

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

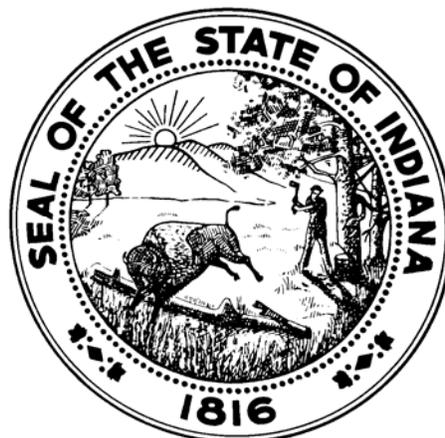
EXAMINATION REPORT

OF

ADDISON TOWNSHIP

SHELBY COUNTY, INDIANA

January 1, 2005 to December 31, 2006



FILED

10/26/2007

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OFFICIALS

Office

Official

Term

Trustee

James E. Garrett

01-01-03 to 12-31-10

Chairman of the
Township Board

Gael Coulston

01-01-05 to 12-31-07



STATE OF INDIANA
AN EQUAL OPPORTUNITY EMPLOYER

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INDEPENDENT ACCOUNTANT'S REPORT

TO: THE OFFICIALS OF ADDISON TOWNSHIP, SHELBY COUNTY, INDIANA

We have examined the financial information presented herein of Addison Township (Township), for the period of January 1, 2005 to December 31, 2006. The Township'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 Township 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.

STATE BOARD OF ACCOUNTS

September 6, 2007

ADDISON TOWNSHIP, SHELBY COUNTY
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:				
Township	\$ 92,374	\$ 42,964	\$ 25,125	\$ 110,213
Dog	461	297	160	598
Township Assistance	63,950	34,852	32,019	66,783
Firefighting	75,328	43,609	57,178	61,759
Totals	<u>\$ 232,113</u>	<u>\$ 121,722</u>	<u>\$ 114,482</u>	<u>\$ 239,353</u>

	Cash and Investments 01-01-06	Receipts	Disbursements	Cash and Investments 12-31-06
Governmental Funds:				
Township	\$ 110,213	\$ 27,308	\$ 27,154	\$ 110,367
Dog	598	486	1,084	-
Township Assistance	66,783	33,207	31,766	68,224
Firefighting	61,759	45,216	58,894	48,081
Totals	<u>\$ 239,353</u>	<u>\$ 106,217</u>	<u>\$ 118,898</u>	<u>\$ 226,672</u>

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

ADDISON TOWNSHIP, SHELBY COUNTY
NOTES TO FINANCIAL INFORMATION

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, 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.

ADDISON TOWNSHIP, SHELBY COUNTY
EXAMINATION RESULTS AND COMMENTS

LIST OF EMPLOYEES NOT FILED WITH COUNTY TREASURER

A list of officials and employees was not certified to the County Treasurer for the years 2005 and 2006.

Indiana Code 6-1.1-22-14(a) states in part: "On or before June 1 and December 1 of each year . . . the disbursing officer of each political subdivision . . . shall certify the name and address of each person who has money due the person from the political subdivision to the treasurer of each county in which the political subdivision is located."

PAYROLL DEDUCTIONS

Payments to the Township Board members were paid without payroll deductions for taxes.

Political subdivisions are required to comply with all grant agreements, rules, regulations, bulletins, directives, letters, letter rulings, and filing requirements concerning reports and other procedural matters of federal and state agencies, including opinions of the Attorney General of the State of Indiana, and court decisions. Governmental units should file accurate reports required by federal and state agencies. Noncompliance may require corrective action. (Accounting and Uniform Compliance Guidelines Manual for Townships, Chapter 13)

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 Townships, Chapter 13)

SUPPORTING DOCUMENTATION

The Trustee owns a building, which is separate from the home, which the Township rents for a Township Office. The rental agreement allows payment of an amount as rent and actual utility costs up to \$200 per month.

Payments to the Township Trustee for the year 2006, totaling \$2,400 for utilities were made without adequate supporting documentation, such as receipts and invoices. Water Utility invoices totaled \$142.47, Electric Utility invoices totaled \$402.05, and Gas Utility invoices totaled \$736.57 for a grand total of all utility services for the year 2006 of \$1,281.09. Therefore, the Trustee was overpaid by \$1,118.91. The Trustee was requested to repay the Township the amount of the overpayment. (See Summary, page 8)

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 Townships, Chapter 13)

ADDISON TOWNSHIP, SHELBY COUNTY
EXIT CONFERENCE

The contents of this report were discussed on September 6, 2007, with James E. Garrett, Trustee.
The official concurred with our findings.

ADDISON TOWNSHIP, SHELBY COUNTY
SUMMARY

	<u>Charges</u>	<u>Credits</u>	<u>Balance Due</u>
James E. Garrett, Trustee:			
Supporting Documentation, page 6	\$ 2,400.00	\$	\$
Credit Allowed for Utility Costs		1,281.09	
Payment from James E. Garrett, September 10, 2007	<u> </u>	<u>1,118.91</u>	<u> -</u>
Totals	<u>\$ 2,400.00</u>	<u>\$ 2,400.00</u>	<u>\$ -</u>