

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

EXAMINATION REPORT
OF
NEW DURHAM TOWNSHIP
LAPORTE COUNTY, INDIANA
January 1, 2001 to December 31, 2005



FILED
08/29/2006

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OFFICIALS

<u>Office</u>	<u>Official</u>	<u>Term</u>
Trustee	Phillip J. Hannon	01-01-99 to 12-31-06
Chairman of the Township Board	Ken Wojcieszak	01-01-01 to 12-31-01
	John Wolek	01-01-02 to 12-31-02
	Jay Pease	01-01-03 to 12-31-03
	John Wolek	01-01-04 to 12-31-04
	Jay Pease	01-01-05 to 12-31-05
	John Wolek	01-01-06 to 12-31-06



STATE OF INDIANA
AN EQUAL OPPORTUNITY EMPLOYER

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INDEPENDENT ACCOUNTANT'S REPORT

TO: THE OFFICIALS OF NEW DURHAM TOWNSHIP, LAPORTE COUNTY, INDIANA

We have examined the schedules of receipts, disbursements, and cash and investment balances of New Durham Township (Township), for the period of January 1, 2001 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, 2001, 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 31, 2006

NEW DURHAM TOWNSHIP, LAPORTE 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, 2001, 2002, 2003, 2004, And 2005

	Cash and Investments 01-01-01	Receipts	Disbursements	Cash and Investments 12-31-01
Governmental Funds:				
General	\$ 52,714	\$ 20,739	\$ 30,972	\$ 42,481
Dog	628	352	328	652
Township Assistance	28,847	22,941	15,132	36,656
Firefighting	2,073	70,483	53,817	18,739
Riverboat	22,308	20,181	-	42,489
Totals	<u>\$ 106,570</u>	<u>\$ 134,696</u>	<u>\$ 100,249</u>	<u>\$ 141,017</u>

	Cash and Investments 01-01-02	Receipts	Disbursements	Cash and Investments 12-31-02
Governmental Funds:				
General	\$ 42,481	\$ 24,029	\$ 28,974	\$ 37,536
Dog	652	285	453	484
Township Assistance	36,656	14,274	16,412	34,518
Firefighting	18,739	58,194	56,500	20,433
Riverboat	42,489	14,105	2,500	54,094
Totals	<u>\$ 141,017</u>	<u>\$ 110,887</u>	<u>\$ 104,839</u>	<u>\$ 147,065</u>

	Cash and Investments 01-01-03	Receipts	Disbursements	Cash and Investments 12-31-03
Governmental Funds:				
General	\$ 37,536	\$ 68,380	\$ 83,475	\$ 22,441
Dog	484	346	184	646
Township Assistance	34,518	6,036	11,901	28,653
Firefighting	20,433	26,006	59,300	(12,861)
Riverboat	54,094	117,076	100,000	71,170
Fiduciary Fund:				
Payroll Deductions	-	5,468	5,468	-
Totals	<u>\$ 147,065</u>	<u>\$ 223,312</u>	<u>\$ 260,328</u>	<u>\$ 110,049</u>

The accompanying notes are an integral part of the schedules.

NEW DURHAM TOWNSHIP, LAPORTE 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, 2001, 2002, 2003, 2004, And 2005
(Continued)

	Cash and Investments 01-01-04	Receipts	Disbursements	Cash and Investments 12-31-04
Governmental Funds:				
General	\$ 22,441	\$ 36,342	\$ 35,013	\$ 23,770
Dog	646	238	304	580
Township Assistance	28,653	24,581	12,673	40,561
Firefighting	(12,861)	76,472	62,200	1,411
Riverboat	71,170	12,672	-	83,842
Fiduciary Fund:				
Payroll Deductions	-	6,068	6,068	-
Totals	<u>\$ 110,049</u>	<u>\$ 156,373</u>	<u>\$ 116,258</u>	<u>\$ 150,164</u>

	Cash and Investments 01-01-05	Receipts	Disbursements	Cash and Investments 12-31-05
Governmental Funds:				
General	\$ 23,770	\$ 51,971	\$ 30,087	\$ 45,654
Dog	580	236	346	470
Township Assistance	40,561	15,486	14,316	41,731
Firefighting	1,411	99,086	71,300	29,197
Riverboat	83,842	13,633	-	97,475
Cumulative Fire	-	26,401	-	26,401
Fiduciary Fund:				
Payroll Deductions	-	6,068	6,068	-
Totals	<u>\$ 150,164</u>	<u>\$ 212,881</u>	<u>\$ 122,117</u>	<u>\$ 240,928</u>

The accompanying notes are an integral part of the schedules.

NEW DURHAM TOWNSHIP, LAPORTE 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, 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.

NEW DURHAM TOWNSHIP, LAPORTE COUNTY
EXAMINATION RESULTS AND COMMENTS

OFFICIAL BOND

The official bond for the Trustee was not filed in the office of the County Recorder for the years 2001 through 2005.

Indiana Code 5-4-1-5.1(b) states in part: "Every elected or appointed officer, official, deputy, or employee of a political subdivision . . . shall file the bond in the office of the county recorder . . ."

PRESCRIBED FORMS

The Trustee implemented new accounting software for recording receipts, disbursements and balances, as well as, the detail of receipts and disbursements. These computerized forms have not been approved by the State Board of Accounts.

Officials and employees are required to use State Board of Accounts prescribed or approved forms in the manner prescribed. (Accounting and Uniform Compliance Guidelines Manual for Townships, Chapter 13)

DOG TAX

Administrative fees for dog tax were not receipted to the Township Fund for the years 2004 and 2005. The Trustee did not transfer the proper amount of funds on hand in excess of \$300, nor were the transfers made at the proper time for the years 2004 and 2005. Transfers of \$303.50 and \$346.00 were made on June 1, 2004, and April 27, 2005, leaving balances on hand of \$532.50 and \$352.50, respectively.

Indiana Code 15-5-9-1 states in part: "For each individual dog tag or kennel license issued under this chapter, the township assessor (or trustee who collects the fee) shall retain from the fee described in this section, an administrative fee of fifty cents (\$0.50). Administrative fees collected by the assessor shall be deposited in the county general fund, and administrative fees collected by the trustee shall be deposited in the township general fund."

Indiana Code 15-5-9-10(e) states in part: "On the first Monday of March of each year, the township shall transfer the following to the county treasurer: . . . (2) Any amount in a township dog fund exceeding three hundred dollars (\$300) over and above orders drawn on the fund."

PUBLIC EMPLOYEE LISTS

The Trustee did not file a Certified Report of Names, Addresses, Duties and Compensation of Public Employees, Form 100-R, with the State Board of Accounts for the years 2001 through 2005. Additionally, The Township Trustee did not certify a list of employees to the County Treasurer for the same period.

Indiana Code 5-11-13-1 states in part: "Every . . . township . . . official . . . shall during the month of January of each year prepare, make, and sign a written or printed certified report, correctly and completely showing the names and addresses of each and all officers, employees, and agents . . . and the respective duties and compensation of each, and shall forthwith file said report in the office of the state examiner of the state board of accounts."

Indiana Coded 6-1.1-22-14(a) states in part: "On or before June 1 and December 1 of each year . . . the disbursing officer of each political subdivision . . . shall certify the names and addresses of each person who has money due from the political subdivision to the treasurer of each county in which the political subdivision is located."

NEW DURHAM TOWNSHIP, LAPORTE COUNTY
EXIT CONFERENCE

The contents of this report were discussed on July 31, 2006, with Phillip J. Hannon, Trustee. The official concurred with our findings.