

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

EXAMINATION REPORT

OF

WARREN TOWNSHIP

ST. JOSEPH COUNTY, INDIANA

January 1, 2003 to December 31, 2005



**FILED**  
08/31/2006



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OFFICIALS

<u>Office</u>	<u>Official</u>	<u>Term</u>
Trustee	Thomas N. Tomczak	01-01-03 to 12-31-06
Chairman of the Township Board	Roger Nawrot	01-01-03 to 12-31-03
	Robert Kepler	01-01-04 to 12-31-04
	Robert Deranek	01-01-05 to 12-31-05
	Robert Nawrot	01-01-06 to 12-31-06



**STATE OF INDIANA**  
AN EQUAL OPPORTUNITY EMPLOYER

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INDEPENDENT ACCOUNTANT'S REPORT

TO: THE OFFICIALS OF WARREN TOWNSHIP, ST. JOSEPH COUNTY, INDIANA

We have examined the schedules of receipts, disbursements, and cash and investment balances of Warren Township, for the period of January 1, 2003 to December 31, 2005. The Township'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 Township 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

July 31, 2006

WARREN TOWNSHIP, ST. JOSEPH COUNTY  
SCHEDULES OF RECEIPTS, DISBURSEMENTS, AND CASH AND INVESTMENT BALANCES  
ALL GOVERNMENTAL AND FIDUCIARY FUND TYPES  
As Of And For The Years Ended December 31, 2003, 2004, And 2005

	Cash and Investments 01-01-03	Receipts	Disbursements	Cash and Investments 12-31-03
Governmental Funds:				
General	\$ 33,966	\$ 79,171	\$ 57,778	\$ 55,359
Dog	528	298	229	597
Township Assistance	10,098	9,413	1,680	17,831
Firefighting	185,354	276,283	216,117	245,520
Fire Debt	90,406	173,424	172,260	91,570
Cumulative Fire	111,606	61,340	62,696	110,250
Fiduciary Fund:				
Payroll Withholdings	1,213	18,946	18,575	1,584
Totals	<u>\$ 433,171</u>	<u>\$ 618,875</u>	<u>\$ 529,334</u>	<u>\$ 522,712</u>

	Cash and Investments 01-01-04	Receipts	Disbursements	Cash and Investments 12-31-04
Governmental Funds:				
General	\$ 55,359	\$ 50,578	\$ 62,239	\$ 43,698
Dog	597	220	297	520
Township Assistance	17,831	5,604	1,705	21,730
Firefighting	245,520	185,220	219,523	211,217
Rainy Day Fund	-	9,875	9,875	-
Federal Fire Grant	-	128,850	128,850	-
Levy Excess	-	15,686	-	15,686
Fire Debt	91,570	-	91,570	-
Cumulative Fire	110,250	37,694	4,443	143,501
Fiduciary Fund:				
Payroll Withholdings	1,584	28,597	28,279	1,902
Totals	<u>\$ 522,712</u>	<u>\$ 462,324</u>	<u>\$ 546,781</u>	<u>\$ 438,255</u>

	Cash and Investments 01-01-05	Receipts	Disbursements	Cash and Investments 12-31-05
Governmental Funds:				
General	\$ 43,698	\$ 106,596	\$ 74,959	\$ 75,335
Dog	520	267	220	567
Township Assistance	21,730	11,570	391	32,909
Firefighting	211,217	312,413	298,132	225,498
Levy Excess	15,686	-	15,686	-
Cumulative Fire	143,501	80,805	-	224,306
Fiduciary Fund:				
Payroll Withholdings	1,902	19,005	18,996	1,911
Totals	<u>\$ 438,255</u>	<u>\$ 530,656</u>	<u>\$ 408,384</u>	<u>\$ 560,527</u>

The accompanying notes are an integral part of the schedules.

WARREN TOWNSHIP, ST. JOSEPH COUNTY  
NOTES TO SCHEDULES

Note 1. Introduction

The Township was established under the laws of the State of Indiana. The Township provides the following services: public safety, health and social services, culture and recreation, and general administrative services.

Note 2. Fund Accounting

The Township 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 Township 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 Township 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 Township 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.

WARREN TOWNSHIP, ST. JOSEPH COUNTY  
NOTES TO SCHEDULES  
(Continued)

Note 6. Pension Plan

Public Employees' Retirement Fund

Plan Description

The Township contributes to the Indiana Public Employees' Retirement Fund (PERF), a defined benefit pension plan. PERF is an agent multiple-employer public employee retirement system, which provides retirement benefits to plan members and beneficiaries. All full-time employees are eligible to participate in this defined benefit plan. State statutes (IC 5-10.2 and 5-10.3) govern, through the PERF Board, most requirements of the system, and give the Township authority to contribute to the plan. The PERF retirement benefit consists of the pension provided by employer contributions plus an annuity provided by the member's annuity savings account. The annuity savings account consists of members' contributions, set by state statute at 3% of compensation, plus the interest credited to the member's account. The employer may elect to make the contributions on behalf of the member.

PERF administers the plan and issues a publicly available financial report that includes financial statements and required supplementary information for the plan as a whole and for its participants. That report may be obtained by contacting:

Public Employees' Retirement Fund  
Harrison Building, Room 800  
143 West Market Street  
Indianapolis, IN 46204  
Ph. (317) 233-4162

Funding Policy and Annual Pension Cost

The contribution requirements of the plan members for PERF are established by the Board of Trustees of PERF.

WARREN TOWNSHIP, ST. JOSEPH COUNTY  
EXAMINATION RESULT AND COMMENT

CAPITAL ASSET RECORDS

Information presented for audit did not indicate a complete inventory or record of capital assets were maintained.

Every governmental unit should have a complete inventory of all capital assets owned which reflect their acquisition value. Such inventory should be recorded on the applicable Capital Asset 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. (Accounting and Uniform Compliance Guidelines Manual for Townships, Chapter 13)

WARREN TOWNSHIP, ST. JOSEPH COUNTY  
EXIT CONFERENCE

The contents of this report were discussed on August 2, 2006, with Tom N. Tomczak, Trustee. The official concurred with our finding.