

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

FINANCIAL STATEMENT EXAMINATION REPORT

OF

TOWN OF MELLOTT

FOUNTAIN COUNTY, INDIANA

January 1, 2009 to December 31, 2010



FILED
11/16/2011

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OFFICIALS

Office

Official

Term

Clerk-Treasurer

Vickie S. Austin

01-01-08 to 12-31-11

President of the Town Council

Valerie Smart
Connie Helgers
Valerie Smart

01-01-09 to 12-31-09
01-01-10 to 12-31-10
01-01-11 to 12-31-11



STATE OF INDIANA
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STATE BOARD OF ACCOUNTS
302 WEST WASHINGTON STREET
ROOM E418
INDIANAPOLIS, INDIANA 46204-2769

Telephone: (317) 232-2513
Fax: (317) 232-4711
Web Site: www.in.gov/sboa

INDEPENDENT ACCOUNTANT'S REPORT

TO: THE OFFICIALS OF THE TOWN OF MELLOTT, FOUNTAIN COUNTY, INDIANA

We have examined the financial statements of the Town of Mellott (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 Schedules of Receipts, Disbursements, and Cash and Investment Balances – Regulatory Basis, 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 and 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

September 12, 2011

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FINANCIAL STATEMENTS

The financial statements and accompanying notes were approved by management of the Town. The financial statements and notes are presented as intended by the Town.

TOWN OF MELLOTT
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	\$ 1,131	\$ 25,177	\$ 15,636	\$ 10,672
Motor Vehicle Highway	21,314	7,106	12,837	15,583
Local Road And Street	10,763	967	453	11,277
Donations	576	-	-	576
Riverboat	5,212	1,295	-	6,507
Levy Excess	234	-	-	234
Cumulative Capital Improvement	<u>2,519</u>	<u>634</u>	<u>-</u>	<u>3,153</u>
Totals	<u>\$ 41,749</u>	<u>\$ 35,179</u>	<u>\$ 28,926</u>	<u>\$ 48,002</u>

The notes to the financial statements are an integral part of this statement.

TOWN OF MELLOTT
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	\$ 10,672	\$ 23,521	\$ 14,786	\$ 19,407
Motor Vehicle Highway	15,583	6,900	18,362	4,121
Local Road And Street	11,277	988	796	11,469
Donations	576	221	624	173
Riverboat	6,507	1,296	-	7,803
Levy Excess	234	35	-	269
Cumulative Capital Improvement	3,153	606	-	3,759
Totals	<u>\$ 48,002</u>	<u>\$ 33,567</u>	<u>\$ 34,568</u>	<u>\$ 47,001</u>

The notes to the financial statements are an integral part of this statement.

TOWN OF MELLOTT
NOTES TO FINANCIAL STATEMENTS

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).

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 MELLOTT
NOTES TO FINANCIAL STATEMENTS
(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).

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.

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

TOWN OF MELLOTT
NOTES TO FINANCIAL STATEMENTS
(Continued)

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.

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.

TOWN OF MELLOTT
NOTES TO FINANCIAL STATEMENTS
(Continued)

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's Annual Reports can be found on the Indiana Transparency Portal website: www.in.gov/itp/annual_reports/.

Differences may be noted between the financial information presented in the financial statements contained in this report and the financial information presented in the Annual Reports of the Town which are referenced above. These differences, if any, are due to adjustments made to the financial information during the course of the examination. This is a common occurrence in any financial statement examination. The financial information presented in this report is examined information, and the accuracy of such information can be determined by reading the opinion given in the Independent Accountant's Report.

The supplementary information presented was approved by management of the Town. It is presented as intended by the Town.

TOWN OF MELLOTT
 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	Donations	Riverboat	Levy Excess	Cumulative Capital Improvement	Totals
Cash and investments - beginning	\$ 1,131	\$ 21,314	\$ 10,763	\$ 576	\$ 5,212	\$ 234	\$ 2,519	\$ 41,749
Receipts:								
Taxes	6,805	1,646	-	-	-	-	-	8,451
Intergovernmental	503	-	-	-	-	-	634	1,137
Other receipts	17,869	5,460	967	-	1,295	-	-	25,591
Total receipts	<u>25,177</u>	<u>7,106</u>	<u>967</u>	<u>-</u>	<u>1,295</u>	<u>-</u>	<u>634</u>	<u>35,179</u>
Disbursements:								
Personal services	5,074	-	-	-	-	-	-	5,074
Supplies	321	-	-	-	-	-	-	321
Other services and charges	10,241	-	-	-	-	-	-	10,241
Other disbursements	-	12,837	453	-	-	-	-	13,290
Total disbursements	<u>15,636</u>	<u>12,837</u>	<u>453</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>28,926</u>
Excess (deficiency) of receipts over disbursements	<u>9,541</u>	<u>(5,731)</u>	<u>514</u>	<u>-</u>	<u>1,295</u>	<u>-</u>	<u>634</u>	<u>6,253</u>
Cash and investments - ending	<u>\$ 10,672</u>	<u>\$ 15,583</u>	<u>\$ 11,277</u>	<u>\$ 576</u>	<u>\$ 6,507</u>	<u>\$ 234</u>	<u>\$ 3,153</u>	<u>\$ 48,002</u>

TOWN OF MELLOTT
 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	Donations	Riverboat	Levy Excess	Cumulative Capital Improvement	Totals
Cash and investments - beginning	\$ 10,672	\$ 15,583	\$ 11,277	\$ 576	\$ 6,507	\$ 234	\$ 3,153	\$ 48,002
Receipts:								
Taxes	13,761	-	-	-	-	35	-	13,796
Intergovernmental	5,933	246	-	-	-	-	-	6,179
Other receipts	<u>3,827</u>	<u>6,654</u>	<u>988</u>	<u>221</u>	<u>1,296</u>	<u>-</u>	<u>606</u>	<u>13,592</u>
Total receipts	<u>23,521</u>	<u>6,900</u>	<u>988</u>	<u>221</u>	<u>1,296</u>	<u>35</u>	<u>606</u>	<u>33,567</u>
Disbursements:								
Personal services	4,229	-	-	-	-	-	-	4,229
Supplies	74	-	-	-	-	-	-	74
Other services and charges	10,483	18,362	-	-	-	-	-	28,845
Other disbursements	<u>-</u>	<u>-</u>	<u>796</u>	<u>624</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>1,420</u>
Total disbursements	<u>14,786</u>	<u>18,362</u>	<u>796</u>	<u>624</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>34,568</u>
Excess (deficiency) of receipts over disbursements	<u>8,735</u>	<u>(11,462)</u>	<u>192</u>	<u>(403)</u>	<u>1,296</u>	<u>35</u>	<u>606</u>	<u>(1,001)</u>
Cash and investments - ending	<u>\$ 19,407</u>	<u>\$ 4,121</u>	<u>\$ 11,469</u>	<u>\$ 173</u>	<u>\$ 7,803</u>	<u>\$ 269</u>	<u>\$ 3,759</u>	<u>\$ 47,001</u>

TOWN OF MELLOTT
EXAMINATION RESULTS AND COMMENTS

CAPITAL ASSET RECORDS

The Town owns capital assets but does not maintain capital asset records. A similar comment was included in prior report B35557.

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 form. 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)

FEDERAL AND STATE AGENCIES - COMPLIANCE REQUIREMENTS

The Town filed the fourth quarter 2009 and 2010 Employer's Quarterly Federal Tax Return (941) incorrectly. The reported wages for the quarter were \$500 less than actual wages paid. The same error was made on both years.

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 Cities and Towns, Chapter 7)

Each governmental unit is responsible for compliance with all rules, regulations, guidelines, and directives of the Internal Revenue Service and the Indiana Department of Revenue. All questions concerning taxes should be directed to these agencies. (Accounting and Uniform Compliance Guidelines Manual for Cities and Towns, Chapter 7)

SALARY ORDINANCE

The Town did not approve a salary ordinance for 2009 or 2010. The Town paid the same salaries as they did in the previous year.

Compensation of all town officers and employees shall be fixed by an ordinance of the town council, and for other than elected town officials, this compensation may be changed by another ordinance of the town council at any time. There is no limitation upon the amount fixed, only to the extent of available appropriations where tax funds are involved. [IC 36-5-3-2]

TOWN OF MELLOTT
EXAMINATION RESULTS AND COMMENTS
(Continued)

At the time such compensation is fixed, it may be prorated between the general fund or any other applicable funds of the town, as well as any available utility funds. The compensation of an elected town official may not be changed in the year for which it is fixed, nor may it be reduced below the amount fixed for the previous year. The approval of a claim for increased compensation does not authorize the town Clerk-Treasurer to pay such increase unless it is specifically provided for by ordinance of the town council. (Accounting and Uniform Compliance Guidelines Manual For Cities and Towns, Chapter 7)

We recommend a salary ordinance for officials and employees for the next succeeding year should be enacted by the town council annually on or before July 1 of each year and made a part of the minutes of the town council. This action is recommended in order for town officials to have such information available prior to making out the annual budget for the next year's costs of operation. (Accounting and Uniform Compliance Guidelines Manual For Cities and Towns, Chapter 7)

ADVANCE PAYMENTS

The check to Rice and Son Mowing dated December 30, 2010, for snow removal for winter 2011 was paid prior to the receipt of services.

Compensation and any other payments for goods and services should not be paid in advance of receipt of the goods or services unless specifically authorized by statute. Payments made for goods or services which are not received may be the personal obligation of the responsible official or employee. (Accounting and Uniform Compliance Guidelines Manual for Cities and Towns, Chapter 7)

CONTRACTS

Payments totaling \$393.75 and \$1,700 for the years 2009 and 2010, respectively, were made to Rice and Son Mowing for snow removal without a contract.

Payments made or received for contractual services should be supported by a written contract. Each governmental unit is responsible for complying with the provisions of its contracts. (Accounting and Uniform Compliance Guidelines Manual for Cities and Towns, Chapter 7)

TOWN OF MELLOTT
EXIT CONFERENCE

The contents of this report were discussed on September 12, 2011, with Vickie S. Austin, Clerk-Treasurer, and Valerie Smart, President of the Town Council. The officials concurred with our findings.