

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

FINANCIAL STATEMENTS EXAMINATION REPORT

OF

TOWN OF BRISTOL

ELKHART COUNTY, INDIANA

January 1, 2010 to December 31, 2011



FILED
10/18/2012

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SCHEDULE OF OFFICIALS

<u>Office</u>	<u>Official</u>	<u>Term</u>
Clerk-Treasurer	Mary J. Ryman	01-01-08 to 12-31-15
President of the Town Council	Thomas A. Stutsman Floyd Lynch	01-01-10 to 12-31-10 01-01-11 to 12-31-12
Town Manager	Bill Wuthrich	01-01-10 to 12-31-12



STATE OF INDIANA
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INDEPENDENT ACCOUNTANT'S REPORT

TO: THE OFFICIALS OF THE TOWN OF BRISTOL, ELKHART COUNTY, INDIANA

We have examined the accompanying financial statements of the Town of Bristol (Town), for the years ended December 31, 2010 and 2011. The financial statements are the responsibility of the Town's management. Our responsibility is to express an opinion on the financial statements 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 examination.

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, 2010 and 2011, on the basis of accounting described in Note 1.

Our examination was conducted for the purpose of forming an opinion on the Town's financial statements. The Combining Schedules of Receipts, Disbursements, and Cash and Investment Balances – Regulatory Basis, Schedule of Payables and Receivables, Schedule of Leases and Debt, 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 Town's management, Town Council, 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

September 19, 2012

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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 BRISTOL
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
General	\$ 139,590	\$ 1,038,339	\$ 996,447	\$ 181,482
Motor Vehicle Highway	151,355	186,435	103,142	234,648
Local Roads & Streets	25,862	16,285	-	42,147
Cemetery	45,005	47,653	48,128	44,530
Bristol Police Reserve	17,127	21,062	19,345	18,844
Storm Water- Ms-4 Fund	91,598	106,994	5,000	193,592
Local Law En Cont Ed Park	8,506 33,247	3,121 90,800	2,975 99,925	8,652 24,122
Police Ow Impaired-Drugs/ Police Non-Revert Equip	(2,254) 26,258	14,685 3,600	22,148 8,725	(9,717) 21,133
Rainy Day Fund	222,725	38,087	25,884	234,928
Crim Just Sel Enforce Opo	39	945	1,777	(793)
Levy Excess Fund	-	2,625	-	2,625
Major Moves	244,770	2,079	-	246,849
Raber Golf Course Fund	78,087	36,663	951	113,799
Cum Capital Development	540,761	80,352	-	621,113
Park Non-Reverting	84,054	9,714	-	93,768
Cum Fire & Police Equip	123,522	34,221	24,974	132,769
Cum Capital Improvement Edit	126,094 1,114,909	5,117 104,227	-	131,211 1,219,136
Golf Course Cum Cap Fund	24,818	4,211	-	29,029
Payroll Fund	3,176	746,960	748,915	1,221
Sewer Operating	1,017,008	420,505	382,413	1,055,100
Sewer Bond & Interest	7,110	190,610	190,610	7,110
Sewer Improvement	54,052	459	-	54,511
Sewer Debt	289,847	2,461	-	292,308
Water Operating	124,439	199,273	256,785	66,927
Water Bond & Interest	2,909	76,666	79,575	-
Water (Dep) Special	394,502	9,968	-	404,470
Water Meter	14,915	4,740	2,225	17,430
Totals	<u>\$ 5,004,031</u>	<u>\$ 3,498,857</u>	<u>\$ 3,019,944</u>	<u>\$ 5,482,944</u>

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

TOWN OF BRISTOL
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
GENERAL	\$ 181,482	\$ 1,031,415	\$ 1,031,244	\$ 181,653
MOTOR VEHICLE HIGHWAY	234,648	114,714	193,446	155,916
LOCAL ROADS & STREETS	42,147	14,559	45,000	11,706
PARK NON-REVERTING	93,768	9,000	-	102,768
LOCAL LAW EN CONT ED	8,652	2,972	695	10,929
PARK	24,122	99,313	89,637	33,798
RAINY DAY FUND	234,928	-	-	234,928
EDIT	1,219,136	72,737	-	1,291,873
LEVY EXCESS FUND HR9507	2,625	-	2,625	-
MAJOR MOVES	246,849	-	-	246,849
CUM CAPITAL DEVELOPMENT	621,113	63,263	-	684,376
POLICE NON-REVERT EQUIP	21,133	9,607	6,398	24,342
CUM FIRE & POLICE EQUIP	132,769	42,175	11,956	162,988
STORM WATER- MS-4 HR 9500	193,592	42,905	4,027	232,470
CUM CAPITAL IMPROVEMENT	131,211	3,969	-	135,180
SOUTH STATE RD 15 TIF #1	-	28,722	-	28,722
CEMETERY	44,530	46,482	54,514	36,498
POLICE RESERVE HR 9502	18,844	29,003	36,795	11,052
POLICE OW IMPAIRED-DRUGS/ RABER GOLF COURSE HR 9505	(9,717)	8,151	3,845	(5,411)
GOLF CUM CAP FUND HR9506	113,799	36,000	-	149,799
CRIM JUST SEL ENFORCE OPO	29,029	4,000	-	33,029
NORTH STATE RD 15 TIF#2	(793)	1,120	371	(44)
PAYROLL FUND	-	71,773	-	71,773
SEWER DEBT	1,221	746,670	744,830	3,061
SEWER OPERATING	292,308	-	-	292,308
SEWER BOND & INTEREST	1,055,100	429,112	395,012	1,089,200
SEWER IMPROVEMENT	7,110	183,512	190,623	(1)
WATER OPERATING	54,511	-	-	54,511
WATER METER	66,927	208,415	262,584	12,758
WATER BOND & INTEREST	17,430	3,110	1,490	19,050
WATER (DEP) SPECIAL	-	77,437	77,438	(1)
	<u>404,470</u>	<u>-</u>	<u>10,105</u>	<u>394,365</u>
Totals	<u>\$ 5,482,944</u>	<u>\$ 3,380,136</u>	<u>\$ 3,162,635</u>	<u>\$ 5,700,445</u>

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

TOWN OF BRISTOL
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, culture and recreation, public improvements, general administrative services, water, wastewater, and trash.

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

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 include 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.

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

TOWN OF BRISTOL
NOTES TO FINANCIAL STATEMENTS
(Continued)

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.

Penalties which include fees received for late payments.

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 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.

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 BRISTOL
NOTES TO FINANCIAL STATEMENTS
(Continued)

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 BRISTOL
NOTES TO FINANCIAL STATEMENTS
(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.

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SUPPLEMENTARY INFORMATION – UNAUDITED

For additional financial information, the Town's 2010 Annual Report can be found on the Indiana Transparency Portal website: www.in.gov/itp/annual_reports/.

For additional financial information, the Town'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 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 BRISTOL
 COMBINING SCHEDULE OF RECEIPTS, DISBURSEMENTS, AND
 CASH AND INVESTMENT BALANCES - REGULATORY BASIS
 For The Year Ended December 31, 2010

	General	Motor Vehicle Highway	Local Roads & Streets	Cemetery	Bristol Police Reserve	Storm Water- Ms-4 Fund	Local Law En Cont Ed
Cash and investments - beginning	\$ 139,590	\$ 151,355	\$ 25,862	\$ 45,005	\$ 17,127	\$ 91,598	\$ 8,506
Receipts:							
Taxes	673,413	109,963	-	35,219	-	-	-
Intergovernmental	334,281	69,273	16,055	2,005	-	-	-
Charges for services	16,880	-	-	10,350	-	-	962
Fines and forfeits	133	-	-	-	-	-	1,939
Utility fees	-	-	-	-	-	-	-
Penalties	-	-	-	-	-	-	-
Other receipts	13,632	7,199	230	79	21,062	106,994	220
Total receipts	<u>1,038,339</u>	<u>186,435</u>	<u>16,285</u>	<u>47,653</u>	<u>21,062</u>	<u>106,994</u>	<u>3,121</u>
Disbursements:							
Personal services	553,988	48,113	-	40,397	-	-	-
Supplies	30,926	17,734	-	2,313	-	-	-
Other services and charges	406,070	32,645	-	2,834	19,345	5,000	2,975
Debt service - principal and interest	-	-	-	-	-	-	-
Capital outlay	5,350	4,650	-	2,544	-	-	-
Utility operating expenses	-	-	-	-	-	-	-
Other disbursements	113	-	-	40	-	-	-
Total disbursements	<u>996,447</u>	<u>103,142</u>	<u>-</u>	<u>48,128</u>	<u>19,345</u>	<u>5,000</u>	<u>2,975</u>
Excess (deficiency) of receipts over disbursements	<u>41,892</u>	<u>83,293</u>	<u>16,285</u>	<u>(475)</u>	<u>1,717</u>	<u>101,994</u>	<u>146</u>
Cash and investments - ending	<u>\$ 181,482</u>	<u>\$ 234,648</u>	<u>\$ 42,147</u>	<u>\$ 44,530</u>	<u>\$ 18,844</u>	<u>\$ 193,592</u>	<u>\$ 8,652</u>

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

	Park	Police Ow Impaired-Drugs/	Police Non-Revert Equip	Rainy Day Fund	Crim Just Sel Enforce Opo	Levy Excess Fund
Cash and investments - beginning	\$ 33,247	\$ (2,254)	\$ 26,258	\$ 222,725	\$ 39	\$ -
Receipts:						
Taxes	78,549	-	-	-	-	-
Intergovernmental	4,445	14,685	-	19,373	945	-
Charges for services	7,574	-	-	-	-	-
Fines and forfeits	-	-	-	-	-	-
Utility fees	-	-	-	-	-	-
Penalties	-	-	-	-	-	-
Other receipts	232	-	3,600	18,714	-	2,625
Total receipts	90,800	14,685	3,600	38,087	945	2,625
Disbursements:						
Personal services	47,094	22,148	-	-	1,777	-
Supplies	3,487	-	-	-	-	-
Other services and charges	33,806	-	-	884	-	-
Debt service - principal and interest	-	-	-	-	-	-
Capital outlay	14,639	-	8,725	25,000	-	-
Utility operating expenses	-	-	-	-	-	-
Other disbursements	899	-	-	-	-	-
Total disbursements	99,925	22,148	8,725	25,884	1,777	-
Excess (deficiency) of receipts over disbursements	(9,125)	(7,463)	(5,125)	12,203	(832)	2,625
Cash and investments - ending	\$ 24,122	\$ (9,717)	\$ 21,133	\$ 234,928	\$ (793)	\$ 2,625

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

	Major Moves	Raber Golf Course Fund	Cum Capital Development	Park Non-Reverting	Cum Fire & Police Equip	Cum Capital Improvement
Cash and investments - beginning	\$ 244,770	\$ 78,087	\$ 540,761	\$ 84,054	\$ 123,522	\$ 126,094
Receipts:						
Taxes	-	-	71,679	-	47,786	-
Intergovernmental	-	-	4,080	-	2,719	4,046
Charges for services	-	36,000	-	-	-	-
Fines and forfeits	-	-	-	-	-	-
Utility fees	-	-	-	-	-	-
Penalties	-	-	-	-	-	-
Other receipts	2,079	663	4,593	9,714	(16,284)	1,071
Total receipts	2,079	36,663	80,352	9,714	34,221	5,117
Disbursements:						
Personal services	-	-	-	-	-	-
Supplies	-	-	-	-	-	-
Other services and charges	-	-	-	-	-	-
Debt service - principal and interest	-	-	-	-	-	-
Capital outlay	-	951	-	-	24,974	-
Utility operating expenses	-	-	-	-	-	-
Other disbursements	-	-	-	-	-	-
Total disbursements	-	951	-	-	24,974	-
Excess (deficiency) of receipts over disbursements	2,079	35,712	80,352	9,714	9,247	5,117
Cash and investments - ending	<u>\$ 246,849</u>	<u>\$ 113,799</u>	<u>\$ 621,113</u>	<u>\$ 93,768</u>	<u>\$ 132,769</u>	<u>\$ 131,211</u>

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

	Edit	Golf Course Cum Cap Fund	Payroll Fund	Sewer Operating	Sewer Bond & Interest	Sewer Improvement
Cash and investments - beginning	\$ 1,114,909	\$ 24,818	\$ 3,176	\$ 1,017,008	\$ 7,110	\$ 54,052
Receipts:						
Taxes	95,301	-	-	-	-	-
Intergovernmental	-	-	-	-	-	-
Charges for services	-	3,000	-	-	-	-
Fines and forfeits	-	-	-	-	-	-
Utility fees	-	-	-	403,664	-	-
Penalties	-	-	-	9,412	-	-
Other receipts	8,926	1,211	746,960	7,429	190,610	459
Total receipts	<u>104,227</u>	<u>4,211</u>	<u>746,960</u>	<u>420,505</u>	<u>190,610</u>	<u>459</u>
Disbursements:						
Personal services	-	-	-	-	-	-
Supplies	-	-	-	-	-	-
Other services and charges	-	-	-	-	-	-
Debt service - principal and interest	-	-	-	-	190,610	-
Capital outlay	-	-	-	13,462	-	-
Utility operating expenses	-	-	-	160,837	-	-
Other disbursements	-	-	748,915	208,114	-	-
Total disbursements	<u>-</u>	<u>-</u>	<u>748,915</u>	<u>382,413</u>	<u>190,610</u>	<u>-</u>
Excess (deficiency) of receipts over disbursements	<u>104,227</u>	<u>4,211</u>	<u>(1,955)</u>	<u>38,092</u>	<u>-</u>	<u>459</u>
Cash and investments - ending	<u>\$ 1,219,136</u>	<u>\$ 29,029</u>	<u>\$ 1,221</u>	<u>\$ 1,055,100</u>	<u>\$ 7,110</u>	<u>\$ 54,511</u>

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

	Sewer Debt	Water Operating	Water Bond & Interest	Water (Dep) Special	Water Meter	Totals
Cash and investments - beginning	\$ 289,847	\$ 124,439	\$ 2,909	\$ 394,502	\$ 14,915	\$ 5,004,031
Receipts:						
Taxes	-	-	-	-	-	1,111,910
Intergovernmental	-	-	-	-	-	471,907
Charges for services	-	-	-	-	-	74,766
Fines and forfeits	-	-	-	-	-	2,072
Utility fees	-	172,627	-	-	-	576,291
Penalties	-	1,185	-	-	-	10,597
Other receipts	2,461	25,461	76,666	9,968	4,740	1,251,314
Total receipts	2,461	199,273	76,666	9,968	4,740	3,498,857
Disbursements:						
Personal services	-	-	-	-	-	713,517
Supplies	-	-	-	-	-	54,460
Other services and charges	-	-	-	-	-	503,559
Debt service - principal and interest	-	-	79,575	-	-	270,185
Capital outlay	-	9,275	-	-	-	109,570
Utility operating expenses	-	135,075	-	-	2,225	298,137
Other disbursements	-	112,435	-	-	-	1,070,516
Total disbursements	-	256,785	79,575	-	2,225	3,019,944
Excess (deficiency) of receipts over disbursements	2,461	(57,512)	(2,909)	9,968	2,515	478,913
Cash and investments - ending	\$ 292,308	\$ 66,927	\$ -	\$ 404,470	\$ 17,430	\$ 5,482,944

TOWN OF BRISTOL
 COMBINING SCHEDULE OF RECEIPTS, DISBURSEMENTS, AND
 CASH AND INVESTMENT BALANCES - REGULATORY BASIS
 For The Year Ended December 31, 2011

	GENERAL	MOTOR VEHICLE HIGHWAY	LOCAL ROADS & STREETS	PARK NON-REVERTING	LOCAL LAW EN CONT ED	PARK	RAINY DAY FUND
Cash and investments - beginning	\$ 181,482	\$ 234,648	\$ 42,147	\$ 93,768	\$ 8,652	\$ 24,122	\$ 234,928
Receipts:							
Taxes	770,762	70,082	-	-	-	87,144	-
Licenses and permits	10,913	-	-	-	-	-	-
Intergovernmental	224,996	40,251	14,559	-	-	4,719	-
Charges for services	9,443	-	-	-	-	5,775	-
Fines and forfeits	-	-	-	-	2,972	-	-
Utility fees	-	-	-	-	-	-	-
Other receipts	15,301	4,381	-	9,000	-	1,675	-
Total receipts	1,031,415	114,714	14,559	9,000	2,972	99,313	-
Disbursements:							
Personal services	573,169	48,903	-	-	695	44,969	-
Supplies	38,550	21,151	-	-	-	2,094	-
Other services and charges	404,793	45,116	-	-	-	28,308	-
Debt service - principal and interest	-	-	-	-	-	-	-
Capital outlay	14,732	78,276	45,000	-	-	4,394	-
Utility operating expenses	-	-	-	-	-	-	-
Other disbursements	-	-	-	-	-	9,872	-
Total disbursements	1,031,244	193,446	45,000	-	695	89,637	-
Excess (deficiency) of receipts over disbursements	171	(78,732)	(30,441)	9,000	2,277	9,676	-
Cash and investments - ending	\$ 181,653	\$ 155,916	\$ 11,706	\$ 102,768	\$ 10,929	\$ 33,798	\$ 234,928

TOWN OF BRISTOL
 COMBINING SCHEDULE OF RECEIPTS, DISBURSEMENTS, AND
 CASH AND INVESTMENT BALANCES - REGULATORY BASIS
 For The Year Ended December 31, 2011
 (Continued)

	EDIT	LEVY EXCESS FUND HR9507	MAJOR MOVES	CUM CAPITAL DEVELOPMENT	POLICE NON-REVERT EQUIP	CUM FIRE & POLICE EQUIP	STORM WATER- MS-4 HR 9500
Cash and investments - beginning	\$ 1,219,136	\$ 2,625	\$ 246,849	\$ 621,113	\$ 21,133	\$ 132,769	\$ 193,592
Receipts:							
Taxes	-	-	-	60,013	-	40,009	-
Licenses and permits	-	-	-	-	-	-	-
Intergovernmental	72,737	-	-	3,250	-	2,166	-
Charges for services	-	-	-	-	-	-	-
Fines and forfeits	-	-	-	-	9,607	-	-
Utility fees	-	-	-	-	-	-	-
Other receipts	-	-	-	-	-	-	42,905
Total receipts	72,737	-	-	63,263	9,607	42,175	42,905
Disbursements:							
Personal services	-	-	-	-	-	-	-
Supplies	-	-	-	-	-	-	-
Other services and charges	-	-	-	-	-	1,554	-
Debt service - principal and interest	-	-	-	-	-	-	-
Capital outlay	-	-	-	-	6,398	10,402	-
Utility operating expenses	-	-	-	-	-	-	-
Other disbursements	-	2,625	-	-	-	-	4,027
Total disbursements	-	2,625	-	-	6,398	11,956	4,027
Excess (deficiency) of receipts over disbursements	72,737	(2,625)	-	63,263	3,209	30,219	38,878
Cash and investments - ending	\$ 1,291,873	\$ -	\$ 246,849	\$ 684,376	\$ 24,342	\$ 162,988	\$ 232,470

TOWN OF BRISTOL
 COMBINING SCHEDULE OF RECEIPTS, DISBURSEMENTS, AND
 CASH AND INVESTMENT BALANCES - REGULATORY BASIS
 For The Year Ended December 31, 2011
 (Continued)

	CUM CAPITAL IMPROVEMENT	SOUTH STATE RD 15 TIF #1	CEMETERY	POLICE RESERVE HR 9502	POLICE OW IMPAIRED-DRUGS/	RABER GOLF COURSE HR 9505	GOLF CUM CAP FUND HR9506
Cash and investments - beginning	\$ 131,211	\$ -	\$ 44,530	\$ 18,844	\$ (9,717)	\$ 113,799	\$ 29,029
Receipts:							
Taxes	-	28,722	31,382	-	-	-	-
Licenses and permits	-	-	-	-	-	-	-
Intergovernmental	3,969	-	1,700	-	-	-	-
Charges for services	-	-	13,400	-	-	-	-
Fines and forfeits	-	-	-	-	8,151	-	-
Utility fees	-	-	-	-	-	-	-
Other receipts	-	-	-	29,003	-	36,000	4,000
Total receipts	<u>3,969</u>	<u>28,722</u>	<u>46,482</u>	<u>29,003</u>	<u>8,151</u>	<u>36,000</u>	<u>4,000</u>
Disbursements:							
Personal services	-	-	47,479	-	3,845	-	-
Supplies	-	-	2,109	-	-	-	-
Other services and charges	-	-	3,443	-	-	-	-
Debt service - principal and interest	-	-	-	-	-	-	-
Capital outlay	-	-	1,483	-	-	-	-
Utility operating expenses	-	-	-	-	-	-	-
Other disbursements	-	-	-	36,795	-	-	-
Total disbursements	<u>-</u>	<u>-</u>	<u>54,514</u>	<u>36,795</u>	<u>3,845</u>	<u>-</u>	<u>-</u>
Excess (deficiency) of receipts over disbursements	<u>3,969</u>	<u>28,722</u>	<u>(8,032)</u>	<u>(7,792)</u>	<u>4,306</u>	<u>36,000</u>	<u>4,000</u>
Cash and investments - ending	<u>\$ 135,180</u>	<u>\$ 28,722</u>	<u>\$ 36,498</u>	<u>\$ 11,052</u>	<u>\$ (5,411)</u>	<u>\$ 149,799</u>	<u>\$ 33,029</u>

TOWN OF BRISTOL
 COMBINING SCHEDULE OF RECEIPTS, DISBURSEMENTS, AND
 CASH AND INVESTMENT BALANCES - REGULATORY BASIS
 For The Year Ended December 31, 2011
 (Continued)

	CRIM JUST SEL ENFORCE OPO	NORTH STATE RD 15 TIF#2	PAYROLL FUND	SEWER DEBT	SEWER OPERATING	SEWER BOND & INTEREST
Cash and investments - beginning	\$ (793)	\$ -	\$ 1,221	\$ 292,308	\$ 1,055,100	\$ 7,110
Receipts:						
Taxes	-	71,773	-	-	-	-
Licenses and permits	-	-	-	-	-	-
Intergovernmental	1,120	-	-	-	-	-
Charges for services	-	-	-	-	-	-
Fines and forfeits	-	-	-	-	-	-
Utility fees	-	-	-	-	416,805	-
Other receipts	-	-	746,670	-	12,307	183,512
Total receipts	<u>1,120</u>	<u>71,773</u>	<u>746,670</u>	<u>-</u>	<u>429,112</u>	<u>183,512</u>
Disbursements:						
Personal services	371	-	623,040	-	-	-
Supplies	-	-	-	-	-	-
Other services and charges	-	-	-	-	-	-
Debt service - principal and interest	-	-	-	-	-	190,623
Capital outlay	-	-	-	-	2,662	-
Utility operating expenses	-	-	-	-	151,370	-
Other disbursements	-	-	121,790	-	240,980	-
Total disbursements	<u>371</u>	<u>-</u>	<u>744,830</u>	<u>-</u>	<u>395,012</u>	<u>190,623</u>
Excess (deficiency) of receipts over disbursements	<u>749</u>	<u>71,773</u>	<u>1,840</u>	<u>-</u>	<u>34,100</u>	<u>(7,111)</u>
Cash and investments - ending	<u>\$ (44)</u>	<u>\$ 71,773</u>	<u>\$ 3,061</u>	<u>\$ 292,308</u>	<u>\$ 1,089,200</u>	<u>\$ (1)</u>

TOWN OF BRISTOL
 COMBINING SCHEDULE OF RECEIPTS, DISBURSEMENTS, AND
 CASH AND INVESTMENT BALANCES - REGULATORY BASIS
 For The Year Ended December 31, 2011
 (Continued)

	SEWER IMPROVEMENT	WATER OPERATING	WATER METER	WATER BOND & INTEREST	WATER (DEP) SPECIAL	TOTALS
Cash and investments - beginning	\$ 54,511	\$ 66,927	\$ 17,430	\$ -	\$ 404,470	\$ 5,482,944
Receipts:						
Taxes	-	10,362	-	-	-	1,170,249
Licenses and permits	-	-	-	-	-	10,913
Intergovernmental	-	-	-	-	-	369,467
Charges for services	-	-	-	-	-	28,618
Fines and forfeits	-	-	-	-	-	20,730
Utility fees	-	197,207	3,110	-	-	617,122
Other receipts	-	846	-	77,437	-	1,163,037
Total receipts	-	208,415	3,110	77,437	-	3,380,136
Disbursements:						
Personal services	-	-	-	-	-	1,342,471
Supplies	-	-	-	-	-	63,904
Other services and charges	-	-	-	-	-	483,214
Debt service - principal and interest	-	-	-	77,438	-	268,061
Capital outlay	-	28,593	-	-	10,105	202,045
Utility operating expenses	-	121,489	-	-	-	272,859
Other disbursements	-	112,502	1,490	-	-	530,081
Total disbursements	-	262,584	1,490	77,438	10,105	3,162,635
Excess (deficiency) of receipts over disbursements	-	(54,169)	1,620	(1)	(10,105)	217,501
Cash and investments - ending	\$ 54,511	\$ 12,758	\$ 19,050	\$ (1)	\$ 394,365	\$ 5,700,445

TOWN OF BRISTOL
 SCHEDULE OF PAYABLES AND RECEIVABLES
 December 31, 2011

Government or Enterprise	Accounts Payable	Accounts Receivable
Governmental activities	\$ 23,974	\$ 2,900
Wastewater	-	46,570
Water	-	13,041
Totals	<u>\$ 23,974</u>	<u>\$ 62,511</u>

TOWN OF BRISTOL
 SCHEDULE OF LEASES AND DEBT
 December 31, 2011

Description of Debt		Ending Principal Balance	Principal and Interest Due Within One Year
Type	Purpose		
Wastewater:			
Revenue bonds	Wastewater	\$ 1,475,000	\$ 190,343
Water:			
Revenue bonds	Water	<u>590,000</u>	<u>75,278</u>
Totals		<u>\$ 2,065,000</u>	<u>\$ 265,621</u>

TOWN OF BRISTOL
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.

	Ending Balance
Governmental activities:	
Land	\$ 311,159
Infrastructure	1,997,319
Buildings	190,000
Improvements other than buildings	2,594,693
Machinery, equipment and vehicles	744,944
Recreation Equipment	40,000
Total governmental activities	5,878,115
Wastewater:	
Land	94,487
Infrastructure	9,620
Buildings	3,760,435
Machinery, equipment and vehicles	275,024
Total Wastewater	4,139,566
Water:	
Land	218,662
Infrastructure	1,835,610
Buildings	127,227
Machinery, equipment and vehicles	478,860
Total Water	2,660,359
Total capital assets	\$ 12,678,040

TOWN OF BRISTOL
EXAMINATION RESULTS AND COMMENTS

COMPENSATION AND BENEFITS

The 2010 Salary Ordinance was not revised to include the police department's new hire's salary, nor was there any indication in the Council minutes the Town Council approved the new hire's salary. The 2011 Salary Ordinance was not revised to include the Park Director's part-time salary, nor was there any indication in the Council minutes the Town Council approved the Director's salary.

All compensation and benefits paid to officials and employees must be included in the labor contract, salary ordinance, resolution or salary schedule adopted by the governing body unless otherwise authorized by statute. Compensation should be made in a manner that will facilitate compliance with state and federal reporting requirements. (Accounting and Uniform Compliance Guidelines Manual for Cities and Towns, Chapter 7)

SERVICE AND TIME RECORDS

Employee service records indicate that compensation time earned by the employees have been accruing past the 90 day period allowed per the employee manual. In addition, one employee used compensation time before it was actually earned.

Employee service records are maintained by the Town Marshall and the Town Manager instead of the Clerk-Treasurer. The Clerk-Treasurer should maintain the official leave balances of each employee per the employee manual.

A similar comment appeared in prior Report B37442.

According to the Town of Bristol's Policies and Procedures Employee Handbook, Article 2, Section 2.07, General Employee Work Schedule, III (A)(4)(a), "The Town Manager and Marshal shall be responsible for certifying the attendance of all employees in their department and shall keep complete attendance records. Records of attendance shall be reported to the Town Clerk. The Town Clerk will maintain the official leave balance of each employee."

According to the Town of Bristol's Policies and Procedures Employee Handbook, Article 4, Wage and Salary Administration, Section 4.01, Establishment of Wages and Salaries, II (D), Compensatory Time Off, "To minimize payment of Excess Hours and Overtime, department heads, whenever possible, are expected to grant employees compensatory time off for time worked in excess of that normally scheduled.

1. Compensation Time: When an employee has worked overtime, he or she shall be compensated with compensatory time off. Compensatory time shall be at the rate of one and one-half (1 1/2) of the time off for every hour of overtime according to the Fair Labor Standards Act. To avoid the substantial accumulation of compensatory time or the inappropriate taking of the same, inconsistent with the needs of the Town of Bristol, all compensatory time must be approved by the employee's immediate Department head and must be taken within a 90 day period. It will be the department head's responsibility to keep up to date and accurate records of all compensatory time."

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)

TOWN OF BRISTOL
EXIT CONFERENCE

The contents of this report were discussed on September 19, 2012, with Mary J. Ryman, Clerk-Treasurer; Floyd Lynch, President of the Town Council; and Jillian Swartz, Deputy Clerk-Treasurer. The officials concurred with our findings.