

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

SUPPLEMENTAL COMPLIANCE REPORT

OF

TOWN OF RILEY

VIGO COUNTY, INDIANA

January 1, 2013 to December 31, 2017



**FILED**  
01/25/2019



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SCHEDULE OF OFFICIALS

<u>Office</u>	<u>Official</u>	<u>Term</u>
Clerk-Treasurer	Wanda Hylton	01-01-13 to 12-31-18
President of the Town Council	Clayton White	01-01-13 to 12-31-18



**STATE OF INDIANA**  
AN EQUAL OPPORTUNITY EMPLOYER

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TO: THE OFFICIALS OF THE TOWN OF RILEY, VIGO COUNTY, INDIANA

This report is supplemental to our audit report of the Town of Riley (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 opinions 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 Audit 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 Audit Results and Comments, incorporated within this report, was not verified for accuracy.

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

December 17, 2018

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CLERK-TREASURER  
TOWN OF RILEY

CLERK-TREASURER  
TOWN OF RILEY  
AUDIT RESULTS AND COMMENTS

***CERTIFICATION ON INTERNAL CONTROL STANDARDS***

The Clerk-Treasurer certified on the 2016 and 2017 Annual Financial Reports submitted through the Indiana Gateway for Government Units financial reporting system that training on internal controls had been provided to personnel when, in fact, it had not.

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](#)."

***INTERNAL CONTROLS***

The Town had not designed or implemented proper segregation of duties related to cash and investments, receipts, disbursements, and financial reporting by separating incompatible activities.

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. . . ."

CLERK-TREASURER  
TOWN OF RILEY  
EXIT CONFERENCE

The contents of this report were discussed on December 17, 2018, with Wanda Hylton, Clerk-Treasurer, and Harry Wilson, Town Council member.

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TOWN COUNCIL  
TOWN OF RILEY

TOWN COUNCIL  
TOWN OF RILEY  
AUDIT RESULT AND COMMENT

***ADOPTION OF AND TRAINING ON INTERNAL CONTROL STANDARDS***

On June 6, 2016, the Town Council approved Resolution 2016-2 adopting internal control standards; however, the resolution was not provided for audit. Therefore, we could not determine if the acceptable minimum level of internal control standards had been adopted.

In addition, training over internal controls was not provided to personnel.

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 RILEY  
EXIT CONFERENCE

The contents of this report were discussed on December 17, 2018, with Wanda Hylton, Clerk-Treasurer, and Harry Wilson, Town Council member.