



**STATE OF INDIANA**  
AN EQUAL OPPORTUNITY EMPLOYER

STATE BOARD OF ACCOUNTS  
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April 21, 2023

TO: THE OFFICIALS OF LIBERTY TOWNSHIP, WHITE COUNTY, INDIANA

As authorized under Indiana Code 5-11-1, we performed certain procedures to the accounting records and related documents of Liberty Township (Township), White 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](http://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**

**DISPOSITION OF ASSETS**

*Condition and Context*

The Township sold a capital asset on May 5, 2022, for total consideration of \$1,500. The Township could not provide documentation of following one of the proper disposal options detailed in Indiana Code 5-22-22. The Township sold the property privately and without advertisement, which does not adhere to proper guidance of this type of sale.

*Criteria*

Indiana Code 5-22-22-4(a) states:

" . . . if the property to be sold is:

- (1) one (1) item, with an estimated value of one thousand dollars (\$1,000) or more; or
- (2) more than one (1) item, with an estimated total value of five thousand dollars (\$5,000) or more;

the purchasing agent may engage an auctioneer licensed under [IC 25-6.1](#) to advertise the sale and conduct a public auction."

Indiana Code 5-22-22-5 states:

"(a) If:

- (1) an auctioneer is not engaged under section 4 of this chapter; or
- (2) the surplus property is not sold through an Internet auction site under section 4.5 of this chapter;

the purchasing agent shall sell the property at a public sale or by sealed bids delivered to the office of the purchasing agency before the date of sale.

(b) Advertisement of the sale shall be made in accordance with [IC 5-3-1](#).

(c) All sales shall be made to the highest responsible bidder."

### ***ANNUAL FINANCIAL REPORT - LATE SUBMISSION***

#### *Condition and Context*

The Township's Annual Financial Report for 2018 was not filed electronically until April 10, 2019, which was 39 days past the due date.

#### *Criteria*

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

"The state examiner shall require from every audited entity 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  
As of December 31, 2021

Fund	Cash and Investments 12-31-21
Township Fund	\$ 441,515
Parks and Recreation Fund	414,136
Township Assistance	95,964
Fire Fighting Fund	126,683
Rainy Day Fund	8,784
Landfill Fund	116,854
Cumulative Fire Fund	1,645,969
Payroll Deductions	(1)
Mosquito Fund	<u>31,741</u>
Total	<u>\$ 2,881,645</u>

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

The contents of this report were communicated to Joan Alma, Trustee; Joy Cosgray, Township Board member; and Toni Westerhouse, Deputy Trustee, on April 18, 2023.

Respectfully,



Beth Kelley, CPA, CFE  
Deputy State Examiner

Liberty Township Trustee, White County  
6072 E State Road 16, Monticello IN 47960  
Phone 574-278-7267  
Email: [libertytrustee@lightstreamin.com](mailto:libertytrustee@lightstreamin.com)

April 20, 2023

**OFFICIAL RESPONSE:**

State Board of Accounts  
302 West Washington Street, Room E 418  
Indianapolis, IN 46204-2765

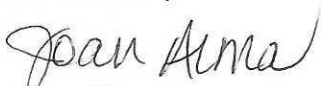
**DISPOSITION OF ASSETS**

The sale of the capital asset on May 5, 2022 of the 2006 First response van was sold at lower price of \$1000.00 due to the vehicle having a blown engine and was not in working condition. The additional \$500.00 shown in the sale was for Sellers administrative expenses related to this bill of sale and transfer of equipment. (bill of sale attached)

**ANNUAL FINANCIAL REPORT-LATE SUBMISSION**

Due to the fact being a first year Trustee and lack of training and getting up to speed to file electronically, the Annual Financial Report was late.

Respectively,



Joan Alma, Trustee, Liberty Township, White County

BILL OF SALE

The undersigned, Liberty Township of White County, Indiana ("Seller"), in consideration of One Thousand Five Hundred Dollars and no cents (\$1,500.00), hereby sells, bargains, quit claims, conveys, assigns, and transfers to the Otto "Dick" Leis ("Buyer"), all of Seller's right, title, and interest in and to a certain 2006 Ford Econoline E350 Super van. VIN #1FDSS34P86DA49665 and all attached fixtures [tires, wheels, seating, etc.] (collectively, the "Equipment"). The sale price is to be apportioned and agreed by the Parties as One Thousand Dollars (\$1,000.00) for the Equipment and Five Hundred Dollars (\$500.00) for Seller's administrative expenses related to this Bill of Sale and transfer of the Equipment.

The Equipment is transferred free of warranties, representations, any express or implied guarantees for fitness of purpose, and in "AS IS" condition, except that Seller hereby warrants that it is the owner free and clear of all security interests in the Equipment, it has the right to convey Equipment to Buyer. Buyer has had adequate opportunity to inspect the Equipment, accepts it in the condition provided, and waives and releases the Seller from all claims it has or could have arising from its purchase of the Equipment. Buyer agrees to defend and indemnify the Seller from any claims that could arise from Buyer's use of the Equipment.

The effective date of this transfer is May 5, 2022.

IN WITNESS WHEREOF, Seller has caused this Bill of Sale to be executed by its duly authorized officer as of the 5<sup>th</sup> day of May, 2022.

SELLER: LIBERTY TOWNSHIP OF WHITE COUNTY, INDIANA

by: Joan Alma  
printed: Joan Alma  
title: Trustee

The undersigned hereby acknowledges receipt of the property described in this Bill of Sale, this 5<sup>th</sup> day of May, 2022.

BUYER:

by: Otto Leis  
printed: Otto "Dick" Leis