

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

FINANCIAL STATEMENTS EXAMINATION REPORT

OF

WAYNE TOWNSHIP

STARKE COUNTY, INDIANA

January 1, 2010 to December 31, 2011



FILED
12/19/2012

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SCHEDULE OF OFFICIALS

<u>Office</u>	<u>Official</u>	<u>Term</u>
Trustee	Clara Schacht	01-01-07 to 12-31-14
Chairman of the Township Board	Venture Pacilio	01-01-10 to 12-31-10
	Joe Griffo	01-01-11 to 12-31-11
	Tom Griffo	01-01-12 to 12-31-12



STATE OF INDIANA
AN EQUAL OPPORTUNITY EMPLOYER

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INDEPENDENT ACCOUNTANT'S REPORT

TO: THE OFFICIALS OF WAYNE TOWNSHIP, STARKE COUNTY, INDIANA

We have examined the accompanying financial statements of Wayne 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, 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 3, 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.

WAYNE TOWNSHIP, STARKE 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	\$ 39,010	\$ 30,014	\$ 15,060	\$ 53,964
Township Assistance	54,178	12,635	10,307	56,506
Fire Fighting	24,498	26,996	23,000	28,494
Cumulative Fire	58,343	13,195	22,493	49,045
Park And Recreation	8,842	-	1,900	6,942
Rainy Day	804	3,820	-	4,624
Totals	<u>\$ 185,675</u>	<u>\$ 86,660</u>	<u>\$ 72,760</u>	<u>\$ 199,575</u>

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

WAYNE TOWNSHIP, STARKE 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	\$ 53,964	\$ 24,076	\$ 17,930	\$ 60,110
Park And Recreation	6,942	2,162	1,900	7,204
Township Assistance	56,506	9,940	11,615	54,831
Fire Fighting	28,494	25,110	23,000	30,604
Rainy Day	4,624	4,772	310	9,086
Cumulative Fire	49,045	12,700	2,742	59,003
Totals	<u>\$ 199,575</u>	<u>\$ 78,760</u>	<u>\$ 57,497</u>	<u>\$ 220,838</u>

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

WAYNE TOWNSHIP, STARKE 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.

WAYNE TOWNSHIP, STARKE 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.

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

WAYNE TOWNSHIP, STARKE COUNTY
NOTES TO FINANCIAL STATEMENTS
(Continued)

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.

WAYNE TOWNSHIP, STARKE 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	And Recreation	Rainy Day	Totals
Cash and investments - beginning	\$ 39,010	\$ 54,178	\$ 24,498	\$ 58,343	\$ 8,842	\$ 804	\$ 185,675
Receipts:							
Taxes	28,633	12,635	26,996	13,195	-	-	81,459
Other receipts	1,381	-	-	-	-	3,820	5,201
Total receipts	<u>30,014</u>	<u>12,635</u>	<u>26,996</u>	<u>13,195</u>	<u>-</u>	<u>3,820</u>	<u>86,660</u>
Disbursements:							
Personal services	8,504	-	-	-	-	-	8,504
Supplies	1,393	-	-	-	-	-	1,393
Other services and charges	5,163	-	23,000	-	1,900	-	30,063
Other disbursements	-	10,307	-	22,493	-	-	32,800
Total disbursements	<u>15,060</u>	<u>10,307</u>	<u>23,000</u>	<u>22,493</u>	<u>1,900</u>	<u>-</u>	<u>72,760</u>
Excess (deficiency) of receipts over disbursements	<u>14,954</u>	<u>2,328</u>	<u>3,996</u>	<u>(9,298)</u>	<u>(1,900)</u>	<u>3,820</u>	<u>13,900</u>
Cash and investments - ending	<u>\$ 53,964</u>	<u>\$ 56,506</u>	<u>\$ 28,494</u>	<u>\$ 49,045</u>	<u>\$ 6,942</u>	<u>\$ 4,624</u>	<u>\$ 199,575</u>

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

	Township	Park And Recreation	Township Assistance	Fire Fighting	Rainy Day	Cumulative Fire	Totals
Cash and investments - beginning	\$ 53,964	\$ 6,942	\$ 56,506	\$ 28,494	\$ 4,624	\$ 49,045	\$ 199,575
Receipts:							
Taxes	19,203	1,916	8,747	22,090	-	11,173	63,129
Intergovernmental	4,873	246	1,193	3,020	4,772	1,527	15,631
Total receipts	<u>24,076</u>	<u>2,162</u>	<u>9,940</u>	<u>25,110</u>	<u>4,772</u>	<u>12,700</u>	<u>78,760</u>
Disbursements:							
Personal services	12,255	-	-	-	-	-	12,255
Supplies	1,539	-	-	-	-	2,742	4,281
Other services and charges	4,126	1,900	11,615	23,000	310	-	40,951
Other disbursements	10	-	-	-	-	-	10
Total disbursements	<u>17,930</u>	<u>1,900</u>	<u>11,615</u>	<u>23,000</u>	<u>310</u>	<u>2,742</u>	<u>57,497</u>
Excess (deficiency) of receipts over disbursements	<u>6,146</u>	<u>262</u>	<u>(1,675)</u>	<u>2,110</u>	<u>4,462</u>	<u>9,958</u>	<u>21,263</u>
Cash and investments - ending	<u>\$ 60,110</u>	<u>\$ 7,204</u>	<u>\$ 54,831</u>	<u>\$ 30,604</u>	<u>\$ 9,086</u>	<u>\$ 59,003</u>	<u>\$ 220,838</u>

WAYNE TOWNSHIP, STARKE COUNTY
EXAMINATION RESULTS AND COMMENTS

DEPOSIT OF PUBLIC FUNDS

We noted instances where the Trustee was not making timely deposits of local tax distributions. Some receipts were being held for as long as three months. A similar comment was made in prior Reports B29692, B34281, and B36474.

Indiana Code 5-13-6-1(c) states in part: "The public funds collected by township trustees shall be deposited in the designated depository on or before the first and fifteenth day of each month."

CONDITION OF RECORDS

The following deficiencies relating to the recordkeeping were noted. A similar comment was in prior Reports B34281 and B36474.

1. There were a considerable number of posting errors. These errors included deposits and payments not extended to individual funds, and addition errors not detected.

Controls over the receipting, disbursing, recording, and accounting for the financial activities are necessary to avoid substantial risk of invalid transactions, inaccurate records and financial statements and incorrect decision making. (Accounting and Uniform Compliance Guidelines Manual for Townships, Chapter 13)

2. The total all funds column balances shown in the Financial and Appropriations Record does not agree to the calculated sum of all funds' balances. For December 31, 2011, this difference is \$941, with the total all funds column, \$220,839, and the calculated sum of all funds' balances, \$219,898.

At all times, the manual and/or computerized records, subsidiary ledgers, control ledger, and reconciled bank balance should agree. If the reconciled bank balance is less than the subsidiary or control ledger, then the responsible official or employee may be held personally responsible for the amount needed to balance the fund. (Accounting and Uniform Compliance Guidelines Manual for Townships, Chapter 13)

3. The Gateway Annual Report for 2011 was presented for examination but was not correct. Receipts, disbursements, and fund balances reported were incorrect and did not reconcile to the depository balance at year end. Adjustments have been suggested to the Trustee and are included in this report, in order for the Gateway Annual Report to be corrected.

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 Townships, Chapter 13)

WAYNE TOWNSHIP, STARKE COUNTY
EXIT CONFERENCE

The contents of this report were discussed on October 3, 2012, with Clara Schacht, Trustee. The official concurred with our findings.