

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

EXAMINATION REPORT  
OF  
TOWN OF PINES  
PORTER COUNTY, INDIANA  
January 1, 2008 to December 31, 2009



**FILED**  
01/03/2011



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OFFICIALS

Office

Official

Term

Clerk-Treasurer

Sandra Hall

01-01-06 to 12-31-11

President of the Town Council

Vanessa D. Sick  
Cathi Murray

01-01-08 to 06-30-08  
07-01-08 to 12-31-10



**STATE OF INDIANA**  
AN EQUAL OPPORTUNITY EMPLOYER

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INDEPENDENT ACCOUNTANT'S REPORT

TO: THE OFFICIALS OF THE TOWN OF PINES, PORTER COUNTY, INDIANA

We have examined the financial information presented herein of the Town of Pines (Town), for the period of January 1, 2008 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, 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

November 1, 2010

TOWN OF PINES  
SCHEDULES OF RECEIPTS, DISBURSEMENTS, AND CASH AND INVESTMENT BALANCES  
ALL GOVERNMENTAL AND FIDUCIARY FUND TYPES  
As Of And For The Years Ended December 31, 2008 And 2009

	Cash and Investments 01-01-08	Receipts	Disbursements	Cash and Investments 12-31-08
Governmental Funds:				
General	\$ 4,601	\$ 150,740	\$ 82,420	\$ 72,921
Motor Vehicle Highway	26,065	23,430	30,111	19,384
Local Road and Street	54,796	12,504	14,000	53,300
Rainy Day	41,811	20,373	28,805	33,379
Donation	2,441	-	1,025	1,416
Cumulative Capital Improvement	3,573	1,232	2,200	2,605
County Economic Development Income Tax (CEDIT)	139,723	53,135	10,597	182,261
Local Major Moves	57,433	-	25,600	31,833
Fiduciary Fund:				
Excess Levy	758	-	-	758
Totals	<u>\$ 331,201</u>	<u>\$ 261,414</u>	<u>\$ 194,758</u>	<u>\$ 397,857</u>

	Cash and Investments 01-01-09	Receipts	Disbursements	Cash and Investments 12-31-09
Governmental Funds:				
General	\$ 72,921	\$ 164,486	\$ 118,741	\$ 118,666
Motor Vehicle Highway	19,384	40,853	25,811	34,426
Local Road and Street	53,300	16,397	-	69,697
Rainy Day	33,379	29,482	6,886	55,975
Donation	1,416	-	-	1,416
Cumulative Capital Improvement	2,605	2,447	-	5,052
County Economic Development Income Tax (CEDIT)	182,261	64,353	5,875	240,739
Local Major Moves	31,833	-	25,750	6,083
Fiduciary Fund:				
Excess Levy	758	-	-	758
Totals	<u>\$ 397,857</u>	<u>\$ 318,018</u>	<u>\$ 183,063</u>	<u>\$ 532,812</u>

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

TOWN OF PINES  
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.

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 PINES  
EXAMINATION RESULT AND COMMENT

CAPITAL ASSETS RECORDS

As stated in prior Report B33903, the Town does not maintain a capital asset inventory. The Town does not have a written capitalization 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)

TOWN OF PINES  
EXIT CONFERENCE

The contents of this report were discussed on November 1, 2010, with Sandra Hall, Clerk-Treasurer, and George Adey, Vice-President of the Town Council. The officials concurred with our finding.