

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

EXAMINATION REPORT
OF
HICKORY GROVE TOWNSHIP
BENTON COUNTY, INDIANA
January 1, 2006 to December 31, 2007



FILED
01/21/2009

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: Advance Payments.....	6
Federal and State Agencies - Compliance Requirements	6
Exit Conference.....	7

OFFICIALS

Office

Official

Term

Trustee

Leona K. Butts

01-01-03 to 12-31-10

Chairman of the
Township Board

Kevin McNeil

01-01-06 to 12-31-08



STATE OF INDIANA
AN EQUAL OPPORTUNITY EMPLOYER

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INDEPENDENT ACCOUNTANT'S REPORT

TO: THE OFFICIALS OF HICKORY GROVE TOWNSHIP, BENTON COUNTY, INDIANA

We have examined the financial information presented herein of Hickory Grove 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

December 1, 2008

HICKORY GROVE TOWNSHIP, BENTON 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	\$ 33,770	\$ 28,052	\$ 30,068	\$ 31,754
Dog	520	120	640	-
Township Assistance	12,800	1,044	1,622	12,222
Firefighting	38,346	29,693	29,918	38,121
Levy Excess	-	699	-	699
Cumulative Fire	<u>13,712</u>	<u>5,643</u>	<u>103</u>	<u>19,252</u>
Totals	<u>\$ 99,148</u>	<u>\$ 65,251</u>	<u>\$ 62,351</u>	<u>\$ 102,048</u>

	Cash and Investments 01-01-07	Receipts	Disbursements	Cash and Investments 12-31-07
Governmental Funds:				
Township	\$ 31,754	\$ 32,796	\$ 26,866	\$ 37,684
Township Assistance	12,222	2,955	1,817	13,360
Firefighting	38,121	31,007	31,189	37,939
Levy Excess	699	-	699	-
Cumulative Fire	<u>19,252</u>	<u>5,852</u>	<u>-</u>	<u>25,104</u>
Totals	<u>\$ 102,048</u>	<u>\$ 72,610</u>	<u>\$ 60,571</u>	<u>\$ 114,087</u>

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

HICKORY GROVE TOWNSHIP, BENTON 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.

HICKORY GROVE TOWNSHIP, BENTON COUNTY
EXAMINATION RESULTS AND COMMENTS

ADVANCE PAYMENTS

Dates of transactions indicate that the Trustee received salary and office rent prior to the Township's receipt of these services. The Trustee in 2006 had received all of the annual salary and rent by September 9, 2006. All of the 2007 salary was received by August 7, 2007, and \$1,808 of the \$2,000 budgeted for rent was received by April 27, 2007.

Indiana Code 5-7-3-1 states in part:

"(a) Public officers may not draw or receive their salaries in advance."

Compensation and any other payments for goods and services should not be paid in advance of receipt of the goods or services unless specifically authorized by statute. Payments made for goods or services which are not received may be the personal obligation of the responsible official or employee. (Accounting and Uniform Compliance Guidelines Manual for Townships, Chapter 13)

FEDERAL AND STATE AGENCIES - COMPLIANCE REQUIREMENTS

The Township Trustee did not comply with directives of the Internal Revenue Service. Quarterly payroll forms 941 were not reflective of the actual date wages were paid. Quarterly forms 941 were filed for 2006 and 2007 as if the Trustee's wages were paid monthly throughout the year and withholdings remitted accordingly. Review indicates all of the Trustee's annual wages were paid in the first three quarters of each year.

Political subdivisions are required to comply with all grant agreements, rules, regulations, bulletins, directives, letters, letter rulings and filing requirements concerning reports and other procedural matters of federal and state agencies, including opinions of the Attorney General of the State of Indiana, and court decisions. 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)

Each governmental unit is responsible for compliance with all rules, regulations, guidelines, and directives of the Internal Revenue Service and the Indiana Department of Revenue. All questions concerning taxes should be directed to these agencies. (Accounting and Uniform Compliance Guidelines Manual for Townships, Chapter 13)

Officials and employees have the duty to pay claims and remit taxes in a timely fashion. Failure to pay claims or remit taxes in a timely manner could be an indicator of serious financial problems which should be investigated by the governmental unit.

Additionally, officials and employees have a responsibility to perform duties in a manner which would not result in any unreasonable fees being assessed against the governmental unit.

Any penalties, interest or other charges paid by the governmental unit may be the personal obligation of the responsible official or employee. (Accounting and Uniform Compliance Guidelines Manual for Townships, Chapter 13)

HICKORY GROVE TOWNSHIP, BENTON COUNTY
EXIT CONFERENCE

The contents of this report were discussed on December 1, 2008, with Leona K. Butts, Trustee; and Kevin McNeil, Chairman of the Township Board. The officials concurred with our findings.