

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

SPECIAL COMPLIANCE REPORT

OF

LIBERTY TOWNSHIP

HENRY COUNTY, INDIANA

January 1, 2016 to December 31, 2018



FILED
08/31/2020

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SCHEDULE OF OFFICIALS

<u>Office</u>	<u>Official</u>	<u>Term</u>
Trustee	Phyllis Shafer	01-01-16 to 12-31-18
	Jamie Owens	01-01-19 to 12-31-20
Chair of the Township Board	Bill Bowman	01-01-16 to 12-31-18
	Sue Elkins-Wyatt	01-01-19 to 12-31-20



STATE OF INDIANA
AN EQUAL OPPORTUNITY EMPLOYER

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TO: THE OFFICIALS OF LIBERTY TOWNSHIP, HENRY COUNTY, INDIANA

This is a special compliance report for Liberty Township, Henry County, for the period January 1, 2016 to December 31, 2018, and is in addition to any other report for the Township as required under Indiana Code 5-11-1. All reports pertaining to the Township may be found at www.in.gov/sboa.

We performed procedures 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.

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

June 16, 2020

LIBERTY TOWNSHIP, HENRY COUNTY
RESULTS AND COMMENTS

SALARY OVERPAYMENTS

Condition and Context

Based on the detail budget for 2016, payments in excess of the approved salaries for 2016 were made to Phyllis Shafer (P. Shafer), former Trustee, and John Shaffer (J. Shaffer), former Township Clerk, as noted below. No salary resolution for 2016 was presented for review.

	<u>Approved Budget</u>	<u>Amount Paid</u>	<u>Overpayment</u>
Trustee	\$ 4,700	\$ 7,667	\$ 2,967
Township Clerk	900	1,545	645

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 Townships, Chapter 1)

We requested that P. Shafer and J. Shaffer reimburse the Township \$2,967 and \$645, respectively, for the salary overpayments. (See Summary of Charges, page 6)

OFFICIAL BOND COVERAGE

The Township had a public official bond for P. Shafer through The Cincinnati Insurance Company (Bond No. 0526714) with coverage of \$30,000 for the term January 1, 2016 through January 1, 2017.

LIBERTY TOWNSHIP, HENRY COUNTY
EXIT CONFERENCE

The contents of this report were discussed on June 16, 2020, with Jamie Owens, Trustee; Terry Coffman, Township Board member; and Phyllis Shafer, former Trustee.

LIBERTY TOWNSHIP, HENRY COUNTY
SUMMARY OF CHARGES
(Due to Malfeasance, Misfeasance, or Nonfeasance)

	Charges	Credits	Balance Due
Phyllis Shafer, former Trustee: Salary Overpayments, page 4	\$ 2,967	\$ 55	\$ 2,912
John Shafer, former Township Clerk: Salary Overpayments, page 4	645	645	-
Totals	\$ 3,612	\$ 700	\$ 2,912

This report was forwarded to the Office of the Indiana Attorney General.

AFFIDAVIT

STATE OF INDIANA)
Randolph COUNTY)

I, Marcia Holliger, Field Examiner, being duly sworn on my oath, state that the foregoing report based on the official records of Liberty Township, Henry County, Indiana, for the period from January 1, 2016 to December 31, 2018, is true and correct to the best of my knowledge and belief.

Marcia A Holliger
Field Examiner

Subscribed and sworn to before me this 8 day of July, 2020

Angela Kay Lowe
Notary Public

My Commission Expires: 12-15-2024

County of Residence: Randolph

