

STATE BOARD OF ACCOUNTS
302 West Washington Street
Room E418
INDIANAPOLIS, INDIANA 46204-2769

EXAMINATION REPORT
OF
WASHINGTON TOWNSHIP
ELKHART COUNTY, INDIANA
January 1, 2006 to December 31, 2007



FILED
10/28/2008

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OFFICIALS

Office

Official

Term

Trustee

Beuford H. Lee

01-01-03 to 12-31-10

Chairman of the
Township Board

John Wesley

01-01-06 to 12-31-08



STATE OF INDIANA
AN EQUAL OPPORTUNITY EMPLOYER

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INDEPENDENT ACCOUNTANT'S REPORT

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

We have examined the financial information presented herein of Washington Township (Township), for the period of January 1, 2006 to December 31, 2007. The Township's management is responsible for the financial information presented herein. 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 financial information presented herein 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 financial information referred to above presents fairly, in all material respects, the financial information of the Township for the years ended December 31, 2006 and 2007, based on the criteria set forth in the uniform compliance guidelines established by the Indiana State Board of Accounts.

STATE BOARD OF ACCOUNTS

August 18, 2008

WASHINGTON TOWNSHIP, ELKHART 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, 2006 And 2007

	Cash and Investments 01-01-06	Receipts	Disbursements	Cash and Investments 12-31-06
Governmental Funds:				
Township	\$ 108,706	\$ 38,455	\$ 59,033	\$ 88,128
Dog	758	453	1,211	-
Township Assistance	22,296	10,170	9,391	23,075
Firefighting	50,102	144,298	172,397	22,003
Park and Recreation	941	3,550	3,515	976
EMS	21	40,163	32,688	7,496
Levy Excess	2,388	5,222	2,388	5,222
Cumulative Fire	163,869	95,913	1,934	257,848
Fiduciary Fund:				
Payroll Withholdings	608	9,715	9,513	810
Totals	<u>\$ 349,689</u>	<u>\$ 347,939</u>	<u>\$ 292,070</u>	<u>\$ 405,558</u>

	Cash and Investments 01-01-07	Receipts	Disbursements	Cash and Investments 12-31-07
Governmental Funds:				
Township	\$ 88,128	\$ 50,487	\$ 67,034	\$ 71,581
Township Assistance	23,075	17,197	10,426	29,846
Firefighting	22,003	151,844	170,000	3,847
Park and Recreation	976	3,119	3,500	595
EMS	7,496	31,782	32,000	7,278
Levy Excess	5,222	-	5,222	-
Rainy Day	-	38,805	-	38,805
Cumulative Fire	257,848	83,347	38,055	303,140
Fiduciary Fund:				
Payroll Withholdings	810	11,158	11,203	765
Totals	<u>\$ 405,558</u>	<u>\$ 387,739</u>	<u>\$ 337,440</u>	<u>\$ 455,857</u>

The accompanying notes are an integral part of the financial information.

WASHINGTON TOWNSHIP, ELKHART COUNTY
NOTES TO FINANCIAL INFORMATION

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.

WASHINGTON TOWNSHIP, ELKHART COUNTY
EXAMINATION RESULT AND COMMENT

SUPPORTING DOCUMENTATION

Several payments for investigator pay and mileage were observed which did not contain adequate supporting documentation, such as hours worked, description of investigation, pay rates, and mileage claim forms.

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)

WASHINGTON TOWNSHIP, ELKHART COUNTY
EXIT CONFERENCE

The contents of this report were discussed on August 18, 2008, with Beuford H. Lee, Trustee.
The official concurred with our finding.