

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

SUPPLEMENTAL COMPLIANCE REPORT

OF

CLINTON TOWNSHIP

VERMILLION COUNTY, INDIANA

January 1, 2017 to December 31, 2018



**FILED**  
11/18/2020



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SCHEDULE OF OFFICIALS

<u>Office</u>	<u>Official</u>	<u>Term</u>
Trustee	Victoria L. Ellis	01-01-17 to 12-31-20
Chair of the Township Board	Thomas Wilson Michael Ruffattola	01-01-17 to 12-31-18 01-01-19 to 12-31-20



**STATE OF INDIANA**  
AN EQUAL OPPORTUNITY EMPLOYER

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TO: THE OFFICIALS OF CLINTON TOWNSHIP, VERMILLION COUNTY, INDIANA

This report is supplemental to our audit report of Clinton Township, 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 pertain to the Township. It should be read in conjunction with our Financial Statement Audit Report of the Township, which provides our opinions on the Township's financial statement. 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

August 18, 2020

CLINTON TOWNSHIP, VERMILLION COUNTY  
AUDIT RESULTS AND COMMENTS

**PENALTIES, INTEREST, AND OTHER CHARGES**

The same comment also appeared in prior Report B48876.

*Condition and Context*

Lori A. Swinford (Swinford), former Payroll Clerk, neglected to timely remit the proper payroll withholding taxes, and failed to timely file Employer's Quarterly Federal Tax Returns (941s) to the Internal Revenue Service (IRS) for the years 2015 to 2017. The IRS has assessed penalties and interest in the amount of \$5,922.45 for failure to remit the tax withholdings and file 941s.

*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 Townships, Chapter 1)

Officials and employees have the duty to pay claims and remit taxes in a timely fashion. Failure to pay claims or remit taxes in a timely manner could be an indicator of serious financial problems which should be investigated by the unit. Additionally, officials and employees have a responsibility to perform duties in a manner which would not result in any unreasonable fees being assessed against the unit. Any penalties, interest, or other charges paid by the unit may be the personal obligation of the responsible official or employee. (Accounting and Uniform Compliance Guidelines Manual for Townships, Chapter 1)

We requested Swinford to reimburse the Township \$5,922.45 for penalties and interest incurred for failure to properly file federal reports and remit payroll taxes. (See Summary of Charges, page 6)

**OFFICIAL BOND**

The former Payroll Clerk obtained the following official bonds:

<u>Period</u>	<u>Amount</u>
January 1, 2015 to December 31, 2015	\$ 15,000
January 1, 2016 to December 31, 2016	15,000
January 1, 2017 to December 31, 2017	15,000

CLINTON TOWNSHIP, VERMILLION COUNTY  
EXIT CONFERENCE

The contents of this report were discussed on August 18, 2020, with Victoria L. Ellis, Trustee; Tessa Sowers, Payroll Clerk; Lori A. Swinford, former Payroll Clerk; and Michael Ruffattola, Chair of the Township Board.

CLINTON TOWNSHIP, VERMILLION COUNTY  
SUMMARY OF CHARGES  
(Due to Malfeasance, Misfeasance, or Nonfeasance)

	<u>Charges</u>	<u>Credits</u>	<u>Balance Due</u>
Lori A. Swinford, former Payroll Clerk:			
Penalties, Interest, and Other Charges, page 4	\$ 5,922.45	\$ -	\$ 5,922.45
Totals	<u>\$ 5,922.45</u>	<u>\$ -</u>	<u>\$ 5,922.45</u>

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

AFFIDAVIT

STATE OF INDIANA )  
Boone )  
COUNTY)

I, Ron Kiger, Field Examiner, being duly sworn on my oath, state that the foregoing report based on the official records of Clinton Township, Vermillion County, Indiana, for the period from January 1, 2017 to December 31, 2018, is true and correct to the best of my knowledge and belief.

Ronald R Kiger  
Field Examiner

Subscribed and sworn to before me this 22 day of September, 2020

Amy L L Beesley  
Notary Public

My Commission Expires: 3-30-28

County of Residence: Boone

