

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

FINANCIAL STATEMENTS EXAMINATION REPORT

OF

LOST CREEK TOWNSHIP

VIGO COUNTY, INDIANA

January 1, 2010 to December 31, 2011



**FILED**  
11/14/2012



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SCHEDULE OF OFFICIALS

<u>Office</u>	<u>Official</u>	<u>Term</u>
Trustee	Rick D. Long	01-01-07 to 12-31-14
Chairman of the Township Board	Tom Nicoson	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 LOST CREEK TOWNSHIP, VIGO COUNTY, INDIANA

We have examined the accompanying financial statements of Lost Creek 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, Schedule of Payables and Receivable, 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.

The Township's response to the Examination Results and Comments identified in our examination is described in the accompanying section of the report entitled Official Response. We did not examine the Township's response and, accordingly, we express no opinion on it.

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 25, 2012

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## 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.

LOST CREEK TOWNSHIP, VIGO 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	\$ 310,836	\$ 85,767	\$ 92,812	\$ 303,791
Township Assistance	27,900	23,617	16,154	35,363
Levy Excess	5,786	281	-	6,067
Rainy Day	4	-	-	4
Payroll Deductions	-	9,348	9,372	(24)
Totals	<u>\$ 344,526</u>	<u>\$ 119,013</u>	<u>\$ 118,338</u>	<u>\$ 345,201</u>

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

LOST CREEK TOWNSHIP, VIGO 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	\$ 303,791	\$ 92,554	\$ 91,179	\$ 305,166
Township Assistance	35,363	62,407	48,161	49,609
Rainy Day	4	-	4	-
Levy Excess	6,067	-	6,067	-
Payroll Deductions	(24)	9,672	9,648	-
Totals	<u>\$ 345,201</u>	<u>\$ 164,633</u>	<u>\$ 155,059</u>	<u>\$ 354,775</u>

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

LOST CREEK TOWNSHIP, VIGO 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 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 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, 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.

LOST CREEK TOWNSHIP, VIGO 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.

LOST CREEK TOWNSHIP, VIGO 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.

LOST CREEK TOWNSHIP, VIGO COUNTY  
NOTES TO FINANCIAL STATEMENTS  
(Continued)

**Note 6. Pension Plan**

*Public Employees' Retirement Fund*

*Plan Description*

The Indiana Public Employees' Retirement Fund (PERF) is a defined benefit pension plan. PERF is an agent multiple-employer public employee retirement system, which provides retirement benefits to plan members and beneficiaries. All full-time employees are eligible to participate in this defined benefit plan. State statutes (IC 5-10.2 and 5-10.3) govern, through the Indiana Public Retirement System (INPRS) Board, most requirements of the system, and give the Township authority to contribute to the plan. The PERF retirement benefit consists of the pension provided by employer contributions plus an annuity provided by the member's annuity savings account. The annuity savings account consists of members' contributions, set by state statute at 3 percent of compensation, plus the interest credited to the member's account. The employer may elect to make the contributions on behalf of the member.

INPRS administers the plan and issues a publicly available financial report that includes financial statements and required supplementary information for the plan as a whole and for its participants. That report may be obtained by contacting:

Indiana Public Retirement System  
1 North Capital Street, Suite 001  
Indianapolis, IN 46204  
Ph. (888) 526-1687

*Funding Policy and Annual Pension Cost*

The contribution requirements of the plan members for PERF are established by the Board of Trustees of INPRS.

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## 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/](http://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.

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

	Township	Township Assistance	Levy Excess	Rainy Day	Payroll Deductions	Totals
Cash and investments - beginning	\$ 310,836	\$ 27,900	\$ 5,786	\$ 4	\$ -	\$ 344,526
Receipts:						
Taxes	85,319	23,581	-	-	-	108,900
Intergovernmental	36	-	-	-	-	36
Other receipts	412	36	281	-	9,348	10,077
Total receipts	85,767	23,617	281	-	9,348	119,013
Disbursements:						
Personal services	40,132	8,421	-	-	-	48,553
Supplies	1,493	7,733	-	-	-	9,226
Other services and charges	35,884	-	-	-	-	35,884
Capital outlay	15,303	-	-	-	-	15,303
Other disbursements	-	-	-	-	9,372	9,372
Total disbursements	92,812	16,154	-	-	9,372	118,338
Excess (deficiency) of receipts over disbursements	(7,045)	7,463	281	-	(24)	675
Cash and investments - ending	\$ 303,791	\$ 35,363	\$ 6,067	\$ 4	\$ (24)	\$ 345,201

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

	Township	Township Assistance	Rainy Day	Levy Excess	Payroll Deductions	Totals
Cash and investments - beginning	\$ 303,791	\$ 35,363	\$ 4	\$ 6,067	\$ (24)	\$ 345,201
Receipts:						
Taxes	60,451	23,418	-	-	-	83,869
Intergovernmental	23,667	3,699	-	-	-	27,366
Other receipts	8,436	35,290	-	-	9,672	53,398
Total receipts	<u>92,554</u>	<u>62,407</u>	<u>-</u>	<u>-</u>	<u>9,672</u>	<u>164,633</u>
Disbursements:						
Personal services	50,715	-	-	-	9,648	60,363
Supplies	1,372	384	-	-	-	1,756
Other services and charges	36,566	12,514	-	-	-	49,080
Capital outlay	2,475	-	-	-	-	2,475
Other disbursements	51	35,263	4	6,067	-	41,385
Total disbursements	<u>91,179</u>	<u>48,161</u>	<u>4</u>	<u>6,067</u>	<u>9,648</u>	<u>155,059</u>
Excess (deficiency) of receipts over disbursements	<u>1,375</u>	<u>14,246</u>	<u>(4)</u>	<u>(6,067)</u>	<u>24</u>	<u>9,574</u>
Cash and investments - ending	<u>\$ 305,166</u>	<u>\$ 49,609</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 354,775</u>

LOST CREEK TOWNSHIP, VIGO COUNTY  
SCHEDULE OF PAYABLES AND RECEIVABLES  
December 31, 2011

<u>Government or Enterprise</u>	<u>Accounts Payable</u>	<u>Accounts Receivable</u>
Governmental activities	<u>\$ 155,061</u>	<u>\$ 164,633</u>

LOST CREEK TOWNSHIP, VIGO 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:	
Land	\$ 250,000
Machinery, equipment and vehicles	8,000
Total governmental activities	258,000
Total capital assets	\$ 258,000

LOST CREEK TOWNSHIP, VIGO COUNTY  
EXAMINATION RESULTS AND COMMENTS

**COMPENSATION AND BENEFITS**

The Township Board approved 3.5 percent raises for all elected Township officers and employees on January 10, 2011, for the remainder of the year. The Trustee and Township Board members were paid an additional \$1,320 and \$180, respectively. Per Indiana Code 36-6-6-10, the Township Board may not alter the salaries elected officers during the fiscal year for which they are fixed.

Indiana Code 36-6-6-10(d) states:

"Except as provided in subsection (h), the township legislative body may not alter the salaries of elected or appointed officers during the fiscal year for which they are fixed, but it may add or eliminate any other position and change the salary of any other employee, if the necessary funds and appropriations are available."

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 Townships, Chapter 13)

On September 14, 2012, Rick D. Long, Trustee, and Tom Nicoson, Robert All, and David Mason, Township Board members, reimbursed the Township \$1,320 and \$180, respectively.

**RESOLUTION ESTABLISHING SALARIES**

Township Form 17, Resolution Establishing Salaries of Township Officers and Employees, was not passed by the Township Board for 2010 or 2011.

Indiana Code 36-6-6-10(b) states:

"(b) The township legislative body shall fix the:

- (1) salaries;
- (2) wages;
- (3) rates of hourly pay; and
- (4) remuneration other than statutory allowances; of all officers and employees of the township."

IC 36-6-6-10 requires the township board to set the salaries: wages: rates of hourly pay; and remuneration other than statutory allowances of all township officials and employees, except assessing officials and employees, for the year 1985 and each year thereafter. However, please remember the township board should RECORD THE SALARIES SO FIXED IN THE TOWNSHIP BOARD MINUTES. A type of format for recording these salaries should be the existing format of Township Form No. 17. We recommend the board set the salaries of township officials and employees, in conjunction with the preparation and completion of the township budget.

Township Form No. 17 (Revised 2008) has been prescribed to fulfill the requirements of the statute. (Accounting and Uniform Compliance Guidelines Manual for Townships, Chapter 2)

LOST CREEK TOWNSHIP, VIGO COUNTY  
EXIT CONFERENCE

The contents of this report were discussed on September 25, 2012, with Rick D. Long, Trustee. The Official Response has been made a part of this report and may be found on page 20.

*Rick D. Long, Trustee*  
Lost Creek Township  
PO Box 296, Seelyville, IN 47878  
812-877-3415

Indiana State Board of Account  
Attn: Gina

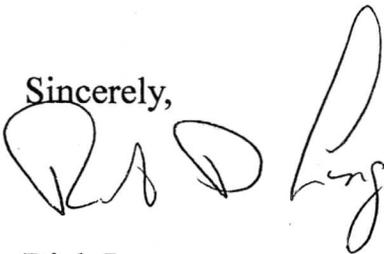
To Whom it May Concern,

After meeting with Gina of the SBOA concerning the Lost Creek Township Trustee audit for 2010 and 2012 discussion was made of a payroll error for the year 2011. The error was done mistakenly by the Township Board and the Trustee and steps have been taken immediately to correct the error.

Photocopies of all and any documents showing that the error has been corrected were given to Gina of the SBOA during the exit audit interview with myself, Rick Long, Lost Creek Township Trustee.

Photocopies were also place in the Lost Creek Township Minutes for matter of record.

Sincerely,

A handwritten signature in black ink, appearing to read "Rick Long". The signature is written in a cursive style with a large, looped initial "R".

Rick Long  
Lost Creek Township Trustee