

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

FINANCIAL STATEMENTS EXAMINATION REPORT

OF

ROCKCREEK TOWNSHIP

BARTHOLOMEW COUNTY, INDIANA

January 1, 2010 to December 31, 2011



FILED
10/17/2013

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SCHEDULE OF OFFICIALS

<u>Office</u>	<u>Official</u>	<u>Term</u>
Trustee	Larry Dean Boyle David Buzzard	01-01-07 to 12-31-10 01-01-11 to 12-31-13
Chairman of the Township Board	Gary Baxter	01-01-10 to 12-31-13



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INDEPENDENT ACCOUNTANT'S REPORT

TO: THE OFFICIALS OF ROCKCREEK TOWNSHIP, BARTHOLOMEW COUNTY, INDIANA

We were engaged to examine the accompanying financial statements of Rockcreek Township (Township), for the period of January 1, 2010 to December 31, 2011. The financial statements are the responsibility of the Township's management.

The Township did not properly maintain accounting records. Financial records presented for examination were incomplete and not reflective of the activity of the Township. The records presented did not provide sufficient information to examine or establish receipts, disbursements, ending balances, or the accuracy or correctness of the transactions. Bank transactions obtained from the bank statements available at the unit were used to try verify to amounts reported on the financial statements; however, not all bank transactions were posted to the ledger and, therefore, were not reported on the financial statements. No supporting documentation was presented for all disbursements in 2010 and most disbursements in 2011. Board minutes were not presented for the entire examination period. The Township's records do not permit the application of other examination procedures to ascertain if the financial statement is fairly stated.

Since the Township did not properly maintain accounting records or provide sufficient competent evidential matter, and we were not able to apply other examination procedures to satisfy ourselves as to whether the financial statements are fairly stated, the scope of our work was not sufficient to enable us to express, and we do not express, an opinion on these financial statements.

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, 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 any examination procedures and, accordingly, we express no opinion on them.

Bruce Hartman
State Examiner

September 30, 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.

ROCKCREEK TOWNSHIP, BARTHOLOMEW 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	\$ (1,622)	\$ 13,904	\$ 18,647	\$ (6,365)
Township Assistance	(2,449)	6,334	5,595	(1,710)
Fire Fighting	3,087	10,947	12,000	2,034
Cumulative Fire	10,141	10,034	-	20,175
Cemetery Trust Fund #80036399	124	207	325	6
Cemetery Bond #80031968	2,756	42	-	2,798
Cemetery Bond #80032060	1,696	25	-	1,721
Totals	<u>\$ 13,733</u>	<u>\$ 41,493</u>	<u>\$ 36,567</u>	<u>\$ 18,659</u>

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

ROCKCREEK TOWNSHIP, BARTHOLOMEW 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	\$ (6,365)	\$ 11,311	\$ 14,813	\$ (9,867)
Township Assistance	(1,710)	4,658	3,824	(876)
Fire Fighting	2,034	6,640	12,000	(3,326)
Cumulative Fire	20,175	-	-	20,175
Cemetery Bond #80031968	2,798	-	-	2,798
Cemetery Bond #80032060	1,721	-	-	1,721
Cemetery Trust Fund #80036399	6	-	-	6
Totals	<u>\$ 18,659</u>	<u>\$ 22,609</u>	<u>\$ 30,637</u>	<u>\$ 10,631</u>

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

ROCKCREEK TOWNSHIP, BARTHOLOMEW 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.

ROCKCREEK TOWNSHIP, BARTHOLOMEW COUNTY
NOTES TO FINANCIAL STATEMENTS
(Continued)

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 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 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.

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.

ROCKCREEK TOWNSHIP, BARTHOLOMEW 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.

ROCKCREEK TOWNSHIP, BARTHOLOMEW 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	Cemetery Trust Fund #80036399	Cemetery Bond #80031968	Cemetery Bond #80032060	Totals
Cash and investments - beginning	\$ (1,622)	\$ (2,449)	\$ 3,087	\$ 10,141	\$ 124	\$ 2,756	\$ 1,696	\$ 13,733
Receipts:								
Taxes	13,893	6,334	10,947	10,034	7	42	25	41,282
Other receipts	11	-	-	-	200	-	-	211
Total receipts	13,904	6,334	10,947	10,034	207	42	25	41,493
Disbursements:								
Personal services	7,680	-	-	-	-	-	-	7,680
Supplies	247	-	-	-	-	-	-	247
Other services and charges	10,720	5,595	12,000	-	325	-	-	28,640
Other disbursements	-	-	-	-	-	-	-	-
Total disbursements	18,647	5,595	12,000	-	325	-	-	36,567
Excess (deficiency) of receipts over disbursements	(4,743)	739	(1,053)	10,034	(118)	42	25	4,926
Cash and investments - ending	\$ (6,365)	\$ (1,710)	\$ 2,034	\$ 20,175	\$ 6	\$ 2,798	\$ 1,721	\$ 18,659

ROCKCREEK TOWNSHIP, BARTHOLOMEW 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	Cumulative Fire	Cemetery Bond #80031968	Cemetery Bond #80032060	Cemetery Trust Fund #80036399	Totals
Cash and investments - beginning	\$ (6,365)	\$ (1,710)	\$ 2,034	\$ 20,175	\$ 2,798	\$ 1,721	\$ 6	\$ 18,659
Receipts:								
Taxes	4,637	3,535	5,652	-	-	-	-	13,824
Intergovernmental	6,674	1,123	888	-	-	-	-	8,685
Charges for services	-	-	100	-	-	-	-	100
Other receipts	-	-	-	-	-	-	-	-
Total receipts	<u>11,311</u>	<u>4,658</u>	<u>6,640</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>22,609</u>
Disbursements:								
Personal services	8,531	-	-	-	-	-	-	8,531
Supplies	694	-	-	-	-	-	-	694
Other services and charges	5,588	3,824	12,000	-	-	-	-	21,412
Other disbursements	-	-	-	-	-	-	-	-
Total disbursements	<u>14,813</u>	<u>3,824</u>	<u>12,000</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>30,637</u>
Excess (deficiency) of receipts over disbursements	<u>(3,502)</u>	<u>834</u>	<u>(5,360)</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>(8,028)</u>
Cash and investments - ending	<u>\$ (9,867)</u>	<u>\$ (876)</u>	<u>\$ (3,326)</u>	<u>\$ 20,175</u>	<u>\$ 2,798</u>	<u>\$ 1,721</u>	<u>\$ 6</u>	<u>\$ 10,631</u>

ROCKCREEK TOWNSHIP, BARTHOLOMEW COUNTY
EXAMINATION RESULTS AND COMMENTS

CONDITION OF RECORDS

Financial records presented for examination were incomplete and not reflective of the activity of Rockcreek Township for the financial statements. The records presented did not provide sufficient information to examine or establish, receipts, disbursements, ending balances, or the accuracy or correctness of the transactions. Bank transactions obtained from the bank statements available at the Township were used to attempt to verify amounts reported on the financial statements; however not all bank transactions were posted to the ledger and therefore were not reported on the financial statements. We proposed and management approved adjustments to the financial statements of \$7,886 to receipts and \$678 to disbursements in 2011 to include the missing transactions.

Controls over the receipting, disbursing, recording, and accounting for the financial activities are necessary to avoid substantial risk of invalid transactions, inaccurate records and financial statements and incorrect decision making. (Accounting and Uniform Compliance Guidelines Manual for Townships, Chapter 13)

BANK ACCOUNT RECONCILIATIONS

Depository reconciliations of the fund balances to the bank account balances were not presented for examination for the 24 months during the examination period. We prepared a bank reconciliation using the adjusted balances as of December 31, 2011. We could not reconcile the adjusted balances to the bank balances. We noted a variance of \$638.

Indiana Code 5-13-6-1(e) states in part: "All local investment officers shall reconcile at least monthly the balance of public funds, as disclosed by the records of the local officers, with the balance statements provided by the respective depositories."

BOARD MINUTES MISSING

None of the minutes for the meetings of the Township Board were presented for examination.

Indiana Code 5-14-1.5-4(b) states in part:

"As the meeting progresses, the following memoranda shall be kept:

- (1) The date, time, and place of the meeting.
- (2) The members of the governing body recorded as either present or absent.
- (3) The general substance of all matters proposed, discussed, or decided.
- (4) A record of all votes taken, by individual members if there is a roll call.
- (5) Any additional information required under IC 5-1.5-2-2.5."

ROCKCREEK TOWNSHIP, BARTHOLOMEW COUNTY
EXAMINATION RESULTS AND COMMENTS
(Continued)

ANNUAL REPORT

The Annual Report for 2011 contained a number of errors and did not properly reflect the financial activity of Rockcreek Township. Numerous errors to the records of the Township were noted and we could not determine if the records were correct. See Condition of Records comment above.

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."

SUPPORTING DOCUMENTATION

There was no supporting documentation for disbursements presented for examination in 2010 and only a few miscellaneous invoices were presented for 2011.

Due to the lack of supporting information, we could not verify the purpose of the disbursements for examination period for the Township.

Supporting documentation such as receipts, canceled checks, tickets, invoices, bills, contracts, and other public records must be available for examine 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)

OVERDRAWN CASH BALANCES

The financial statements presented in this report included the following funds with overdrawn cash balances at December 31, 2011:

<u>Fund</u>	<u>Amount Overdrawn</u>
Township - 2011	\$ 9,867
Township Assistance - 2011	876
Fire Fighting - 2011	3,326

The balance of any fund may not be reduced below zero. Routinely overdrawn funds could be an indicator of serious financial problems which should be investigated by the governmental unit. (Accounting and Uniform Compliance Guidelines Manual for Townships, Chapter 13)

ROCKCREEK TOWNSHIP, BARTHOLOMEW COUNTY
EXIT CONFERENCE

The contents of this report were discussed on September 30, 2013, with David Buzzard, Trustee.
The official concurred with our findings.