

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

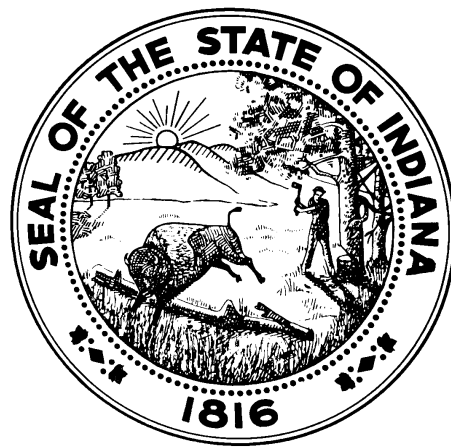
EXAMINATION REPORT

OF

ST. MARY'S TOWNSHIP

ADAMS COUNTY, INDIANA

January 1, 2006 to December 31, 2007



FILED

11/17/2008

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OFFICIALS

<u>Office</u>	<u>Official</u>	<u>Term</u>
Trustee	Russell E. Cook	01-01-03 to 12-31-10
Chairman of the Township Board	Max Reidenbach Harvey L. Jones	01-01-06 to 12-31-06 01-01-07 to 12-31-08



STATE OF INDIANA
AN EQUAL OPPORTUNITY EMPLOYER

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INDEPENDENT ACCOUNTANT'S REPORT

TO: THE OFFICIALS OF ST. MARY'S TOWNSHIP, ADAMS COUNTY, INDIANA

We have examined the financial information presented herein of St. Mary's 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

October 14, 2008

ST. MARY'S TOWNSHIP, ADAMS 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	\$ 9,403	\$ 19,548	\$ 15,228	\$ 13,723
Dog	750	385	1,135	-
Township Assistance	30,145	-	683	29,462
Firefighting	13,107	11,280	10,340	14,047
Park and Recreation	19,957	13,674	12,185	21,446
Cemetery	6,213	799	4,721	2,291
Levy Excess	-	312	-	312
Fiduciary Fund:				
Cemetery Endowment	16,653	-	-	16,653
Totals	<u>\$ 96,228</u>	<u>\$ 45,998</u>	<u>\$ 44,292</u>	<u>\$ 97,934</u>

	Cash and Investments 01-01-07	Receipts	Disbursements	Cash and Investments 12-31-07
Governmental Funds:				
Township	\$ 13,723	\$ 20,064	\$ 16,004	\$ 17,783
Township Assistance	29,462	-	1,153	28,309
Firefighting	14,047	11,636	10,503	15,180
Park and Recreation	21,446	14,457	12,147	23,756
Cemetery	2,291	1,574	1,958	1,907
Levy Excess	312	-	312	-
Fiduciary Fund:				
Cemetery Endowment	16,653	-	-	16,653
Totals	<u>\$ 97,934</u>	<u>\$ 47,731</u>	<u>\$ 42,077</u>	<u>\$ 103,588</u>

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

ST. MARY'S TOWNSHIP, ADAMS 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.

ST. MARY'S TOWNSHIP, ADAMS COUNTY
EXAMINATION RESULTS AND COMMENTS

RECEIPT ISSUANCE

Receipts were not issued for Township building and park rental. A rental contract is used, but often is incomplete. A similar comment appeared in prior Report B28480.

Receipts shall be issued and recorded at the time of the transaction; for example, when cash or a check is received, a receipt is to be immediately prepared and given to the person making payment. (Accounting and Uniform Compliance Guidelines Manual for Townships, Chapter 13)

DISBURSEMENT DOCUMENTATION

The Trustee was reimbursed for mileage without filing Mileage Claim, General Form 101. A similar comment appeared in prior Report B28480.

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)

SALES TAX

Sales tax was paid for some purchases. A similar comment appeared in prior Report B28480.

Governmental funds generally are exempt from the payment of sales tax on qualifying purchases. Respective tax agencies should always be contacted concerning tax exemptions and payments. (Accounting and Uniform Compliance Guidelines Manual for Townships, Chapter 13)

CAPITAL ASSETS LEDGER

The Township does not maintain capital asset records.

Every governmental unit should have a complete inventory of all capital assets owned which reflects their acquisition value. Such inventory should be recorded on the applicable Capital Assets Ledger. A complete inventory should be taken at least every two years for good internal control and for verifying account balances carried in the accounting records. (Accounting and Uniform Compliance Guidelines Manual for Townships, Chapter 13)

ST. MARY'S TOWNSHIP, ADAMS COUNTY
EXIT CONFERENCE

The contents of this report were discussed on October 14, 2008, with Russell E. Cook, Trustee.
The official concurred with our findings.