

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

FINANCIAL STATEMENT EXAMINATION REPORT

OF

LIBERTY TOWNSHIP

WABASH COUNTY, INDIANA

January 1, 2010 to December 31, 2012



FILED
08/28/2013

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SCHEDULE OF OFFICIALS

<u>Office</u>	<u>Official</u>	<u>Term</u>
Trustee	Larry D. Manning Patricia J. Godfroy	01-01-07 to 12-31-10 01-01-11 to 12-31-14
Chairman of the Township Board	Richard McMinn	01-01-10 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 LIBERTY TOWNSHIP, WABASH COUNTY, INDIANA

We have examined the accompanying financial statement of Liberty 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. 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 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, 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 statement. They have not been subjected to the examination procedures applied to the financial statement and, accordingly, we express no opinion on them.

Bruce Hartman
State Examiner

July 29, 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.

LIBERTY TOWNSHIP, WABASH 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	\$ 22,707	\$ 26,101	\$ 29,552	\$ 19,256
Township Assistance	26,729	8,708	11,622	23,815
Fire Fighting	93,193	55,995	55,142	94,046
Rainy Day	15,979	8,675	-	24,654
Levy Excess	-	212	-	212
Cumulative Fire	87,545	40,240	37,877	89,908
Federal Grant	-	317,484	317,484	-
Payroll Deductions	-	1,418	1,418	-
Totals	\$ 246,153	\$ 458,833	\$ 453,095	\$ 251,891

Fund	Cash and Investments 01-01-11	Receipts	Disbursements	Cash and Investments 12-31-11
Township	\$ 19,256	\$ 24,550	\$ 28,177	\$ 15,629
Township Assistance	23,815	8,529	9,249	23,095
Fire Fighting	94,046	57,546	54,717	96,875
Rainy Day	24,654	7,000	-	31,654
Levy Excess	212	-	212	-
Cumulative Fire	89,908	36,619	37,877	88,650
Payroll Deductions	-	1,149	1,149	-
Totals	\$ 251,891	\$ 135,393	\$ 131,381	\$ 255,903

Fund	Cash and Investments 01-01-12	Receipts	Disbursements	Cash and Investments 12-31-12
Township	\$ 15,629	\$ 29,651	\$ 24,738	\$ 20,542
Township Assistance	23,095	8,438	4,529	27,004
Fire Fighting	96,875	49,524	54,007	92,392
Rainy Day	31,654	-	-	31,654
Levy Excess	-	1,948	738	1,210
Cumulative Fire	88,650	33,163	47,877	73,936
Payroll Deductions	-	1,238	1,238	-
Totals	\$ 255,903	\$ 123,962	\$ 133,127	\$ 246,738

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

LIBERTY TOWNSHIP, WABASH 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), health and social services (township assistance) and general administrative services (weed and dog control).

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. 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 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: 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: planning commission charges, building department charges, copies of public records, copy machine charges, accident report copies, gun permit applications, 911 telephone services, recycling

LIBERTY TOWNSHIP, WABASH COUNTY
NOTES TO FINANCIAL STATEMENT
(Continued)

fees, dog pound fees, emergency medical service fees, park rental fees, swimming pool receipts, cable TV receipts, ordinance violations, fines and fees, bond forfeitures, court costs, and court receipts.

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 statement. 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.

LIBERTY TOWNSHIP, WABASH COUNTY
NOTES TO FINANCIAL STATEMENT
(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 statement. 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.

LIBERTY TOWNSHIP, WABASH 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	Rainy Day	Levy Excess	Cumulative Fire	Federal Grant	Payroll Deductions	Totals
Cash and investments - beginning	\$ 22,707	\$ 26,729	\$ 93,193	\$ 15,979	\$ -	\$ 87,545	\$ -	\$ -	\$ 246,153
Receipts:									
Taxes	25,131	6,840	35,130	-	212	26,714	-	-	94,027
Intergovernmental	-	-	-	1,675	-	-	291,413	-	293,088
Charges for services	-	-	20,187	-	-	13,257	-	-	33,444
Other receipts	970	1,868	678	7,000	-	269	26,071	1,418	38,274
Total receipts	<u>26,101</u>	<u>8,708</u>	<u>55,995</u>	<u>8,675</u>	<u>212</u>	<u>40,240</u>	<u>317,484</u>	<u>1,418</u>	<u>458,833</u>
Disbursements:									
Personal services	10,157	-	5,800	-	-	-	-	-	15,957
Supplies	540	-	4,258	-	-	-	-	-	4,798
Other services and charges	10,815	1,750	30,168	-	-	-	-	-	42,733
Capital outlay	1,040	-	14,916	-	-	37,877	317,484	-	371,317
Other disbursements	7,000	9,872	-	-	-	-	-	1,418	18,290
Total disbursements	<u>29,552</u>	<u>11,622</u>	<u>55,142</u>	<u>-</u>	<u>-</u>	<u>37,877</u>	<u>317,484</u>	<u>1,418</u>	<u>453,095</u>
Excess (deficiency) of receipts over disbursements	<u>(3,451)</u>	<u>(2,914)</u>	<u>853</u>	<u>8,675</u>	<u>212</u>	<u>2,363</u>	<u>-</u>	<u>-</u>	<u>5,738</u>
Cash and investments - ending	<u>\$ 19,256</u>	<u>\$ 23,815</u>	<u>\$ 94,046</u>	<u>\$ 24,654</u>	<u>\$ 212</u>	<u>\$ 89,908</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 251,891</u>

LIBERTY TOWNSHIP, WABASH 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>	<u>Cumulative Fire</u>	<u>Payroll Deductions</u>	<u>Totals</u>
Cash and investments - beginning	\$ 19,256	\$ 23,815	\$ 94,046	\$ 24,654	\$ 212	\$ 89,908	\$ -	\$ 251,891
Receipts:								
Taxes	13,701	7,173	26,569	-	-	11,309	-	58,752
Intergovernmental	9,861	949	9,953	-	-	11,986	-	32,749
Charges for services	-	71	20,186	-	-	13,257	-	33,514
Other receipts	988	336	838	7,000	-	67	1,149	10,378
Total receipts	<u>24,550</u>	<u>8,529</u>	<u>57,546</u>	<u>7,000</u>	<u>-</u>	<u>36,619</u>	<u>1,149</u>	<u>135,393</u>
Disbursements:								
Personal services	10,090	-	5,800	-	-	-	418	16,308
Supplies	543	-	4,162	-	-	-	-	4,705
Other services and charges	10,756	9,249	31,179	-	-	-	-	51,184
Capital outlay	-	-	13,576	-	-	37,877	-	51,453
Other disbursements	6,788	-	-	-	212	-	731	7,731
Total disbursements	<u>28,177</u>	<u>9,249</u>	<u>54,717</u>	<u>-</u>	<u>212</u>	<u>37,877</u>	<u>1,149</u>	<u>131,381</u>
Excess (deficiency) of receipts over disbursements	<u>(3,627)</u>	<u>(720)</u>	<u>2,829</u>	<u>7,000</u>	<u>(212)</u>	<u>(1,258)</u>	<u>-</u>	<u>4,012</u>
Cash and investments - ending	<u>\$ 15,629</u>	<u>\$ 23,095</u>	<u>\$ 96,875</u>	<u>\$ 31,654</u>	<u>\$ -</u>	<u>\$ 88,650</u>	<u>\$ -</u>	<u>\$ 255,903</u>

LIBERTY TOWNSHIP, WABASH 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>	<u>Cumulative Fire</u>	<u>Payroll Deductions</u>	<u>Totals</u>
Cash and investments - beginning	\$ 15,629	\$ 23,095	\$ 96,875	\$ 31,654	\$ -	\$ 88,650	\$ -	\$ 255,903
Receipts:								
Taxes	14,025	7,391	26,494	-	-	11,039	-	58,949
Intergovernmental	14,808	1,047	9,908	-	738	13,664	-	40,165
Charges for services	-	-	10,443	-	-	6,629	-	17,072
Other receipts	818	-	2,679	-	1,210	1,831	1,238	7,776
Total receipts	<u>29,651</u>	<u>8,438</u>	<u>49,524</u>	<u>-</u>	<u>1,948</u>	<u>33,163</u>	<u>1,238</u>	<u>123,962</u>
Disbursements:								
Personal services	11,021	-	5,800	-	-	-	-	16,821
Supplies	531	4,529	2,762	-	-	-	-	7,822
Other services and charges	9,904	-	30,865	-	-	-	-	40,769
Capital outlay	-	-	14,580	-	-	47,877	-	62,457
Other disbursements	3,282	-	-	-	738	-	1,238	5,258
Total disbursements	<u>24,738</u>	<u>4,529</u>	<u>54,007</u>	<u>-</u>	<u>738</u>	<u>47,877</u>	<u>1,238</u>	<u>133,127</u>
Excess (deficiency) of receipts over disbursements	<u>4,913</u>	<u>3,909</u>	<u>(4,483)</u>	<u>-</u>	<u>1,210</u>	<u>(14,714)</u>	<u>-</u>	<u>(9,165)</u>
Cash and investments - ending	<u>\$ 20,542</u>	<u>\$ 27,004</u>	<u>\$ 92,392</u>	<u>\$ 31,654</u>	<u>\$ 1,210</u>	<u>\$ 73,936</u>	<u>\$ -</u>	<u>\$ 246,738</u>

LIBERTY TOWNSHIP, WABASH COUNTY
 SCHEDULE OF LEASES AND DEBT
 December 31, 2012

Lessor	Purpose	Annual Lease Payment	Lease Beginning Date	Lease Ending Date
Governmental activities: Old National Bank	Fire truck	<u>\$ 37,877</u>	03-01-10	09-01-14

LIBERTY TOWNSHIP, WABASH 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:	
Buildings	\$ 262,000
Machinery, equipment, and vehicles	<u>532,049</u>
Total capital assets	<u>\$ 794,049</u>

LIBERTY TOWNSHIP, WABASH COUNTY
EXAMINATION RESULTS AND COMMENTS

ANNUAL REPORT

The Annual Report for 2010 contained a number of errors and did not properly reflect the financial activity of Liberty Township.

Indiana Code 5-11-1-4(a) states:

"The state examiner shall require from every municipality and every state or local governmental unit, entity, or instrumentality financial reports covering the full period of each fiscal year. These reports shall be prepared, verified, and filed with the state examiner not later than sixty (60) days after the close of each fiscal year. The reports must be in the form and content prescribed by the state examiner and filed electronically in the manner prescribed under IC 5-14-3.8-7."

PUBLIC PURCHASES

The Township purchased radio equipment in 2010. The original cost was \$317,484; however, there was no evidence presented for examination that the Township issued an invitation for bids. Because the purchase exceeded \$150,000, the Township was required to follow the provisions of Indiana Code 5-22-7.

Indiana Code 5-22-7-2 states:

- "(a) A purchasing agent shall issue an invitation for bids.
- (b) An invitation for bids must include the following:
 - (1) A purchase description.
 - (2) All contractual terms and conditions that apply to the purchase.
 - (3) A statement of the evaluation of criteria that will be used, including any of the following:
 - (A) Inspection.
 - (B) Testing.
 - (C) Quality.

LIBERTY TOWNSHIP, WABASH COUNTY
EXAMINATION RESULTS AND COMMENTS
(Continued)

(D) Workmanship.

(E) Delivery.

(F) Suitability for a particular purpose.

(G) The requirement imposed under IC 5-22-3-5.

(4) The time and place for opening the bids.

(5) A statement concerning whether the bid must be accompanied by a certified check or other evidence of financial responsibility that may be imposed in accordance with rules or policies of the governmental body.

(6) A statement concerning the conditions under which a bid may be canceled or rejected in whole or in parts as specified under IC 5-22-18-2."

Indiana Code 5-22-7-5(a) states: "The purchasing agency shall give notice of the invitation for bids in the manner required by IC 5-3-1."

Indiana Code 5-22-7-6 states: "The purchasing agent shall open bids publicly in the presence of one (1) or more witnesses at the time and place designated in the invitation for bids."

Indiana Code 5-22-7-7 states:

"Bids must be:

(1) unconditionally accepted without alteration or correction, except as provided in sections 11 through 13 of this chapter; and

(2) evaluated based on the requirements provided in the invitation for bids."

Indiana Code 5-22-7-8 states: "A contract must be awarded with reasonable promptness by written notice to the lowest responsible and responsive bidder."

LIBERTY TOWNSHIP, WABASH COUNTY
EXIT CONFERENCE

The contents of this report were discussed on July 29, 2013, with Patricia J. Godfroy, Trustee.