

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

EXAMINATION REPORT

OF

CONCORD TOWNSHIP

ELKHART COUNTY, INDIANA

January 1, 2004 to December 31, 2005



FILED

08/16/2006

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OFFICIALS

Office

Official

Term

Trustee

Nyla J. Moore

01-01-03 to 12-31-06

Chairman of the
Township Board

Margaret A. Kuehne

01-01-04 to 12-31-06



STATE OF INDIANA
AN EQUAL OPPORTUNITY EMPLOYER

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INDEPENDENT ACCOUNTANT'S REPORT

TO: THE OFFICIALS OF CONCORD TOWNSHIP, ELKHART COUNTY, INDIANA

We have examined the schedules of receipts, disbursements, and cash and investment balances of Concord Township (Township), for the period of January 1, 2004 to December 31, 2005. 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 and investment 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, 2004 and 2005, based on the criteria set forth in the uniform compliance guidelines established by the Indiana State Board of Accounts.

STATE BOARD OF ACCOUNTS

July 18, 2006

CONCORD TOWNSHIP, ELKHART COUNTY
SCHEDULES OF RECEIPTS, DISBURSEMENTS, AND CASH AND INVESTMENT BALANCES
ALL GOVERNMENTAL FUND TYPES
As Of And For The Years Ended December 31, 2004 And 2005

	Cash and Investments 01-01-04	Receipts	Disbursements	Cash and Investments 12-31-04
Governmental Funds:				
General	\$ 147,209	\$ 445,006	\$ 339,106	\$ 253,109
Dog	542	842	252	1,132
Township Assistance	241,356	367,138	325,827	282,667
Firefighting	184,472	190,321	206,682	168,111
Emergency Medical Service	130,633	567,393	554,800	143,226
Cumulative Fire	776,868	469,341	542,916	703,293
Fire Construction Project	-	3,419,771	84,090	3,335,681
Totals	<u>\$ 1,481,080</u>	<u>\$ 5,459,812</u>	<u>\$ 2,053,673</u>	<u>\$ 4,887,219</u>

	Cash and Investments 01-01-05	Receipts	Disbursements	Cash and Investments 12-31-05
Governmental Funds:				
General	\$ 253,109	\$ 360,310	\$ 354,368	\$ 259,051
Dog	1,132	527	850	809
Township Assistance	282,667	298,297	358,571	222,393
Firefighting	168,111	289,313	215,370	242,054
Emergency Medical Service	143,226	431,215	420,966	153,475
Levy Excess	-	5,096	-	5,096
Fire Debt	-	1,120,996	740,315	380,681
Cumulative Fire	703,293	148,916	155,000	697,209
Fire Construction Project	3,335,681	105,762	2,095,829	1,345,614
Totals	<u>\$ 4,887,219</u>	<u>\$ 2,760,432</u>	<u>\$ 4,341,269</u>	<u>\$ 3,306,382</u>

The accompanying notes are an integral part of the schedules.

CONCORD TOWNSHIP, ELKHART 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.

CONCORD TOWNSHIP, ELKHART COUNTY
NOTES TO SCHEDULES
(Continued)

Note 6. Pension Plan

Public Employees' Retirement Fund

Plan Description

The Township contributes to the Indiana Public Employees' Retirement Fund (PERF), a defined benefit pension plan. PERF is an agent 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 PERF 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% of compensation, plus the interest credited to the member's account. The employer may elect to make the contributions on behalf of the member.

PERF 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:

Public Employees' Retirement Fund
Harrison Building, Room 800
143 West Market Street
Indianapolis, IN 46204
Ph. (317) 233-4162

Funding Policy and Annual Pension Cost

The contribution requirements of the plan members for PERF are established by the Board of Trustees of PERF.

Note 7. Long-Term Debt

The Township has entered into a loan for the construction of two fire stations. The outstanding principal at December 31, 2005, was \$3,083,326.

Note 8. Subsequent Event

Prior to 2006, Concord Township contracted for fire and emergency medical services with outside entities. Beginning in 2006, fire and emergency medical services are being administered by the Trustee's office and the township is paying operating expenses directly. The trustee estimates that there will not be a sufficient balance in the Firefighting or EMS Fund to cover all expenses of the programs for 2006. She anticipates that she will need to borrow about \$90,000 for Fire and \$146,000 for EMS to cover 2006 operating expenses.

CONCORD TOWNSHIP, ELKHART COUNTY
EXIT CONFERENCE

The contents of this report were discussed on July 18, 2006, with Nyla J. Moore, Trustee. Our examination disclosed no material items that warrant comment at this time.