

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

EXAMINATION REPORT
OF
TOWN OF SIDNEY
KOSCIUSKO COUNTY, INDIANA
January 1, 2009 to December 31, 2010



FILED
08/11/2011

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OFFICIALS

Office

Official

Term

Clerk-Treasurer

Lana D. Wolfe

01-01-08 to 12-31-11

President of the
Town Council

Kenneth M. Koontz

01-01-09 to 12-31-11



STATE OF INDIANA
AN EQUAL OPPORTUNITY EMPLOYER

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INDEPENDENT ACCOUNTANT'S REPORT

TO: THE OFFICIALS OF THE TOWN OF SIDNEY, KOSCIUSKO COUNTY, INDIANA

We have examined the financial statements of the Town of Sidney (Town), for the period of January 1, 2009 to December 31, 2010. The Town's management is responsible for the financial statements. 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 statements and performing such other procedures as we considered necessary in the circumstances. We believe that our examination provides a reasonable basis for our opinion.

As discussed in Note 1, the Town prepares its financial statements on the prescribed basis of accounting that demonstrates compliance with the reporting requirements established by the State Board of Accounts as allowed by state statute (IC 5-11-1-6), which is a comprehensive basis of accounting other than accounting principles generally accepted in the United States of America. The basis noted above is a different basis than that used in the prior year.

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position and results of operations of the Town for the years ended December 31, 2009 and 2010, on the basis of accounting described in Note 1.

The Combining Schedule(s) of Receipts, Disbursements, and Cash and Investment Balances – Regulatory Basis, Schedule of Capital Assets, and Schedule of Long-Term Debt, as listed in the Table of Contents, are presented for additional analysis and are not required parts of the financial statements. They have not been subjected to the examination procedures applied to the financial statements and, accordingly, we express no opinion on them.

This report is intended solely for the information and use of the Town's management, the Town Council and is not intended to be and should not be used by anyone other than these specified parties. In accordance with Indiana Code 5-11-5-1, this report is a part of the public records of the State Board of Accounts and of the office examined.

STATE BOARD OF ACCOUNTS

June 29, 2011

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FINANCIAL STATEMENT(S)

TOWN OF SIDNEY
STATEMENT OF RECEIPTS, DISBURSEMENTS, AND CASH AND INVESTMENT BALANCES -
REGULATORY BASIS
For The Year Ended December 31, 2009

	Cash and Investments 01-01-09	Receipts	Disbursements	Cash and Investments 12-31-09
General	\$ 33,658	\$ 29,031	\$ 27,559	\$ 35,130
Motor Vehicle Highway	33,054	4,582	318	37,318
Local Road And Street	10,316	1,513	-	11,829
Rainy Day	417	84	-	501
Co Economic Development Income Tax	42,624	13,901	-	56,525
Cumulative Capital Improvement	11,454	567	-	12,021
Wastewater Utility-Operating	30,268	59,243	63,592	25,919
Wastewater Util-Bond And Interest	-	20,144	10,094	10,050
Wastewater Utility-Debt Reserve	5,032	2,012	-	7,044
Totals	<u>\$ 166,823</u>	<u>\$ 131,077</u>	<u>\$ 101,563</u>	<u>\$ 196,337</u>

The notes to the financial statement(s) are an integral part of this statement.

TOWN OF SIDNEY
STATEMENT OF RECEIPTS, DISBURSEMENTS, AND CASH AND INVESTMENT BALANCES -
REGULATORY BASIS
For The Year Ended December 31, 2010

	Cash and Investments 01-01-10	Receipts	Disbursements	Cash and Investments 12-31-10
General	\$ 35,130	\$ 25,808	\$ 20,644	\$ 40,294
Motor Vehicle Highway	37,318	4,530	6,697	35,151
Local Road And Street	11,829	1,542	2,000	11,371
Rainy Day	501	5,567	-	6,068
Co Economic Development Income Tax	56,525	11,693	4,000	64,218
Levy Excess	-	35	-	35
Cumulative Capital Improvement	12,021	517	-	12,538
Wastewater Utility-Operating	25,919	55,060	54,807	26,172
Wastewater Util-Bond And Interest	10,050	20,012	20,056	10,006
Wastewater Utility-Debt Reserve	7,044	2,013	-	9,057
Totals	<u>\$ 196,337</u>	<u>\$ 126,777</u>	<u>\$ 108,204</u>	<u>\$ 214,910</u>

The notes to the financial statement(s) are an integral part of this statement.

TOWN OF SIDNEY
NOTES TO FINANCIAL STATEMENT(S)

Note 1. Summary of Significant Accounting Policies

A. Reporting Entity

The Town was established under the laws of the State of Indiana. The Town operates under a Town Council form of government and provides some or all of the following services: public safety (police and fire), highways and streets, health and social services, culture and recreation, public improvements, planning and zoning, general administrative services, water, wastewater, electric, gas, storm water, trash, aviation, and urban redevelopment and housing.

The accompanying financial statements present the financial information for the Town (primary government), and does not include financial information for any of the Town's legally separate component units, which accounting principles generally accepted in the United States of America require to be reported with the financial information of the Town (primary government).

B. Basis of Accounting

The financial statements are reported on a regulatory basis of accounting prescribed by the State Board of Accounts in accordance with state statute (IC 5-11-1-6), which is a comprehensive basis of accounting other than accounting principles generally accepted in the United States of America. Receipts are recorded when received and disbursements are recorded when paid.

The regulatory basis of accounting differs from accounting principles generally accepted in the United States of America in that receipts are recognized when received in cash, rather than when earned, and disbursements are recognized when paid, rather than when a liability is incurred.

C. Cash and Investments

Investments are stated at cost. Any changes in fair value of the investments are reported as receipts in the year of the sale of the investment.

D. Receipts

Receipts are presented in the aggregate on the face of the financial statements. The aggregate receipts may include, but are not limited to, the following sources:

Taxes which can include one or more of the following: property taxes, certified shares (local option tax), property tax replacement credit (local option tax), county option income tax, wheel tax, innkeepers tax, food and beverage tax, county economic development income tax, boat and trailer excise tax, county adjusted gross income tax, and other taxes that are set by the Town.

Licenses and permits which include amounts received from businesses, occupations, or nonbusinesses that must be licensed before doing business within the government's jurisdiction or permits levied according to the benefits presumably conferred by the permit. Examples of licenses and permits include: peddler licenses, dog tax licenses, auctioneer license, building and planning permits, demolition permits, electrical permits, sign permits, and gun permits.

TOWN OF SIDNEY
NOTES TO FINANCIAL STATEMENT(S)
(Continued)

Intergovernmental receipts which include receipts from other governments in the form of operating grants, entitlements, or payments in lieu of taxes. Examples of this type of receipts include, but are not limited to: federal grants, state grants, cigarette tax distributions received from the state, motor vehicle highway distribution received from the state, local road and street distribution received from the state, financial institution tax received from the state, auto excise surtax received from the state, commercial vehicle excise tax received from the state, major moves distributions received from the state, and riverboat receipts received from the county.

Charges for services which can include, but are not limited to the following: planning commission charges, building department charges, copies of public records, copy machine charges, accident report copies, gun permit applications, 911 telephone services, recycling fees, dog pound fees, emergency medical service fees, park rental fees, swimming pool receipts, cable tv receipts, ordinance violations, fines and fees, bond forfeitures, court costs, and court receipts.

Fines and forfeits which include receipts derived from fines and penalties imposed for the commission of statutory offenses, violation of lawful administrative rules and regulations (fines), and for the neglect of official duty and monies derived from confiscating deposits held as performance guarantees (forfeitures).

Utility fees which are comprised mostly of charges for current services.

Other receipts which include amounts received from various sources which can include, but are not limited to the following: net proceeds from borrowings; interfund loan activity; transfers authorized by statute, ordinance, resolution or court order; internal service receipts; and fiduciary receipts.

E. Disbursements

Disbursements are presented in the aggregate on the face of the financial statements. The aggregate disbursements may include, but are not limited to, the following uses:

Personal services include outflows for salaries, wages, and related employee benefits provided for all persons employed. In those units where sick leave, vacation leave, overtime compensation, and other such benefits are appropriated separately, such payments would also be included.

Supplies which include articles and commodities that are entirely consumed and materially altered when used and/or show rapid depreciation after use for a short period of time. Examples of supplies include office supplies, operating supplies, and repair and maintenance supplies.

Other services and charges which include, but are not limited to: professional services, communication and transportation, printing and advertising, insurance, utility services, repairs and maintenance, and rental charges.

Debt service principal and interest which include fixed obligations resulting from financial transactions previously entered into by the Town. It includes all expenditures for the reduction of the principal and interest of the Town's general obligation indebtedness.

TOWN OF SIDNEY
NOTES TO FINANCIAL STATEMENT(S)
(Continued)

Capital outlay which include all outflows for land, infrastructure, buildings, improvements, and machinery and equipment having an appreciable and calculable period of usefulness.

Utility operating expenses which include all outflows for operating the utilities.

Other disbursements which include, but are not limited to the following: interfund loan payments, loans made to other funds, internal service disbursements, and transfers out that are authorized by statute, ordinance, resolution, or court order.

F. Interfund Transfers

The Town may, from time to time, transfer money from one fund to another. These transfers, if any, are included as a part of the receipts and disbursements of the affected funds and as a part of total receipts and disbursements. The transfers are used for cash flow purposes as provided by various statutory provisions.

G. Fund Accounting

Separate funds are established, maintained, and reported by the Town. Each fund is used to account for money received from and used for specific sources and uses as determined by various regulations. Restrictions on some funds are set by statute while other funds are internally restricted by the Town. The money accounted for in a specific fund may only be available for use for certain, legally restricted purposes. Additionally, some funds are used to account for assets held by the Town in a trustee capacity as an agent of individuals, private organizations, other funds, or other governmental units and therefore the funds cannot be used for any expenditures of the unit itself.

Note 2. Budgets

The operating budget is initially prepared and approved at the local level. The fiscal officer of the Town submits a proposed operating budget to the governing board for the following calendar year. The budget is advertised as required by law. Prior to adopting the budget, the governing board conducts public hearings and obtains taxpayer comments. Prior to November 1, the governing board approves the budget for the next year. The budget for funds for which property taxes are levied or highway use taxes are received is subject to final approval by the Indiana Department of Local Government Finance.

Note 3. Property Taxes

Property taxes levied are collected by the County Treasurer and are scheduled to be distributed to the Town in June and December; however, situations can arise which would delay the distributions. 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 percent 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 normally become delinquent if not paid by May 10 and November 10, respectively.

TOWN OF SIDNEY
NOTES TO FINANCIAL STATEMENT(S)
(Continued)

Note 4. *Deposits and Investments*

Deposits, made in accordance with state statute (IC 5-13), with financial institutions in the State of Indiana at year end should be 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 statutes authorize 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.

Note 5. *Risk Management*

The Town may be exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions; job related illnesses or injuries to employees; medical benefits to employees, retirees, and dependents; and natural disasters.

These risks can be mitigated through the purchase of insurance, establishment of a self-insurance fund, and/or participation in a risk pool. The purchase of insurance transfers the risk to an independent third party. The establishment of a self-insurance fund allows the Town to set aside money for claim settlements. The self-insurance fund would be included in the financial statements. The purpose of participation in a risk pool is to provide a medium for the funding and administration of the risks. These risks may also be mitigated by the Town by recording as a disbursement and replacement items purchased.

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SUPPLEMENTARY INFORMATION – UNAUDITED

For additional financial information, the Town of Sidney's Annual Report(s) can be found on the Indiana Transparency Portal website: www.in.gov/itp/annual_reports/.

TOWN OF SIDNEY
 COMBINING SCHEDULE OF RECEIPTS, DISBURSEMENTS, AND
 CASH AND INVESTMENT BALANCES - REGULATORY BASIS
 For The Year Ended December 31, 2009

	General	Motor Vehicle Highway	Local Road And Street	Rainy Day	Co Economic Development Income Tax
Cash and investments - beginning	\$ 33,658	\$ 33,054	\$ 10,316	\$ 417	\$ 42,624
Receipts:					
Taxes	18,104	-	-	-	-
Licenses and permits	16	-	-	-	-
Intergovernmental	7,427	4,582	1,513	84	13,901
Utility fees	-	-	-	-	-
Other receipts	3,484	-	-	-	-
Total receipts	<u>29,031</u>	<u>4,582</u>	<u>1,513</u>	<u>84</u>	<u>13,901</u>
Disbursements:					
Personal services	6,350	-	-	-	-
Supplies	6,942	-	-	-	-
Other services and charges	12,577	318	-	-	-
Debt service - principal and interest	-	-	-	-	-
Capital outlay	1,690	-	-	-	-
Utility operating expenses	-	-	-	-	-
Other disbursements	-	-	-	-	-
Total disbursements	<u>27,559</u>	<u>318</u>	<u>-</u>	<u>-</u>	<u>-</u>
Excess (deficiency) of receipts over disbursements	<u>1,472</u>	<u>4,264</u>	<u>1,513</u>	<u>84</u>	<u>13,901</u>
Cash and investments - ending	<u>\$ 35,130</u>	<u>\$ 37,318</u>	<u>\$ 11,829</u>	<u>\$ 501</u>	<u>\$ 56,525</u>

TOWN OF SIDNEY
 COMBINING SCHEDULE OF RECEIPTS, DISBURSEMENTS, AND
 CASH AND INVESTMENT BALANCES - REGULATORY BASIS
 For The Year Ended December 31, 2009
 (Continued)

	Cumulative Capital Improvement	Wastewater Utility-Operating	Wastewater Util-Bond And Interest	Wastewater Utility-Debt Reserve	Totals
Cash and investments - beginning	\$ 11,454	\$ 30,268	\$ -	\$ 5,032	\$ 166,823
Receipts:					
Taxes	-	-	-	-	18,104
Licenses and permits	-	-	-	-	16
Intergovernmental	567	-	-	-	28,074
Utility fees	-	59,243	-	-	59,243
Other receipts	-	-	20,144	2,012	25,640
Total receipts	<u>567</u>	<u>59,243</u>	<u>20,144</u>	<u>2,012</u>	<u>131,077</u>
Disbursements:					
Personal services	-	-	-	-	6,350
Supplies	-	-	-	-	6,942
Other services and charges	-	-	-	-	12,895
Debt service - principal and interest	-	26,759	-	-	26,759
Capital outlay	-	161	-	-	1,851
Utility operating expenses	-	12,897	10,094	-	22,991
Other disbursements	-	23,775	-	-	23,775
Total disbursements	<u>-</u>	<u>63,592</u>	<u>10,094</u>	<u>-</u>	<u>101,563</u>
Excess (deficiency) of receipts over disbursements	<u>567</u>	<u>(4,349)</u>	<u>10,050</u>	<u>2,012</u>	<u>29,514</u>
Cash and investments - ending	<u>\$ 12,021</u>	<u>\$ 25,919</u>	<u>\$ 10,050</u>	<u>\$ 7,044</u>	<u>\$ 196,337</u>

TOWN OF SIDNEY
 COMBINING SCHEDULE OF RECEIPTS, DISBURSEMENTS, AND
 CASH AND INVESTMENT BALANCES - REGULATORY BASIS
 For The Year Ended December 31, 2010

	General	Motor Vehicle Highway	Local Road And Street	Rainy Day	Co Economic Development Income Tax	Levy Excess
Cash and investments - beginning	\$ 35,130	\$ 37,318	\$ 11,829	\$ 501	\$ 56,525	\$ -
Receipts:						
Taxes	14,873	-	-	-	-	-
Licenses and permits	10	-	-	-	-	-
Intergovernmental	6,100	-	1,542	5,567	11,693	-
Charges for services	4,717	4,530	-	-	-	-
Utility fees	-	-	-	-	-	-
Other receipts	108	-	-	-	-	35
Total receipts	<u>25,808</u>	<u>4,530</u>	<u>1,542</u>	<u>5,567</u>	<u>11,693</u>	<u>35</u>
Disbursements:						
Personal services	5,750	-	-	-	-	-
Supplies	1,129	-	-	-	-	-
Other services and charges	13,765	6,697	2,000	-	-	-
Debt service - principal and interest	-	-	-	-	-	-
Capital outlay	-	-	-	-	4,000	-
Utility operating expenses	-	-	-	-	-	-
Other disbursements	-	-	-	-	-	-
Total disbursements	<u>20,644</u>	<u>6,697</u>	<u>2,000</u>	<u>-</u>	<u>4,000</u>	<u>-</u>
Excess (deficiency) of receipts over disbursements	<u>5,164</u>	<u>(2,167)</u>	<u>(458)</u>	<u>5,567</u>	<u>7,693</u>	<u>35</u>
Cash and investments - ending	<u>\$ 40,294</u>	<u>\$ 35,151</u>	<u>\$ 11,371</u>	<u>\$ 6,068</u>	<u>\$ 64,218</u>	<u>\$ 35</u>

TOWN OF SIDNEY
 COMBINING SCHEDULE OF RECEIPTS, DISBURSEMENTS, AND
 CASH AND INVESTMENT BALANCES - REGULATORY BASIS
 For The Year Ended December 31, 2010
 (Continued)

	Cumulative Capital Improvement	Wastewater Utility-Operating	Wastewater Util-Bond And Interest	Wastewater Utility-Debt Reserve	Totals
Cash and investments - beginning	\$ 12,021	\$ 25,919	\$ 10,050	\$ 7,044	\$ 196,337
Receipts:					
Taxes	-	-	-	-	14,873
Licenses and permits	-	-	-	-	10
Intergovernmental	492	-	-	-	25,394
Charges for services	-	-	-	-	9,247
Utility fees	-	55,060	-	-	55,060
Other receipts	25	-	20,012	2,013	22,193
Total receipts	517	55,060	20,012	2,013	126,777
Disbursements:					
Personal services	-	-	-	-	5,750
Supplies	-	-	-	-	1,129
Other services and charges	-	-	-	-	22,462
Debt service - principal and interest	-	-	20,056	-	20,056
Capital outlay	-	3,654	-	-	7,654
Utility operating expenses	-	25,753	-	-	25,753
Other disbursements	-	25,400	-	-	25,400
Total disbursements	-	54,807	20,056	-	108,204
Excess (deficiency) of receipts over disbursements	517	253	(44)	2,013	18,573
Cash and investments - ending	\$ 12,538	\$ 26,172	\$ 10,006	\$ 9,057	\$ 214,910

TOWN OF SIDNEY
 SUPPLEMENTARY INFORMATION
 SCHEDULE OF CAPITAL ASSETS
 For The Year Ended December 31, 2010

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>
Wastewater Utility:	
Capital assets, not being depreciated:	
Buildings	448,694
Improvements other than buildings	801,509
Machinery and equipment	<u>212,630</u>
 Total governmental activities, capital assets not being depreciated	 <u>\$ 1,462,833</u>

TOWN OF SIDNEY
 SUPPLEMENTARY INFORMATION
 SCHEDULE OF LONG-TERM DEBT
 December 31, 2010

The Town has entered into the following debt:

Description of Debt	Ending Principal Balance	Principal and Interest Due Within One Year
Wastewater Utility:		
Revenue bonds:		
2006 Sewage Works Revenue Bonds-Series A	\$ 134,000	\$ 7,841
2006 Sewage Works Revenue Bonds-Series B	<u>230,000</u>	<u>12,041</u>
 Total Wastewater Utility	 <u>\$ 364,000</u>	 <u>\$ 19,882</u>

TOWN OF SIDNEY
EXAMINATION RESULT(S) AND COMMENT(S)

OFFICIAL BOND

There was only one official bond on file for Lana D. Wolfe, Clerk-Treasurer in the Office of the County Recorder for the period March 14, 2009 to March 14, 2010. There is no current bond on file for the Clerk-Treasurer.

Indiana Code 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. . . ."

TOWN OF SIDNEY
EXIT CONFERENCE

The contents of this report were discussed on June 29, 2011, with Lana D. Wolfe, Clerk-Treasurer. The official concurred with our finding.