

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

EXAMINATION REPORT  
OF  
SHEFFIELD TOWNSHIP  
TIPPECANOE COUNTY, INDIANA  
January 1, 2005 to December 31, 2006



**FILED**  
12/28/2007



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OFFICIALS

<u>Office</u>	<u>Official</u>	<u>Term</u>
Trustee	Pamela J. Crum	01-01-03 to 12-31-10
Chairman of the Township Board	Alan Finkenbinder Jerry Arvin	01-01-05 to 12-31-06 01-01-07 to 12-31-07



**STATE OF INDIANA**  
AN EQUAL OPPORTUNITY EMPLOYER

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INDEPENDENT ACCOUNTANT'S REPORT

TO: THE OFFICIALS OF SHEFFIELD TOWNSHIP, TIPPECANOE COUNTY, INDIANA

We have examined the financial information presented herein of Sheffield 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 26, 2007

SHEFFIELD TOWNSHIP, TIPPECANOE 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	\$ 257,147	\$ 48,842	\$ 40,017	\$ 265,972
Dog	556	216	256	516
Township Assistance	19,263	1,919	2,145	19,037
Firefighting	289,130	96,225	108,728	276,627
Rainy Day	163	-	-	163
Levy Excess	-	1,203	-	1,203
Cumulative Fire	416,761	70,862	12,978	474,645
Totals	<u>\$ 983,020</u>	<u>\$ 219,267</u>	<u>\$ 164,124</u>	<u>\$ 1,038,163</u>

	Cash and Investments 01-01-06	Receipts	Disbursements	Cash and Investments 12-31-06
Governmental Funds:				
Township	\$ 265,972	\$ 51,007	\$ 41,890	\$ 275,089
Dog	516	243	516	243
Township Assistance	19,037	3,127	1,340	20,824
Firefighting	276,627	77,767	56,893	297,501
Rainy Day	163	-	-	163
Levy Excess	1,203	-	1,203	-
Cumulative Fire	474,645	36,353	335,800	175,198
Totals	<u>\$ 1,038,163</u>	<u>\$ 168,497</u>	<u>\$ 437,642</u>	<u>\$ 769,018</u>

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

SHEFFIELD TOWNSHIP, TIPPECANOE 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.

SHEFFIELD TOWNSHIP, TIPPECANOE COUNTY  
EXAMINATION RESULT AND COMMENT

PENALTIES, INTEREST AND OTHER CHARGES

Information presented for examination indicated numerous instances of fees assessed for late payments.

Penalties and interest totaling \$109.91 were paid to the Internal Revenue Service during the examination period for late payment on withholdings.

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)

SHEFFIELD TOWNSHIP, TIPPECANOE COUNTY  
EXIT CONFERENCE

The contents of this report were discussed on September 26, 2007, with Pamela J. Crum, Trustee. The official concurred with our finding.