

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

FINANCIAL STATEMENTS EXAMINATION REPORT

OF

ORANGE TOWNSHIP

NOBLE COUNTY, INDIANA

January 1, 2010 to December 31, 2011



FILED
04/17/2013

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SCHEDULE OF OFFICIALS

<u>Office</u>	<u>Official</u>	<u>Term</u>
Trustee	George Wolfe	01-01-07 to 12-31-14
Chairman of the Township Board	John Edwards Thomas Brady	01-01-10 to 12-31-11 01-01-12 to 12-31-13



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INDEPENDENT ACCOUNTANT'S REPORT

TO: THE OFFICIALS OF ORANGE TOWNSHIP, NOBLE COUNTY, INDIANA

We have examined the accompanying financial statements of Orange 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 Leases and Debt, 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.

STATE BOARD OF ACCOUNTS

January 22, 2013

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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.

ORANGE TOWNSHIP, NOBLE 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	\$ 233,129	\$ 149,768	\$ 119,829	\$ 263,068
Township Assistance	36,165	37,882	9,551	64,496
Firefighting	67,941	151,342	108,737	110,546
Cumulative Fire	204,740	36,746	11,800	229,686
Park And Recreation	8,794	4,821	6,350	7,265
Fire Debt	36,334	136,684	89,850	83,168
Rainy Day	2,049	6,416	-	8,465
Payroll Deductions	-	14,068	13,745	323
Totals	<u>\$ 589,152</u>	<u>\$ 537,727</u>	<u>\$ 359,862</u>	<u>\$ 767,017</u>

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

ORANGE TOWNSHIP, NOBLE 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	\$ 263,068	\$ 83,457	\$ 122,299	\$ 224,226
Park And Recreation	7,265	2,906	7,500	2,671
Township Assistance	64,496	14,331	10,915	67,912
Firefighting	110,546	90,351	117,655	83,242
Rainy Day	8,465	-	-	8,465
Cumulative Fire	229,686	10,557	19,891	220,352
Payroll Deductions	323	14,285	13,257	1,351
Fire Building Debt	-	59,733	209	59,524
Fire Debt	83,168	28,013	89,850	21,331
Totals	<u>\$ 767,017</u>	<u>\$ 303,633</u>	<u>\$ 381,576</u>	<u>\$ 689,074</u>

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

ORANGE TOWNSHIP, NOBLE 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.

Charges for services which can include, but are not limited to the following: copies of public records, copy machine charges, emergency medical service fees, park rental fees, ordinance violations, fines and fees.

ORANGE TOWNSHIP, NOBLE 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.

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.

ORANGE TOWNSHIP, NOBLE 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.

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

	Township	Township Assistance	Firefighting	Cumulative Fire	Park And Recreation	Fire Debt	Rainy Day	Payroll Deductions	Totals
Cash and investments - beginning	\$ 233,129	\$ 36,165	\$ 67,941	\$ 204,740	\$ 8,794	\$ 36,334	\$ 2,049	\$ -	\$ 589,152
Receipts:									
Taxes	111,789	37,882	90,800	19,646	4,821	136,684	6,416	14,068	422,106
Intergovernmental	-	-	-	5,000	-	-	-	-	5,000
Charges for services	14,560	-	4,125	-	-	-	-	-	18,685
Other receipts	23,419	-	56,417	12,100	-	-	-	-	91,936
Total receipts	149,768	37,882	151,342	36,746	4,821	136,684	6,416	14,068	537,727
Disbursements:									
Personal services	49,414	-	12,828	-	-	-	-	13,745	75,987
Supplies	4,055	9,551	30,141	-	-	-	-	-	43,747
Other services and charges	65,525	-	49,861	-	3,650	89,850	-	-	208,886
Capital outlay	835	-	15,907	11,800	2,700	-	-	-	31,242
Total disbursements	119,829	9,551	108,737	11,800	6,350	89,850	-	13,745	359,862
Excess (deficiency) of receipts over disbursements	29,939	28,331	42,605	24,946	(1,529)	46,834	6,416	323	177,865
Cash and investments - ending	\$ 263,068	\$ 64,496	\$ 110,546	\$ 229,686	\$ 7,265	\$ 83,168	\$ 8,465	\$ 323	\$ 767,017

ORANGE TOWNSHIP, NOBLE 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	Firefighting	Rainy Day	Cumulative Fire	Payroll Deductions	Fire Building Debt	Fire Debt	Totals
Cash and investments - beginning	\$ 263,068	\$ 7,265	\$ 64,496	\$ 110,546	\$ 8,465	\$ 229,686	\$ 323	\$ -	\$ 83,168	\$ 767,017
Receipts:										
Taxes	69,624	2,902	14,314	75,657	-	10,553	-	32,329	28,007	233,386
Intergovernmental	1,949	4	17	7	-	4	-	12	6	1,999
Charges for services	9,120	-	-	2,750	-	-	-	27,392	-	39,262
Other receipts	2,764	-	-	11,937	-	-	14,285	-	-	28,986
Total receipts	83,457	2,906	14,331	90,351	-	10,557	14,285	59,733	28,013	303,633
Disbursements:										
Personal services	51,837	-	-	13,288	-	-	13,257	-	-	78,382
Supplies	3,521	-	-	38,669	-	-	-	-	-	42,190
Other services and charges	63,858	7,500	10,915	50,469	-	-	-	-	89,850	222,592
Capital outlay	3,083	-	-	15,229	-	19,891	-	209	-	38,412
Total disbursements	122,299	7,500	10,915	117,655	-	19,891	13,257	209	89,850	381,576
Excess (deficiency) of receipts over disbursements	(38,842)	(4,594)	3,416	(27,304)	-	(9,334)	1,028	59,524	(61,837)	(77,943)
Cash and investments - ending	\$ 224,226	\$ 2,671	\$ 67,912	\$ 83,242	\$ 8,465	\$ 220,352	\$ 1,351	\$ 59,524	\$ 21,331	\$ 689,074

ORANGE TOWNSHIP, NOBLE COUNTY
 SUPPLEMENTARY INFORMATION
 SCHEDULE OF LEASES AND DEBT
 December 31, 2011

Description of Debt	Ending Principal Balance	Principal and Interest Due Within One Year	Fund/ Department
Capital leases:			
2010 Fire Truck	\$ 324,536	\$ 44,925	Fire Fighting
Fire Station	<u>1,464,500</u>	<u>44,925</u>	Fire Building Debt
Total Debt	<u>\$ 1,789,036</u>	<u>\$ 89,850</u>	

ORANGE TOWNSHIP, NOBLE COUNTY
EXAMINATION RESULTS AND COMMENTS

CONTRACTS

Records presented for audit indicated assistance payments were made to non-governmental agencies without contracts for 2010 and 2011. In addition, the Township did not present for examination contracts with their lawn service provider or landlord for 2010 and 2011.

The 2010 fire protection contract was not presented for examination. The 2011 fire protection contract was presented for examination; however, the Township did not comply with the contract. According to the contract, the Township was to pay \$21,000 for fire protection. The Township made \$20,000 in payments for fire protection during 2011.

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

DEPOSIT AND POSTING OF PUBLIC FUNDS

The Township received county distributions and cemetery receipts on a monthly basis, as well as other miscellaneous receipts such as fire contract payments, farm land rental, and insurance reimbursements on a yearly basis. For both 2010 and 2011, we tested five county distribution receipts, the first quarter's cemetery receipts, and three miscellaneous receipts to determine if deposits were intact and deposited timely. While these deposits were intact, the Township made untimely deposits for both years. Receipts were only deposited five times throughout 2010 and four times throughout 2011. The fall county distributions issued December 16, 2011, were not deposited until March 29, 2012.

In addition, the Township did not timely post these receipts into their accounting system during 2010 and 2011. In 2010, receipt postings corresponded to the date of the deposit and not when the actual receipt was made. Receipt postings timeliness improved during 2011; however, receipt postings did not reflect the date to which the actual receipt was made.

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."

All documents and entries to records should be done in a timely manner to ensure that accurate financial information is available to allow the governmental unit to make informed management decisions and to help ensure compliance with IC 5-15-1-1 et seq., commonly referred to as the Public Records Law. (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 (IRS). They did not issue IRS 1099 miscellaneous forms to its landlord for 2010 and 2011 as well as to landlords who received rental income from Township assistance.

For 2010 and 2011, the Township did not withhold federal withholdings from board members or assistant fire chiefs.

ORANGE TOWNSHIP, NOBLE COUNTY
EXAMINATION RESULTS AND COMMENTS
(Continued)

The Township made payments to the IRS and Indiana Department of Revenue (IDOR) for penalties and interest. In 2010, the Township paid the IRS and IDOR \$230.27 and \$419.44, respectively. In 2011, the Township paid the IRS and IDOR \$39.16 and \$42.74, respectively. The Township did not present the claims for examination for these penalties and interest. The penalties and interest were abstracted by comparing the WH-1 and the 941s payments to those vendors.

The Township remittances to the IRS through the 941's Employer's Quarterly Federal Tax Return did not agree with the amounts shown as withheld on the W-2's as schedule below. The 2010 difference is due to one employee's wages not being reported on the 941's but being reported on the W-2's. The 2011 difference was due to the W-2 for the Trustee including his withholding at 6.2 percent and the 941's including his withholding at 4.2 percent.

Year 2010	941	W2	Difference
Wages	\$57,312.96	\$57,633.71	\$ (320.75)
Federal Withholding	5,337.50	5,345.25	(7.75)
Social Security	3,553.41	3,573.52	(20.11)
Medicare	831.04	835.63	(4.59)
Year 2011	941	W2	Difference
Wages	\$59,750.26	\$60,750.26	\$(1,000.00)
Social Security	2,509.51	3,009.87	(500.36)
Medicare	866.38	880.86	(14.48)

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)

Officials and employees have the duty to pay claims and remit taxes in a timely fashion. 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)

NO CREDIT CARD POLICY

The Township did not have a credit card policy in place during the examination period. In 2010, a \$139 credit card purchase was made to a local vendor that did not contain itemized documentation for the purchase. Also in 2010, a \$57 credit card meal purchase was made during a state called meeting that did not contain itemized documentation for the purchase.

ORANGE TOWNSHIP, NOBLE COUNTY
EXAMINATION RESULTS AND COMMENTS
(Continued)

The State Board of Accounts will not take exception to the use of credit cards by a governmental unit provided the following criteria are observed:

1. The governing board must authorize credit card use through an ordinance or resolution, which has been approved in the minutes.
2. Issuance and use should be handled by an official or employee designated by the board.
3. The purposes for which the credit card may be used must be specifically stated in the ordinance or resolution.
4. When the purpose for which the credit card has been issued has been accomplished, the card should be returned to the custody of the responsible person.
5. The designated responsible official or employee should maintain an accounting system or log which would include the names of individuals requesting usage of the cards, their position, estimated amounts to be charged, fund and account numbers to be charged, date the card is issued and returned, etc.
6. Credit cards should not be used to bypass the accounting system. One reason that purchase orders are issued is to provide the fiscal officer with the means to encumber and track appropriations to provide the governing board and other officials with timely and accurate accounting information and monitoring of the accounting system.
7. Payment should not be made on the basis of a statement or a credit card slip only. Procedures for payments should be no different than for any other claim. Supporting documents such as paid bills and receipts must be available. Additionally, any interest or penalty incurred due to late filing or furnishing of documentation by an officer or employee should be the responsibility of that officer or employee.
8. If properly authorized, an annual fee may be paid. (Accounting and Uniform Compliance Guidelines for Townships, Chapter 13)

NO TRAVEL AND REIMBURSEMENT POLICY

The Township did not have a travel and reimbursement policy. In addition, travel claims paid during the year did not indicate the purpose of the travel or the individuals attending. Meals purchased during travel status were not always itemized. In 2010, an itemized meal receipt indicated that two alcoholic beverages were purchased.

Each governmental unit should adopt a written travel policy in conformity with applicable statutes. Reimbursement for lodging and meals should be based upon actual receipts for amounts paid unless otherwise authorized by statute. (Accounting and Uniform Compliance Guidelines for Townships, Chapter 17)

Purchases of alcoholic beverages may be the personal obligation of the responsible official or employee. (Accounting and Uniform Compliance Guidelines for Townships, Chapter 13)

OPTICAL IMAGES OF CHECKS

The financial institution did not return the actual cancelled checks with the monthly bank statements, but instead returned an optical image of only the front side of the checks.

ORANGE TOWNSHIP, NOBLE COUNTY
EXAMINATION RESULTS AND COMMENTS
(Continued)

Indiana Code 5-15-6-3(a) states in part:

". . . 'original records' includes the optical image of a check or deposit document when:

- (1) the check or deposit document is recorded, copied, or reproduced by an optical imaging process . . . ; and
- (2) the drawer of the check receives an optical image of the check after the check is processed for payment . . ."

Furthermore, Indiana Code 26-2-8-111 states in part:

"(a) If a law requires that certain records be retained, that requirement is met by retaining an electronic record of the information in the record that:

- (1) accurately reflects the information set forth in the record after it was first generated in its final form as an electronic record or otherwise; and
- (2) remains accessible for later reference.

(e) If a law requires retention of a check, that requirement is satisfied by retention of an electronic record of the information on the front and back of the check in accordance with subsection (a)."

OVERDRAWN FUND BALANCE

As a result of the December 2011 payroll withholdings being remitted in 2012 the Payroll Deductions fund became overdrawn by \$60.78.

The balance of any fund may not be reduced below zero. Routinely overdrawn funds could be an indicator of serious financial problems which should be investigated by the governmental unit. (Accounting and Uniform Compliance Guidelines Manual for Townships, Chapter 13)

OFFICIAL BONDS

The Trustee was not bonded in 2010, 2011, and 2012. The Trustee is now bonded as of January 1, 2013, at \$30,000 but has not recorded the bond at the Recorder's Office.

Indiana Code 5-4-1-9 states: "An officer required to give an official bond shall give the bond before the commencement of his term of office. If the officer fails to give the bond before that time, the officer may not take office."

Indiana Code 5-4-1-18(a) states in part: ". . . the following . . . township officers and employees shall file an individual surety bond: . . . (4) Township trustees."

Indiana Code 5-4-1-5.1(b) states in part: "Every elected or appointed officer, official, deputy, or employee of a political subdivision who is required by section 18 of this chapter to file an official bond for the faithful performance of duty . . . shall file the bond in the office of the county recorder in the county of residence of the officer, official, deputy, or employee."

ORANGE TOWNSHIP, NOBLE COUNTY
EXIT CONFERENCE

The contents of this report were discussed on January 22, 2013, with George Wolfe, Trustee.