

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

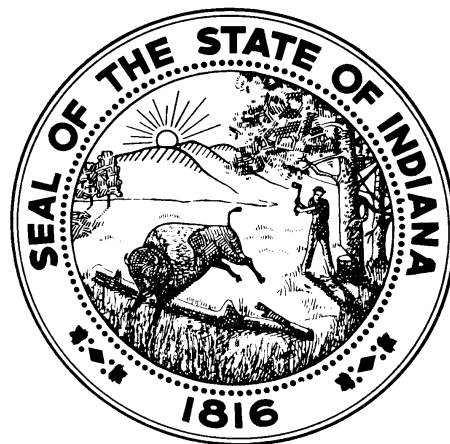
EXAMINATION REPORT

OF

MADISON TOWNSHIP

JAY COUNTY, INDIANA

January 1, 2007 to December 31, 2008



**FILED**

12/22/2009



## TABLE OF CONTENTS

| <u>Description</u>   | <u>Page</u> |
|--|-------------|
| Officials .....  | 2           |
| Independent Accountant's Report.....   | 3           |
| Financial Information:<br>Schedules of Receipts, Disbursements, and Cash and Investment Balances ..... | 4           |
| Notes to Financial Information .....   | 5           |
| Examination Results and Comments:<br>Lists of Employees .....  | 6           |
| Deposit of Public Funds.....   | 6           |
| Exit Conference.....   | 7           |

OFFICIALS

Office

Official

Term

Trustee

Scott Hilfiker

01-01-07 to 12-31-10

Chairman of the  
Township Board

Greg Shreeve

01-01-07 to 12-31-09



**STATE OF INDIANA**  
AN EQUAL OPPORTUNITY EMPLOYER

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STATE BOARD OF ACCOUNTS  
302 WEST WASHINGTON STREET  
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INDEPENDENT ACCOUNTANT'S REPORT

TO: THE OFFICIALS OF MADISON TOWNSHIP, JAY COUNTY, INDIANA

We have examined the financial information presented herein of Madison Township (Township), for the period of January 1, 2007 to December 31, 2008. 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, 2007 and 2008, based on the criteria set forth in the uniform compliance guidelines established by the Indiana State Board of Accounts.

STATE BOARD OF ACCOUNTS

September 28, 2009

MADISON TOWNSHIP, JAY 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, 2007 And 2008

|                      | Cash and<br>Investments<br>01-01-07 | Receipts         | Disbursements    | Cash and<br>Investments<br>12-31-07 |
|----------------------|-------------------------------------|------------------|------------------|-------------------------------------|
| Governmental Funds:  |                                     |                  |                  |                                     |
| Township             | \$ 18,272                           | \$ 7,772         | \$ 8,061         | \$ 17,983                           |
| Dog                  | 585                                 | -                | 585              | -                                   |
| Township Assistance  | 11,344                              | 2,123            | 1,856            | 11,611                              |
| Firefighting         | 23,661                              | 5,934            | 4,520            | 25,075                              |
| Cumulative Fire      | 31,010                              | 7,902            | -                | 38,912                              |
| Levy Excess          | 213                                 | -                | -                | 213                                 |
| Fiduciary Fund:      |                                     |                  |                  |                                     |
| Payroll Withholdings | 425                                 | 425              | 425              | 425                                 |
| Totals               | <u>\$ 85,510</u>                    | <u>\$ 24,156</u> | <u>\$ 15,447</u> | <u>\$ 94,219</u>                    |
|                      |                                     |                  |                  |                                     |
|                      | Cash and<br>Investments<br>01-01-08 | Receipts         | Disbursements    | Cash and<br>Investments<br>12-31-08 |
| Governmental Funds:  |                                     |                  |                  |                                     |
| Township             | \$ 17,983                           | \$ 8,988         | \$ 7,623         | \$ 19,348                           |
| Township Assistance  | 11,611                              | 1,361            | 928              | 12,044                              |
| Firefighting         | 25,075                              | 6,153            | 4,520            | 26,708                              |
| Cumulative Fire      | 38,912                              | 7,473            | -                | 46,385                              |
| Levy Excess          | 213                                 | -                | -                | 213                                 |
| Rainy Day            | -                                   | 243              | 33               | 210                                 |
| Fiduciary Fund:      |                                     |                  |                  |                                     |
| Payroll Withholdings | 425                                 | 425              | 425              | 425                                 |
| Totals               | <u>\$ 94,219</u>                    | <u>\$ 24,643</u> | <u>\$ 13,529</u> | <u>\$ 105,333</u>                   |

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

MADISON TOWNSHIP, JAY 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, 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.

MADISON TOWNSHIP, JAY COUNTY  
EXAMINATION RESULTS AND COMMENTS

LISTS OF EMPLOYEES

Officials or employees of the Township had money due from the Township, but no lists of such employees have been certified to the County Treasurer since 2006.

Indiana Code 6-1.1-22-14(a) states in part: "On or before June 1 and December 1 of each year . . . the disbursing officer of each political subdivision . . . shall certify the names and addresses of each person who has money due the person from the political subdivision to the treasurer of each county in which the political subdivision is located."

DEPOSIT OF PUBLIC FUNDS

Three tax distributions in 2008 were not deposited until after the statutory deadline, including one distribution which was not deposited for almost three months.

IC 5-13-6-1(c) states in part: "The public funds collected by township trustees shall be deposited in the designated depository on or before the first and fifteenth day of each month."

MADISON TOWNSHIP, JAY COUNTY  
EXIT CONFERENCE

The contents of this report were discussed on September 28, 2009, with Scott Hilfiker, Trustee; and Charlene Theurer, Secretary of the Township Board.