

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

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



FILED

02/11/2009

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OFFICIALS

<u>Office</u>	<u>Official</u>	<u>Term</u>
Trustee	Mary M. Hutchins Ronald Hutchins	01-01-03 to 12-31-06 01-01-07 to 12-31-10
Chairman of the Township Board	Jack Tuttle Rita Stackhouse	01-01-06 to 12-31-06 01-01-07 to 12-31-08



STATE OF INDIANA
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INDEPENDENT ACCOUNTANT'S REPORT

TO: THE OFFICIALS OF STEUBEN TOWNSHIP, STEUBEN COUNTY, INDIANA

We have examined the financial information presented herein of Steuben 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

January 16, 2009

STEUBEN TOWNSHIP, STEUBEN 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	\$ 18,225	\$ 21,715	\$ 14,559	\$ 25,381
Dog	593	131	311	413
Township Assistance	1,674	13,349	14,555	468
Firefighting	24,415	36,846	39,323	21,938
Park and Recreation	8,437	3,282	5,984	5,735
Fire Disaster Recovery	19,540	147	-	19,687
Cumulative Fire	51,561	23,824	7,090	68,295
Totals	<u>\$ 124,445</u>	<u>\$ 99,294</u>	<u>\$ 81,822</u>	<u>\$ 141,917</u>

	Cash and Investments 01-01-07	Receipts	Disbursements	Cash and Investments 12-31-07
Governmental Funds:				
Township	\$ 25,381	\$ 8,161	\$ 17,234	\$ 16,308
Dog	413	-	413	-
Township Assistance	468	18,926	15,173	4,221
Firefighting	21,938	37,540	50,643	8,835
Park and Recreation	5,735	2,028	3,933	3,830
Fire Disaster Recovery	19,687	12,629	18,973	13,343
Cumulative Fire	68,295	15,324	17,817	65,802
Totals	<u>\$ 141,917</u>	<u>\$ 94,608</u>	<u>\$ 124,186</u>	<u>\$ 112,339</u>

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

STEUBEN TOWNSHIP, STEUBEN 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.

Note 5. Deposits and Investments

Deposits, made in accordance with IC 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.

STEUBEN TOWNSHIP, STEUBEN COUNTY
EXAMINATION RESULTS AND COMMENTS

CAPITAL ASSET RECORDS

Information presented for examination did not indicate an inventory or record of capital assets using Form 369.

Every governmental unit should have a complete inventory of all capital assets owned which reflect their acquisition value. Such inventory should be recorded on the applicable Capital Asset Ledger. A complete inventory should be taken at least every two years for good internal control and for verifying account balances carried in the accounting records. (Accounting and Uniform Compliance Guidelines Manual for Townships, Chapter 13)

CONDITION OF RECORDS

The following deficiencies relating to the recordkeeping were noted. A similar comment was in prior Report B29089.

1. The original appropriations and appropriation balances were not posted to the Financial and Appropriation Record.
2. The amounts withheld from salaries and wages for taxes, Social Security and Medicare were not recorded in the Financial and Appropriation Record.

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)

STEUBEN TOWNSHIP, STEUBEN COUNTY
EXIT CONFERENCE

The contents of this report were discussed on January 16, 2009, with Richard Hutchins, Trustee; and Mary M. Hutchins, former Trustee. The officials concurred with our findings.