

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

FINANCIAL STATEMENTS EXAMINATION REPORT

OF

JACKSON TOWNSHIP

MORGAN COUNTY, INDIANA

January 1, 2010 to December 31, 2011



**FILED**  
10/05/2012



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SCHEDULE OF OFFICIALS

<u>Office</u>	<u>Official</u>	<u>Term</u>
Trustee	Dan Broyer	01-01-07 to 12-31-14
Chairman of the Township Board	Tom Carter	01-01-10 to 12-31-12



**STATE OF INDIANA**  
AN EQUAL OPPORTUNITY EMPLOYER

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INDEPENDENT ACCOUNTANT'S REPORT

TO: THE OFFICIALS OF JACKSON TOWNSHIP, MORGAN COUNTY, INDIANA

We have examined the accompanying financial statements of Jackson Township (Township), for the years ended December 31, 2010 and 2011. The financial statements are the responsibility of the Township's management. Our responsibility is to express an opinion on the financial statements 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 Township 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 Township for the years ended December 31, 2010 and 2011, on the basis of accounting described in Note 1.

Our examination was conducted for the purpose of forming an opinion on the Township's financial statements. The Combining Schedules of Receipts, Disbursements, and Cash and Investment Balances – Regulatory Basis, Schedule of Leases and Debt, and Schedule of Capital Assets, 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 Township's management, Township Board, and others within the entity 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

August 28, 2012

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## FINANCIAL STATEMENTS

The financial statements and accompanying notes were approved by management of the Township. The financial statements and notes are presented as intended by the Township.

JACKSON TOWNSHIP, MORGAN COUNTY  
STATEMENT OF RECEIPTS, DISBURSEMENTS, AND CASH AND INVESTMENT BALANCES -  
REGULATORY BASIS  
For The Year Ended December 31, 2010

Fund	Cash and Investments 01-01-10	Receipts	Disbursements	Cash and Investments 12-31-10
Township	\$ 97,221	\$ 52,622	\$ 77,177	\$ 72,666
Township Assistance	27,185	22,735	30,624	19,296
Fire Fighting	12,968	108,506	88,385	33,089
Cumulative Fire	20,328	18,300	25,798	12,830
Levy Excess	4,898	578	-	5,476
Rainy Day	56,873	45,425	-	102,298
Fire Bldg. Debt	7,768	90,872	69,757	28,883
Emergency Fire Loan	2,501	38,184	36,484	4,201
Totals	<u>\$ 229,742</u>	<u>\$ 377,222</u>	<u>\$ 328,225</u>	<u>\$ 278,739</u>

The notes to the financial statements are an integral part of this statement.

JACKSON TOWNSHIP, MORGAN COUNTY  
STATEMENT OF RECEIPTS, DISBURSEMENTS, AND CASH AND INVESTMENT BALANCES -  
REGULATORY BASIS  
For The Year Ended December 31, 2011

Fund	Cash and Investments 01-01-11	Receipts	Disbursements	Cash and Investments 12-31-11
Township	\$ 72,666	\$ 33,310	\$ 80,466	\$ 25,510
Township Assistance	19,296	43,623	11,588	51,331
Fire Fighting	33,089	116,978	84,082	65,985
Rainy Day	102,298	10,000	-	112,298
Levy Excess	5,476	-	5,476	-
Cumulative Fire	12,830	18,410	14,374	16,866
Emergency Fire Loan	4,201	-	-	4,201
Fire Bldg. Debt	28,883	77,288	69,757	36,414
Totals	<u>\$ 278,739</u>	<u>\$ 299,609</u>	<u>\$ 265,743</u>	<u>\$ 312,605</u>

The notes to the financial statements are an integral part of this statement.

JACKSON TOWNSHIP, MORGAN COUNTY  
NOTES TO FINANCIAL STATEMENTS

**Note 1. Summary of Significant Accounting Policies**

*A. Reporting Entity*

The Township was established under the laws of the State of Indiana. The Township operates under a township trustee/township board form of government and provides some or all of the following services: public safety (fire), health and social services (township assistance), culture and recreation (parks and/or community centers), and general administrative services (weed and dog control).

The accompanying financial statements present the financial information for the Township.

*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 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 Township.

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.

JACKSON TOWNSHIP, MORGAN COUNTY  
NOTES TO FINANCIAL STATEMENTS  
(Continued)

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 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 which 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.

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 Township 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 Township. 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 Township. 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 Township 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.

JACKSON TOWNSHIP, MORGAN COUNTY  
NOTES TO FINANCIAL STATEMENTS  
(Continued)

**Note 2. Budgets**

The operating budget is initially prepared and approved at the local level. The fiscal officer of the Township 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 Township 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.

**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 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 5. Risk Management**

The Township 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 Township 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 Township by recording as a disbursement any replacement items purchased.

## SUPPLEMENTARY INFORMATION – UNAUDITED

For additional financial information, the Township's 2010 Annual Report can be found on the Indiana Transparency Portal website: [www.in.gov/itp/annual\\_reports/](http://www.in.gov/itp/annual_reports/).

For additional financial information, the Township's 2011 Annual Report information can be found on the Gateway website: <https://gateway.ifionline.org/>.

Differences may be noted between the financial information presented in the financial statements contained in this report and the financial information presented in the Annual Reports of the Township which are referenced above. These differences, if any, are due to adjustments made to the financial information during the course of the examination. This is a common occurrence in any financial statement examination. The financial information presented in this report is examined information, and the accuracy of such information can be determined by reading the opinion given in the Independent Accountant's Report.

The supplementary information presented was approved by management of the Township. It is presented as intended by the Township.

JACKSON TOWNSHIP, MORGAN COUNTY  
 COMBINING SCHEDULE OF RECEIPTS, DISBURSEMENTS, AND  
 CASH AND INVESTMENT BALANCES - REGULATORY BASIS  
 For The Year Ended December 31, 2010

	Township	Township Assistance	Fire Fighting	Cumulative Fire	Levy Excess	Rainy Day	Fire Bldg. Debt	Emergency Fire Loan	Totals
Cash and investments - beginning	\$ 97,221	\$ 27,185	\$ 12,968	\$ 20,328	\$ 4,898	\$ 56,873	\$ 7,768	\$ 2,501	\$ 229,742
Receipts:									
Taxes	52,105	22,735	108,506	18,300	578	-	90,872	38,184	331,280
Intergovernmental	-	-	-	-	-	20,425	-	-	20,425
Other receipts	517	-	-	-	-	25,000	-	-	25,517
Total receipts	52,622	22,735	108,506	18,300	578	45,425	90,872	38,184	377,222
Disbursements:									
Personal services	41,325	2,340	-	-	-	-	-	-	43,665
Supplies	698	45	-	-	-	-	-	-	743
Other services and charges	24,869	6,870	88,385	-	-	-	69,757	36,484	226,365
Capital outlay	285	-	-	25,798	-	-	-	-	26,083
Other disbursements	10,000	21,369	-	-	-	-	-	-	31,369
Total disbursements	77,177	30,624	88,385	25,798	-	-	69,757	36,484	328,225
Excess (deficiency) of receipts over disbursements	(24,555)	(7,889)	20,121	(7,498)	578	45,425	21,115	1,700	48,997
Cash and investments - ending	\$ 72,666	\$ 19,296	\$ 33,089	\$ 12,830	\$ 5,476	\$ 102,298	\$ 28,883	\$ 4,201	\$ 278,739

JACKSON TOWNSHIP, MORGAN COUNTY  
 COMBINING SCHEDULE OF RECEIPTS, DISBURSEMENTS, AND  
 CASH AND INVESTMENT BALANCES - REGULATORY BASIS  
 For The Year Ended December 31, 2011

	Township	Township Assistance	Fire Fighting	Rainy Day	Levy Excess	Cumulative Fire	Emergency Fire Loan	Fire Bldg. Debt	Totals
Cash and investments - beginning	\$ 72,666	\$ 19,296	\$ 33,089	\$ 102,298	\$ 5,476	\$ 12,830	\$ 4,201	\$ 28,883	\$ 278,739
Receipts:									
Taxes	17,609	43,623	24,191	-	-	18,410	-	77,288	181,121
Intergovernmental	10,075	-	92,787	-	-	-	-	-	102,862
Other receipts	5,626	-	-	10,000	-	-	-	-	15,626
Total receipts	33,310	43,623	116,978	10,000	-	18,410	-	77,288	299,609
Disbursements:									
Personal services	46,660	2,130	-	-	-	-	-	-	48,790
Supplies	966	319	-	-	-	-	-	-	1,285
Other services and charges	22,576	9,139	74,317	-	-	-	-	-	106,032
Capital outlay	64	-	2,350	-	-	14,374	-	69,757	86,545
Other disbursements	10,200	-	7,415	-	5,476	-	-	-	23,091
Total disbursements	80,466	11,588	84,082	-	5,476	14,374	-	69,757	265,743
Excess (deficiency) of receipts over disbursements	(47,156)	32,035	32,896	10,000	(5,476)	4,036	-	7,531	33,866
Cash and investments - ending	\$ 25,510	\$ 51,331	\$ 65,985	\$ 112,298	\$ -	\$ 16,866	\$ 4,201	\$ 36,414	\$ 312,605

JACKSON TOWNSHIP, MORGAN COUNTY  
 SCHEDULE OF LEASES AND DEBT  
 December 31, 2011

Description of Debt		Ending Principal Balance	Principal and Interest Due Within One Year
Type	Purpose		
Governmental activities:			
Notes and loans payable	Building Loan	\$ 69,757	\$ 69,757
Totals		<u>\$ 69,757</u>	<u>\$ 69,757</u>

JACKSON TOWNSHIP, MORGAN COUNTY  
SCHEDULE OF CAPITAL ASSETS  
December 31, 2011

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>Ending Balance</u>
Governmental activities:	
Buildings	\$ 400,000
Machinery, equipment and vehicles	<u>214,600</u>
Total governmental activities	<u>614,600</u>
Total capital assets	<u><u>\$ 614,600</u></u>

JACKSON TOWNSHIP, MORGAN COUNTY  
EXAMINATION RESULTS AND COMMENTS

***BANK ACCOUNT RECONCILIATIONS***

Depository reconciliations of the fund balances to the bank account balances presented for examination were incorrect. Bank Reconcilements were attempted monthly, but did not reconcile to the Township Ledger in 2010 and 2011. The bank balance was long in 2010 by \$311.92 and in 2011 by \$3,819.79 when compared to the ledger.

Indiana Code 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."

***REPORTING TO INTERNAL REVENUE SERVICE***

The Township did not issue a Form 1099-MISC for reportable expenditures made to Pat Murphy for part-time help in 2011. Internal Revenue Service (IRS) regulations require payments to an individual who is not an employee to be reported to the IRS on Form 1099-MISC if the payments are at least \$600 in a calendar year.

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)

***PAYROLL DEDUCTIONS***

Payments for federal and state withholdings and taxes made in 2011 were short by \$724.57.

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)

JACKSON TOWNSHIP, MORGAN COUNTY  
EXIT CONFERENCE

The contents of this report were discussed on August 28, 2012, with Dan Broyer, Trustee.