

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

COMPLIANCE REPORT
OF
TIPPECANOE TOWNSHIP
TIPPECANOE COUNTY, INDIANA
January 1, 2011 to December 31, 2015



FILED
04/17/2019

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SCHEDULE OF OFFICIALS

<u>Office</u>	<u>Official</u>	<u>Term</u>
Trustee	Mark Nesbitt	01-01-11 to 12-31-14
	William L. Jones	01-01-15 to 12-31-18
Chairman of the Township Board	Lynn Rihn	01-01-11 to 12-31-14
	Terry Grogan	01-01-15 to 04-19-17
	Jon Eads	04-20-17 to 12-31-18



STATE OF INDIANA
AN EQUAL OPPORTUNITY EMPLOYER

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TO: THE OFFICIALS OF TIPPECANOE TOWNSHIP, TIPPECANOE COUNTY, INDIANA

As authorized under Indiana Code 5-11-1, we performed certain procedures to the accounting records and related documents of Tippecanoe Township (Township), Tippecanoe County, for the period of January 1, 2011 to December 31, 2015, to determine compliance with applicable Indiana laws and uniform compliance guidelines established by the Indiana State Board of Accounts.

The 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.

The Schedule of Cash and Investment Balances, as listed in the Table of Contents, is presented as other information. It has not been subjected to any auditing procedures and, accordingly, we do not express an opinion or provide any assurance on it.

Any Official Response to the Results and Comments, incorporated within this report, was not verified for accuracy.

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

October 29, 2018

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OTHER INFORMATION - UNAUDITED

The Township's Annual Financial Reports information can be found on the Indiana Gateway for Government Units website: <https://gateway.ifionline.org/>. The schedule presented herein is presented as other information and is derived from the Township's Annual Financial Reports information and has not been subjected to any audit procedures. No adjustments have been made to the information as reported in Gateway and, as such, balances may differ.

TIPPECANOE TOWNSHIP, TIPPECANOE COUNTY
 STATEMENT OF CASH AND INVESTMENT
 BALANCES - REGULATORY BASIS
 For the Year Ended December 31, 2015

Fund	Cash and Investments 12-31-15
Township	\$ 60,649
Township Assistance	40,374
Battle Ground Cemetery	17,382
Excess Levy	6,611
Fire Debt Service Fund	-
Special Fire Territory General	169,834
Special Fire Territory Building & Equipment Replacement	1,410,686
Payroll Deductions	1,765
Rainy Day	<u>5,625</u>
Total	<u>\$ 1,712,925</u>

TIPPECANOE TOWNSHIP, TIPPECANOE COUNTY
RESULTS AND COMMENTS

APPROPRIATIONS

The same comment also appeared in prior Report B39985.

The records presented indicated the following disbursements in excess of budgeted appropriations:

<u>Years</u>	<u>Fund</u>	<u>Excess Amount Disbursed</u>
2011	Township	\$ 20,343
2011	Sepecial Fire Territory Operating	46,465
2015	Rainy Day	14,397

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."

CONTRACTS

Payments for mowing services were made without a written contract for 2011, 2012, and 2015.

Payments for mowing services did not comply with the amount written in the contract for 2013 and 2014.

Payments made or received for contractual services should be supported by a written contract. Each unit is responsible for complying with the provisions of its contracts. (Accounting and Uniform Compliance Guidelines Manual for Townships, Chapter 1)

RESOLUTION ESTABLISHING SALARIES

The Township did not adopt a resolution establishing salaries of Township officers and employees for 2011, 2012, and 2013. Therefore, we were unable to determine if officials and employees were paid correctly for those years.

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

"The township legislative body shall fix the:

TIPPECANOE TOWNSHIP, TIPPECANOE COUNTY
RESULTS AND COMMENTS
(Continued)

- (1) salaries;
 - (2) wages;
 - (3) rates of hourly pay; and
 - (4) remuneration other than statutory allowances;
- of all officers and employees of the township."

SUPPORTING DOCUMENTATION

Several payments, totaling \$2,105, were paid for cell phone services, mileage, and other reimbursements, to Mark Nesbitt, former Trustee, without a supporting invoice or statement.

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)

CAPITAL ASSETS

The Township does not have a capital asset policy and does not maintain a detailed record of purchases and disposals.

Every unit must have a capital assets policy that details the threshold at which an item is considered a capital asset. Every unit must have a complete detail listing of all capital assets owned which reflects their acquisition value. Capital Asset Ledger (Form 369) has been prescribed for this purpose. A complete physical inventory must be taken at least every two years, unless more stringent requirements exist, to verify account balances carried in the accounting records. (Accounting and Uniform Compliance Guidelines Manual for Townships, Chapter 1)

TIPPECANOE TOWNSHIP, TIPPECANOE COUNTY
EXIT CONFERENCE

The contents of this report were discussed on October 29, 2018, with William L. Jones, Trustee, and Jon Eads, Chairman of the Township Board.

The contents of this report were discussed on October 29, 2018, with Mark Nesbitt, former Trustee, and Susan Nesbitt, former Clerk and Investigator.