

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

EXAMINATION REPORT

OF

TOWN OF ADVANCE

BOONE COUNTY, INDIANA

September 1, 2007 to December 31, 2009



FILED

11/24/2010

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	4-5
Notes to Financial Information	6-7
Supplementary Information:	
Schedule of Long-Term Debt	8
Examination Results and Comments:	
Annual Report.....	9
List of Employees Not Filed with County Treasurer	9
Certified Report Not Filed	9
Errors on Claims	9-10
Capital Asset Records	10
Overdrawn Fund Balances	10
Public Records Retention	11
Prescribed Forms	11
Sales Tax (Paid on Purchases).....	11
Credit Cards.....	11-12
Penalties and Interest.....	12
Supporting Documentation – Credit Cards.....	12-13
Customer Deposit Register	13
Ordinances and Resolutions	13
Official Bond – Not Filed.....	13
Official Bonds.....	13
Audit Costs – Condition of Records.....	14
Exit Conference.....	15
Official Response	16-18
Summary	19
Affidavit	21

OFFICIALS

<u>Office</u>	<u>Official</u>	<u>Term</u>
Clerk-Treasurer	Heather Greenlee	08-17-07 to 12-31-10
President of the Town Council	William Snodgrass	01-01-07 to 12-31-10



STATE OF INDIANA
AN EQUAL OPPORTUNITY EMPLOYER

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

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INDEPENDENT ACCOUNTANT'S REPORT

TO: THE OFFICIALS OF THE TOWN OF ADVANCE, BOONE COUNTY, INDIANA

We have examined the financial information presented herein of the Town of Advance (Town), for the period of September 1, 2007 to December 31, 2009. 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, 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 Long-Term Debt, 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

August 26, 2010

TOWN OF ADVANCE
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, 2008, And 2009

	Cash and Investments 09-01-07	Receipts	Disbursements	Cash and Investments 12-31-07
Governmental Funds:				
General	\$ 94,878	\$ 25,359	\$ 89,511	\$ 30,726
Motor Vehicle Highway	43,924	9,029	3,273	49,680
Local Road and Street	14,348	1,203	688	14,863
Park and Recreation	16,495	2,000	-	18,495
Law Enforcement Continuing Education	908	101	-	1,009
Police Accident Report	135	-	-	135
Police Firearms Training	3,886	50	-	3,936
Vehicle Inspection	91	-	-	91
Police Grant Payroll	2	-	-	2
Cumulative Capital Improvement	929	1,045	-	1,974
Cumulative Capital Development	14,705	-	-	14,705
Proprietary Funds:				
Water Utility - Operating	8,469	44,348	48,060	4,757
Water Utility - Depreciation	2,006	2,000	-	4,006
Water Utility - Customer Deposit	2,558	151	70	2,639
Water Utility - Grant Construction	-	15,545	15,545	-
Wastewater Utility - Operating	1,697	87,295	81,892	7,100
Wastewater Utility - Bond and Interest	97,295	13,558	34,336	76,517
Wastewater Utility - Depreciation	4,550	623	-	5,173
Wastewater Utility - Plant Replacement	8,980	1,114	-	10,094
Wastewater Utility - Debt Service Reserve	15,219	13	10,010	5,222
Electric Utility - Operating	1,046	123,484	136,567	(12,037)
Electric Utility - Depreciation	3,149	2,005	-	5,154
Electric Utility - Customer Deposit	6,998	550	1,800	5,748
Electric Utility - Cash Reserve	23,793	2,466	500	25,759
Fiduciary Fund:				
Payroll	3,052	75,332	69,274	9,110
Totals	<u>\$ 369,113</u>	<u>\$ 407,271</u>	<u>\$ 491,526</u>	<u>\$ 284,858</u>
	Cash and Investments 01-01-08	Receipts	Disbursements	Cash and Investments 12-31-08
Governmental Funds:				
General	\$ 30,726	\$ 269,465	\$ 195,285	\$ 104,906
Motor Vehicle Highway	49,680	15,268	42,800	22,148
Local Road and Street	14,863	3,147	2,685	15,325
Park and Recreation	18,495	5,081	10,272	13,304
Park Donation	-	25,080	20,922	4,158
Law Enforcement Continuing Education	1,009	124	-	1,133
Police Accident Report	135	5	-	140
Police Firearms Training	3,936	110	-	4,046
Vehicle Inspection	91	-	-	91
Police Grant Payroll	2	-	-	2
Cumulative Capital Improvement	1,974	1,828	-	3,802
Cumulative Capital Development	14,705	4,266	-	18,971
Proprietary Funds:				
Water Utility - Operating	4,757	221,787	96,441	130,103
Water Utility - Construction	-	408,495	408,287	208
Water Utility - Depreciation	4,006	-	-	4,006
Water Utility - Customer Deposit	2,639	276	190	2,725
Water Utility - Grant Construction	-	-	38,910	(38,910)
Wastewater Utility - Operating	7,100	175,765	118,482	64,383
Wastewater Utility - Bond and Interest	76,517	364	37,013	39,868
Wastewater Utility - Depreciation	5,173	26	-	5,199
Wastewater Utility - Plant Replacement	10,094	50	-	10,144
Wastewater Utility - Debt Service Reserve	5,222	26	-	5,248
Electric Utility - Operating	(12,037)	433,175	391,449	29,689
Electric Utility - Depreciation	5,154	11	-	5,165
Electric Utility - Customer Deposit	5,748	876	600	6,024
Electric Utility - Cash Reserve	25,759	451	-	26,210
Fiduciary Fund:				
Payroll	9,110	233,204	231,594	10,720
Totals	<u>\$ 284,858</u>	<u>\$ 1,798,880</u>	<u>\$ 1,594,930</u>	<u>\$ 488,808</u>

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

TOWN OF ADVANCE
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, 2008, And 2009
(Continued)

	Cash and Investments 01-01-09	Receipts	Disbursements	Cash and Investments 12-31-09
Governmental Funds:				
General	\$ 104,906	\$ 209,002	\$ 237,609	\$ 76,299
Motor Vehicle Highway	22,148	42,149	38,936	25,361
Local Road and Street	15,325	3,165	2,195	16,295
Park and Recreation	13,304	3,544	4,317	12,531
Park Donation	4,158	-	-	4,158
Law Enforcement Continuing Education	1,133	147	-	1,280
Police Accident Report	140	-	-	140
Police Firearms Training	4,046	340	641	3,745
Vehicle Inspection	91	-	-	91
Police Grant Payroll	2	-	-	2
Cumulative Capital Improvement	3,802	1,723	-	5,525
Cumulative Capital Development	18,971	3,178	-	22,149
Proprietary Funds:				
Water Utility - Operating	130,103	148,709	113,143	165,669
Water Utility - Construction	208	604,569	604,455	322
Water Utility - Depreciation	4,006	-	-	4,006
Water Utility - Customer Deposit	2,725	431	360	2,796
Water Utility - Grant Construction	(38,910)	-	-	(38,910)
Wastewater Utility - Operating	64,383	125,179	136,059	53,503
Wastewater Utility - Bond and Interest	39,868	103	-	39,971
Wastewater Utility - Depreciation	5,199	13	-	5,212
Wastewater Utility - Plant Replacement	10,144	26	-	10,170
Wastewater Utility - Debt Service Reserve	5,248	13	-	5,261
Electric Utility - Operating	29,689	450,320	418,413	61,596
Electric Utility - Depreciation	5,165	6	-	5,171
Electric Utility - Customer Deposit	6,024	1,311	1,165	6,170
Electric Utility - Cash Reserve	26,210	2	448	25,764
Fiduciary Fund:				
Payroll	10,720	232,160	232,779	10,101
Totals	<u>\$ 488,808</u>	<u>\$ 1,826,090</u>	<u>\$ 1,790,520</u>	<u>\$ 524,378</u>

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

TOWN OF ADVANCE
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 ADVANCE
NOTES TO FINANCIAL INFORMATION
(Continued)

Note 6. Pension Plan

Public Employees' Retirement Fund

Plan Description

The Town 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 Town 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.

TOWN OF ADVANCE
 SUPPLEMENTARY INFORMATION
 SCHEDULE OF LONG-TERM DEBT
 December 31, 2009

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:		
Mortgage Note: 2005	\$ 24,901	\$ 15,000
Revenue bonds: 2008	<u>512,000</u>	<u>28,973</u>
Total Water Utility	<u>536,901</u>	<u>43,973</u>
Wastewater Utility		
Revenue bonds: 2001	<u>70,000</u>	<u>38,777</u>
Total business-type activities debt	<u>\$ 606,901</u>	<u>\$ 82,750</u>

TOWN OF ADVANCE
EXAMINATION RESULTS AND COMMENTS

ANNUAL REPORT

Annual reports for 2007, 2008, and 2009 were not published or submitted to the State Board of Accounts within sixty days after the end of the prior year.

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 . . ."

IC 5-11-1-4 states in part: "The state examiner shall require from every municipality and every state or local governmental unit, entity, or instrumentality financial reports covering the full period of each fiscal year. These reports shall be prepared, verified, and filed with the state examiner not later than sixty (60) days after the close of each fiscal year."

LIST OF EMPLOYEES NOT FILED WITH COUNTY TREASURER

A list of Town employees was not certified to the County Treasurer for the examination period.

IC 6-1.1-22-14(b) states:

"On or before June 1 and December 1 of each year (or more frequently if the county legislative body adopts an ordinance requiring additional certifications), the disbursing officer for the state, each state educational institution, and every other governmental entity in Indiana that does not provide the information under subsection (a), shall certify the name and address of each person who is employed by the governmental entity to the county treasurer for the county where the employee works. A governmental entity that has an employee who works in more than one (1) county shall certify the information for the employee to the county where the employee has the employee's principal office."

CERTIFIED REPORT NOT FILED

The Clerk-Treasurer did not file a certified report of compensation of officers and employees (Form 100-R or its equivalent) with the State Board of Accounts for the years 2007, 2008, and 2009.

IC 5-11-13-1 states in part:

"Every state, county, city, town, township, or school official . . . shall during the month of January of each year prepare, make, and sign a written or printed certified report, correctly and completely showing the names and addresses of each and all officers, employees, and agents . . . and the respective duties and compensation of each, and shall forthwith file said report in the office of the state examiner of the state board of accounts."

ERRORS ON CLAIMS

The following deficiencies were noted on claims tested during the audit period:

- (1) Claims were not fully and completely supported by an itemized invoice for two disbursements.

TOWN OF ADVANCE
EXAMINATION RESULTS AND COMMENTS
(Continued)

(2) Fiscal officer did not certify fifteen claims.

(3) Thirteen claims did not have board approval.

IC 5-11-10-1.6 states in part:

"(b) As used in this section, 'claim' means a bill or an invoice submitted to a governmental entity for goods or services.

(c) The fiscal officer of a governmental entity may not draw a warrant or check for payment of a claim unless:

- (1) there is a fully itemized invoice or bill for the claim;
- (2) the invoice or bill is approved by the officer or person receiving the goods and services;
- (3) the invoice or bill is filed with the governmental entity's fiscal officer;
- (4) the fiscal officer audits and certifies before payment that the invoice or bill is true and correct; and
- (5) payment of the claim is allowed by the governmental entity's legislative body or the board or official having jurisdiction over allowance of payment of the claim."

CAPITAL ASSET RECORDS

The Town and Utilities are not maintaining sufficient detailed records of capital assets. Deletions or disposals and additions of capital assets are not being recorded. Furthermore, the Town and Utilities do not have an approved capital asset policy.

Every governmental unit should have a complete inventory of all capital assets owned which reflects their acquisition value. Such inventory should be recorded in the Capital Assets Ledger. A complete inventory should be taken every year for good internal control and for verifying account balances carried in the accounting records. (Accounting and Uniform Compliance Guidelines Manual for Cities and Towns, Chapter 7)

OVERDRAWN FUND BALANCES

The Electric Utility Operating Fund was overdrawn \$12,037 at December 31, 2007, and the Water Utility Grant Construction Fund was overdrawn \$38,910 at December 31, 2008 and 2009.

The fund 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 Cities and Towns, Chapter 7)

TOWN OF ADVANCE
EXAMINATION RESULTS AND COMMENTS
(Continued)

PUBLIC RECORDS RETENTION

Not all claim dockets for 2008 and 2009 were presented for examination.

IC 5-15-6-3(f) states in part: "Original records may be disposed of only with the approval of the commission according to guidelines established by the commission."

Supporting documentation such as receipts, canceled checks, invoices, bills, contracts, and other public records must be available for audit to provide supporting information for the validity and accountability of monies disbursed. Payments without supporting documentation may be the personal obligation of the responsible official or employee. (Accounting and Uniform Compliance Guidelines Manual for Cities and Towns, Chapter 7)

PRESCRIBED FORMS

The unit was not using a prescribed or approved form for the Employee Earnings Record. The unit was using an excel spreadsheet which contained formula errors and didn't allow for the calculation of net pay to be accurate.

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 Cities and Towns, Chapter 7)

SALES TAX (PAID ON PURCHASES)

Sales tax of \$84.27 was paid on purchases made with credit cards.

Governmental funds generally are exempt from the payment of sales tax on qualifying purchases. Respective tax agencies should always be contacted concerning tax exemptions and payments. (Accounting and Uniform Compliance Guidelines Manual for Cities and Towns, Chapter 7)

CREDIT CARDS

The Town of Advance is using credit cards to purchase items without an approved credit card policy.

The State Board of Accounts will not take exception to the use of credit cards by a governmental unit provided the following criteria are observed:

- (1) The governing board must authorize credit card use through an ordinance or resolution, which has been approved in the minutes.
- (2) Issuance and use should be handled by an official or employee designated by the board.
- (3) The purposes for which the credit card may be used must be specifically stated in the ordinance or resolution.
- (4) When the purpose for which the credit card has been issued has been accomplished, the card should be returned to the custody of the responsible person.

TOWN OF ADVANCE
EXAMINATION RESULTS AND COMMENTS
(Continued)

- (5) The designated responsible official or employee should maintain an accounting system or log which would include the names of individuals requesting usage of the cards, their position, estimated amounts to be charged, fund and account numbers to be charged, date the card is issued and returned, etc.
- (6) Credit cards should not be used to bypass the accounting system. One reason that purchase orders are issued is to provide the fiscal officer with the means to encumber and track appropriations to provide the governing board and other officials with timely and accurate accounting information and monitoring of the accounting system.
- (7) Payment should not be made on the basis of a statement or a credit card slip only. Procedures for payments should be no different than for any other claim. Supporting documents such as paid bills and receipts must be available. Additionally, any interest or penalty incurred due to late filing or furnishing of documentation by an officer or employee should be the responsibility of that officer or employee.
- (8) If properly authorized, an annual fee may be paid.

(Accounting and Uniform Compliance Guidelines Manual for Cities and Towns, Chapter 7)

PENALTIES AND INTEREST

Penalties and interest totaling \$116.49 were paid for charges made on the unit's Visa credit card from December 2008 through December 2009.

Penalties and interest totaling \$383.22 were paid to the Indiana Department of Revenue for the late payment of March 2009 Utility Sales Tax and \$77.29 for the late payment of March 2009 State and Local Withholding Tax.

Officials and employees have the duty to pay claims and remit taxes in a timely fashion. Failure to pay claims or remit taxes in a timely manner could be an indicator of serious financial problems which should be investigated by the governmental unit.

Additionally officials and employees have a responsibility to perform duties in a manner which would not result in any unreasonable fees being assessed against the governmental unit.

Any penalties, interest or other charges paid by the governmental unit may be the personal obligation of the responsible official or employee.

(Accounting and Uniform Compliance Guidelines Manual for Cities and Towns, Chapter 7)

The current Clerk-Treasurer, Heather Greenlee, was requested to reimburse the Town \$116.49, the Water Utility \$76.71, and the Electric Utility \$383.80 for a total of \$577.00. (See Summary, page 19)

SUPPORTING DOCUMENTATION – CREDIT CARDS

Several payments made for credit card charges were observed which were not supported by adequate documentation, such as receipts, invoices, and other public records. Due to the lack of supporting information, the validity and accountability for some money disbursed could not be established.

TOWN OF ADVANCE
EXAMINATION RESULTS AND COMMENTS
(Continued)

Supporting documentation such as receipts, canceled checks, tickets, invoices, bills, contracts, and other public records must be available for audit to provide supporting information for the validity and accountability of monies disbursed. Payments without supporting documentation may be the personal obligation of the responsible official or employee. (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. At December 31, 2009, the detail of customer deposit register shows \$8,170.44 more than the control for the Electric Utility and \$983.81 more than the control for the Water Utility. In addition, there were customer deposits refunded or applied that were not posted correctly to the Customer Deposit Register. Other errors were noted, including, but not limited to, new deposits being posted as refunds or as being applied, causing the ending balance to be incorrect.

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)

ORDINANCES AND RESOLUTIONS

The Town of Advance has an ordinance concerning wastewater rates and fees. However, the town is not following the approved ordinance and the customers are not being charged the appropriate rates and fees.

Each governmental unit is responsible for complying with the ordinances, resolutions, and policies it adopts. (Accounting and Uniform Compliance Guidelines Manual for Cities and Towns, Chapter 7)

OFFICIAL BOND – NOT FILED

An official bond was not issued annually, however the unit was issued a continuation certificate for each year of coverage. The Clerk-Treasurer's continuation certificate for September 2008 to September 2009 was not filed in the Office of the County Recorder.

Public Law 176 which amends IC 5-4-1-18, requires surety bonds required under IC 5-4-1-18 to be annual bonds instead of for the term of office. (Cities and Towns Bulletins, June 2009)

IC 5-4-1-5.1(b) states in part: "Every elected or appointed officer, official, deputy, or employee of a political subdivision . . . shall file the bond in the office of the county recorder. . . ."

OFFICIAL BONDS

Official bonds for Heather Greenlee, Clerk-Treasurer, were obtained and covered the period from September 12, 2007 to September 12, 2010. The guarantor was Western Surety Insurance Company. The amount of the coverage ranged from \$10,000 to \$30,000 during the period of the audit.

TOWN OF ADVANCE
EXAMINATION RESULTS AND COMMENTS
(Continued)

AUDIT COSTS - CONDITION OF RECORDS

Additional time was required to examine the financial statements and other information necessary for the report.

Audit costs or other costs incurred because of poor records, nonexistent records or other inadequate bookkeeping practices may be the personal obligation of the responsible official or employee of the governmental unit. (Accounting and Uniform Compliance Guidelines Manual for Cities and Towns, Chapter 7)

TOWN OF ADVANCE
EXIT CONFERENCE

The contents of this report were discussed on August 26, 2010, with Heather Greenlee, Clerk-Treasurer, and William Snodgrass, President of the Town Council. The official response has been made a part of this report and may be found on pages 16 through 18.

Town of Advance
Office of Clerk-Treasurer
Phone: (765) 676-6611
Fax: (877) 335-9077

September 3, 2010

OFFICIAL RESPONSE

State Board of Accounts:

ANNUAL REPORT:

The Clerk-Treasurer is working with O.W. Krohn to get these reports published and submit to State Board of Accounts.

LIST OF EMPLOYEES NOT FILED WITH COUNTY TREASURER

This list has now been submitted and will continue to be at the proper time.

CERTIFIED REPORT NOT FILED

This list has now been submitted and will continue to be at the proper time.

ERRORS ON CLAIMS

1. Due to organization and learning the job. This issue has been cleared up with the present organization and knowledge of the Clerk-Treasurer.
2. Proper paperwork was not being used at the time. We now have the proper paperwork and are in full compliance.
3. Proper paperwork was not being used at the time. We now have the proper paperwork and are in full compliance.

CAPITAL ASSET RECORDS

The Clerk-Treasurer will work at collecting this information to get an accurate record.

Town of Advance
Office of Clerk-Treasurer
Phone: (765) 676-6611
Fax: (877) 335-9077

OVERDRAWN FUND BALANCES

This was due to previous audit balances. They are now in positive standing.

PUBLIC RECORDS RETENTION

This was due to disorganization and printer problems. This issue has been cleared up.

PRESCRIBED FORMS

This is no longer an issue with our payroll program.

SALES TAX

The Clerk-Treasurer will make sure that sales tax will not be paid.

CREDIT CARDS

A Credit Card Ordinance will be written and established with policy.

PENALTIES AND INTEREST

With being an office with one person writing checks this can be an issue. The payments for March 2009 were due at the end of April 2009. I, the Clerk-Treasurer, had a baby on April 24th 2009 and was in the hospital till May 3rd 2009. The Penalties and Interest will be reimbursed to the Town in the amount of \$577.00. Taxes will be promptly paid on time.

CUSTOMER DEPOSIT REGISTER

This has been an on-going issue. The Clerk-Treasurer is in the process of fixing this issue.

ORDINANCES AND RESOLUTIONS

The Sewer Ordinance was approved and adopted in July 2007. The process of making sure it was carried out properly was not done by the previous Clerk-Treasurer. We will be appealing the Sewer Ordinance and adopting one that does fit with our current rates and fees.

Town of Advance
Office of Clerk-Treasurer

Phone: (765) 676-6611

Fax: (877) 335-9077

OFFICIAL BOND

Our bonds were not properly set up, so that there were not individual bonds to record. The Clerk-Treasurer is working with Insurance Company to make sure they are set up in compliance to State Board of Accounts and recorded in the proper fashion.

Signed: Heather L. Greenlee
Heather L. Greenlee

Title: Clerk-Treasurer
Clerk-Treasurer
Town of Advance

TOWN OF ADVANCE
SUMMARY

	<u>Charges</u>	<u>Credits</u>	<u>Balance Due</u>
Heather Greenlee, Clerk-Treasurer: Penalties and Interest, page 12	\$ <u>577</u>	\$ <u>-</u>	\$ <u>577</u>

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AFFIDAVIT

STATE OF INDIANA)
Clinton COUNTY)

I, April Boone, Field Examiner, being duly sworn on my oath, state that the foregoing report based on the official records of the Town of Advance, Boone County, for the period from September 1, 2007 to December 31, 2009, is true and correct to the best of my knowledge and belief.

April Boone
Field Examiner

Subscribed and sworn to before me this 22 day of October, 2010.

Sarah L. Byrne
Notary Public

My Commission Expires: 9/13/16
County of Residence: Clinton

