

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

EXAMINATION REPORT
OF
BOURBON TOWNSHIP
MARSHALL COUNTY, INDIANA
January 1, 2007 to December 31, 2009



FILED
04/23/2010

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	5-6
Supplementary Information:	
Schedule of Capital Assets.....	7
Exit Conference.....	8

OFFICIALS

<u>Office</u>	<u>Official</u>	<u>Term</u>
Trustee	Roger Schori	01-01-07 to 12-31-10
Chairman of the Township Board	Daniel Knepp	01-01-07 to 12-31-07
	Herman Rettinger, Jr.	01-01-08 to 12-31-08
	Terry Clemens	01-01-09 to 12-31-09
	Daniel Knepp	01-01-10 to 12 31-10



STATE OF INDIANA
AN EQUAL OPPORTUNITY EMPLOYER

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INDEPENDENT ACCOUNTANT'S REPORT

TO: THE OFFICIALS OF BOURBON TOWNSHIP, MARSHALL COUNTY, INDIANA

We have examined the financial information presented herein of Bourbon Township (Township), for the period of January 1, 2007 to December 31, 2009. 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, 2007, 2008, and 2009, based on the criteria set forth in the uniform compliance guidelines established by the Indiana State Board of Accounts.

The Schedule of Capital Assets, as listed in the Table of Contents, is presented for additional analysis and is not a required part of the basic financial information. It has not been subjected to the examination procedures applied to the basic financial information and, accordingly, we express no opinion on it.

STATE BOARD OF ACCOUNTS

April 1, 2010

BOURBON TOWNSHIP, MARSHALL COUNTY
SCHEDULES OF RECEIPTS, DISBURSEMENTS, AND CASH AND INVESTMENT BALANCES
ALL GOVERNMENTAL AND FIDUCIARY FUND TYPES
As Of And For The Years Ended December 31, 2007, 2008, And 2009

	Cash and Investments 01-01-07	Receipts	Disbursements	Cash and Investments 12-31-07
Governmental Funds:				
Township	\$ 52,078	\$ 63,325	\$ 35,983	\$ 79,420
Township Assistance	45,586	6,028	5,351	46,263
Fire Fighting	138,730	51,472	27,256	162,946
Cumulative Fire	184,251	19,074	5,000	198,325
Park and Recreation	2,591	-	500	2,091
Levy Excess	292	-	292	-
Rainy Day	3,965	15,527	3,000	16,492
Emergency Medical Service	50,328	26,227	18,000	58,555
Fiduciary Fund:				
Cemetery Trust	25,431	-	-	25,431
Totals	\$ 503,252	\$ 181,653	\$ 95,382	\$ 589,523

	Cash and Investments 01-01-08	Receipts	Disbursements	Cash and Investments 12-31-08
Governmental Funds:				
Township	\$ 79,420	\$ 57,019	\$ 36,850	\$ 99,589
Township Assistance	46,263	6,356	10,958	41,661
Fire Fighting	162,946	28,170	53,842	137,274
Cumulative Fire	198,325	45,302	28,517	215,110
Park and Recreation	2,091	-	500	1,591
Rainy Day	16,492	8,617	7,049	18,060
Emergency Medical Service	58,555	30,226	30,000	58,781
Fiduciary Fund:				
Cemetery Trust	25,431	-	-	25,431
Totals	\$ 589,523	\$ 175,690	\$ 167,716	\$ 597,497

	Cash and Investments 01-01-09	Receipts	Disbursements	Cash and Investments 12-31-09
Governmental Funds:				
Township	\$ 99,589	\$ 46,797	\$ 41,412	\$ 104,974
Township Assistance	41,661	12,627	14,606	39,682
Fire Fighting	137,274	42,127	32,915	146,486
Cumulative Fire	215,110	21,095	5,000	231,205
Park and Recreation	1,591	-	500	1,091
Rainy Day	18,060	-	-	18,060
Emergency Medical Service	58,781	47,381	40,000	66,162
Fiduciary Fund:				
Cemetery Trust	25,431	-	-	25,431
Totals	\$ 597,497	\$ 170,027	\$ 134,433	\$ 633,091

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

BOURBON TOWNSHIP, MARSHALL 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.

BOURBON TOWNSHIP, MARSHALL COUNTY
NOTES TO FINANCIAL INFORMATION
(Continued)

Note 6. Pension Plan

Public Employees' Retirement Fund

Plan Description

The Township contributes to the Indiana Public Employees' Retirement Fund (PERF), a defined benefit pension plan. PERF is an agent multiple-employer public employee retirement system, which provides retirement benefits to plan members and beneficiaries. All full-time employees are eligible to participate in this defined benefit plan. State statutes (IC 5-10.2 and 5-10.3) govern, through the PERF Board, most requirements of the system, and give the Township authority to contribute to the plan. The PERF retirement benefit consists of the pension provided by employer contributions plus an annuity provided by the member's annuity savings account. The annuity savings account consists of members' contributions, set by state statute at 3% of compensation, plus the interest credited to the member's account. The employer may elect to make the contributions on behalf of the member.

PERF administers the plan and issues a publicly available financial report that includes financial statements and required supplementary information for the plan as a whole and for its participants. That report may be obtained by contacting:

Public Employees' Retirement Fund
Harrison Building, Room 800
143 West Market Street
Indianapolis, IN 46204
Ph. (317) 233-4162

Funding Policy and Annual Pension Cost

The contribution requirements of the plan members for PERF are established by the Board of Trustees of PERF.

BOURBON TOWNSHIP, MARSHALL COUNTY
SUPPLEMENTARY INFORMATION
SCHEDULE OF CAPITAL ASSETS
As Of December 31, 2009

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.

<u>Primary Government</u>	<u>Ending Balance</u>
Governmental activities:	
Capital assets, not being depreciated:	
Building	2,500
Machinery and equipment	<u>\$ 95,749</u>
Total governmental activities, capital assets not being depreciated	<u>\$ 98,249</u>

BOURBON TOWNSHIP, MARSHALL COUNTY
EXIT CONFERENCE

The contents of this report were discussed on Roger Schori, Trustee. Our examination disclosed no material items that warrant comment at this time.