



STATE OF INDIANA
AN EQUAL OPPORTUNITY EMPLOYER

STATE BOARD OF ACCOUNTS
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May 19, 2023

TO: THE OFFICIALS OF THE TWIN CREEKS CONSERVANCY
DISTRICT, PORTER COUNTY, INDIANA

As authorized under Indiana Code 5-11-1, we performed certain procedures to the accounting records and related documents of the Twin Creeks Conservancy District (District), Porter County, for the period of January 1, 2018 to December 31, 2022, 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

ANNUAL FINANCIAL REPORT

Condition and Context

Ledger financial activity by fund is required to be entered annually into the Annual Financial Report via the Indiana Gateway for Government Units financial reporting system. However, the District reported the annual bank activity that cleared and ending cash and investment balance by fund. For 2019, 2020, 2021, and 2022, this resulted in the understatement of disbursements and overstatement of the ending cash and investments balances by \$105,002, \$8,556, \$85,051, and \$3,272, respectively, for those checks posted to the ledger that had not yet cleared the bank by year end which were not properly reported.

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](#)."

COMPENSATION AND BENEFITS

Condition and Context

The District did not provide an annual salary resolution or schedule, District Board minutes, or other documentation setting and approving the salaries of District officers and employees.

Criteria

All compensation and benefits paid to officials and employees must be included in the labor contract, salary ordinance, resolution, or salary schedule adopted by the governing body unless otherwise authorized by law. Compensation must be paid in a manner that will facilitate compliance with state and federal reporting requirements. (Accounting and Uniform Compliance Guidelines Manual for Special Districts, 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, 2022

Fund	Cash and Investments 12-31-22
General Fund	\$ 809,474
Rainy Day	130,422
Cumulative	<u>683,432</u>
Total	<u>\$ 1,623,328</u>

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

The contents of this report were communicated to Cherie Vogel, Financial Clerk, and Colin Steffen, Chair of the District Board, on May 4, 2023.

Respectfully,



Beth Kelley, CPA, CFE
Deputy State Examiner



Blachly, Tabor, Bozik & Hartman, LLC

May 12, 2023

Randall J. Zromkoski
Craig R. Van Schouwen
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Angelica C. Schultis
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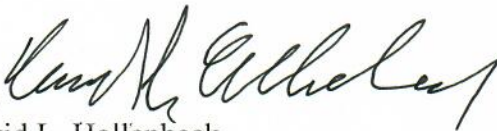
Duane W. Hartman
David L. Hollenbeck
Kingsley G. Regnier

RE: Twin Creeks Conservancy District/ Official Response

Quentin A. Blachly
(1934-1997)
James S. Bozik
(1935-2012)
Glenn J. Tabor
(Retired)

Previously the Twin Creeks Governing Board has adopted a motion establishing the salary schedule which has appeared in the Governing Board meeting minutes, and which conformed with prior action taken establishing officer compensation and compensation established in the written employment agreement for the TCCD sole employee. Pursuant to the audit exit interview, henceforth, TCCD will adopt a freestanding and separate compensation resolution.

Sincerely,
BLACHLY TABOR BOZIK & HARTMAN

By: 
David L. Hollenbeck

DLH/clv

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