

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

SUPPLEMENTAL COMPLIANCE REPORT

OF

TOWN OF STRAUGHN

HENRY COUNTY, INDIANA

January 1, 2013 to December 31, 2017



FILED
01/12/2019

TABLE OF CONTENTS

<u>Description</u>	<u>Page</u>
Schedule of Officials	2
Transmittal Letter	3
Clerk-Treasurer:	
Audit Result and Comment:	
Internal Controls over Financial Transactions and Reporting.....	6
Official Response.....	7
Exit Conference	8

SCHEDULE OF OFFICIALS

<u>Office</u>	<u>Official</u>	<u>Term</u>
Clerk-Treasurer	Debbie Smith	01-01-12 to 12-31-19
President of the Town Council	Stacy Smith	01-01-13 to 12-31-18



STATE OF INDIANA
AN EQUAL OPPORTUNITY EMPLOYER

STATE BOARD OF ACCOUNTS
302 WEST WASHINGTON STREET
ROOM E418
INDIANAPOLIS, INDIANA 46204-2769

Telephone: (317) 232-2513
Fax: (317) 232-4711
Web Site: www.in.gov/sboa

TO: THE OFFICIALS OF THE TOWN OF STRAUGHN, HENRY COUNTY, INDIANA

This report is supplemental to our audit report of the Town of Straughn (Town), for the period from January 1, 2013 to December 31, 2017. It has been provided as a separate report so that the reader may easily identify any Audit Results and Comments that pertain to the Town. It should be read in conjunction with our Financial Statements Audit Report of the Town, which provides our opinion on the Town'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 Audit Result and Comment contained herein describes the identified reportable instance 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 Audit Result and Comment, incorporated within this report, was not verified for accuracy.

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

November 28, 2018

(This page intentionally left blank.)

CLERK-TREASURER
TOWN OF STRAUGHN

CLERK-TREASURER
TOWN OF STRAUGHN
AUDIT RESULT AND COMMENT

INTERNAL CONTROLS OVER FINANCIAL TRANSACTIONS AND REPORTING

There were deficiencies in the internal control system of the Town related to financial transactions and reporting. There was a lack of segregation of duties as the Town had not separated incompatible activities related to cash and investments, receipts, and financial reporting.

The Clerk-Treasurer was primarily responsible for collecting and recording Town and Utility receipts, completing the bank reconciliation, and preparing and submitting the financial information in the Gateway for Government Units financial reporting system, which is the source of the Annual Financial Reports and financial statements, without an oversight, review, or approval process. The lack of an effective internal control system could have allowed errors to occur and remain undetected.

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. . . ."

TOWN OF STRAUGHN
5006 EAST U.S. 40, POST OFFICE BOX 10
STRAUGHN, INDIANA 47387
TELEPHONE/FACSIMILE: (765) 332-2828

OFFICIAL RESPONSE

The Town of Straughn implemented Internal Control policies in June of 2016. Since the audit covered years January 1, 2013 through December 31, 2017. There were years in the audit that strict guidelines of internal controls were not implemented. Since June of 2016 the Internal Control have been implemented and are followed.

CLERK-TREASURER
TOWN OF STRAUGHN
EXIT CONFERENCE

The contents of this report were discussed on November 28, 2018, with Melissa Helmsing, part-time Utility Clerk; Debbie Smith, Clerk-Treasurer; Bambi Boyd, Town Council member; and Stacy Smith, President of the Town Council.