

STATE BOARD OF ACCOUNTS
302 West Washington Street
Room E418
INDIANAPOLIS, INDIANA 46204-2765

EXAMINATION REPORT
OF
WASHINGTON TOWNSHIP
MONROE COUNTY, INDIANA
January 1, 2000 to December 31, 2004



FILED
7/7/06

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OFFICIALS

<u>Office</u>	<u>Official</u>	<u>Term</u>
Trustee	Nina Walls	01-01-99 to 12-31-06
Chairman of the Township Board	Connie Musgrave	01-01-00 to 09-19-01
	Chris Crabtree	09-19-01 to 12-31-01
	Jay Naylor	01-01-02 to 12-31-04
	Chris Crabtree	01-01-05 to 12-31-06



STATE OF INDIANA
AN EQUAL OPPORTUNITY EMPLOYER

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INDEPENDENT ACCOUNTANT'S REPORT

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

We have examined the schedules of receipts, disbursements, and cash and balances of Washington Township (Township), for the period of January 1, 2000 to December 31, 2004. The Township's management is responsible for the schedules. 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 schedule of receipts, disbursements, and cash balances and performing such other procedures as we considered necessary in the circumstances. We believe that our examination provides a reasonable basis for our opinion.

In our opinion, the schedules referred to above present fairly, in all material respects, the cash transactions of the Township for the years ended December 31, 2000, 2001, 2002, 2003, and 2004, based on the criteria set forth in the uniform compliance guidelines established by the Indiana State Board of Accounts.

STATE BOARD OF ACCOUNTS

June 14, 2006

WASHINGTON TOWNSHIP, MONROE COUNTY
SCHEDULES OF RECEIPTS, DISBURSEMENTS, AND CASH BALANCES
ALL GOVERNMENTAL AND FIDUCIARY FUND TYPES
As Of And For The Years Ended December 31, 2000, 2001, 2002, 2003, And 2004

	Cash 01-01-00	Receipts	Disbursements	Cash 12-31-00
Governmental Funds:				
General	\$ 12,511	\$ 18,804	\$ 14,048	\$ 17,267
Dog	477	194	313	358
Township Assistance	9,592	3,155	1,317	11,430
Firefighting	18,978	47,899	35,000	31,877
Park and Recreation	916	1,850	1,000	1,766
Totals	<u>\$ 42,474</u>	<u>\$ 71,902</u>	<u>\$ 51,678</u>	<u>\$ 62,698</u>

	Cash 01-01-01	Receipts	Disbursements	Cash 12-31-01
Governmental Funds:				
General	\$ 17,267	\$ 14,685	\$ 14,301	\$ 17,651
Dog	358	226	158	426
Township Assistance	11,430	1,484	1,806	11,108
Firefighting	31,877	33,878	35,000	30,755
Park and Recreation	1,766	993	1,000	1,759
Totals	<u>\$ 62,698</u>	<u>\$ 51,266</u>	<u>\$ 52,265</u>	<u>\$ 61,699</u>

	Cash 01-01-02	Receipts	Disbursements	Cash 12-31-02
Governmental Funds:				
General	\$ 17,651	\$ 26,363	\$ 14,627	\$ 29,387
Dog	426	75	206	295
Township Assistance	11,108	4,423	4,371	11,160
Firefighting	30,755	75,102	35,000	70,857
Park and Recreation	1,759	2,074	1,000	2,833
Totals	<u>\$ 61,699</u>	<u>\$ 108,037</u>	<u>\$ 55,204</u>	<u>\$ 114,532</u>

	Cash 01-01-03	Receipts	Disbursements	Cash 12-31-03
Governmental Funds:				
General	\$ 29,387	\$ 18,155	\$ 14,437	\$ 33,105
Dog	295	72	-	367
Township Assistance	11,160	5,827	2,812	14,175
Firefighting	70,857	55,289	35,000	91,146
Park and Recreation	2,833	1,120	1,000	2,953
Totals	<u>\$ 114,532</u>	<u>\$ 80,463</u>	<u>\$ 53,249</u>	<u>\$ 141,746</u>

	Cash 01-01-04	Receipts	Disbursements	Cash 12-31-04
Governmental Funds:				
General	\$ 33,105	\$ 33,239	\$ 15,361	\$ 50,983
Dog	367	126	123	370
Township Assistance	14,175	6,289	3,039	17,425
Firefighting	91,146	37,328	35,000	93,474
Park and Recreation	2,953	2,097	2,000	3,050
Totals	<u>\$ 141,746</u>	<u>\$ 79,079</u>	<u>\$ 55,523</u>	<u>\$ 165,302</u>

The accompanying notes are an integral part of the schedules.

WASHINGTON TOWNSHIP, MONROE COUNTY
NOTES TO SCHEDULES

Note 1. Introduction

The Township was established under the laws of the State of Indiana. The Township provides the following services: public safety, health and social services, culture and recreation, and general administrative services.

Note 2. Fund Accounting

The Township uses funds to report on its cash and investments and the results of its operations on a cash basis. Fund accounting is designed to demonstrate legal compliance and to aid financial management by segregating transactions related to certain governmental functions or activities.

Note 3. Budgets

The operating budget is initially prepared and approved at the local level. In addition, funds for which property taxes are levied are subject to final approval by the Indiana Department of Local Government Finance.

Note 4. Property Taxes

Property taxes levied are collected by the County Treasurer and are distributed to the Township in June and December. 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% 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 become delinquent if not paid by May 10 and November 10, respectively. All property taxes collected by the County Treasurer and available for distribution were distributed to the Township on or prior to December 31 of the year collected.

Note 5. Deposits and Investments

Deposits, made in accordance with Indiana Code 5-13, with financial institutions in the State of Indiana at year end were 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 statute (IC 5-13-9) authorizes 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.

WASHINGTON TOWNSHIP, MONROE COUNTY
EXAMINATION RESULTS AND COMMENTS

PAYROLL DEDUCTIONS

Payments to the Township Clerk were made without payroll deductions for taxes.

Political subdivisions are required to comply with all grant agreements, rules, regulations, bulletins, directives, letters, letter rulings, and filing requirements concerning reports and other procedural matters of federal and state agencies, including opinions of the Attorney General of the State of Indiana, and court decisions. Governmental units should file accurate reports required by federal and state agencies. Noncompliance may require corrective action. (Accounting and Uniform Compliance Guidelines Manual for Townships, Chapter 13)

Officials and employees have the duty to pay claims and remit taxes in a timely fashion. Failure to pay claims or remit taxes in a timely manner could be an indicator of serious financial problems which should be investigated by the governmental unit.

Additionally, officials and employees have a responsibility to perform duties in a manner which would not result in any unreasonable fees being assessed against the governmental unit.

Any penalties, interest or other charges paid by the governmental unit may be the personal obligation of the responsible official or employee. (Accounting and Uniform Compliance Guidelines Manual for Townships, Chapter 13)

APPROPRIATIONS

The records presented for audit indicated the following expenditures in excess of budgeted appropriations:

<u>Fund</u>	<u>Year</u>	<u>Excess Amount Expended</u>
Trustee	2004	<u>\$ 2,521.28</u>

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."

WASHINGTON TOWNSHIP, MONROE COUNTY
EXIT CONFERENCE

The contents of this report were discussed on June 15, 2006, with Nina Walls, Trustee. The official concurred with our findings.