

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

FINANCIAL STATEMENTS EXAMINATION REPORT

OF

DAVIS TOWNSHIP

STARKE COUNTY, INDIANA

January 1, 2012 to December 31, 2015



FILED
04/04/2017

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SCHEDULE OF OFFICIALS

<u>Office</u>	<u>Official</u>	<u>Term</u>
Trustee	Robin Latimer	01-01-07 to 12-31-18
Chairman of the Township Board	Larry Jernas	01-01-12 to 12-31-14
	Rebecca Pflugshaupt	01-01-15 to 12-31-16
	Robert Ferch	01-01-17 to 12-31-17



STATE OF INDIANA
AN EQUAL OPPORTUNITY EMPLOYER

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INDEPENDENT ACCOUNTANT'S REPORT

TO: THE OFFICIALS OF DAVIS TOWNSHIP, STARKE COUNTY, INDIANA

We have examined the accompanying financial statements of Davis Township (Township), for the period of January 1, 2012 to December 31, 2015. 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 to the financial statements, the Township prepares its financial statements on the prescribed basis of accounting that demonstrates compliance with the reporting requirements established by the Indiana 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, 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, 2012 to December 31, 2015.

In our opinion, the financial statements referred to above represent, in all material respects, the financial position and results of operations of the Township for the period of January 1, 2012 to December 31, 2015, based on the prescribed 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 Receivables, and Schedule of Leases, 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.

Paul D. Joyce
Paul D. Joyce, CPA
State Examiner

January 5, 2017

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FINANCIAL STATEMENTS AND ACCOMPANYING NOTES

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.

DAVIS TOWNSHIP, STARKE COUNTY
STATEMENT OF RECEIPTS, DISBURSEMENTS, AND CASH AND INVESTMENT BALANCES -
REGULATORY BASIS
For the Years Ended December 31, 2012 and 2013

Fund	Cash and Investments 01-01-12	Receipts	Disbursements	Cash and Investments 12-31-12	Receipts	Disbursements	Cash and Investments 12-31-13
Township	\$ 42,077	\$ 19,216	\$ 14,653	\$ 46,640	\$ 17,004	\$ 13,375	\$ 50,269
Township Assistance	6,251	-	2,109	4,142	1,964	1,459	4,647
Fire Fighting	16,378	17,883	26,383	7,878	15,686	12,727	10,837
Levy Excess	106	-	106	-	-	-	-
Cumulative Fire	33,643	5,114	-	38,757	4,978	-	43,735
Fire Debt	15,926	-	15,647	279	-	-	279
Totals	<u>\$ 114,381</u>	<u>\$ 42,213</u>	<u>\$ 58,898</u>	<u>\$ 97,696</u>	<u>\$ 39,632</u>	<u>\$ 27,561</u>	<u>\$ 109,767</u>

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

DAVIS TOWNSHIP, STARKE COUNTY
STATEMENT OF RECEIPTS, DISBURSEMENTS, AND CASH AND INVESTMENT BALANCES -
REGULATORY BASIS
For the Years Ended December 31, 2014 and 2015

Fund	Cash and Investments 01-01-14	Receipts	Disbursements	Cash and Investments 12-31-14	Receipts	Disbursements	Cash and Investments 12-31-15
Township	\$ 50,269	\$ 15,903	\$ 19,656	\$ 46,516	\$ 45,123	\$ 47,061	\$ 44,578
Township Assistance	4,647	3,323	1,592	6,378	3,162	568	8,972
Fire Fighting	10,837	15,988	12,638	14,187	16,232	20,818	9,601
Cumulative Fire	43,735	49,509	44,333	48,911	5,561	4,202	50,270
Fire Debt	<u>279</u>	<u>-</u>	<u>279</u>	<u>-</u>	<u>61,323</u>	<u>30,500</u>	<u>30,823</u>
Totals	<u>\$ 109,767</u>	<u>\$ 84,723</u>	<u>\$ 78,498</u>	<u>\$ 115,992</u>	<u>\$ 131,401</u>	<u>\$ 103,149</u>	<u>\$ 144,244</u>

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

DAVIS TOWNSHIP, STARKE 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 Indiana 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. The basis of accounting involves the reporting of only cash and investments and the changes therein resulting from cash inflows (receipts) and cash outflows (disbursements) reported in the period in which they occurred.

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 tax, certified shares (local option tax), property tax replacement credit (local option tax), county option income tax, wheel tax, innkeeper's 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 these types of receipts include, but are not limited to, the following: federal grants, state grants, cigarette tax distributions received from the state, motor vehicle highway distributions received from the state, local road and street distributions 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.

DAVIS TOWNSHIP, STARKE COUNTY
NOTES TO FINANCIAL STATEMENTS
(Continued)

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 TV receipts, ordinance violations, fines and fees, bond forfeitures, court costs, and court receipts.

Other receipts, which include amounts received from various sources, including, but 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, which 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, the following: professional services, communication and transportation, printing and advertising, insurance, utility services, repairs and maintenance, and rental charges.

Debt service - principal and interest, which includes fixed obligations resulting from financial transactions previously entered into by the Township. It includes all expenditures for the reduction of the principal and interest of the Township's general obligation indebtedness.

Capital outlay, which includes 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.

DAVIS TOWNSHIP, STARKE COUNTY
NOTES TO FINANCIAL STATEMENTS
(Continued)

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 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, the following: federal government securities, repurchase agreements, and certain money market mutual funds. Certain other statutory restrictions apply to all investments made by local governmental units.

DAVIS TOWNSHIP, STARKE COUNTY
NOTES TO FINANCIAL STATEMENTS
(Continued)

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.

Note 6. Holding Corporation

The Township has entered into a capital lease with Davis Township Building Corporation (the lessor). The lessor was organized as a not-for-profit corporation pursuant to state statute for the purpose of financing and constructing or reconstructing facilities for lease to the Township. The lessor has been determined to be a related party of the Township. Lease payments during the year 2015 totaled \$30,500.

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OTHER INFORMATION - UNEXAMINED

The Township's Annual Financial 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 Township's Annual Financial Report 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 other information presented was approved by management of the Township. It is presented as intended by the Township.

DAVIS TOWNSHIP, STARKE COUNTY
 COMBINING SCHEDULE OF RECEIPTS, DISBURSEMENTS, AND
 CASH AND INVESTMENT BALANCES - REGULATORY BASIS
 For the Year Ended December 31, 2012

	Township	Township Assistance	Fire Fighting	Levy Excess	Cumulative Fire	Fire Debt	Totals
Cash and investments - beginning	\$ 42,077	\$ 6,251	\$ 16,378	\$ 106	\$ 33,643	\$ 15,926	\$ 114,381
Receipts:							
Taxes	12,199	-	15,178	-	4,695	-	32,072
Intergovernmental receipts	6,840	-	1,358	-	419	-	8,617
Other receipts	177	-	1,347	-	-	-	1,524
Total receipts	<u>19,216</u>	<u>-</u>	<u>17,883</u>	<u>-</u>	<u>5,114</u>	<u>-</u>	<u>42,213</u>
Disbursements:							
Personal services	9,428	-	9,250	-	-	-	18,678
Supplies	266	-	16,033	-	-	-	16,299
Other services and charges	3,923	2,109	1,100	-	-	-	7,132
Debt service - principal and interest	-	-	-	-	-	15,647	15,647
Other disbursements	1,036	-	-	106	-	-	1,142
Total disbursements	<u>14,653</u>	<u>2,109</u>	<u>26,383</u>	<u>106</u>	<u>-</u>	<u>15,647</u>	<u>58,898</u>
Excess (deficiency) of receipts over disbursements	<u>4,563</u>	<u>(2,109)</u>	<u>(8,500)</u>	<u>(106)</u>	<u>5,114</u>	<u>(15,647)</u>	<u>(16,685)</u>
Cash and investments - ending	<u>\$ 46,640</u>	<u>\$ 4,142</u>	<u>\$ 7,878</u>	<u>\$ -</u>	<u>\$ 38,757</u>	<u>\$ 279</u>	<u>\$ 97,696</u>

DAVIS TOWNSHIP, STARKE COUNTY
 COMBINING SCHEDULE OF RECEIPTS, DISBURSEMENTS, AND
 CASH AND INVESTMENT BALANCES - REGULATORY BASIS
 For the Year Ended December 31, 2013

	Township	Township Assistance	Fire Fighting	Levy Excess	Cumulative Fire	Fire Debt	Totals
Cash and investments - beginning	\$ 46,640	\$ 4,142	\$ 7,878	\$ -	\$ 38,757	\$ 279	\$ 97,696
Receipts:							
Taxes	10,580	1,811	14,670	-	4,648	-	31,709
Intergovernmental receipts	5,449	153	1,016	-	330	-	6,948
Charges for services	975	-	-	-	-	-	975
Other receipts	-	-	-	-	-	-	-
Total receipts	<u>17,004</u>	<u>1,964</u>	<u>15,686</u>	<u>-</u>	<u>4,978</u>	<u>-</u>	<u>39,632</u>
Disbursements:							
Personal services	7,914	-	9,250	-	-	-	17,164
Supplies	296	-	2,377	-	-	-	2,673
Other services and charges	3,529	1,459	1,100	-	-	-	6,088
Other disbursements	1,636	-	-	-	-	-	1,636
Total disbursements	<u>13,375</u>	<u>1,459</u>	<u>12,727</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>27,561</u>
Excess (deficiency) of receipts over disbursements	<u>3,629</u>	<u>505</u>	<u>2,959</u>	<u>-</u>	<u>4,978</u>	<u>-</u>	<u>12,071</u>
Cash and investments - ending	<u>\$ 50,269</u>	<u>\$ 4,647</u>	<u>\$ 10,837</u>	<u>\$ -</u>	<u>\$ 43,735</u>	<u>\$ 279</u>	<u>\$ 109,767</u>

DAVIS TOWNSHIP, STARKE COUNTY
 COMBINING SCHEDULE OF RECEIPTS, DISBURSEMENTS, AND
 CASH AND INVESTMENT BALANCES - REGULATORY BASIS
 For the Year Ended December 31, 2014

	Township	Township Assistance	Fire Fighting	Cumulative Fire	Fire Debt	Totals
Cash and investments - beginning	\$ 50,269	\$ 4,647	\$ 10,837	\$ 43,735	\$ 279	\$ 109,767
Receipts:						
Taxes	9,816	2,985	15,037	4,927	-	32,765
Intergovernmental receipts	5,608	338	951	44,582	-	51,479
Charges for services	200	-	-	-	-	200
Other receipts	279	-	-	-	-	279
Total receipts	<u>15,903</u>	<u>3,323</u>	<u>15,988</u>	<u>49,509</u>	<u>-</u>	<u>84,723</u>
Disbursements:						
Personal services	9,544	-	-	-	-	9,544
Supplies	146	-	2,288	-	-	2,434
Other services and charges	7,160	1,592	10,350	19,333	-	38,435
Other disbursements	2,806	-	-	25,000	279	28,085
Total disbursements	<u>19,656</u>	<u>1,592</u>	<u>12,638</u>	<u>44,333</u>	<u>279</u>	<u>78,498</u>
Excess (deficiency) of receipts over disbursements	<u>(3,753)</u>	<u>1,731</u>	<u>3,350</u>	<u>5,176</u>	<u>(279)</u>	<u>6,225</u>
Cash and investments - ending	<u>\$ 46,516</u>	<u>\$ 6,378</u>	<u>\$ 14,187</u>	<u>\$ 48,911</u>	<u>\$ -</u>	<u>\$ 115,992</u>

DAVIS TOWNSHIP, STARKE COUNTY
 COMBINING SCHEDULE OF RECEIPTS, DISBURSEMENTS, AND
 CASH AND INVESTMENT BALANCES - REGULATORY BASIS
 For the Year Ended December 31, 2015

	Township	Township Assistance	Fire Fighting	Cumulative Fire	Fire Debt	Totals
Cash and investments - beginning	\$ 46,516	\$ 6,378	\$ 14,187	\$ 48,911	\$ -	\$ 115,992
Receipts:						
Taxes	9,995	2,933	15,478	5,303	34,635	68,344
Intergovernmental receipts	5,699	229	754	258	1,688	8,628
Charges for services	1,300	-	-	-	-	1,300
Other receipts	28,129	-	-	-	25,000	53,129
Total receipts	<u>45,123</u>	<u>3,162</u>	<u>16,232</u>	<u>5,561</u>	<u>61,323</u>	<u>131,401</u>
Disbursements:						
Personal services	9,554	-	-	-	-	9,554
Supplies	332	58	1,488	-	-	1,878
Other services and charges	7,687	510	19,330	1,241	-	28,768
Debt service - principal and interest	-	-	-	-	30,500	30,500
Capital outlay	-	-	-	2,961	-	2,961
Other disbursements	29,488	-	-	-	-	29,488
Total disbursements	<u>47,061</u>	<u>568</u>	<u>20,818</u>	<u>4,202</u>	<u>30,500</u>	<u>103,149</u>
Excess (deficiency) of receipts over disbursements	<u>(1,938)</u>	<u>2,594</u>	<u>(4,586)</u>	<u>1,359</u>	<u>30,823</u>	<u>28,252</u>
Cash and investments - ending	<u>\$ 44,578</u>	<u>\$ 8,972</u>	<u>\$ 9,601</u>	<u>\$ 50,270</u>	<u>\$ 30,823</u>	<u>\$ 144,244</u>

DAVIS TOWNSHIP, STARKE COUNTY
SCHEDULE OF RECEIVABLES
December 31, 2015

<u>Government or Enterprise</u>	<u>Accounts Receivable</u>
Governmental activities	<u>\$ 365</u>

DAVIS TOWNSHIP, STARKE COUNTY
SCHEDULE OF LEASES
December 31, 2015

<u>Lessor</u>	<u>Purpose</u>	<u>Annual Lease Payment</u>	<u>Lease Beginning Date</u>	<u>Lease Ending Date</u>
Governmental activities: Davis Township Building Corporation	2015 New Fire Station/Community Building	\$ 67,000.00	7/15/2015	7/15/2034

OTHER REPORTS

In addition to this report, other reports may have been issued for the Township. All reports can be found on the Indiana State Board of Accounts' website: <http://www.in.gov/sboa/>.