

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

EXAMINATION REPORT
OF
POLK TOWNSHIP
WASHINGTON COUNTY, INDIANA
January 1, 2007 to December 31, 2009



FILED
04/16/2010

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OFFICIALS

Office

Official

Term

Trustee

Clair Sullivan, Jr.

01-01-07 to 12-31-10

Chairman of the
Township Board

Roger Rickard

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 POLK TOWNSHIP, WASHINGTON COUNTY, INDIANA

We have examined the financial information presented herein of Polk 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.

STATE BOARD OF ACCOUNTS

March 29, 2010

POLK TOWNSHIP, WASHINGTON COUNTY
SCHEDULES OF RECEIPTS, DISBURSEMENTS, AND CASH AND INVESTMENT BALANCES
ALL GOVERNMENTAL 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	\$ 101,706	\$ 27,014	\$ 20,200	\$ 108,520
Township Assistance	17,887	1,660	2,529	17,018
Firefighting	14,375	13,359	15,000	12,734
Cumulative Fire	34,388	8,219	-	42,607
Rainy Day	666	1,334	-	2,000
Totals	<u>\$ 169,022</u>	<u>\$ 51,586</u>	<u>\$ 37,729</u>	<u>\$ 182,879</u>

	Cash and Investments 01-01-08	Receipts	Disbursements	Cash and Investments 12-31-08
Governmental Funds:				
Township	\$ 108,520	\$ 26,674	\$ 20,848	\$ 114,346
Township Assistance	17,018	1,541	850	17,709
Firefighting	12,734	12,695	16,000	9,429
Cumulative Fire	42,607	7,603	-	50,210
Rainy Day	2,000	1,492	-	3,492
Totals	<u>\$ 182,879</u>	<u>\$ 50,005</u>	<u>\$ 37,698</u>	<u>\$ 195,186</u>

	Cash and Investments 01-01-09	Receipts	Disbursements	Cash and Investments 12-31-09
Governmental Funds:				
Township	\$ 114,346	\$ 47,104	\$ 22,545	\$ 138,905
Township Assistance	17,709	3,664	2,359	19,014
Firefighting	9,429	25,408	16,000	18,837
Cumulative Fire	50,210	17,623	783	67,050
Rainy Day	3,492	-	-	3,492
Totals	<u>\$ 195,186</u>	<u>\$ 93,799</u>	<u>\$ 41,687</u>	<u>\$ 247,298</u>

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

POLK TOWNSHIP, WASHINGTON 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.

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.

POLK TOWNSHIP, WASHINGTON COUNTY
EXAMINATION RESULT AND COMMENT

PAYROLL DEDUCTIONS

Social Security and Medicare taxes were not withheld from Township Board members wages during the examination period.

Political subdivisions are required to comply with all grant agreements, rules, regulations, bulletins, directives, letters, letter rulings, and filing requirements concerning reports and other procedural matters of federal and state agencies, including opinions of the Attorney General of the State of Indiana, and court decisions. Governmental units should file accurate reports required by federal and state agencies. Noncompliance may require corrective action. (Accounting and Uniform Compliance Guidelines Manual for Townships, Chapter 13)

Officials and employees have the duty to pay claims and remit taxes in a timely fashion. Failure to pay claims or remit taxes in a timely manner could be an indicator of serious financial problems which should be investigated by the governmental unit.

Additionally, officials and employees have a responsibility to perform duties in a manner which would not result in any unreasonable fees being assessed against the governmental unit.

Any penalties, interest or other charges paid by the governmental unit may be the personal obligation of the responsible official or employee.

(Accounting and Uniform Compliance Guidelines Manual for Townships, Chapter 13)

Each governmental unit is responsible for compliance with all rules, regulations, guidelines, and directives of the Internal Revenue Service and the Indiana Department of Revenue. All questions concerning taxes should be directed to these agencies. (Accounting and Uniform Compliance Guidelines Manual for Townships, Chapter 13)

POLK TOWNSHIP, WASHINGTON COUNTY
EXIT CONFERENCE

The contents of this report were discussed on March 29, 2010, with Clair Sullivan, Jr., Trustee.
The official concurred with our finding.