

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

EXAMINATION REPORT  
OF  
STAMPERS CREEK TOWNSHIP  
ORANGE COUNTY, INDIANA  
January 1, 2004 to December 31, 2005



**FILED**  
10/27/2006



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OFFICIALS

Office

Official

Term

Trustee

Sharon Mosier

01-01-03 to 12-31-06

Chairman of the  
Township Board

Brack Coulter

01-01-04 to 12-31-06



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INDEPENDENT ACCOUNTANT'S REPORT

TO: THE OFFICIALS OF STAMPERS CREEK TOWNSHIP, ORANGE COUNTY, INDIANA

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

August 22, 2006

STAMPERS CREEK TOWNSHIP, ORANGE 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	\$ 17,221	\$ 7,331	\$ 5,528	\$ 19,024
Dog	560	355	260	655
Township Assistance	<u>4,030</u>	<u>-</u>	<u>400</u>	<u>3,630</u>
Totals	<u>\$ 21,811</u>	<u>\$ 7,686</u>	<u>\$ 6,188</u>	<u>\$ 23,309</u>

	Cash and Investments 01-01-05	Receipts	Disbursements	Cash and Investments 12-31-05
Governmental Funds:				
General	\$ 19,024	\$ 6,685	\$ 5,882	\$ 19,827
Dog	655	311	355	611
Township Assistance	<u>3,630</u>	<u>-</u>	<u>776</u>	<u>2,854</u>
Totals	<u>\$ 23,309</u>	<u>\$ 6,996</u>	<u>\$ 7,013</u>	<u>\$ 23,292</u>

The accompanying notes are an integral part of the schedules.

STAMPERS CREEK TOWNSHIP, ORANGE 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.

STAMPERS CREEK TOWNSHIP, ORANGE COUNTY  
EXAMINATION RESULTS AND COMMENTS

FEDERAL AND STATE AGENCIES - COMPLIANCE REQUIREMENTS

The following deficiencies were noted during the review of payroll withholdings for the audit period:

- (1) The Township paid both the employee's and employer's portion of social security taxes on the Trustee during 2004.
- (2) There were no social security taxes withheld or remitted on the Trustee and the Board Members during 2005.

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)

Each governmental unit is responsible for compliance with all rules, regulations, guidelines, and directives of the Internal Revenue Service and the Indiana Department of Revenue. All questions concerning taxes should be directed to these agencies. (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)

Sharon Mosier, Trustee, was requested to repay \$160.65 to the Township General Fund for the employee's portion of the social security taxes that were paid by the Township during the audit period. (See Summary, page 9)

STAMPERS CREEK TOWNSHIP, ORANGE COUNTY  
EXAMINATION RESULTS AND COMMENTS  
(Continued)

SUPPORTING DOCUMENTATION

Several payments were observed which did not contain adequate supporting documentation, such as receipts, invoices, contracts and other public records. Due to the lack of supporting information, the validity and accountability for some money disbursed could not be established.

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)

BOARD MINUTES

Minutes of meetings of the governing body were not available for examination.

Indiana Code 5-14-1.5-4(b) states, "As the meeting progresses, the following memoranda shall be kept:

- (1) The date, time, and place of the meeting.
- (2) The members of the governing body recorded as either present or absent.
- (3) The general substance of all matters proposed, discussed, or decided.
- (4) A record of all votes taken, by individual members if there is a roll call.
- (5) Any additional information required under Indiana Code 5-1.5-2-2.5 or Indiana Code 20-12-63-7.

STAMPERS CREEK TOWNSHIP, ORANGE COUNTY  
EXIT CONFERENCE

The contents of this report were discussed on September 21, 2006, with Sharon Mosier, Trustee. The official concurred with our findings.

STAMPERS CREEK TOWNSHIP, ORANGE COUNTY  
SUMMARY

	Charges	Credits	Balance Due
Sharon Mosier, Trustee:			
Federal and State Agencies -	\$ 160.65	\$	\$
Compliance Requirements, page 6			
Paid by Sharon Mosier, Trustee			
September 22, 2006	_____	\$ 160.65	_____ -
 Totals	\$ 160.65	\$ 160.65	\$ _____ -