

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

FINANCIAL STATEMENT EXAMINATION REPORT

OF

PRAIRIE TOWNSHIP

HENRY COUNTY, INDIANA

January 1, 2011 to December 31, 2012



**FILED**  
10/18/2013



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SCHEDULE OF OFFICIALS

<u>Office</u>	<u>Official</u>	<u>Term</u>
Trustee	D. Michael Burch Kristin LaMar	01-01-11 to 01-31-13 02-01-13 to 12-31-14
Chairman of the Township Board	Gary Grim	01-01-11 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](http://www.in.gov/sboa)

INDEPENDENT ACCOUNTANT'S REPORT

TO: THE OFFICIALS OF PRAIRIE TOWNSHIP, HENRY COUNTY, INDIANA

We have examined the accompanying financial statement of Prairie Township (Township), for the period of January 1, 2011 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, 2011 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, 2011 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 16, 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.

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

Fund	Cash and Investments 01-01-11	Receipts	Disbursements	Cash and Investments 12-31-11	Receipts	Disbursements	Cash and Investments 12-31-12
Township	\$ 33,855	\$ 53,646	\$ 51,408	\$ 36,093	\$ 47,638	\$ 41,946	\$ 41,785
Park And Recreation	7,853	2,222	5,899	4,176	4,906	3,827	5,255
Township Assistance	13,026	9,509	11,554	10,981	3,189	7,508	6,662
Fire Fighting	51,852	47,222	56,378	42,696	33,193	40,230	35,659
Rainy Day	1,617	14,000	14,000	1,617	58,866	35,442	25,041
Levy Excess	372	-	-	372	-	-	372
Township Bond (Debt Service) Fund	27,320	40,236	49,500	18,056	-	6,126	11,930
Payroll Deduction Fund	6	583	534	55	651	1,125	(419)
Loan And Interest Payment	6,164	13,702	13,996	5,870	-	7,010	(1,140)
Totals	<u>\$ 142,065</u>	<u>\$ 181,120</u>	<u>\$ 203,269</u>	<u>\$ 119,916</u>	<u>\$ 148,443</u>	<u>\$ 143,214</u>	<u>\$ 125,145</u>

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

PRAIRIE TOWNSHIP, HENRY 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

PRAIRIE TOWNSHIP, HENRY 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.

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

Capital outlay which include all outflows for land, infrastructure, buildings, improvements, and machinery and equipment having an appreciable and calculable period of usefulness.

Other disbursements which include, but are not limited to the following: interfund loan payments, loans made to other funds, internal service disbursements, and transfers out that are authorized by statute, ordinance, resolution, or court order.

*F. Interfund Transfers*

The Township may, from time to time, transfer money from one fund to another. These transfers, if any, are included as a part of the receipts and disbursements of the affected funds and as a part of total receipts and disbursements. The transfers are used for cash flow purposes as provided by various statutory provisions.

*G. Fund Accounting*

Separate funds are established, maintained, and reported by the Township. Each fund is used to account for money received from and used for specific sources and uses as determined by various regulations. Restrictions on some funds are set by statute while other funds are

PRAIRIE TOWNSHIP, HENRY COUNTY  
NOTES TO FINANCIAL STATEMENT  
(Continued)

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.

**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.

PRAIRIE TOWNSHIP, HENRY COUNTY  
NOTES TO FINANCIAL STATEMENT  
(Continued)

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 Report information 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 is 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.

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

	Township	Park And Recreation	Township Assistance	Fire Fighting	Rainy Day	Levy Excess	Township Bond (Debt Service) Fund	Payroll Deduction Fund	Loan And Interest Payment	Totals
Cash and investments - beginning	\$ 33,855	\$ 7,853	\$ 13,026	\$ 51,852	\$ 1,617	\$ 372	\$ 27,320	\$ 6	\$ 6,164	\$ 142,065
Receipts:										
Taxes	1,509	918	8,539	26,492	-	-	38,075	-	12,304	87,837
Intergovernmental	34,131	1,304	970	2,540	-	-	2,161	-	1,398	42,504
Charges for services	11,530	-	-	18,190	-	-	-	-	-	29,720
Other receipts	6,476	-	-	-	14,000	-	-	583	-	21,059
Total receipts	53,646	2,222	9,509	47,222	14,000	-	40,236	583	13,702	181,120
Disbursements:										
Personal services	12,244	1,638	-	-	-	-	-	-	-	13,882
Supplies	644	58	-	12,199	-	-	-	-	-	12,901
Other services and charges	33,831	1,190	11,554	21,970	-	-	35,500	-	-	104,045
Capital outlay	4,689	3,013	-	22,209	-	-	-	-	13,996	43,907
Other disbursements	-	-	-	-	14,000	-	14,000	534	-	28,534
Total disbursements	51,408	5,899	11,554	56,378	14,000	-	49,500	534	13,996	203,269
Excess (deficiency) of receipts over disbursements	2,238	(3,677)	(2,045)	(9,156)	-	-	(9,264)	49	(294)	(22,149)
Cash and investments - ending	\$ 36,093	\$ 4,176	\$ 10,981	\$ 42,696	\$ 1,617	\$ 372	\$ 18,056	\$ 55	\$ 5,870	\$ 119,916

PRAIRIE TOWNSHIP, HENRY COUNTY  
 COMBINING SCHEDULE OF RECEIPTS, DISBURSEMENTS, AND  
 CASH AND INVESTMENT BALANCES - REGULATORY BASIS  
 For The Year Ended December 31, 2012

	Township	Park And Recreation	Township Assistance	Fire Fighting	Rainy Day	Levy Excess	Township Bond (Debt Service) Fund	Payroll Deduction Fund	Loan And Interest Payment	Totals
Cash and investments - beginning	\$ 36,093	\$ 4,176	\$ 10,981	\$ 42,696	\$ 1,617	\$ 372	\$ 18,056	\$ 55	\$ 5,870	\$ 119,916
Receipts:										
Taxes	6,517	3,569	2,837	26,470	-	-	-	-	-	39,393
Intergovernmental	27,467	1,337	352	4,672	-	-	-	-	-	33,828
Charges for services	13,497	-	-	2,051	-	-	-	-	-	15,548
Other receipts	157	-	-	-	58,866	-	-	651	-	59,674
Total receipts	<u>47,638</u>	<u>4,906</u>	<u>3,189</u>	<u>33,193</u>	<u>58,866</u>	<u>-</u>	<u>-</u>	<u>651</u>	<u>-</u>	<u>148,443</u>
Disbursements:										
Personal services	13,402	2,124	-	-	-	-	-	-	-	15,526
Supplies	535	-	-	9,424	-	-	-	-	-	9,959
Other services and charges	18,430	1,581	7,508	19,070	35,442	-	-	-	-	82,031
Debt service - principal and interest	-	-	-	-	-	-	12	-	7,010	7,022
Capital outlay	9,579	122	-	11,736	-	-	6,114	-	-	27,551
Other disbursements	-	-	-	-	-	-	-	1,125	-	1,125
Total disbursements	<u>41,946</u>	<u>3,827</u>	<u>7,508</u>	<u>40,230</u>	<u>35,442</u>	<u>-</u>	<u>6,126</u>	<u>1,125</u>	<u>7,010</u>	<u>143,214</u>
Excess (deficiency) of receipts over disbursements	<u>5,692</u>	<u>1,079</u>	<u>(4,319)</u>	<u>(7,037)</u>	<u>23,424</u>	<u>-</u>	<u>(6,126)</u>	<u>(474)</u>	<u>(7,010)</u>	<u>5,229</u>
Cash and investments - ending	\$ <u>41,785</u>	\$ <u>5,255</u>	\$ <u>6,662</u>	\$ <u>35,659</u>	\$ <u>25,041</u>	\$ <u>372</u>	\$ <u>11,930</u>	\$ <u>(419)</u>	\$ <u>(1,140)</u>	\$ <u>125,145</u>

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PRAIRIE TOWNSHIP, HENRY 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	\$ 72,000
Buildings	1,030,000
Improvements other than buildings	10,000
Machinery, equipment, and vehicles	857,661
Total governmental activities	1,969,661
Total capital assets	\$ 1,969,661

PRAIRIE TOWNSHIP, HENRY COUNTY  
EXAMINATION RESULT AND COMMENTS

**RECEIPT ISSUANCE**

We conducted a test designed to verify that receipts issued were properly recorded to the Township's records at the time the transactions occurred. Our test of this procedure found that 100 percent of the receipts tested were not recorded at the time of the transactions.

Receipts shall be issued and recorded at the time of the transaction; for example, when cash or a check is received, a receipt is to be immediately prepared and given to the person making payment. (Accounting and Uniform Compliance Guidelines Manual for Townships, Chapter 13)

**CONTRACTS**

Payments totaling \$5,000 in 2011 and \$4,000 in 2012 were made to the Prairie Township Volunteer Fire Department for fire protection. The contracts presented for 2011 and 2012 required payments of \$4,200 for each year for these services. As a result the Township overpaid the contracts by a total of \$600 for 2011 and 2012.

Payments made or received for contractual services should be supported by a written contract. Each governmental unit is responsible for complying with the provisions of its contracts. (Accounting and Uniform Compliance Guidelines Manual for Townships, Chapter 13)

**ANNUAL REPORT**

The Annual Reports for 2011 and 2012 did not include the Financial Assistance to Non-Governmental Entities schedule.

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."

PRAIRIE TOWNSHIP, HENRY COUNTY  
EXIT CONFERENCE

The contents of this report were discussed on September 16, 2013, with Kristin LaMar, Trustee, and D. Michael Burch, former Trustee. The officials concurred with our findings.