

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

FINANCIAL STATEMENT EXAMINATION REPORT

OF

HENRY 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	Nancy Wadman	01-01-11 to 12-31-14
Chairman of the Township Board	Melba McKnight Blake Shackelford	01-01-11 to 12-31-12 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 HENRY TOWNSHIP, HENRY COUNTY, INDIANA

We have examined the accompanying financial statement of Henry 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, Schedule of Leases, 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 18, 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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HENRY 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	\$ 97,860	\$ 103,004	\$ 173,767	\$ 27,097	\$ 166,773	\$ 157,841	\$ 36,029
Park And Recreation	65,872	76,335	112,640	29,567	30,711	44,324	15,954
Township Assistance	177,894	233,319	163,753	247,460	173,343	173,224	247,579
Fire Fighting	1,248,831	655,268	569,634	1,334,465	1,466	307,477	1,028,454
Rainy Day	120,089	-	89,601	30,488	15,539	-	46,027
Levy Excess	1,409	-	-	1,409	-	1,409	-
Community Center Fund	2,325	4,850	4,672	2,503	4,437	3,138	3,802
Payroll Withholding	197	46,498	46,445	250	51,556	51,405	401
Totals	<u>\$ 1,714,477</u>	<u>\$ 1,119,274</u>	<u>\$ 1,160,512</u>	<u>\$ 1,673,239</u>	<u>\$ 443,825</u>	<u>\$ 738,818</u>	<u>\$ 1,378,246</u>

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

HENRY 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

HENRY 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 internally restricted by the Township. The money accounted for in a specific fund may only be

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

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.

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

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

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.

**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.

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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 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.

HENRY 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	Community Center Fund	Payroll Withholding	Totals
Cash and investments - beginning	\$ 97,860	\$ 65,872	\$ 177,894	\$ 1,248,831	\$ 120,089	\$ 1,409	\$ 2,325	\$ 197	\$ 1,714,477
Receipts:									
Taxes	88,442	-	81,222	336,557	-	-	-	-	506,221
Intergovernmental	8,645	25,000	151,531	33,712	-	-	-	-	218,888
Charges for services	1,770	-	-	-	-	-	4,850	-	6,620
Other receipts	4,147	51,335	566	284,999	-	-	-	46,498	387,545
Total receipts	<u>103,004</u>	<u>76,335</u>	<u>233,319</u>	<u>655,268</u>	<u>-</u>	<u>-</u>	<u>4,850</u>	<u>46,498</u>	<u>1,119,274</u>
Disbursements:									
Personal services	111,195	-	122,702	-	-	-	-	46,445	280,342
Supplies	9,935	-	2,876	-	-	-	-	-	12,811
Other services and charges	42,968	112,640	35,088	284,635	89,601	-	4,672	-	569,604
Debt service - principal and interest	235	-	-	-	-	-	-	-	235
Capital outlay	9,434	-	3,087	-	-	-	-	-	12,521
Other disbursements	-	-	-	284,999	-	-	-	-	284,999
Total disbursements	<u>173,767</u>	<u>112,640</u>	<u>163,753</u>	<u>569,634</u>	<u>89,601</u>	<u>-</u>	<u>4,672</u>	<u>46,445</u>	<u>1,160,512</u>
Excess (deficiency) of receipts over disbursements	<u>(70,763)</u>	<u>(36,305)</u>	<u>69,566</u>	<u>85,634</u>	<u>(89,601)</u>	<u>-</u>	<u>178</u>	<u>53</u>	<u>(41,238)</u>
Cash and investments - ending	<u>\$ 27,097</u>	<u>\$ 29,567</u>	<u>\$ 247,460</u>	<u>\$ 1,334,465</u>	<u>\$ 30,488</u>	<u>\$ 1,409</u>	<u>\$ 2,503</u>	<u>\$ 250</u>	<u>\$ 1,673,239</u>

HENRY 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	Community Center Fund	Payroll Withholding	Totals
Cash and investments - beginning	\$ 27,097	\$ 29,567	\$ 247,460	\$ 1,334,465	\$ 30,488	\$ 1,409	\$ 2,503	\$ 250	\$ 1,673,239
Receipts:									
Taxes	124,192	-	49,259	-	-	-	-	-	173,451
Intergovernmental	35,154	30,566	124,054	1,466	15,539	-	-	-	206,779
Charges for services	4,886	-	-	-	-	-	2,912	-	7,798
Other receipts	2,541	145	30	-	-	-	1,525	51,556	55,797
Total receipts	166,773	30,711	173,343	1,466	15,539	-	4,437	51,556	443,825
Disbursements:									
Personal services	122,516	-	138,144	-	-	-	-	-	260,660
Supplies	4,466	-	4,339	-	-	-	177	-	8,982
Other services and charges	29,595	44,324	30,741	307,477	-	-	1,435	-	413,572
Capital outlay	1,264	-	-	-	-	-	-	-	1,264
Other disbursements	-	-	-	-	-	1,409	1,526	51,405	54,340
Total disbursements	157,841	44,324	173,224	307,477	-	1,409	3,138	51,405	738,818
Excess (deficiency) of receipts over disbursements	8,932	(13,613)	119	(306,011)	15,539	(1,409)	1,299	151	(294,993)
Cash and investments - ending	\$ 36,029	\$ 15,954	\$ 247,579	\$ 1,028,454	\$ 46,027	\$ -	\$ 3,802	\$ 401	\$ 1,378,246

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HENRY TOWNSHIP, HENRY COUNTY  
 SCHEDULE OF LEASES  
 December 31, 2012

Lessor	Purpose	Annual Lease Payment	Lease Beginning Date	Lease Ending Date
Governmental activities:				
Deutsche Bank	Purchase of 3 Fire Trucks	\$ 142,000	01-01-11	01-01-21
Old National Bank	Community Center Renovations	<u>88,646</u>	01-01-11	01-01-14
Total governmental activities		<u>230,646</u>		
Total of annual lease payments		<u><u>\$ 230,646</u></u>		

HENRY TOWNSHIP, HENRY COUNTY  
EXAMINATION RESULT AND COMMENT

***ANNUAL REPORT***

The Annual Report for 2012 contained a number of errors and did not properly reflect the financial activity of Henry Township, Henry County. Township officials approved adjustments to the financial statement included in this report. The financial statements are materially correct as presented.

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."

HENRY TOWNSHIP, HENRY COUNTY  
EXIT CONFERENCE

The contents of this report were discussed on September 18, 2013, with Nancy Wadman, Trustee.  
The official concurred with our finding.