



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

October 29, 2021

TO: THE OFFICIALS OF THE ELK CREEK CONSERVANCY
DISTRICT, WASHINGTON COUNTY, INDIANA

As authorized under Indiana Code 5-11-1, we performed certain procedures to the accounting records and related documents of the Elk Creek Conservancy District (District), Washington County, for the period of January 1, 2016 to December 31, 2020, to determine compliance with applicable Indiana laws and uniform compliance guidelines established by the Indiana State Board of Accounts.

Management is responsible for preparing and maintaining its accounting records and related documents, as well as compliance with applicable state laws and uniform compliance guidelines established by the Indiana State Board of Accounts.

The District's Annual Financial Reports filed by management can be found on the Gateway Website: www.gateway.ifionline.org.

The Comments contained herein describe the identified reportable instances of noncompliance found as a result of the procedures we performed. Our procedures were not designed to identify all instances of noncompliance; therefore, noncompliance may exist that is unidentified.

Comments

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:

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

CERTIFICATION ON INTERNAL CONTROL STANDARDS

Condition and Context

The District incorrectly certified on Gateway that it had adopted the minimum internal control standards as required by Indiana Code 5-11-1-27(e); however, during the engagement the District had not adopted the minimum internal control standards.

Criteria

Indiana Code 5-11-1-4(a) states:

"The state examiner shall require from every municipality and every state or local governmental unit, entity, or instrumentality financial reports covering the full period of each fiscal year. These reports shall be prepared, verified, and filed with the state examiner not later than sixty (60) days after the close of each fiscal year. The reports must be in the form and content prescribed by the state examiner and filed electronically in the manner prescribed under [IC 5-14-3.8-7](#)."

This report is intended solely for the information and use of management, governance, and others within the organization. This restriction is not intended to limit the distribution of this report, which is a matter of public record.

The Schedule of Cash and Investment Balances - Regulatory Basis, 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.


SCHEDULE OF CASH AND INVESTMENT BALANCES - REGULATORY BASIS For the Year Ended December 31, 2020

Fund	Cash and Investments 12-31-20
General	\$ 45,753
Cumulative Maintenance	19,574
Total	<u>\$ 65,327</u>

Any Official Response to the Comment, incorporated within this report, was not verified for accuracy.

The contents of this letter were communicated to Donna J. Jent, Financial Clerk, and Kevin Baird, President of the Board of Directors, on October 21, 2021.

Respectfully,


Paul D. Joyce, CPA
State Examiner



MEAD LAW FIRM, P.C.

John W. Mead

Walter G. Mead,
(1879-1976)

Willis C. Mead,
(1914-1992)

Sean M. Mead
(Of Counsel)

October 25, 2021

Indiana State Board of Accounts
302 West Washington Street
Indianapolis, IN 46204

Re: Elk Creek Conservancy District
Official Response Audit 01-01-16 to 12-31-20

Comment 1-Adoption of Internal Control Standards:

The District has followed an acceptable minimum level of internal control standards for years, even though those standards have never been formally adopted.

The District will formally adopt internal control standards at its next regularly scheduled quarterly meeting to be held on October, 26, 2021.

Comment 2-Certification of Internal Control Standards:

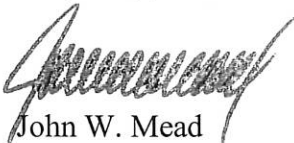
The District will formally adopt the following control standards and procedures at its next quarterly meeting:

1. Control Environment: The District does not have a physical office present. Financial records are maintained at the office of its legal counsel, Mead Law Firm, 108 East Market Street, Salem, Indiana.
2. Risk Assessment: Minimal
3. Control Activities: The office of the District's legal counsel:
 - a. Receives and reviews the bank statements and balances the same regularly;
 - b. Reviews claims and claim register for the District and the Financial Clerk;
 - c. All claims are presented to and reviewed by the Board of Directors at the District's quarterly meetings; and

- d. Once claims are approved, checks are issued by the Financial Clerk for payment of the claims.
4. The Board of Directors is regularly informed by legal counsel of all necessary information and communication from the Department of Local Government Finance, State Board of Accounts, and local and state officials.
5. Monitoring Board of Directors, together with legal counsel, review all financial matters on an as needed basis.
6. The Financial Clerk receives training on an as needed basis. The Financial Clerk received training on January 13, 2018.

These procedures will be adopted at the next scheduled meeting of the Board of Directors.

Very truly,



John W. Mead
Counsel for Elk Creek
Conservancy District

JWM/eb