

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

EXAMINATION REPORT

OF

JACKSON TOWNSHIP

ALLEN COUNTY, INDIANA

January 1, 2006 to December 31, 2007



FILED
08/01/2008

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OFFICIALS

Office

Official

Term

Trustee

Gloria Gerig
William Bowers

01-16-05 to 12-31-06
01-01-07 to 12-31-10

Chairman of the
Township Board

William Bowers
Larry Baument

01-01-06 to 12-31-06
01-01-07 to 12-31-08



STATE OF INDIANA
AN EQUAL OPPORTUNITY EMPLOYER

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INDEPENDENT ACCOUNTANT'S REPORT

TO: THE OFFICIALS OF JACKSON TOWNSHIP, ALLEN COUNTY, INDIANA

We have examined the financial information presented herein for Jackson Township (Township), for the period of January 1, 2006 to December 31, 2007. Jackson 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 Jackson 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

July 10, 2008

JACKSON TOWNSHIP, ALLEN COUNTY
SCHEDULES OF RECEIPTS, DISBURSEMENTS, AND CASH AND INVESTMENT BALANCES
ALL GOVERNMENTAL AND FIDUCIARY 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:				
General	\$ 6,749	\$ 9,139	\$ 5,589	\$ 10,299
Dog	300	180	480	-
Township Assistance	2,597	-	803	1,794
Firefighting	5,458	7,186	8,602	4,042
Levy Excess	-	167	-	167
Cumulative Fire	27,139	4,277	2,074	29,342
Fiduciary Fund:				
Payroll Withholdings	144	258	144	258
Totals	<u>\$ 42,387</u>	<u>\$ 21,207</u>	<u>\$ 17,692</u>	<u>\$ 45,902</u>

	Cash and Investments 01-01-07	Receipts	Disbursements	Cash and Investments 12-31-07
Governmental Funds:				
General	\$ 10,299	\$ 6,878	\$ 6,098	\$ 11,079
Township Assistance	1,794	1,738	742	2,790
Firefighting	4,042	7,528	8,546	3,024
Levy Excess	167	-	167	-
Cumulative Fire	29,342	4,378	2,000	31,720
Fiduciary Fund:				
Payroll Withholdings	258	257	258	257
Totals	<u>\$ 45,902</u>	<u>\$ 20,779</u>	<u>\$ 17,811</u>	<u>\$ 48,870</u>

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

JACKSON TOWNSHIP, ALLEN COUNTY
NOTES TO FINANCIAL INFORMATION

Note 1. Introduction

Jackson Township was established under the laws of the State of Indiana. Jackson Township provides the following services: public safety, health and social services, and general administrative services.

Note 2. Fund Accounting

Jackson 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.

JACKSON TOWNSHIP, ALLEN COUNTY
EXAMINATION RESULT AND COMMENT

CANCELLED CHECKS/OPTICAL IMAGES OF CHECKS

The financial institution did not return the actual cancelled checks or an optical image of the front and back of the checks with the monthly bank statements. A similar comment appeared in the prior Report B23324.

Indiana Code 5-15-6-3(a) concerning optical imaging of checks states in part:

". . . 'original records' includes the optical image of a check or deposit document when:

- (1) the check or deposit document is recorded, copied, or reproduced by an optical imaging process . . . ; and
- (2) the drawer of the check receives an optical image of the check after the check is processed for payment . . ."

Furthermore, Indiana Code 26-2-8-111 states in part:

"(a) If a law requires that certain records be retained, that requirement is met by retaining an electronic record of the information in the record that:

- (1) accurately reflects the information set forth in the record after it was first generated in its final form as an electronic record or otherwise; and
- (2) remains accessible for later reference."

"(e) If a law requires retention of a check, that requirement is satisfied by retention of an electronic record of the information on the front and back of the check in accordance with subsection (a)."

The State Board of Accounts is of the audit position both sides of a check are part of the original records. Therefore, both sides of an "optical imaged check" should be available for public inspection and audit. Encoding, printing or bank certification should exist to ascertain that the back side of a check is part of a particular check, ie, endorsements belong to the front side of a check presented. (Township Bulletin and Uniform Compliance Guidelines, Volume 244, Page 4)

JACKSON TOWNSHIP, ALLEN COUNTY
EXIT CONFERENCE

The contents of this report were discussed on July 10, 2008, with William Bowers, Trustee. The official concurred with our finding.