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STATE BOARD OF ACCOUNTS
302 West Washington Street
Room E418
INDIANAPOLIS, INDIANA 46204-2769

Paul D. Joyce, CPA
State Examiner

COMPLIANCE ENGAGEMENT REPORT

OF

TOWN OF ST. PAUL

DECATUR COUNTY, INDIANA

January 1, 2024 to December 31, 2024

FILED
08/06/2026

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SCHEDULE OF OFFICIALS

Office	Official	Term
Clerk-Treasurer	Alyssa Hall	01-01-24 to 12-31-26
President of the Town Council	Joshua Sangl	01-01-24 to 12-31-26

Paul D. Joyce, CPA
State Examiner

INDIANA STATE BOARD OF ACCOUNTS
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TO: THE OFFICIALS OF THE TOWN OF ST. PAUL, DECATUR COUNTY, INDIANA

As authorized under Indiana Code 5-11-1, we performed certain procedures to the accounting records and related documents of the Town of St. Paul (Town) for the period of January 1, 2024 to December 31, 2024. The objective of this engagement was to determine compliance with applicable Indiana laws, regulations, and uniform compliance guidelines (Guidelines) established by the Indiana State Board of Accounts pursuant to Indiana Code 5-11-1-24. The objective of this engagement is not to opine on compliance or financial activity of the Town as this engagement was not conducted in accordance with any standards established by an authoritative standard-setting body, and, as such, we do not provide any opinions on compliance or financial activity.

Management is responsible for preparing and maintaining its accounting records and related documents in accordance with applicable Indiana laws, regulations, and Guidelines. Management's responsibility also includes, but is not limited to, complying with other applicable Indiana laws, regulations, and Guidelines concerning how it operates: authorized sources and uses of funds; what reports are required to be prepared and filed; and what depositories and investment types are allowable.

We fulfilled our responsibility as detailed in the first paragraph, using procedures that verified the appropriate accounting for and reporting of cash, receipts, and disbursements; and the appropriate sources and uses of funds in accordance with applicable Indiana laws, regulations, and Guidelines. Expanding the scope and nature of these procedures can and does occur in specific circumstances.

The comments contained herein, if any, describe the identified reportable instances of noncompliance found during our engagement. Our procedures were not designed to identify all instances of noncompliance; therefore, noncompliance may exist that is unidentified. Any Official Response to the comments incorporated within this report was not verified for accuracy.

The Schedule of Officials and Statement of Receipts, Disbursements, and Cash and Investment Balances - Regulatory Basis (Statements) are informational only. The Statement has not been subjected to any procedures designed to express an opinion or provide any assurance on it, and, accordingly, we do not express an opinion or provide any assurance on it.

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. Reports can be found on the Indiana State Board of Accounts' website: http://www.in.gov/sboa/, and the Town's Annual Financial Reports filed by management can be found on the Indiana Gateway for Government Units financial reporting system website: http://www.gateway.ifionline.org.

Beth Kelley

Beth Kelley, CPA, CFE
Deputy State Examiner

May 11, 2026

INTERNAL CONTROLS - COMPLIANCE

A similar comment also appeared in prior Report 76978C, entitled *INTERNAL CONTROLS*.

Condition and Context

Internal controls were not designed and/or implemented to ensure compliance with applicable laws, regulations, and Guidelines. The noncompliance that occurred as a result of these internal control deficiencies is described in the corresponding comments within this report.

- Penalties, Interest, and Other Charges
- Annual Financial Report - Capital Asset Schedule
- Annual Financial Report - Grant Schedule

Criteria

The Indiana State Board of Accounts (SBOA) is required under Indiana Code 5-11-1-27(e) to define the acceptable minimum level of internal control standards. To provide clarifying guidance, the State Examiner compiled the standards contained in the manual, *Uniform Internal Control Standards for Indiana Political Subdivisions*. All political subdivisions subject to audit by SBOA are expected to adhere to these standards.

PENALTIES, INTEREST, AND OTHER CHARGES

The same comment also appeared in prior Report 76978C.

Condition and Context

Internal Revenue Service

The former Clerk-Treasurer did not remit federal payroll withholding taxes to the Internal Revenue Service (IRS) in the years 2020, 2021, 2022, or 2023. The withholdings were subsequently remitted by the current Clerk-Treasurer in 2024. Penalties and interest that were assessed and paid prior to December 11, 2024, were addressed in the prior Report 76978C. Additional penalties and interest for the years 2021, 2022, and 2023 totaling $28,180.76 were assessed and paid during 2025.

Criteria

Officials and employees have the duty to pay claims and remit taxes in a timely fashion. Failure to pay claims or remit taxes in a timely manner could be an indicator of serious financial problems which should be investigated by the unit. Additionally, officials and employees have a responsibility to perform duties in a manner which would not result in any unreasonable fees being assessed against the unit. Any penalties, interest, or other charges paid by the unit may be the personal obligation of the responsible official or employee. (Accounting and Uniform Compliance Guidelines Manual for Cities and Towns, Chapter 1)

The former Clerk-Treasurer, Cassandra Nicole Jenkins, was requested to repay $28,180.76 in penalties, interest, and other charges to the Town. (See Summary of Charges, page 12)

ANNUAL FINANCIAL REPORT - CAPITAL ASSET SCHEDULE

A similar comment also appeared in prior Report 76978C, entitled *ANNUAL FINANCIAL REPORT*.

Condition and Context

The Annual Financial Report (AFR) is required to be submitted annually via the Indiana Gateway for Government Units financial reporting system. The capital asset information reported in the AFR was incorrect; the total reported was $6,776,096 less than the Town's detailed capital asset listing.

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 as set forth in the uniform compliance guidelines. 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."

ANNUAL FINANCIAL REPORT - GRANT SCHEDULE

A similar comment also appeared in prior Report 76978C, entitled *ANNUAL FINANCIAL REPORT*.

Condition and Context

The Annual Financial Report (AFR) is required to be submitted annually via the Indiana Gateway for Government Units financial reporting system. Federal grant expenditures reported in the AFR for the Coronavirus State and Local Fiscal Recovery Funds program were understated by $120,000 in 2024.

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 as set forth in the uniform compliance guidelines. 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."

OFFICIAL BOND COVERAGE

Cassandra Nicole Jenkins, former Clerk-Treasurer, had the following official bond coverage:

- Official bond coverage in the amount of $30,000 (Indiana Public Official Bond No. 64941653) through Western Surety Company for the term January 1, 2021 to December 31, 2021.

- Official bond coverage in the amount of $30,000 (Indiana Public Official Bond No. 65779381) through Western Surety Company for the term January 1, 2022 to December 31, 2022.

- Official bond coverage in the amount of $30,000 (Indiana Public Official Bond No. 65779381) through Western Surety Company for the term January 1, 2023 to December 31, 2023.

STATEMENT OF RECEIPTS, DISBURSEMENTS, AND CASH
AND INVESTMENT BALANCES - REGULATORY BASIS

TOWN OF ST. PAUL
STATEMENT OF RECEIPTS, DISBURSEMENTS,
AND CASH AND INVESTMENT BALANCES -
REGULATORY BASIS
For the Year Ended December 31, 2024

Fund	Cash and Investments 01-01-24	Receipts	Disbursements	Cash and Investments 12-31-24
GENERAL	$ 9,149	$ 440,552	$ 340,932	$ 108,769
MOTOR VEHICLE HIGHWAY	479,521	40,104	19,756	499,869
LOCAL ROAD & STREET	7,966	9,308	2,109	15,165
MVH RESTRICTED	92,313	20,077	-	112,390
CHIRP-COMP HOOSIER HWY INJURY REDUCTION GRANT	12,672	8,554	8,994	12,232
SEWAGE ACCT DEPOSIT	-	1,400	-	1,400
LECE	5,252	3,652	-	8,904
RIVERBOAT	72,109	2,095	74,204	-
PARK/RECREATION NON REVERTING	92	92	-	184
RAINY DAY	3,594	-	-	3,594
OPIOID SETTLEMENT UNRESTRICTED	445	380	137	688
MUNICIPAL FIREFIGHTING	39,366	41,501	34,197	46,670
CUM CAP IMP - CIG TAX	39,782	1,553	39,601	1,734
FIRE DEPT NEW EQUIPMENT FUND	20,876	3,000	-	23,876
CUMULATIVE FIRE (SPECIAL)	11,657	3,510	1,915	13,252
CEDIT-COUNTY ECON DEVELOPMT INCOME TAX	93,223	12,826	-	106,049
PUBLIC SAFETY- BOTH POLICE & FIRE DEPARTMENT	24,006	50,757	32,033	42,730
GYM	13,506	6,530	4,268	15,768
MPC-MARSHALL PATROL CAR	22,498	3,054	-	25,552
VFD BUILDING	24,081	-	-	24,081
LANDSCAPING DONATION	414	-	-	414
CIVIC CENTER	990	3,895	2,222	2,663
CLOSED PER COUNCIL FORMER PER PS FUND	8,472	5,339	13,811	-
PAYROLL	-	106,946	101,671	5,275
ARPA	122,373	120,000	242,373	-
LEVY EXCESS FUND	2,630	-	-	2,630
RACINO	224,179	73,069	230,628	66,620
WATER UTILITY OPERATING	38,866	155,426	171,057	23,235
WATER BOND & INTEREST	83,093	-	-	83,093
WATER DEPRECIATION	229,562	-	213,793	15,769
WATER UTL METER DEPOSIT	34,735	2,733	2,215	35,253
WATER METER REPLACEMENT	43,200	-	31,438	11,762
WATER DEBT RESERVE	57,203	-	-	57,203
WATER GRANT PROJECT	-	697,000	697,000	-
SEWAGE UTILITY OPERATING	121,517	160,130	108,449	173,198
SEWAGE BOND & INT	10,484	-	-	10,484
SEWAGE DEPRECIATION	93,715	6,971	-	100,686
SEWAGE CONST IN PROG	172,298	16,000	-	188,298
Totals	$ 2,215,839	$ 1,996,454	$ 2,372,803	$ 1,839,490

Town of Saint Paul, Indiana
PO BOX 235
SAINT PAUL, IN 47272
765-525-7631
www.stpaulin.org
EMAIL: stpaulclerktreas@tds.net, ahall47272@gmail.com

Date: June 8, 2026

Via Email and U.S. Mail
Sara L. Wert
Audit Manager
Indiana State Board of Accounts
302 West Washington Street, Room E418
Indianapolis, Indiana 46204-2769

Re: Town of St. Paul – Audit Period January 1, 2024 through December 31, 2024

Dear Ms. Wert:

The Town of St. Paul respectfully submits the following responses to the audit comments and management letter items identified during the compliance engagement for the period January 1, 2024 through December 31, 2024.

PENALTIES, INTEREST, AND OTHER CHARGES

The Town acknowledges the audit finding regarding the failure to timely remit certain federal payroll withholding taxes to the Internal Revenue Service during tax years 2020 through 2023. The responsible official identified in the audit report is no longer employed by the Town. Upon discovery of the issue, the current Clerk-Treasurer worked with the Internal Revenue Service to bring the Town into compliance. All payroll withholding taxes were remitted, and all penalties and interest assessed by the Internal Revenue Service have been paid. The Town has implemented additional review and oversight procedures to ensure payroll tax liabilities are properly calculated, reported, and remitted in a timely manner.

ANNUAL FINANCIAL REPORT – CAPITAL ASSET SCHEDULE

The Town acknowledges the audit finding regarding the capital asset information reported in the Annual Financial Report. The discrepancy was identified and corrected during 2025. The Town reviewed and reconciled its capital asset records and updated the Annual Financial Report information to ensure consistency with the Town's detailed capital asset listing. Procedures have been implemented to verify the accuracy of capital asset reporting prior to future Annual Financial Report submissions.

ANNUAL FINANCIAL REPORT – GRANT SCHEDULE

The Town acknowledges the audit finding regarding the understatement of federal grant expenditures reported in the Annual Financial Report. The reporting discrepancy was identified and corrected during 2025. The Town has reviewed its grant reporting procedures and implemented additional review measures to ensure that all federal grant expenditures are accurately reported in future Annual Financial Reports.

INTERNAL CONTROLS – COMPLIANCE

The Town acknowledges the audit finding regarding deficiencies in internal controls. Since the matters identified in the audit were discovered, the Town has implemented additional oversight, review, and reporting procedures, including enhanced review of payroll, financial reporting, and Gateway submission requirements, designed to improve compliance with applicable laws, regulations, and reporting requirements. The Town is committed to maintaining effective internal controls and preventing similar deficiencies in the future.

MONTHLY AND ANNUAL UPLOADS – MISSING UPLOADS

The Town acknowledges the management letter comment regarding required uploads to the Indiana Gateway for Government Units financial reporting system. The Annual Payroll History Report was subsequently uploaded, and the Town has reviewed the requirements of State Examiner Directive 2018-1 with staff. Procedures have been implemented to ensure that all required annual uploads, supporting schedules, and policies are completed and submitted in a timely manner going forward.

The Town appreciates the assistance and guidance provided by the Indiana State Board of Accounts and remains committed to compliance with all applicable financial reporting and internal control requirements.

Sincerely,

Alyssa Hall
Clerk-Treasurer
Town of St. Paul, Indiana
stpaulclerktreas@tds.net | (765) 525-7631

TOWN OF ST. PAUL
EXIT CONFERENCE

The contents of this report were communicated to Alyssa Hall, Clerk-Treasurer; Joshua Sangl, President of the Town Council; Tim Ray, Town Council member; and Kim Livingston, Town Council member, on June 1, 2026.

TOWN OF ST. PAUL
SUMMARY OF CHARGES
(Due to Malfeasance, Misfeasance, or Nonfeasance)

	Charges	Credits	Balance Due
Cassandra Nicole Jenkins, former Clerk-Treasurer:			
Penalties, Interest, and Other Charges, pages 4 and 5			
Internal Revenue Service	$ 28,180.76	$ -	$ 28,180.76

This report was forwarded to the Office of the Indiana Attorney General.

AFFIDAVIT

STATE OF INDIANA)
)
Ohio COUNTY)

We, Josh Bresser and Sara Wert, Field Examiners, being duly sworn on our oaths, state that the foregoing report based on the official records of the Town of St. Paul, Decatur County, Indiana, for the period from January 1, 2024 to December 31, 2024, is true and correct to the best of our knowledge and belief.

Field Examiner

Sara Wert
Field Examiner

Subscribed and sworn to before me this 6 day of Aug, 2026

Notary Public

My Commission Expires: 7-31-31

County of Residence: Ohio

NOTARY PUBLIC SEAL INDIANA

KYSTIE L. PHILLIPS, Notary Public
Ohio County, State of Indiana
Commission Number NP0[illegible]
My Commission Expires July 31, 2031