

**STATE BOARD OF ACCOUNTS**  
**302 West Washington Street**  
**Room E418**  
**INDIANAPOLIS, INDIANA 46204-2769**

EXAMINATION REPORT  
OF  
PALMYRA FIRE PROTECTION DISTRICT  
HARRISON COUNTY, INDIANA  
January 1, 2005 to December 31, 2006



**FILED**  
09/28/2007



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OFFICIALS

Office

Official

Term

Treasurer

Larry T. Embry

01-01-05 to 12-31-07

President of the Board

Charles Book

01-01-05 to 12-31-07



**STATE OF INDIANA**  
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INDEPENDENT ACCOUNTANT'S REPORT

TO: THE OFFICIALS OF THE PALMYRA FIRE PROTECTION DISTRICT, HARRISON COUNTY, INDIANA

We have examined the financial information presented herein of the Palmyra Fire Protection District (District), for the period of January 1, 2005 to December 31, 2006. The District's management is responsible for the financial information presented herein. 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 financial information presented herein 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 financial information referred to above presents fairly, in all material respects, the financial information of the District for the years ended December 31, 2005 and 2006, based on the criteria set forth in the uniform compliance guidelines established by the Indiana State Board of Accounts.

The Schedule of Capital Assets, as listed in the Table of Contents, is presented for additional analysis and is not a required part of the basic financial information. It has not been subjected to the examination procedures applied to the basic financial information, and accordingly, we express no opinion on it.

STATE BOARD OF ACCOUNTS

July 26, 2007

PALMYRA 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, 2005 And 2006

	Cash and Investments 01-01-05	Receipts	Disbursements	Cash and Investments 12-31-05
Governmental Funds:				
General	\$ 74,656	\$ 95,325	\$ 168,867	\$ 1,114
Cumulative Fire Fighting	-	28,677	-	28,677
Rainy Day	2,529	-	-	2,529
	<u>77,185</u>	<u>124,002</u>	<u>168,867</u>	<u>32,320</u>
Totals	<u>\$ 77,185</u>	<u>\$ 124,002</u>	<u>\$ 168,867</u>	<u>\$ 32,320</u>

	Cash and Investments 01-01-06	Receipts	Disbursements	Cash and Investments 12-31-06
Governmental Funds:				
General	\$ 1,114	\$ 107,600	\$ 106,438	\$ 2,276
Cumulative Fire Fighting	28,677	29,137	-	57,814
Rainy Day	2,529	-	-	2,529
	<u>32,320</u>	<u>136,737</u>	<u>106,438</u>	<u>62,619</u>
Totals	<u>\$ 32,320</u>	<u>\$ 136,737</u>	<u>\$ 106,438</u>	<u>\$ 62,619</u>

The accompanying notes are an integral part of the financial information.

PALMYRA FIRE PROTECTION DISTRICT  
NOTES TO FINANCIAL INFORMATION

Note 1. Introduction

The District was established under the laws of the State of Indiana. The District provides the following services: public safety and general administrative 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.

PALMYRA FIRE PROTECTION DISTRICT  
SUPPLEMENTARY INFORMATION  
SCHEDULE OF CAPITAL ASSETS

For The Year Ended December 31, 2006

Capital assets are reported at actual or estimated historical cost based on appraisals or deflated current replacement cost. Contributed or donated assets are reported at estimated fair value at the time received.

	<u>Ending Balance</u>
Governmental activities:	
Capital assets, not being depreciated:	
Machinery and equipment	<u>\$ 151,766</u>

PALMYRA FIRE PROTECTION DISTRICT  
EXAMINATION RESULTS AND COMMENTS

BOARD MEETINGS

The board minutes presented for audit indicated that meetings were only held twice a year, once to prepare the budget and once to approve the budget for the next year.

Indiana Code 36-8-11-13(a) states in part: "The board shall fix the time for holding regular meetings, but it shall meet at least once in the months of January, April, July, and October . . ."

PRESCRIBED FORMS

The following prescribed forms were not in use:

Form 352, General Receipt

Form 353, General Check

Form 358, Ledger of Receipts, Disbursements, and Balances

Form 359, Ledger of Appropriations, Encumbrances, Disbursements and Balances

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 Special Districts, Chapter 10)

ERRORS ON CLAIMS

The following deficiencies were noted on claims during the audit period:

(1) All claims did not have board approval.

Indiana Code 5-11-10-1.6 states in part:

"(b) As used in this section, 'claim' means a bill or an invoice submitted to a governmental entity for goods or services."

PALMYRA FIRE PROTECTION DISTRICT  
EXAMINATION RESULTS AND COMMENTS  
(Continued)

"(c) The fiscal officer of a governmental entity may not draw a warrant or check for payment of a claim unless:

- (1) there is a fully itemized invoice or bill for the claim;
- (2) the invoice or bill is approved by the officer or person receiving the goods and services;
- (3) the invoice or bill is filed with the governmental entity's fiscal officer;
- (4) the fiscal officer audits and certifies before payment that the invoice or bill is true and correct; and
- (5) payment of the claim is allowed by the governmental entity's legislative body or the board or official having jurisdiction over allowance of payment of the claim."

RECEIPT ISSUANCE

Receipts were not issued when funds were received.

Receipts shall be issued and recorded at the time of the transaction; for example, when cash or a check is received, a receipt is to be immediately prepared and given to the person making payment. (Accounting and Uniform Compliance Guidelines Manual for Special Districts, Chapter 10)

PALMYRA FIRE PROTECTION DISTRICT  
EXIT CONFERENCE

The contents of this report were discussed on August 7, 2007, with Larry T. Embry, Treasurer.