

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

FINANCIAL STATEMENT EXAMINATION REPORT  
OF

SULLIVAN COUNTY SOLID WASTE  
MANAGEMENT DISTRICT  
SULLIVAN COUNTY, INDIANA

January 1, 2010 to December 31, 2011



**FILED**  
06/05/2012



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OFFICIALS

Office

Official

Term

Fiscal Officer

Judy K. Harris

01-01-10 to 12-31-12

President of the Board

Tim Abrams

01-01-10 to 12-31-12



**STATE OF INDIANA**  
AN EQUAL OPPORTUNITY EMPLOYER

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INDEPENDENT ACCOUNTANT'S REPORT

TO: THE OFFICIALS OF THE SULLIVAN COUNTY SOLID WASTE  
MANAGEMENT DISTRICT, SULLIVAN COUNTY, INDIANA

We have examined the financial statements of the Sullivan County Solid Waste Management District (District), for the period of January 1, 2010 to December 31, 2011. The District'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 District 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 District for the years ended December 31, 2010 and 2011, on the basis of accounting described in Note 1.

The Combining Schedules of Receipts, Disbursements, and Cash and Investment Balances – Regulatory Basis and Schedule of Capital Assets, 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 District's management, the District's Board, and others within the entity 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

April 18, 2012

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## FINANCIAL STATEMENTS

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

SULLIVAN COUNTY SOLID WASTE MANAGEMENT DISTRICT  
STATEMENT OF RECEIPTS, DISBURSEMENTS, AND CASH AND INVESTMENT BALANCES -  
REGULATORY BASIS  
For The Year Ended December 31, 2010

Fund	Cash and Investments 01-01-10	Receipts	Disbursements	Cash and Investments 12-31-10
Solid Waste Management Fund	\$ 19,741	\$ 281,464	\$ 274,680	\$ 26,525
Nonreverting Capital Fund	5,000	1,400	-	6,400
Payroll Fund	1	9,969	9,963	7
Grants Forward	3,329	-	1,039	2,290
2009 Pep Grant	(1,038)	1,038	-	-
Totals	<u>\$ 27,033</u>	<u>\$ 293,871</u>	<u>\$ 285,682</u>	<u>\$ 35,222</u>

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

SULLIVAN COUNTY SOLID WASTE MANAGEMENT DISTRICT  
STATEMENT OF RECEIPTS, DISBURSEMENTS, AND CASH AND INVESTMENT BALANCES -  
REGULATORY BASIS  
For The Year Ended December 31, 2011

Fund	Cash and Investments 01-01-11	Receipts	Disbursements	Cash and Investments 12-31-11
Solid Waste Management Fund	\$ 26,525	\$ 363,404	\$ 342,462	\$ 47,467
Payroll Fund	7	9,883	9,881	9
Grants Forward	2,290	-	-	2,290
Nonreverting Capital Fund	6,400	2,800	3,323	5,877
Totals	<u>\$ 35,222</u>	<u>\$ 376,087</u>	<u>\$ 355,666</u>	<u>\$ 55,643</u>

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

SULLIVAN COUNTY SOLID WASTE MANAGEMENT DISTRICT  
NOTES TO FINANCIAL STATEMENTS

**Note 1. Summary of Significant Accounting Policies**

*A. Reporting Entity*

The District was established under the laws of the State of Indiana. The District operates under an appointed governing board.

The accompanying financial statements present the financial information for the District.

*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. Receipts*

Receipts are presented in the aggregate on the face of the financial statements. The aggregate receipts include the following sources:

Charges for services which can include, but are not limited to the following: tipping fees and recycling, dumping 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.

*D. Disbursements*

Disbursements are presented in the aggregate on the face of the financial statements. The aggregate disbursements include 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.

SULLIVAN COUNTY SOLID WASTE MANAGEMENT DISTRICT  
NOTES TO FINANCIAL STATEMENTS  
(Continued)

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.

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

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.

*E. Interfund Transfers*

The District 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.

*F. Fund Accounting*

Separate funds are established, maintained, and reported by the District. 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 District. 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 District 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 District 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. 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 District 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.

SULLIVAN COUNTY SOLID WASTE MANAGEMENT DISTRICT  
NOTES TO FINANCIAL STATEMENTS  
(Continued)

**Note 4. Risk Management**

The District 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 District 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 District by recording as a disbursement any replacement items purchased.

## SUPPLEMENTARY INFORMATION – UNAUDITED

For additional financial information, the District's 2010 Annual Report can be found on the Indiana Transparency Portal website: [www.in.gov/itp/annual\\_reports/](http://www.in.gov/itp/annual_reports/).

For additional financial information, the District's 2011 Annual Report information can be found on the Gateway website: <https://gateway.ifionline.org/>.

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 District 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 District. It is presented as intended by the District.

SULLIVAN COUNTY SOLID WASTE MANAGEMENT DISTRICT  
 COMBINING SCHEDULE OF RECEIPTS, DISBURSEMENTS, AND  
 CASH AND INVESTMENT BALANCES - REGULATORY BASIS  
 For The Year Ended December 31, 2010

	Solid Waste Management Fund	Nonreverting Capital Fund	Payroll Fund	Grants Forward	2009 Pep Grant	Totals
Cash and investments - beginning	\$ 19,741	\$ 5,000	\$ 1	\$ 3,329	\$ (1,038)	\$ 27,033
Receipts:						
Charges for services	199,305	-	-	-	-	199,305
Other receipts	<u>82,159</u>	<u>1,400</u>	<u>9,969</u>	<u>-</u>	<u>1,038</u>	<u>94,566</u>
Total receipts	<u>281,464</u>	<u>1,400</u>	<u>9,969</u>	<u>-</u>	<u>1,038</u>	<u>293,871</u>
Disbursements:						
Personal services	54,667	-	-	-	-	54,667
Supplies	1,121	-	-	-	-	1,121
Other services and charges	16,543	-	-	-	-	16,543
Other disbursements	<u>202,349</u>	<u>-</u>	<u>9,963</u>	<u>1,039</u>	<u>-</u>	<u>213,351</u>
Total disbursements	<u>274,680</u>	<u>-</u>	<u>9,963</u>	<u>1,039</u>	<u>-</u>	<u>285,682</u>
Excess (deficiency) of receipts over disbursements	<u>6,784</u>	<u>1,400</u>	<u>6</u>	<u>(1,039)</u>	<u>1,038</u>	<u>8,189</u>
Cash and investments - ending	<u>\$ 26,525</u>	<u>\$ 6,400</u>	<u>\$ 7</u>	<u>\$ 2,290</u>	<u>\$ -</u>	<u>\$ 35,222</u>

SULLIVAN COUNTY SOLID WASTE MANAGEMENT DISTRICT  
 COMBINING SCHEDULE OF RECEIPTS, DISBURSEMENTS, AND  
 CASH AND INVESTMENT BALANCES - REGULATORY BASIS  
 For The Year Ended December 31, 2011

	Solid Waste Management Fund	Payroll Fund	Grants Forward	Nonreverting Capital Fund	Totals
Cash and investments - beginning	\$ 26,525	\$ 7	\$ 2,290	\$ 6,400	\$ 35,222
Receipts:					
Other receipts	363,404	9,883	-	2,800	376,087
Total receipts	363,404	9,883	-	2,800	376,087
Disbursements:					
Personal services	59,048	-	-	-	59,048
Supplies	1,795	-	-	-	1,795
Other services and charges	24,162	-	-	-	24,162
Capital outlay	-	-	-	3,323	3,323
Other disbursements	257,457	9,881	-	-	267,338
Total disbursements	342,462	9,881	-	3,323	355,666
Excess (deficiency) of receipts over disbursements	20,942	2	-	(523)	20,421
Cash and investments - ending	\$ 47,467	\$ 9	\$ 2,290	\$ 5,877	\$ 55,643

SULLIVAN COUNTY SOLID WASTE MANAGEMENT DISTRICT  
SCHEDULE OF CAPITAL ASSETS  
December 31, 2011

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>Ending Balance</u>
Governmental activities:	
Machinery, equipment and vehicles	<u>\$ 12,000</u>
Total capital assets	<u><u>\$ 12,000</u></u>

SULLIVAN COUNTY SOLID WASTE MANAGEMENT DISTRICT  
EXAMINATION RESULTS AND COMMENTS

***ANNUAL REPORT***

The Sullivan County Solid Waste Management District filed an Annual Report with the State Board of Accounts on April 5, 2012, which is not within 60 days after the close of the fiscal year as required by law.

Indiana Code 5-11-1-4 (a) states:

"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. The reports must be filed electronically, in a manner prescribed by the state examiner that is compatible with the technology employed by the political subdivision."

***PRESCRIBED FORMS***

As stated in prior Reports B27760, B33645, and B38635, the following prescribed or approved forms were not always in use:

Form 359 - Ledger of Appropriations, Encumbrances, Disbursements, and Balances  
Form 99B - Employee's Earnings Record

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 Special Districts, Chapter 10)

SULLIVAN COUNTY SOLID WASTE MANAGEMENT DISTRICT  
EXIT CONFERENCE

The contents of this report were discussed on April 18, 2012, with Judy K. Harris, Fiscal Officer. The official concurred with our findings.