

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

FINANCIAL STATEMENTS EXAMINATION REPORT

OF

WAYNE TOWNSHIP

BARTHOLOMEW COUNTY, INDIANA

January 1, 2010 to December 31, 2011



FILED
08/28/2013

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SCHEDULE OF OFFICIALS

<u>Office</u>	<u>Official</u>	<u>Term</u>
Trustee	Pamela Huffman-Meek Clint Madden	01-01-07 to 12-31-10 01-01-11 to 12-31-14
Chairman of the Township Board	Brent Huffman Rick Trimpe	01-01-10 to 12-31-10 01-01-11 to 12-31-13



STATE OF INDIANA
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INDEPENDENT ACCOUNTANT'S REPORT

TO: THE OFFICIALS OF WAYNE TOWNSHIP, BARTHOLOMEW COUNTY, INDIANA

We have examined the accompanying financial statements of Wayne Township (Township), for the period of January 1, 2010 to December 31, 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. The effects on the financial statements 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.

In our opinion, because of the matter discussed in the preceding paragraph, the financial statements referred to above do 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, 2011.

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 period of January 1, 2010 to December 31, 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.

Bruce Hartman
State Examiner

August 7, 2013

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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.

WAYNE TOWNSHIP, BARTHOLOMEW 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	\$ 251,760	\$ 54,444	\$ 20,269	\$ 285,935
Township Assistance	243,130	13,609	11,118	245,621
Fire Fighting	90,578	70,002	42,000	118,580
Cumulative Fire	81,886	18,511	19,424	80,973
Fire Debt	12,143	53,623	58,508	7,258
Levy Excess	-	415	-	415
Rainy Day	1,873	5,411	-	7,284
Totals	<u>\$ 681,370</u>	<u>\$ 216,015</u>	<u>\$ 151,319</u>	<u>\$ 746,066</u>

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

WAYNE TOWNSHIP, BARTHOLOMEW 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	\$ 285,935	\$ 57,201	\$ 26,939	\$ 316,197
Township Assistance	245,621	15,355	12,483	248,493
Fire Fighting	118,580	69,494	71,360	116,714
Rainy Day	7,284	-	900	6,384
Levy Excess	415	-	415	-
Cumulative Fire	80,973	20,461	19,999	81,435
Fire Debt	7,258	68,098	57,184	18,172
Totals	<u>\$ 746,066</u>	<u>\$ 230,609</u>	<u>\$ 189,280</u>	<u>\$ 787,395</u>

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

WAYNE TOWNSHIP, BARTHOLOMEW 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.

WAYNE TOWNSHIP, BARTHOLOMEW 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.

WAYNE TOWNSHIP, BARTHOLOMEW 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.

WAYNE TOWNSHIP, BARTHOLOMEW COUNTY
NOTES TO FINANCIAL STATEMENTS
(Continued)

Note 6. Restatements

For the year ended December 31, 2010, certain changes have been made to some of the beginning balances of the financial statements to more appropriately reflect financial activity of the Township. This restatement relates entirely to four Certificate of Deposit investments made by the Township. At maturity, these CDs and interest earned had been rolled into new CD investments at the close of 2009. The interest was inadvertently left out when reporting the 2009 financial data, but the following schedule presents a summary the reported balances, interest earned on these investments by fund, and the properly restated beginning balances.

Fund	Balance as of December 31, 2009	Prior Period Adjustment	Balance as of January 1, 2010
Township	\$ 250,207	\$ 1,553	\$ 251,760
Township Assistance	239,323	3,807	243,130
Fire Fighting	90,318	260	90,578
Cumulative Fire	81,626	260	81,886

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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 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.

WAYNE TOWNSHIP, BARTHOLOMEW 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>Cumulative Fire</u>	<u>Fire Debt</u>	<u>Levy Excess</u>	<u>Rainy Day</u>	<u>Totals</u>
Cash and investments - beginning	\$ 251,760	\$ 243,130	\$ 90,578	\$ 81,886	\$ 12,143	\$ -	\$ 1,873	\$ 681,370
Receipts:								
Taxes	53,610	11,903	69,795	18,304	53,569	415	5,411	213,007
Other receipts	<u>834</u>	<u>1,706</u>	<u>207</u>	<u>207</u>	<u>54</u>	<u>-</u>	<u>-</u>	<u>3,008</u>
Total receipts	<u>54,444</u>	<u>13,609</u>	<u>70,002</u>	<u>18,511</u>	<u>53,623</u>	<u>415</u>	<u>5,411</u>	<u>216,015</u>
Disbursements:								
Personal services	14,619	-	-	-	-	-	-	14,619
Supplies	90	-	-	-	-	-	-	90
Other services and charges	5,560	1,000	42,000	-	58,508	-	-	107,068
Capital outlay	-	-	-	19,424	-	-	-	19,424
Other disbursements	<u>-</u>	<u>10,118</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>10,118</u>
Total disbursements	<u>20,269</u>	<u>11,118</u>	<u>42,000</u>	<u>19,424</u>	<u>58,508</u>	<u>-</u>	<u>-</u>	<u>151,319</u>
Excess (deficiency) of receipts over disbursements	<u>34,175</u>	<u>2,491</u>	<u>28,002</u>	<u>(913)</u>	<u>(4,885)</u>	<u>415</u>	<u>5,411</u>	<u>64,696</u>
Cash and investments - ending	<u>\$ 285,935</u>	<u>\$ 245,621</u>	<u>\$ 118,580</u>	<u>\$ 80,973</u>	<u>\$ 7,258</u>	<u>\$ 415</u>	<u>\$ 7,284</u>	<u>\$ 746,066</u>

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

	<u>Township</u>	<u>Township Assistance</u>	<u>Fire Fighting</u>	<u>Rainy Day</u>	<u>Levy Excess</u>	<u>Cumulative Fire</u>	<u>Fire Debt</u>	<u>Totals</u>
Cash and investments - beginning	\$ 285,935	\$ 245,621	\$ 118,580	\$ 7,284	\$ 415	\$ 80,973	\$ 7,258	\$ 746,066
Receipts:								
Intergovernmental	56,869	14,541	69,439	-	-	20,406	68,098	229,353
Other receipts	<u>332</u>	<u>814</u>	<u>55</u>	<u>-</u>	<u>-</u>	<u>55</u>	<u>-</u>	<u>1,256</u>
Total receipts	<u>57,201</u>	<u>15,355</u>	<u>69,494</u>	<u>-</u>	<u>-</u>	<u>20,461</u>	<u>68,098</u>	<u>230,609</u>
Disbursements:								
Personal services	15,386	-	-	-	-	-	-	15,386
Supplies	1,147	-	-	-	-	-	-	1,147
Other services and charges	8,406	12,483	-	900	-	-	-	21,789
Capital outlay	2,000	-	-	-	-	-	-	2,000
Other disbursements	<u>-</u>	<u>-</u>	<u>71,360</u>	<u>-</u>	<u>415</u>	<u>19,999</u>	<u>57,184</u>	<u>148,958</u>
Total disbursements	<u>26,939</u>	<u>12,483</u>	<u>71,360</u>	<u>900</u>	<u>415</u>	<u>19,999</u>	<u>57,184</u>	<u>189,280</u>
Excess (deficiency) of receipts over disbursements	<u>30,262</u>	<u>2,872</u>	<u>(1,866)</u>	<u>(900)</u>	<u>(415)</u>	<u>462</u>	<u>10,914</u>	<u>41,329</u>
Cash and investments - ending	<u>\$ 316,197</u>	<u>\$ 248,493</u>	<u>\$ 116,714</u>	<u>\$ 6,384</u>	<u>\$ -</u>	<u>\$ 81,435</u>	<u>\$ 18,172</u>	<u>\$ 787,395</u>

WAYNE TOWNSHIP, BARTHOLOMEW COUNTY
SCHEDULE OF LEASES AND DEBT
December 31, 2011

Description of Debt		Ending	Principal and
Type	Purpose	Principal	Interest Due
		Balance	Within One
			Year
Governmental activities:			
General obligation bonds	Township Trustee Office/Fire Department	\$ 522,735	\$ 56,452
Totals		<u>\$ 522,735</u>	<u>\$ 56,452</u>

WAYNE TOWNSHIP, BARTHOLOMEW 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	\$ 700,000
Machinery, equipment, and vehicles	<u>270,000</u>
Total governmental activities	<u>970,000</u>
Total capital assets	<u>\$ 970,000</u>

WAYNE TOWNSHIP, BARTHOLOMEW COUNTY
EXAMINATION RESULT AND COMMENT

COMPENSATION AND BENEFITS

Compensation and benefits were paid to five employees. A salary resolution was not presented for examination. The compensation and benefits paid to these employees totaled \$13,580 per year for 2010 and 2011.

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)

WAYNE TOWNSHIP, BARTHOLOMEW COUNTY
EXIT CONFERENCE

The contents of this report were discussed on August 7, 2013, with Clint Madden, Trustee, and Rick Trimpe, Chairman of the Township Board.