

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

FINANCIAL STATEMENT EXAMINATION REPORT

OF

STEUBEN TOWNSHIP

STEUBEN COUNTY, INDIANA

January 1, 2010 to December 31, 2011



FILED

12/07/2012

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OFFICIALS

Office

Official

Term

Trustee

Ronald Hutchins

01-01-07 to 12-31-14

Chairman of the
Township Board

Rita Stackhouse

01-01-10 to 12-31-12



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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 STEUBEN TOWNSHIP, STEUBEN COUNTY, INDIANA

We have examined the financial statements of Steuben Township (Township), for the period of January 1, 2010 to December 31, 2011. The Township'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 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. The basis noted above is a different basis than that used in the prior year.

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.

The Combining Schedules of Receipts, Disbursements, and Cash and Investment Balances – Regulatory Basis 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

October 18, 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.

STEUBEN TOWNSHIP, STEUBEN 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	\$ 17,445	\$ 19,882	\$ 19,209	\$ 18,118
Township Assistance	16,854	13,114	11,272	18,696
Fire Fighting	15,885	40,574	36,288	20,171
Cumulative Fire	80,794	16,086	64,020	32,860
Park And Recreation	8,480	4,310	4,097	8,693
Levy Excess	-	187	-	187
Rainy Day	-	1,557	-	1,557
Fire Disaster Recovery	12,174	-	4,000	8,174
Totals	<u>\$ 151,632</u>	<u>\$ 95,710</u>	<u>\$ 138,886</u>	<u>\$ 108,456</u>

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

STEUBEN TOWNSHIP, STEUBEN 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	\$ 18,118	\$ 19,417	\$ 20,290	\$ 17,245
Park And Recreation	8,693	4,279	5,512	7,460
Township Assistance	18,696	10,937	9,593	20,040
Fire Fighting	20,171	39,427	34,391	25,207
Rainy Day	1,557	-	-	1,557
Levy Excess	187	-	187	-
Cumulative Fire	32,860	14,880	6,473	41,267
Fire Disaster Recovery	8,174	11	-	8,185
Totals	<u>\$ 108,456</u>	<u>\$ 88,951</u>	<u>\$ 76,446</u>	<u>\$ 120,961</u>

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

STEUBEN TOWNSHIP, STEUBEN 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 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.

STEUBEN TOWNSHIP, STEUBEN 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 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.

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 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.

STEUBEN TOWNSHIP, STEUBEN 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/.

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.

STEUBEN TOWNSHIP, STEUBEN 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	Park And Recreation	Levy Excess	Rainy Day	Fire Disaster Recovery	Totals
Cash and investments - beginning	\$ 17,445	\$ 16,854	\$ 15,885	\$ 80,794	\$ 8,480	\$ -	\$ -	\$ 12,174	\$ 151,632
Receipts:									
Taxes	19,804	13,114	40,574	16,086	4,310	187	1,557	-	95,632
Other receipts	78	-	-	-	-	-	-	-	78
Total receipts	19,882	13,114	40,574	16,086	4,310	187	1,557	-	95,710
Disbursements:									
Personal services	11,211	-	-	-	-	-	-	-	11,211
Supplies	352	-	-	-	-	-	-	-	352
Other services and charges	7,646	1,116	36,288	-	4,097	-	-	4,000	53,147
Capital outlay	-	-	-	64,020	-	-	-	-	64,020
Other disbursements	-	10,156	-	-	-	-	-	-	10,156
Total disbursements	19,209	11,272	36,288	64,020	4,097	-	-	4,000	138,886
Excess (deficiency) of receipts over disbursements	673	1,842	4,286	(47,934)	213	187	1,557	(4,000)	(43,176)
Cash and investments - ending	\$ 18,118	\$ 18,696	\$ 20,171	\$ 32,860	\$ 8,693	\$ 187	\$ 1,557	\$ 8,174	\$ 108,456

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

	Township	Park And Recreation	Township Assistance	Fire Fighting	Rainy Day	Levy Excess	Cumulative Fire	Fire Disaster Recovery	Totals
Cash and investments - beginning	\$ 18,118	\$ 8,693	\$ 18,696	\$ 20,171	\$ 1,557	\$ 187	\$ 32,860	\$ 8,174	\$ 108,456
Receipts:									
Taxes	12,256	2,998	9,882	29,371	-	-	13,421	-	67,928
Intergovernmental	6,922	1,281	1,055	10,056	-	-	1,459	-	20,773
Other receipts	239	-	-	-	-	-	-	11	250
Total receipts	19,417	4,279	10,937	39,427	-	-	14,880	11	88,951
Disbursements:									
Personal services	11,211	-	-	-	-	-	-	-	11,211
Supplies	551	-	-	-	-	-	-	-	551
Other services and charges	8,528	5,512	9,593	34,391	-	-	-	-	58,024
Capital outlay	-	-	-	-	-	-	6,473	-	6,473
Other disbursements	-	-	-	-	-	187	-	-	187
Total disbursements	20,290	5,512	9,593	34,391	-	187	6,473	-	76,446
Excess (deficiency) of receipts over disbursements	(873)	(1,233)	1,344	5,036	-	(187)	8,407	11	12,505
Cash and investments - ending	\$ 17,245	\$ 7,460	\$ 20,040	\$ 25,207	\$ 1,557	\$ -	\$ 41,267	\$ 8,185	\$ 120,961

STEUBEN TOWNSHIP, STEUBEN 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:	
Machinery, equipment and vehicles	<u>\$ 6,473</u>

STEUBEN TOWNSHIP, STEUBEN COUNTY
EXAMINATION RESULTS AND COMMENTS

BOARD MINUTES

No documentation was presented for examination that showed the Township Board reorganized each year.

Indiana Code 5-14-1.5-4(b) states:

"As the meeting progresses, the following memoranda shall be kept:

- (1) The date, time, and place of the meeting.
- (2) The members of the governing body recorded as either present or absent.
- (3) The general substance of all matters proposed, discussed, or decided.
- (4) A record of all votes taken, by individual members if there is a roll call.
- (5) Any additional information required under IC 5-1.5-2-2.5 or IC 20-12-63-7."

APPROPRIATIONS

The records presented for examination indicated the following expenditures in excess of budgeted appropriations:

<u>Fund</u>	<u>Year</u>	<u>Excess Amount Expended</u>
Cumulative Fire	2010	<u>\$ 39,020</u>

Indiana Code 6-1.1-18-4 states in part: ". . . the proper officers of a political subdivision shall appropriate funds in such a manner that the expenditures for a year do not exceed its budget for that year as finally determined under this article."

COMPENSATION AND BENEFITS

The Township Trustee and Clerk received \$7,400.00 and \$2,400.00, respectively, in compensation for the year 2011 which were not included in the salary ordinance, resolution, or township board minutes.

All compensation and benefits paid to officials and employees must be included in the labor contract, salary ordinance, resolution or salary schedule adopted by the governing body unless otherwise authorized by statute. Compensation should be made in a manner that will facilitate compliance with state and federal reporting requirements. (Accounting and Uniform Compliance Guidelines Manual for Townships, Chapter 17)

CAPITAL ASSET RECORDS

An inventory or record of capital assets using General Form 369 was not presented for examination.

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)

STEUBEN TOWNSHIP, STEUBEN COUNTY
EXIT CONFERENCE

The contents of this report were discussed on October 18, 2012, with Ronald Hutchins, Trustee. The official concurred with our findings.