

B36278

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

EXAMINATION REPORT
OF
ST. JOHN TOWNSHIP
LAKE COUNTY, INDIANA
January 1, 2008 to December 31, 2009



FILED
04/22/2010

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OFFICIALS

<u>Office</u>	<u>Official</u>	<u>Term</u>
Trustee	Jean E. Shepherd	01-01-07 to 12-31-10
Chairman of the Township Board	Thomas Cavanaugh	01-01-08 to 12-31-08
	William Bednar	01-01-09 to 12-31-09
	Thomas Cavanaugh	01-01-10 to 12-31-10



STATE OF INDIANA
AN EQUAL OPPORTUNITY EMPLOYER

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INDEPENDENT ACCOUNTANT'S REPORT

TO: THE OFFICIALS OF ST. JOHN TOWNSHIP, LAKE COUNTY, INDIANA

We have examined the financial information presented herein of St. John Township (Township), for the period of January 1, 2008 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, 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. It has not been subjected to the examination procedures applied to the basic financial information and, accordingly, we express no opinion on it.

STATE BOARD OF ACCOUNTS

March 29, 2010

ST. JOHN TOWNSHIP, LAKE 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, 2008 And 2009

	Cash and Investments 01-01-08	Receipts	Disbursements	Cash and Investments 12-31-08
Governmental Funds:				
Township	\$ 121,502	\$ 270,208	\$ 159,280	\$ 232,430
Township Assistance	124,167	157,837	62,119	219,885
Firefighting	93,468	415,359	402,023	106,804
Park and Recreation	186,474	291,612	164,709	313,377
Senior Citizen Transportation	6,587	7,178	9,500	4,265
Cumulative Fire	51,060	90,635	-	141,695
Fiduciary Fund:				
Payroll Withholdings/Sales Tax	172	51,965	51,711	426
Totals	<u>\$ 583,430</u>	<u>\$ 1,284,794</u>	<u>\$ 849,342</u>	<u>\$ 1,018,882</u>

	Cash and Investments 01-01-09	Receipts	Disbursements	Cash and Investments 12-31-09
Governmental Funds:				
Township	\$ 232,430	\$ 126,098	\$ 173,028	\$ 185,500
Township Assistance	219,885	66,670	69,616	216,939
Firefighting	106,804	180,503	174,999	112,308
Park and Recreation	313,377	147,529	161,148	299,758
Senior Citizen Transportation	4,265	3,980	3,928	4,317
Cumulative Fire	141,695	39,323	-	181,018
Fiduciary Fund:				
Payroll Withholdings/Sales Tax	426	59,166	59,140	452
Totals	<u>\$ 1,018,882</u>	<u>\$ 623,269</u>	<u>\$ 641,859</u>	<u>\$ 1,000,292</u>

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

ST. JOHN TOWNSHIP, LAKE 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.

However, due to the continued delay in the completion of the reassessment of Lake County, property tax rates and levies were not established by the Indiana Department of Local Government Finance as of February 15, 2008 or 2009, as required by state statute. The Township received advances on taxes collected, however, the final settlement of taxes due in 2007, 2008, and 2009 were not received until March 20, 2008, March 27, 2009, and January 20, 2010, 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.

ST. JOHN TOWNSHIP, LAKE COUNTY
NOTES TO FINANCIAL INFORMATION
(Continued)

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.

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.

ST. JOHN TOWNSHIP, LAKE COUNTY
 SUPPLEMENTARY INFORMATION
 SCHEDULE OF CAPITAL ASSETS
 December 31, 2009

Capital assets are reported at actual or estimated historical cost based on appraisals or deflated current replacement cost. Contributed or donated assets are reported at estimated fair value at the time received.

<u>Primary Government</u>	<u>Ending Balance</u>
Governmental activities:	
Capital assets, not being depreciated:	
Land	\$ 230,010
Buildings	366,200
Improvement other than buildings	19,412
Machinery and equipment	<u>216,873</u>
 Total governmental activities, capital assets not being depreciated	 \$ <u>832,495</u>

ST. JOHN TOWNSHIP, LAKE COUNTY
EXIT CONFERENCE

The contents of this report were discussed on March 29, 2010, with Jean E. Shepherd, Trustee. Our examination disclosed no material items that warrant comment at this time.