

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

EXAMINATION REPORT

OF

WARREN TOWNSHIP

ST. JOSEPH COUNTY, INDIANA

January 1, 2007 to December 31, 2009



FILED
04/01/2010

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OFFICIALS

Office

Official

Term

Trustee

Mike Nemes

01-01-07 to 12-31-10

Chairman of the
Township Board

Roger Nawrot

01-01-07 to 12-31-10



STATE OF INDIANA
AN EQUAL OPPORTUNITY EMPLOYER

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INDEPENDENT ACCOUNTANT'S REPORT

TO: THE OFFICIALS OF WARREN TOWNSHIP, ST. JOSEPH COUNTY, INDIANA

We have examined the financial information presented herein of Warren Township (Township), for the period of January 1, 2007 to December 31, 2009. 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, 2008, and 2009, based on the criteria set forth in the uniform compliance guidelines established by the Indiana State Board of Accounts.

The Schedule of Capital Assets, as listed in the Table of Contents, is presented for additional analysis and is not a required part of the basic financial information. The schedule has not been subjected to the examination procedures applied to the basic financial information and, accordingly, we express no opinion on the schedule.

STATE BOARD OF ACCOUNTS

January 13, 2010

WARREN TOWNSHIP, ST. JOSEPH COUNTY 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, 2008, And 2009

	Cash and Investments 01-01-07	Receipts	Disbursements	Cash and Investments 12-31-07
Governmental Funds:				
Township	\$ 80,158	\$ 105,291	\$ 85,641	\$ 99,809
Township Assistance	36,084	2,321	1,382	37,024
Firefighting	172,117	263,062	295,051	140,128
Rainy Day	35,000	35,000	-	70,000
Cumulative Fire	163,716	62,185	-	225,901
Fiduciary Fund:				
Payroll Withholdings	-	30,447	30,447	-
Totals	<u>\$ 487,075</u>	<u>\$ 498,306</u>	<u>\$ 412,520</u>	<u>\$ 572,861</u>

	Cash and Investments 01-01-08	Receipts	Disbursements	Cash and Investments 12-31-08
Governmental Funds:				
Township	\$ 99,809	\$ 50,878	\$ 86,969	\$ 63,717
Township Assistance	37,024	699	1,693	36,029
Firefighting	140,128	123,102	273,043	(9,814)
Rainy Day	70,000	21,678	-	91,678
Cumulative Fire	225,901	29,757	-	255,658
Fiduciary Fund:				
Payroll Withholdings	-	33,683	33,683	-
Totals	<u>\$ 572,861</u>	<u>\$ 259,797</u>	<u>\$ 395,389</u>	<u>\$ 437,269</u>

	Cash and Investments 01-01-09	Receipts	Disbursements	Cash and Investments 12-31-09
Governmental Funds:				
Township	\$ 63,717	\$ 136,254	\$ 72,255	\$ 127,716
Township Assistance	36,029	7,236	2,015	41,250
Firefighting	(9,814)	410,527	286,585	114,129
Rainy Day	91,678	3,645	-	95,324
Cemetery	-	6,430	-	6,430
Cumulative Fire	255,658	82,910	109,428	229,140
Fiduciary Fund:				
Payroll Withholdings	-	24,376	21,579	2,797
Totals	<u>\$ 437,269</u>	<u>\$ 671,378</u>	<u>\$ 491,861</u>	<u>\$ 616,786</u>

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

WARREN TOWNSHIP, ST. JOSEPH 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.

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.

WARREN TOWNSHIP, ST. JOSEPH COUNTY
NOTES TO FINANCIAL INFORMATION
(Continued)

Note 6. Pension Plan

Public Employees' Retirement Fund

Plan Description

The Township contributes to the Indiana Public Employees' Retirement Fund (PERF), a defined benefit pension plan. PERF is an agent multiple-employer public employee retirement system, which provides retirement benefits to plan members and beneficiaries. All full-time employees are eligible to participate in this defined benefit plan. State statutes (IC 5-10.2 and 5-10.3) govern, through the PERF Board, most requirements of the system, and give the Township authority to contribute to the plan. The PERF retirement benefit consists of the pension provided by employer contributions plus an annuity provided by the member's annuity savings account. The annuity savings account consists of members' contributions, set by state statute at 3% of compensation, plus the interest credited to the member's account. The employer may elect to make the contributions on behalf of the member.

PERF administers the plan and issues a publicly available financial report that includes financial statements and required supplementary information for the plan as a whole and for its participants. That report may be obtained by contacting:

Public Employees' Retirement Fund
Harrison Building, Room 800
143 West Market Street
Indianapolis, IN 46204
Ph. (317) 233-4162

Funding Policy and Annual Pension Cost

The contribution requirements of the plan members for PERF are established by the Board of Trustees of PERF.

WARREN TOWNSHIP, ST. JOSEPH COUNTY
 SUPPLEMENTARY INFORMATION
 SCHEDULE OF CAPITAL ASSETS
 As of December 31, 2009

<u>Primary Government</u>	<u>Ending Balance</u>
Governmental activities:	
Capital assets, not being depreciated:	
Land	\$ 96,000
Buildings	1,108,600
Machinery and equipment	<u>1,504,933</u>
 Total governmental activities, capital assets not being depreciated	 <u>\$ 2,709,533</u>

WARREN TOWNSHIP, ST. JOSEPH COUNTY
EXIT CONFERENCE

The contents of this report were discussed on January 13, 2010, with Mike Nemes, Trustee. Our examination disclosed no material items that warrant comment at this time.