

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

FINANCIAL STATEMENT EXAMINATION REPORT

OF

HUNTINGTON TOWNSHIP

HUNTINGTON COUNTY, INDIANA

January 1, 2010 to December 31, 2012



FILED
10/03/2013

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SCHEDULE OF OFFICIALS

<u>Office</u>	<u>Official</u>	<u>Term</u>
Trustee	Timothy S. Guy	01-01-07 to 12-31-14
Chairman of the Township Board	Kristopher S. Underwood	01-01-10 to 08-31-10
	Terry L. Miller	09-01-10 to 12-31-11
	Andy R. Zay	01-01-12 to 12-31-12
	Terry L. Miller	01-01-13 to 12-31-13



STATE OF INDIANA
AN EQUAL OPPORTUNITY EMPLOYER

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INDEPENDENT ACCOUNTANT'S REPORT

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

We have examined the accompanying financial statement of Huntington 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 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

September 10, 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.

HUNTINGTON TOWNSHIP, HUNTINGTON 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	\$ 308,200	\$ 112,087	\$ 73,349	\$ 346,938
Township Assistance	293,568	26,667	59,550	260,685
Fire Fighting	45,188	69,074	59,609	54,653
Cumulative Fire	150,983	115,741	-	266,724
Park and Recreation	341,603	75,245	78,430	338,418
Levy Excess	-	7,136	-	7,136
Rainy Day	769	-	-	769
Totals	<u>\$ 1,140,311</u>	<u>\$ 405,950</u>	<u>\$ 270,938</u>	<u>\$ 1,275,323</u>

Fund	Cash and Investments 01-01-11	Receipts	Disbursements	Cash and Investments 12-31-11
Township	\$ 346,938	\$ 26,234	\$ 70,645	\$ 302,527
Township Assistance	260,685	2,648	59,060	204,273
Fire Fighting	54,653	75,910	70,891	59,672
Cumulative Fire	266,724	102,668	-	369,392
Park and Recreation	338,418	2,349	23,085	317,682
Levy Excess	7,136	-	990	6,146
Rainy Day	769	-	-	769
Totals	<u>\$ 1,275,323</u>	<u>\$ 209,809</u>	<u>\$ 224,671</u>	<u>\$ 1,260,461</u>

Fund	Cash and Investments 01-01-12	Receipts	Disbursements	Cash and Investments 12-31-12
Township	\$ 302,527	\$ 16,430	\$ 72,317	\$ 246,640
Township Assistance	204,273	2,240	44,258	162,255
Fire Fighting	59,672	62,921	70,881	51,712
Cumulative Fire	369,392	75,049	-	444,441
Park and Recreation	317,682	2,826	20,001	300,507
Levy Excess	6,146	2,688	6,146	2,688
Rainy Day	769	6,146	-	6,915
Payroll Deduction	-	13,150	13,150	-
Totals	<u>\$ 1,260,461</u>	<u>\$ 181,450</u>	<u>\$ 226,753</u>	<u>\$ 1,215,158</u>

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

HUNTINGTON TOWNSHIP, HUNTINGTON 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), culture and recreation (parks and/or community centers), 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

HUNTINGTON TOWNSHIP, HUNTINGTON 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.

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.

HUNTINGTON TOWNSHIP, HUNTINGTON 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.

HUNTINGTON TOWNSHIP, HUNTINGTON COUNTY
NOTES TO FINANCIAL STATEMENT
(Continued)

Note 6. Pension Plan

Public Employees' Retirement Fund

Plan Description

The Indiana Public Employees' Retirement Fund (PERF) is a defined benefit pension plan. PERF is an agent multiple-employer public employee retirement system, which provides retirement benefits to plan members and beneficiaries. All full-time employees are eligible to participate in this defined benefit plan. State statutes (IC 5-10.2 and 5-10.3) govern, through the Indiana Public Retirement System (INPRS) Board, most requirements of the system, and give the Township authority to contribute to the plan. The PERF retirement benefit consists of the pension provided by employer contributions plus an annuity provided by the member's annuity savings account. The annuity savings account consists of members' contributions, set by state statute at 3 percent of compensation, plus the interest credited to the member's account. The employer may elect to make the contributions on behalf of the member.

INPRS administers the plan and issues a publicly available financial report that includes financial statements and required supplementary information for the plan as a whole and for its participants. That report may be obtained by contacting:

Indiana Public Retirement System
1 North Capital Street, Suite 001
Indianapolis, IN 46204
Ph. (888) 526-1687

Funding Policy and Annual Pension Cost

The contribution requirements of the plan members for PERF are established by the Board of Trustees of INPRS.

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.

HUNTINGTON TOWNSHIP, HUNTINGTON 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	Park and Recreation	Levy Excess	Rainy Day	Totals
Cash and investments - beginning	\$ 308,200	\$ 293,568	\$ 45,188	\$ 150,983	\$ 341,603	\$ -	\$ 769	\$ 1,140,311
Receipts:								
Taxes	100,013	22,463	69,074	115,741	71,788	7,136	-	386,215
Charges for services	-	-	-	-	1,380	-	-	1,380
Other receipts	12,074	4,204	-	-	2,077	-	-	18,355
Total receipts	112,087	26,667	69,074	115,741	75,245	7,136	-	405,950
Disbursements:								
Personal services	54,146	10,477	-	-	6,564	-	-	71,187
Supplies	2,845	829	14,896	-	23,925	-	-	42,495
Other services and charges	16,358	5,278	44,713	-	47,941	-	-	114,290
Other disbursements	-	42,966	-	-	-	-	-	42,966
Total disbursements	73,349	59,550	59,609	-	78,430	-	-	270,938
Excess (deficiency) of receipts over disbursements	38,738	(32,883)	9,465	115,741	(3,185)	7,136	-	135,012
Cash and investments - ending	\$ 346,938	\$ 260,685	\$ 54,653	\$ 266,724	\$ 338,418	\$ 7,136	\$ 769	\$ 1,275,323

HUNTINGTON TOWNSHIP, HUNTINGTON 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>Cumulative Fire</u>	<u>Park and Recreation</u>	<u>Levy Excess</u>	<u>Rainy Day</u>	<u>Totals</u>
Cash and investments - beginning	\$ 346,938	\$ 260,685	\$ 54,653	\$ 266,724	\$ 338,418	\$ 7,136	\$ 769	\$ 1,275,323
Receipts:								
Taxes	-	-	65,318	35,586	-	-	-	100,904
Intergovernmental	17,317	-	9,602	67,082	-	-	-	94,001
Charges for services	-	30	-	-	1,040	-	-	1,070
Other receipts	8,917	2,618	990	-	1,309	-	-	13,834
Total receipts	<u>26,234</u>	<u>2,648</u>	<u>75,910</u>	<u>102,668</u>	<u>2,349</u>	<u>-</u>	<u>-</u>	<u>209,809</u>
Disbursements:								
Personal services	52,397	7,826	-	-	10,790	-	-	71,013
Supplies	2,450	-	15,000	-	9,940	-	-	27,390
Other services and charges	15,798	51,234	-	-	2,295	-	-	69,327
Other disbursements	-	-	55,891	-	60	990	-	56,941
Total disbursements	<u>70,645</u>	<u>59,060</u>	<u>70,891</u>	<u>-</u>	<u>23,085</u>	<u>990</u>	<u>-</u>	<u>224,671</u>
Excess (deficiency) of receipts over disbursements	<u>(44,411)</u>	<u>(56,412)</u>	<u>5,019</u>	<u>102,668</u>	<u>(20,736)</u>	<u>(990)</u>	<u>-</u>	<u>(14,862)</u>
Cash and investments - ending	<u>\$ 302,527</u>	<u>\$ 204,273</u>	<u>\$ 59,672</u>	<u>\$ 369,392</u>	<u>\$ 317,682</u>	<u>\$ 6,146</u>	<u>\$ 769</u>	<u>\$ 1,260,461</u>

HUNTINGTON TOWNSHIP, HUNTINGTON 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>Cumulative Fire</u>	<u>Park and Recreation</u>	<u>Levy Excess</u>	<u>Rainy Day</u>	<u>Payroll Deduction</u>	<u>Totals</u>
Cash and investments - beginning	\$ 302,527	\$ 204,273	\$ 59,672	\$ 369,392	\$ 317,682	\$ 6,146	\$ 769	\$ -	\$ 1,260,461
Receipts:									
Taxes	-	-	55,223	31,759	-	-	-	-	86,982
Intergovernmental	10,837	-	7,698	43,290	-	2,688	-	-	64,513
Charges for services	-	-	-	-	1,360	-	-	-	1,360
Other receipts	5,593	2,240	-	-	1,466	-	6,146	13,150	28,595
Total receipts	16,430	2,240	62,921	75,049	2,826	2,688	6,146	13,150	181,450
Disbursements:									
Personal services	54,147	8,729	-	-	7,815	-	-	-	70,691
Supplies	3,018	449	14,990	-	9,152	-	-	-	27,609
Other services and charges	15,152	35,080	55,891	-	3,034	-	-	-	109,157
Other disbursements	-	-	-	-	-	6,146	-	13,150	19,296
Total disbursements	72,317	44,258	70,881	-	20,001	6,146	-	13,150	226,753
Excess (deficiency) of receipts over disbursements	(55,887)	(42,018)	(7,960)	75,049	(17,175)	(3,458)	6,146	-	(45,303)
Cash and investments - ending	\$ 246,640	\$ 162,255	\$ 51,712	\$ 444,441	\$ 300,507	\$ 2,688	\$ 6,915	\$ -	\$ 1,215,158

HUNTINGTON TOWNSHIP, HUNTINGTON 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.

	Ending Balance
Governmental activities:	
Land	\$ 450,000
Infrastructure	100,000
Buildings	262,434
Improvements other than buildings	100,000
Machinery, equipment, and vehicles	18,000
Books and other	29,495
Total capital assets	\$ 959,929

HUNTINGTON TOWNSHIP, HUNTINGTON COUNTY
EXIT CONFERENCE

The contents of this report were discussed on September 10, 2013, with Timothy S. Guy, Trustee. Our examination disclosed no material items that warrant comment at this time.