

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

FINANCIAL STATEMENTS EXAMINATION REPORT

OF

JEFFERSON TOWNSHIP

ELKHART COUNTY, INDIANA

January 1, 2010 to December 31, 2011



FILED
10/19/2012

TABLE OF CONTENTS

<u>Description</u>	<u>Page</u>
Schedule of Officials	2
Independent Accountant's Report.....	3
Financial Statements:	
Statements of Receipts, Disbursements, and Cash and Investment Balances – Regulatory Basis	6-7
Notes to Financial Statements	8-10
Supplementary Information:	
Combining Schedules of Receipts, Disbursements, and Cash and Investment Balances – Regulatory Basis	12-13
Schedule of Capital Assets.....	14
Exit Conference.....	15

SCHEDULE OF OFFICIALS

<u>Office</u>	<u>Official</u>	<u>Term</u>
Trustee	Mary Ann Sample (deceased)	01-01-07 to 09-30-10
	(Vacant)	10-01-10 to 10-31-10
	Jim Weldy	11-01-10 to 12-31-14
Chairman of the Township Board	Amy Zakiewicz	01-01-10 to 12-31-10
	David Bontrager	01-01-11 to 12-31-12



STATE OF INDIANA
AN EQUAL OPPORTUNITY EMPLOYER

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 JEFFERSON TOWNSHIP, ELKHART COUNTY, INDIANA

We have examined the accompanying financial statements of Jefferson Township (Township), for the years ended December 31, 2010 and 2011. The financial statements are the responsibility of the Township'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 Township 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 Township 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 Township's financial statements. 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 Township's management, Township 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

September 12, 2012

(This page intentionally left blank.)

FINANCIAL STATEMENTS

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

JEFFERSON TOWNSHIP, ELKHART COUNTY
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
Township	\$ 100,153	\$ 23,612	\$ 72,801	\$ 50,964
Township Assistance	18,796	57,485	46,999	29,282
Fire Fighting	223,483	200,033	233,350	190,166
Cumulative Fire	366,231	83,780	174,648	275,363
Park And Recreation	4,634	7,726	7,950	4,410
Levy Excess	-	1,111	-	1,111
Rainy Day	17,934	5,255	-	23,189
EMS	455	210,018	137,696	72,777
Totals	<u>\$ 731,686</u>	<u>\$ 589,020</u>	<u>\$ 673,444</u>	<u>\$ 647,262</u>

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

JEFFERSON TOWNSHIP, ELKHART COUNTY
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
Township Fund	\$ 50,964	\$ 46,998	\$ 71,012	\$ 26,950
Emergency Medical Service	72,777	93,094	145,947	19,924
Park and Recreation Fund	4,410	5,217	4,450	5,177
Township Assistance Fund	29,282	53,383	33,752	48,913
Fire Fighting Fund	190,166	257,365	182,977	264,554
Rainy Day Fund	23,189	-	12,129	11,060
Levy Excess Fund	1,111	-	1,111	-
Cumulative Fire	275,363	76,433	-	351,796
Payroll Deduction Fund	-	43,829	43,454	375
Totals	<u>\$ 647,262</u>	<u>\$ 576,319</u>	<u>\$ 494,832</u>	<u>\$ 728,749</u>

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

JEFFERSON TOWNSHIP, ELKHART COUNTY
NOTES TO FINANCIAL STATEMENTS

Note 1. Summary of Significant Accounting Policies

A. Reporting Entity

The Township was established under the laws of the State of Indiana. The Township operates under a township trustee/township board form of government and provides some or all of the following services: public safety (fire), health and social services (township assistance), culture and recreation (parks and/or community centers), and general administrative services (weed and dog control).

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

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 adjusted gross income tax, and other taxes that are set by the Township.

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, financial institution tax received from the state, and commercial vehicle excise tax received from the state.

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.

JEFFERSON TOWNSHIP, ELKHART COUNTY
NOTES TO FINANCIAL STATEMENTS
(Continued)

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.

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.

F. Interfund Transfers

The Township 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 Township. 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 Township. 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 Township 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.

JEFFERSON TOWNSHIP, ELKHART COUNTY
NOTES TO FINANCIAL STATEMENTS
(Continued)

Note 2. Budgets

The operating budget is initially prepared and approved at the local level. The fiscal officer of the Township 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 Township 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.

State statutes authorize the Township 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 Township 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 Township 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.

SUPPLEMENTARY INFORMATION – UNAUDITED

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

For additional financial information, the Township'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 Township 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 Township. It is presented as intended by the Township.

JEFFERSON TOWNSHIP, ELKHART COUNTY
 COMBINING SCHEDULE OF RECEIPTS, DISBURSEMENTS, AND
 CASH AND INVESTMENT BALANCES - REGULATORY BASIS
 For The Year Ended December 31, 2010

	Township	Township Assistance	Fire Fighting	Cumulative Fire	Park And Recreation	Levy Excess	Rainy Day	EMS	Totals
Cash and investments - beginning	\$ 100,153	\$ 18,796	\$ 223,483	\$ 366,231	\$ 4,634	\$ -	\$ 17,934	\$ 455	\$ 731,686
Receipts:									
Taxes	22,815	57,260	197,946	83,780	7,726	1,111	5,255	171,051	546,944
Other receipts	797	225	2,087	-	-	-	-	38,967	42,076
Total receipts	23,612	57,485	200,033	83,780	7,726	1,111	5,255	210,018	589,020
Disbursements:									
Personal services	48,702	1,000	100,152	-	-	-	-	137,696	287,550
Supplies	1,630	240	25,204	-	-	-	-	-	27,074
Other services and charges	15,992	1,407	65,989	-	7,950	-	-	-	91,338
Capital outlay	6,477	-	42,005	174,648	-	-	-	-	223,130
Other disbursements	-	44,352	-	-	-	-	-	-	44,352
Total disbursements	72,801	46,999	233,350	174,648	7,950	-	-	137,696	673,444
Excess (deficiency) of receipts over disbursements	(49,189)	10,486	(33,317)	(90,868)	(224)	1,111	5,255	72,322	(84,424)
Cash and investments - ending	\$ 50,964	\$ 29,282	\$ 190,166	\$ 275,363	\$ 4,410	\$ 1,111	\$ 23,189	\$ 72,777	\$ 647,262

JEFFERSON TOWNSHIP, ELKHART COUNTY
 COMBINING SCHEDULE OF RECEIPTS, DISBURSEMENTS, AND
 CASH AND INVESTMENT BALANCES - REGULATORY BASIS
 For The Year Ended December 31, 2011

	Township Fund	Emergency Medical Service	Park and Recreation Fund	Township Assistance Fund	Fire Fighting Fund	Rainy Day Fund	Levy Excess Fund	Cumulative Fire	Payroll Deduction Fund	Totals
Cash and investments - beginning	\$ 50,964	\$ 72,777	\$ 4,410	\$ 29,282	\$ 190,166	\$ 23,189	\$ 1,111	\$ 275,363	\$ -	\$ 647,262
Receipts:										
Taxes	30,066	62,801	5,011	51,266	194,952	-	-	74,359	-	418,455
Intergovernmental	15,125	7,484	206	2,117	60,992	-	-	1,844	-	87,768
Charges for services	-	22,809	-	-	-	-	-	-	-	22,809
Other receipts	1,807	-	-	-	1,421	-	-	230	43,829	47,287
Total receipts	46,998	93,094	5,217	53,383	257,365	-	-	76,433	43,829	576,319
Disbursements:										
Personal services	53,788	145,947	4,450	1,000	98,118	-	-	-	-	303,303
Supplies	867	-	-	149	19,690	-	-	-	-	20,706
Other services and charges	12,658	-	-	32,603	64,414	12,129	-	-	-	121,804
Capital outlay	3,699	-	-	-	755	-	-	-	-	4,454
Other disbursements	-	-	-	-	-	-	1,111	-	43,454	44,565
Total disbursements	71,012	145,947	4,450	33,752	182,977	12,129	1,111	-	43,454	494,832
Excess (deficiency) of receipts over disbursements	(24,014)	(52,853)	767	19,631	74,388	(12,129)	(1,111)	76,433	375	81,487
Cash and investments - ending	\$ 26,950	\$ 19,924	\$ 5,177	\$ 48,913	\$ 264,554	\$ 11,060	\$ -	\$ 351,796	\$ 375	\$ 728,749

JEFFERSON TOWNSHIP, ELKHART COUNTY
 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:	
Buildings	\$ 1,501,200
Improvements other than buildings	11,400
Machinery, equipment and vehicles	1,428,500
Total governmental activities	2,941,100
Total capital assets	\$ 2,941,100

JEFFERSON TOWNSHIP, ELKHART COUNTY
EXIT CONFERENCE

The contents of this report were discussed on September 12, 2012, with Jim Weldy, Trustee. Our examination disclosed no material items that warrant comment at this time.