

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

FINANCIAL STATEMENTS EXAMINATION REPORT

OF

TOWN OF HARTSVILLE

BARTHOLOMEW COUNTY, INDIANA

January 1, 2010 to December 31, 2012



FILED
10/29/2013

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SCHEDULE OF OFFICIALS

<u>Office</u>	<u>Official</u>	<u>Term</u>
Clerk-Treasurer	Nancy Berkenstock	05-23-09 to 12-31-15
President of the Town Council	Charles Luurtsema	01-01-08 to 12-31-13



STATE OF INDIANA
AN EQUAL OPPORTUNITY EMPLOYER

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INDEPENDENT ACCOUNTANT'S REPORT

TO: THE OFFICIALS OF THE TOWN OF HARTSVILLE, BARTHOLOMEW COUNTY, INDIANA

We have examined the accompanying financial statements of the Town of Hartsville (Town), for the period of January 1, 2010 to December 31, 2012. The financial statements are the responsibility of the Town's management. Our responsibility is to express an opinion on the financial statements 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 statements 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 Town prepares its financial statements on the prescribed basis of accounting that demonstrates compliance with the reporting requirements established by the Indiana 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 statements 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 statements referred to above do 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 Town for the period of January 1, 2010 to December 31, 2012.

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position and results of operations of the Town 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 Town's financial statements. The Combining Schedules of Receipts, Disbursements, and Cash and Investment Balances – Regulatory Basis, Schedule of Payables and Receivables, and Schedule of Leases and Debt, as listed in the Table of Contents, are presented for additional analysis and are not required parts of the financial statements. They have not been subjected to the examination procedures applied to the financial statements and, accordingly, we express no opinion on them.

Bruce Hartman
State Examiner

October 9, 2013

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FINANCIAL STATEMENTS

The financial statements and accompanying notes were approved by management of the Town. The financial statements and notes are presented as intended by the Town.

TOWN OF HARTSVILLE
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
General	\$ 15,733	\$ 33,045	\$ 27,900	\$ 20,878
Motor Vehicle Highway	79,123	10,526	5,395	84,254
Local Road And Street	34,705	4,666	11,200	28,171
Riverboat	7,443	2,353	-	9,796
Parks And Recreation	1,629	185	-	1,814
Rainy Day	-	777	-	777
CEDIT Special Revenue	-	25,114	24,130	984
Hartsville Sewage Utility	30,424	90,904	94,128	27,200
Wastewater Bond and Interest	19,927	28,582	27,876	20,633
Wastewater Debt Service Reserve	18,397	5,778	-	24,175
Cumulative Capital Improvement	14,424	1,101	-	15,525
Totals	<u>\$ 221,805</u>	<u>\$ 203,031</u>	<u>\$ 190,629</u>	<u>\$ 234,207</u>

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

TOWN OF HARTSVILLE
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
General	\$ 20,878	\$ 24,651	\$ 30,966	\$ 14,563	\$ 45,299	\$ 28,606	\$ 31,256
Motor Vehicle Highway	84,254	10,598	3,896	90,956	9,272	2,325	97,903
Local Road And Street	28,171	5,371	6,575	26,967	3,883	4,360	26,490
Riverboat	9,796	2,353	10,000	2,149	2,144	-	4,293
Parks And Recreation	1,814	145	-	1,959	135	-	2,094
Rainy Day	777	-	-	777	-	-	777
CEDIT Special Revenue	984	18,462	-	19,446	23,824	-	43,270
Cumulative Capital Improvement	15,525	1,080	-	16,605	960	-	17,565
Wastewater Bond and Interest	20,633	28,169	28,356	20,446	30,967	27,820	23,593
Wastewater Debt Service Reserve	24,175	4,815	-	28,990	-	102	28,888
Hartsville Sewage Utility	27,200	108,412	125,363	10,249	97,460	92,893	14,816
Totals	<u>\$ 234,207</u>	<u>\$ 204,056</u>	<u>\$ 205,156</u>	<u>\$ 233,107</u>	<u>\$ 213,944</u>	<u>\$ 156,106</u>	<u>\$ 290,945</u>

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

TOWN OF HARTSVILLE
NOTES TO FINANCIAL STATEMENTS

Note 1. Summary of Significant Accounting Policies

A. Reporting Entity

The Town was established under the laws of the State of Indiana. The Town operates under a Town Council form of government and provides some or all of the following services: public safety (police and fire), highways and streets, health and social services, culture and recreation, public improvements, planning and zoning, general administrative services, water, wastewater, electric, gas, storm water, trash, aviation, and urban redevelopment and housing.

The accompanying financial statements present the financial information for the Town.

B. Basis of Accounting

The financial statements are reported on a regulatory basis of accounting prescribed by the Indiana 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. The basis of accounting involves the reporting of only cash investments and the changes therein resulting from cash inflows (receipts) and cash outflows (disbursements) reported in the period in which they occurred.

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 may 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 Town.

Licenses and permits which include amounts received from businesses, occupations, or nonbusinesses that must be licensed before doing business within the government's jurisdiction or permits levied according to the benefits presumably conferred by the permit. Examples of licenses and permits include: peddler licenses, dog tax licenses, auctioneer license, building and planning permits, demolition permits, electrical permits, sign permits, and gun permits.

TOWN OF HARTSVILLE
NOTES TO FINANCIAL STATEMENTS
(Continued)

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 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.

Fines and forfeits which include receipts derived from fines and penalties imposed for the commission of statutory offenses, violation of lawful administrative rules and regulations (fines), and for the neglect of official duty and monies derived from confiscating deposits held as performance guarantees (forfeitures).

Utility fees which are comprised mostly of charges for current services.

Penalties which include fees received for late payments.

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 may 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 Town. It includes all expenditures for the reduction of the principal and interest of the Town's general obligation indebtedness.

TOWN OF HARTSVILLE
NOTES TO FINANCIAL STATEMENTS
(Continued)

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

Utility operating expenses which include all outflows for operating the utilities.

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 Town 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 Town. 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 Town. 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 Town 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 Town 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 Town 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.

TOWN OF HARTSVILLE
NOTES TO FINANCIAL STATEMENTS
(Continued)

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 Town 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 Town 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 Town 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.

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SUPPLEMENTARY INFORMATION – UNAUDITED

For additional financial information, the Town'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 Town'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 Town 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 Town. It is presented as intended by the Town.

TOWN OF HARTSVILLE
 COMBINING SCHEDULE OF RECEIPTS, DISBURSEMENTS, AND
 CASH AND INVESTMENT BALANCES - REGULATORY BASIS
 For The Year Ended December 31, 2010

-14-

	General	Motor Vehicle Highway	Local Road And Street	Riverboat	Parks And Recreation	Rainy Day	CEDIT Special Revenue	Hartsville Sewage Utility	Wastewater Bond and Interest	Wastewater Debt Service Reserve	Cumulative Capital Improvement	Totals
Cash and investments - beginning	\$ 15,733	\$ 79,123	\$ 34,705	\$ 7,443	\$ 1,629	\$ -	\$ -	\$ 30,424	\$ 19,927	\$ 18,397	\$ 14,424	\$ 221,805
Receipts:												
Taxes	20,555	-	-	-	-	-	-	-	-	-	-	20,555
Licenses and permits	309	-	-	-	-	-	-	-	-	-	-	309
Intergovernmental	6,827	10,356	-	2,353	-	777	23,114	-	-	-	-	43,427
Charges for services	-	-	-	-	-	-	-	85,862	-	-	-	85,862
Other receipts	5,354	170	4,666	-	185	-	2,000	5,042	28,582	5,778	1,101	52,878
Total receipts	33,045	10,526	4,666	2,353	185	777	25,114	90,904	28,582	5,778	1,101	203,031
Disbursements:												
Personal services	10,966	2,597	-	-	-	-	-	3,226	-	-	-	16,789
Supplies	2,239	-	-	-	-	-	-	1,440	-	-	-	3,679
Other services and charges	12,695	-	-	-	-	-	-	54,754	-	-	-	67,449
Debt service - principal and interest	-	-	-	-	-	-	-	28,624	-	-	-	28,624
Capital outlay	-	-	7,000	-	-	-	24,130	-	-	-	-	31,130
Other disbursements	2,000	2,798	4,200	-	-	-	-	6,084	27,876	-	-	42,958
Total disbursements	27,900	5,395	11,200	-	-	-	24,130	94,128	27,876	-	-	190,629
Excess (deficiency) of receipts over disbursements	5,145	5,131	(6,534)	2,353	185	777	984	(3,224)	706	5,778	1,101	12,402
Cash and investments - ending	\$ 20,878	\$ 84,254	\$ 28,171	\$ 9,796	\$ 1,814	\$ 777	\$ 984	\$ 27,200	\$ 20,633	\$ 24,175	\$ 15,525	\$ 234,207

TOWN OF HARTSVILLE
 COMBINING SCHEDULE OF RECEIPTS, DISBURSEMENTS, AND
 CASH AND INVESTMENT BALANCES - REGULATORY BASIS
 For The Year Ended December 31, 2011

	General	Motor Vehicle Highway	Local Road And Street	Riverboat	Parks And Recreation	Rainy Day	CEDIT Special Revenue	Cumulative Capital Improvement	Wastewater Bond and Interest	Wastewater Debt Service Reserve	Hartsville Sewage Utility	Totals
Cash and investments - beginning	\$ 20,878	\$ 84,254	\$ 28,171	\$ 9,796	\$ 1,814	\$ 777	\$ 984	\$ 15,525	\$ 20,633	\$ 24,175	\$ 27,200	\$ 234,207
Receipts:												
Taxes	11,455	-	-	-	-	-	-	-	-	-	-	11,455
Licenses and permits	117	-	-	-	-	-	-	-	-	-	-	117
Intergovernmental	6,624	10,598	5,371	2,353	-	-	18,462	1,080	-	-	15	44,503
Fines and forfeits	657	-	-	-	-	-	-	-	-	-	-	657
Utility fees	-	-	-	-	-	-	-	-	-	-	98,397	98,397
Other receipts	5,798	-	-	-	145	-	-	-	28,169	4,815	10,000	48,927
Total receipts	24,651	10,598	5,371	2,353	145	-	18,462	1,080	28,169	4,815	108,412	204,056
Disbursements:												
Personal services	12,310	1,948	-	-	-	-	-	-	-	-	-	14,258
Supplies	3,679	-	-	-	-	-	-	-	-	-	-	3,679
Other services and charges	14,977	-	3,675	-	-	-	-	-	-	-	-	18,652
Capital outlay	-	-	2,900	-	-	-	-	-	-	-	29,660	32,560
Utility operating expenses	-	-	-	-	-	-	-	-	-	-	50,414	50,414
Other disbursements	-	1,948	-	10,000	-	-	-	-	28,356	-	45,289	85,593
Total disbursements	30,966	3,896	6,575	10,000	-	-	-	-	28,356	-	125,363	205,156
Excess (deficiency) of receipts over disbursements	(6,315)	6,702	(1,204)	(7,647)	145	-	18,462	1,080	(187)	4,815	(16,951)	(1,100)
Cash and investments - ending	\$ 14,563	\$ 90,956	\$ 26,967	\$ 2,149	\$ 1,959	\$ 777	\$ 19,446	\$ 16,605	\$ 20,446	\$ 28,990	\$ 10,249	\$ 233,107

TOWN OF HARTSVILLE
 COMBINING SCHEDULE OF RECEIPTS, DISBURSEMENTS, AND
 CASH AND INVESTMENT BALANCES - REGULATORY BASIS
 For The Year Ended December 31, 2012

	General	Motor Vehicle Highway	Local Road And Street	Riverboat	Parks And Recreation	Rainy Day	CEDIT Special Revenue	Cumulative Capital Improvement	Wastewater Bond and Interest	Wastewater Debt Service Reserve	Hartsville Sewage Utility	Totals
Cash and investments - beginning	\$ 14,563	\$ 90,956	\$ 26,967	\$ 2,149	\$ 1,959	\$ 777	\$ 19,446	\$ 16,605	\$ 20,446	\$ 28,990	\$ 10,249	\$ 233,107
Receipts:												
Taxes	31,141	-	-	-	-	-	-	-	-	-	-	31,141
Licenses and permits	3,954	-	-	-	-	-	-	-	-	-	-	3,954
Intergovernmental	9,196	9,233	3,883	2,144	-	-	23,824	960	-	-	-	49,240
Fines and forfeits	254	-	-	-	-	-	-	-	-	-	-	254
Utility fees	-	-	-	-	-	-	-	-	-	-	96,142	96,142
Other receipts	754	39	-	-	135	-	-	-	30,967	-	1,318	33,213
Total receipts	45,299	9,272	3,883	2,144	135	-	23,824	960	30,967	-	97,460	213,944
Disbursements:												
Personal services	9,591	2,325	-	-	-	-	-	-	-	-	-	11,916
Supplies	1,968	-	-	-	-	-	-	-	-	-	-	1,968
Other services and charges	12,238	-	4,360	-	-	-	-	-	-	-	-	16,598
Utility operating expenses	-	-	-	-	-	-	-	-	-	-	63,399	63,399
Other disbursements	4,809	-	-	-	-	-	-	-	27,820	102	29,494	62,225
Total disbursements	28,606	2,325	4,360	-	-	-	-	-	27,820	102	92,893	156,106
Excess (deficiency) of receipts over disbursements	16,693	6,947	(477)	2,144	135	-	23,824	960	3,147	(102)	4,567	57,838
Cash and investments - ending	\$ 31,256	\$ 97,903	\$ 26,490	\$ 4,293	\$ 2,094	\$ 777	\$ 43,270	\$ 17,565	\$ 23,593	\$ 28,888	\$ 14,816	\$ 290,945

TOWN OF HARTSVILLE
SCHEDULE OF PAYABLES AND RECEIVABLES
December 31, 2012

<u>Government or Enterprise</u>	<u>Accounts Payable</u>	<u>Accounts Receivable</u>
Hartsville Sewage Utility	<u>\$ 92,792</u>	<u>\$ 96,142</u>
Totals	<u><u>\$ 92,792</u></u>	<u><u>\$ 96,142</u></u>

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TOWN OF HARTSVILLE
 SCHEDULE OF LEASES AND DEBT
 December 31, 2012

Type	Description of Debt Purpose	Ending Principal Balance	Principal and Interest Due Within One Year
Governmental activities: General obligation bonds	sewer bond for new sewage plant	\$ 335,000	\$ 28,127
Totals		<u>\$ 335,000</u>	<u>\$ 28,127</u>

TOWN OF HARTSVILLE
EXAMINATION RESULT AND COMMENT

COMPENSATION AND BENEFITS

Compensation and benefits were paid to the Clerk-Treasurer in the amount of \$5,100 in 2011. The salary ordinance set the salary for this position at \$3,900. An additional \$1,200 was paid from the Wastewater Utility.

All compensation and benefits paid to officials and employees must be included in the labor contract, salary ordinance, resolution or salary schedule adopted by the governing body unless otherwise authorized by statute. Compensation should be made in a manner that will facilitate compliance with state and federal reporting requirements. (Accounting and Uniform Compliance Guidelines Manual for Cities and Towns, Chapter 7)

TOWN OF HARTSVILLE
EXIT CONFERENCE

The contents of this report were discussed on October 9, 2013, with Nancy Berkenstock, Clerk-Treasurer. The officials concurred with our finding.