

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

EXAMINATION REPORT  
OF  
ERIE TOWNSHIP  
MIAMI COUNTY, INDIANA  
January 1, 2006 to December 31, 2007



**FILED**  
05/13/2008



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OFFICIALS

<u>Office</u>	<u>Official</u>	<u>Term</u>
Trustee	Don S. Keller	01-01-03 to 12-31-10
Chairman of the Township Board	Blake Touloukian Kathy J. Touloukian	01-01-06 to 10-28-07 10-29-07 to 12-31-08



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

TO: THE OFFICIALS OF ERIE TOWNSHIP, MIAMI COUNTY, INDIANA

We have examined the financial information presented herein of Erie 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 21, 2008

ERIE TOWNSHIP, MIAMI 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	\$ 16,667	\$ 11,528	\$ 6,180	\$ 22,015
Dog	314	586	877	23
Township Assistance	11,997	624	-	12,621
Firefighting	15,487	6,449	5,000	16,936
Levy Excess	751	-	751	-
Totals	<u>\$ 45,216</u>	<u>\$ 19,187</u>	<u>\$ 12,808</u>	<u>\$ 51,595</u>

	Cash and Investments 01-01-07	Receipts	Disbursements	Cash and Investments 12-31-07
Governmental Funds:				
Township	\$ 22,015	\$ 10,367	\$ 6,497	\$ 25,885
Dog	23	-	23	-
Township Assistance	12,621	871	195	13,297
Firefighting	16,936	6,055	5,000	17,991
Totals	<u>\$ 51,595</u>	<u>\$ 17,293</u>	<u>\$ 11,715</u>	<u>\$ 57,173</u>

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

ERIE TOWNSHIP, MIAMI 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.

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.

ERIE TOWNSHIP, MIAMI COUNTY  
EXAMINATION RESULTS AND COMMENTS

PRESCRIBED FORMS

The following prescribed forms were not in use:

Township Form 6 - Township Trustee Check

Township Form 17 - Resolution Recommending Salaries of Township Officers and Employees

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 Townships, Chapter 13)

SALARIES AND WAGES

The amount of approved salaries and wages was not recorded in the Township Board Minutes. Township Form 17 - Resolution Recommending Salaries of Township Officers and Employees was not presented for examination and was not included in the Township Board Minutes by reference.

Indiana Code 36-6-6-10 requires the township board to set the salaries; wages; rates of hourly pay; and remuneration other than statutory allowances of all township officials and employees, except assessing officials and employees, for the year 1985 and each year thereafter. However, please remember the township board should record salaries so fixed in the township board minutes. A type of format for recording these salaries should be the existing format of Township Form No. 17. (Accounting and Uniform Compliance Guidelines Manual for Townships, Chapter 2)

ERIE TOWNSHIP, MIAMI COUNTY  
EXIT CONFERENCE

The contents of this report were discussed on February 21, 2008, with Don S. Keller, Trustee. The official concurred with our findings.