

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

EXAMINATION REPORT
OF
TOWN OF MT. AUBURN
WAYNE COUNTY, INDIANA
January 1, 2009 to December 31, 2010



FILED
08/16/2011

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OFFICIALS

<u>Office</u>	<u>Official</u>	<u>Term</u>
Clerk-Treasurer	Misty Caldwell Kimberly Owens	01-01-09 to 12-14-09 12-15-09 to 12-31-11
President of the Town Council	John Heflin Tom Lee	01-01-09 to 11-30-10 12-01-10 to 12-31-11



STATE OF INDIANA
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INDEPENDENT ACCOUNTANT'S REPORT

TO: THE OFFICIALS OF THE TOWN OF MT. AUBURN, WAYNE COUNTY, INDIANA

We have examined the financial statements of the Town of Mt. Auburn (Town), for the period of January 1, 2009 to December 31, 2010. The Town's management is responsible for the financial statements. 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 statements and performing such other procedures as we considered necessary in the circumstances. We believe that our examination provides a reasonable basis for our opinion.

As discussed in Note 1, the Town prepares its financial statements on the prescribed basis of accounting that demonstrates compliance with the reporting requirements established by the State Board of Accounts as allowed by state statute (IC 5-11-1-6), which is a comprehensive basis of accounting other than accounting principles generally accepted in the United States of America.

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position and results of operations of the Town for the years ended December 31, 2009 and 2010, on the basis of accounting described in Note 1.

The Combining Schedule(s) of Receipts, Disbursements, and Cash and Investment Balances – Regulatory Basis as listed in the Table of Contents, are presented for additional analysis and are not required parts of the financial statements. They have not been subjected to the examination procedures applied to the financial statements and, accordingly, we express no opinion on them.

This report is intended solely for the information and use of the Town's management and the Town Council, and is not intended to be and should not be used by anyone other than these specified parties. In accordance with Indiana Code 5-11-5-1, this report is a part of the public records of the State Board of Accounts and of the office examined.

STATE BOARD OF ACCOUNTS

July 19, 2011

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FINANCIAL STATEMENT(S)

TOWN OF MT. AUBURN
STATEMENT OF RECEIPTS, DISBURSEMENTS, AND CASH AND INVESTMENT BALANCES -
REGULATORY BASIS
For The Year Ended December 31, 2009

	Cash and Investments 01-01-09	Receipts	Disbursements	Cash and Investments 12-31-09
General	\$ 2,191	\$ 18,711	\$ 18,335	\$ 2,567
Motor Vehicle Highway	18,820	2,290	5,000	16,110
Local Road And Street	17,880	759	7,064	11,575
Riverboat	2,361	469	-	2,830
Rainy Day	725	13	-	738
Cumulative Capital Improvement Cigarette Tax	7,170	358	-	7,528
County Economic Development Income Tax	16,519	1,521	3,455	14,585
Levy Excess	489	-	-	489
Totals	<u>\$ 66,155</u>	<u>\$ 24,121</u>	<u>\$ 33,854</u>	<u>\$ 56,422</u>

The notes to the financial statement(s) are an integral part of this statement.

TOWN OF MT. AUBURN
STATEMENT OF RECEIPTS, DISBURSEMENTS, AND CASH AND INVESTMENT BALANCES
REGULATORY BASIS
For The Year Ended December 31, 2010

	Cash and Investments 01-01-10	Receipts	Disbursements	Cash and Investments 12-31-10
General	\$ 2,567	\$ 16,437	\$ 15,065	\$ 3,939
Motor Vehicle Highway	16,110	2,112	3,500	14,722
Local Road And Street	11,575	703	-	12,278
Riverboat	2,830	-	2,830	-
Rainy Day	738	-	-	738
Cumulative Capital Improvement Cigarette Tax	7,528	106	3,800	3,834
County Economic Development Income Tax	14,585	1,689	699	15,575
Levy Excess	489	26	-	515
Totals	<u>\$ 56,422</u>	<u>\$ 21,073</u>	<u>\$ 25,894</u>	<u>\$ 51,601</u>

The notes to the financial statement(s) are an integral part of this statement.

TOWN OF MT. AUBURN
NOTES TO FINANCIAL STATEMENT(S)

Note 1. Summary of Significant Accounting Policies

A. Reporting Entity

The Town was established under the laws of the State of Indiana. The Town operates under a Town Council form of government and provides some or all of the following services: public safety (police and fire), highways and streets, health and social services, culture and recreation, public improvements, planning and zoning, general administrative services.

The accompanying financial statements present the financial information for the Town (primary government), and does not include financial information for any of the Town's legally separate component units, which accounting principles generally accepted in the United States of America require to be reported with the financial information of the Town (primary government).

B. Basis of Accounting

The financial statements are reported on a regulatory basis of accounting prescribed by the State Board of Accounts in accordance with state statute (IC 5-11-1-6), which is a comprehensive basis of accounting other than accounting principles generally accepted in the United States of America. Receipts are recorded when received and disbursements are recorded when paid.

The regulatory basis of accounting differs from accounting principles generally accepted in the United States of America in that receipts are recognized when received in cash, rather than when earned, and disbursements are recognized when paid, rather than when a liability is incurred.

C. Cash and Investments

Investments are stated at cost. Any changes in fair value of the investments are reported as receipts in the year of the sale of the investment.

D. Receipts

Receipts are presented in the aggregate on the face of the financial statements. The aggregate receipts may include, but are not limited to, the following sources:

Taxes which can include one or more of the following: property taxes, certified shares (local option tax), property tax replacement credit (local option tax), county option income tax, wheel tax, innkeepers tax, food and beverage tax, county economic development income tax, boat and trailer excise tax, county adjusted gross income tax, and other taxes that are set by the Town.

Licenses and permits which include amounts received from businesses, occupations, or contractors that must be licensed before doing business within the government's jurisdiction or permits levied according to the benefits presumably conferred by the permit. Examples of licenses and permits include: peddler licenses, dog tax licenses, auctioneer license, building and planning permits, demolition permits, electrical permits, sign permits, and gun permits.

TOWN OF MT. AUBURN
NOTES TO FINANCIAL STATEMENT(S)
(Continued)

Intergovernmental receipts which include receipts from other governments in the form of operating grants, entitlements, or payments in lieu of taxes. Examples of this type of receipts include, but are not limited to: federal grants, state grants, cigarette tax distributions received from the state, motor vehicle highway distribution received from the state, local road and street distribution received from the state, financial institution tax received from the state, auto excise surtax received from the state, commercial vehicle excise tax received from the state, major moves distributions received from the state, and riverboat receipts received from the county.

Charges for services which can include, but are not limited to the following: planning commission charges, building department charges, copies of public records, copy machine charges, accident report copies, gun permit applications, 911 telephone services, recycling fees, dog pound fees, emergency medical service fees, park rental fees, swimming pool receipts, cable television receipts, ordinance violations, fines and fees, bond forfeitures, court costs, and court receipts.

Fines and forfeits which include receipts derived from fines and penalties imposed for the commission of statutory offenses, violation of lawful administrative rules and regulations (fines), and for the neglect of official duty and monies derived from confiscating deposits held as performance guarantees (forfeitures).

Other receipts which include amounts received from various sources which can include, but are not limited to the following: net proceeds from borrowings; interfund loan activity; transfers authorized by statute, ordinance, resolution or court order; internal service receipts; and fiduciary receipts.

E. Disbursements

Disbursements are presented in the aggregate on the face of the financial statements. The aggregate disbursements may include, but are not limited to, the following uses:

Personal services include outflows for salaries, wages, and related employee benefits provided for all persons employed. In those units where sick leave, vacation leave, overtime compensation, and other such benefits are appropriated separately, such payments would also be included.

Supplies include articles and commodities that are entirely consumed and materially altered when used and/or show rapid depreciation after use for a short period of time. Examples of supplies include office supplies, operating supplies, and repair and maintenance supplies.

Other services and charges which include, but are not limited to: professional services, communication and transportation, printing and advertising, insurance, utility services, repairs and maintenance, and rental charges.

Debt service principal and interest which include fixed obligations resulting from financial transactions previously entered into by the Town. It includes all expenditures for the reduction of the principal and payment of interest related to the Town's general obligation indebtedness.

TOWN OF MT. AUBURN
NOTES TO FINANCIAL STATEMENT(S)
(Continued)

Capital outlay which include all outflows for land, infrastructure, buildings, improvements, and machinery and equipment having an appreciable and calculable period of usefulness.

Other disbursements which include, but are not limited to the following: interfund loan payments, loans made to other funds, internal service disbursements, and transfers out that are authorized by statute, ordinance, resolution, or court order.

F. Interfund Transfers

The Town may, from time to time, transfer money from one fund to another. These transfers, if any, are included as a part of the receipts and disbursements of the affected funds and as a part of total receipts and disbursements. The transfers are used for cash flow purposes as provided by various statutory provisions.

G. Fund Accounting

Separate funds are established, maintained, and reported by the Town. Each fund is used to account for money received from and used for specific sources and uses as determined by various regulations. Restrictions on some funds are set by statute while other funds are internally restricted by the Town. The money accounted for in a specific fund may only be available for use for certain, legally restricted purposes. Additionally, some funds are used to account for assets held by the Town in a trustee capacity as an agent of individuals, private organizations, other funds, or other governmental units and therefore the funds cannot be used for any expenditures of the unit itself.

Note 2. Budgets

The operating budget is initially prepared and approved at the local level. The fiscal officer of the Town submits a proposed operating budget to the governing board for the following calendar year. The budget is advertised as required by law. Prior to adopting the budget, the governing board conducts public hearings and obtains taxpayer comments. Prior to November 1, the governing board approves the budget for the next year. The budget for funds for which property taxes are levied or highway use taxes are received is subject to final approval by the Indiana Department of Local Government Finance.

Note 3. Property Taxes

Property taxes levied are collected by the County Treasurer and are scheduled to be distributed to the Town in June and December; however, situations can arise which would delay the distributions. 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 percent 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 normally become delinquent if not paid by May 10 and November 10, respectively.

TOWN OF MT. AUBURN
NOTES TO FINANCIAL STATEMENT(S)
(Continued)

Note 4. *Deposits and Investments*

Deposits, made in accordance with state statute (IC 5-13), with financial institutions in the State of Indiana at year end should be 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 statutes authorize the Town 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 5. *Risk Management*

The Town may be exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions; job related illnesses or injuries to employees; medical benefits to employees, retirees, and dependents; and natural disasters.

These risks can be mitigated through the purchase of insurance, establishment of a self-insurance fund, and/or participation in a risk pool. The purchase of insurance transfers the risk to an independent third party. The establishment of a self-insurance fund allows the Town to set aside money for claim settlements. The self-insurance fund would be included in the financial statements. The purpose of participation in a risk pool is to provide a medium for the funding and administration of the risks. These risks may also be mitigated by the Town by recording as a disbursement and replacement items purchased.

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SUPPLEMENTARY INFORMATION – UNAUDITED

For additional financial information, the Town of Mt. Auburn's Annual Report(s) can be found on the Indiana Transparency Portal website: www.in.gov/itp/annual_reports/.

TOWN OF MT. AUBURN
COMBINING SCHEDULE OF RECEIPTS, DISBURSEMENTS, AND
CASH AND INVESTMENT BALANCES - REGULATORY BASIS
For The Year Ended December 31, 2009

	General	Motor Vehicle Highway	Local Road And Street	Riverboat	Rainy Day	Cumulative Capital Improvement Cigarette Tax	County Economic Development Income Tax	Levy Excess	Totals
Cash and investments - beginning	\$ 2,191	\$ 18,820	\$ 17,880	\$ 2,361	\$ 725	\$ 7,170	\$ 16,519	\$ 489	\$ 66,155
Receipts:									
Taxes	8,937	-	-	-	-	-	-	-	8,937
Intergovernmental	3,969	2,197	759	469	13	358	1,521	-	9,286
Charges for services	251	-	-	-	-	-	-	-	251
Other receipts	5,554	93	-	-	-	-	-	-	5,647
Total receipts	18,711	2,290	759	469	13	358	1,521	-	24,121
Disbursements:									
Personal services	1,700	-	-	-	-	-	-	-	1,700
Supplies	274	-	-	-	-	-	-	-	274
Other services and charges	16,361	-	-	-	-	-	3,455	-	19,816
Other disbursements	-	5,000	7,064	-	-	-	-	-	12,064
Total disbursements	18,335	5,000	7,064	-	-	-	3,455	-	33,854
Excess (deficiency) of receipts over disbursements	376	(2,710)	(6,305)	469	13	358	(1,934)	-	(9,733)
Cash and investments - ending	\$ 2,567	\$ 16,110	\$ 11,575	\$ 2,830	\$ 738	\$ 7,528	\$ 14,585	\$ 489	\$ 56,422

TOWN OF MT. AUBURN
COMBINING SCHEDULE OF RECEIPTS, DISBURSEMENTS, AND
CASH AND INVESTMENT BALANCES - REGULATORY BASIS
For The Year Ended December 31, 2010

	General	Motor Vehicle Highway	Local Road And Street	Riverboat	Rainy Day	Cumulative Capital Improvement Cigarette Tax	County Economic Development Income Tax	Levy Excess	Totals
Cash and investments - beginning	\$ 2,567	\$ 16,110	\$ 11,575	\$ 2,830	\$ 738	\$ 7,528	\$ 14,585	\$ 489	\$ 56,422
Receipts:									
Taxes	6,151	-	-	-	-	-	-	-	6,151
Intergovernmental	2,880	2,025	703	-	-	106	1,689	-	7,403
Charges for services	192	-	-	-	-	-	-	-	192
Other receipts	7,214	87	-	-	-	-	-	26	7,327
Total receipts	16,437	2,112	703	-	-	106	1,689	26	21,073
Disbursements:									
Personal services	1,400	-	-	-	-	-	-	-	1,400
Supplies	259	-	-	-	-	-	-	-	259
Other services and charges	13,406	3,500	-	-	-	-	699	-	17,605
Other disbursements	-	-	-	2,830	-	3,800	-	-	6,630
Total disbursements	15,065	3,500	-	2,830	-	3,800	699	-	25,894
Excess (deficiency) of receipts over disbursements	1,372	(1,388)	703	(2,830)	-	(3,694)	990	26	(4,821)
Cash and investments - ending	\$ 3,939	\$ 14,722	\$ 12,278	\$ -	\$ 738	\$ 3,834	\$ 15,575	\$ 515	\$ 51,601

TOWN OF MT. AUBURN
EXAMINATION RESULT(S) AND COMMENT(S)

LIST OF EMPLOYEES NOT FILED WITH COUNTY TREASURER

A list of employees was not certified to the County Treasurer.

Indiana Code 6-1.1-22-14(a) states in part:

"On or before June 1 and December 1 of each year . . . the disbursing officer of each political subdivision . . . shall certify the names and addresses of each person who has money due from the political subdivision to the treasurer of each county in which the political subdivision is located."

ANNUAL REPORTS

The annual report for 2009 was not submitted for examination. The annual report for 2010 was submitted in July 2011.

Indiana Code 5-3-1-3(a) states in part:

"Within sixty (60) days after the expiration of each calendar year, the fiscal officer of each civil city and town in Indiana shall publish an annual report of the receipts and expenditures of the city or town . . ."

CAPITAL ASSET RECORD

The Town does not maintain a capital asset record.

Every governmental unit should have a complete inventory of all capital assets owned which reflects their acquisition value. Such inventory should be recorded in the Capital Assets Ledger. A complete inventory should be taken every year for good internal control and for verifying account balances carried in the accounting records. (Accounting and Uniform Compliance Guidelines Manual for Cities and Towns, Chapter 7)

TOWN OF MT. AUBURN
EXIT CONFERENCE

The contents of this report were discussed on July 19, 2011, with Kimberly Owens, Clerk-Treasurer, and Tom Lee, President of the Town Council. The officials concurred with our findings.