

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

COMPLIANCE REPORT  
OF

VIGO CENTRAL EDWARDSPORT  
COMMUNITY FIRE DISTRICT  
KNOX COUNTY, INDIANA

January 1, 2015 to December 31, 2018



**FILED**  
12/05/2019



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SCHEDULE OF OFFICIALS

<u>Office</u>	<u>Official</u>	<u>Term</u>
Fiscal Officer	Jill Carnahan	01-01-15 to 12-31-19
President of the District Board	Michael Carnahan	01-01-15 to 12-31-19



**STATE OF INDIANA**  
AN EQUAL OPPORTUNITY EMPLOYER

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TO: THE OFFICIALS OF THE VIGO CENTRAL EDWARDSPO  
COMMUNITY FIRE DISTRICT, KNOX COUNTY, INDIANA

As authorized under Indiana Code 5-11-1, we performed certain procedures to the accounting records and related documents of the Vigo Central Edwardsport Community Fire District (District), Knox County, for the period of January 1, 2015 to December 31, 2018, 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 - Regulatory Basis, 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 22, 2019

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#### OTHER INFORMATION - UNAUDITED

The District's Annual Financial Reports information can be found on the Indiana Gateway for Government Units (Gateway) website: <https://gateway.ifionline.org/>. The schedule presented herein is presented as other information and is derived from the District'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.

VIGO CENTRAL EDWARDSPORT COMMUNITY FIRE DISTRICT  
 SCHEDULE OF CASH AND INVESTMENT  
 BALANCES - REGULATORY BASIS  
 For the Year Ended December 31, 2018

Fund	Cash and Investments 12-31-18
Rainy Day	\$ 9,223
Fire General	<u>263,452</u>
Total	<u>\$ 272,675</u>

VIGO CENTRAL EDWARDSPORT COMMUNITY FIRE DISTRICT  
RESULTS AND COMMENTS

**COMPENSATION AND BENEFITS**

The same comment also appeared in prior Report B46123.

*Condition and Context*

The District did not provide an annual salary resolution or ordinance setting and approving the salaries of the District officers during the engagement period.

*Criteria*

All compensation and benefits paid to officials and employees must be included in the labor contract, salary ordinance, resolution, or salary schedule adopted by the governing body unless otherwise authorized by law. Compensation must be paid in a manner that will facilitate compliance with state and federal reporting requirements. (Accounting and Uniform Compliance Guidelines Manual for Special Districts, Chapter 1)

**BOARD MINUTES MISSING**

The same comment also appeared in prior Report B46123.

*Condition and Context*

Minutes of meetings of the governing body were not presented for review for the years of 2015 and 2016.

*Criteria*

Indiana Code 5-14-1.5-4 states in part:

". . . (b) As the meeting progresses, the following memoranda shall be kept:

- (1) The date, time, and place of the meeting.
- (2) The members of the governing body recorded as either present or absent.
- (3) The general substance of all matters proposed, discussed, or decided.
- (4) A record of all votes taken, by individual members if there is a roll call.
- (5) Any additional information required under section 3.5 or 3.6 of this chapter or any other statute that authorizes a governing body to conduct a meeting using an electronic means of communication.

(c) The memoranda are to be available within a reasonable period of time after the meeting for the purpose of informing the public of the governing body's proceedings. The minutes, if any, are to be open for public inspection and copying."

VIGO CENTRAL EDWARDSPORT COMMUNITY FIRE DISTRICT  
RESULTS AND COMMENTS  
(Continued)

**FEDERAL AND STATE AGENCIES - COMPLIANCE REQUIREMENTS**

The same comment also appeared in prior Report B46123.

*Condition and Context*

Board members were paid without the District withholding federal, state, and local taxes. No Internal Revenue Service Form W-2s were presented for evaluation that indicated compensation paid to Board members was reported to the Internal Revenue Service.

*Criteria*

Units are required to comply with all grant agreements, rules, regulations, bulletins, directives, letters, letter rulings, court decisions and filing requirements concerning reports and other procedural matters of federal and state agencies. Units must file accurate reports required by federal and state agencies. Noncompliance may require corrective action. (Accounting and Uniform Compliance Guidelines Manual for Special Districts, Chapter 1)

**ADOPTION OF INTERNAL CONTROL STANDARDS**

*Condition and Context*

The District had not adopted the acceptable minimum level of internal control standards as defined by the Indiana State Board of Accounts.

*Criteria*

Indiana Code 5-11-1-27(g) states in part:

"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 . . ."

**TRAINING ON INTERNAL CONTROL STANDARDS**

*Condition and Context*

The District employees whose official duties included receiving, processing, depositing, disbursing, or otherwise having access to funds that belonged to the District, had not received training over internal control standards that were developed or approved by the Indiana State Board of Accounts.

*Criteria*

Indiana Code 5-11-1-27(g) states in part:

"After June 30, 2016, the legislative body of a political subdivision shall ensure that: . . .

- (2) personnel receive training concerning the internal control standards and procedures adopted by the political subdivision."

VIGO CENTRAL EDWARDSPORT COMMUNITY FIRE DISTRICT  
EXIT CONFERENCE

The contents of this report were discussed on October 22, 2019, with Jill Carnahan, Fiscal Officer, and Michael Carnahan, President of the District Board.