

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

FINANCIAL STATEMENTS EXAMINATION REPORT

OF

CLAY TOWNSHIP

OWEN COUNTY, INDIANA

January 1, 2010 to December 31, 2011



FILED
07/11/2013

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SCHEDULE OF OFFICIALS

| <u>Office</u> | <u>Official</u> | <u>Term</u> |
|-----------------------------------|------------------|----------------------|
| Trustee | Karen S. Freeman | 01-01-07 to 12-31-14 |
| Chairman of the Township Board | Donna J. Daniel | 01-01-10 to 12-31-10 |
| | Julie Hickam | 01-01-11 to 12-31-11 |
| | Kevin Ooley | 01-01-12 to 12-31-12 |
| | Donna J. Daniel | 01-01-13 to 12-31-13 |



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 CLAY TOWNSHIP, OWEN COUNTY, INDIANA

We have examined the accompanying financial statements of Clay 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.

The Township's response to the Examination Results and Comments identified in our examination is described in the accompanying section of the report entitled Official Response. We did not examine the Township's response and, accordingly, we express no opinion on it.

STATE BOARD OF ACCOUNTS

February 18, 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.

CLAY TOWNSHIP, OWEN 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 | \$ 38,074 | \$ 22,289 | \$ 29,292 | \$ 31,071 |
| Township Assistance | 17,778 | - | 1,710 | 16,068 |
| Fire Fighting | 46,140 | 32,869 | 28,722 | 50,287 |
| Cumulative Fire | 34,015 | 11,477 | 16,675 | 28,817 |
| Levy Excess | - | 90 | - | 90 |
| Rainy Day | 3,257 | - | - | 3,257 |
| Totals | <u>\$ 139,264</u> | <u>\$ 66,725</u> | <u>\$ 76,399</u> | <u>\$ 129,590</u> |

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

CLAY TOWNSHIP, OWEN 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 | \$ 31,071 | \$ 12,998 | \$ 23,524 | \$ 20,545 |
| Township Assistance | 16,068 | 4,609 | 2,441 | 18,236 |
| Fire Fighting | 50,287 | 33,623 | 34,654 | 49,256 |
| Rainy Day | 3,257 | - | - | 3,257 |
| Levy Excess | 90 | - | 90 | - |
| Cumulative Fire | 28,817 | 18,922 | 5,816 | 41,923 |
| Totals | <u>\$ 129,590</u> | <u>\$ 70,152</u> | <u>\$ 66,525</u> | <u>\$ 133,217</u> |

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

CLAY TOWNSHIP, OWEN 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.

CLAY TOWNSHIP, OWEN 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.

CLAY TOWNSHIP, OWEN 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.

CLAY TOWNSHIP, OWEN 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 | Levy Excess | Rainy Day | Totals |
|--|------------------|------------------------|------------------|--------------------|----------------|-----------------|-------------------|
| Cash and investments - beginning | \$ 38,074 | \$ 17,778 | \$ 46,140 | \$ 34,015 | \$ - | \$ 3,257 | \$ 139,264 |
| Receipts: | | | | | | | |
| Taxes | 22,289 | - | 32,869 | 8,332 | 90 | - | 63,580 |
| Other receipts | - | - | - | 3,145 | - | - | 3,145 |
| Total receipts | <u>22,289</u> | <u>-</u> | <u>32,869</u> | <u>11,477</u> | <u>90</u> | <u>-</u> | <u>66,725</u> |
| Disbursements: | | | | | | | |
| Personal services | 15,817 | 600 | 800 | - | - | - | 17,217 |
| Supplies | 841 | 1,110 | 1,217 | - | - | - | 3,168 |
| Other services and charges | 2,644 | - | 22,590 | - | - | - | 25,234 |
| Capital outlay | 9,990 | - | 4,115 | 16,675 | - | - | 30,780 |
| Total disbursements | <u>29,292</u> | <u>1,710</u> | <u>28,722</u> | <u>16,675</u> | <u>-</u> | <u>-</u> | <u>76,399</u> |
| Excess (deficiency) of receipts over disbursements | <u>(7,003)</u> | <u>(1,710)</u> | <u>4,147</u> | <u>(5,198)</u> | <u>90</u> | <u>-</u> | <u>(9,674)</u> |
| Cash and investments - ending | <u>\$ 31,071</u> | <u>\$ 16,068</u> | <u>\$ 50,287</u> | <u>\$ 28,817</u> | <u>\$ 90</u> | <u>\$ 3,257</u> | <u>\$ 129,590</u> |

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

| | Township | Township Assistance | Fire Fighting | Rainy Day | Levy Excess | Cumulative Fire | Totals |
|--|------------------|------------------------|------------------|-----------------|----------------|--------------------|-------------------|
| Cash and investments - beginning | \$ 31,071 | \$ 16,068 | \$ 50,287 | \$ 3,257 | \$ 90 | \$ 28,817 | \$ 129,590 |
| Receipts: | | | | | | | |
| Taxes | 4,205 | 4,550 | 22,404 | - | - | 13,830 | 44,989 |
| Intergovernmental | 8,703 | 59 | 11,172 | - | - | 4,317 | 24,251 |
| Other receipts | 90 | - | 47 | - | - | 775 | 912 |
| Total receipts | <u>12,998</u> | <u>4,609</u> | <u>33,623</u> | <u>-</u> | <u>-</u> | <u>18,922</u> | <u>70,152</u> |
| Disbursements: | | | | | | | |
| Personal services | 15,642 | 600 | 950 | - | - | - | 17,192 |
| Supplies | 235 | - | 592 | - | - | - | 827 |
| Other services and charges | 3,143 | 1,841 | 21,508 | - | - | - | 26,492 |
| Capital outlay | 4,504 | - | 11,604 | - | - | 5,816 | 21,924 |
| Other disbursements | - | - | - | - | 90 | - | 90 |
| Total disbursements | <u>23,524</u> | <u>2,441</u> | <u>34,654</u> | <u>-</u> | <u>90</u> | <u>5,816</u> | <u>66,525</u> |
| Excess (deficiency) of receipts over disbursements | <u>(10,526)</u> | <u>2,168</u> | <u>(1,031)</u> | <u>-</u> | <u>(90)</u> | <u>13,106</u> | <u>3,627</u> |
| Cash and investments - ending | <u>\$ 20,545</u> | <u>\$ 18,236</u> | <u>\$ 49,256</u> | <u>\$ 3,257</u> | <u>\$ -</u> | <u>\$ 41,923</u> | <u>\$ 133,217</u> |

CLAY TOWNSHIP, OWEN 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: | | |
| Land | \$ | 15,000 |
| Buildings | | 182,000 |
| Improvements other than buildings | | 15,500 |
| Machinery, equipment, and vehicles | | <u>486,900</u> |
| Total governmental activities | | <u>699,400</u> |
| Total capital assets | \$ | <u><u>699,400</u></u> |

CLAY TOWNSHIP, OWEN COUNTY
EXAMINATION RESULTS AND COMMENTS

OFFICIAL BOND

An official bond was recorded in the County Recorder's office; however, the amount of the bond was \$15,000 instead of the required \$30,000.

Indiana Code 5-4-1-18(c) states in part:

". . . the fiscal bodies of the respective units shall fix the amount of the bond of . . . township trustees . . . as follows:

- (1) The amount must equal thirty thousand dollars (\$30,000) for each one million dollars (\$1,000,000) of receipts of the officer's office during the last complete fiscal year before the purchase of the bond, subject to subdivision (2).
- (2) The amount may not be less than thirty thousand dollars (\$30,000) nor more than three hundred thousand dollars (\$300,000) unless the fiscal body approves a greater amount for the officer or employee."

FEDERAL AND STATE AGENCIES - COMPLIANCE REQUIREMENTS

Records presented for examination indicated that payroll taxes were not withheld from the Township bookkeeper for 2010 and 2011.

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)

PRESCRIBED FORMS

The following prescribed forms were not in use:

Township Form 1C, Financial and Appropriation Record
Mileage Claim Form 101

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)

CLAY TOWNSHIP, OWEN COUNTY
EXAMINATION RESULTS AND COMMENTS
(Continued)

SUPPORTING DOCUMENTATION

Three of the claims for supplies totaling \$580 did not contain adequate supporting documentation, such as receipts, invoices, and other public records. Due to the lack of supporting information, the validity and accountability for these disbursements could not be established.

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

RESOLUTION ESTABLISHING SALARIES

Township Form 17, Resolution Establishing Salaries of Township Officers and Employees, was not passed by the Township Board for 2010 or 2011.

Indiana Code 36-6-6-10(b) states:

"(b) The township legislative body shall fix the:

- (1) salaries;
- (2) wages;
- (3) rates of hourly pay; and
- (4) remuneration other than statutory allowances; of all officers and employees of the township."

Indiana Code 36-6-6-10 requires the township board to set the salaries: wages; rates of hourly pay; and remuneration other than statutory allowances of all township officials and employees, except assessing officials and employees, for the year 1985 and each year thereafter. However, please remember the township board should record the salaries so fixed in the township board minutes. A type of format for the recording these salaries should be the existing format of Township Form No. 17. We recommend the board set the salaries of township officials and employees, in conjunction with the preparation and completion of the township budget.

Township Form No. 17 (Revised 2008) has been prescribed to fulfill the requirements of the statute. (Accounting and Uniform Compliance Guidelines Manual for Townships, Chapter 2)

CLAY TOWNSHIP, OWEN COUNTY
EXIT CONFERENCE

The contents of this report were discussed on February 18, 2013, with Karen S Freeman, Trustee. The Official Response has been made a part of this report and may be found on pages 18 through 28.

Clay Township Trustee

Owen County

Karen S. Freeman

5663 State Hwy 43

Spencer, IN 47460

February 18, 2013

To: tmoody@sboa.in.gov

RE: OFFICIAL RESPONSE

This letter is response to my exit conference today with [REDACTED] [REDACTED] of SBOA. [REDACTED] noted that my ledger was unacceptable. I processed several years as I have done for 2010/2011. In previous years, auditor [REDACTED] told me that Excel spreadsheet that was being used was ok and that I did not need to purchase another ledger book. In fact she told me that she liked it better the way I was processing it on the computer. The reason I even ask about using Excel was due to the cost of the ledger book.

I was never aware of form 17 prior to today's meeting. The form has the year 1999 on it, and I don't understand why it has not been disputed before this year. The information needed for this form is approved by the township board and advertised on the budget report.

My mileage record has been kept on a calendar for several years and never disputed prior to this year. Again, I had spoken with [REDACTED] on previous audits about mileage records and it was my understanding that there was no problem.

[REDACTED] mentioned that my contracts with cemetery care did not meet with SBOA approval for 2010, but after discussion and viewing paperwork I had on file, she decided that she would not put this in her report. The contracts were mailed out in January of 2010 as seen on S. G. Stratigos. When I got ready to write checks in December, I discovered that 2 contracts had not been returned to me. At that point, I sent new letters and reimbursed after receiving their signed contract. Please keep in mind, that the cemetery people would have maintained the cemeteries anyway due to a verbal agreement. Please see supporting documents attached.

I was told that 3 of 10 supporting documents for accounts payable were unacceptable. The examples given to me were Lowes and Wal-Mart. I was told that I needed the signature on the receipt and the actual receipt from the store. Attached you will find examples of a Lowes and Wal-Mart statement. As seen on Lowes, page 3, it shows the buyer and details what was

purchased on each invoice. The Wal-Mart account shows authorized buyer number [REDACTED] I am the buyer [REDACTED] and the only one who can use this account. In the future I will make an honest effort to keep each receipt and attach before payment is made. I approved of all purchases prior to the act.

I understand the need for the audit. But I don't understand why some things I have done for years, had ask and had approval, are now being questioned.

Thank You,



Karen S. Freeman
Clay Township Trustee
Owen County

RECEIVED
JUN 11 2011
STATE BOARD OF ACCOUNTS

Clay Township, Owen County Trustee
5663 State Hwy. 43
Spencer, IN 47460
Phone/Fax (812)876-1200

*pd 12/21/10
#1490*

January 3, 2010

S.G. Stratigos
2216 State Ferry Road
Solsberry, IN 47459

I, S.G. Stratigos, will take care of the Brown Cemetery for the spring and summer of 2010. I will receive payment of \$145.00 for this service. The cemetery is located on my property on State Ferry Rd, Solsberry IN. Please sign and return to me at the above address.

Thank You,

Karen

Karen S. Freeman
Clay Twp. Trustee

RECEIVED

S.G. Stratigo

Karen S. Freeman
Clay Township Trustee
Owen County
5663 State Hwy 43
Spencer, IN 47460
Office - 812-876-1200 Home 812-876-4260

pd 1492

December 2, 2010

Walden Family
2766 Schooling Rd.
Spencer, IN 47460

We, Paul & Elizabeth Walden, took care of the Moreland Cemetery for the spring and summer of 2010. We will receive payment of \$145.00 for this service. The cemetery is located on our property on Schooling Road. Please sign and return to me at the above address.

Thank you,

Karen
Karen S. Freeman

pd 12/14/10

Paul Walden Elizabeth Walden

Paul & Elizabeth Walden

12-10-10

Date

RECEIVED
JUN 1 2010
STATE BOARD OF ACCOUNTS

Karen S. Freeman
Clay Township Trustee
Owen County
5663 State Hwy 43
Spencer, IN 47460
Office - 812-876-1200 Home 812-876-4260

pd 1491

December 2, 2010

Jean Skirvin
8610 Skirvin Rd
Spencer, IN 47460

I, Jean Skirvin, took care of the Stoltz Cemetery for the spring and summer of 2010. I will receive payment of \$145.00 for this service. The cemetery is located on my property on Skirvin Road. Please sign and return to me at the above address.

Thank you,

Karen
Karen S. Freeman

pd 12/14/10

Jean Skirvin

Jean Skirvin

Dec 9 2010

Date

RECEIVED
JUN 21 2010
STATE BOARD OF ACCOUNTS



PAYMENT STUB

Page 1 of 4

Account: [REDACTED] Statement Date: 06/25/10 Page: 1 of 4

Account: [REDACTED]

Call ahead, fax or order online before 3 PM, pick up in just 2 hours. Order by 6 PM, pick up the next day at 7 AM. See Lowesforpros.com for details.

CLAY TWP OWEN CO FIRE CO
ATTN KAREN
5883 STATE HWY 43
SPENCER, IN 47460-5839



CLAY TWP OWEN CO FIRE CO
ATTN KAREN
5663 STATE HWY 43
SPENCER, IN 47460-5939

48648

PLEASE INDICATE ADDRESS CHANGES

PAYMENT ADDRESS

LOWE'S
P.O. BOX 530954
ATLANTA, GA 30353-0954

Customer Service Online at www.lowescredit.com
This account is not registered.
The authentication code is: [REDACTED]

DUE DATE: 07/15/10

Account Balance Summary

| | |
|----------------------------------|------------------|
| Current Invoices & Returns | \$ 687.68 |
| 1-30 Days Past Due | \$ 17.73 |
| 31-60 Days Past Due | \$ 0.00 |
| Over 60 Days Past Due | \$ 0.00 |
| Unapplied Payments & Adjustments | \$ 0.00 |
| Statement Balance | \$ 705.41 |

Amount Due

PLEASE PAY THIS AMOUNT BY
07/15/10

\$ 705.41

AMOUNT ENCLOSED \$ _____

**FOR PAYMENT ENCLOSED
PLEASE CHECK ONE OF
THE FOLLOWING OPTIONS:**

- Payment is for entire amount billed. Please apply to all invoices.
- Payment is for specific invoices. Please indicate by beside the invoice/returns/unapplied payments you are paying/applying and return the payment stub(s) with your check.
- Apply enclosed payment to oldest invoice(s).

\$ Send payments to:
Lowe's
P.O. Box 530954
Atlanta GA 30353-0954



Send Inquiries
(not payments) to:
P.O. Box 2918
Shawnee Mission, KS 66201



For Customer Service: call 1-866-232-7443

Tear Here

980005672101

000070541

Purchases, returns, and payments made just prior to the statement date may not appear until the next month's statement. Any payments received after 5pm on any business day or on any day other than a business day, at the address above, will be credited on the next business day. If the payment is made at a location other than such address, credit may be delayed.

**PLEASE RETURN ALL STUBS
WITH YOUR PAYMENT**

Retain left portion for your records.

-Continue-



Account: [REDACTED]

Statement Date: 06/25/10

Page: 2 of 4

Account: [REDACTED]



ACCOUNT ACTIVITY

Account Number : [REDACTED]

Current Invoices & Returns

| Date | Invoice | Original Amount | Due Date | Store/City Reference |
|----------|---------|-----------------|----------|----------------------|
| 06/04/10 | 968018 | \$ 489.59 | 07/15/10 | 0634 BLOOMINGTON, IN |
| 06/05/10 | 968297 | \$ 140.70 | 07/15/10 | 0634 BLOOMINGTON, IN |
| 06/17/10 | 940648 | \$ 57.39 | 07/15/10 | 0634 BLOOMINGTON, IN |
| Subtotal | | \$ 687.68 | | |

| Date | Invoice | Amount Due |
|--|---------|------------|
| Please indicate by <input checked="" type="checkbox"/> Invoices You are Paying | | |
| 06/04/10 | 968018 | \$ 489.59 |
| 06/05/10 | 968297 | \$ 140.70 |
| 06/17/10 | 940648 | \$ 57.39 |
| Subtotal | | \$ 687.68 |

Past Due Invoices & Returns

| Date | Invoice | Original Amount | Due Date | Store/City Reference |
|----------|---------|-----------------|----------|----------------------|
| 05/10/10 | 948192 | \$ 22.92 | 06/15/10 | 0634 BLOOMINGTON, IN |
| Subtotal | | \$ 22.92 | | |

| Date | Invoice | Amount Due |
|--|---------|------------|
| Please indicate by <input checked="" type="checkbox"/> Invoices You are Paying | | |
| 05/10/10 | 948192 | \$ 17.73 |
| Subtotal | | \$ 17.73 |

Unapplied Payments & Adjustments

| Date | Reference | Original Amount | Description |
|----------|-----------|-----------------|-------------|
| 05/31/10 | 0001409 | \$(13.96) | PAYMENT |
| Subtotal | | \$(13.96) | |

| Date | Reference | Current Amount |
|--|-----------|----------------|
| Please indicate by <input checked="" type="checkbox"/> Payments You are Paying | | |
| 05/31/10 | 0001409 | \$ 0.00 |
| Subtotal | | \$ 0.00 |



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Account Balance Summary

| |
|-----------|
| Total |
| \$ 705.41 |

-Continue-



Current Invoice Details

Mail Payments to:

LOWE'S
P.O. BOX 530954
ATLANTA, GA 30353-0954

CLAY TWP OWEN CO FIRE CO

Date of Sale: 06/04/10
 Invoice: 968018
 P.O. / JOB:

Account: [REDACTED]
 Store/City: 0634 / BLOOMINGTON, IN
 Buyer: HICKAM ROBERT

| S.K.U. | DESCRIPTION | QUANTITY | UNIT | PRICE | EXT. PRICE |
|-----------------|---------------------------|----------|------|--------------|------------|
| 00000000015282 | R19 FACD 87.18SQ' 15"X93" | 4.00 | BA | 40.62 | 162.48 |
| 00000000015437 | VNYL J BEAD 1/2X10' TRIM | 6.00 | PC | 1.47 | 8.82 |
| 00000000010584 | R19 FACD 133.68SQ' 6.5"X2 | 2.00 | EA | 59.46 | 118.92 |
| 00000000011751 | USG ALL PURP MIX 61.7# PA | 1.00 | EA | 10.95 | 10.95 |
| 000000000069244 | NAIL COMMON BRIGHT 5 LB 1 | 1.00 | BO | 9.29 | 9.29 |
| 00000000074102 | 3/8" T50 STAPLE 5000CT | 1.00 | EA | 9.38 | 9.38 |
| 00000000011793 | USG 20MIN E SAND LT-WT CM | 1.00 | BA | 7.25 | 7.25 |
| 0000000001030 | 2X3X96" MULTI PURPOSE STU | 17.00 | EA | 1.90 | 32.30 |
| 00000000011738 | 5/8 4X12 GYPSUM TYPE X | 12.00 | PC | 9.75 | 117.00 |
| 00000000011730 | 1/2 4X8 GYPSUM REGULAR | 3.00 | WB | 4.40 | 13.20 |
| Subtotal: | | | | 489.59 | |
| Tax: | | | | 0.00 | |
| | | | | Balance Due: | 489.59 |

Mail Payments to:

LOWE'S
P.O. BOX 530954
ATLANTA, GA 30353-0954

CLAY TWP OWEN CO FIRE CO

Date of Sale: 06/05/10
 Invoice: 968297
 P.O. / JOB:

Account: [REDACTED]
 Store/City: 0634 / BLOOMINGTON, IN
 Buyer: HICKAM ROBERT

| S.K.U. | DESCRIPTION | QUANTITY | UNIT | PRICE | EXT. PRICE |
|----------------|---------------------------|----------|------|--------------|------------|
| 00000000010584 | R19 FACD 133.68SQ' 6.5"X2 | 1.00 | EA | 59.46 | 59.46 |
| 00000000015282 | R19 FACD 87.18SQ' 15"X93" | 2.00 | BA | 40.62 | 81.24 |
| Subtotal: | | | | 140.70 | |
| Tax: | | | | 0.00 | |
| | | | | Balance Due: | 140.70 |

Mail Payments to:

LOWE'S
P.O. BOX 530954
ATLANTA, GA 30353-0954

CLAY TWP OWEN CO FIRE CO

Date of Sale: 06/17/10
 Invoice: 940648
 P.O. / JOB:

Account: [REDACTED]
 Store/City: 0634 / BLOOMINGTON, IN
 Buyer: FREEMAN KAREN

| S.K.U. | DESCRIPTION | QUANTITY | UNIT | PRICE | EXT. PRICE |
|-----------------|---------------------------|----------|------|-------|------------|
| 000000000188586 | 1 GAL PREMIUM BAR & CHAIN | 1.00 | EA | 9.38 | 9.38 |
| 000000000188105 | 32 OZ STA-BIL FUEL STABIL | 1.00 | EA | 12.48 | 12.48 |
| 000000000188389 | 2.6 OZ PREM 2-CYCLE ENGIN | 6.00 | EA | 1.99 | 11.94 |
| 00000000049742 | 3 PACK ASSORTED FUNNELS | 1.00 | EA | 3.26 | 3.26 |

-Continue-



Account: [REDACTED]

Statement Date: 06/25/10

Page: 4 of 4

| S.K.U. | DESCRIPTION | QUANTITY | UNIT | PRICE | EXT. PRICE |
|-----------------|---------------------------|----------|------|--------------|------------|
| 000000000180797 | REPLACEMENT GAS CAN SPOUT | 2.00 | EA | 4.68 | 9.36 |
| 000000000090258 | (95490) 5 GAL POLY GAS CA | 1.00 | EA | 10.97 | 10.97 |
| Subtotal: | | | | 57.39 | |
| | | Tax: | | 0.00 | |
| | | | | Balance Due: | 57.39 |

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pd 1573

**Walmart
Community Card**

CLAY TWP TRUSTEE
Account Number: [REDACTED]

Visit us at walmart.com/credit
Customer Service: 1-877-294-1086

| Summary of Account Activity | | Payment Information | |
|-----------------------------|----------------|---------------------------|------------|
| Previous Balance | \$0.00 | New Balance | \$60.72 |
| + Purchases/Debits | \$60.72 | Total Minimum Payment Due | \$60.72 |
| New Balance | \$60.72 | Payment Due Date | 11/11/2011 |
| Credit Limit | \$1,000 | | |
| Available Credit | \$939 | | |
| Statement Closing Date | 10/16/2011 | | |
| Days in Billing Cycle | 33 | | |

| Transaction Summary | | | | |
|---------------------|-----------|-------------------|--------------------------------------|---------|
| Tran Date | Post Date | Reference Number | Description of Transaction or Credit | Amount |
| 09/14 | 09/14 | P9273008501LX8VYW | R.R #5 BOX 774 SPENCER IN | \$14.81 |
| 09/16 | 09/16 | P9273008601NBWNBB | WEST STATE RD 45 BLOOMINGTON IN | \$45.91 |
| | | | TOTAL FOR AUTHORIZED BUYER NO 01 | \$60.72 |

| Late Charge Summary | | | |
|---------------------|------------------------|--------------------------------|-------------|
| | Annual Percentage Rate | Balance Subject to Late Charge | Late Charge |
| | 18.00% | \$0.00 | \$0.00 |

Cardholder News and Information

Effective October 1, 2011, GE Money Bank ("GEMB") changed its name to GE Capital Retail Bank ("GECRB"). During the next few months you may see either name on documents you receive while we complete the transition.

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PAYMENT DUE BY 5 P.M. (ET) ON THE DUE DATE.

NOTICE: We may convert your payment into an electronic debit. See reverse for details, Billing Rights and other important information.

Walmart

CLAY TWP TRUSTEE AUTHORIZED BUYER # [REDACTED]
 ACCOUNT #: [REDACTED] P.O. #:
 INVOICE# 008226 DATE OF SALE #: 091411 STORE #: 00000996
 TRANSACTION #: 8226 AUTHORIZATION :# 014693 REGISTER #: 6

| S.K.U | DESCRIPTION | QUANTITY | UNIT | PRICE | EXT. PRICE |
|-----------|-----------------------|----------|------|--------|------------|
| 034205860 | AA TIRE FOAM | 1.000 | EA | 3.8700 | 3.87 |
| 035910666 | EXTREME TIRE SHINE | 1.000 | EA | 4.9700 | 4.97 |
| 039875254 | GV GLASS CLEANER | 1.000 | EA | 0.9700 | 0.97 |
| 056247774 | AA ULTRA SHINE CWW | 1.000 | EA | 5.0000 | 5.00 |

| | | | |
|-------------|------------|---------------|---------|
| SUB \$14.81 | TAX \$0.00 | TOTAL INVOICE | \$14.81 |
| | | CREDITS TOTAL | \$0.00 |
| | | BALANCE DUE | \$14.81 |

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CLAY TWP TRUSTEE AUTHORIZED BUYER # [REDACTED]
 ACCOUNT #: [REDACTED] P.O. #:
 INVOICE# 007961 DATE OF SALE #: 091611 STORE #: 00001991
 TRANSACTION #: 7961 AUTHORIZATION :# 016389 REGISTER #: 6

| S.K.U | DESCRIPTION | QUANTITY | UNIT | PRICE | EXT. PRICE |
|-----------|----------------------|----------|------|---------|------------|
| 000000017 | DEPARTMENT NUMBER | 1.000 | EA | 8.9700 | 8.97 |
| 063821474 | P/C US BANNER SET | 2.000 | EA | 17.9700 | 35.94 |
| 077761410 | PR DASANI DELI | 1.000 | EA | 1.0000 | 1.00 |

| | | | |
|-------------|------------|---------------|---------|
| SUB \$45.91 | TAX \$0.00 | TOTAL INVOICE | \$45.91 |
| | | CREDITS TOTAL | \$0.00 |
| | | BALANCE DUE | \$45.91 |

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