

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

EXAMINATION REPORT
OF
STEEN TOWNSHIP
KNOX COUNTY, INDIANA
January 1, 2007 to December 31, 2009



FILED
05/05/2010

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OFFICIALS

Office

Official

Term

Trustee

Shelly A. McCrary

01-01-07 to 12-31-10

Chairman of the
Township Board

Jack L. Smith

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 STEEN TOWNSHIP, KNOX COUNTY, INDIANA

We have examined the financial information presented herein of Steen 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 present 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 24, 2010

STEEN TOWNSHIP, KNOX 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	\$ 51,165	\$ 34,698	\$ 25,026	\$ 60,837
Dog	446	-	446	-
Township Assistance	14,809	1,996	1,525	15,280
Firefighting	59,564	28,292	30,187	57,669
Levy Excess	2,048	476	2,048	476
Rainy Day	-	2,852	-	2,852
Fiduciary Fund:				
Payroll Withholdings	907	2,178	-	3,085
Totals	<u>\$ 128,939</u>	<u>\$ 70,492</u>	<u>\$ 59,232</u>	<u>\$ 140,199</u>

	Cash and Investments 01-01-08	Receipts	Disbursements	Cash and Investments 12-31-08
Governmental Funds:				
Township	\$ 60,837	\$ 23,792	\$ 36,328	\$ 48,301
Township Assistance	15,280	1,251	1,950	14,581
Firefighting	57,669	15,782	32,500	40,951
Levy Excess	476	-	-	476
Rainy Day	2,852	1,998	-	4,850
Fiduciary Fund:				
Payroll Withholdings	3,085	1,560	-	4,645
Totals	<u>\$ 140,199</u>	<u>\$ 44,383</u>	<u>\$ 70,778</u>	<u>\$ 113,804</u>

	Cash and Investments 01-01-09	Receipts	Disbursements	Cash and Investments 12-31-09
Governmental Funds:				
Township	\$ 48,301	\$ 55,598	\$ 27,655	\$ 76,244
Township Assistance	14,581	3,598	1,812	16,367
Firefighting	40,951	50,251	35,000	56,202
Levy Excess	476	-	-	476
Rainy Day	4,850	2,107	-	6,957
Fiduciary Fund:				
Payroll Withholdings	4,645	764	-	5,409
Totals	<u>\$ 113,804</u>	<u>\$ 112,318</u>	<u>\$ 64,467</u>	<u>\$ 161,655</u>

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

STEEN TOWNSHIP, KNOX 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.

STEEN TOWNSHIP, KNOX COUNTY
EXAMINATION RESULT AND COMMENT

CONDITION OF RECORDS

The following deficiencies relating to the recordkeeping were noted:

- (1) The beginning fund balances were not correct.
- (2) The payroll withholdings fund was not posted correctly.
- (3) The Levy Excess Fund was not recorded.

Controls over the receipting, disbursing, recording, and accounting for the financial activities are necessary to avoid substantial risk of invalid transactions, inaccurate records and financial statements and incorrect decision making. (Accounting and Uniform Compliance Guidelines Manual for Townships, Chapter 13)

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)

Political subdivisions are required to comply with all grant agreements, rules, regulations, bulletins, directives, letters, letter rulings, and filing requirements concerning reports and other procedural matters of federal and state agencies, including opinions of the Attorney General of the State of Indiana, and court decisions. Governmental units should file accurate reports required by federal and state agencies. Noncompliance may require corrective action. (Accounting and Uniform Compliance Guidelines Manual for Townships, Chapter 13)

STEEN TOWNSHIP, KNOX COUNTY
EXIT CONFERENCE

The contents of this report were discussed on March 24, 2010, with Shelly A. McCrary, Trustee.
The official concurred with our finding.