

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

EXAMINATION REPORT
OF
CEDAR CREEK TOWNSHIP
ALLEN COUNTY, INDIANA
January 1, 2006 to December 31, 2007



FILED
10/15/2008

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OFFICIALS

<u>Office</u>	<u>Official</u>	<u>Term</u>
Trustee	Jack Bridges	01-01-03 to 12-31-06
	Patricia Crick	01-01-07 to 12-31-10
Chairman of the Township Board	Kathleen Fisher	01-01-06 to 12-31-06
	Steve Herman	01-01-07 to 12-31-07
	Norma Yoder	01-01-08 to 12-31-08



STATE OF INDIANA
AN EQUAL OPPORTUNITY EMPLOYER

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INDEPENDENT ACCOUNTANT'S REPORT

TO: THE OFFICIALS OF CEDAR CREEK TOWNSHIP, ALLEN COUNTY, INDIANA

We have examined the financial information presented herein of Cedar Creek 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.

The Schedule of Capital Assets, as listed in the Table of Contents, is presented for additional analysis and is not a required part of the basic financial information. It has not been subjected to the examination procedures applied to the basic financial information, and accordingly, we express no opinion on it.

STATE BOARD OF ACCOUNTS

September 9, 2008

CEDAR CREEK TOWNSHIP, ALLEN 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	\$ 27,139	\$ 65,556	\$ 37,252	\$ 55,443
Dog	615	479	1,094	-
Township Assistance	8,426	27,883	14,954	21,355
Firefighting	222,809	72,140	56,500	238,449
Park and Recreation	2,642	500	1,159	1,983
Cumulative Fire	134,568	64,579	-	199,147
Totals	<u>\$ 396,199</u>	<u>\$ 231,137</u>	<u>\$ 110,959</u>	<u>\$ 516,377</u>

	Cash and Investments 01-01-07	Receipts	Disbursements	Cash and Investments 12-31-07
Governmental Funds:				
Township	\$ 55,443	\$ 35,036	\$ 38,646	\$ 51,833
Township Assistance	21,355	29,470	37,174	13,651
Firefighting	238,449	110,159	61,000	287,608
Park and Recreation	1,983	-	975	1,008
Cumulative Fire	199,147	68,481	-	267,628
Totals	<u>\$ 516,377</u>	<u>\$ 243,146</u>	<u>\$ 137,795</u>	<u>\$ 621,728</u>

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

CEDAR CREEK TOWNSHIP, ALLEN 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, culture and recreation, 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.

CEDAR CREEK TOWNSHIP, ALLEN COUNTY
SUPPLEMENTARY INFORMATION
SCHEDULE OF CAPITAL ASSETS

For The Year Ended December 31, 2007

Capital assets are reported at actual or estimated historical cost based on appraisals or deflated current replacement cost. Contributed or donated assets are reported at estimated fair value at the time received.

<u>Primary Government</u>	<u>Ending Balance</u>
Governmental activities:	
Machinery and equipment	<u>\$ 1,575</u>

CEDAR CREEK TOWNSHIP, ALLEN COUNTY
EXAMINATION RESULTS AND COMMENTS

BOARD MINUTES

No minutes of 2006 meetings of the governing body were available for examination except for the meeting on December 18, 2006. Several minutes of meetings for 2007 were unavailable as well. A similar comment appeared in prior Report B27132.

Indiana Code 5-14-1.5-4(b) states:

"As the meeting progresses, the following memoranda shall be kept:

- (1) The date, time, and place of the meeting.
- (2) The members of the governing body recorded as either present or absent.
- (3) The general substance of all matters proposed, discussed, or decided.
- (4) A record of all votes taken, by individual members if there is a roll call.
- (5) Any additional information required under IC 5-1.5-2-2.5 or IC 20-12-63-7."

COLLECTION OF AMOUNTS DUE

We noted in the prior examination that the Township had overpaid payroll withholdings \$322 in 2004 and underpaid payroll withholdings \$43 in 2005 for a net overpayment of \$279. Neither a refund nor an adjustment to the 941s was noted in 2006 or 2007.

Governmental units have a responsibility to collect amounts owed to the governmental unit pursuant to procedures authorized by statute. (Accounting and Uniform Compliance Guidelines Manual for Townships, Chapter 13)

CONDITION OF RECORDS

The Annual Financial Report for 2006 did not agree with the Financial and Appropriation Ledger. Individual fund balances in the Financial and Appropriation Ledger did not agree with the Total All Funds balance. A similar comment appeared in prior Reports B23909 and B27132.

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)

CEDAR CREEK TOWNSHIP, ALLEN COUNTY
EXIT CONFERENCE

The contents of this report were discussed on September 9, 2008, with Patrick Crick, Trustee. The official concurred with our findings.