

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

FINANCIAL STATEMENT EXAMINATION REPORT

OF

JEFFERSON TOWNSHIP

ADAMS COUNTY, INDIANA

January 1, 2010 to December 31, 2012



FILED
08/28/2013

TABLE OF CONTENTS

<u>Description</u>	<u>Page</u>
Schedule of Officials	2
Independent Accountant's Report.....	3
Financial Statement:	
Statement of Receipts, Disbursements, and Cash and Investment Balances – Regulatory Basis	6
Notes to Financial Statement.....	7-9
Supplementary Information - Unaudited:	
Combining Schedules of Receipts, Disbursements, and Cash and Investment Balances – Regulatory Basis	12-14
Examination Result and Comment:	
Compensation and Benefits	15
Exit Conference.....	16

SCHEDULE OF OFFICIALS

<u>Office</u>	<u>Official</u>	<u>Term</u>
Trustee	Dennis E. Caffee	01-01-07 to 12-31-14
Chairman of the Township Board	D. Joe Caffee	01-01-10 to 12-31-10
	Mark A. Lehmann	01-01-11 to 12-31-11
	Robert W. Reef	01-01-12 to 12-31-12
	Mark A. Lehmann	01-01-13 to 12-31-13



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INDEPENDENT ACCOUNTANT'S REPORT

TO: THE OFFICIALS OF JEFFERSON TOWNSHIP, ADAMS COUNTY, INDIANA

We have examined the accompanying financial statement of Jefferson Township (Township), for the period of January 1, 2010 to December 31, 2012. The financial statement is the responsibility of the Township's management. Our responsibility is to express an opinion on the financial statement 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 statement 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 statement 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 effects on the financial statement of the variances between these regulatory accounting practices and accounting principles generally accepted in the United States of America, although not reasonably determinable, are presumed to be material. The basis noted above is a different basis than that used in the prior period.

In our opinion, because of the matter discussed in the preceding paragraph, the financial statement referred to above does not present fairly, in conformity with accounting principles generally accepted in the United States of America, the financial position and results of operations of the Township for the period of January 1, 2010 to December 31, 2012.

In our opinion, the financial statement referred to above presents fairly, in all material respects, the financial position and results of operations of the Township for the period of January 1, 2010 to December 31, 2012, 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 statement. The Combining Schedules 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 statement. They have not been subjected to the examination procedures applied to the financial statement and, accordingly, we express no opinion on them.

Bruce Hartman
State Examiner

July 30, 2013

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FINANCIAL STATEMENT

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

JEFFERSON TOWNSHIP, ADAMS COUNTY
STATEMENT OF RECEIPTS, DISBURSEMENTS, AND CASH AND INVESTMENT BALANCES -
REGULATORY BASIS
For The Years Ended December 31, 2010, 2011, And 2012

Fund	Cash and Investments 01-01-10	Receipts	Disbursements	Cash and Investments 12-31-10
Township	\$ 29,076	\$ 13,230	\$ 8,992	\$ 33,314
Township Assistance	37,662	2,227	1,325	38,564
Fire Fighting	15,777	11,707	10,324	17,160
Levy Excess	-	60	-	60
Rainy Day	-	198	-	198
Totals	<u>\$ 82,515</u>	<u>\$ 27,422</u>	<u>\$ 20,641</u>	<u>\$ 89,296</u>

Fund	Cash and Investments 01-01-11	Receipts	Disbursements	Cash and Investments 12-31-11
Township	\$ 33,314	\$ 13,535	\$ 9,828	\$ 37,021
Township Assistance	38,564	2,171	1,878	38,857
Fire Fighting	17,160	11,437	10,717	17,880
Levy Excess	60	-	60	-
Rainy Day	198	-	-	198
Totals	<u>\$ 89,296</u>	<u>\$ 27,143</u>	<u>\$ 22,483</u>	<u>\$ 93,956</u>

Fund	Cash and Investments 01-01-12	Receipts	Disbursements	Cash and Investments 12-31-12
Township	\$ 37,021	\$ 14,373	\$ 9,597	\$ 41,797
Township Assistance	38,857	1,877	496	40,238
Fire Fighting	17,880	12,178	11,110	18,948
Rainy Day	198	-	-	198
Totals	<u>\$ 93,956</u>	<u>\$ 28,428</u>	<u>\$ 21,203</u>	<u>\$ 101,181</u>

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

JEFFERSON TOWNSHIP, ADAMS COUNTY
NOTES TO FINANCIAL STATEMENT

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 statement presents the financial information for the Township.

B. Basis of Accounting

The financial statement is 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 statement. 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.

JEFFERSON TOWNSHIP, ADAMS COUNTY
NOTES TO FINANCIAL STATEMENT
(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 statement. 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.

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.

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

JEFFERSON TOWNSHIP, ADAMS COUNTY
NOTES TO FINANCIAL STATEMENT
(Continued)

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 statement. The purpose of participation in a risk pool is to provide a medium for the funding and administration of the risks.

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SUPPLEMENTARY INFORMATION – UNAUDITED

For additional financial information, the Township's Annual Reports for years prior to 2011 can be found on the Indiana Transparency Portal website: www.in.gov/itp/annual_reports/.

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

Differences may be noted between the financial information presented in the financial statement 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.

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

	<u>Township</u>	<u>Township Assistance</u>	<u>Fire Fighting</u>	<u>Levy Excess</u>	<u>Rainy Day</u>	<u>Totals</u>
Cash and investments - beginning	\$ 29,076	\$ 37,662	\$ 15,777	\$ -	\$ -	\$ 82,515
Receipts:						
Taxes	13,040	1,899	11,362	-	-	26,301
Other receipts	<u>190</u>	<u>328</u>	<u>345</u>	<u>60</u>	<u>198</u>	<u>1,121</u>
Total receipts	<u>13,230</u>	<u>2,227</u>	<u>11,707</u>	<u>60</u>	<u>198</u>	<u>27,422</u>
Disbursements:						
Personal services	4,844	381	-	-	-	5,225
Supplies	44	44	-	-	-	88
Other services and charges	<u>4,104</u>	<u>900</u>	<u>10,324</u>	<u>-</u>	<u>-</u>	<u>15,328</u>
Total disbursements	<u>8,992</u>	<u>1,325</u>	<u>10,324</u>	<u>-</u>	<u>-</u>	<u>20,641</u>
Excess of receipts over disbursements	<u>4,238</u>	<u>902</u>	<u>1,383</u>	<u>60</u>	<u>198</u>	<u>6,781</u>
Cash and investments - ending	<u>\$ 33,314</u>	<u>\$ 38,564</u>	<u>\$ 17,160</u>	<u>\$ 60</u>	<u>\$ 198</u>	<u>\$ 89,296</u>

JEFFERSON TOWNSHIP, ADAMS 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	Levy Excess	Rainy Day	Totals
Cash and investments - beginning	\$ 33,314	\$ 38,564	\$ 17,160	\$ 60	\$ 198	\$ 89,296
Receipts:						
Taxes	11,281	1,981	9,344	-	-	22,606
Intergovernmental	2,070	56	2,003	-	-	4,129
Other receipts	184	134	90	-	-	408
Total receipts	13,535	2,171	11,437	-	-	27,143
Disbursements:						
Personal services	5,147	443	-	-	-	5,590
Supplies	286	44	-	-	-	330
Other services and charges	4,395	1,391	-	-	-	5,786
Other disbursements	-	-	10,717	60	-	10,777
Total disbursements	9,828	1,878	10,717	60	-	22,483
Excess (deficiency) of receipts over disbursements	3,707	293	720	(60)	-	4,660
Cash and investments - ending	\$ 37,021	\$ 38,857	\$ 17,880	\$ -	\$ 198	\$ 93,956

JEFFERSON TOWNSHIP, ADAMS COUNTY
 COMBINING SCHEDULE OF RECEIPTS, DISBURSEMENTS, AND
 CASH AND INVESTMENT BALANCES - REGULATORY BASIS
 For The Year Ended December 31, 2012

	<u>Township</u>	<u>Township Assistance</u>	<u>Fire Fighting</u>	<u>Rainy Day</u>	<u>Totals</u>
Cash and investments - beginning	\$ 37,021	\$ 38,857	\$ 17,880	\$ 198	\$ 93,956
Receipts:					
Taxes	11,817	1,754	9,509	-	23,080
Intergovernmental	2,483	46	2,611	-	5,140
Other receipts	<u>73</u>	<u>77</u>	<u>58</u>	<u>-</u>	<u>208</u>
Total receipts	<u>14,373</u>	<u>1,877</u>	<u>12,178</u>	<u>-</u>	<u>28,428</u>
Disbursements:					
Personal services	5,086	451	-	-	5,537
Supplies	162	45	-	-	207
Other services and charges	<u>4,349</u>	<u>-</u>	<u>11,110</u>	<u>-</u>	<u>15,459</u>
Total disbursements	<u>9,597</u>	<u>496</u>	<u>11,110</u>	<u>-</u>	<u>21,203</u>
Excess of receipts over disbursements	<u>4,776</u>	<u>1,381</u>	<u>1,068</u>	<u>-</u>	<u>7,225</u>
Cash and investments - ending	<u>\$ 41,797</u>	<u>\$ 40,238</u>	<u>\$ 18,948</u>	<u>\$ 198</u>	<u>\$ 101,181</u>

JEFFERSON TOWNSHIP, ADAMS COUNTY
EXAMINATION RESULT AND COMMENT

COMPENSATION AND BENEFITS

The salaries for the Trustee and other Township employees were not approved by the Township Board using Township Form 17, Resolution Establishing Salaries of Township Officers and Employees, for the years 2010, 2011, and 2012.

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 13)

Indiana Code 36-6-6-10 requires the township board to set the salaries; wages; rates of hourly pay; and remuneration other than statutory allowances of all township officials and employees, except assessing officials and employees, for the year 1985 and each year thereafter. A type of format for recording these salaries should be the existing format of Township Form No. 17.

Township Form No. 17 (Revised 2008) has been prescribed to fulfill the requirements of the statute. (Accounting and Uniform Compliance Guidelines Manual for Townships, Chapter 2)

JEFFERSON TOWNSHIP, ADAMS COUNTY
EXIT CONFERENCE

The contents of this report were discussed on July 30, 2013, with Dennis E. Caffee, Trustee. The official concurred with our finding.