

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

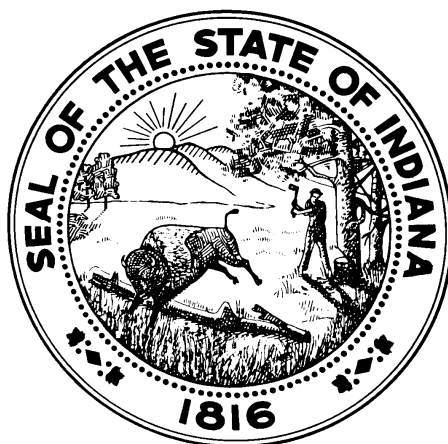
EXAMINATION REPORT

OF

STAFFORD TOWNSHIP

DEKALB COUNTY, INDIANA

January 1, 2006 to December 31, 2007



**FILED**

01/21/2009



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## OFFICIALS

| <u>Office</u>                     | <u>Official</u>                              | <u>Term</u>                                                          |
|-----------------------------------|----------------------------------------------|----------------------------------------------------------------------|
| Trustee                           | Larry Hook<br>Carl Casebere                  | 01-01-03 to 12-31-06<br>01-01-07 to 12-31-10                         |
| Chairman of the<br>Township Board | Carl Casebere<br>Greg Hook<br>Randy Provines | 01-01-06 to 12-31-06<br>01-01-07 to 12-31-07<br>01-01-08 to 12-31-08 |



# STATE OF INDIANA

AN EQUAL OPPORTUNITY EMPLOYER

STATE BOARD OF ACCOUNTS  
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## INDEPENDENT ACCOUNTANT'S REPORT

TO: THE OFFICIALS OF STAFFORD TOWNSHIP, DEKALB COUNTY, INDIANA

We have examined the financial information presented herein of Stafford 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

December 15, 2008

STAFFORD TOWNSHIP, DEKALB COUNTY  
SCHEDULES OF RECEIPTS, DISBURSEMENTS, AND CASH AND INVESTMENT BALANCES  
ALL GOVERNMENTAL FUND TYPES  
As Of And For The Years Ended December 31, 2006 And 2007

|                     | Cash and<br>Investments<br>01-01-06 | Receipts         | Disbursements    | Cash and<br>Investments<br>12-31-06 |
|---------------------|-------------------------------------|------------------|------------------|-------------------------------------|
| Governmental Funds: |                                     |                  |                  |                                     |
| Township            | \$ 568                              | \$ 7,034         | \$ 7,544         | \$ 58                               |
| Dog                 | 344                                 | 174              | 518              | -                                   |
| Township Assistance | 6,634                               | 122              | -                | 6,756                               |
| Firefighting        | 3,306                               | 1,683            | 5,423            | (434)                               |
| Rainy Day           | 127                                 | -                | 127              | -                                   |
| Cumulative Fire     | 4,993                               | 2,204            | 2,600            | 4,597                               |
| Totals              | <u>\$ 15,972</u>                    | <u>\$ 11,217</u> | <u>\$ 16,212</u> | <u>\$ 10,977</u>                    |

|                     | Cash and<br>Investments<br>01-01-07 | Receipts         | Disbursements    | Cash and<br>Investments<br>12-31-07 |
|---------------------|-------------------------------------|------------------|------------------|-------------------------------------|
| Governmental Funds: |                                     |                  |                  |                                     |
| Township            | \$ 58                               | \$ 9,273         | \$ 7,694         | \$ 1,637                            |
| Township Assistance | 6,756                               | 86               | -                | 6,842                               |
| Firefighting        | (434)                               | 4,510            | 4,076            | -                                   |
| Rainy Day           | -                                   | 33               | -                | 33                                  |
| Cumulative Fire     | 4,597                               | 5,393            | 2,520            | 7,470                               |
| Totals              | <u>\$ 10,977</u>                    | <u>\$ 19,295</u> | <u>\$ 14,290</u> | <u>\$ 15,982</u>                    |

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

STAFFORD TOWNSHIP, DEKALB 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.

STAFFORD TOWNSHIP, DEKALB COUNTY  
EXAMINATION RESULT AND COMMENT

CONTRACTS

The Stafford Township Trustee paid \$1,835 for cemetery maintenance in 2006 and \$1,900 in 2007. There were no contracts or invoices to support these disbursements.

Payments made or received for contractual services should be supported by a written contract. Each governmental unit is responsible for complying with the provisions of its contracts. (Accounting and Uniform Compliance Guidelines Manual for Townships, Chapter 13)



STAFFORD TOWNSHIP, DEKALB COUNTY  
EXIT CONFERENCE

The contents of this report were discussed on December 15, 2008, with Carl Casebere, Trustee.