

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

FINANCIAL STATEMENTS EXAMINATION REPORT

OF

LIBERTY TOWNSHIP

DELAWARE COUNTY, INDIANA

January 1, 2013 to December 31, 2016



**FILED**  
08/01/2017



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SCHEDULE OF OFFICIALS

<u>Office</u>	<u>Official</u>	<u>Term</u>
Trustee	Brian Dudley	01-01-11-12-31-18
Chairman of the Township Board	Sharyn Black Glenn Reed	01-01-13-12-31-16 01-01-17-12-31-17



**STATE OF INDIANA**  
AN EQUAL OPPORTUNITY EMPLOYER

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INDEPENDENT ACCOUNTANT'S REPORT

TO: THE OFFICIALS OF LIBERTY TOWNSHIP, DELAWARE COUNTY, INDIANA

We have examined the accompanying financial statements of Liberty Township (Township), for the period of January 1, 2013 to December 31, 2016. The Township's management is responsible for the fair presentation of these financial statements in accordance with the prescribed basis of accounting described in Note 1. 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. Those standards require that we plan and perform the examination to obtain reasonable assurance about whether the financial statements are in accordance with the criteria, in all material respects. An examination involves performing procedures to obtain evidence about the financial statements. The nature, timing, and extent of the procedures selected depend on our judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. We believe that the evidence we obtained is sufficient and appropriate to provide 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 described in the preceding paragraph, the financial statements for the period of January 1, 2013 to December 31, 2016, 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.

INDEPENDENT ACCOUNTANT'S REPORT  
(Continued)

In our opinion, the financial statements for the period of January 1, 2013 to December 31, 2016, referred to above present the financial position and results of operations of the Township based on the prescribed basis of accounting described in Note 1 to the financial statements, in all material respects.

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 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.

  
Paul D. Joyce, CPA  
State Examiner

March 25, 2017

## 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.

LIBERTY TOWNSHIP, DELAWARE COUNTY  
STATEMENT OF RECEIPTS, DISBURSEMENTS, AND CASH AND INVESTMENT BALANCES -  
REGULATORY BASIS  
For the Years Ended December 31, 2013 and 2014

Fund	Cash and Investments 01-01-13	Receipts	Disbursements	Cash and Investments 12-31-13	Receipts	Disbursements	Cash and Investments 12-31-14
TOWNSHIP FUND	\$ 13,915	\$ 16,310	\$ 20,806	\$ 9,419	\$ 20,286	\$ 21,064	\$ 8,641
TOWNSHIP ASSISTANCE	18,033	15,876	14,565	19,344	11,853	13,565	17,632
FIRE FIGHTING FUND	28,919	52,273	53,996	27,196	52,008	58,095	21,109
RAINY DAY FUND	3,046	-	-	3,046	-	-	3,046
EXCESS LEVY	-	-	-	-	1	-	1
CUMULATIVE FIRE FUND	106,263	20,225	3,110	123,378	20,426	-	143,804
FIRE DEBT SERVICE FUND	20,560	37,378	38,591	19,347	38,597	38,591	19,353
PAYROLL DEDUCTIONS	-	1,446	1,446	-	1,446	1,446	-
Totals	<u>\$ 190,736</u>	<u>\$ 143,508</u>	<u>\$ 132,514</u>	<u>\$ 201,730</u>	<u>\$ 144,617</u>	<u>\$ 132,761</u>	<u>\$ 213,586</u>

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

LIBERTY TOWNSHIP, DELAWARE COUNTY  
STATEMENT OF RECEIPTS, DISBURSEMENTS, AND CASH AND INVESTMENT BALANCES -  
REGULATORY BASIS  
For the Years Ended December 31, 2015 and 2016

Fund	Cash and Investments 01-01-15	Receipts	Disbursements	Cash and Investments 12-31-15	Receipts	Disbursements	Cash and Investments 12-31-16
TOWNSHIP FUND	\$ 8,641	\$ 21,104	\$ 20,934	\$ 8,811	\$ 21,847	\$ 20,651	\$ 10,007
TOWNSHIP ASSISTANCE	17,632	12,982	12,328	18,286	13,869	10,149	22,006
FIRE FIGHTING FUND	21,109	54,307	58,580	16,836	55,894	61,745	10,985
RAINY DAY FUND	3,046	-	-	3,046	1,011	1,020	3,037
EXCESS LEVY	1	-	-	1	-	-	1
CUMULATIVE FIRE FUND	143,804	20,697	870	163,631	21,191	160,000	24,822
FIRE DEBT SERVICE FUND	19,353	15,477	34,806	24	-	-	24
PAYROLL DEDUCTIONS	-	1,446	1,446	-	1,446	1,446	-
Totals	<u>\$ 213,586</u>	<u>\$ 126,014</u>	<u>\$ 128,964</u>	<u>\$ 210,636</u>	<u>\$ 115,258</u>	<u>\$ 255,011</u>	<u>\$ 70,883</u>

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

LIBERTY TOWNSHIP, DELAWARE 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.* Amounts received from 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.* Amounts received from other governments in the form of operating grants, entitlements, or payments in lieu of taxes. Examples of intergovernmental 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.

LIBERTY TOWNSHIP, DELAWARE COUNTY  
NOTES TO FINANCIAL STATEMENTS  
(Continued)

*Charges for services.* Amounts received for services including, but not limited to, the following: planning commission charges, building department charges, copies of public records, copy machines 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.* 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.* Amounts disbursed 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.* Amounts disbursed for 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, but are not limited to, the following: office supplies, operating supplies, and repair and maintenance supplies.

*Other services and charges.* Amounts disbursed for services including, but not limited to, the following: professional services, communication and transportation, printing and advertising, insurance, utility services, repairs and maintenance, and rental charges.

*Capital outlay.* Amounts disbursed for land, infrastructure, buildings, improvements, and machinery and equipment having an appreciable and calculable period of usefulness.

*Other disbursements.* Amounts disbursed for various other purposes including, but 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, make transfers 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 amounts 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

LIBERTY TOWNSHIP, DELAWARE COUNTY  
NOTES TO FINANCIAL STATEMENTS  
(Continued)

are internally restricted by the Township. The amounts 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.

**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.

LIBERTY TOWNSHIP, DELAWARE COUNTY  
NOTES TO FINANCIAL STATEMENTS  
(Continued)

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.

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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 Reports 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.

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

	TOWNSHIP FUND	TOWNSHIP ASSISTANCE	FIRE FIGHTING FUND	RAINY DAY FUND	EXCESS LEVY	CUMULATIVE FIRE FUND	FIRE DEBT SERVICE FUND	PAYROLL DEDUCTIONS	Totals
Cash and investments - beginning	\$ 13,915	\$ 18,033	\$ 28,919	\$ 3,046	\$ -	\$ 106,263	\$ 20,560	\$ -	\$ 190,736
Receipts:									
Taxes	14,512	14,200	29,936	-	-	18,122	33,492	-	110,262
Intergovernmental receipts	1,768	1,676	12,287	-	-	2,103	3,886	-	21,720
Charges for services	-	-	10,000	-	-	-	-	-	10,000
Other receipts	30	-	50	-	-	-	-	1,446	1,526
Total receipts	16,310	15,876	52,273	-	-	20,225	37,378	1,446	143,508
Disbursements:									
Personal services	11,320	-	4,306	-	-	-	-	-	15,626
Supplies	258	-	1,666	-	-	-	-	-	1,924
Other services and charges	9,228	14,565	48,024	-	-	-	38,591	-	110,408
Capital outlay	-	-	-	-	-	3,110	-	-	3,110
Other disbursements	-	-	-	-	-	-	-	1,446	1,446
Total disbursements	20,806	14,565	53,996	-	-	3,110	38,591	1,446	132,514
Excess (deficiency) of receipts over disbursements	(4,496)	1,311	(1,723)	-	-	17,115	(1,213)	-	10,994
Cash and investments - ending	\$ 9,419	\$ 19,344	\$ 27,196	\$ 3,046	\$ -	\$ 123,378	\$ 19,347	\$ -	\$ 201,730

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

	TOWNSHIP FUND	TOWNSHIP ASSISTANCE	FIRE FIGHTING FUND	RAINY DAY FUND	EXCESS LEVY	CUMULATIVE FIRE FUND	FIRE DEBT SERVICE FUND	PAYROLL DEDUCTIONS	Totals
Cash and investments - beginning	\$ 9,419	\$ 19,344	\$ 27,196	\$ 3,046	\$ -	\$ 123,378	\$ 19,347	\$ -	\$ 201,730
Receipts:									
Taxes	17,937	10,496	29,429	-	-	18,056	34,119	-	110,037
Intergovernmental receipts	2,319	1,357	12,579	-	-	2,370	4,478	-	23,103
Charges for services	-	-	10,000	-	-	-	-	-	10,000
Other receipts	30	-	-	-	1	-	-	1,446	1,477
Total receipts	<u>20,286</u>	<u>11,853</u>	<u>52,008</u>	<u>-</u>	<u>1</u>	<u>20,426</u>	<u>38,597</u>	<u>1,446</u>	<u>144,617</u>
Disbursements:									
Personal services	11,480	-	4,300	-	-	-	-	-	15,780
Supplies	198	-	1,876	-	-	-	-	-	2,074
Other services and charges	9,386	13,565	51,919	-	-	-	38,591	-	113,461
Other disbursements	-	-	-	-	-	-	-	1,446	1,446
Total disbursements	<u>21,064</u>	<u>13,565</u>	<u>58,095</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>38,591</u>	<u>1,446</u>	<u>132,761</u>
Excess (deficiency) of receipts over disbursements	<u>(778)</u>	<u>(1,712)</u>	<u>(6,087)</u>	<u>-</u>	<u>1</u>	<u>20,426</u>	<u>6</u>	<u>-</u>	<u>11,856</u>
Cash and investments - ending	<u>\$ 8,641</u>	<u>\$ 17,632</u>	<u>\$ 21,109</u>	<u>\$ 3,046</u>	<u>\$ 1</u>	<u>\$ 143,804</u>	<u>\$ 19,353</u>	<u>\$ -</u>	<u>\$ 213,586</u>

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

	TOWNSHIP FUND	TOWNSHIP ASSISTANCE	FIRE FIGHTING FUND	RAINY DAY FUND	EXCESS LEVY	CUMULATIVE FIRE FUND	FIRE DEBT SERVICE FUND	PAYROLL DEDUCTIONS	Totals
Cash and investments - beginning	\$ 8,641	\$ 17,632	\$ 21,109	\$ 3,046	\$ 1	\$ 143,804	\$ 19,353	\$ -	\$ 213,586
Receipts:									
Taxes	18,838	11,655	31,602	-	-	18,576	13,871	-	94,542
Intergovernmental receipts	2,145	1,327	12,705	-	-	2,121	1,584	-	19,882
Charges for services	-	-	10,000	-	-	-	-	-	10,000
Other receipts	121	-	-	-	-	-	22	1,446	1,589
Total receipts	<u>21,104</u>	<u>12,982</u>	<u>54,307</u>	<u>-</u>	<u>-</u>	<u>20,697</u>	<u>15,477</u>	<u>1,446</u>	<u>126,013</u>
Disbursements:									
Personal services	11,476	-	4,306	-	-	-	-	-	15,782
Supplies	126	-	1,683	-	-	-	-	-	1,809
Other services and charges	9,332	12,328	52,591	-	-	-	34,806	-	109,057
Capital outlay	-	-	-	-	-	870	-	-	870
Other disbursements	-	-	-	-	-	-	-	1,446	1,446
Total disbursements	<u>20,934</u>	<u>12,328</u>	<u>58,580</u>	<u>-</u>	<u>-</u>	<u>870</u>	<u>34,806</u>	<u>1,446</u>	<u>128,964</u>
Excess (deficiency) of receipts over disbursements	<u>170</u>	<u>654</u>	<u>(4,273)</u>	<u>-</u>	<u>-</u>	<u>19,827</u>	<u>(19,329)</u>	<u>-</u>	<u>(2,951)</u>
Cash and investments - ending	<u>\$ 8,811</u>	<u>\$ 18,286</u>	<u>\$ 16,836</u>	<u>\$ 3,046</u>	<u>\$ 1</u>	<u>\$ 163,631</u>	<u>\$ 24</u>	<u>\$ -</u>	<u>\$ 210,635</u>

LIBERTY TOWNSHIP, DELAWARE COUNTY  
 COMBINING SCHEDULE OF RECEIPTS, DISBURSEMENTS, AND  
 CASH AND INVESTMENT BALANCES - REGULATORY BASIS  
 For the Year Ended December 31, 2016

	TOWNSHIP FUND	TOWNSHIP ASSISTANCE	FIRE FIGHTING FUND	RAINY DAY FUND	EXCESS LEVY	CUMULATIVE FIRE FUND	FIRE DEBT SERVICE FUND	PAYROLL DEDUCTIONS	Totals
Cash and investments - beginning	\$ 8,811	\$ 18,286	\$ 16,836	\$ 3,046	\$ 1	\$ 163,631	\$ 24	\$ -	\$ 210,635
Receipts:									
Taxes	19,207	12,210	32,086	-	-	18,646	-	-	82,149
Intergovernmental receipts	2,610	1,659	13,808	1,011	-	2,545	-	-	21,633
Charges for services	-	-	10,000	-	-	-	-	-	10,000
Other receipts	30	-	-	-	-	-	-	1,446	1,476
Total receipts	21,847	13,869	55,894	1,011	-	21,191	-	1,446	115,258
Disbursements:									
Personal services	11,338	-	4,306	-	-	-	-	-	15,644
Supplies	78	-	1,566	-	-	-	-	-	1,644
Other services and charges	9,105	10,149	55,873	1,020	-	-	-	-	76,147
Capital outlay	130	-	-	-	-	160,000	-	-	160,130
Other disbursements	-	-	-	-	-	-	-	1,446	1,446
Total disbursements	20,651	10,149	61,745	1,020	-	160,000	-	1,446	255,011
Excess (deficiency) of receipts over disbursements	1,196	3,720	(5,851)	(9)	-	(138,809)	-	-	(139,753)
Cash and investments - ending	\$ 10,007	\$ 22,006	\$ 10,985	\$ 3,037	\$ 1	\$ 24,822	\$ 24	\$ -	\$ 70,882

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LIBERTY TOWNSHIP, DELAWARE COUNTY  
SCHEDULE OF CAPITAL ASSETS  
December 31, 2016

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>\$ 1,462,900</u>
Total capital assets	<u><u>\$ 1,462,900</u></u>

#### 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/>.