

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

SUPPLEMENTAL COMPLIANCE REPORT

OF

TOWN OF MORRISTOWN

SHELBY COUNTY, INDIANA

January 1, 2019 to December 31, 2020



**FILED**

12/29/2021



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SCHEDULE OF OFFICIALS

<u>Office</u>	<u>Official</u>	<u>Term</u>
Clerk-Treasurer	Carolyn Sue Keaton Donald Roberts	01-01-19 to 12-31-19 01-01-20 to 12-31-21
President of the Town Council	Lawrence Tracy David Benefiel	01-01-19 to 12-31-19 01-01-20 to 12-31-21



**STATE OF INDIANA**  
AN EQUAL OPPORTUNITY EMPLOYER

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TO: THE OFFICIALS OF THE TOWN OF MORRISTOWN, SHELBY COUNTY, INDIANA

This report is supplemental to our audit report of the Town of Morristown (Town), for the period from January 1, 2019 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 Town. It should be read in conjunction with our Financial Statement Audit Report of the Town, which provides our opinions on the Town'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

December 14, 2021

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CLERK-TREASURER  
TOWN OF MORRISTOWN

CLERK-TREASURER  
TOWN OF MORRISTOWN  
AUDIT RESULT AND COMMENT

**INTERNAL CONTROLS**

The same comment appeared in the prior Report B53662.

*Condition and Context*

There were several deficiencies in the internal control system of the Town related to financial transactions and reporting. The Town had not established internal controls over cash and investments, receipts, and financial close and reporting. The failure to establish these internal controls could have enabled material misstatements to occur and remain undetected.

*Cash and Investments*

Bank reconciliations were prepared by the Clerk-Treasurer with no evidence of oversight, review, or approval by another individual.

*Receipts*

One employee was responsible for writing the receipts for funds received and preparing the daily deposits for the bank accounts with no evidence of oversight, review, or approval of the daily deposits or receipt postings by another individual.

*Financial Close and Reporting*

Financial information was entered into the Indiana Gateway for Government Units (Gateway) financial reporting system, which was the source of the Town's financial statement. The Clerk-Treasurer prepared and submitted the Annual Financial Report (AFR) into Gateway with no oversight, review, or approval in place to prevent, or detect and correct, errors on the AFR.

*Criteria*

The Indiana State Board of Accounts (SBOA) is required under Indiana Code 5-11-1-27(e) to define the acceptable minimum level of internal control standards. To provide clarifying guidance, the State Examiner compiled the standards contained in the manual, *Uniform Internal Control Standards for Indiana Political Subdivisions*. All political subdivisions subject to audit by SBOA are expected to adhere to these standards. The standards include adequate control activities. According to this manual:

"Control activities are the actions and tools established through policies and procedures that help to detect, prevent, or reduce the identified risks that interfere with the achievement of objectives. Detection activities are designed to identify unfavorable events in a timely manner whereas prevention activities are designed to deter the occurrence of an unfavorable event. Examples of these activities include reconciliations, authorizations, approval processes, performance reviews, and verification processes.

An integral part of the control activity component is segregation of duties. . . .

There is an expectation of segregation of duties. If compensating controls are necessary, documentation should exist to identify both the areas where segregation of duties are not feasible or practical and the compensating controls implemented to mitigate the risk. . . ."

CLERK-TREASURER  
TOWN OF MORRISTOWN  
EXIT CONFERENCE

The contents of this report were discussed on December 14, 2021, with Donald Roberts, Clerk-Treasurer, and David Benefiel, President of the Town Council.