

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

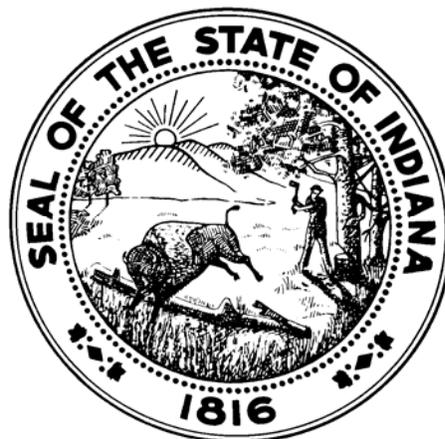
EXAMINATION REPORT

OF

LINCOLN TOWNSHIP

ST. JOSEPH COUNTY, INDIANA

January 1, 2003 to December 31, 2005



FILED

11/15/2006

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OFFICIALS

Office

Official

Term

Trustee

Kathleen Fox

01-01-03 to 12-31-06

Chairman of the
Township Board

Valarie Paschen
Myrna Daube

01-01-03 to 12-31-04
01-01-05 to 12-31-06



STATE OF INDIANA
AN EQUAL OPPORTUNITY EMPLOYER

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INDEPENDENT ACCOUNTANT'S REPORT

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

We have examined the schedules of receipts, disbursements, and cash and investment balances of Lincoln Township (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

September 20, 2006

LINCOLN TOWNSHIP 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	\$ 70,223	\$ 41,239	\$ 41,017	\$ 70,445
Dog	422	407	122	707
Township Assistance	3,527	15,718	10,036	9,209
Firefighting	2,600	41,901	42,598	1,903
Park and Recreation	3,390	5,054	6,811	1,633
Levy Excess	-	7,222	-	7,222
Fiduciary Fund:				
Payroll Withholdings	1,694	-	1,694	-
Totals	<u>\$ 81,856</u>	<u>\$ 111,541</u>	<u>\$ 102,278</u>	<u>\$ 91,119</u>

	Cash and Investments 01-01-04	Receipts	Disbursements	Cash and Investments 12-31-04
Governmental Funds:				
General	\$ 70,445	\$ 25,161	\$ 38,268	\$ 57,338
Dog	707	160	-	867
Township Assistance	9,209	13,837	9,822	13,224
Firefighting	1,903	31,445	36,170	(2,822)
Park and Recreation	1,633	4,178	6,995	(1,184)
Levy Excess	7,222	-	-	7,222
Fiduciary Fund:				
Payroll Withholdings	-	7,134	7,134	-
Totals	<u>\$ 91,119</u>	<u>\$ 81,915</u>	<u>\$ 98,389</u>	<u>\$ 74,645</u>

	Cash and Investments 01-01-05	Receipts	Disbursements	Cash and Investments 12-31-05
Governmental Funds:				
General	\$ 57,338	\$ 56,269	\$ 35,104	\$ 78,503
Dog	867	118	-	985
Township Assistance	13,224	19,159	11,390	20,993
Firefighting	(2,822)	60,474	41,671	15,981
Fire Debt	-	75,787	23,839	51,948
Park and Recreation	(1,184)	9,441	6,283	1,974
Levy Excess	7,222	424	7,222	424
Fiduciary Fund:				
Payroll Withholdings	-	6,904	5,505	1,399
Totals	<u>\$ 74,645</u>	<u>\$ 228,576</u>	<u>\$ 131,014</u>	<u>\$ 172,207</u>

The accompanying notes are an integral part of the schedules.

LINCOLN 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.

Note 6. Long-Term Debt

The Township has entered into a loan for firefighting equipment. The outstanding principal at December 31, 2005, was \$227,092.

LINCOLN TOWNSHIP, ST. JOSEPH COUNTY
EXAMINATION RESULTS AND COMMENTS

CAPITAL ASSET RECORDS

Information presented for audit did not indicate an inventory or record of fixed assets using Form 369 was completed.

Every governmental unit should have a complete inventory of all fixed assets owned which reflect their acquisition value. Such inventory should be recorded on the applicable General Fixed Asset Account Group Form. 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)

DONATIONS

The Lincoln Township Trustee made donations to various organizations totaling \$6,252 in 2003 and \$3,080 in 2005.

Governmental funds should not be donated or given to other organizations, individuals, or governmental units unless specifically authorized by statute. (Accounting and Uniform Compliance Guidelines Manual for Townships, Chapter 13)

BANK ACCOUNT RECONCILIATIONS

Depository reconciliations of the fund balances to the bank account balances were not accurate for fiscal years ending December 31, 2004 and 2005.

Indiana Code 5-13-6-1(e) states: "All local investment officers shall reconcile at least monthly the balance of public funds, as disclosed by the records of the local officers, with the balance statements provided by the respective depositories."

At all times, the manual and/or computerized records, subsidiary ledgers, control ledger, and reconciled bank balance should agree. If the reconciled bank balance is less than the subsidiary or control ledgers, then the responsible official or employee may be held personally responsible for the amount needed to balance the fund. (Accounting and Uniform Compliance Guidelines Manual for Townships, Chapter 13)

LINCOLN TOWNSHIP, ST. JOSEPH COUNTY
EXIT CONFERENCE

The contents of this report were discussed on October 3, 2006, with Kathleen Fox, Trustee. The official concurred with our findings.