

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

EXAMINATION REPORT
OF
LINCOLN TOWNSHIP
ST. JOSEPH COUNTY, INDIANA
January 1, 2007 to December 31, 2009



FILED
04/27/2010

TABLE OF CONTENTS

<u>Description</u>	<u>Page</u>
Officials	2
Independent Accountant's Report.....	3
Financial Information:	
Schedules of Receipts, Disbursements, and Cash and Investment Balances	4
Notes to Financial Information	5
Supplementary Information:	
Schedule of Long-Term Debt	6
Examination Result and Comment:	
Capital Asset Records	7
Exit Conference.....	8

OFFICIALS

Office

Official

Term

Trustee

Kathleen Fox

01-01-07 to 12-31-10

Chairman of the
Township Board

Richard Awald
Mryna Daube

01-01-07 to 12-31-07
01-01-08 to 12-31-10



STATE OF INDIANA
AN EQUAL OPPORTUNITY EMPLOYER

STATE BOARD OF ACCOUNTS
302 WEST WASHINGTON STREET
ROOM E418
INDIANAPOLIS, INDIANA 46204-2769

Telephone: (317) 232-2513
Fax: (317) 232-4711
Web Site: www.in.gov/sboa

INDEPENDENT ACCOUNTANT'S REPORT

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

We have examined the financial information presented herein of Lincoln 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 Long-Term Debt, 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 30, 2010

LINCOLN TOWNSHIP, ST. JOSEPH 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	\$ 88,993	\$ 55,507	\$ 36,029	\$ 108,471
Township Assistance	30,218	18,210	18,689	29,739
Firefighting	30,779	53,055	55,877	27,957
Park and Recreation	3,512	1,859	1,429	3,942
Levy Excess	3,087	310	3,087	310
Fire Debt	22,670	27,188	47,677	2,181
Rainy Day	-	1,336	-	1,336
Totals	<u>\$ 179,259</u>	<u>\$ 157,465</u>	<u>\$ 162,788</u>	<u>\$ 173,936</u>

	Cash and Investments 01-01-08	Receipts	Disbursements	Cash and Investments 12-31-08
Governmental Funds:				
Township	\$ 108,471	\$ 18,396	\$ 46,688	\$ 80,179
Township Assistance	29,739	12,904	7,553	35,090
Firefighting	27,957	14,887	54,512	(11,668)
Park and Recreation	3,942	618	3,360	1,200
Levy Excess	310	-	310	-
Fire Debt	2,181	13,341	47,677	(32,155)
Rainy Day	1,336	7,369	8,400	305
Totals	<u>\$ 173,936</u>	<u>\$ 67,515</u>	<u>\$ 168,500</u>	<u>\$ 72,951</u>

	Cash and Investments 01-01-09	Receipts	Disbursements	Cash and Investments 12-31-09
Governmental Funds:				
Township	\$ 80,179	\$ 82,244	\$ 40,434	\$ 121,989
Township Assistance	35,090	30,769	3,835	62,024
Firefighting	(11,668)	91,910	40,160	40,082
Park and Recreation	1,200	8,042	3,590	5,652
Fire Debt	(32,155)	97,440	47,677	17,608
Rainy Day	305	1,415	-	1,720
Totals	<u>\$ 72,951</u>	<u>\$ 311,820</u>	<u>\$ 135,696</u>	<u>\$ 249,075</u>

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

LINCOLN 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.

LINCOLN TOWNSHIP, ST. JOSEPH COUNTY
 SUPPLEMENTARY INFORMATION
 SCHEDULE OF LONG-TERM DEBT
 For The Year Ended December 31, 2009

Description of Asset	Ending Balance	Principal and Interest Due Within One Year
Governmental activities:		
Notes and loans payable	\$ <u>65,192</u>	\$ <u>47,677</u>

LINCOLN TOWNSHIP, ST. JOSEPH COUNTY
EXAMINATION RESULTS AND COMMENTS

CAPITAL ASSET RECORDS

An inventory of capital assets was not presented for audit.

Every governmental unit should have a complete inventory of all capital assets owned which reflect their acquisition value. Such inventory should be recorded on the applicable Capital Asset Ledger. A complete inventory should be taken at least every two years for good internal control and for verifying account balances carried in the accounting records. (Accounting and Uniform Compliance Guidelines Manual for Townships, Chapter 13)

Officials and employees are required to use State Board of Accounts prescribed or approved forms in the manner prescribed. (Accounting and Uniform Compliance Guidelines Manual for Townships, Chapter 13)

LINCOLN TOWNSHIP, ST. JOSEPH COUNTY
EXIT CONFERENCE

The contents of this report were discussed on March 30, 2010, with Kathleen Fox, Trustee. The official concurred with our finding.