

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

EXAMINATION REPORT
OF
TOWN OF SEELYVILLE
VIGO COUNTY, INDIANA
January 1, 2007 to December 31, 2008



FILED
12/09/2009

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OFFICIALS

<u>Office</u>	<u>Official</u>	<u>Term</u>
Clerk-Treasurer	Tamara J. Caton	01-01-04 to 12-31-11
President of the Town Council	John Wade Jerry Jones John Wade	01-01-07 to 12-31-07 01-01-08 to 12-31-08 01-01-09 to 12-31-09
Water Utility Superintendent	Brent S. Spier	01-01-07 to 12-31-09
Wastewater Utility Superintendent	Brent S. Spier	01-01-07 to 12-31-09
Town Manager	Brent S. Spier	01-01-07 to 12-31-09



STATE OF INDIANA
AN EQUAL OPPORTUNITY EMPLOYER

STATE BOARD OF ACCOUNTS
302 WEST WASHINGTON STREET
ROOM E418
INDIANAPOLIS, INDIANA 46204-2769

Telephone: (317) 232-2513
Fax: (317) 232-4711
Web Site: www.in.gov/sboa

INDEPENDENT ACCOUNTANT'S REPORT

TO: THE OFFICIALS OF THE TOWN OF SEELYVILLE, VIGO COUNTY, INDIANA

We have examined the financial information presented herein of the Town of Seelyville (Town), for the period of January 1, 2007 to December 31, 2008. The Town'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 Town 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.

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

October 6, 2009

TOWN OF SEELYVILLE
SCHEDULES OF RECEIPTS, DISBURSEMENTS, AND CASH AND INVESTMENT BALANCES
ALL GOVERNMENTAL, PROPRIETARY, AND FIDUCIARY FUND TYPES
As Of And For The Years Ended December 31, 2007 And 2008

	Cash and Investments 01-01-07	Receipts	Disbursements	Cash and Investments 12-31-07
Governmental Funds:				
General	\$ 103,350	\$ 65,958	\$ 70,422	\$ 98,886
Motor Vehicle Highway	127,645	54,993	37,868	144,770
Local Road and Street	116,933	10,550	51,147	76,336
Park and Recreation	2,500	-	-	2,500
Law Enforcement Continuing Education	213	21	-	234
Riverboat	22,344	7,453	-	29,797
Rainy Day	7,980	7,304	-	15,284
Donation	-	13,700	13,476	224
Cumulative Capital Improvement	45,572	4,895	-	50,467
CEDIT	20,465	7,666	-	28,131
Proprietary Funds:				
Water Utility - Operating	830,168	1,364,107	1,084,937	1,109,338
Water Utility - Depreciation	300,245	11,026	-	311,271
Water Utility - Customer Deposit	17,154	4,496	4,971	16,679
Wastewater Utility - Operating	103,272	284,729	258,762	129,239
Wastewater Utility - Improvement	24,936	11	11	24,936
Fiduciary Fund:				
Payroll	7	369,767	369,761	13
Totals	<u>\$ 1,722,785</u>	<u>\$ 2,206,677</u>	<u>\$ 1,891,355</u>	<u>\$ 2,038,106</u>
	Cash and Investments 01-01-08	Receipts	Disbursements	Cash and Investments 12-31-08
Governmental Funds:				
General	\$ 98,886	\$ 69,271	\$ 58,878	\$ 109,279
Motor Vehicle Highway	144,770	44,233	23,715	165,288
Local Road and Street	76,336	9,906	59,088	27,154
Park and Recreation	2,500	-	-	2,500
Law Enforcement Continuing Education	234	27	-	261
Riverboat	29,797	7,415	-	37,212
Rainy Day	15,284	12,146	-	27,430
Donation	224	-	57	167
Cumulative Capital Improvement	50,467	4,188	9,440	45,215
CEDIT	28,131	7,202	-	35,333
Proprietary Funds:				
Water Utility - Operating	1,109,338	2,368,834	2,071,560	1,406,612
Water Utility - Depreciation	311,271	355,742	350,000	317,013
Water Utility - Customer Deposit	16,679	5,350	4,250	17,779
Wastewater Utility - Operating	129,239	284,585	270,885	142,939
Wastewater Utility - Improvement	24,936	-	24,936	-
Fiduciary Fund:				
Payroll	13	426,690	426,684	19
Totals	<u>\$ 2,038,106</u>	<u>\$ 3,595,589</u>	<u>\$ 3,299,493</u>	<u>\$ 2,334,202</u>

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

TOWN OF SEELYVILLE
NOTES TO FINANCIAL INFORMATION

Note 1. Introduction

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

Note 2. Fund Accounting

The Town 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 or highway use taxes 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 Town 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 Town 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 Town 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.

TOWN OF SEELYVILLE
 SUPPLEMENTARY INFORMATION
 SCHEDULE OF CAPITAL ASSETS
 For The Year Ended December 31, 2008

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.

General infrastructure assets completed in the current and prior years have been reported.

<u>Primary Government</u>	<u>Ending Balance</u>
Governmental activities:	
Capital assets, not being depreciated:	
Land	\$ 224,000
Buildings	238,000
Improvements other than buildings	752,472
Machinery and equipment	<u>119,920</u>
 Total governmental activities, capital assets not being depreciated	 <u>\$ 1,334,392</u>

<u>Primary Government</u>	<u>Ending Balance</u>
Business-type activities:	
Water Utility:	
Capital assets, not being depreciated:	
Land	\$ 60,000
Buildings	805,716
Improvements other than buildings	5,557,131
Machinery and equipment	<u>1,030,135</u>
 Total Water Utility capital assets	 <u>7,452,982</u>
Wastewater Utility:	
Capital assets, not being depreciated:	
Land	40,800
Improvements other than buildings	1,366,973
Machinery and equipment	<u>36,673</u>
 Total Wastewater Utility capital assets	 <u>1,444,446</u>
 Total business-type activities capital assets	 <u>\$ 8,897,428</u>

TOWN OF SEELYVILLE
 SUPPLEMENTARY INFORMATION
 SCHEDULE OF LONG-TERM DEBT
 December 31, 2008

The Town has entered into the following debt:

Description of Debt	Ending Principal Balance	Principal and Interest Due Within One Year
Business-type activities:		
Water Utility:		
Revenue bonds:		
Waterworks refunding	\$ 4,005,000	\$ 396,900
Wastewater Utility:		
Revenue bonds:		
Improvement and additions	705,000	61,055
Total business-type activities debt	<u>\$ 4,710,000</u>	<u>\$ 457,955</u>

TOWN OF SEELYVILLE
EXAMINATION RESULTS AND COMMENTS

ANNUAL REPORT

An annual report for 2008 was not presented for examination.

IC 5-3-1-3(a) states in part: "Within sixty (60) days after the expiration of each calendar year, the fiscal officer of each civil city and town in Indiana shall publish an annual report of the receipts and expenditures of the city or town . . ."

RECEIPT ISSUANCE

Receipts were not issued for monies received by the Town for tax distributions.

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 Cities and Towns, Chapter 7)

CUSTOMER DEPOSIT REGISTER

The detailed customer deposit register does not reconcile with the customer deposit amount recorded on the general ledger. The general ledger balance exceeds the detailed customer deposit register balance.

At all times, the manual and computerized records, subsidiary ledgers, control ledger, and reconciled bank balance should agree. If the reconciled bank balance is less than the subsidiary or control ledgers, then the responsible official or employee may be held personally responsible for the amount needed to balance the fund. (Accounting and Uniform Compliance Guidelines Manual for Cities and Towns, Chapter 7)

TOWN OF SEELYVILLE
EXIT CONFERENCE

The contents of this report were discussed on October 6, 2009, with Tamara J. Caton, Clerk-Treasurer; and Brent S. Spier, Town Manager. The officials concurred with our findings.