

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

EXAMINATION REPORT
OF
UNION TOWNSHIP
JOHNSON COUNTY, INDIANA
January 1, 2002 to December 31, 2005



FILED
10/19/2006

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OFFICIALS

<u>Office</u>	<u>Official</u>	<u>Term</u>
Trustee	Robert I. Campbell	01-01-02 to 12-31-06
Chairman of the Township Board	Norma L. Deer	01-01-02 to 12-31-02
	Stephen J. Baker	01-01-03 to 12-31-03
	Norma L. Deer	01-01-04 to 12-31-06



STATE OF INDIANA
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INDEPENDENT ACCOUNTANT'S REPORT

TO: THE OFFICIALS OF UNION TOWNSHIP, JOHNSON COUNTY, INDIANA

We have examined the schedules of receipts, disbursements, and cash and investment balances of Union 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

September 7, 2006

UNION TOWNSHIP, JOHNSON COUNTY
SCHEDULES OF RECEIPTS, DISBURSEMENTS, AND CASH AND INVESTMENT BALANCES
ALL GOVERNMENTAL 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	\$ 89,934	\$ 35,228	\$ 13,239	\$ 111,923
Dog	1,170	1,045	870	1,345
Township Assistance	56,094	15,573	8,046	63,621
Firefighting	13,233	-	-	13,233
Totals	<u>\$ 160,431</u>	<u>\$ 51,846</u>	<u>\$ 22,155</u>	<u>\$ 190,122</u>

	Cash and Investments 01-01-03	Receipts	Disbursements	Cash and Investments 12-31-03
Governmental Funds:				
General	\$ 111,923	\$ 18,319	\$ 13,388	\$ 116,854
Dog	1,345	1,037	1,045	1,337
Township Assistance	63,621	8,636	5,008	67,249
Firefighting	13,233	-	-	13,233
Totals	<u>\$ 190,122</u>	<u>\$ 27,992</u>	<u>\$ 19,441</u>	<u>\$ 198,673</u>

	Cash and Investments 01-01-04	Receipts	Disbursements	Cash and Investments 12-31-04
Governmental Funds:				
General	\$ 116,854	\$ 23,636	\$ 12,720	\$ 127,770
Dog	1,337	671	1,037	971
Township Assistance	67,249	8,880	9,041	67,088
Firefighting	13,233	-	-	13,233
Totals	<u>\$ 198,673</u>	<u>\$ 33,187</u>	<u>\$ 22,798</u>	<u>\$ 209,062</u>

	Cash and Investments 01-01-05	Receipts	Disbursements	Cash and Investments 12-31-05
Governmental Funds:				
General	\$ 127,770	\$ 20,648	\$ 13,205	\$ 135,213
Dog	971	978	671	1,278
Township Assistance	67,088	8,796	10,305	65,579
Firefighting	13,233	-	-	13,233
Totals	<u>\$ 209,062</u>	<u>\$ 30,422</u>	<u>\$ 24,181</u>	<u>\$ 215,303</u>

The accompanying notes are an integral part of the schedules.

UNION TOWNSHIP, JOHNSON 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: 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.

UNION TOWNSHIP, JOHNSON COUNTY
EXAMINATION RESULTS AND COMMENTS

OFFICIAL BOND

The Township purchased official bonds for the years 2005 and 2006; however, the bonds were not filed in the office of the Johnson County Recorder.

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 . . ."

PUBLIC RECORDS RETENTION

W-2s were not presented for examination for the years 2003 and 2004.

Indiana Code 5-15-6-3(f) concerning destruction of public records, states in part: "Original records may be disposed of only with the approval of the commission according to guidelines established by the commission."

Supporting documentation such as receipts, canceled checks, tickets, invoices, bills, contracts, and other public records must be available for audit to provide supporting information for the validity and accountability of monies disbursed. Payments without supporting documentation may be the personal obligation of the responsible official or employee. (Accounting and Uniform Compliance Guidelines Manual for Townships, Chapter 13)

PRESCRIBED FORMS

The following prescribed form was not in use for the years 2003, 2004, and 2005:

Township Form No. 17, Resolution Establishing Salaries of Township Officers and Employees.

A similar comment appeared in the prior audit report.

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)

UNION TOWNSHIP, JOHNSON COUNTY
EXIT CONFERENCE

The contents of this report were discussed on September 6, 2006, with Robert I. Campbell, Trustee.
The official concurred with our findings.