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

#### FINANCIAL STATEMENTS EXAMINATION REPORT

OF

WASHINGTON TOWNSHIP

PORTER COUNTY, INDIANA

January 1, 2010 to December 31, 2015





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#### SCHEDULE OF OFFICIALS

Office	<u>Official</u>	<u>Term</u>
Trustee	Lynn Ross	01-01-07 to 12-31-18
Chairman of the		
Township Board	Dennis Werner	01-01-10 to 12-31-15
	Marc Schergen	01-01-16 to 12-31-16



STATE BOARD OF ACCOUNTS 302 WEST WASHINGTON STREET ROOM E418 INDIANAPOLIS, INDIANA 46204-2769

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#### INDEPENDENT ACCOUNTANT'S REPORT

TO: THE OFFICIALS OF WASHINGTON TOWNSHIP, PORTER COUNTY, INDIANA

We have examined the accompanying financial statements of Washington Township (Township), for the period of January 1, 2010 to December 31, 2015. The Township's management is responsible for the financial statements. Our responsibility is to express an opinion 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 to the financial statements, the Township 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.

In our opinion, because of the matter discussed in the preceding paragraph, the financial statements referred to above do not present, 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, 2015.

In our opinion, the financial statements referred to above present, in all material respects, the financial position and results of operations of the Town for the period of January 1, 2010 to December 31, 2015, based on the prescribed 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 Leases and Debt, 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 statements. They have not been subjected to the examination procedures applied to the financial statements and, accordingly, we express no opinion on them.

Paul D. Joyce, CPA State Examiner (This page intentionally left blank.)

FIN	VANCIAL STATEMENTS AN	ND ACCOMPANYING NO	)TES
The financial state		notes were approved by ma	anagement of the Township.

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### WASHINGTON TOWNSHIP, PORTER COUNTY STATEMENT OF RECEIPTS, DISBURSEMENTS, AND CASH AND INVESTMENT BALANCES REGULATORY BASIS

For the Years Ended December 31, 2010 and 2011

Fund	Inv	eash and restments 11-01-10	 Receipts	Disb	ursements		Cash and nvestments 12-31-10		Receipts	Dis	bursements	Cash and nvestments 12-31-11
Township	\$	87,299	\$ 44,886	\$	33,946	\$	98,239	\$	47,807	\$	35,206	\$ 110,840
Park And Recreation		13,221	8,246		9,830		11,637		18,751		11,943	18,445
Township Assistance		22,912	21,296		8,166		36,042		16,570		16,142	36,470
Fire Fighting		30,978	92,585		84,700		38,863		97,487		87,000	49,350
Levy Excess		-	664		-		664		-		-	664
Cumulative Fire		39,432	25,434		-		64,866		24,951		84,000	5,817
Fire Debt		(516)	 45,334		40,392	_	4,426	_	19,806		20,196	 4,036
Totals	\$	193,326	\$ 238,445	\$	177,034	\$	254,737	\$	225,372	\$	254,487	\$ 225,622

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

### WASHINGTON TOWNSHIP, PORTER COUNTY STATEMENT OF RECEIPTS, DISBURSEMENTS, AND CASH AND INVESTMENT BALANCES REGULATORY BASIS

For the Years Ended December 31, 2012 and 2013

Fund	In	Cash and vestments	 Receipts	Dis	bursements		Cash and nvestments 12-31-12		Receipts	Dist	oursements	Ir	Cash and nvestments 12-31-13
Township	\$	110,840	\$ 47,503	\$	97,122	\$	61,221	\$	55,124	\$	37,233	\$	79,112
Park And Recreation		18,445	16,414		11,103		23,756		10,155		10,049		23,862
Township Assistance		36,470	16,814		14,437		38,847		14,623		6,982		46,488
Fire Fighting		49,350	94,286		87,000		56,636		96,287		90,500		62,423
Levy Excess		664	-		-		664		-		-		664
Cumulative Fire		5,817	23,942		-		29,759		24,646		-		54,405
Fire Debt		4,036	 57,519		57,519	_	4,036	_	120,741		57,519		67,258
Totals	\$	225,622	\$ 256,478	\$	267,181	\$	214,919	\$	321,576	\$	202,283	\$	334,212

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

### WASHINGTON TOWNSHIP, PORTER COUNTY STATEMENT OF RECEIPTS, DISBURSEMENTS, AND CASH AND INVESTMENT BALANCES REGULATORY BASIS

For the Years Ended December 31, 2014 and 2015

Fund	Inv	Cash and vestments		Receipts	Di	isbursements		Cash and nvestments 12-31-14		Receipts	Disl	oursements		Cash and nvestments 12-31-15
Township	\$	79,112	\$	59,380	\$	38,995	\$	99,497	\$	61,768	\$	42,809	\$	118,456
Park And Recreation		23,862		7,268		9,216		21,914		14,890		9,035		27,769
Township Assistance		46,488		14,940		17,577		43,851		11,061		13,481		41,431
Fire Fighting		62,423		100,224		93,000		69,647		103,754		95,000		78,401
Levy Excess		664		38		-		702		-		-		702
Cumulative Fire		54,405		24,928		-		79,333		25,674		-		105,007
Fire Debt		67,258	_	85,576	_	57,519	_	95,315	_	<u>-</u>		57,519	_	37,796
Totals	\$	334,212	\$	292,354	\$	216,307	\$	410,259	\$	217,147	\$	217,844	\$	409,562

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

### WASHINGTON TOWNSHIP, PORTER COUNTY NOTES TO FINANCIAL STATEMENTS

#### 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 statements present the financial information for the Township.

#### 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 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 statements. The aggregate receipts include the following sources:

Taxes. Amounts received from one or more of the following: property tax, certified shares (local option tax), property tax replacement credit (local option tax), county option income tax, wheel tax, innkeeper's 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. Amounts received from other governments in the form of operating grants, entitlements, or payments in lieu of taxes. Examples of intergovernmental receipts include, but are not limited to, the following: federal grants, state grants, cigarette tax distributions received from the state, motor vehicle highway distributions received from the state, local road and street distributions 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.

#### WASHINGTON TOWNSHIP, PORTER COUNTY NOTES TO FINANCIAL STATEMENTS (Continued)

Other receipts. Amounts received from various sources, including, but 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 include the following uses:

Personal services. Amounts disbursed 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. Amounts disbursed for 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, but are not limited to, the following: office supplies, operating supplies, and repair and maintenance supplies.

Other services and charges. Amounts disbursed for services including, but not limited to, the following: professional services, communication and transportation, printing and advertising, insurance, utility services, repairs and maintenance, and rental charges.

Debt service - principal and interest. Amounts disbursed for 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*. Amounts disbursed for land, infrastructure, buildings, improvements, and machinery and equipment having an appreciable and calculable period of usefulness.

Other disbursements. Amounts disbursed for various other purposes including, but 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, make transfers 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 amounts 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 amounts accounted for in a specific fund

#### WASHINGTON TOWNSHIP, PORTER COUNTY NOTES TO FINANCIAL STATEMENTS (Continued)

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, the following: 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.

#### WASHINGTON TOWNSHIP, PORTER COUNTY NOTES TO FINANCIAL STATEMENTS (Continued)

These risks can be mitigated through the purchase of insurance, establishment of a self-insurance fund, and/or participation in a risk pool. The purchase of insurance transfers the risk to an independent third-party. The establishment of a self-insurance fund allows the Township to set aside money for claim settlements. The self-insurance fund would be included in the financial 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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#### OTHER INFORMATION - UNEXAMINED

The Township's Annual Reports for years prior to 2011 can be found on the Indiana Transparency Portal website: <a href="www.in.gov/itp/annual\_reports/">www.in.gov/itp/annual\_reports/</a>.

The Township's Annual Report information for years 2011 and later can be found on the Gateway website: <a href="https://gateway.ifionline.org/">https://gateway.ifionline.org/</a>.

Differences may be noted between the financial information presented in the financial statements contained in this report and the financial information presented in the Township's Annual Reports 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 other information presented was approved by management of the Township. It is presented as intended by the Township.

	Township		Park And Recreation	<u>n</u>	_	Township Assistance		Fire Fighting		Levy Excess	_	Cumulative Fire	_	Fire Debt		Totals
Cash and investments - beginning	\$	87,299	\$ 13	221	\$	22,912	\$	30,978	\$	<u>-</u>	\$	39,432	\$	(516)	\$	193,326
Receipts:																
Taxes		39,773	7,	198		18,941		82,621		-		22,703		40,491		211,727
Intergovernmental receipts		4,574	1,	003		2,235		9,227		-		2,529		4,482		24,050
Other receipts		539		45	_	120	_	737	_	664	_	202	_	361		2,668
Total receipts		44,886	8,	246	_	21,296	_	92,585	_	664	_	25,434		45,334		238,445
Disbursements:																
Personal services		23,624		-		_		-		-		-		-		23,624
Supplies		254		-		-		-		-		-		-		254
Other services and charges		10,068	9,	830		8,166		84,700		-		-		-		112,764
Debt service - principal and interest		-		-		-		-		-		-		40,392		40,392
Capital outlay		-		-		-		-		-		-		-		-
Other disbursements					_				_		_			<u>-</u>		
Total disbursements		33,946	9,	830	_	8,166	_	84,700	_		_		_	40,392	_	177,034
Excess (deficiency) of receipts over																
disbursements		10,940	(1,	<u>584</u> )	_	13,130	_	7,885		664	_	25,434	_	4,942		61,411
Cash and investments - ending	\$	98,239	\$ 11,	637	\$	36,042	\$	38,863	\$	664	\$	64,866	\$	4,426	\$	254,737

	Township		A	Park And reation	_	Township Assistance	_	Fire Fighting	_	Levy Excess	_	Cumulative Fire	_	Fire Debt		Totals
Cash and investments - beginning	\$	98,239	\$	11,637	\$	36,042	\$	38,863	\$	664	\$	64,866	\$	4,426	\$	254,737
Receipts:																
Taxes		44,195		17,435		15,407		89,635		-		22,941		18,211		207,824
Intergovernmental receipts		3,335		1,316		1,163		7,852		-		2,010		1,595		17,271
Other receipts	_	277			_		_		_	<u> </u>			_			277
Total receipts		47,807		18,751	_	16,570	_	97,487	_		_	24,951	_	19,806	_	225,372
Disbursements:																
Personal services		23,623		_		-		-		-		-		_		23,623
Supplies		483		-		-		-		-		-		_		483
Other services and charges		10,722		11,943		16,142		87,000		-		-		-		125,807
Debt service - principal and interest		-		-		-		-		-		-		20,196		20,196
Capital outlay		378		-		-		-		-		84,000		-		84,378
Other disbursements					_				_					<u>-</u>		
Total disbursements		35,206		11,943	_	16,142	_	87,000	_		_	84,000	_	20,196	_	254,487
Excess (deficiency) of receipts over																
disbursements		12,601		6,808	_	428	_	10,487	_	<u>-</u>	_	(59,049)	_	(390)	_	(29,115)
Cash and investments - ending	\$	110,840	\$	18,445	\$	36,470	\$	49,350	\$	664	\$	5,817	\$	4,036	\$	225,622

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	 Γownship	A	ark and reation	_	Township Assistance		Fire Fighting	_	Levy Excess		Cumulative Fire	_	Fire Debt		Totals
Cash and investments - beginning	\$ 110,840	\$	18,445	\$	36,470	\$	49,350	\$	664	\$	5,817	\$	4,036	\$	225,622
Receipts:															
Taxes	43,571		15,139		15,508		85,740		-		21,772		-		181,730
Intergovernmental receipts	3,671		1,275		1,306		8,546		-		2,170		-		16,968
Other receipts	 261			_	<u>-</u>	_	<u>-</u>	_	<u>-</u>	_		_	57,519	_	57,780
Total receipts	 47,503		16,414	_	16,814	_	94,286	_	<u>-</u>	_	23,942	_	57,519		256,478
Disbursements:															
Personal services	26,800		_		-		-		_		-		-		26,800
Supplies	611		-		-		-		-		-		-		611
Other services and charges	10,197		11,103		14,437		87,000		-		-		-		122,737
Debt service - principal and interest	-		-		-		-		-		-		57,519		57,519
Capital outlay	1,995		-		-		-		-		-		-		1,995
Other disbursements	 57,519			_		_		_		_		_		_	57,519
Total disbursements	 97,122		11,103	_	14,437		87,000	_	<u>-</u>	_	<u>-</u>	_	57,519	_	267,181
Excess (deficiency) of receipts over disbursements	 (49,619)		5,311	_	2,377		7,286			_	23,942				(10,703)
Cash and investments - ending	\$ 61.221	\$	23.756	\$	38.847	\$	56.636	\$	664	\$	29.759	\$	4.036	\$	214.919

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			Township		Park And Recreation		Township Assistance			Fire Fighting	_	Levy Excess	_	Cumulative Fire		Fire Debt		Totals
Cash and investments - beginning	\$	61,221	\$	23,756	\$	38,847	\$	56,636	\$	664	\$	29,759	\$	4,036	\$	214,919		
Receipts:																		
Taxes		50,685		9,386		13,516		88,563		_		22,726		111,055		295,931		
Intergovernmental receipts		4,152		769		1,107		7,724		_		1,920		9,686		25,358		
Other receipts		287			_	<u> </u>		<u> </u>	_	<u>-</u>	_		_	<u> </u>		287		
Total receipts		55,124		10,155	_	14,623		96,287	_	<u>-</u>	_	24,646	_	120,741	_	321,576		
Disbursements:																		
Personal services		26,503		-		-		_		-		-		-		26,503		
Supplies		834		-		-		-		_		-		-		834		
Other services and charges		9,896		10,049		6,982		90,500		-		-		-		117,427		
Debt service - principal and interest		-		-		-		-		-		-		57,519		57,519		
Other disbursements									-	<u>-</u>				<u> </u>		<u> </u>		
Total disbursements		37,233		10,049	_	6,982	_	90,500	_	<u>-</u>		<u>-</u>	_	57,519		202,283		
Excess (deficiency) of receipts over																		
disbursements		17,891		106		7,641	_	5,787				24,646		63,222		119,293		
Cash and investments - ending	\$	79,112	\$	23,862	\$	46,488	\$	62,423	\$	664	\$	54,405	\$	67,258	\$	334,212		

		Township	R	Park And Recreation	_	Township Assistance		Fire Fighting		Levy Excess	_	Cumulative Fire		Fire Debt		Totals
Cash and investments - beginning	\$	79,112	\$	23,862	\$	46,488	\$	62,423	\$	664	\$	54,405	\$	67,258	\$	334,212
Receipts:																
Taxes		55,042		6,786		13,949		91,029		38		22,641		77,725		267,210
Intergovernmental receipts		3,909		482		991		9,195		-		2,287		7,851		24,715
Other receipts		429			_	<u>-</u>	_	<u> </u>	_		_	<u> </u>	_		_	429
Total receipts		59,380		7,268		14,940	_	100,224	_	38	_	24,928	_	85,576	_	292,354
Disbursements:																
Personal services		25,652		-		-		-		-		-		_		25,652
Supplies		548		_		-		-		-		-		_		548
Other services and charges		7,856		9,216		17,577		93,000		-		-		-		127,649
Debt service - principal and interest		-		-		-		-		-		-		57,519		57,519
Capital outlay		4,939		-		-		-		-		-		-		4,939
Other disbursements	_				_	<u>-</u>			_		_		_	<u>-</u>		
Total disbursements	_	38,995		9,216	_	17,577		93,000	_		_		_	57,519		216,307
Excess (deficiency) of receipts over disbursements		20,385		(1,948)		(2,637)		7,224		38		24,928		28,057		76,047
Cash and investments - ending	\$	99,497	\$	21,914	\$	43,851	\$	69,647	\$	702	\$	79,333	\$	95,315	\$	410,259

	<u></u>	ownship	A	ark and eation		Township Assistance		Fire Fighting	_	Levy Excess	_	Cumulative Fire	_	Fire Debt		Totals
Cash and investments - beginning	\$	99,497	\$	21,914	\$	43,851	\$	69,647	\$	702	\$	79,333	\$	95,315	\$	410,259
Receipts:																
Taxes		56,786		13,802		10,253		95,228		-		23,564		-		199,633
Intergovernmental receipts		4,476		1,088		808		8,526		-		2,110		-		17,008
Other receipts		506			_				_	<u> </u>	_	<u>-</u>	_	<u>-</u>		506
Total receipts		61,768		14,890		11,061	_	103,754	_		_	25,674	_	<u> </u>	_	217,147
Disbursements:																
Personal services		26,852		-		-		-		-		-		-		26,852
Supplies		365		-		-		-		-		-		-		365
Other services and charges		14,092		9,035		13,481		95,000		-		-		57,519		189,127
Capital outlay		1,500		-		-		-		-		-		-		1,500
Other disbursements					_	<del></del>	_		_		_		_	<u> </u>	_	
Total disbursements		42,809		9,035		13,481	_	95,000	_		_	<u>-</u>	_	57,519		217,844
Excess (deficiency) of receipts over disbursements		18,959		5,855		(2,420)		8,754		-		25,674		(57,519)		(697)
												Í		<del></del>		
Cash and investments - ending	\$	118,456	\$	27,769	\$	41,431	\$	78,401	\$	702	\$	105,007	\$	37,796	\$	409,562

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#### WASHINGTON TOWNSHIP, PORTER COUNTY SCHEDULE OF LEASES AND DEBT December 31, 2015

Lessor	Purpose	Annual Lease Payment	Lease Beginning Date	Lease Ending Date		
Governmental activities: Republic First National	Fire Truck	\$ 57,5	<u>19</u> 1/15/2012	7/15/2017		
Total of annual lease payments		\$ 57,5	<u>19</u>			

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#### WASHINGTON TOWNSHIP, PORTER COUNTY SCHEDULE OF CAPITAL ASSETS December 31, 2015

Capital assets are reported at actual or estimated historical cost based on appraisals or deflated current replacement cost. Contributed or donated assets are reported at estimated fair value at the time received.

		Ending Balance
Governmental activities:	¢	20.000
Machinery, equipment, and vehicles	\$	20,000 2,500
Total governmental activities		22,500
Total capital assets	\$	22,500

OTHER REPORTS
In addition to this report, other reports may have been issued for the Township. All reports can be found on the Indiana State Board of Accounts' website: <a href="http://www.in.gov/sboa/">http://www.in.gov/sboa/</a> .
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