

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

SUPPLEMENTAL COMPLIANCE REPORT

OF

TOWN OF PLAINFIELD

HENDRICKS COUNTY, INDIANA

January 1, 2017 to December 31, 2018



FILED

10/10/2019

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SCHEDULE OF OFFICIALS

<u>Office</u>	<u>Official</u>	<u>Term</u>
Clerk-Treasurer	Wesley Bennett (Vacant) Mark Todisco	01-01-17 to 09-04-17 09-05-17 to 09-24-17 09-25-17 to 12-31-19
President of the Town Council	Robin Brandgard	01-01-17 to 12-31-19
Utility Office Manager	Jason Castetter	01-01-17 to 12-31-19



STATE OF INDIANA
AN EQUAL OPPORTUNITY EMPLOYER

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TO: THE OFFICIALS OF THE TOWN OF PLAINFIELD, HENDRICKS COUNTY, INDIANA

This report is supplemental to our audit report of the Town of Plainfield (Town), for the period from January 1, 2017 to December 31, 2018. It has been provided as a separate report so that the reader may easily identify any Audit Results and Comments that pertains to the Town. It should be read in conjunction with our Financial Statement Audit Report of the Town, which provides our opinion on the Town's financial statement. 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

September 19, 2019

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CLERK-TREASURER
TOWN OF PLAINFIELD

CLERK-TREASURER
TOWN OF PLAINFIELD
AUDIT RESULT AND COMMENT

INTERNAL CONTROLS

An effective internal control system was not in place in the Clerk-Treasurer's office related to Town receipts. There was no documented review or approval process in place for daily deposits. The failure to establish these controls could have enabled material misstatements to be 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 PLAINFIELD

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TOWN COUNCIL

ROBIN G. BRANDGARD

President
Public Safety

September 20, 2019

Corrective Action Plan
Internal Controls (Town Receipts)

BILL KIRCHOFF

Vice-President
Street Department
Stormwater

An effective control system was not in place in the Clerk-Treasurer's office related to Town receipts. There was no documented review or approval process in place for daily deposits. The failure to establish these controls could enable material misstatements to be undetected.

KENT McPHAIL
Development Services
Economic Development

Corrective Action:

DAN BRIDGET

Wastewater

The Clerk-Treasurer's office has implemented a procedure that requires a second employee to verify each daily deposit and place their signature on the prepared deposit slip prior to the deposit being taken to the bank. The deposit receipts from the bank are then matched with the prepared documentation to ensure that the deposit was made for the entire amount of the prepared deposit slip.

LANCE K. ANGLE

Parks Department
Public Relations

Contact Person Responsible for Corrective Action: Mark J. Todisco
Contact Phone Number: 317-754-5390

MARK J. TODISCO
Clerk-Treasurer

Signature Mark J. Todisco

Title Clerk Treasurer

ANDREW J. KLINGER
Town Manager

Date 9-19-2019

MELVIN R. DANIEL
Town Attorney

CLERK-TREASURER
TOWN OF PLAINFIELD
EXIT CONFERENCE

The contents of this report were discussed on September 19, 2019, with Mark Todisco, Clerk-Treasurer; Teresa McKinney, Deputy Clerk-Treasurer; Scott Walker, Outside Consultant; and Robin Brandgard, President of the Town Council.