

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

SUPPLEMENTAL COMPLIANCE REPORT

OF

CITY OF GREENFIELD

HANCOCK COUNTY, INDIANA

January 1, 2020 to December 31, 2020



**FILED**  
08/27/2021



TABLE OF CONTENTS

<u>Description</u>	<u>Page</u>
Schedule of Officials .....	2
Transmittal Letter .....	3
Clerk-Treasurer:	
Audit Result and Comment:	
Accounting for Coronavirus Relief Funds .....	6-7
Exit Conference .....	8

## SCHEDULE OF OFFICIALS

<u>Office</u>	<u>Official</u>	<u>Term</u>
Clerk-Treasurer	Lori Elmore	01-01-20 to 12-31-21
Mayor	Charles R. Fewell	01-01-20 to 12-31-21
President of the Board of Public Works and Safety	Larry Breese	01-01-20 to 12-31-21
President Pro Tempore of the Common Council	Kerry Grass Dan Riley	01-01-20 to 12-31-20 01-01-21 to 12-31-21
Superintendent of the Water Utility	Charles Gill	01-01-20 to 12-31-21
Superintendent of the Wastewater Utility	Nicholas Dezelan	01-01-20 to 12-31-21
Superintendent of the Electric Utility	Nelson Castrodale Scott Yost	01-01-20 to 09-05-20 09-06-20 to 12-31-21
Superintendent of the Storm Water Utility	Daniel Miller	01-01-20 to 12-31-21
Utility Office Manager	Jane Webb	01-01-20 to 12-31-21



**STATE OF INDIANA**  
AN EQUAL OPPORTUNITY EMPLOYER

STATE BOARD OF ACCOUNTS  
302 WEST WASHINGTON STREET  
ROOM E418  
INDIANAPOLIS, INDIANA 46204-2769

Telephone: (317) 232-2513  
Fax: (317) 232-4711  
Web Site: [www.in.gov/sboa](http://www.in.gov/sboa)

TO: THE OFFICIALS OF THE CITY OF GREENFIELD, HANCOCK COUNTY, INDIANA

This report is supplemental to our audit report of the City of Greenfield (City), for the period from January 1, 2020 to December 31, 2020. It has been provided as a separate report so that the reader may easily identify any Audit Results and Comments that pertain to the City. It should be read in conjunction with our Financial Statement Audit Report of the City, which provides our opinions on the City'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 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

August 17, 2021

(This page intentionally left blank.)

CLERK-TREASURER  
CITY OF GREENFIELD

CLERK-TREASURER  
CITY OF GREENFIELD  
AUDIT RESULT AND COMMENT

**ACCOUNTING FOR CORONAVIRUS RELIEF FUNDS**

*Condition and Context*

The City did not properly account for the Coronavirus Relief Fund (CRF) in accordance with the State Examiner Directive 2020-3 (the Directive).

The City did not follow one of the three defined frameworks as outlined in the Directive for their non-payroll related expenditures. The reimbursement from the Indiana Finance Authority (IFA) for non-payroll expenditures was posted to the individual funds to which they were originally posted, instead of the designated CARES CRF fund.

The noncompliance was isolated to non-payroll related expenditures, as the payroll reimbursement was accounted for as outlined in the Directive. Additionally, the amount reported on the City's Schedule of Expenditures of Federal Awards was accurate.

*Criteria*

The State Examiner Directive 2020-3 states in part:

". . . Transactions for other permitted costs reimbursed by IFA must be accounted for through one of the following prescribed frameworks.

**Framework One.** Reimbursements received from IFA shall be receipted into the separate CARES grant fund. Reimbursed disbursements originally incurred in another fund will be moved to the separate CARES grant fund through a reversing entry. This action will reinstate the fund cash balance and re-appropriate the fund in a similar manner to IC 6-1.1-18-9(1) for those disbursements. This reversal must be done in the same budget year that the original transaction was posted.

Once the disbursement is reversed within the original fund, it must be posted as a disbursement in the separate CARES grant fund. Documentation must be maintained so the audit trail can be followed. The accounting system must tie the original claim for the disbursement to the separate CARES grant fund by specific reference or notation in a comment section.

CLERK-TREASURER  
CITY OF GREENFIELD  
AUDIT RESULT AND COMMENT  
(Continued)

Once these steps are completed, the balance of the separate CARES grant fund will be zero.  
**No money shall remain in the separate CARES grant fund. . . .**

**Framework Two.** If IFA has provided reimbursement based on unpaid invoices or purchase orders, then reimbursements received from IFA shall be receipted into the separate CARES grant fund. The expenditures to vendors will be made through the CARES grant fund and these expenditures must match the application made to IFA. If the actual invoice or invoices relating to a purchase order is less than the purchase order, then the difference in the money expended to the vendor and the amount received for the purchase order from IFA must be returned to IFA. The items on the invoice must match the items on the purchase order. All documentation must be maintained.

Once these steps are completed, the balance of the separate CARES grant fund will be zero.  
**No money shall remain in the separate CARES grant fund. . . .**

**Framework Three.** If you have created a negative balance in your CARES fund based on expenditures made in anticipation of receipt of reimbursement for allowable expenditures where invoices have already been submitted to IFA then leave as is and receipt reimbursement when received, bringing the balance in the separate CARES grant fund to zero. Going forward, expend any anticipated allowable expenditures from a fund with an appropriation and follow framework one. If a negative balance in the CARES grant fund is not fully reimbursed, then the unreimbursed amount will require a reverse entry and posting of the expenditure to the general or other appropriate fund within an appropriated line item.

Once these steps are completed, the balance of the separate CARES grant fund will be zero.  
**No money shall remain in the separate CARES grant fund. . . ."**

CLERK-TREASURER  
CITY OF GREENFIELD  
EXIT CONFERENCE

The contents of this report were discussed on August 17, 2021, with Lori Elmore, Clerk-Treasurer; Charles R. Fewell, Mayor; Dan Riley, President Pro Tempore of the Common Council; and Larry Breese, President of the Board of Public Works and Safety.