

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

FINANCIAL STATEMENTS EXAMINATION REPORT

OF

PORTER TOWNSHIP

PORTER COUNTY, INDIANA

January 1, 2010 to December 31, 2012



FILED
05/10/2013

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SCHEDULE OF OFFICIALS

<u>Office</u>	<u>Official</u>	<u>Term</u>
Trustee	Edward K. Morales	01-01-07 to 12-31-14
Chairman of the Township Board	Kathy Sherman	01-01-10 to 12-31-10
	Keith Hall	01-01-11 to 06-30-11
	Kathy Sherman	07-01-11 to 12-31-11
	Chris Herndon	01-01-12 to 12-31-12
	David Williams	01-01-13 to 12-31-13



STATE OF INDIANA
AN EQUAL OPPORTUNITY EMPLOYER

STATE BOARD OF ACCOUNTS
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INDEPENDENT ACCOUNTANT'S REPORT

TO: THE OFFICIALS OF PORTER TOWNSHIP, PORTER COUNTY, INDIANA

We have examined the accompanying financial statements of Porter Township (Township), for the period of January 1, 2010 to December 31, 2012. 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, 2012.

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, 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 statements. The Combining Schedules of Receipts, Disbursements, and Cash and Investment Balances – Regulatory Basis, Schedule of Leases and 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.

INDEPENDENT ACCOUNTANT'S REPORT
(Continued)

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, Schedule of Leases and 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..



Bruce Hartman
State Examiner

March 28, 2013

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.

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

Fund	Cash and Investments 01-01-10	Receipts	Disbursements	Cash and Investments 12-31-10
Township	\$ 871	\$ 144,382	\$ 96,758	\$ 48,495
Township Assistance	750	26,682	19,397	8,035
Fire Fighting	79,901	392,753	377,384	95,270
Rainy Day	-	11,316	-	11,316
Levy Excess	65	950	65	950
Cumulative Fire	387	78,425	78,712	100
Park and Recreation	1,600	-	1,600	-
Building Or Remodeling	-	65	-	65
Fire Debt	2,297	57,409	61,826	(2,120)
Totals	<u>\$ 85,871</u>	<u>\$ 711,982</u>	<u>\$ 635,742</u>	<u>\$ 162,111</u>

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

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

Fund	Cash and Investments 01-01-11	Receipts	Disbursements	Cash and Investments 12-31-11	Receipts	Disbursements	Cash and Investments 12-31-12
Township	\$ 48,495	\$ 56,296	\$ 70,670	\$ 34,121	\$ 70,823	\$ 89,649	\$ 15,295
Township Assistance	8,035	21,319	18,024	11,330	12,452	20,063	3,719
Fire Fighting	95,269	199,876	164,570	130,575	209,934	236,396	104,113
Rainy Day	11,316	9,998	-	21,314	9,998	-	31,312
Levy Excess	950	-	950	-	-	-	-
Cumulative Fire	100	40,500	31,903	8,697	38,866	7,971	39,592
Building Or Remodeling	65	-	-	65	-	-	65
Fire Debt	(2,120)	64,100	39,421	22,559	37,336	39,421	20,474
Totals	<u>\$ 162,110</u>	<u>\$ 392,089</u>	<u>\$ 325,538</u>	<u>\$ 228,661</u>	<u>\$ 379,409</u>	<u>\$ 393,500</u>	<u>\$ 214,570</u>

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

PORTER TOWNSHIP, PORTER 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.

PORTER TOWNSHIP, PORTER 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.

Debt service principal and interest which include fixed obligations resulting from financial transactions previously entered into by the Township. It includes all expenditures for the reduction of the principal and interest of the Township'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.

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.

PORTER TOWNSHIP, PORTER 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.

PORTER TOWNSHIP, PORTER COUNTY
NOTES TO FINANCIAL STATEMENTS
(Continued)

Note 6. Cash Balance Deficits

The financial statements contain a fund with deficits in cash. This is due to the Township making inter-fund transfers in an attempt to limit overspending of the Township's budget.

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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 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.

PORTER 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>Rainy Day</u>	<u>Levy Excess</u>
Cash and investments - beginning	\$ 871	\$ 750	\$ 79,901	\$ -	\$ 65
Receipts:					
Taxes	105,511	23,783	343,342	-	-
Intergovernmental	12,513	2,897	24,411	-	950
Other receipts	<u>26,358</u>	<u>2</u>	<u>25,000</u>	<u>11,316</u>	<u>-</u>
Total receipts	<u>144,382</u>	<u>26,682</u>	<u>392,753</u>	<u>11,316</u>	<u>950</u>
Disbursements:					
Personal services	29,171	-	-	-	-
Supplies	4,299	-	-	-	-
Other services and charges	38,922	15,547	357,384	-	-
Debt service - principal and interest	-	-	-	-	-
Capital outlay	-	-	20,000	-	-
Other disbursements	<u>24,366</u>	<u>3,850</u>	<u>-</u>	<u>-</u>	<u>65</u>
Total disbursements	<u>96,758</u>	<u>19,397</u>	<u>377,384</u>	<u>-</u>	<u>65</u>
Excess (deficiency) of receipts over disbursements	<u>47,624</u>	<u>7,285</u>	<u>15,369</u>	<u>11,316</u>	<u>885</u>
Cash and investments - ending	<u>\$ 48,495</u>	<u>\$ 8,035</u>	<u>\$ 95,270</u>	<u>\$ 11,316</u>	<u>\$ 950</u>

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

	Cumulative Fire	Park and Recreation	Building Or Remodeling	Fire Debt	Totals
Cash and investments - beginning	\$ 387	\$ 1,600	\$ -	\$ 2,297	\$ 85,871
Receipts:					
Taxes	72,055	-	-	53,431	598,122
Intergovernmental	6,370	-	-	3,978	51,119
Other receipts	-	-	65	-	62,741
Total receipts	<u>78,425</u>	<u>-</u>	<u>65</u>	<u>57,409</u>	<u>711,982</u>
Disbursements:					
Personal services	-	-	-	-	29,171
Supplies	-	-	-	-	4,299
Other services and charges	-	-	-	-	411,853
Debt service - principal and interest	-	-	-	39,421	39,421
Capital outlay	68,712	-	-	-	88,712
Other disbursements	10,000	1,600	-	22,405	62,286
Total disbursements	<u>78,712</u>	<u>1,600</u>	<u>-</u>	<u>61,826</u>	<u>635,742</u>
Excess (deficiency) of receipts over disbursements	<u>(287)</u>	<u>(1,600)</u>	<u>65</u>	<u>(4,417)</u>	<u>76,240</u>
Cash and investments - ending	<u>\$ 100</u>	<u>\$ -</u>	<u>\$ 65</u>	<u>\$ (2,120)</u>	<u>\$ 162,111</u>

PORTER 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>Rainy Day</u>	<u>Levy Excess</u>
Cash and investments - beginning	\$ 48,495	\$ 8,035	\$ 95,269	\$ 11,316	\$ 950
Receipts:					
Taxes	48,655	18,306	179,049	-	-
Intergovernmental	6,566	2,470	20,827	-	-
Other receipts	<u>1,075</u>	<u>543</u>	<u>-</u>	<u>9,998</u>	<u>-</u>
Total receipts	<u>56,296</u>	<u>21,319</u>	<u>199,876</u>	<u>9,998</u>	<u>-</u>
Disbursements:					
Personal services	26,996	-	-	-	-
Supplies	4,143	-	-	-	-
Other services and charges	30,091	16,017	141,425	-	-
Debt service - principal and interest	-	-	-	-	-
Capital outlay	1,449	-	23,145	-	-
Other disbursements	<u>7,991</u>	<u>2,007</u>	<u>-</u>	<u>-</u>	<u>950</u>
Total disbursements	<u>70,670</u>	<u>18,024</u>	<u>164,570</u>	<u>-</u>	<u>950</u>
Excess (deficiency) of receipts over disbursements	<u>(14,374)</u>	<u>3,295</u>	<u>35,306</u>	<u>9,998</u>	<u>(950)</u>
Cash and investments - ending	<u>\$ 34,121</u>	<u>\$ 11,330</u>	<u>\$ 130,575</u>	<u>\$ 21,314</u>	<u>\$ -</u>

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

	<u>Cumulative Fire</u>	<u>Building Or Remodeling</u>	<u>Fire Debt</u>	<u>Totals</u>
Cash and investments - beginning	\$ 100	\$ 65	\$ (2,120)	\$ 162,110
Receipts:				
Taxes	36,280	-	57,421	339,711
Intergovernmental	4,220	-	6,679	40,762
Other receipts	<u>-</u>	<u>-</u>	<u>-</u>	<u>11,616</u>
Total receipts	<u>40,500</u>	<u>-</u>	<u>64,100</u>	<u>392,089</u>
Disbursements:				
Personal services	-	-	-	26,996
Supplies	-	-	-	4,143
Other services and charges	-	-	-	187,533
Debt service - principal and interest	-	-	39,421	39,421
Capital outlay	31,903	-	-	56,497
Other disbursements	<u>-</u>	<u>-</u>	<u>-</u>	<u>10,948</u>
Total disbursements	<u>31,903</u>	<u>-</u>	<u>39,421</u>	<u>325,538</u>
Excess (deficiency) of receipts over disbursements	<u>8,597</u>	<u>-</u>	<u>24,679</u>	<u>66,551</u>
Cash and investments - ending	<u>\$ 8,697</u>	<u>\$ 65</u>	<u>\$ 22,559</u>	<u>\$ 228,661</u>

PORTER 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>Rainy Day</u>	<u>Levy Excess</u>
Cash and investments - beginning	\$ 34,121	\$ 11,330	\$ 130,575	\$ 21,314	\$ -
Receipts:					
Taxes	55,317	10,910	187,287	-	-
Intergovernmental	7,919	1,542	22,647	-	-
Other receipts	<u>7,587</u>	<u>-</u>	<u>-</u>	<u>9,998</u>	<u>-</u>
Total receipts	<u>70,823</u>	<u>12,452</u>	<u>209,934</u>	<u>9,998</u>	<u>-</u>
Disbursements:					
Personal services	29,948	-	-	-	-
Supplies	3,307	-	-	-	-
Other services and charges	39,086	18,056	213,251	-	-
Debt service - principal and interest	-	-	-	-	-
Capital outlay	9,317	-	23,145	-	-
Other disbursements	<u>7,991</u>	<u>2,007</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total disbursements	<u>89,649</u>	<u>20,063</u>	<u>236,396</u>	<u>-</u>	<u>-</u>
Excess (deficiency) of receipts over disbursements	<u>(18,826)</u>	<u>(7,611)</u>	<u>(26,462)</u>	<u>9,998</u>	<u>-</u>
Cash and investments - ending	<u>\$ 15,295</u>	<u>\$ 3,719</u>	<u>\$ 104,113</u>	<u>\$ 31,312</u>	<u>\$ -</u>

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

	<u>Cumulative Fire</u>	<u>Building Or Remodeling</u>	<u>Fire Debt</u>	<u>Totals</u>
Cash and investments - beginning	\$ 8,697	\$ 65	\$ 22,559	\$ 228,661
Receipts:				
Taxes	34,673	-	33,308	321,495
Intergovernmental	4,193	-	4,028	40,329
Other receipts	-	-	-	17,585
Total receipts	<u>38,866</u>	<u>-</u>	<u>37,336</u>	<u>379,409</u>
Disbursements:				
Personal services	-	-	-	29,948
Supplies	-	-	-	3,307
Other services and charges	-	-	-	270,393
Debt service - principal and interest	-	-	39,421	39,421
Capital outlay	7,971	-	-	40,433
Other disbursements	-	-	-	9,998
Total disbursements	<u>7,971</u>	<u>-</u>	<u>39,421</u>	<u>393,500</u>
Excess (deficiency) of receipts over disbursements	<u>30,895</u>	<u>-</u>	<u>(2,085)</u>	<u>(14,091)</u>
Cash and investments - ending	<u>\$ 39,592</u>	<u>\$ 65</u>	<u>\$ 20,474</u>	<u>\$ 214,570</u>

PORTER TOWNSHIP, PORTER COUNTY
 SCHEDULE OF LEASES AND DEBT
 December 31, 2012

Description of Debt		Ending Principal Balance	Principal and Interest Due Within One Year
Type	Purpose		
Governmental activities:			
Notes and loans payable	1st Source Bank-Fire Department	\$ 19,594	\$ 19,970
Totals		<u>\$ 19,594</u>	<u>\$ 19,970</u>

PORTER 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:	
Land	\$ 75,000
Infrastructure	15,000
Buildings	825,000
Machinery, equipment and vehicles	<u>7,510</u>
Total governmental activities	<u>922,510</u>
Total capital assets	<u>\$ 922,510</u>

PORTER TOWNSHIP, PORTER COUNTY
EXAMINATION RESULTS AND COMMENTS

SUPPORTING DOCUMENTATION

We noted the following disbursements did not include supporting documentation to support the purchase. The description of the purchase was obtained from the ledger.

Date	Amount	Payee	Description of Purchase
12-08-10	\$ 714.00	Edward Morales	Cell phone reimbursement
03-11-11	773.00	Toshiba	Laptop computer
09-24-11	112.50	Signs by Tomorrow	Signs for office
Total	<u>\$ 1,599.50</u>		

Due to the lack of supporting information, we could not verify the purpose of the disbursement.

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)

APPROPRIATIONS

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

Fund	Years	Excess Amount Expended
Fire Fighting	2010	\$ 152,384
Cumulative Fire	2011	23,455
Township	2012	1,745
Fire Fighting	2012	25,451

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."

PORTER TOWNSHIP, PORTER COUNTY
EXIT CONFERENCE

The contents of this report were discussed on March 28, 2013, with Edward K. Morales, Trustee.