

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

EXAMINATION REPORT
OF

HENDRICKS COUNTY SOIL AND WATER
CONSERVATION DISTRICT
HENDRICKS COUNTY, INDIANA

January 1, 2007 to December 31, 2008



FILED
11/05/2009

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: Prescribed Forms	6
Receipt Issuance	6
Exit Conference.....	7

OFFICIALS

Office

Official

Term

Administrative Assistant

Marlene Raisor

01-01-07 to 12-31-09

Chairman of the Board

Jim Loughmiller

01-01-07 to 12-31-09



STATE OF INDIANA
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INDEPENDENT ACCOUNTANT'S REPORT

TO: THE OFFICIALS OF HENDRICKS COUNTY SOIL AND WATER
CONSERVATION DISTRICT, HENDRICKS COUNTY, INDIANA

We have examined the financial information presented herein of Hendricks County Soil and Water Conservation District (District), for the period of January 1, 2007 to December 31, 2008. The District'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 District for the years ended December 31, 2007 and 2008, based on the criteria set forth in the uniform compliance guidelines established by the Indiana State Board of Accounts.

STATE BOARD OF ACCOUNTS

October 7, 2009

HENDRICKS COUNTY SOIL AND WATER CONSERVATION DISTRICT
 SCHEDULES OF RECEIPTS, DISBURSEMENTS, AND CASH AND INVESTMENT BALANCES
 ALL GOVERNMENTAL FUND TYPES
 As Of And For The Years Ended December 31, 2007 And 2008

	<u>Cash and Investments 01-01-07</u>	<u>Receipts</u>	<u>Disbursements</u>	<u>Cash and Investments 12-31-07</u>										
General	<u>\$ 47,753</u>	<u>\$ 28,968</u>	<u>\$ 22,127</u>	<u>\$ 54,594</u>										
<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;"></th> <th style="text-align: center; width: 15%;"><u>Cash and Investments 01-01-08</u></th> <th style="text-align: center; width: 15%;"><u>Receipts</u></th> <th style="text-align: center; width: 15%;"><u>Disbursements</u></th> <th style="text-align: center; width: 15%;"><u>Cash and Investments 12-31-08</u></th> </tr> </thead> <tbody> <tr> <td style="vertical-align: top;">General</td> <td style="text-align: right; vertical-align: bottom;"><u>\$ 54,594</u></td> <td style="text-align: right; vertical-align: bottom;"><u>\$ 29,749</u></td> <td style="text-align: right; vertical-align: bottom;"><u>\$ 29,265</u></td> <td style="text-align: right; vertical-align: bottom;"><u>\$ 55,078</u></td> </tr> </tbody> </table>						<u>Cash and Investments 01-01-08</u>	<u>Receipts</u>	<u>Disbursements</u>	<u>Cash and Investments 12-31-08</u>	General	<u>\$ 54,594</u>	<u>\$ 29,749</u>	<u>\$ 29,265</u>	<u>\$ 55,078</u>
	<u>Cash and Investments 01-01-08</u>	<u>Receipts</u>	<u>Disbursements</u>	<u>Cash and Investments 12-31-08</u>										
General	<u>\$ 54,594</u>	<u>\$ 29,749</u>	<u>\$ 29,265</u>	<u>\$ 55,078</u>										

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

HENDRICKS COUNTY SOIL AND WATER CONSERVATION DISTRICT
NOTES TO FINANCIAL INFORMATION

Note 1. Introduction

The District was established under the laws of the State of Indiana. The District provides the following services: public safety, health and social services, culture and recreation, and general administrative services.

Note 2. Fund Accounting

The District 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.

Note 4. 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 District 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.

HENDRICKS COUNTY SOIL AND WATER CONSERVATION DISTRICT
EXAMINATION RESULTS AND COMMENTS

PRESCRIBED FORMS

The following exception was taken to the proper use of forms by the Hendricks County Soil and Water Conservation District:

Receipts (General Form 352) were not used in the prescribed manner: Payment type and amount was rarely completed, making it impossible to verify the receipt was deposited in the same form received. Additionally, on two occasions we noted where cash back was received from the deposit with the bank.

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 Special Districts, Chapter 10)

IC 5-13-6-1 provides public funds deposited shall be deposited in the same form in which they were received. This simply means all daily receipts received by the political subdivision must be deposited intact. (Accounting and Uniform Compliance Guidelines Manual for Special Districts, Chapter 15)

RECEIPT ISSUANCE

The total amount of receipts issued was less than the amount posted and deposited. Receipts were not issued for interest received on bank account or certificates of deposits, in addition to other miscellaneous collections.

Receipts shall be issued and recorded at the time of the transaction; for example, when cash or a check is received, a receipt is to be immediately prepared and given to the person making payment. (Accounting and Uniform Compliance Guidelines Manual for Special Districts, Chapter 10)

HENDRICKS COUNTY SOIL AND WATER CONSERVATION DISTRICT
EXIT CONFERENCE

The contents of this report were discussed on October 7, 2009, with Marlene Raisor, Administrative Assistant; and Jim Loughmiller, Chairman of the Board. The officials concurred with our findings.