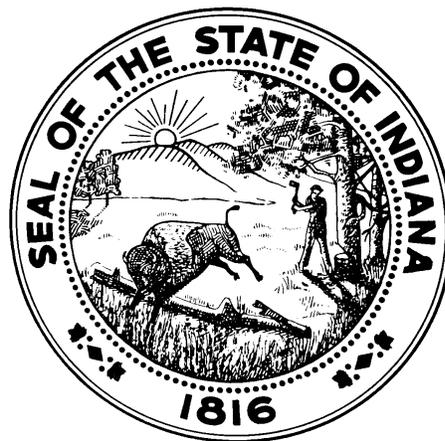


**STATE BOARD OF ACCOUNTS**  
**302 West Washington Street**  
**Room E418**  
**INDIANAPOLIS, INDIANA 46204-2769**

EXAMINATION REPORT  
OF  
WASHINGTON TOWNSHIP  
DEARBORN COUNTY, INDIANA  
January 1, 2006 to December 31, 2007



**FILED**

02/02/2009



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OFFICIALS

<u>Office</u>	<u>Official</u>	<u>Term</u>
Trustee	Clyde J. Randall Suzi Randall	01-01-03 to 03-08-08 03-09-08 to 12-31-10
Chairman of the Township Board	Gayle Campbell	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 WASHINGTON TOWNSHIP, DEARBORN COUNTY, INDIANA

We have examined the financial information presented herein of Washington 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 31, 2008

WASHINGTON TOWNSHIP, DEARBORN 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	\$ 13,250	\$ 12,742	\$ 10,978	\$ 15,014
Dog	344	-	344	-
Township Assistance	12,750	3,354	3,118	12,986
Firefighting	67,517	24,920	14,000	78,437
	<u>93,861</u>	<u>41,016</u>	<u>28,440</u>	<u>106,437</u>
Totals	<u>\$ 93,861</u>	<u>\$ 41,016</u>	<u>\$ 28,440</u>	<u>\$ 106,437</u>

	Cash and Investments 01-01-07	Receipts	Disbursements	Cash and Investments 12-31-07
Governmental Funds:				
Township	\$ 15,014	\$ 13,508	\$ 12,295	\$ 16,227
Township Assistance	12,986	3,056	2,017	14,025
Firefighting	78,437	27,596	14,000	92,033
	<u>106,437</u>	<u>44,160</u>	<u>28,312</u>	<u>122,285</u>
Totals	<u>\$ 106,437</u>	<u>\$ 44,160</u>	<u>\$ 28,312</u>	<u>\$ 122,285</u>

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

WASHINGTON TOWNSHIP, DEARBORN 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, 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 received 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.

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.

WASHINGTON TOWNSHIP, DEARBORN COUNTY  
EXAMINATION RESULTS AND COMMENTS

BOARD MINUTES AND ELECTION OF OFFICERS

Not all minutes of meetings of the Township Board were presented for examination. The minutes presented for examination did not document the election of board officers for the year 2007.

IC 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"

IC 36-6-6-7(a) states: "The legislative body shall meet at the office of the executive on the first Tuesday after the first Monday in January of each year. At this meeting the legislative body shall elect one (1) member as chairman for that year and one (1) member as secretary for that year."

NO CEMETERY CARE CONTRACTS

Records presented for examination showed payments were made for the care of cemeteries in the amounts of \$2,800 for both the year 2006 and the year 2007. No written contracts for this service were presented for examination.

Payments made or received for contractual services should be supported by a written contract. Each governmental unit is responsible for complying with the provisions of its contracts. (Accounting and Uniform Compliance Guidelines Manual for Townships, Chapter 13)

TOWNSHIP ASSISTANCE INVESTIGATIONS

Investigations to determine if applicants qualified to receive Township assistance were not documented for 88% of the Applications for Township Assistance (Form TA-1) we examined.

IC 12-20-6-9 states in part: "If an application for township assistance is made to the township trustee . . . the township trustee . . . shall carefully investigate the circumstances of the applicant and each member of the applicant's household . . ."

DEPOSIT OF PUBLIC FUNDS

We identified instances of tax distributions being deposited up to three months after the distribution date showed on the records of the County Auditor.

WASHINGTON TOWNSHIP, DEARBORN COUNTY  
EXAMINATION RESULTS AND COMMENTS  
(Continued)

IC 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."

OFFICIAL BOND

An official bond for Suzi Randall, Trustee, was not recorded in the office of the County Recorder and was not presented for examination.

Indiana Code 5-4-1-5.1(b) states in part: "Every elected or appointed officer, official, deputy, or employee of a political subdivision . . . shall file the bond in the office of the county recorder . . ."

FEDERAL AND STATE AGENCIES - COMPLIANCE REQUIREMENTS

No Internal Revenue Service Form W-2's were presented for examination showing the reporting of compensation paid to Board Members to the Internal Revenue Service. No federal or state income taxes were withheld during the years 2006 and 2007 and no Internal Revenue Service Form W-4 (Employee's Withholding Allowance Certificate) was presented for examination.

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)

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)

PRESCRIBED FORM

Prescribed Township Form 17 (Resolution Recommending Salaries for Officials and Employees) for the years 2006 and 2007 was not presented for examination.

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)

WASHINGTON TOWNSHIP, DEARBORN COUNTY  
EXIT CONFERENCE

The contents of this report were discussed on December 31, 2008, with Suzi Randall, Trustee.