

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

EXAMINATION REPORT

OF

MONROE TOWNSHIP

PUTNAM COUNTY, INDIANA

January 1, 2008 to December 31, 2009



**FILED**  
05/05/2010



## 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           |
| Examination Results and Comments:                                            |             |
| Payroll Deductions.....                                                      | 6           |
| Official Bond .....                                                          | 6           |
| Exit Conference.....                                                         | 7           |

OFFICIALS

Office

Official

Term

Trustee

Richard K. Pronckus

01-01-07 to 12-31-10

Chairman of the  
Township Board

Nancy McBride

01-01-08 to 12-31-10



# STATE OF INDIANA

AN EQUAL OPPORTUNITY EMPLOYER

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## INDEPENDENT ACCOUNTANT'S REPORT

TO: THE OFFICIALS OF MONROE TOWNSHIP, PUTNAM COUNTY, INDIANA

We have examined the financial information presented herein of Monroe 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.

STATE BOARD OF ACCOUNTS

April 7, 2010

MONROE TOWNSHIP, PUTNAM COUNTY  
SCHEDULES OF RECEIPTS, DISBURSEMENTS, AND CASH AND INVESTMENT BALANCES  
ALL GOVERNMENTAL FUND TYPES  
As Of And For The Years Ended December 31, 2008 And 2009

|                     | Cash and<br>Investments<br>01-01-08 | Receipts        | Disbursements    | Cash and<br>Investments<br>12-31-08 |
|---------------------|-------------------------------------|-----------------|------------------|-------------------------------------|
| Governmental Funds: |                                     |                 |                  |                                     |
| Township            | \$ 23,425                           | \$ 5,571        | \$ 15,641        | \$ 13,355                           |
| Township Assistance | 7,449                               | 83              | 4,424            | 3,108                               |
| Rainy Day           | <u>443</u>                          | <u>430</u>      | <u>-</u>         | <u>873</u>                          |
| Totals              | <u>\$ 31,317</u>                    | <u>\$ 6,084</u> | <u>\$ 20,065</u> | <u>\$ 17,336</u>                    |

|                     | Cash and<br>Investments<br>01-01-09 | Receipts         | Disbursements    | Cash and<br>Investments<br>12-31-09 |
|---------------------|-------------------------------------|------------------|------------------|-------------------------------------|
| Governmental Funds: |                                     |                  |                  |                                     |
| Township            | \$ 13,355                           | \$ 16,279        | \$ 15,925        | \$ 13,709                           |
| Township Assistance | 3,108                               | 10,587           | 5,400            | 8,295                               |
| Rainy Day           | <u>873</u>                          | <u>-</u>         | <u>-</u>         | <u>873</u>                          |
| Totals              | <u>\$ 17,336</u>                    | <u>\$ 26,866</u> | <u>\$ 21,325</u> | <u>\$ 22,877</u>                    |

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

MONROE TOWNSHIP, PUTNAM 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. All property taxes collected by the County Treasurer and available for distribution were distributed to the Township on or prior to December 31 of the year collected.

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.

MONROE TOWNSHIP, PUTNAM COUNTY  
EXAMINATION RESULTS AND COMMENTS

PAYROLL DEDUCTIONS

Payments to some employees were made without payroll deductions for taxes.

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)

OFFICIAL BOND

The Trustee did not purchase a rider on the 2009 bond to be in compliance with IC 5-4-1-18. Additionally, the 2010 bond coverage is not adequate and the bond is a renewal or continuation certificate.

Effective July 1, 2009, IC 5-4-1-18 states in part:

"(c) Except as provided in subsections (h) and (i), the fiscal bodies of the respective units shall fix the amount of the bond of . . . township trustees . . . as follows:

- (1) The amount of annual coverage must equal thirty thousand dollars (\$30,000) for each one million dollars (\$1,000,000) of receipts of the officer's office during the last complete fiscal year before the purchase of the bond, subject to subdivision (2).
- (2) The amount of annual coverage may not be less than thirty thousand dollars (\$30,000) nor more than three hundred thousand dollars (\$300,000) unless the fiscal body approves a greater amount of annual coverage for the officer or employee. . . ."

The State Board of Accounts is of the audit position in order to comply with the changes made in Public Law 176 effective July 1, 2009, governments will have to purchase riders on their current bond coverage for the remainder of the calendar year; and beginning January 1, 2010, will have to provide annual bond coverage. We are also of the audit position a new bond should be obtained for each year and continuation certificates or renewals should not be used in lieu of obtaining a new bond. (Township Bulletin and Uniform Compliance Guidelines Vol. 286)

MONROE TOWNSHIP, PUTNAM COUNTY  
EXIT CONFERENCE

The contents of this report were discussed on April 7, 2010, with Richard K. Pronckus, Trustee. The official concurred with our findings.