

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

FINANCIAL STATEMENTS EXAMINATION REPORT

OF

CASS TOWNSHIP

DUBOIS COUNTY, INDIANA

January 1, 2010 to December 31, 2011



FILED
04/11/2013

TABLE OF CONTENTS

<u>Description</u>	<u>Page</u>
Schedule of Officials	2
Independent Accountant's Report.....	3
Financial Statements:	
Statements of Receipts, Disbursements, and Cash and Investment Balances – Regulatory Basis	6-7
Notes to Financial Statements	8-10
Supplementary Information - Unaudited:	
Combining Schedules of Receipts, Disbursements, and Cash and Investment Balances – Regulatory Basis	12-13
Schedule of Capital Assets.....	14
Examination Results and Comments:	
Appropriations.....	15
Late Filing of 100-R Annual Report	15
Prescribed Form	15
Investment Maturity Limitations	16
Investment Transaction Recording.....	16
Exit Conference.....	17

SCHEDULE OF OFFICIALS

<u>Office</u>	<u>Official</u>	<u>Term</u>
Trustee	James K. Meyer	03-14-09 to 12-31-14
Chairman of the Township Board	Lisa Matthews	01-01-10 to 12-31-12



STATE OF INDIANA
AN EQUAL OPPORTUNITY EMPLOYER

STATE BOARD OF ACCOUNTS
302 WEST WASHINGTON STREET
ROOM E418
INDIANAPOLIS, INDIANA 46204-2769

Telephone: (317) 232-2513
Fax: (317) 232-4711
Web Site: www.in.gov/sboa

INDEPENDENT ACCOUNTANT'S REPORT

TO: THE OFFICIALS OF CASS TOWNSHIP, DUBOIS COUNTY, INDIANA

We have examined the accompanying financial statements of Cass Township (Township), for the period of January 1, 2010 to December 31, 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 effects on the financial statements of the variances between these regulatory accounting practices and accounting principles generally accepted in the United States of America, although not reasonably determinable, are presumed to be material. The basis noted above is a different basis than that used in the prior period.

In our opinion, because of the matter discussed in the preceding paragraph, the financial statements referred to above do not present fairly, in conformity with accounting principles generally accepted in the United States of America, the financial position and results of operations of the Township for the period of January 1, 2010 to December 31, 2011.

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 period of January 1, 2010 to December 31, 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.

Bruce Hartman
State Examiner

March 4, 2013

(This page intentionally left blank.)

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.

CASS TOWNSHIP, DUBOIS 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	\$ 13,045	\$ 15,394	\$ 18,964	\$ 9,475
Township Assistance	13,454	2,788	7,405	8,837
Fire Fighting	21,556	23,066	21,973	22,649
Cumulative Fire	19,289	15,326	18,326	16,289
Park And Recreation	8,238	7,414	6,300	9,352
Levy Excess	-	120	-	120
Rainy Day	6,867	1,508	-	8,375
Totals	<u>\$ 82,449</u>	<u>\$ 65,616</u>	<u>\$ 72,968</u>	<u>\$ 75,097</u>

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

CASS TOWNSHIP, DUBOIS 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	\$ 9,475	\$ 15,620	\$ 17,745	\$ 7,350
Park And Recreation	9,352	2,566	6,300	5,618
Township Assistance	8,837	7,477	9,507	6,807
Fire Fighting	22,649	20,397	25,298	17,748
Rainy Day	8,375	-	-	8,375
Levy Excess	120	-	120	-
Cumulative Fire	16,289	14,794	-	31,083
Totals	<u>\$ 75,097</u>	<u>\$ 60,854</u>	<u>\$ 58,970</u>	<u>\$ 76,981</u>

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

CASS TOWNSHIP, DUBOIS 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.

CASS TOWNSHIP, DUBOIS COUNTY
NOTES TO FINANCIAL STATEMENTS
(Continued)

Other receipts which include amounts received from various sources which can include, but are not limited to the following: net proceeds from borrowings; interfund loan activity; transfers authorized by statute, ordinance, resolution or court order; internal service receipts; and fiduciary receipts.

E. Disbursements

Disbursements are presented in the aggregate on the face of the financial statements. The aggregate disbursements include the following uses:

Personal services include outflows for salaries, wages, and related employee benefits provided for all persons employed. In those units where sick leave, vacation leave, overtime compensation, and other such benefits are appropriated separately, such payments would also be included.

Supplies which include articles and commodities that are entirely consumed and materially altered when used and/or show rapid depreciation after use for a short period of time. Examples of supplies include office supplies, operating supplies, and repair and maintenance supplies.

Other services and charges which include, but are not limited to: professional services, communication and transportation, printing and advertising, insurance, utility services, repairs and maintenance, and rental charges.

Capital outlay which include all outflows for land, infrastructure, buildings, improvements, and machinery and equipment having an appreciable and calculable period of usefulness.

Other disbursements which include, but are not limited to the following: interfund loan payments, loans made to other funds, internal service disbursements, and transfers out that are authorized by statute, ordinance, resolution, or court order.

F. Interfund Transfers

The Township may, from time to time, transfer money from one fund to another. These transfers, if any, are included as a part of the receipts and disbursements of the affected funds and as a part of total receipts and disbursements. The transfers are used for cash flow purposes as provided by various statutory provisions.

G. Fund Accounting

Separate funds are established, maintained, and reported by the Township. Each fund is used to account for money received from and used for specific sources and uses as determined by various regulations. Restrictions on some funds are set by statute while other funds are internally restricted by the Township. The money accounted for in a specific fund may only be available for use for certain, legally restricted purposes. Additionally, some funds are used to account for assets held by the Township in a trustee capacity as an agent of individuals, private organizations, other funds, or other governmental units and therefore the funds cannot be used for any expenditures of the unit itself.

CASS TOWNSHIP, DUBOIS COUNTY
NOTES TO FINANCIAL STATEMENTS
(Continued)

Note 2. Budgets

The operating budget is initially prepared and approved at the local level. The fiscal officer of the Township submits a proposed operating budget to the governing board for the following calendar year. The budget is advertised as required by law. Prior to adopting the budget, the governing board conducts public hearings and obtains taxpayer comments. Prior to November 1, the governing board approves the budget for the next year. The budget for funds for which property taxes are levied or highway use taxes are received is subject to final approval by the Indiana Department of Local Government Finance.

Note 3. Property Taxes

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

Note 4. Deposits and Investments

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

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

Note 5. Risk Management

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

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

SUPPLEMENTARY INFORMATION – UNAUDITED

For additional financial information, the Township's Annual Reports for years prior to 2011 can be found on the Indiana Transparency Portal website: www.in.gov/itp/annual_reports/.

For additional financial information, the Township's Annual Report information for years 2011 and later 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.

CASS TOWNSHIP, DUBOIS 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	\$ 13,045	\$ 13,454	\$ 21,556	\$ 19,289	\$ 8,238	\$ -	\$ 6,867	\$ 82,449
Receipts:								
Taxes	15,167	2,476	22,413	15,326	7,372		1,508	64,262
Other receipts	227	312	653	-	42	120	-	1,354
Total receipts	15,394	2,788	23,066	15,326	7,414	120	1,508	65,616
Disbursements:								
Personal services	10,872	-	-	-	-	-	-	10,872
Supplies	207	-	3,815	-	-	-	-	4,022
Other services and charges	7,885	504	18,158	-	6,300	-	-	32,847
Capital outlay	-	-	-	18,326	-	-	-	18,326
Other disbursements	-	6,901	-	-	-	-	-	6,901
Total disbursements	18,964	7,405	21,973	18,326	6,300	-	-	72,968
Excess (deficiency) of receipts over disbursements	(3,570)	(4,617)	1,093	(3,000)	1,114	120	1,508	(7,352)
Cash and investments - ending	\$ 9,475	\$ 8,837	\$ 22,649	\$ 16,289	\$ 9,352	\$ 120	\$ 8,375	\$ 75,097

CASS TOWNSHIP, DUBOIS 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	\$ 9,475	\$ 9,352	\$ 8,837	\$ 22,649	\$ 8,375	\$ 120	\$ 16,289	\$ 75,097
Receipts:								
Taxes	7,229	2,265	6,220	13,552	-	-	13,503	42,769
Intergovernmental	6,203	257	709	6,696	-	-	1,291	15,156
Other receipts	2,188	44	548	149	-	-	-	2,929
Total receipts	<u>15,620</u>	<u>2,566</u>	<u>7,477</u>	<u>20,397</u>	<u>-</u>	<u>-</u>	<u>14,794</u>	<u>60,854</u>
Disbursements:								
Personal services	11,381	-	-	-	-	-	-	11,381
Supplies	3	-	6	4,638	-	-	-	4,647
Other services and charges	6,361	6,300	9,501	18,860	-	-	-	41,022
Other disbursements	-	-	-	1,800	-	120	-	1,920
Total disbursements	<u>17,745</u>	<u>6,300</u>	<u>9,507</u>	<u>25,298</u>	<u>-</u>	<u>120</u>	<u>-</u>	<u>58,970</u>
Excess (deficiency) of receipts over disbursements	<u>(2,125)</u>	<u>(3,734)</u>	<u>(2,030)</u>	<u>(4,901)</u>	<u>-</u>	<u>(120)</u>	<u>14,794</u>	<u>1,884</u>
Cash and investments - ending	<u>\$ 7,350</u>	<u>\$ 5,618</u>	<u>\$ 6,807</u>	<u>\$ 17,748</u>	<u>\$ 8,375</u>	<u>\$ -</u>	<u>\$ 31,083</u>	<u>\$ 76,981</u>

CASS TOWNSHIP, DUBOIS 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>191,320</u>
Total capital assets	\$ <u><u>191,320</u></u>

CASS TOWNSHIP, DUBOIS COUNTY
EXAMINATION RESULTS AND COMMENTS

APPROPRIATIONS

The records presented for examination indicated the following expenditures in excess of budgeted appropriations:

<u>Fund</u>	<u>Year</u>	<u>Excess Amount Expended</u>
Fire Fighting	2011	<u>\$ 298</u>

A similar comment appeared in prior Report B36558.

Indiana Code 6-1.1-18-4 states in part: ". . . the proper officers of a political subdivision shall appropriate funds in such a manner that the expenditures for a year do not exceed its budget for that year as finally determined under this article."

LATE FILING OF 100-R ANNUAL REPORT

The Township did not file the Certified Report of Names, Addresses, Duties and Compensation of Public Employees (Form 100R or its equivalent) for 2010 and 2011 with the State Board of Accounts on a timely basis.

Indiana Code 5-11-13-1 states 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 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. . . ."

PRESCRIBED FORM

The following prescribed form was not in use:

Register of Investments, General Form No. 350

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)

CASS TOWNSHIP, DUBOIS COUNTY
EXAMINATION RESULTS AND COMMENTS
(Continued)

INVESTMENT MATURITY LIMITATIONS

The Township purchased two investments for \$15,000, which has a stated maturity in excess of two years.

Indiana Code 5-13-9-5.6 states in part:

". . . investments made under this chapter must have a stated final maturity of not more than: . . . two (2) years after the date of purchase . . . for . . . a political subdivision that:

- (i) is not described in subdivision (1) or (2); and
- (ii) does not have in effect an investment policy and ordinance under section 5.7 of this chapter."

INVESTMENT TRANSACTION RECORDING

Investments were purchased and accounted for out of one fund, but when they matured, receipts were posted to another fund. Certificate of Deposits that had not matured were accounted for in funds from which they were not purchased through transfers on the township ledger. General Form No. 350, Register of Investments, was not used to account for investments properly.

1. At the time investments are purchased, the treasurer and/or bookkeeper should enter the full cost of the securities (purchase price plus accrued interest) as a disbursement from the fund or funds from which the investment is made.
2. When investment is made from a specific fund, a new fund entitled "Investments Fund" should be set up on the records. The net price (purchase less accrued interest) should be entered as a receipt to this fund.
3. Interest received in such investments by fund should be entered as a receipt to the fund from which the investment was purchased. Interest received from investment of total monies on deposit should be receipted to the general fund or the fund specified by the governing board.
4. When the investments by fund are sold, the full amount of such sale should be entered as a receipt to the fund from which the investment was made. The receipt should show separately the principal (purchase price) received and the interest received from the investment. At this time, the net purchase price (purchase price less accrued interest) should also be entered as a disbursement from the "Investments Fund."

(Accounting and Uniform Compliance Guidelines Manual for Townships, Chapter 18)

CASS TOWNSHIP, DUBOIS COUNTY
EXIT CONFERENCE

The contents of this report were discussed on March 4, 2013, with James K. Meyer, Trustee.