



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 27, 2022

TO: THE OFFICIALS OF MONROE TOWNSHIP, CLARK COUNTY, INDIANA

As authorized under Indiana Code 5-11-1, we performed certain procedures to the accounting records and related documents of Monroe Township (Township), Clark County, for the period of January 1, 2018 to December 31, 2021, 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 Township'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

ADVANCE PAYMENTS

A similar comment also appeared in prior Report B44430, entitled *UNRESOLVED COMMENTS FROM PRIOR REPORT*.

The same comment appeared in a Management Letter addressed to the Officials of Monroe Township for the engagement period ending December 31, 2017.

Condition and Context

During 2018, compensation was paid to the Trustee and the Township Clerk at the beginning and in the middle of the month, respectively, in advance of the actual date services were received. For the 2019 through 2020, compensation was paid to the Trustee and the Township Clerk at the beginning of the month.

Criteria

Compensation and any other payments for goods and services must not be paid in advance of receipt of the goods or services unless specifically authorized by law. Payments made for goods or services which are not received may be the personal obligation of the responsible official or employee. (Accounting and Uniform Compliance Guidelines Manual for Township, Chapter 1)

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, 2021

Fund	Cash and Investments 12-31-21
Township	\$ 155,127
Township Assistance	71,519
Rainy Day	1,091
Community Fund	<u>3,601</u>
Total	<u>\$ 231,338</u>

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

The contents of this report were communicated to James Allen Bottorff, Trustee; Thomas Higdon, Chair of the Township Board; Jacob Horton, Board member; and Robin Jones, Township Clerk, on October 17, 2022.

Respectfully,



Beth Kelley, CPA, CFE
Deputy State Examiner

From: James "Allen" Bottorff
Trustee, Monroe Township, Clark County
P.O. Box 263
Henryville, IN 47126

October 19, 2022

To: Indiana State Board of Accounts
302 West Washington Street
Room 418
Indianapolis, IN 46204-2769

Subject: Official Response

Respectively to whom it may concern

Regarding the comment for advanced pay for Monroe Township. When we received the initial comment, we believed that an approved Salary Ordinance establishing pay for the Trustee, the clerk and the Advisory board and when to pay would lay out the permitters for how to proceed with pay.

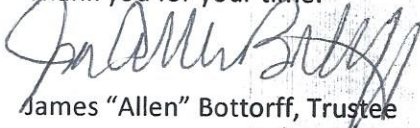
Our unit believed that the Trustee's, Clerk and Advisory Board's annual salary just needed more specifics to clarify any misconceptions. We passed an ordinance not only listing the yearly amount but also how it was to be distributed. The Trustee's pay was purposely divided into 13 payments to provide an extra pay to avoid paying in advance.

Each year the salary of the Trustee, clerk and advisory is verified to make sure it doesn't exceed the amount on the salary ordinance. We thought about paying every two weeks but didn't want to worry about the 26/27 weeks issue and take a chance on over or underpaying.

If we pay the trustee and the clerk the following month on the 1st (first) of the month they would be short the amount approved in the salary ordinance and the advisory board would get their pay the next year following on the first of January.

We sincerely thought we were fixing the problem with the passing of the salary ordinance and never wanted to seem like we were paying in advance.

Thank you for your time.



James "Allen" Bottorff, Trustee