According to this manual: "*An integral part of the control activity component is segregation of duties. . . . There is an expectation of segregation of duties. If compensating controls are necessary, documentation should exist to identify both the areas where segregation of duties are not feasible or practical and the compensating controls implemented to mitigate the risk. . . .*"

**Condition:** During testing, we noted there is no segregation of duties within the receipts and disbursements processes. We identified that the Treasurer is responsible for processing, depositing receipts, and signing checks.

**FINDING 2018-004: APPROVAL OF TRANSFERS**

**Criteria:** Indiana Code 5-11-10-1.6 states in part, "The fiscal officer of a governmental entity may not draw a warrant or check for payment of a claim unless...payment of the claim is allowed by the governmental entity's legislative body or the board or official having jurisdiction over allowance of payment of the claim."

**Condition:** During testing of transfers, we noted the Unit does not have an approval process in place to approve transfers of funds.

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SKINNER LAKE REGIONAL SEWER DISTRICT  
SCHEDULE OF EXAMINATION FINDINGS AND RESULTS  
January 1, 2014 to December 31, 2017

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**FINDING 2018-005: BANK ACCOUNT RECONCILIATION REVIEW**

**Criteria:** The Indiana State Board of Accounts (SBOA) is required under Indiana Code 5-11-1-27(e) to define the acceptable minimum level of internal control standards. To provide clarifying guidance, the State Examiner compiled the standards contained in the manual, *Uniform Internal Control Standards for Indiana Political Subdivisions*. All political subdivisions subject to audit by SBOA are expected to adhere to these standards. The standards include adequate control activities. According to this manual: "*Detection activities are designed to identify unfavorable events in a timely manner whereas prevention activities are designed to deter the occurrence of an unfavorable event. Examples of these activities include reconciliations, authorizations, approval processes, performance reviews, and verification processes.*"

**Condition:** During review of bank reconciliations, we noted that the Board does not formally review the bank reconciliations and instead discusses them at the meeting following the preparation of the reconciliation.

SKINNER LAKE REGIONAL SEWER DISTRICT  
EXIT CONFERENCE  
January 1, 2014 to December 31, 2017

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The contents of this report were discussed on December 3, 2018, with Linda Kiester, Financial Clerk, and Lon Vandegrift, President of the Board. The officials acknowledged the findings.