

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

FINANCIAL STATEMENT EXAMINATION REPORT

OF

MORGAN TOWNSHIP

PORTER COUNTY, INDIANA

January 1, 2010 to December 31, 2012



FILED
04/17/2013

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SCHEDULE OF OFFICIALS

<u>Office</u>	<u>Official</u>	<u>Term</u>
Trustee	Richard Schultz	01-01-07 to 12-31-14
Chairman of the Township Board	James Polarek Rodney King	01-01-10 to 12-31-10 01-01-11 to 12-31-13



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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 MORGAN TOWNSHIP, PORTER COUNTY, INDIANA

We have examined the accompanying financial statement of Morgan Township (Township), for the period of January 1, 2010 to December 31, 2012. The financial statement is the responsibility of the Township's management. Our responsibility is to express an opinion on the financial statement 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 statement 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 statement 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 statement 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.

In our opinion, because of the matter discussed in the preceding paragraph, the financial statement referred to above does 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, 2012.

In our opinion, the financial statement referred to above presents 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, 2012, 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 statement. 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 statement. They have not been subjected to the examination procedures applied to the financial statement and, accordingly, we express no opinion on them.

STATE BOARD OF ACCOUNTS

February 7, 2013

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FINANCIAL STATEMENT

The financial statement and accompanying notes were approved by management of the Township.
The financial statement and notes are presented as intended by the Township.

MORGAN TOWNSHIP, PORTER COUNTY
STATEMENT OF RECEIPTS, DISBURSEMENTS, AND CASH AND INVESTMENT BALANCES -
REGULATORY BASIS
For The Years Ended December 31, 2010, 2011, and 2012

Fund	Cash and Investments 01-01-10	Receipts	Disbursements	Cash and Investments 12-31-10
Township	\$ 7,421	\$ 28,393	\$ 22,448	\$ 13,366
Township Assistance	50,172	222	27,321	23,073
Fire Fighting	14,629	45,640	42,000	18,269
Levy Excess	-	289	-	289
Cumulative Fire	<u>15,654</u>	<u>30,040</u>	<u>35,856</u>	<u>9,838</u>
Totals	<u>\$ 87,876</u>	<u>\$ 104,584</u>	<u>\$ 127,625</u>	<u>\$ 64,835</u>

Fund	Cash and Investments 01-01-11	Receipts	Disbursements	Cash and Investments 12-31-11
Township	\$ 13,366	\$ 27,467	\$ 22,269	\$ 18,564
Township Assistance	23,073	-	11,517	11,556
Fire Fighting	18,269	44,438	41,000	21,707
Levy Excess	289	-	-	289
Cumulative Fire	<u>9,838</u>	<u>28,806</u>	<u>24,825</u>	<u>13,819</u>
Totals	<u>\$ 64,835</u>	<u>\$ 100,711</u>	<u>\$ 99,611</u>	<u>\$ 65,935</u>

Fund	Cash and Investments 01-01-12	Receipts	Disbursements	Cash and Investments 12-31-12
Township	\$ 18,564	\$ 22,054	\$ 21,286	\$ 19,332
Township Assistance	11,556	6,688	8,655	9,589
Fire Fighting	21,707	45,828	42,000	25,535
Levy Excess	289	-	-	289
Cumulative Fire	<u>13,819</u>	<u>27,638</u>	<u>8,229</u>	<u>33,228</u>
Totals	<u>\$ 65,935</u>	<u>\$ 102,208</u>	<u>\$ 80,170</u>	<u>\$ 87,973</u>

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

MORGAN TOWNSHIP, PORTER COUNTY
NOTES TO FINANCIAL STATEMENT

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) and health and social services (township assistance).

The accompanying financial statement presents the financial information for the Township.

B. Basis of Accounting

The financial statement is 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. Receipts

Receipts are presented in the aggregate on the face of the financial statement. 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: cigarette tax distributions received from the state, motor vehicle highway distribution received from the state, local road and street distribution 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.

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.

D. Disbursements

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

MORGAN TOWNSHIP, PORTER COUNTY
NOTES TO FINANCIAL STATEMENT
(Continued)

Personal services include outflows for salaries, wages, and related employee benefits provided for all persons employed.

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

E. Fund Accounting

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

Note 2. Budgets

The operating budget is initially prepared and approved at the local level. The fiscal officer of the Township submits a proposed operating budget to the governing board for the following calendar year. The budget is advertised as required by law. Prior to adopting the budget, the governing board conducts public hearings and obtains taxpayer comments. Prior to November 1, the 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.

MORGAN TOWNSHIP, PORTER COUNTY
NOTES TO FINANCIAL STATEMENT
(Continued)

Note 4. Deposits

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.

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.

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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 statement 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.

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

	<u>Township</u>	<u>Township Assistance</u>	<u>Fire Fighting</u>	<u>Levy Excess</u>	<u>Cumulative Fire</u>	<u>Totals</u>
Cash and investments - beginning	\$ 7,421	\$ 50,172	\$ 14,629	\$ -	\$ 15,654	\$ 87,876
Receipts:						
Taxes	25,753	-	42,285	-	27,830	95,868
Intergovernmental	2,455	222	3,328	-	2,192	8,197
Other receipts	185	-	27	289	18	519
Total receipts	<u>28,393</u>	<u>222</u>	<u>45,640</u>	<u>289</u>	<u>30,040</u>	<u>104,584</u>
Disbursements:						
Personal services	15,494	-	-	-	-	15,494
Other services and charges	6,357	27,321	42,000	-	-	75,678
Capital outlay	-	-	-	-	35,856	35,856
Other disbursements	597	-	-	-	-	597
Total disbursements	<u>22,448</u>	<u>27,321</u>	<u>42,000</u>	<u>-</u>	<u>35,856</u>	<u>127,625</u>
Excess (deficiency) of receipts over disbursements	<u>5,945</u>	<u>(27,099)</u>	<u>3,640</u>	<u>289</u>	<u>(5,816)</u>	<u>(23,041)</u>
Cash and investments - ending	<u>\$ 13,366</u>	<u>\$ 23,073</u>	<u>\$ 18,269</u>	<u>\$ 289</u>	<u>\$ 9,838</u>	<u>\$ 64,835</u>

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

	<u>Township</u>	<u>Township Assistance</u>	<u>Fire Fighting</u>	<u>Levy Excess</u>	<u>Cumulative Fire</u>	<u>Totals</u>
Cash and investments - beginning	\$ 13,366	\$ 23,073	\$ 18,269	\$ 289	\$ 9,838	\$ 64,835
Receipts:						
Taxes	24,632	-	40,511	-	26,261	91,404
Intergovernmental	2,725	-	3,927	-	2,545	9,197
Other receipts	110	-	-	-	-	110
Total receipts	<u>27,467</u>	<u>-</u>	<u>44,438</u>	<u>-</u>	<u>28,806</u>	<u>100,711</u>
Disbursements:						
Personal services	15,838	-	-	-	-	15,838
Other services and charges	5,563	11,517	41,000	-	-	58,080
Capital outlay	-	-	-	-	24,825	24,825
Other disbursements	868	-	-	-	-	868
Total disbursements	<u>22,269</u>	<u>11,517</u>	<u>41,000</u>	<u>-</u>	<u>24,825</u>	<u>99,611</u>
Excess (deficiency) of receipts over disbursements	<u>5,198</u>	<u>(11,517)</u>	<u>3,438</u>	<u>-</u>	<u>3,981</u>	<u>1,100</u>
Cash and investments - ending	<u>\$ 18,564</u>	<u>\$ 11,556</u>	<u>\$ 21,707</u>	<u>\$ 289</u>	<u>\$ 13,819</u>	<u>\$ 65,935</u>

MORGAN TOWNSHIP, PORTER COUNTY
 COMBINING SCHEDULE OF RECEIPTS, DISBURSEMENTS, AND
 CASH AND INVESTMENT BALANCES - REGULATORY BASIS
 For The Year Ended December 31, 2012

	<u>Township</u>	<u>Township Assistance</u>	<u>Fire Fighting</u>	<u>Levy Excess</u>	<u>Cumulative Fire</u>	<u>Totals</u>
Cash and investments - beginning	\$ 18,564	\$ 11,556	\$ 21,707	\$ 289	\$ 13,819	\$ 65,935
Receipts:						
Taxes	19,854	6,043	41,867	-	25,250	93,014
Intergovernmental	2,120	645	3,961	-	2,388	9,114
Other receipts	<u>80</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>80</u>
Total receipts	<u>22,054</u>	<u>6,688</u>	<u>45,828</u>	<u>-</u>	<u>27,638</u>	<u>102,208</u>
Disbursements:						
Personal services	12,717	-	-	-	-	12,717
Other services and charges	5,767	8,655	42,000	-	-	56,422
Capital outlay	-	-	-	-	8,229	8,229
Other disbursements	<u>2,802</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>2,802</u>
Total disbursements	<u>21,286</u>	<u>8,655</u>	<u>42,000</u>	<u>-</u>	<u>8,229</u>	<u>80,170</u>
Excess (deficiency) of receipts over disbursements	<u>768</u>	<u>(1,967)</u>	<u>3,828</u>	<u>-</u>	<u>19,409</u>	<u>22,038</u>
Cash and investments - ending	<u>\$ 19,332</u>	<u>\$ 9,589</u>	<u>\$ 25,535</u>	<u>\$ 289</u>	<u>\$ 33,228</u>	<u>\$ 87,973</u>

MORGAN TOWNSHIP, PORTER COUNTY
SCHEDULE OF CAPITAL ASSETS
December 31, 2012

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>\$ 200</u>
Total capital assets	<u><u>\$ 200</u></u>

MORGAN TOWNSHIP, PORTER COUNTY
EXIT CONFERENCE

The contents of this report were discussed on February 7, 2013, with Richard Schultz, Trustee. Our examination disclosed no material items that warrant comment at this time.