

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

EXAMINATION REPORT  
OF  
CONCORD TOWNSHIP  
ELKHART COUNTY, INDIANA  
January 1, 2006 to December 31, 2007



**FILED**

11/14/2008



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OFFICIALS

<u>Office</u>	<u>Official</u>	<u>Term</u>
Trustee	Nyla J. Moore Debra Stoffer	01-01-03 to 12-31-06 01-01-07 to 12-31-10
Chairman of the Township Board	Margaret A. Kuehne Paul Angel	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 CONCORD TOWNSHIP, ELKHART COUNTY, INDIANA

We have examined the financial information presented herein of Concord 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 and Schedule of Long-Term Debt, as listed in the Table of Contents, are presented for additional analysis and are not required parts of the basic financial information. They have not been subjected to the examination procedures applied to the basic financial information and, accordingly, we express no opinion on them.

STATE BOARD OF ACCOUNTS

September 18, 2008

CONCORD TOWNSHIP, ELKHART 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	\$ 259,051	\$ 346,957	\$ 362,481	\$ 243,527
Dog	809	742	533	1,018
Township Assistance	222,393	335,883	346,036	212,240
Firefighting	242,054	369,932	316,878	295,108
Emergency Medical Services	153,475	704,721	750,538	107,658
Levy Excess	5,096	5,378	5,096	5,378
Fire Debt	380,681	661,234	360,416	681,499
Cumulative Fire	697,209	242,841	882,370	57,680
Fire Construction Project	1,345,614	72,847	1,342,900	75,561
Totals	<u>\$ 3,306,382</u>	<u>\$ 2,740,535</u>	<u>\$ 4,367,248</u>	<u>\$ 1,679,669</u>

	Cash and Investments 01-01-07	Receipts	Disbursements	Cash and Investments 12-31-07
Governmental Funds:				
Township	\$ 243,527	\$ 362,770	\$ 379,561	\$ 226,736
Dog	1,018	-	1,018	-
Township Assistance	212,240	428,404	318,085	322,559
Firefighting	295,108	432,974	298,889	429,193
Emergency Medical Services	107,658	989,366	1,032,467	64,557
Rainy Day	-	5,230	-	5,230
Levy Excess	5,378	-	-	5,378
Fire Debt	681,499	910,567	1,456,430	135,636
Cumulative Fire	57,680	159,564	28,668	188,576
Fire Construction Project	75,561	3,023	62,244	16,340
Totals	<u>\$ 1,679,669</u>	<u>\$ 3,291,898</u>	<u>\$ 3,577,362</u>	<u>\$ 1,394,205</u>

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

CONCORD TOWNSHIP, ELKHART 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.

CONCORD TOWNSHIP, ELKHART COUNTY  
NOTES TO FINANCIAL INFORMATION  
(Continued)

Note 6. Pension Plan

Public Employees' Retirement Fund

Plan Description

The Township contributes to the Indiana Public Employees' Retirement Fund (PERF), a defined benefit pension plan. PERF is an agent multiple-employer public employee retirement system, which provides retirement benefits to plan members and beneficiaries. All full-time employees are eligible to participate in this defined benefit plan. State statutes (IC 5-10.2 and 5-10.3) govern, through the PERF Board, most requirements of the system, and give the Township authority to contribute to the plan. The PERF retirement benefit consists of the pension provided by employer contributions plus an annuity provided by the member's annuity savings account. The annuity savings account consists of members' contributions, set by state statute at 3% of compensation, plus the interest credited to the member's account. The employer may elect to make the contributions on behalf of the member.

PERF administers the plan and issues a publicly available financial report that includes financial statements and required supplementary information for the plan as a whole and for its participants. That report may be obtained by contacting:

Public Employees' Retirement Fund  
Harrison Building, Room 800  
143 West Market Street  
Indianapolis, IN 46204  
Ph. (317) 233-4162

Funding Policy and Annual Pension Cost

The contribution requirements of the plan members for PERF are established by the Board of Trustees of PERF.

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.

Note 7. Subsequent Event

On March 26, 2008, Concord Township entered into a lease agreement for the purchase of two manual defibrillators. The lease period is 36 months, with 35 payments of \$1,167.91 and one payment of \$1,168.91.

On March 31, 2008, Concord Township received a FEMA grant of \$148,944 for the purchase of SCBA Paks and related equipment.

CONCORD TOWNSHIP, ELKHART 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:	
Capital assets, not being depreciated:	
Land	\$ 267,867
Buildings	2,695,000
Machinery and equipment	1,559,576
Construction in progress	<u>1,198,000</u>
Total governmental activities, capital assets not being depreciated	<u>\$ 5,720,443</u>

CONCORD TOWNSHIP, ELKHART COUNTY  
 SUPPLEMENTARY INFORMATION  
 SCHEDULE OF LONG-TERM DEBT  
 December 31, 2007

Concord Township has entered into the following debt:

Description of Debt	Ending Principal Balance	Principal and Interest Due Within One Year
Governmental Activities:		
Notes and loans payable	\$ 1,849,978	\$ 671,611

CONCORD TOWNSHIP, ELKHART COUNTY  
EXAMINATION RESULTS AND COMMENTS

APPROPRIATIONS

The records presented for examination indicated the following expenditures in excess of budgeted appropriations:

Fund	Years	Excess Amount Expended
Emergency Medical Services	2006	\$ 11,814
Fire Debt	2006	34,320
Emergency Medical Services	2007	108,698
Township General	2007	31,104

Indiana Code 6-1.1-18-4 states in part: ". . . the proper officers of a political subdivision shall appropriate funds in such a manner that the expenditures for a year do not exceed its budget for that year as finally determined under this article."

SALARY RESOLUTION

The 2006 salary resolution was not available for examination. The 2007 salary resolution did not include the Township Clerk's additional pay for processing the fire department's claims and payroll, nor did the resolution include the Fire Department Clerk's wages. The Township Clerk received a pay increase beginning with the April 24, 2007, payroll without the approval of the Township Board.

Each governmental unit is responsible for complying with the ordinances, resolutions, and policies it adopts. (Accounting and Uniform Compliance Guidelines Manual for Townships, Chapter 13)

CONCORD TOWNSHIP, ELKHART COUNTY  
EXIT CONFERENCE

The contents of this report were discussed on September 18, 2008, with Debra Stoffer, Trustee.