

CHAPTER 3

DESCRIPTION OF TOWNSHIP AND GENERAL FORMS

FORMS TO BE USED - TOWNSHIP FORMS

- 1C (2017) ----- Financial and Appropriation Record
- 6 (Revised 1967) ----- Township Trustee Check
- 14 (Revised 1955) ----- Trustee's General Record
- 16 (2006) ----- Township Trustee's Receipt
- 17 (Revised 2020) ----- Resolution Establishing Salaries of  
Township Officers and Employees

TOWNSHIP BUDGET FORMS

Prescribed by Department of Local Government Finance

GENERAL FORMS

- 86 (Revised 1947) ----- Contractor's Combination Bid Bond and Bond for Construction
- 86A (1947) ----- Contractor's Bond for Construction
- 96 (Revised 2005) ----- Contractor's Bid for Public Works
- 98 (Revised 2001) ----- Purchase Order
- 99 (Revised 1985) ----- Payroll Schedule and Voucher
- 99A (Revised 1985) ----- Employee's Service Record
- 99B (Revised 1985) ----- Employee's Earnings Record
- 99C (1985) ----- Employee's Weekly (Work Period) Earnings Record
- 101 (1955) ----- Mileage Claim
- 350 (1964) ----- Register of Investments
- 369 (Revised 2004) ----- Capital Asset Ledger
- 370 (1997) ----- Receipt Register

TOWNSHIP ASSISTANCE FORMS

- TA-1 (Revised 2004) ----- Application For Township Assistance
- TA-1A (Revised 2004) ----- Notice of Township Assistance Action
- TA-1B (Revised 2004) ----- Application For Additional or Continuing Township Assistance
- TA-2 (Revised 2004) ----- Township Assistance Purchase Order

## FINANCIAL AND APPROPRIATION RECORD (Form 1C - Revised 2017)

The Financial and Appropriation Record is furnished bound with continuous metal or plastic fasteners. Form 1C includes a record of receipts, disbursements and balances by fund; a control of all funds and a control of expenditures by appropriation. The left hand page includes columns for date, voucher number, name and explanation of receipt and disbursement items. A detail of the Township, Fire Fighting, Cumulative Fire, Township Assistance, Rainy Day, and the Excess Levy Fund is provided, with space provided for other funds, if needed. A fund is any amount of money collected for and to be disbursed for a specific purpose or purposes. Appropriations are the authority to spend money in a fund for specific purposes so appropriated.

The right-hand page includes the accounting for deductions from salaries and wages, shown as the "M" accounts described further in this chapter.

Form 1C may be used in townships having only a few transactions in a year for more than one calendar year.

### Purpose of Ruled Columns

The "A" columns provide for a control account of all funds: A-1 Received for all Funds; A-2 Disbursed for all Funds; and A-3 Balance in all funds.

The "B" columns provide controls for the Township Fund; the "C" columns for the Township Assistance Fund; the "D" column for the Fire Fighting Fund; the "E" column for the Cumulative Fire Fund; the "F" Column for the Rainy Day Fund; the "G" column for the Excess Levy Fund; other columns are available for any other funds as may be required.

Following the "B" columns are four columns for listing expenditures by appropriation from the Township Fund, as originally approved, along with space for investments purchased and interfund transfers. Record the total appropriation made for personal services in column 1. The remaining columns account for the total appropriations, as shown on Budget Form No. 1.

All additional or emergency appropriations made during the year, or any transfers between departments should be added to the then remaining appropriation in the proper column 1 through 4.

Note that the columns headed by letters are to be used for all fund financial transactions in the several funds, and the columns headed by numbers are to be used for appropriations and expenditures from such appropriations. Additional fund columns do not have a letter, which may be added as needed.

Columns "M-1" to "M-5" are to be used to record receipts of all deductions from salaries and wages. Columns "M-6" records the disbursements to federal and state departments designated to receive the various withholdings and column "M-7" accounts for balances withheld and not yet paid to proper authorities.

## Recording Entries

Open a new record, or a new series of pages for each year, by recording all fund balances of the previous year. Record the total balances as of the end of the previous year on line 2, in column A-3. Post the balance in each of such funds as of January 1 on line 2, in columns B-3, C-3, etc., and others if used. The sum of columns B-1, C-1, and others used should equal the amount posted in column A-1. Likewise, the sum of columns B-3, C-3, and others should equal column A-3.

Receipts and disbursements during the year are to be posted on lines 3 to 34, inclusively.

For receipts, show the date received, the receipt number (posted in "Voucher Number" column), the name of person from whom received, the nature or purpose of the receipt, and the amount in columns A-1, Total All Funds, and the appropriate fund to which the receipt belongs in B-1, C-1, etc. The total of the funds columns will equal the entry in A-1.

For disbursements, show the date of payment, voucher number, name of payee, nature or purpose of disbursement, and the amount in Columns A-2, Total All Funds, and the appropriate fund or funds to which the disbursements belong in B-2, C-2, etc. Distribution of the amounts disbursed should be made at the same time by charging the appropriation account or accounts (the number columns in each fund). The total postings to the numbered columns in each fund will equal the postings to B-2, C-2, etc., and the total of these columns will equal A-2.

All checks from which salary deductions are made must be entered in Column A-2, in the net amount. The gross amount is to be entered in the appropriate fund disbursed column and the correct appropriation column to which the disbursement applies. The amounts withheld must be entered in the appropriate "M" column under "Deductions from Salaries and Wages". Thus the net amount of the warrants issued in Column A-2, plus the amounts withheld in the "M" columns will equal the gross amount of disbursements in the funds disbursed columns and in the appropriation columns affected.

The amounts withheld in the "M" columns are to be disbursed as follows:

- Make wage reports to Public Employee's Retirement Fund, 501 Harrison Building, Indianapolis, Indiana 46204, in accordance with their instructions.
- On or before January 31, April 30, July 31 and October 31 of each year:
- Make report of federal tax withheld during the preceding quarter and make payment to Internal Revenue Service, if not deposited previously in accordance with IRS deposit requirements.
- Make report WH-1 and pay State Tax withheld during preceding quarter to Indiana Department of Revenue.
- On or before January 31 of each year prepare and furnish each employee Federal Form W-2 showing compensation paid, and appropriate withholdings; and State WH-2, showing compensation paid and proper withholdings.

Post the checks written to disburse taxes withheld, to Column M-6 and A-2 only. The net salary payments as originally posted and the posting or remittances from Column M-6 account for total salaries in Column A-2.

### Proving the Financial and Appropriation Record

The record is to be proved at the close of each month and reconciled with the monthly bank statement or statements. As pages become fully posted, lines 3 to 34 inclusive, or for as many lines are used in a month, the items are to be totaled for all columns. After checking off the township checks returned paid by the bank or banks, list the checks, outstanding, immediately following the totals, on the first full page of the Financial and Appropriation Record. The total receipts of all separate funds must agree with the control Column A-1, and the total disbursements of all separate funds must agree with the control Column A-2, plus the balance carried in Column M-7. The total balances in all funds must agree with the control Column A-3, minus the balance in Column M-7.

After the funds have been proved to the control account, prove the various appropriation expenditures of each fund to total disbursements for each fund. As a check, the total of all appropriation (numbered) accounts must equal the total of Column A-2, plus the balance of Column M-7.

The amount shown in Column A-3 (all funds) should be the same as the balance given by the bank or banks, less the checks outstanding.

### TOWNSHIP TRUSTEE CHECK (Form 6 - Revised 1967)

The Township Trustee Check is to be used for payment of payrolls and payment of other expenses by all Township Trustees. The check is to be printed in triplicate and must be prenumbered by the printer. The check may be printed either in single sets with checkbook binding or loose-leaf for use with a typewriter.

The duplicate is the voucher copy to accompany the annual report to the county auditor after the close of the year. The payee line should be signed by the recipient of Township funds in all instances where Township Assistance is provided directly to the eligible person. The Trustee should make every effort available to obtain the payee's signature from a recipient of Township funds. If not possible or if the Trustee determines that the benefits of not signing outweighs the costs of obtaining the signature, then the Trustee shall document their reasoning and adjust internal control processes accordingly.

The triplicate is the trustee's copy and, if loose-leaf, is to be punched and retained in a post binder.

The trustee should detach the earnings and deductions slip (perforated at top of original check) before issuing the check to the payee when the check is used for payment of expenses other than payrolls. The employee is to detach the slip before cashing the check, when the check is used for payment of salaries or wages, for their personal record.

All of the information for which space is provided must be placed on every check where applicable.

Checks returned by the depository should be kept in the trustee's office, as the endorsements of the payees constitute final evidence of payment.

### Cancellation of Checks

All checks drawn upon public funds of the township, which checks are outstanding and unpaid for two or more years as of December 31 of each year, shall be declared void. IC 5-11-10.5-2 The amounts of such checks should be receipted into the fund or funds from which originally drawn by writing an official receipt or receipts, therefore. The amount of such check should be receipted into the township (general) fund if the fund from which a check was drawn is not now in existence or cannot be ascertained. These checks should also be removed from the list of outstanding checks. IC 5-11-10.5-5

"Not later than March 1 of each year, the treasurer of each political subdivision shall prepare or cause to be prepared a list in triplicate of all warrants or checks that have been outstanding for a period of two (2) or more years as of December 31 of the preceding year. The original copy of each list shall be filed with the: (1) board of finance of a political subdivision; or (2) fiscal body of a city or town. IC 5-11-10.5-3

### TRUSTEE'S GENERAL RECORD (Form 14 - Revised 1955)

The Trustee's General Record is a bound book of eighty (80) sheets consisting of forty (40) sheets Ruling A, thirty (30) sheets Ruling B, and ten (10) sheets Ruling C. Any decision concerning township business which the trustee makes himself should be recorded in the first section, Ruling A. Some examples of the trustee's decisions which should be recorded in this section are: Awards of contracts to bidders not rejected by the township board, description and cost of construction or repair of line fences, eradication of Canada thistle, details of sale of township property, decisions concerning certain township assistance cases, etc.

Ruling B is an insurance record, and every policy issued for the benefit of the township should be listed. The left-hand page provides for policy number, name of the insurance company, property covered, kind of insurance, and date of the policy, amount of insurance, total premiums payable, and premiums payable by years. All policies should be listed, and postings to this record should be made each time a policy is issued or renewed.

Ruling C provides for a record of all civil township and school township indebtedness other than bonds. A record of all township bonds should be kept on General Form 53. Record on Ruling C all other indebtedness such as notes, lease-rental contracts, etc. Record each instrument when issued. List the nature of indebtedness (notes, etc.), date of issue, to whom payable, purpose of the issue, rate of interest, due date of final payment, total amount payable, and date and amount of interest payments. Also list all payments of principal, giving date and amount of payments, and the resulting balance due. Please remember to leave enough blank lines to record principal and interest payments each year until maturity. If principal and interest are paid semiannually, two lines must be allowed for each year until maturity of the instrument.

### TOWNSHIP TRUSTEE'S RECEIPT (Form 16 - 2006)

The Township Trustee's Receipt (Form 16-Rev. 2006) is to be used for receipt of each item of money received. Indicate in the space "On Account Of" the fund or funds to which the receipt is to be posted and identify the receipt, such as a Tax Distribution, Fire Protection Agreement, Temporary Loan, Bank Loan for Equipment, etc. Give the original to the payor, and retain all duplicates in the bound record. Payment amount for cash, check, money order, credit card/bank card, EFT, and other shall be designated on each receipt.

If a printing company is not used, the trustee can print this form on Township equipment and stock. It is required that the Township's accounting system have proper internal controls in place that would assign receipt numbers to the transaction entered in the system, which would match the prenumbered receipt forms.

RESOLUTION ESTABLISHING SALARIES OF TOWNSHIP OFFICERS AND EMPLOYEES (Form 17 - Revised 2020)

IC 36-6-6-10 requires the township board to set the salaries; wages; rates of hourly pay; and remuneration other than statutory allowances of all township officials and employees, except assessing officials and employees, for the year 1985 and each year thereafter. However, please remember the township board should RECORD THE SALARIES SO FIXED IN THE TOWNSHIP BOARD MINUTES. A type of format for recording these salaries should be the existing format of Township Form No. 17. We recommend the board set the salaries of township officials and employees, in conjunction with the preparation and completion of the township budget.

Salaries established for any one position should not have multiple classifications i.e., a clerk position should not be annual and hourly and weekly, etc.

IC 36-6-6-10 (d) provides subject to subsection (e) the township legislative body may reduce the salary of an elected or appointed official. However, the official is entitled to a salary not less than the salary fixed for the first year of the term of office that immediately preceded the current term of office.

Township Form No. 17 (Revised 2020) has been prescribed to fulfill the requirements of the law.

APPLICATION FOR TOWNSHIP ASSISTANCE (FORM TA-1, Revised 2004)

Application for Township Assistance is to be completed by each person who applies for township assistance. Any person expressing a desire for assistance shall be permitted to apply, whether or not the trustee believes the person to be eligible. Each completed form must be filed in the trustee's office, whether or not relief is granted on the application. The trustee shall not extend aid to persons or families unless an affidavit setting forth the personal condition of the family has been filed within one hundred eighty (180) days prior to the date of the extension of aid.

An individual filing an application and affidavit on behalf of a household must provide the names of all household members and any information necessary for determining for household's eligibility for township assistance. The application must be on the form prescribed by the State Board of Accounts. IC 12-20-6-1

The township trustee shall assist an applicant for township assistance in completing a township assistance application if the applicant: (1) has a mental or physical disability, including mental retardation, cerebral palsy, blindness, or paralysis; (2) has dyslexia; or (3) cannot read or write the English language. IC 12-20-6-1

A township trustee shall determine whether an applicant or a member of the applicant's household has been denied assistance under IC 12-14. The trustee has no obligation to extend aid to those denied assistance in the sections described above. A trustee shall not extend aid to an applicant or a member of the applicant's household if they have been convicted of an offense under IC 35-43-5-7 or IC 35-43-5-7.1 as follows: (1) if the conviction is a misdemeanor a trustee shall not extend aid to the applicant or household for one year after the conviction. (2) If the conviction is a felony, aid shall not be extended for ten (10) years after the conviction. IC 12-20-6-0.5

If an individual who is required to sign a form under this section is unable to sign in the township trustee's office due to a physical or mental disability or illness, the township trustee shall make alternate arrangements to obtain the individual's signature. IC 12-20-7-1

NOTICE OF TOWNSHIP ASSISTANCE ACTION (Form TA-1A, Revised 2004)

Immediately after any action is taken upon a completed township assistance application or, in the case of termination or reduction of existing benefits, before action is taken, a "Notice of Township Assistance Action" form shall be delivered to the applicant or recipient in person or by first class United States mail at said person's last known address. A copy of each completed "Notice" shall be filed with the applicant's application in the trustee's office. In those cases where the trustee has determined to terminate or reduce benefits, if an appeal is requested within ten (10) days, assistance shall be continued to those recipients until a decision by the county commissioners is made. See Brooks v. Center Township, 485 F 2d 383 (7th Cir. 1973), which requires in cases where termination or reduction of benefits is proposed, that assistance be continued pending a hearing and determination by the board of county commissioners if the recipient requests such a hearing. An appeal to the board of county commissioners should be in writing or orally as may be required by the commissioners. The appeal should be made within fifteen (15) days from the date the trustee denies assistance, if the applicant has been informed of his right to appeal and the procedure for such appeal. An application for township assistance is not considered complete until all adult members of the requesting household have signed: (1) the township assistance application; and (2) any other form, instrument, or document: (A) required by law; or (B) determined necessary for investigative purposes by the trustee, as contained in the township assistance guidelines. IC 12-20-6-8

In a case of emergency, a trustee shall accept and promptly act upon an application from an individual requesting assistance. In a nonemergency request for township assistance, the trustee shall act on the completed application not later than seventy-two (72) hours after receiving the completed application, excluding weekends and legal holidays listed in IC 1-1-9. The trustee's office shall retain a copy of each completed application and affidavit whether or not relief is granted.

The actions that a trustee may take on a completed application for township assistance, except in a case of emergency, are the following:

1. Grant assistance.
2. Deny assistance, including a partial denial of assistance requested.
3. Leave the decision pending.

A decision pending determination under subsection (b)(3):

1. May not remain pending for more than seventy-two (72) hours after the expiration of the period described in subsection (a); and
2. Must include a statement listing the specific reasons that assistance is not granted or denied within the period required under subsection (a). IC 12-20-6-7

APPLICATION FOR ADDITIONAL OR CONTINUING TOWNSHIP ASSISTANCE  
(Form TA-1B, Revised 2004)

Application for Additional or Continuing Township Assistance should be completed for additional or continuing township assistance.

The township trustee may not extend additional or continuing aid to an individual or a household unless the individual or household files an affidavit with the request for assistance affirming how, if at all, the personal condition of the individual or the household has changed from that set forth in the individual's or household's most recent application. IC 12-20-6-5

TOWNSHIP ASSISTANCE PURCHASE ORDER (Form TA-2, Revised 2004)

Township Assistance Purchase Order must be issued for each and every township assistance order for medical aid. The form is to be made out in triplicate. The original is either given the indigent to take to the doctor or vendor, or is mailed to the doctor or vendor. The duplicate is to be filed alphabetically in the assistance office, and the triplicate remains in the book in numerical order. The purchase order must be completely filled out and itemized before being issued to the doctor or vendor. The doctor or vendor must itemize fully on the reverse side the exact services rendered or items supplied, and must obtain the signature of the relief client. When more than one service is rendered on the same purchase order, a separate report (Form TA-4) must be submitted for each service showing necessary signatures. The original purchase order, signed by the recipient, must accompany the doctor's or vendor's claim when filed with the trustee for payment.

PURCHASE ORDER (Form 98 - Revised 2001)

The Purchase Order in triplicate is prescribed for use in placing orders for township supplies, materials, goods and equipment. The trustee must complete the form by listing the quantity, unit, description, unit price, and amount of articles ordered. The trustee must list the appropriation name and number and certify that there is an unobligated balance in the appropriation sufficient to pay for the order. The original is forwarded to the vendor, the duplicate is filed for public record, and the triplicate is retained in the files of the township trustee for use in checking the order when furnished by the vendor. The purchase order should show the amount of the purchase if known, or if not known an estimate should be made.

PAYROLL SCHEDULE AND VOUCHER (General Form 99 - Revised 1985)

The Payroll Schedule and Voucher is used for recording payrolls. The form is used to post Form 99B.

EMPLOYEE'S SERVICE RECORD (General Form No. 99A - Revised 1985)

The Employee's Service Record is kept for each employee in order to properly prepare "Payroll Schedule and Voucher, General Form No. 99." It records the hours or days worked, sick leave, vacation and days lost. The Employee's Service Record may also be used to comply with the requirements of IC 5-11-9-4 regarding recording hours worked each day by an employee.

We suggest that these be arranged alphabetically in a binder.

EMPLOYEE'S EARNINGS RECORD (General Form 99B - Revised 1985)

The Employee's Earnings Record is to be used for each officer and employee receiving payment for services rendered from the township. The posting information is to be taken from the tear strip on Check Form 6 and provides a proof of payments made for the year, in addition to accumulating amounts withheld from salaries and wages for taxes, social security, Medicare, PERF, etc.

EMPLOYEE'S WEEKLY (WORK PERIOD) EARNINGS RECORD (General Form No. 99C - 1985)

The Employee's Weekly (Work Period) Earnings Record has been prescribed to meet the record-keeping requirements of the minimum wage and overtime provisions of the Fair Labor Standards Act (FLSA).



## GENERAL CONSTRUCTION FORMS

The following general forms should be used if any construction project is undertaken:

- General Form 86 (Revised 1947), Contractor's Combination Bid Bond and Bond for Construction
- General Form 86A (1947), Contractor's Bond for Construction
- General Form 96 (Revised 2005), Contractor's Bid for Public Works

## CAPITAL ASSET LEDGER (Form 369 – 2019)

To ensure adequate safeguards over capital assets, townships should maintain proper asset records. Every governmental unit should have a complete inventory of all capital assets owned which reflects their acquisition value. Such inventory should be recorded on the applicable Capital Assets Ledger. A complete inventory should be taken at least every two years for good internal control and for verifying account balances carried in the accounting records.

## MILEAGE CLAIM (General Form No. 101)

This form is designed to serve as a claim for mileage to be presented to the board for allowance.

Officers and employees may be reimbursed for actual miles traveled in their own motor vehicles on official business of the city or town at a reasonable rate per mile as fixed by ordinance or resolution of the board. If two or more persons ride in the same motor vehicle, only one mileage reimbursement is allowable. The speedometer reading columns on this form are to be used only when distance between points cannot be determined by fixed mileage, official state highway map, or reliable map application.

After the claim has been completely processed, allowed and the warrant issued it should be filed numerically by warrant number with other claims for the same period.

Reimbursed mileage must not include travel to and from the officer's or employee's home and the governmental office in which he works, unless otherwise authorized by law.