

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

FINANCIAL STATEMENTS EXAMINATION REPORT

OF

WASHINGTON TOWNSHIP

CLINTON COUNTY, INDIANA

January 1, 2010 to December 31, 2011



FILED
12/07/2012

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SCHEDULE OF OFFICIALS

<u>Office</u>	<u>Official</u>	<u>Term</u>
Trustee	SueAnn Stinson	01-01-07 to 12-31-14
Chairman of the Township Board	Robert Timmons	01-01-10 to 12-31-10
	Jeffery Sigler	01-01-11 to 12-31-11
	Carrol Lock	01-01-12 to 12-31-12



STATE OF INDIANA
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INDEPENDENT ACCOUNTANT'S REPORT

TO: THE OFFICIALS OF WASHINGTON TOWNSHIP, CLINTON COUNTY, INDIANA

We have examined the accompanying financial statements of Washington 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

October 22, 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.

WASHINGTON TOWNSHIP, CLINTON 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	\$ 19,888	\$ 39,721	\$ 24,535	\$ 35,074
Township Assistance	7,163	9,240	2,246	14,157
Fire Fighting	3,642	29,383	12,120	20,905
Levy Excess	-	97	-	97
Rainy Day	1,757	-	-	1,757
Jefferson Cemetery Fund	1,808	130	135	1,803
Jefferson Cemetery Trust	10,000	-	-	10,000
Totals	<u>\$ 44,258</u>	<u>\$ 78,571</u>	<u>\$ 39,036</u>	<u>\$ 83,793</u>

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

WASHINGTON TOWNSHIP, CLINTON 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	\$ 35,074	\$ 24,610	\$ 22,497	\$ 37,187
Township Assistance	14,157	5,793	1,352	18,598
Fire Fighting	20,905	17,014	12,464	25,455
Rainy Day	1,757	-	-	1,757
Levy Excess	97	-	-	97
Jefferson Cemetery Fund	1,803	64	500	1,367
Jefferson Cemetery Trust	10,000	-	-	10,000
Totals	<u>\$ 83,793</u>	<u>\$ 47,481</u>	<u>\$ 36,813</u>	<u>\$ 94,461</u>

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

WASHINGTON TOWNSHIP, CLINTON 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), 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, 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: financial institution tax received from the state.

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:

WASHINGTON TOWNSHIP, CLINTON COUNTY
NOTES TO FINANCIAL STATEMENTS
(Continued)

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.

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.

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.

WASHINGTON TOWNSHIP, CLINTON COUNTY
NOTES TO FINANCIAL STATEMENTS
(Continued)

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.

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

	<u>Township</u>	<u>Township Assistance</u>	<u>Fire Fighting</u>	<u>Levy Excess</u>	<u>Rainy Day</u>	<u>Jefferson Cemetery Fund</u>	<u>Jefferson Cemetery Trust</u>	<u>Totals</u>
Cash and investments - beginning	\$ 19,888	\$ 7,163	\$ 3,642	\$ -	\$ 1,757	\$ 1,808	\$ 10,000	\$ 44,258
Receipts:								
Taxes	39,681	9,236	29,375	-	-	130	-	78,422
Other receipts	40	4	8	97	-	-	-	149
Total receipts	<u>39,721</u>	<u>9,240</u>	<u>29,383</u>	<u>97</u>	<u>-</u>	<u>130</u>	<u>-</u>	<u>78,571</u>
Disbursements:								
Personal services	11,557	-	-	-	-	-	-	11,557
Supplies	195	-	-	-	-	-	-	195
Other services and charges	12,783	-	12,120	-	-	-	-	24,903
Other disbursements	-	2,246	-	-	-	135	-	2,381
Total disbursements	<u>24,535</u>	<u>2,246</u>	<u>12,120</u>	<u>-</u>	<u>-</u>	<u>135</u>	<u>-</u>	<u>39,036</u>
Excess (deficiency) of receipts over disbursements	<u>15,186</u>	<u>6,994</u>	<u>17,263</u>	<u>97</u>	<u>-</u>	<u>(5)</u>	<u>-</u>	<u>39,535</u>
Cash and investments - ending	<u>\$ 35,074</u>	<u>\$ 14,157</u>	<u>\$ 20,905</u>	<u>\$ 97</u>	<u>\$ 1,757</u>	<u>\$ 1,803</u>	<u>\$ 10,000</u>	<u>\$ 83,793</u>

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

	<u>Township</u>	<u>Township Assistance</u>	<u>Fire Fighting</u>	<u>Rainy Day</u>	<u>Levy Excess</u>	<u>Jefferson Cemetery Fund</u>	<u>Jefferson Cemetery Trust</u>	<u>Totals</u>
Cash and investments - beginning	\$ 35,074	\$ 14,157	\$ 20,905	\$ 1,757	\$ 97	\$ 1,803	\$ 10,000	\$ 83,793
Receipts:								
Taxes	14,141	5,244	15,583	-	-	-	-	34,968
Intergovernmental	10,434	549	1,431	-	-	-	-	12,414
Other receipts	35	-	-	-	-	64	-	99
Total receipts	<u>24,610</u>	<u>5,793</u>	<u>17,014</u>	<u>-</u>	<u>-</u>	<u>64</u>	<u>-</u>	<u>47,481</u>
Disbursements:								
Personal services	11,557	-	-	-	-	-	-	11,557
Supplies	198	-	-	-	-	-	-	198
Other services and charges	10,742	1,352	12,464	-	-	500	-	25,058
Total disbursements	<u>22,497</u>	<u>1,352</u>	<u>12,464</u>	<u>-</u>	<u>-</u>	<u>500</u>	<u>-</u>	<u>36,813</u>
Excess (deficiency) of receipts over disbursements	<u>2,113</u>	<u>4,441</u>	<u>4,550</u>	<u>-</u>	<u>-</u>	<u>(436)</u>	<u>-</u>	<u>10,668</u>
Cash and investments - ending	<u>\$ 37,187</u>	<u>\$ 18,598</u>	<u>\$ 25,455</u>	<u>\$ 1,757</u>	<u>\$ 97</u>	<u>\$ 1,367</u>	<u>\$ 10,000</u>	<u>\$ 94,461</u>

WASHINGTON TOWNSHIP, CLINTON 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.

	<u>Ending Balance</u>
Governmental activities:	
Machinery, equipment and vehicles	<u>\$ 100</u>
Total capital assets	<u><u>\$ 100</u></u>

WASHINGTON TOWNSHIP, CLINTON COUNTY
EXAMINATION RESULTS AND COMMENTS

PAYROLL WITHHOLDINGS

For the entire year of 2011, the Trustee withheld social security taxes from each employee at the rate of 6.2 percent of gross. In 2010, Congress passed the Tax Relief, Unemployment Insurance Reauthorization, and Job Creation Act of 2010, which reduced the amount of social security taxes that were to be withheld from the employees from 6.2 percent to 4.2 percent of gross wages for the 2011 calendar year. The extra withholdings from employees amounted to \$198.00 for 2011.

Political subdivisions are required to comply with all grant agreements, rules, regulations, bulletins, directives, letters, letter rulings and filing requirements concerning reports and other procedural matters of federal and state agencies, including opinions of the Attorney General of the State of Indiana, and court decisions. Governmental units should file accurate reports required by federal and state agencies. Noncompliance may require corrective action. (Accounting and Uniform Compliance Guidelines Manual for Townships, Chapter 13)

Each governmental unit is responsible for compliance with all rules, regulations, guidelines, and directives of the Internal Revenue Service and the Indiana Department of Revenue. All questions concerning taxes should be directed to these agencies. (Accounting and Uniform Compliance Guidelines Manual for Townships, Chapter 13)

ANNUAL REPORT

The computerized Annual Reports, for the calendar years 2010 and 2011, were prepared by the Trustee and submitted to the State Board of Accounts by the deadline; however, these reports were not reflective of the cash and investment balances or financial activity shown in the unit's records. A \$10,000 cemetery trust account was not included in either annual report. The Township's management has agreed with the changes required to the financial reports to properly reflect the Township's cash and investment balances and financial activity shown in their records.

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

"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. 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 in the form and content prescribed by the state examiner and filed electronically in the manner prescribed under IC 5-14-3.8-7."

WASHINGTON TOWNSHIP, CLINTON COUNTY
EXAMINATION RESULTS AND COMMENTS
(Continued)

BOND INFORMATION

Official bonds were purchased by the Trustee covering the periods January 1, 2011 to January 1, 2012, and January 1, 2012 to January 1, 2013; however, the annual coverage, for each bond, was only \$15,000, which was below the \$30,000 statutory minimum.

Indiana Code 5-4-1-18(c) states in part:

". . . the fiscal bodies of the respective units shall fix the amount of the bond of . . . township trustees . . . as follows: (1) The amount must equal thirty thousand dollars (\$30,000) for each one million dollars (\$1,000,000) of receipts of the officer's office during the last complete fiscal year before the purchase of the bond, subject to subdivision (2). (2) The amount may not be less than thirty thousand dollars (\$30,000) nor more than three hundred thousand dollars (\$300,000) unless the fiscal body approves a greater amount for the officer or employee . . ."

CERTIFIED REPORT NOT FILED ON TIME

The Township did not file a Certified Report of Names, Addresses, Duties and Compensation of Public Employees (Form 100-R or its equivalent) by the statutory due date with the State Board of Accounts for the years 2010 and 2011.

During the examination period Indiana Code 5-11-13-1 stated in part:

"Every state, county, city, town, township, or school official . . . shall during the month of January of each year prepare, make, and sign a written or printed certified report, correctly and completely showing the names and business addresses of each and all officers, employees, and agents . . . and the respective duties and compensation of each, and shall forthwith file said report in the office of the state examiner of the state board of accounts."

CONTRACTS

During 2010 and 2011, payments were made to individuals for cemetery care and 4-H leader services without a written contract. Cemetery care payments of \$8,185 and \$7,350 were made during 2010 and 2011, respectively. The 4-H leader services amounted to \$900 each year.

Payments made or received for contractual services should be supported by a written contract. Each governmental unit is responsible for complying with the provisions of its contracts. (Accounting and Uniform Compliance Guidelines Manual for Townships, Chapter 13)

WASHINGTON TOWNSHIP, CLINTON COUNTY
EXIT CONFERENCE

The contents of this report were discussed on October 23, 2012, with SueAnn Stinson, Trustee. The official concurred with our findings.