

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

EXAMINATION REPORT
OF
RACCOON TOWNSHIP
PARKE COUNTY, INDIANA
January 1, 2004 to December 31, 2005



FILED
10/23/2006

TABLE OF CONTENTS

<u>Description</u>	<u>Page</u>
Officials	2
Independent Accountant's Report	3
Schedules of Receipts, Disbursements, and Cash and Investment Balances.....	4
Notes to Schedules	5
Examination Results and Comments:	
Mileage Reimbursement	6
Contracts	6
Exit Conference.....	7

OFFICIALS

Office

Official

Term

Trustee

Kristie L. Ratcliff

01-01-03 to 12-31-06

Chairman of the
Township Board

Phillip Hill

01-01-04 to 12-31-06



STATE OF INDIANA
AN EQUAL OPPORTUNITY EMPLOYER

STATE BOARD OF ACCOUNTS
302 WEST WASHINGTON STREET
ROOM E418
INDIANAPOLIS, INDIANA 46204-2765

Telephone: (317) 232-2513
Fax: (317) 232-4711
Web Site: www.in.gov/sboa

INDEPENDENT ACCOUNTANT'S REPORT

TO: THE OFFICIALS OF RACCOON TOWNSHIP, PARKE COUNTY, INDIANA

We have examined the schedules of receipts, disbursements, and cash and investment balances of Raccoon Township (Township), for the period of January 1, 2004 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, 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

August 3, 2006

RACCOON TOWNSHIP, PARKE COUNTY
 SCHEDULES OF RECEIPTS, DISBURSEMENTS, AND CASH AND INVESTMENT BALANCES
 ALL GOVERNMENTAL FUND TYPES
 As Of And For The Years Ended December 31, 2004 And 2005

	Cash and Investments 01-01-04	Receipts	Disbursements	Cash and Investments 12-31-04
Governmental Funds:				
General	\$ 4,960	\$ 13,967	\$ 16,420	\$ 2,507
Dog	436	123	150	409
Township Assistance	969	1,303	1,447	825
Firefighting	7,122	11,981	19,103	-
	<u>13,487</u>	<u>27,374</u>	<u>37,120</u>	<u>3,741</u>
Totals	<u>\$ 13,487</u>	<u>\$ 27,374</u>	<u>\$ 37,120</u>	<u>\$ 3,741</u>

	Cash and Investments 01-01-05	Receipts	Disbursements	Cash and Investments 12-31-05
Governmental Funds:				
General	\$ 2,507	\$ 20,798	\$ 16,829	\$ 6,476
Dog	409	109	109	409
Township Assistance	825	2,389	731	2,483
Firefighting	-	21,298	21,110	188
Levy Excess	-	260	-	260
	<u>3,741</u>	<u>44,854</u>	<u>38,779</u>	<u>9,816</u>
Totals	<u>\$ 3,741</u>	<u>\$ 44,854</u>	<u>\$ 38,779</u>	<u>\$ 9,816</u>

The accompanying notes are an integral part of the schedules.

RACCOON TOWNSHIP, PARKE 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. However, due to property tax reassessment the installments in 2004 were due June 18 and November 10.

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.

RACCOON TOWNSHIP, PARKE COUNTY
EXAMINATION RESULTS AND COMMENTS

MILEAGE REIMBURSEMENT

The Township Trustee received reimbursement for mileage but, did not use Form 101 to document the amount of travel, the purpose of the travel and at what rate the reimbursement was made.

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 Townships, Chapter 13)

CONTRACTS

Records presented for audit indicate payments were made to the Bridgeton Volunteer Fire Department for fire protection in 2004 and 2005 without a contract.

Payments made or received for contractual services should be supported by a written contract. Each governmental unit is responsible for complying with the provisions of its contracts. (Accounting and Uniform Compliance Guidelines Manual for Townships, Chapter 13)

RACCOON TOWNSHIP, PARKE COUNTY
EXIT CONFERENCE

The contents of this report were discussed on August 3, 2006, with Kristie L. Ratcliff, Trustee. The official concurred with our findings.