

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

EXAMINATION REPORT

OF

BETHLEHEM TOWNSHIP

CASS COUNTY, INDIANA

January 1, 2006 to December 31, 2007



FILED

04/28/2008

TABLE OF CONTENTS

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

OFFICIALS

<u>Office</u>	<u>Official</u>	<u>Term</u>
Trustee	Marilyn Liming	01-01-03 to 12-31-10
Chairman of the Township Board	Alan Liming	01-01-06 to 12-31-06
	Timothy M. Cowell	01-01-07 to 12-31-07
	Dale Skinner	01-01-08 to 12-31-08



STATE OF INDIANA
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INDEPENDENT ACCOUNTANT'S REPORT

TO: THE OFFICIALS OF BETHLEHEM TOWNSHIP, CASS COUNTY, INDIANA

We have examined the financial information presented herein of Bethlehem Township (Township), for the period of January 1, 2006 to December 31, 2007. 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, 2006 and 2007, based on the criteria set forth in the uniform compliance guidelines established by the Indiana State Board of Accounts.

STATE BOARD OF ACCOUNTS

February 7, 2008

BETHLEHEM TOWNSHIP, CASS COUNTY
SCHEDULES OF RECEIPTS, DISBURSEMENTS, AND CASH AND INVESTMENT BALANCES
ALL GOVERNMENTAL FUND TYPES
As Of And For The Years Ended December 31, 2006 And 2007

	Cash and Investments 01-01-06	Receipts	Disbursements	Cash and Investments 12-31-06
Governmental Funds:				
Township	\$ 8,174	\$ 9,277	\$ 9,594	\$ 7,857
Dog	-	639	639	-
Township Assistance	2,932	1,646	1,279	3,299
Firefighting	22,072	15,287	11,666	25,693
Cumulative Fire	-	4,170	-	4,170
Levy Excess	138	161	138	161
Totals	<u>\$ 33,316</u>	<u>\$ 31,180</u>	<u>\$ 23,316</u>	<u>\$ 41,180</u>

	Cash and Investments 01-01-07	Receipts	Disbursements	Cash and Investments 12-31-07
Governmental Funds:				
Township	\$ 7,857	\$ 8,349	\$ 10,356	\$ 5,850
Township Assistance	3,299	1,744	755	4,288
Firefighting	25,693	10,341	11,812	24,222
Cumulative Fire	4,170	5,612	94	9,688
Levy Excess	161	326	277	210
Totals	<u>\$ 41,180</u>	<u>\$ 26,372</u>	<u>\$ 23,294</u>	<u>\$ 44,258</u>

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

BETHLEHEM TOWNSHIP, CASS 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.

BETHLEHEM TOWNSHIP, CASS COUNTY
EXAMINATION RESULTS AND COMMENTS

DONATIONS

The Township donated \$600 to 4-H Leaders in 2007.

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)

OFFICIAL BONDS

The Township Trustee's official bonds for 2006 and 2007 were filed in the Office of the County Recorder, but were not equal to \$15,000.

Indiana Code 5-4-1-18 states in part: "The trustee shall file an individual official surety bond. The township board shall fix the amount of the bond as follows: . . . b) The amount may not be less than fifteen thousand dollars (\$15,000) nor more than three hundred thousand dollars (\$300,000)."

BETHLEHEM TOWNSHIP, CASS COUNTY
EXIT CONFERENCE

The contents of this report were discussed on February 7, 2008, with Alan Liming, Advisory Board Member. The official concurred with our findings.