

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

FINANCIAL STATEMENTS EXAMINATION REPORT

OF

CLAY TOWNSHIP

WAYNE COUNTY, INDIANA

January 1, 2010 to December 31, 2011



**FILED**  
01/11/2013



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SCHEDULE OF OFFICIALS

<u>Office</u>	<u>Official</u>	<u>Term</u>
Trustee	Rebecca L. Cool	01-01-07 to 12-31-14
Chairman of the Township Board	Louis P. Artman, Jr.	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 CLAY TOWNSHIP, WAYNE COUNTY, INDIANA

We have examined the accompanying financial statements of Clay 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

November 7, 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.

CLAY TOWNSHIP, WAYNE 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	\$ 41,821	\$ 20,707	\$ 18,515	\$ 44,013
Township Assistance	20,520	3,406	7,000	16,926
Fire Fighting	22,056	57,297	59,150	20,203
Cumulative Fire	46,251	5,604	-	51,855
Park and Recreation	5,016	1,069	1,700	4,385
Levy Excess	223	171	-	394
Rainy Day	1,406	602	-	2,008
Totals	<u>\$ 137,293</u>	<u>\$ 88,856</u>	<u>\$ 86,365</u>	<u>\$ 139,784</u>

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

CLAY TOWNSHIP, WAYNE 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	\$ 44,013	\$ 18,715	\$ 15,932	\$ 46,796
Park and Recreation	4,385	1,233	1,660	3,958
Township Assistance	16,926	3,273	6,911	13,288
Fire Fighting	20,203	57,965	58,670	19,498
Rainy Day	2,008	-	-	2,008
Levy Excess	394	-	-	394
Cumulative Fire	51,855	5,415	-	57,270
Totals	<u>\$ 139,784</u>	<u>\$ 86,601</u>	<u>\$ 83,173</u>	<u>\$ 143,212</u>

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

CLAY TOWNSHIP, WAYNE 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), 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.

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

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

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.

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.

*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

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

board conducts public hearings and obtains taxpayer comments. Prior to November 1, the governing board approves the budget for the next year. The budget for funds for which property taxes are levied or highway use taxes are received is subject to final approval by the Indiana Department of Local Government Finance.

**Note 3. Property Taxes**

Property taxes levied are collected by the County Treasurer and are scheduled to be distributed to the Township in June and December; however, situations can arise which would delay the distributions. State statute (IC 6-1.1-17-16) requires the Indiana Department of Local Government Finance to establish property tax rates and levies by February 15. These rates were based upon the preceding year's March 1 (lien date) assessed valuations adjusted for various tax credits. Taxable property is assessed at 100 percent of the true tax value (determined in accordance with rules and regulations adopted by the Indiana Department of Local Government Finance). Taxes may be paid in two equal installments which normally become delinquent if not paid by May 10 and November 10, respectively.

**Note 4. Deposits and Investments**

Deposits, made in accordance with state statute (IC 5-13), with financial institutions in the State of Indiana at year end should be entirely insured by the Federal Depository Insurance Corporation or by the Indiana Public Deposit Insurance Fund. This includes any deposit accounts issued or offered by a qualifying financial institution.

State statutes authorize the Township to invest in securities including, but not limited to, federal government securities, repurchase agreements, and certain money market mutual funds. Certain other statutory restrictions apply to all investments made by local governmental units.

**Note 5. Risk Management**

The Township may be exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions; job related illnesses or injuries to employees; medical benefits to employees, retirees, and dependents; and natural disasters.

These risks can be mitigated through the purchase of insurance, establishment of a self-insurance fund, and/or participation in a risk pool. The purchase of insurance transfers the risk to an independent third party. The establishment of a self-insurance fund allows the Township to set aside money for claim settlements. The self-insurance fund would be included in the financial statements. The purpose of participation in a risk pool is to provide a medium for the funding and administration of the risks.

## SUPPLEMENTARY INFORMATION – UNAUDITED

For additional financial information, the Township's 2010 Annual Report can be found on the Indiana Transparency Portal website: [www.in.gov/itp/annual\\_reports/](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.

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

	Township	Township Assistance	Fire Fighting	Cumulative Fire	Park and Recreation	Levy Excess	Rainy Day	Totals
Cash and investments - beginning	\$ 41,821	\$ 20,520	\$ 22,056	\$ 46,251	\$ 5,016	\$ 223	\$ 1,406	\$ 137,293
Receipts:								
Taxes	19,966	3,406	42,335	5,604	1,069	-	602	72,982
Charges for services	-	-	14,962	-	-	-	-	14,962
Other receipts	741	-	-	-	-	171	-	912
Total receipts	<u>20,707</u>	<u>3,406</u>	<u>57,297</u>	<u>5,604</u>	<u>1,069</u>	<u>171</u>	<u>602</u>	<u>88,856</u>
Disbursements:								
Personal services	9,786	-	1,201	-	-	-	-	10,987
Supplies	995	-	19,078	-	-	-	-	20,073
Other services and charges	7,734	7,000	38,871	-	1,700	-	-	55,305
Total disbursements	<u>18,515</u>	<u>7,000</u>	<u>59,150</u>	<u>-</u>	<u>1,700</u>	<u>-</u>	<u>-</u>	<u>86,365</u>
Excess (deficiency) of receipts over disbursements	<u>2,192</u>	<u>(3,594)</u>	<u>(1,853)</u>	<u>5,604</u>	<u>(631)</u>	<u>171</u>	<u>602</u>	<u>2,491</u>
Cash and investments - ending	<u>\$ 44,013</u>	<u>\$ 16,926</u>	<u>\$ 20,203</u>	<u>\$ 51,855</u>	<u>\$ 4,385</u>	<u>\$ 394</u>	<u>\$ 2,008</u>	<u>\$ 139,784</u>

CLAY TOWNSHIP, WAYNE 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	Levy Excess	Cumulative Fire	Totals
Cash and investments - beginning	\$ 44,013	\$ 4,385	\$ 16,926	\$ 20,203	\$ 2,008	\$ 394	\$ 51,855	\$ 139,784
Receipts:								
Taxes	6,619	1,092	2,900	38,611	-	-	4,960	54,182
Intergovernmental	11,446	141	373	3,529	-	-	455	15,944
Charges for services	-	-	-	15,825	-	-	-	15,825
Other receipts	650	-	-	-	-	-	-	650
Total receipts	18,715	1,233	3,273	57,965	-	-	5,415	86,601
Disbursements:								
Personal services	7,823	-	-	1,201	-	-	-	9,024
Supplies	139	-	-	18,444	-	-	-	18,583
Other services and charges	7,970	1,660	6,911	39,025	-	-	-	55,566
Total disbursements	15,932	1,660	6,911	58,670	-	-	-	83,173
Excess (deficiency) of receipts over disbursements	2,783	(427)	(3,638)	(705)	-	-	5,415	3,428
Cash and investments - ending	\$ 46,796	\$ 3,958	\$ 13,288	\$ 19,498	\$ 2,008	\$ 394	\$ 57,270	\$ 143,212

CLAY TOWNSHIP, WAYNE 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	\$ 20,000
Buildings	345,000
Machinery, equipment and vehicles	888,500
Total capital assets	\$ 1,253,500

CLAY TOWNSHIP, WAYNE COUNTY  
EXAMINATION RESULTS AND COMMENTS

***INTEREST PAID***

Information presented for examination indicated that payroll taxes for the period ending December 31, 2005, had not been paid. In April of 2011, the Trustee paid the taxes owed for December 2005. Included in this payment was an interest charge of \$71.72.

Officials and employees have the duty to pay claims and remit taxes in a timely fashion. Failure to pay claims or remit taxes in a timely manner could be an indicator of serious financial problems which should be investigated by the governmental unit.

Additionally, officials and employees have a responsibility to perform duties in a manner which would not result in any unreasonable fees being assessed against the governmental unit.

Any penalties, interest or other charges paid by the governmental unit may be the personal obligation of the responsible official or employee. (Accounting and Uniform Compliance Guidelines Manual for Townships, Chapter 13)

***SUPPORTING DOCUMENTATION***

Several payments were observed which did not contain adequate supporting documentation, such as receipts, invoices, and other public records. Many of these payments were paid from monthly statements rather than actual invoices. Due to the lack of supporting information, the validity and accountability for some money disbursed could not be established.

Supporting documentation such as receipts, canceled checks, tickets, invoices, bills, contracts, and other public records must be available for audit to provide supporting information for the validity and accountability of monies disbursed. Payments without supporting documentation may be the personal obligation of the responsible official or employee. (Accounting and Uniform Compliance Guidelines Manual for Townships, Chapter 13)

***FEDERAL AND STATE AGENCIES - COMPLIANCE REQUIREMENTS***

The Township did not comply with directives of Internal Revenue Service and the Indiana Department of Revenue. The Township did not make quarterly withholding tax remittances by the required dates. The 2nd, 3rd, and 4th quarter payments due to the Internal Revenue Service by the end of July 2011, October 2011, and January 2012, respectively, were not paid until March of 2012. The 3rd quarter payment due to the Indiana Department of Revenue by the end of October 2011 was not paid until February of 2012.

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)

CLAY TOWNSHIP, WAYNE COUNTY  
EXIT CONFERENCE

The contents of this report were discussed on November 7, 2012, with Rebecca L. Cool, Trustee. The official concurred with our findings.