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

EXAMINATION REPORT  
OF  
MEDINA TOWNSHIP  
WARREN COUNTY, INDIANA  
January 1, 2007 to December 31, 2009



**FILED**  
04/29/2010



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OFFICIALS

<u>Office</u>	<u>Official</u>	<u>Term</u>
Trustee	Dann Keiser	01-01-07 to 12-31-10
Chairman of the Township Board	Regina Sundqvist	01-01-07 to 12-31-07
	Keith Lester	01-01-08 to 12-31-08
	Joe Gephart	01-01-09 to 12-31-09
	Keith Lester	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 MEDINA TOWNSHIP, WARREN COUNTY, INDIANA

We have examined the financial information presented herein of Medina 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

April 1, 2010

MEDINA TOWNSHIP, WARREN 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	\$ 39,514	\$ 11,059	\$ 13,208	\$ 37,365
Dog	354	-	354	-
Township Assistance	6,540	448	2,147	4,841
Firefighting	39,426	1,389	3,500	37,315
Levy Excess	833	7	-	840
Totals	<u>\$ 86,667</u>	<u>\$ 12,903</u>	<u>\$ 19,209</u>	<u>\$ 80,361</u>

	Cash and Investments 01-01-08	Receipts	Disbursements	Cash and Investments 12-31-08
Governmental Funds:				
Township	\$ 37,365	\$ 16,128	\$ 13,692	\$ 39,801
Township Assistance	4,841	960	2,069	3,732
Firefighting	37,315	2,668	25,364	14,619
Levy Excess	840	2	-	842
Totals	<u>\$ 80,361</u>	<u>\$ 19,758</u>	<u>\$ 41,125</u>	<u>\$ 58,994</u>

	Cash and Investments 01-01-09	Receipts	Disbursements	Cash and Investments 12-31-09
Governmental Funds:				
Township	\$ 39,801	\$ 20,926	\$ 13,611	\$ 47,116
Township Assistance	3,732	4,238	2,466	5,504
Firefighting	14,619	4,635	8,994	10,260
Levy Excess	842	5	-	847
Rainy Day	-	341	-	341
Totals	<u>\$ 58,994</u>	<u>\$ 30,145</u>	<u>\$ 25,071</u>	<u>\$ 64,068</u>

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

MEDINA TOWNSHIP, WARREN 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. However, 2007 taxes became delinquent if not paid by June 29 and November 13; 2008 taxes became delinquent if not paid by August 29 and November 10; and 2009 taxes became delinquent if not paid by July 17 and November 10.

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.

MEDINA TOWNSHIP, WARREN COUNTY  
EXAMINATION RESULTS AND COMMENTS

BANK ACCOUNT RECONCILIATIONS

Monthly depository reconciliations of the fund balances to the bank account balances were not presented for examination. The fund ledger does not agree with the adjusted bank at December 31, 2009. The bank balance was \$456 more than the fund ledger.

IC 5-13-6-1(e) states: "All local investment officers shall reconcile at least monthly the balance of public funds, as disclosed by the records of the local officers, with the balance statements provided by the respective depositories."

At all times, the manual and/or computerized records, subsidiary ledgers, control ledger, and reconciled bank balance should agree. If the reconciled bank balance is less than the subsidiary or control ledgers, then the responsible official or employee may be held personally responsible for the amount needed to balance the fund. (Accounting and Uniform Compliance Guidelines Manual for Townships, Chapter 13)

PUBLIC RECORDS RETENTION

Five bank statements from 2009 were not made available for review.

IC 5-15-6-3(f) concerning destruction of public records, states in part: "Original records may be disposed of only with the approval of the commission according to guidelines established by the commission."

Supporting documentation such as receipts, canceled checks, tickets, invoices, bills, contracts, and other public records must be available for audit to provide supporting information for the validity and accountability of monies disbursed. Payments without supporting documentation may be the personal obligation of the responsible official or employee. (Accounting and Uniform Compliance Guidelines Manual for Townships, Chapter 13)

MEDINA TOWNSHIP, WARREN COUNTY  
EXIT CONFERENCE

The contents of this report were discussed on April 1, 2010, with Dann Keiser, Trustee. The official concurred with our findings.