

**STATE BOARD OF ACCOUNTS  
302 West Washington Street  
Room E418  
INDIANAPOLIS, INDIANA 46204-2765**

EXAMINATION REPORT  
OF  
ROACHDALE FIRE PROTECTION DISTRICT  
PUTNAM COUNTY, INDIANA  
January 1, 2003 to December 31, 2005



**FILED**  
7/31/06



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OFFICIALS

| <u>Office</u>          | <u>Official</u> | <u>Term</u>          |
|------------------------|-----------------|----------------------|
| Treasurer              | David Greenburg | 01-01-03 to 12-31-06 |
| President of the Board | Phillip Fry     | 01-01-03 to 12-31-06 |



**STATE OF INDIANA**  
AN EQUAL OPPORTUNITY EMPLOYER

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INDEPENDENT ACCOUNTANT'S REPORT

TO: THE OFFICIALS OF THE ROACHDALE FIRE PROTECTION DISTRICT,  
PUTNAM COUNTY, INDIANA

We have examined the schedules of receipts, disbursements, and cash and investment balances of the Roachdale Fire Protection District (District), for the period of January 1, 2003 to December 31, 2005. The District's management is responsible for the schedules. Our responsibility is to express an opinion based on our examination.

Our examination was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants and, accordingly, included examining, on a test basis, evidence supporting the schedule of receipts, disbursements, and cash and investment balances and performing such other procedures as we considered necessary in the circumstances. We believe that our examination provides a reasonable basis for our opinion.

In our opinion, the schedules referred to above present fairly, in all material respects, the cash transactions of the District for the years ended December 31, 2003, 2004, and 2005, based on the criteria set forth in the uniform compliance guidelines established by the Indiana State Board of Accounts.

STATE BOARD OF ACCOUNTS

June 22, 2006

ROACHDALE FIRE PROTECTION DISTRICT  
SCHEDULES OF RECEIPTS, DISBURSEMENTS, AND CASH AND INVESTMENT BALANCES  
ALL GOVERNMENTAL FUND TYPES  
As Of And For The Years Ended December 31, 2003, 2004, And 2005

|                     | Cash and<br>Investments<br>01-01-03 | Receipts         | Disbursements     | Cash and<br>Investments<br>12-31-03 |
|---------------------|-------------------------------------|------------------|-------------------|-------------------------------------|
| Governmental Funds: |                                     |                  |                   |                                     |
| General             | \$ 247,070                          | \$ 75,427        | \$ 209,451        | \$ 113,046                          |
| Fire Debt           | <u>29,587</u>                       | <u>-</u>         | <u>29,587</u>     | <u>-</u>                            |
| Totals              | <u>\$ 276,657</u>                   | <u>\$ 75,427</u> | <u>\$ 239,038</u> | <u>\$ 113,046</u>                   |

|                     | Cash and<br>Investments<br>01-01-04 | Receipts          | Disbursements    | Cash and<br>Investments<br>12-31-04 |
|---------------------|-------------------------------------|-------------------|------------------|-------------------------------------|
| Governmental Funds: |                                     |                   |                  |                                     |
| General             | \$ 113,046                          | \$ 157,719        | \$ 49,067        | \$ 221,698                          |
| Rainy Day           | <u>-</u>                            | <u>2,835</u>      | <u>-</u>         | <u>2,835</u>                        |
| Totals              | <u>\$ 113,046</u>                   | <u>\$ 160,554</u> | <u>\$ 49,067</u> | <u>\$ 224,533</u>                   |

|                     | Cash and<br>Investments<br>01-01-05 | Receipts          | Disbursements     | Cash and<br>Investments<br>12-31-05 |
|---------------------|-------------------------------------|-------------------|-------------------|-------------------------------------|
| Governmental Funds: |                                     |                   |                   |                                     |
| General             | \$ 221,698                          | \$ 112,851        | \$ 206,661        | \$ 127,888                          |
| Rainy Day           | <u>2,835</u>                        | <u>-</u>          | <u>-</u>          | <u>2,835</u>                        |
| Totals              | <u>\$ 224,533</u>                   | <u>\$ 112,851</u> | <u>\$ 206,661</u> | <u>\$ 130,723</u>                   |

The accompanying notes are an integral part of the schedules.

ROACHDALE FIRE PROTECTION DISTRICT  
NOTES TO SCHEDULES

Note 1. Introduction

The District was established under the laws of the State of Indiana. The District operates under an appointed governing board and provides fire protection services.

Note 2. Fund Accounting

The District uses funds to report on its cash and investments and the results of its operations on a cash basis. Fund accounting is designed to demonstrate legal compliance and to aid financial management by segregating transactions related to certain governmental functions or activities.

Note 3. Budgets

The operating budget is initially prepared and approved at the local level. In addition, funds for which property taxes are levied are subject to final approval by the Indiana Department of Local Government Finance.

Note 4. Property Taxes

Property taxes levied are collected by the County Treasurer and are distributed to the District in June and December. State statute (IC 6-1.1-17-16) requires the Indiana Department of Local Government Finance to establish property tax rates and levies by February 15. These rates were based upon the preceding year's March 1 (lien date) assessed valuations adjusted for various tax credits. Taxable property is assessed at 100% of the true tax value (determined in accordance with rules and regulations adopted by the Indiana Department of Local Government Finance). Taxes may be paid in two equal installments which become delinquent if not paid by May 10 and November 10, respectively. All property taxes collected by the County Treasurer and available for distribution were distributed to the District on or prior to December 31 of the year collected.

Note 5. Deposits and Investments

Deposits, made in accordance with Indiana Code 5-13, with financial institutions in the State of Indiana at year end were entirely insured by the Federal Depository Insurance Corporation or by the Indiana Public Deposit Insurance Fund. This includes any deposit accounts issued or offered by a qualifying financial institution.

State statute (IC 5-13-9) authorizes the District to invest in securities including, but not limited to, federal government securities, repurchase agreements, and certain money market mutual funds. Certain other statutory restrictions apply to all investments made by local governmental units.

## ROACHDALE FIRE PROTECTION DISTRICT EXAMINATION RESULTS AND COMMENTS

### PENALTIES, INTEREST AND OTHER CHARGES

Information presented for audit indicates that, in 2004, a nonsufficient funds charge was withdrawn from the bank account in the amount of \$40. In addition, a late charge of \$6 was paid in addition to an invoice amount in 2004.

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 governmental 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 governmental unit.

Any penalties, interest or other charges paid by the governmental unit may be the personal obligation of the responsible official or employee. (Accounting and Uniform Compliance Guidelines Manual for Libraries, Chapter 4)

### PRESCRIBED FORMS

The following prescribed or approved forms were not always in use: Form 358, Ledge of Receipts, Disbursements, and Balances; Form 353, Check; Form 354, Claim; Form 101, Mileage Claim; Form 350, Register of Investments.

Officials and employees are required to use State Board of Accounts prescribed or approved forms in the manner prescribed. (Accounting and Uniform Compliance Guidelines Manual for Libraries, Chapter 4)

### MILEAGE REIMBURSEMENT

Some employees were reimbursed for mileage without filing Mileage Claim, General Form 101.

Officials and employees are required to use State Board of Accounts prescribed or approved forms in the manner prescribed. (Accounting and Uniform Compliance Guidelines Manual for Libraries, Chapter 4)

Supporting documentation such as receipts, canceled checks, tickets, invoices, bills, contracts, and other public records must be available for audit to provide supporting information for the validity and accountability of monies disbursed. Payments without supporting documentation may be the personal obligation of the responsible official or employee. (Accounting and Uniform Compliance Guidelines Manual for Libraries, Chapter 4)

### INVESTMENT MATURITY LIMITATIONS

The District purchased a certificate of deposit which has a stated maturity in excess of two years.

Indiana Code 5-13-9-5.6 states: "Investments made under IC 5-13-9 must have a stated final maturity of not more than two years after the date of purchase or entry into a repurchase agreement."

ROACHDALE FIRE PROTECTION DISTRICT  
EXIT CONFERENCE

The contents of this report were discussed on June 22, 2006, with David Greenburg, Treasurer. The official concurred with our findings.