B60627

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

January 24, 2023

TO: THE OFFICIALS OF TIPPECANOE TOWNSHIP, MARSHALL COUNTY, INDIANA

As authorized under Indiana Code 5-11-1, we performed certain procedures to the accounting records and related documents of Tippecanoe Township (Township), Marshall 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

OVERDRAWN CASH BALANCES

Condition and Context

The Payroll Withholding Fund had overdrawn cash balances of $738, $1,364, $2,321, and $3,537 on December 31, 2018, 2019, 2020, and 2021, respectively.

Criteria

The cash balance of any fund may not be reduced below zero. Routinely overdrawn funds could be an indicator of serious financial problems which should be investigated by the unit. (Accounting and Uniform Compliance Guidelines Manual for Townships, 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
As of December 31, 2021

Fund	Cash and Investments 12-31-21
Township General Fund	$ 62,825
Township Assistance Fund	45,797
Firefighting Fund	109,377
Rainy Day Fund	17,322
Cumulative Fire Fund	35,555
Payroll Withholdings Fund	(3,537)
Building Fund	7,455
Total	$ 274,794

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

The contents of this report were communicated to Matthew D. Pitney, Trustee; Dale Poisel, Chair of the Township Board; Frank Carver, Township Board member; and James Shoemaker, Township Board member, on January 12, 2023.

Respectfully,

Beth Kelley

Beth Kelley, CPA, CFE
Deputy State Examiner

Tippecanoe Township

Office of the Trustee
18331 SR 331
Tippecanoe, IN 46570

To: State Board of Accounts
RE:Exit Communication

To whom it may concern,

The negative balance in the fund is a known issue with how we are using the accounting software. We are working with our software vendor to resolve this issue. The issue resulted from how the payroll checks are written in the software. The issue will be resolved by changing how the checks are written and by transferring funds to cover the current negative amount.

Respectfully,
Matt Pitney
Tippecanoe Township Trustee