

TOWNSHIP BULLETIN

AND UNIFORM COMPLIANCE GUIDELINES ISSUED BY STATE BOARD OF ACCOUNTS

Volume No. 280, Page 1

February 2008

ITEMS TO REMEMBER

MARCH

- March 1: Assessing period begins, (IC 6-1.1-1-2) for all tangible property except mobile homes as defined in IC 6-1.1-7-1.
- March All local investment officers shall reconcile at least monthly the balance of public funds, as disclosed by the records of the local officers, with the balance statements provided by the respective depositories.
- March 21: Good Friday - Legal Holiday (IC 1-1-9-1)

APRIL

- April 15: Last day to make pension report and payment for first quarter by townships participating in PERF.
- April 30: Last day to file quarterly report, Form 941, to the Internal Revenue Service for federal and social security taxes for the first quarter.
- April 30: Last day to make report for first quarter to the Department of Workforce Development.
- April All local investment officers shall reconcile at least monthly the balance of public funds, as disclosed by the records of the local officers, with the balance statements provided by the respective depositories.

MAY

- May 15: Date for completion of assessing. (IC 6-1.1-1-7)
- May 8: Election Day – Legal Holiday. (IC 1-1-9-1)
- May 26: Memorial Day - Legal Holiday (IC 1-1-9-1)
- May 31: On or before June 1 and December 1 of each year (or more frequently if the county legislative body adopts an ordinance requiring additional certifications) the township shall certify a list of the names and addresses of each person who has money due from the township to the county treasurer. (IC 6-1.1-22-14).
- May All local investment officers shall reconcile at least monthly the balance of public funds, as disclosed by the records of the local officers, with the balance statements provided by the respective depositories.

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SOCIAL SECURITY WITHHOLDINGS - 2008

We understand that for the maximum amount of taxable and creditable annual earnings subject to social security will increase to \$102,000 in 2008. No maximum base for Medicare will exist. Rates will remain at the 2007 level at a combined rate of 7.65 percent (both employer and employee for a total of 15.3 percent) representing a 6.20 percent rate for social security and 1.45 percent for Medicare.

TOWNSHIP TRUSTEE'S MEETING

The State Board of Accounts' Meeting for Township Trustees, November 2007, Indianapolis, was informative as indicated by various compliments and the large turnout of hundreds of veteran and new township representatives. Thanks also to the Indiana Township Association for their cooperation in our having the meeting in conjunction with the Township Convention as has been the situation for over twenty years. These meetings continue to demonstrate the success of Townships and the State Board of Accounts working together to solve problems.

Trustees not attending the 2007 meeting are encouraged and specifically requested to attend similar meetings we plan on calling in 2008. A wide range of topics were discussed both during and between sessions which pertain to your audits by the State Board of Accounts.

We appreciate the compliments on the State Board of Accounts' 2007 meeting. We welcome your sending in suggestions for additional areas you would like addressed at the 2008 meeting. We anticipate seeing all Township Trustees at our meetings in 2008. We are always open to suggestions on ways to improve the meeting formats.

DATA COLLECTION FORM

Units of government receiving federal funds must complete a data collection Form SF-SAC, Data Collection Form for Reporting on Audits of States, Local Governments, and Non-Profit Organizations. The bureau of Census began sending these forms in 1997. Please keep the form on file and as our Field Examiners begin doing the township audits they will be requesting the forms. Townships, as auditee, will be required to complete a portion of the form and the State Board of Accounts, as auditor, will be required to fill out the rest of the form. Do not currently mail the form to the Single Audit Clearinghouse in Jeffersonville. Field Examiners will provide any assistance needed in completing the form, at the time of audit.

STATE MATCHING GRANTS

IC 36-1-8-12 states "(a) If a political subdivision other than a school corporation receives state grant money requiring local matching money, the political subdivision shall create a special fund and deposit the grant money and matching money into the special fund. The money in the fund may be used only for the purposes of the grant. (b) If a political subdivision completes the project for which the state grant money was provided and money remains in the fund: (1) the political subdivision shall transfer the state's share of the remaining money to the treasurer of state for deposit in the fund from which the grant was made; and (2) the political subdivision's pro rata share of the remaining money reverts to the political subdivision's general fund."

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INTERNET

Information concerning the State Board of Accounts can be accessed on the Internet at <http://www.in.gov/sboa>. The intention of the site is to include Manuals, Bulletins, Email references, and other items of interest pertaining to the State Board of Accounts.

TEMPORARY LOANS

IC 36-1-8-4 states in part (a) "The fiscal body of a political subdivision may, by . . . resolution, permit the transfer of a prescribed amount, for a prescribed period, to a fund in need of money for cash flow purposes from another fund of the political subdivision if all these conditions are met: (1) It must be necessary to borrow money to enhance the fund that is in need of money for cash flow purposes. (2) There must be sufficient money on deposit to the credit of the other fund that can be temporarily transferred. (3) Except as provided in subsection (b), the prescribed period must end during the budget year of the year in which the transfer occurs. (4) The amount transferred must be returned to the other fund at the end of the prescribed period. (5) Only revenues derived from the levying and collection of property taxes or special taxes or from operation of the political subdivision may be included in the amount transferred."

OFFICE EXPENSES

IC 36-6-8-3 states "(a) The annual appropriations to a township executive for the expenses of renting an office and telephone and telegraph expenses must, as nearly as is possible, be equal to the actual cost of those items. If the township executive uses a part of the executive's residence for an office, the township legislative body shall appropriate a reasonable sum for that office space."

The State Board of Accounts is of the audit position payments for reimbursement of telephone and office expenses, if from various funds should be in direct proportion to the actual usage by the activity represented by a particular fund. The State Board of Accounts would not take audit exception, for example, if a township, which has documented 80% of the time and activity of employees in providing township assistance, charging 80% of the rent payments to the township assistance fund.

ANNUAL REPORTS

Thank you to the many townships which went to the extra effort to file their annual reports electronically.

We encourage all townships to file electronically next year.