

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

EXAMINATION REPORT

OF

GERMAN TOWNSHIP

MARSHALL COUNTY, INDIANA

January 1, 2007 to December 31, 2009



**FILED**

04/26/2010



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OFFICIALS

Office

Official

Term

Trustee

Ben Baker

01-01-07 to 12-31-10

Chairman of the  
Township Board

Donald Meister

01-01-07 to 12-31-10



**STATE OF INDIANA**  
AN EQUAL OPPORTUNITY EMPLOYER

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INDEPENDENT ACCOUNTANT'S REPORT

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

We have examined the financial information presented herein of German 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.

STATE BOARD OF ACCOUNTS

March 30, 2010

GERMAN TOWNSHIP, MARSHALL COUNTY  
SCHEDULES OF RECEIPTS, DISBURSEMENTS, AND CASH AND INVESTMENT BALANCES  
ALL GOVERNMENTAL 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	\$ 226,966	\$ 107,249	\$ 62,568	\$ 271,647
Dog	1,688	-	1,688	-
Township Assistance	117,268	5,286	3,948	118,606
Firefighting	45,264	82,390	49,570	78,084
Park and Recreation	57,805	2,643	7,604	52,844
Cumulative Fire	119,025	38,977	-	158,002
Emergency Medical Services	93,492	100,613	170,000	24,105
Rainy Day	-	39,658	-	39,658
Totals	<u>\$ 661,508</u>	<u>\$ 376,816</u>	<u>\$ 295,378</u>	<u>\$ 742,946</u>

	Cash and Investments 01-01-08	Receipts	Disbursements	Cash and Investments 12-31-08
Governmental Funds:				
Township	\$ 271,647	\$ 61,024	\$ 84,981	\$ 247,690
Township Assistance	118,606	2,839	7,238	114,207
Firefighting	78,084	87,213	48,907	116,390
Park and Recreation	52,844	3,062	14,866	41,040
Cumulative Fire	158,002	43,007	-	201,009
Emergency Medical Services	24,105	152,423	170,000	6,528
Rainy Day	39,658	22,080	33,313	28,425
Totals	<u>\$ 742,946</u>	<u>\$ 371,648</u>	<u>\$ 359,305</u>	<u>\$ 755,289</u>

	Cash and Investments 01-01-09	Receipts	Disbursements	Cash and Investments 12-31-09
Governmental Funds:				
Township	\$ 247,690	\$ 27,573	\$ 92,901	\$ 182,362
Township Assistance	114,207	442	7,738	106,911
Firefighting	116,390	91,920	36,681	171,629
Park and Recreation	41,040	2,201	20,808	22,433
Cumulative Fire	201,009	27,979	58,895	170,093
Emergency Medical Services	6,528	126,591	170,000	(36,881)
Rainy Day	28,425	-	-	28,425
Totals	<u>\$ 755,289</u>	<u>\$ 276,706</u>	<u>\$ 387,023</u>	<u>\$ 644,972</u>

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

GERMAN 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.

GERMAN 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.

GERMAN TOWNSHIP, MARSHALL COUNTY  
EXAMINATION RESULT AND COMMENT

OVERDRAWN FUND BALANCE

The Emergency Medical Service Fund was overdrawn at December 31, 2009, by \$36,881.

The balance of any fund may not be reduced below zero. Routinely overdrawn funds could be an indicator of serious financial problems which should be investigated by the governmental unit. (Accounting and Uniform Compliance Guidelines Manual for Townships, Chapter 13)

GERMAN TOWNSHIP, MARSHALL COUNTY  
EXIT CONFERENCE

The contents of this report were discussed on March 30, 2010, with Ben Baker, Trustee. The official concurred with our finding.