

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

FINANCIAL STATEMENT EXAMINATION REPORT

OF

MARION TOWNSHIP

ALLEN COUNTY, INDIANA

January 1, 2010 to December 31, 2012



FILED
01/15/2014

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SCHEDULE OF OFFICIALS

<u>Office</u>	<u>Official</u>	<u>Term</u>
Trustee	Harold Kleine	01-01-07 to 12-31-14
Chairman of the Township Board	Herbert David Gary Lybarger	01-01-10 to 12-31-10 01-01-11 to 12-31-13



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INDEPENDENT ACCOUNTANT'S REPORT

TO: THE OFFICIALS OF MARION TOWNSHIP, ALLEN COUNTY, INDIANA

We have examined the accompanying financial statement of Marion 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 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 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.

Paul D. Joyce
Paul D. Joyce, CPA
State Examiner

December 11, 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.

MARION TOWNSHIP, ALLEN 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	\$ 58,107	\$ 33,478	\$ 19,229	\$ 72,356
Township Assistance	38,116	11,910	6,276	43,750
Fire Fighting	23,600	44,945	44,500	24,045
Cumulative Fire	141,527	27,614	120,000	49,141
Levy Excess	-	291	-	291
Rainy Day	1,044	2,314	-	3,358
Totals	<u>\$ 262,394</u>	<u>\$ 120,552</u>	<u>\$ 190,005</u>	<u>\$ 192,941</u>

Fund	Cash and Investments 01-01-11	Receipts	Disbursements	Cash and Investments 12-31-11
Township	\$ 72,356	\$ 30,210	\$ 29,751	\$ 72,815
Township Assistance	43,750	14,724	11,698	46,776
Fire Fighting	24,045	45,529	47,500	22,074
Cumulative Fire	49,141	27,347	41,660	34,828
Levy Excess	291	-	291	-
Rainy Day	3,358	15,500	6,148	12,710
Totals	<u>\$ 192,941</u>	<u>\$ 133,310</u>	<u>\$ 137,048</u>	<u>\$ 189,203</u>

Fund	Cash and Investments 01-01-12	Receipts	Disbursements	Cash and Investments 12-31-12
Township	\$ 72,815	\$ 35,216	\$ 19,891	\$ 88,140
Township Assistance	46,776	11,755	9,335	49,196
Fire Fighting	22,074	47,599	49,000	20,673
Cumulative Fire	34,828	25,991	30,000	30,819
Rainy Day	12,710	1,350	-	14,060
Totals	<u>\$ 189,203</u>	<u>\$ 121,911</u>	<u>\$ 108,226</u>	<u>\$ 202,888</u>

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

MARION TOWNSHIP, ALLEN 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), and general administrative services (weed 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 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. 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, 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.

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.

MARION TOWNSHIP, ALLEN COUNTY
NOTES TO FINANCIAL STATEMENT
(Continued)

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, over-time 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.

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 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.

MARION TOWNSHIP, ALLEN 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.

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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.

MARION TOWNSHIP, ALLEN 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	Levy Excess	Rainy Day	Totals
Cash and investments - beginning	\$ 58,107	\$ 38,116	\$ 23,600	\$ 141,527	\$ -	\$ 1,044	\$ 262,394
Receipts:							
Taxes	33,478	11,910	44,945	27,614	291	-	118,238
Intergovernmental	-	-	-	-	-	2,314	2,314
Other receipts	-	-	-	-	-	-	-
Total receipts	<u>33,478</u>	<u>11,910</u>	<u>44,945</u>	<u>27,614</u>	<u>291</u>	<u>2,314</u>	<u>120,552</u>
Disbursements:							
Personal services	11,130	-	-	-	-	-	11,130
Supplies	588	-	-	-	-	-	588
Other services and charges	7,511	6,276	44,500	-	-	-	58,287
Capital outlay	-	-	-	120,000	-	-	120,000
Other disbursements	-	-	-	-	-	-	-
Total disbursements	<u>19,229</u>	<u>6,276</u>	<u>44,500</u>	<u>120,000</u>	<u>-</u>	<u>-</u>	<u>190,005</u>
Excess (deficiency) of receipts over disbursements	<u>14,249</u>	<u>5,634</u>	<u>445</u>	<u>(92,386)</u>	<u>291</u>	<u>2,314</u>	<u>(69,453)</u>
Cash and investments - ending	<u>\$ 72,356</u>	<u>\$ 43,750</u>	<u>\$ 24,045</u>	<u>\$ 49,141</u>	<u>\$ 291</u>	<u>\$ 3,358</u>	<u>\$ 192,941</u>

MARION TOWNSHIP, ALLEN 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>Levy Excess</u>	<u>Rainy Day</u>	<u>Totals</u>
Cash and investments - beginning	\$ 72,356	\$ 43,750	\$ 24,045	\$ 49,141	\$ 291	\$ 3,358	\$ 192,941
Receipts:							
Taxes	18,366	10,495	41,061	24,663	-	-	94,585
Intergovernmental	11,553	1,155	4,468	2,684	-	-	19,860
Other receipts	291	3,074	-	-	-	15,500	18,865
Total receipts	<u>30,210</u>	<u>14,724</u>	<u>45,529</u>	<u>27,347</u>	<u>-</u>	<u>15,500</u>	<u>133,310</u>
Disbursements:							
Personal services	9,860	-	-	-	-	-	9,860
Supplies	511	106	-	-	-	-	617
Other services and charges	7,990	7,592	47,500	-	-	3,074	66,156
Capital outlay	-	-	-	40,160	-	-	40,160
Other disbursements	11,390	4,000	-	1,500	291	3,074	20,255
Total disbursements	<u>29,751</u>	<u>11,698</u>	<u>47,500</u>	<u>41,660</u>	<u>291</u>	<u>6,148</u>	<u>137,048</u>
Excess (deficiency) of receipts over disbursements	<u>459</u>	<u>3,026</u>	<u>(1,971)</u>	<u>(14,313)</u>	<u>(291)</u>	<u>9,352</u>	<u>(3,738)</u>
Cash and investments - ending	<u>\$ 72,815</u>	<u>\$ 46,776</u>	<u>\$ 22,074</u>	<u>\$ 34,828</u>	<u>\$ -</u>	<u>\$ 12,710</u>	<u>\$ 189,203</u>

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

	Township	Township Assistance	Fire Fighting	Cumulative Fire	Rainy Day	Totals
Cash and investments - beginning	\$ 72,815	\$ 46,776	\$ 22,074	\$ 34,828	\$ 12,710	\$ 189,203
Receipts:						
Taxes	19,947	10,535	42,703	23,318	-	96,503
Intergovernmental	15,269	1,220	4,896	2,673	-	24,058
Other receipts	-	-	-	-	1,350	1,350
Total receipts	<u>35,216</u>	<u>11,755</u>	<u>47,599</u>	<u>25,991</u>	<u>1,350</u>	<u>121,911</u>
Disbursements:						
Personal services	9,860	-	-	-	-	9,860
Supplies	92	52	-	-	-	144
Other services and charges	8,049	8,433	49,000	-	-	65,482
Capital outlay	-	-	-	30,000	-	30,000
Other disbursements	1,890	850	-	-	-	2,740
Total disbursements	<u>19,891</u>	<u>9,335</u>	<u>49,000</u>	<u>30,000</u>	<u>-</u>	<u>108,226</u>
Excess (deficiency) of receipts over disbursements	<u>15,325</u>	<u>2,420</u>	<u>(1,401)</u>	<u>(4,009)</u>	<u>1,350</u>	<u>13,685</u>
Cash and investments - ending	<u>\$ 88,140</u>	<u>\$ 49,196</u>	<u>\$ 20,673</u>	<u>\$ 30,819</u>	<u>\$ 14,060</u>	<u>\$ 202,888</u>

MARION TOWNSHIP, ALLEN 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.

	<u>Ending Balance</u>
Governmental activities:	
Machinery, equipment, and vehicles	<u>\$ 151,652</u>
Total capital assets	<u><u>\$ 151,652</u></u>

MARION TOWNSHIP, ALLEN COUNTY
EXAMINATION RESULTS AND COMMENTS

APPROPRIATIONS

The records presented for examination indicated that the 2011 Rainy Day expenditures were in excess of the budgeted appropriations by \$2,790.

Indiana Code 6-1.1-18-4 states in part: ". . . the proper officers of a political subdivision shall appropriate funds in such a manner that the expenditures for a year do not exceed its budget for that year as finally determined under this article."

OFFICIAL BOND

The surety bond for the Trustee is insufficient per the Indiana Code. The Trustee's bond amount is \$15,000 but should be set at \$30,000.

Indiana Code 5-4-1-18 states in part:

"(a) Except as provided in subsection (b), the following city, town, county, or township officers and employees shall file an individual surety bond:

- (1) City judges, controllers, clerks, and clerk-treasurers.
- (2) Town judges and clerk-treasurers.
- (3) Auditors, treasurers, recorders, surveyors, sheriffs, coroners, assessors, and clerks.
- (4) Township trustees.
- (5) Those employees directed to file an individual bond by the fiscal body of a city, town, or county.
- (6) Township assessors (if any).

(b) The fiscal body of a city, town, county, or township may by ordinance authorize the purchase of a blanket bond or a crime insurance policy endorsed to include faithful performance to cover the faithful performance of all employees, commission members, and persons acting on behalf of the local government unit, including those officers described in subsection (a).

(c) Except as provided in subsections (h) and (i), the fiscal bodies of the respective units shall fix the amount of the bond of city controllers, city clerk-treasurers, town clerk-treasurers, Barrett Law fund custodians, county treasurers, county sheriffs, circuit court clerks, township trustees, and conservancy district financial clerks as follows:

- (1) The amount must equal thirty thousand dollars (\$30,000) for each one million dollars (\$1,000,000) of receipts of the officer's office during the last complete fiscal year before the purchase of the bond, subject to subdivision (2).
- (2) The amount may not be less than thirty thousand dollars (\$30,000) nor more than three hundred thousand dollars (\$300,000) unless the fiscal body approves a greater amount for the officer or employee. County auditors shall file bonds in amounts of not less than thirty thousand dollars (\$30,000), as fixed by the fiscal body of the county. The amount of the bond of any other person required to file an individual bond shall be fixed by the fiscal body of the unit at not less than fifteen thousand dollars (\$15,000)."

MARION TOWNSHIP, ALLEN COUNTY
EXIT CONFERENCE

The contents of this report were discussed on December 11, 2013, with Harold Kleine, Trustee. The official concurred with our findings.