

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

FINANCIAL STATEMENTS EXAMINATION REPORT

OF

TOWN OF OTTERBEIN

BENTON COUNTY, INDIANA

January 1, 2010 to December 31, 2011



FILED
01/09/2013

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SCHEDULE OF OFFICIALS

<u>Office</u>	<u>Official</u>	<u>Term</u>
Clerk-Treasurer	Stephanie Kaszuba Treeva Sarles	01-01-08 to 01-21-10 01-22-10 to 12-31-15
President of the Town Council	Lowell Horwedel (Deceased) (Vacant)	01-01-10 to 10-20-12 10-21-12 to 12-31-12



STATE OF INDIANA
AN EQUAL OPPORTUNITY EMPLOYER

STATE BOARD OF ACCOUNTS
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INDEPENDENT ACCOUNTANT'S REPORT

TO: THE OFFICIALS OF THE TOWN OF OTTERBEIN, BENTON COUNTY, INDIANA

We have examined the accompanying financial statements of the Town of Otterbein (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 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 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 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

November 8, 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 OTTERBEIN
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	\$ 245,527	\$ 464,151	\$ 348,188	\$ 361,490
Motor Vehicle Highway	28,594	33,748	24,343	37,999
Local Road & Streets	7,397	4,010	6,500	4,907
Donation Fund	-	219,711	-	219,711
LECE - Police Training	2,957	403	-	3,360
Riverboat Fund	6,703	14,193	6,058	14,838
Rainy Day Fund	13,733	10,312	12,335	11,710
Levy Excess Fund	7,822	467	-	8,289
Ordinance Violation	1,426	-	-	1,426
Police Dog Fund	881	-	-	881
CCD	1,857	3,523	-	5,380
CEDIT	58,684	28,473	14,616	72,541
CCI	11,321	3,842	10,000	5,163
Payroll	8,631	322,025	320,344	10,312
Otterbein Utilities	2,568	735	-	3,303
Storm water Utility Operating	-	5,592	900	4,692
Wastewater Operating	54,431	321,761	301,159	75,033
Wastewater Bond & Interest	11,244	118,259	118,206	11,297
Wastewater Depreciation/Improvement	75,059	408	-	75,467
Wastewater Customer Deposit	7,531	3,060	2,515	8,076
Wastewater Cash Reserve	39,860	-	33,000	6,860
Wastewater Operation Clearing	1,041	-	-	1,041
Wastewater Debt Reserve	138,000	2,263	-	140,263
Water Operating	28,327	248,412	224,027	52,712
Water Bond & Interest	6,410	43,984	43,657	6,737
Water Depreciation/Improvement	50,039	535	-	50,574
Water Customer Deposit	7,892	2,040	1,856	8,076
Water Project Fund	-	329,866	245,219	84,647
Water Cash Reserve	1,431	15,197	13,179	3,449
Water Operations Clearing	524	-	-	524
Water - Debt Reserve	37,500	615	-	38,115
Totals	<u>\$ 857,390</u>	<u>\$ 2,197,585</u>	<u>\$ 1,726,102</u>	<u>\$ 1,328,873</u>

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

TOWN OF OTTERBEIN
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	\$ 361,490	\$ 503,464	\$ 571,972	\$ 292,982
Motor Vehicle Highway	37,999	34,120	29,254	42,865
Local Road & Streets	4,907	3,881	5,500	3,288
LECE - Police Training	3,360	656	2,924	1,092
Riverboat Fund	14,838	8,211	-	23,049
Rainy Day Fund	11,710	25	8,000	3,735
Levy Excess Fund	8,289	-	713	7,576
CCD	5,380	2,469	1,000	6,849
CEDIT	72,541	25,768	78,000	20,309
CCI	5,163	1,822	5,100	1,885
Stormwater Drain Project	-	263,381	261,875	1,506
Recycling Grant	-	3,964	3,964	-
Donation Fund	219,711	452	-	220,163
Ordinance Violation	1,426	25	-	1,451
Police Dog Fund	881	-	-	881
Payroll	10,312	372,992	368,786	14,518
Otterbein Utilities	3,303	30,093	29,862	3,534
Storm water Utility Operating	4,692	37,331	32,187	9,836
Wastewater Operating	75,033	294,805	325,854	43,984
Wastewater Bond & Interest	11,297	120,204	120,256	11,245
Wastewater Depreciation/Improvement	75,467	9,892	30,247	55,112
Wastewater Customer Deposit	8,076	3,548	2,783	8,841
Wastewater Cash Reserve	6,860	30,000	-	36,860
Wastewater Operation Clearing	1,041	674	-	1,715
Wastewater Debt Reserve	140,263	1,048	-	141,311
Water Operating	52,712	239,779	252,142	40,349
Water Bond & Interest	6,737	52,020	19,509	39,248
Water Depreciation/Improvement	50,574	11,040	4,109	57,505
Water Customer Deposit	8,076	2,211	1,822	8,465
Water Project Fund	84,647	260,734	333,024	12,357
Water Cash Reserve	3,449	31,188	24,297	10,340
Water Operations Clearing	524	482	-	1,006
Water - Debt Reserve	38,115	285	-	38,400
Totals	\$ 1,328,873	\$ 2,346,564	\$ 2,513,180	\$ 1,162,257

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

TOWN OF OTTERBEIN
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, storm water, 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 state,

TOWN OF OTTERBEIN
NOTES TO FINANCIAL STATEMENTS
(Continued)

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.

Utility operating expenses which include all outflows for operating the utilities.

TOWN OF OTTERBEIN
NOTES TO FINANCIAL STATEMENTS
(Continued)

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.

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.

TOWN OF OTTERBEIN
NOTES TO FINANCIAL STATEMENTS
(Continued)

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. These risks may also be mitigated by the Town by recording as a disbursement any replacement items purchased.

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 Town 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 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 OTTERBEIN
 COMBINING SCHEDULE OF RECEIPTS, DISBURSEMENTS, AND
 CASH AND INVESTMENT BALANCES - REGULATORY BASIS
 For The Year Ended December 31, 2010

	General	Motor Vehicle Highway	Local Road & Streets	Donation Fund	LECE - Police Trng	Riverboat Fund	Rainy Day Fund	Levy Excess Fund
Cash and investments - beginning	\$ 245,527	\$ 28,594	\$ 7,397	\$ -	\$ 2,957	\$ 6,703	\$ 13,733	\$ 7,822
Receipts:								
Taxes	261,925	-	-	-	-	-	-	-
Licenses and permits	-	-	-	-	200	-	-	-
Intergovernmental	91,260	33,748	4,010	-	-	14,193	8,497	-
Charges for services	91,048	-	-	-	-	-	-	-
Utility fees	-	-	-	-	-	-	-	-
Penalties	-	-	-	-	-	-	-	-
Other receipts	19,918	-	-	219,711	203	-	1,815	467
Total receipts	<u>464,151</u>	<u>33,748</u>	<u>4,010</u>	<u>219,711</u>	<u>403</u>	<u>14,193</u>	<u>10,312</u>	<u>467</u>
Disbursements:								
Personal services	109,436	-	-	-	-	-	-	-
Supplies	25,280	1,688	-	-	-	-	-	-
Other services and charges	184,016	4,983	-	-	-	-	-	-
Debt service - principal and interest	-	-	-	-	-	-	-	-
Capital outlay	20,674	17,672	6,500	-	-	-	-	-
Utility operating expenses	-	-	-	-	-	-	-	-
Other disbursements	8,782	-	-	-	-	6,058	12,335	-
Total disbursements	<u>348,188</u>	<u>24,343</u>	<u>6,500</u>	<u>-</u>	<u>-</u>	<u>6,058</u>	<u>12,335</u>	<u>-</u>
Excess (deficiency) of receipts over disbursements	<u>115,963</u>	<u>9,405</u>	<u>(2,490)</u>	<u>219,711</u>	<u>403</u>	<u>8,135</u>	<u>(2,023)</u>	<u>467</u>
Cash and investments - ending	<u>\$ 361,490</u>	<u>\$ 37,999</u>	<u>\$ 4,907</u>	<u>\$ 219,711</u>	<u>\$ 3,360</u>	<u>\$ 14,838</u>	<u>\$ 11,710</u>	<u>\$ 8,289</u>

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

	Ordinance Violation	Police Dog Fund	CCD	CEDIT	CCI	Payroll	Otterbein Utilities	Stormwater Utility Operating
Cash and investments - beginning	\$ 1,426	\$ 881	\$ 1,857	\$ 58,684	\$ 11,321	\$ 8,631	\$ 2,568	\$ -
Receipts:								
Taxes	-	-	2,928	-	-	-	-	-
Licenses and permits	-	-	-	-	-	-	-	-
Intergovernmental	-	-	255	27,186	3,842	-	-	-
Charges for services	-	-	-	-	-	-	-	-
Utility fees	-	-	-	-	-	-	-	5,592
Penalties	-	-	-	-	-	-	-	-
Other receipts	-	-	340	1,287	-	322,025	735	-
Total receipts	-	-	3,523	28,473	3,842	322,025	735	5,592
Disbursements:								
Personal services	-	-	-	7,484	-	-	-	-
Supplies	-	-	-	-	-	-	-	-
Other services and charges	-	-	-	-	-	-	-	-
Debt service - principal and interest	-	-	-	-	-	-	-	-
Capital outlay	-	-	-	7,132	10,000	-	-	-
Utility operating expenses	-	-	-	-	-	-	-	900
Other disbursements	-	-	-	-	-	320,344	-	-
Total disbursements	-	-	-	14,616	10,000	320,344	-	900
Excess (deficiency) of receipts over disbursements	-	-	3,523	13,857	(6,158)	1,681	735	4,692
Cash and investments - ending	<u>\$ 1,426</u>	<u>\$ 881</u>	<u>\$ 5,380</u>	<u>\$ 72,541</u>	<u>\$ 5,163</u>	<u>\$ 10,312</u>	<u>\$ 3,303</u>	<u>\$ 4,692</u>

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

	Wastewater Operating	Wastewater Bond & Interest	Wastewater Depreciation/ Improvement	Wastewater Customer Deposit	Wastewater Cash Reserve	Wastewater Operation Clearing	Wastewater Debt Reserve	Water Operating
Cash and investments - beginning	\$ 54,431	\$ 11,244	\$ 75,059	\$ 7,531	\$ 39,860	\$ 1,041	\$ 138,000	\$ 28,327
Receipts:								
Taxes	-	-	-	-	-	-	-	-
Licenses and permits	-	-	-	-	-	-	-	-
Intergovernmental	-	-	-	-	-	-	-	-
Charges for services	-	-	-	-	-	-	-	-
Utility fees	312,401	-	-	-	-	-	-	214,901
Penalties	8,188	-	-	-	-	-	-	1,257
Other receipts	1,172	118,259	408	3,060	-	-	2,263	32,254
Total receipts	<u>321,761</u>	<u>118,259</u>	<u>408</u>	<u>3,060</u>	<u>-</u>	<u>-</u>	<u>2,263</u>	<u>248,412</u>
Disbursements:								
Personal services	-	-	-	-	-	-	-	-
Supplies	-	-	-	-	-	-	-	-
Other services and charges	-	-	-	-	-	-	-	-
Debt service - principal and interest	-	118,206	-	-	-	-	-	-
Capital outlay	8,614	-	-	-	-	-	-	4,661
Utility operating expenses	169,870	-	-	2,515	-	-	-	140,185
Other disbursements	122,675	-	-	-	33,000	-	-	79,181
Total disbursements	<u>301,159</u>	<u>118,206</u>	<u>-</u>	<u>2,515</u>	<u>33,000</u>	<u>-</u>	<u>-</u>	<u>224,027</u>
Excess (deficiency) of receipts over disbursements	<u>20,602</u>	<u>53</u>	<u>408</u>	<u>545</u>	<u>(33,000)</u>	<u>-</u>	<u>2,263</u>	<u>24,385</u>
Cash and investments - ending	<u>\$ 75,033</u>	<u>\$ 11,297</u>	<u>\$ 75,467</u>	<u>\$ 8,076</u>	<u>\$ 6,860</u>	<u>\$ 1,041</u>	<u>\$ 140,263</u>	<u>\$ 52,712</u>

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

	Water Bond & Interest	Water Depreciation/ Improvement	Water Customer Deposit	Water Project Fund	Water Cash Reserve	Water Operations Clearing	Water - Debt Reserve	Totals
Cash and investments - beginning	\$ 6,410	\$ 50,039	\$ 7,892	\$ -	\$ 1,431	\$ 524	\$ 37,500	\$ 857,390
Receipts:								
Taxes	-	-	-	-	-	-	-	264,853
Licenses and permits	-	-	-	-	-	-	-	200
Intergovernmental	-	-	-	-	-	-	-	182,991
Charges for services	-	-	-	-	-	-	-	91,048
Utility fees	-	-	-	-	-	-	-	532,894
Penalties	-	-	-	-	-	-	-	9,445
Other receipts	43,984	535	2,040	329,866	15,197	-	615	1,116,154
Total receipts	43,984	535	2,040	329,866	15,197	-	615	2,197,585
Disbursements:								
Personal services	-	-	-	-	-	-	-	116,920
Supplies	-	-	-	-	-	-	-	26,968
Other services and charges	-	-	-	-	-	-	-	188,999
Debt service - principal and interest	43,657	-	-	-	-	-	-	161,863
Capital outlay	-	-	-	245,219	-	-	-	320,472
Utility operating expenses	-	-	1,856	-	-	-	-	315,326
Other disbursements	-	-	-	-	13,179	-	-	595,554
Total disbursements	43,657	-	1,856	245,219	13,179	-	-	1,726,102
Excess (deficiency) of receipts over disbursements	327	535	184	84,647	2,018	-	615	471,483
Cash and investments - ending	\$ 6,737	\$ 50,574	\$ 8,076	\$ 84,647	\$ 3,449	\$ 524	\$ 38,115	\$ 1,328,873

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

	General	Motor Vehicle Highway	Local Road & Streets	LECE - Police Training	Riverboat Fund	Rainy Day Fund	Levy Excess Fund	CCD	CEDIT
Cash and investments - beginning	\$ 361,490	\$ 37,999	\$ 4,907	\$ 3,360	\$ 14,838	\$ 11,710	\$ 8,289	\$ 5,380	\$ 72,541
Receipts:									
Taxes	237,021	-	-	-	-	-	-	2,265	-
Licenses and permits	-	-	-	505	-	-	-	-	-
Intergovernmental	163,889	34,120	3,881	-	8,211	-	-	204	25,768
Charges for services	93,950	-	-	-	-	-	-	-	-
Fines and forfeits	3,668	-	-	151	-	-	-	-	-
Utility fees	-	-	-	-	-	-	-	-	-
Penalties	-	-	-	-	-	-	-	-	-
Other receipts	4,936	-	-	-	-	25	-	-	-
Total receipts	<u>503,464</u>	<u>34,120</u>	<u>3,881</u>	<u>656</u>	<u>8,211</u>	<u>25</u>	<u>-</u>	<u>2,469</u>	<u>25,768</u>
Disbursements:									
Personal services	159,379	22,251	-	-	-	-	-	-	-
Supplies	25,465	-	-	-	-	-	-	-	-
Other services and charges	180,450	7,003	-	2,924	-	-	-	-	500
Debt service - principal and interest	-	-	-	-	-	-	-	-	-
Capital outlay	84,328	-	-	-	-	-	-	1,000	-
Utility operating expenses	-	-	-	-	-	-	-	-	-
Other disbursements	122,350	-	5,500	-	-	8,000	713	-	77,500
Total disbursements	<u>571,972</u>	<u>29,254</u>	<u>5,500</u>	<u>2,924</u>	<u>-</u>	<u>8,000</u>	<u>713</u>	<u>1,000</u>	<u>78,000</u>
Excess (deficiency) of receipts over disbursements	<u>(68,508)</u>	<u>4,866</u>	<u>(1,619)</u>	<u>(2,268)</u>	<u>8,211</u>	<u>(7,975)</u>	<u>(713)</u>	<u>1,469</u>	<u>(52,232)</u>
Cash and investments - ending	<u>\$ 292,982</u>	<u>\$ 42,865</u>	<u>\$ 3,288</u>	<u>\$ 1,092</u>	<u>\$ 23,049</u>	<u>\$ 3,735</u>	<u>\$ 7,576</u>	<u>\$ 6,849</u>	<u>\$ 20,309</u>

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

	CCI	Stormwater Drain Project	Recycling Grant	Donation Fund	Ordinance Violation	Police Dog Fund	Payroll	Otterbein Utilities	Stormwater Utility Operating
Cash and investments - beginning	\$ 5,163	\$ -	\$ -	\$ 219,711	\$ 1,426	\$ 881	\$ 10,312	\$ 3,303	\$ 4,692
Receipts:									
Taxes	-	-	-	-	-	-	-	-	-
Licenses and permits	-	-	-	-	-	-	-	-	-
Intergovernmental	1,822	103,584	3,964	-	-	-	-	-	-
Charges for services	-	-	-	-	-	-	-	-	-
Fines and forfeits	-	-	-	-	25	-	-	-	-
Utility fees	-	-	-	-	-	-	-	-	37,331
Penalties	-	-	-	-	-	-	-	-	-
Other receipts	-	159,797	-	452	-	-	372,992	30,093	-
Total receipts	1,822	263,381	3,964	452	25	-	372,992	30,093	37,331
Disbursements:									
Personal services	-	-	-	-	-	-	-	-	-
Supplies	-	-	-	-	-	-	-	-	-
Other services and charges	-	-	3,964	-	-	-	-	-	-
Debt service - principal and interest	-	-	-	-	-	-	-	-	-
Capital outlay	-	261,875	-	-	-	-	-	-	-
Utility operating expenses	-	-	-	-	-	-	-	-	24,687
Other disbursements	5,100	-	-	-	-	-	368,786	29,862	7,500
Total disbursements	5,100	261,875	3,964	-	-	-	368,786	29,862	32,187
Excess (deficiency) of receipts over disbursements	(3,278)	1,506	-	452	25	-	4,206	231	5,144
Cash and investments - ending	\$ 1,885	\$ 1,506	\$ -	\$ 220,163	\$ 1,451	\$ 881	\$ 14,518	\$ 3,534	\$ 9,836

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

	Wastewater Operating	Wastewater Bond & Interest	Wastewater Depreciation/ Improvement	Wastewater Customer Deposit	Wastewater Cash Reserve	Wastewater Operation Clearing	Wastewater Debt Reserve	Water Operating
Cash and investments - beginning	\$ 75,033	\$ 11,297	\$ 75,467	\$ 8,076	\$ 6,860	\$ 1,041	\$ 140,263	\$ 52,712
Receipts:								
Taxes	-	-	-	-	-	-	-	-
Licenses and permits	-	-	-	-	-	-	-	-
Intergovernmental	-	-	-	-	-	-	-	-
Charges for services	-	-	-	-	-	-	-	-
Fines and forfeits	-	-	-	-	-	-	-	-
Utility fees	286,650	-	-	3,548	-	-	-	234,082
Penalties	7,919	-	-	-	-	-	-	4,921
Other receipts	236	120,204	9,892	-	30,000	674	1,048	776
Total receipts	<u>294,805</u>	<u>120,204</u>	<u>9,892</u>	<u>3,548</u>	<u>30,000</u>	<u>674</u>	<u>1,048</u>	<u>239,779</u>
Disbursements:								
Personal services	-	-	-	-	-	-	-	-
Supplies	-	-	-	-	-	-	-	-
Other services and charges	-	-	-	-	-	-	-	-
Debt service - principal and interest	-	120,196	-	-	-	-	-	-
Capital outlay	8,161	-	30,247	-	-	-	-	5,775
Utility operating expenses	154,571	60	-	-	-	-	-	134,400
Other disbursements	163,122	-	-	2,783	-	-	-	111,967
Total disbursements	<u>325,854</u>	<u>120,256</u>	<u>30,247</u>	<u>2,783</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>252,142</u>
Excess (deficiency) of receipts over disbursements	<u>(31,049)</u>	<u>(52)</u>	<u>(20,355)</u>	<u>765</u>	<u>30,000</u>	<u>674</u>	<u>1,048</u>	<u>(12,363)</u>
Cash and investments - ending	<u>\$ 43,984</u>	<u>\$ 11,245</u>	<u>\$ 55,112</u>	<u>\$ 8,841</u>	<u>\$ 36,860</u>	<u>\$ 1,715</u>	<u>\$ 141,311</u>	<u>\$ 40,349</u>

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

	Water Bond & Interest	Water Depreciation/ Improvement	Water Customer Deposit	Water Project Fund	Water Cash Reserve	Water Operations Clearing	Water - Debt Reserve	Totals
Cash and investments - beginning	\$ 6,737	\$ 50,574	\$ 8,076	\$ 84,647	\$ 3,449	\$ 524	\$ 38,115	\$ 1,328,873
Receipts:								
Taxes	-	-	-	-	-	-	-	239,286
Licenses and permits	-	-	-	-	-	-	-	505
Intergovernmental	-	-	-	172,418	-	-	-	517,861
Charges for services	-	-	-	-	-	-	-	93,950
Fines and forfeits	-	-	-	-	-	-	-	3,844
Utility fees	-	-	2,211	-	-	-	-	563,822
Penalties	-	-	-	-	-	-	-	12,840
Other receipts	52,020	11,040	-	88,316	31,188	482	285	914,456
Total receipts	52,020	11,040	2,211	260,734	31,188	482	285	2,346,564
Disbursements:								
Personal services	-	-	-	-	-	-	-	181,630
Supplies	-	-	-	-	-	-	-	25,465
Other services and charges	-	-	-	-	-	-	-	194,841
Debt service - principal and interest	19,509	-	-	-	-	-	-	139,705
Capital outlay	-	-	-	333,024	-	-	-	724,410
Utility operating expenses	-	4,109	-	-	-	-	-	317,827
Other disbursements	-	-	1,822	-	24,297	-	-	929,302
Total disbursements	19,509	4,109	1,822	333,024	24,297	-	-	2,513,180
Excess (deficiency) of receipts over disbursements	32,511	6,931	389	(72,290)	6,891	482	285	(166,616)
Cash and investments - ending	\$ 39,248	\$ 57,505	\$ 8,465	\$ 12,357	\$ 10,340	\$ 1,006	\$ 38,400	\$ 1,162,257

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

<u>Government or Enterprise</u>	<u>Accounts Payable</u>	<u>Accounts Receivable</u>
Governmental activities	\$ -	\$ -
Storm Water	-	2,994
Wastewater	-	43,135
Water	-	28,930
	<u>-</u>	<u>75,059</u>
Totals	<u>\$ -</u>	<u>\$ 75,059</u>

TOWN OF OTTERBEIN
SCHEDULE OF DEBT
December 31, 2011

Description of Debt		Ending Principal Balance	Principal and Interest Due Within One Year
Type	Purpose		
Governmental activities:			
Notes and loans payable	Software Loan	\$ 9,566	\$ 2,307
Wastewater:			
Notes and loans payable	Software Loan	9,566	2,307
Notes and loans payable	SRF of 1998 Series A	705,000	107,925
Notes and loans payable	SRF Series B	138,183	14,086
Notes and loans payable	Developer	34,000	8,000
Total Wastewater		<u>886,749</u>	<u>132,318</u>
Water:			
Revenue bonds	Revenue Bonds of 1979	210,000	32,500
Notes and loans payable	Farmer's and Merchants Loan of 2010	182,019	19,509
Notes and loans payable	Software Loan	9,566	2,307
Total Water		<u>401,585</u>	<u>54,316</u>
Totals		<u>\$ 1,297,900</u>	<u>\$ 188,941</u>

TOWN OF OTTERBEIN
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	\$ 106,520
Buildings	167,780
Improvements other than buildings	78,802
Machinery, equipment and vehicles	274,740
Total governmental activities	627,842
Wastewater:	
Land	7,100
Infrastructure	990,711
Buildings	1,233,098
Improvements other than buildings	35,400
Machinery, equipment and vehicles	30,516
Total Wastewater	2,296,825
Water:	
Infrastructure	985,537
Buildings	613,910
Improvements other than buildings	42,000
Machinery, equipment and vehicles	51,461
Total Water	1,692,908
Total capital assets	\$ 4,617,575

TOWN OF OTTERBEIN
EXIT CONFERENCE

The contents of this report were discussed on November 8, 2012, with Treeva Sarles, Clerk-Treasurer, and Ron Shoup, Vice President of the Town Council. Our examination disclosed no material items that warrant comment at this time.