



**STATE OF INDIANA**  
AN EQUAL OPPORTUNITY EMPLOYER

STATE BOARD OF ACCOUNTS  
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June 13, 2023

TO: THE OFFICIALS OF OLIVE TOWNSHIP, ELKHART COUNTY, INDIANA

As authorized under Indiana Code 5-11-1, we performed certain procedures to the accounting records and related documents of Olive Township (Township), Elkhart County, for the period of January 1, 2019 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 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***

**OVERDRAWN CASH BALANCES**

A similar comment also appeared in prior Report B55208, entitled *OVERDRAWN CASH BALANCES*.

***Condition and Context***

The Payroll Withholdings Fund had an overdrawn cash balance of \$855, \$1,607, and \$2,411 at December 31, 2020, 2021, and 2022, 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, 2022

Fund	Cash and Investments 12-31-22
Township General Fund	\$ 15,552
Emergency Medical Services	80,046
Township Assistance Fund	17,867
Firefighting Fund	56,107
Rainy Day Fund	6,645
Levy Excess Fund	-
Payroll Withholdings Fund	<u>(2,411)</u>
Total	<u>\$ 173,806</u>

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

The contents of this report were communicated to Steve Shively, Trustee, on May 31, 2023.

Respectfully,



Beth Kelley, CPA, CFE  
Deputy State Examiner

06/13/2023

State Board of Accounts  
Official Response

To Whom it May Concern,

This letter is in response to the State Board of Accounts recent audit of Olive Township, Elkhart County.

Olive Township agrees with the findings of the State Board of Accounts during a recent audit. The issue, I believe to be an oversight by the previous Trustee and will be an easy correction. A Corrective Action Plan has been completed and filed with the SBOA.

Sincerely,  
Steve Shively  
Olive Township Trustee  
28958 CR 38  
Wakarusa, IN 46573