

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

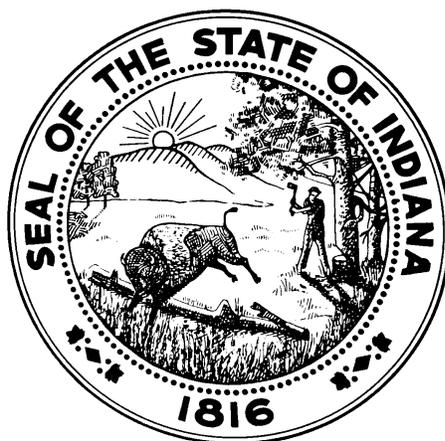
EXAMINATION REPORT

OF

GREENSFORK TOWNSHIP

RANDOLPH COUNTY, INDIANA

January 1, 2006 to December 31, 2007



**FILED**

10/31/2008



## 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:	
Deposit of Public Funds.....	6
Condition of Records .....	6-7
Lists of Employees.....	7
Mileage Documentation .....	7
Exit Conference .....	8

OFFICIALS

Office

Official

Term

Trustee

Bruce A. Cowen  
Monte D. Cowen

01-01-03 to 12-31-06  
01-01-07 to 12-31-10

Chairman of the  
Township Board

Gilbert D. Smith

01-01-06 to 12-31-08



**STATE OF INDIANA**  
AN EQUAL OPPORTUNITY EMPLOYER

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STATE BOARD OF ACCOUNTS  
302 WEST WASHINGTON STREET  
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INDEPENDENT ACCOUNTANT'S REPORT

TO: THE OFFICIALS OF GREENSFORK TOWNSHIP, RANDOLPH COUNTY, INDIANA

We have examined the financial information presented herein of Greensfork 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

September 8, 2008

GREENSFORK TOWNSHIP, RANDOLPH 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:				
General	\$ 51,409	\$ 14,784	\$ 14,519	\$ 51,674
Township Assistance	16,042	1,557	3,869	13,730
Firefighting	58,890	12,857	17,250	54,497
Dog	605	519	1,124	-
Park and Recreation	18,921	7,804	7,753	18,972
Levy Excess	-	315	-	315
Totals	<u>\$ 145,867</u>	<u>\$ 37,836</u>	<u>\$ 44,515</u>	<u>\$ 139,188</u>

	Cash and Investments 01-01-07	Receipts	Disbursements	Cash and Investments 12-31-07
Governmental Funds:				
General	\$ 51,674	\$ 17,577	\$ 14,590	\$ 54,661
Township Assistance	13,730	4,986	3,856	14,860
Firefighting	54,497	13,362	18,000	49,859
Park and Recreation	18,972	4,674	6,639	17,007
Levy Excess	315	-	-	315
Totals	<u>\$ 139,188</u>	<u>\$ 40,599</u>	<u>\$ 43,085</u>	<u>\$ 136,702</u>

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

GREENSFORK TOWNSHIP, RANDOLPH 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.

GREENSFORK TOWNSHIP, RANDOLPH COUNTY  
EXAMINATION RESULTS AND COMMENTS

DEPOSIT OF PUBLIC FUNDS

Several tax draws from Randolph County were deposited a month or more after the distribution date, including \$11,516.64 distributed on August 9, 2007, but not deposited until April 1, 2008.

Indiana Code 5-13-6-1(c) states in part: "The public funds collected by township trustees shall be deposited in the designated depository on or before the first and fifteenth day of each month."

CONDITION OF RECORDS

The following deficiencies relating to the recordkeeping in 2007 were noted:

- (1) Record balances were not reconciled to depository balances in 2007. As a result, the posting errors below were not discovered by Township personnel.

Indiana Code 5-13-6-1(e) states in part: "All local investment officers shall reconcile at least monthly the balance of public funds, as disclosed by the records of the local officers, with the balance statements provided by the respective depositories."

- (2) There were a considerable number of posting errors in 2007. The errors included part of a large deposit not receipted, another large deposit receipted twice, two receipts misidentified, and portions of two tax distributions receipted to incorrect funds.

Controls over the receipting, disbursing, recording, and accounting for the financial activities are necessary to avoid substantial risk of invalid transactions, inaccurate records and financial statements and incorrect decision making. (Accounting and Uniform Compliance Guidelines Manual for Townships, Chapter 13)

GREENSFORK TOWNSHIP, RANDOLPH COUNTY  
EXAMINATION RESULTS AND COMMENTS  
(Continued)

- (3) The Township Trustees Annual Report for 2007 contained many errors. Some, but not all, were a result of the above posting errors.

Governmental units should file accurate reports required by federal and state agencies. Noncompliance may require corrective action. (Accounting and Uniform Compliance Guidelines Manual for Townships, Chapter 13)

LISTS OF EMPLOYEES

Officials or employees of the Township had money due from the Township, but lists of such employees were not certified to the County Treasurer.

Indiana Code 6-1.1-22-14(a) states in part: "On or before June 1 and December 1 of each year . . . the disbursing officer of each political subdivision . . . shall certify the names and addresses of each person who has money due from the political subdivision to the treasurer of each county in which the political subdivision is located."

MILEAGE DOCUMENTATION

There was no supporting documentation for the \$700 paid to the Trustee for mileage on his personal vehicle for 2007. Therefore, the validity of the claim could not be established.

Supporting documentation such as receipts, canceled checks, tickets, invoices, bills, contracts, and other public records must be available for audit to provide supporting information for the validity and accountability of monies disbursed. Payments without supporting documentation may be the personal obligation of the responsible official or employee. (Accounting and Uniform Compliance Guidelines Manual for Townships, Chapter 13)

GREENSFORK TOWNSHIP, RANDOLPH COUNTY  
EXIT CONFERENCE

The contents of this report were discussed on September 8, 2008, with Monte D. Cowen, Trustee; and Gilbert D. Smith, Chairman of the Township Board. The officials concurred with our findings.