

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

FINANCIAL STATEMENT EXAMINATION REPORT

OF

FRANKLIN TOWNSHIP

MARION COUNTY, INDIANA

January 1, 2011 to December 31, 2013



**FILED**  
07/23/2015



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#### SCHEDULE OF OFFICIALS

<u>Office</u>	<u>Official</u>	<u>Term</u>
Trustee	Ross Hughes Keith Smith	01-01-11 to 12-31-14 01-01-15 to 12-31-18
Chairman of the Township Board	Paige Green	01-01-11 to 12-31-15



**STATE OF INDIANA**  
AN EQUAL OPPORTUNITY EMPLOYER

STATE BOARD OF ACCOUNTS  
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**INDEPENDENT ACCOUNTANT'S REPORT**

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

We have examined the accompanying financial statement of Franklin Township (Township), for the period of January 1, 2011 to December 31, 2013. 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.

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, 2013.

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, 2013, 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

February 26, 2015

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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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FRANKLIN TOWNSHIP, MARION COUNTY  
STATEMENT OF RECEIPTS, DISBURSEMENTS, AND CASH AND INVESTMENT BALANCES -  
REGULATORY BASIS  
For the Years Ended December 31, 2011, 2012, and 2013

Fund	Cash and Investments 01-01-11	Receipts	Disbursements	Cash and Investments 12-31-11	Receipts	Disbursements	Cash and Investments 12-31-12	Receipts	Disbursements	Cash and Investments 12-31-13
Township	\$ 669,941	\$ 1,331,214	\$ 801,928	\$ 1,199,227	\$ 1,195,502	\$ 1,008,438	\$ 1,386,291	\$ 1,117,727	\$ 990,456	\$ 1,513,562
Township Assistance	138,874	97,956	162,499	74,331	258,545	171,930	160,946	195,419	207,880	148,485
Fire Fighting	358,415	10,352	368,767	-	-	-	-	-	-	-
Rainy Day	464,717	80,000	-	544,717	75,000	-	619,717	-	-	619,717
Levy Excess	25,077	-	-	25,077	-	-	25,077	-	-	25,077
Cumulative Fire	942,176	-	942,176	-	-	-	-	-	-	-
Trust & Agency Fund	-	942,176	635,369	306,807	-	306,807	-	-	-	-
Dog	1,456	-	-	1,456	-	-	1,456	-	-	1,456
Donation	6,854	-	-	6,854	-	-	6,854	-	1,000	5,854
Fire Building Debt	464,746	229,213	624,692	69,267	555,362	624,629	-	-	-	-
Fire Debt	45	-	-	45	-	-	45	-	-	45
Loan And Interest Payment	375,277	2,049,118	2,424,395	-	-	-	-	-	-	-
Payroll Deductions	44,330	336,375	342,298	38,407	342,301	339,686	41,022	405,131	404,484	41,669
Township Debt	9	-	-	9	-	-	9	-	-	9
Township Court	14,161	2,557,567	2,485,051	86,677	3,293,358	3,244,523	135,512	3,622,413	3,670,532	87,393
Totals	<u>\$ 3,506,078</u>	<u>\$ 7,633,971</u>	<u>\$ 8,787,175</u>	<u>\$ 2,352,874</u>	<u>\$ 5,720,068</u>	<u>\$ 5,696,013</u>	<u>\$ 2,376,929</u>	<u>\$ 5,340,690</u>	<u>\$ 5,274,352</u>	<u>\$ 2,443,267</u>

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

FRANKLIN TOWNSHIP, MARION 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 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 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 and 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 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.

FRANKLIN TOWNSHIP, MARION COUNTY  
(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.

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).

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.

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

*F. 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.

**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.

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

**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.

**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 a cost-sharing 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  
One North Capitol, 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 Reports for years prior to 2011 can be found on the Indiana Transparency Portal website: [www.in.gov/itp/annual\\_reports/](http://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.

FRANKLIN TOWNSHIP, MARION 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	Rainy Day	Levy Excess	Cumulative Fire	Trust & Agency Fund	Dog
Cash and investments - beginning	\$ 669,941	\$ 138,874	\$ 358,415	\$ 464,717	\$ 25,077	\$ 942,176	\$ -	\$ 1,456
Receipts:								
Taxes	206,271	76,280	-	-	-	-	-	-
Intergovernmental	530,682	17,977	-	-	-	-	-	-
Charges for services	13,085	-	-	-	-	-	-	-
Fines and forfeits	322,973	-	-	-	-	-	-	-
Other receipts	258,203	3,699	10,352	80,000	-	-	942,176	-
Total receipts	1,331,214	97,956	10,352	80,000	-	-	942,176	-
Disbursements:								
Personal services	431,364	38,638	14,722	-	-	-	-	-
Supplies	33,918	777	-	-	-	-	-	-
Other services and charges	241,646	122,084	854	-	-	-	58	-
Debt service - principal and interest	-	-	-	-	-	-	635,311	-
Capital outlay	15,000	1,000	-	-	-	-	-	-
Other disbursements	80,000	-	353,191	-	-	942,176	-	-
Total disbursements	801,928	162,499	368,767	-	-	942,176	635,369	-
Excess (deficiency) of receipts over disbursements	529,286	(64,543)	(358,415)	80,000	-	(942,176)	306,807	-
Cash and investments - ending	\$ 1,199,227	\$ 74,331	\$ -	\$ 544,717	\$ 25,077	\$ -	\$ 306,807	\$ 1,456



FRANKLIN TOWNSHIP, MARION COUNTY  
 COMBINING SCHEDULE OF RECEIPTS, DISBURSEMENTS, AND  
 CASH AND INVESTMENT BALANCES - REGULATORY BASIS  
 For the Year Ended December 31, 2011  
 (Continued)

	Donation	Fire Building Debt	Fire Debt	Loan And Interest Payment	Payroll Deductions	Township Debt	Township Court	Totals
Cash and investments - beginning	\$ 6,854	\$ 464,746	\$ 45	\$ 375,277	\$ 44,330	\$ 9	\$ 14,161	\$ 3,506,078
Receipts:								
Taxes	-	207,479	-	1,851,165	-	-	-	2,341,195
Intergovernmental	-	21,734	-	184,585	-	-	-	754,978
Charges for services	-	-	-	-	-	-	-	13,085
Fines and forfeits	-	-	-	-	-	-	2,557,567	2,880,540
Other receipts	-	-	-	13,368	336,375	-	-	1,644,173
Total receipts	-	229,213	-	2,049,118	336,375	-	2,557,567	7,633,971
Disbursements:								
Personal services	-	-	-	-	-	-	-	484,724
Supplies	-	-	-	-	-	-	-	34,695
Other services and charges	-	-	-	-	-	-	-	364,642
Debt service - principal and interest	-	624,692	-	2,424,395	-	-	-	3,684,398
Capital outlay	-	-	-	-	-	-	-	16,000
Other disbursements	-	-	-	-	342,298	-	2,485,051	4,202,716
Total disbursements	-	624,692	-	2,424,395	342,298	-	2,485,051	8,787,175
Excess (deficiency) of receipts over disbursements	-	(395,479)	-	(375,277)	(5,923)	-	72,516	(1,153,204)
Cash and investments - ending	\$ 6,854	\$ 69,267	\$ 45	\$ -	\$ 38,407	\$ 9	\$ 86,677	\$ 2,352,874

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

	Township	Township Assistance	Rainy Day	Levy Excess	Trust & Agency Fund	Dog	Donation
Cash and investments - beginning	\$ 1,199,227	\$ 74,331	\$ 544,717	\$ 25,077	\$ 306,807	\$ 1,456	\$ 6,854
Receipts:							
Taxes	313,742	234,407	-	-	-	-	-
Intergovernmental	477,203	24,064	-	-	-	-	-
Charges for services	1,915	-	-	-	-	-	-
Fines and forfeits	259,276	-	-	-	-	-	-
Other receipts	143,366	74	75,000	-	-	-	-
Total receipts	1,195,502	258,545	75,000	-	-	-	-
Disbursements:							
Personal services	468,953	42,001	-	-	-	-	-
Supplies	39,776	1,180	-	-	-	-	-
Other services and charges	295,098	127,749	-	-	-	-	-
Capital outlay	129,341	1,000	-	-	-	-	-
Other disbursements	75,270	-	-	-	306,807	-	-
Total disbursements	1,008,438	171,930	-	-	306,807	-	-
Excess (deficiency) of receipts over disbursements	187,064	86,615	75,000	-	(306,807)	-	-
Cash and investments - ending	\$ 1,386,291	\$ 160,946	\$ 619,717	\$ 25,077	\$ -	\$ 1,456	\$ 6,854

FRANKLIN TOWNSHIP, MARION COUNTY  
 COMBINING SCHEDULE OF RECEIPTS, DISBURSEMENTS, AND  
 CASH AND INVESTMENT BALANCES - REGULATORY BASIS  
 For the Year Ended December 31, 2012  
 (Continued)

	Fire Building Debt	Fire Debt	Payroll Deductions	Township Debt	Township Court	Totals
Cash and investments - beginning	\$ 69,267	\$ 45	\$ 38,407	\$ 9	\$ 86,677	\$ 2,352,874
Receipts:						
Taxes	340,721	-	-	-	-	888,870
Intergovernmental	51,201	-	-	-	-	552,468
Charges for services	-	-	-	-	-	1,915
Fines and forfeits	-	-	-	-	3,293,358	3,552,634
Other receipts	163,440	-	342,301	-	-	724,181
Total receipts	555,362	-	342,301	-	3,293,358	5,720,068
Disbursements:						
Personal services	-	-	-	-	-	510,954
Supplies	-	-	-	-	-	40,956
Other services and charges	624,629	-	-	-	-	1,047,476
Capital outlay	-	-	-	-	-	130,341
Other disbursements	-	-	339,686	-	3,244,523	3,966,286
Total disbursements	624,629	-	339,686	-	3,244,523	5,696,013
Excess (deficiency) of receipts over disbursements	(69,267)	-	2,615	-	48,835	24,055
Cash and investments - ending	\$ -	\$ 45	\$ 41,022	\$ 9	\$ 135,512	\$ 2,376,929

FRANKLIN TOWNSHIP, MARION COUNTY  
COMBINING SCHEDULE OF RECEIPTS, DISBURSEMENTS, AND  
CASH AND INVESTMENT BALANCES - REGULATORY BASIS  
For the Year Ended December 31, 2013

	<u>Township</u>	<u>Township Assistance</u>	<u>Rainy Day</u>	<u>Levy Excess</u>	<u>Dog</u>	<u>Donation</u>
Cash and investments - beginning	\$ 1,386,291	\$ 160,946	\$ 619,717	\$ 25,077	\$ 1,456	\$ 6,854
Receipts:						
Taxes	209,273	171,512	-	-	-	-
Intergovernmental	527,326	21,368	-	-	-	-
Fines and forfeits	377,362	-	-	-	-	-
Other receipts	<u>3,766</u>	<u>2,539</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total receipts	<u>1,117,727</u>	<u>195,419</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Disbursements:						
Personal services	529,996	63,472	-	-	-	-
Supplies	34,810	1,389	-	-	-	-
Other services and charges	254,072	142,494	-	-	-	-
Capital outlay	171,578	525	-	-	-	-
Other disbursements	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>1,000</u>
Total disbursements	<u>990,456</u>	<u>207,880</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>1,000</u>
Excess (deficiency) of receipts over disbursements	<u>127,271</u>	<u>(12,461)</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>(1,000)</u>
Cash and investments - ending	<u>\$ 1,513,562</u>	<u>\$ 148,485</u>	<u>\$ 619,717</u>	<u>\$ 25,077</u>	<u>\$ 1,456</u>	<u>\$ 5,854</u>

FRANKLIN TOWNSHIP, MARION COUNTY  
 COMBINING SCHEDULE OF RECEIPTS, DISBURSEMENTS, AND  
 CASH AND INVESTMENT BALANCES - REGULATORY BASIS  
 For the Year Ended December 31, 2013  
 (Continued)

	Fire Debt	Payroll Deductions	Township Debt	Township Court	Totals
Cash and investments - beginning	\$ 45	\$ 41,022	\$ 9	\$ 135,512	\$ 2,376,929
Receipts:					
Taxes	-	-	-	-	380,785
Intergovernmental	-	-	-	-	548,694
Fines and forfeits	-	-	-	3,622,413	3,999,775
Other receipts	-	405,131	-	-	411,436
Total receipts	-	405,131	-	3,622,413	5,340,690
Disbursements:					
Personal services	-	-	-	-	593,468
Supplies	-	-	-	-	36,199
Other services and charges	-	-	-	-	396,566
Capital outlay	-	-	-	-	172,103
Other disbursements	-	404,484	-	3,670,532	4,076,016
Total disbursements	-	404,484	-	3,670,532	5,274,352
Excess (deficiency) of receipts over disbursements	-	647	-	(48,119)	66,338
Cash and investments - ending	\$ 45	\$ 41,669	\$ 9	\$ 87,393	\$ 2,443,267

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FRANKLIN TOWNSHIP, MARION COUNTY  
SCHEDULE OF CAPITAL ASSETS  
December 31, 2013

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:	
Buildings	\$ 2,150,000
Machinery, equipment, and vehicles	<u>37,292</u>
Total governmental activities	<u>2,187,292</u>
Total capital assets	<u><u>\$ 2,187,292</u></u>

FRANKLIN TOWNSHIP, MARION COUNTY  
OTHER REPORT

The report presented herein was prepared in addition to the other official report prepared for the individual Township office listed below:

Marion County Small Claims Court, Franklin Township Division



FRANKLIN TOWNSHIP, MARION COUNTY  
EXAMINATION RESULT AND COMMENT

***CHECKS WRITTEN BUT NOT ISSUED***

Four checks were written and posted as disbursements by the Township in December 2013 based upon quotes received from vendors prior to the receipt of the supplies or services provided. Three of these checks totaling \$4,112 were written to a company for office equipment and were subsequently voided in November of 2014. The fourth check for \$4,500 was written based upon an estimate for website design services. This check was still on hand in the Trustee's office as of November 18, 2014, and was subsequently voided on that day by the Township Administrator. The checks were held by the Trustee with the anticipation that the supplies would be delivered or services would be provided. In addition, a check for \$1,500, dated December 31, 2013, was written to an office supply company. The check was held until October 2014 and then was used to purchase a gift card for that office supply store. The Trustee then began incurring charges against the balance on the gift card in November of 2014.

Compensation and any other payments for goods and services should not be paid in advance of receipt of the goods or services unless specifically authorized by statute. Payments made for goods or services which are not received may be the personal obligation of the responsible official or employee. (Accounting and Uniform Compliance Guidelines Manual for Townships, Chapter 13)

FRANKLIN TOWNSHIP, MARION COUNTY  
EXIT CONFERENCES

The contents of this report were discussed on February 26, 2015, with Keith Smith, Trustee; Debbie Civils, Township Administrator; and Paige Green, Chairman of the Township Board.

The contents of this report were discussed on March 6, 2015, with Ross Hughes, former Trustee.