

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

EXAMINATION REPORT
OF
JEFFERSONVILLE TOWNSHIP
CLARK COUNTY, INDIANA
January 1, 2002 to December 31, 2005



FILED
08/17/2006

TABLE OF CONTENTS

<u>Description</u>	<u>Page</u>
Officials	2
Independent Accountant's Report	3
Schedules of Receipts, Disbursements, and Cash and Investment Balances.....	4
Notes to Schedules	5-6
Examination Result and Comment: Credit Cards.....	7
Exit Conference	8

OFFICIALS

<u>Office</u>	<u>Official</u>	<u>Term</u>
Trustee	Dale F. Popp	01-01-99 to 12-31-06
Chairman of the Township Board	Richard L. Bennett	01-01-02 to 12-31-06



STATE OF INDIANA
AN EQUAL OPPORTUNITY EMPLOYER

STATE BOARD OF ACCOUNTS
302 WEST WASHINGTON STREET
ROOM E418
INDIANAPOLIS, INDIANA 46204-2765

Telephone: (317) 232-2513
Fax: (317) 232-4711
Web Site: www.in.gov/sboa

INDEPENDENT ACCOUNTANT'S REPORT

TO: THE OFFICIALS OF JEFFERSONVILLE TOWNSHIP, CLARK COUNTY, INDIANA

We have examined the schedules of receipts, disbursements, and cash and investment balances of Jeffersonville Township (Township), for the period of January 1, 2002 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, 2002, 2003, 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 11, 2006

JEFFERSONVILLE TOWNSHIP, CLARK COUNTY
SCHEDULES OF RECEIPTS, DISBURSEMENTS, AND CASH AND INVESTMENT BALANCES
ALL GOVERNMENTAL AND FIDUCIARY FUND TYPES
As Of And For The Years Ended December 31, 2002, 2003, 2004, And 2005

	Cash and Investments 01-01-02	Receipts	Disbursements	Cash and Investments 12-31-02
Governmental Funds:				
General	\$ 1,266,632	\$ 159,515	\$ 153,988	\$ 1,272,159
Dog	944	756	752	948
Township Assistance	828,909	326,087	394,798	760,198
Firefighting	225,079	134,083	175,394	183,768
Levy Excess	10,434	-	10,434	-
Cumulative Fire	294,466	74,181	-	368,647
Fiduciary Fund:				
Payroll Withholdings	-	49,935	49,935	-
Totals	<u>\$ 2,626,464</u>	<u>\$ 744,557</u>	<u>\$ 785,301</u>	<u>\$ 2,585,720</u>

	Cash and Investments 01-01-03	Receipts	Disbursements	Cash and Investments 12-31-03
Governmental Funds:				
General	\$ 1,272,159	\$ 113,831	\$ 173,484	\$ 1,212,506
Dog	948	338	731	555
Township Assistance	760,198	157,193	503,849	413,542
Firefighting	183,768	75,136	231,950	26,954
Cumulative Fire	368,647	77,779	332,930	113,496
Fiduciary Fund:				
Payroll Withholdings	-	57,699	57,699	-
Totals	<u>\$ 2,585,720</u>	<u>\$ 481,976</u>	<u>\$ 1,300,643</u>	<u>\$ 1,767,053</u>

	Cash and Investments 01-01-04	Receipts	Disbursements	Cash and Investments 12-31-04
Governmental Funds:				
General	\$ 1,212,506	\$ 483,286	\$ 514,081	\$ 1,181,711
Dog	555	318	338	535
Township Assistance	413,542	329,747	688,565	54,724
Firefighting	26,954	505,921	429,964	102,911
Cumulative Fire	113,496	48,897	5,000	157,393
Fiduciary Fund:				
Payroll Withholdings	-	62,849	62,849	-
Totals	<u>\$ 1,767,053</u>	<u>\$ 1,431,018</u>	<u>\$ 1,700,797</u>	<u>\$ 1,497,274</u>

	Cash and Investments 01-01-05	Receipts	Disbursements	Cash and Investments 12-31-05
Governmental Funds:				
General	\$ 1,181,711	\$ 100,267	\$ 163,004	\$ 1,118,974
Dog	535	255	291	499
Township Assistance	54,724	540,142	436,508	158,358
Firefighting	102,911	311,400	223,292	191,019
Cumulative Fire	157,393	102,001	-	259,394
Fiduciary Fund:				
Payroll Withholdings	-	65,805	65,805	-
Totals	<u>\$ 1,497,274</u>	<u>\$ 1,119,870</u>	<u>\$ 888,900</u>	<u>\$ 1,728,244</u>

The accompanying notes are an integral part of the schedules.

JEFFERSONVILLE TOWNSHIP, CLARK 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.

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, the National Credit Union Share Insurance Fund 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.

JEFFERSONVILLE TOWNSHIP, CLARK 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.

JEFFERSONVILLE TOWNSHIP, CLARK COUNTY
EXAMINATION RESULT AND COMMENT

CREDIT CARDS

The Township is using credit cards without an approved credit card policy.

The State Board of Accounts will not take exception to the use of credit cards by a governmental unit provided the following criteria are observed:

- (1) The governing board must authorize credit card use through an ordinance or resolution, which has been approved in the minutes.
- (2) Issuance and use should be handled by an official or employee designated by the board.
- (3) The purposes for which the credit card may be used must be specifically stated in the ordinance or resolution.
- (4) When the purpose for which the credit card has been issued has been accomplished, the card should be returned to the custody of the responsible person.
- (5) The designated responsible official or employee should maintain an accounting system or log which would include the names of individuals requesting usage of the cards, their position, estimated amounts to be charged, fund and account numbers to be charged, date the card is issued and returned, etc.
- (6) Credit cards should not be used to bypass the accounting system. One reason that purchase orders are issued is to provide the fiscal officer with the means to encumber and track appropriations to provide the governing board and other officials with timely and accurate accounting information and monitoring of the accounting system.
- (7) Payment should not be made on the basis of a statement or a credit card slip only. Procedures for payments should be no different than for any other claim. Supporting documents such as paid bills and receipts must be available. Additionally, any interest or penalty incurred due to late filing or furnishing of documentation by an officer or employee should be the responsibility of that officer or employee.
- (8) If properly authorized, an annual fee may be paid.

(Accounting and Uniform Compliance Guidelines Manual for Townships, Chapter 13)

JEFFERSONVILLE TOWNSHIP, CLARK COUNTY
EXIT CONFERENCE

The contents of this report were discussed on July 11, 2006, with Dale F. Popp, Trustee. The official concurred with our finding.