

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

FINANCIAL STATEMENTS EXAMINATION REPORT
OF

RECYCLING AND WASTE REDUCTION
DISTRICT OF PORTER COUNTY
PORTER COUNTY, INDIANA

January 1, 2013 to December 31, 2016



FILED
02/07/2018

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SCHEDULE OF OFFICIALS

<u>Office</u>	<u>Official</u>	<u>Term</u>
Director	Therese Haller	01-01-13 to 12-31-17
Controller	Dawn Garmon	01-01-13 to 12-31-17
President of the Board	John Evans Susan Lynch	01-01-13 to 12-31-13 01-01-14 to 12-31-17



STATE OF INDIANA
AN EQUAL OPPORTUNITY EMPLOYER

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INDEPENDENT ACCOUNTANT'S REPORT

TO: THE OFFICIALS OF THE RECYCLING AND WASTE REDUCTION
DISTRICT OF PORTER COUNTY, PORTER COUNTY, INDIANA

We have examined the accompanying financial statements of the Recycling and Waste Reduction District of Porter County (District), for the period of January 1, 2013 to December 31, 2016. The District'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 District 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 District.

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 District 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 District's financial statements. The Combining Schedules of Receipts, Disbursements, and Cash and Investment Balances - Regulatory Basis, Schedule of Payables and Receivables, 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.


Paul D. Joyce, CPA
State Examiner

December 21, 2017

FINANCIAL STATEMENTS AND ACCOMPANYING NOTES

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

RECYCLING AND WASTE REDUCTION DISTRICT OF PORTER 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
Solid Waste Management Fund	\$ 511,006	\$ 1,212,103	\$ 954,670	\$ 768,439	\$ 1,013,257	\$ 983,676	\$ 798,020
Rainy Day Fund	9,865	-	-	9,865	-	-	9,865
Donation Fund	102	27,025	26,211	916	19,038	18,955	999
Nonreverting Capital Fund	47,383	40,009	49,314	38,078	43,771	41,223	40,626
Payroll Fund	894	288,980	288,533	1,341	300,215	301,556	-
Totals	<u>\$ 569,250</u>	<u>\$ 1,568,117</u>	<u>\$ 1,318,728</u>	<u>\$ 818,639</u>	<u>\$ 1,376,281</u>	<u>\$ 1,345,410</u>	<u>\$ 849,510</u>

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

RECYCLING AND WASTE REDUCTION DISTRICT OF PORTER 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
Solid Waste Management Fund	\$ 798,020	\$ 1,391,876	\$ 1,245,014	\$ 944,882	\$ 1,419,685	\$ 1,254,011	\$ 1,110,556
Rainy Day Fund	9,865	-	-	9,865	-	-	9,865
Donation Fund	999	17,293	17,131	1,161	17,121	16,343	1,939
Nonreverting Capital Fund	40,626	58,095	34,131	64,590	58,176	29,324	93,442
Payroll Fund	-	316,706	316,706	-	317,132	317,132	-
Totals	\$ 849,510	\$ 1,783,970	\$ 1,612,982	\$ 1,020,498	\$ 1,812,114	\$ 1,616,810	\$ 1,215,802

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

RECYCLING AND WASTE REDUCTION DISTRICT OF PORTER COUNTY
NOTES TO FINANCIAL STATEMENTS

Note 1. Summary of Significant Accounting Policies

A. Reporting Entity

The District was established under the laws of the State of Indiana. The District operates under an appointed governing board.

The accompanying financial statements present the financial information for the District.

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:

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:

RECYCLING AND WASTE REDUCTION DISTRICT OF PORTER COUNTY
NOTES TO FINANCIAL STATEMENTS
(Continued)

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 District 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 District. 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 are internally restricted by the District. 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 District 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 District 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.

RECYCLING AND WASTE REDUCTION DISTRICT OF PORTER COUNTY
NOTES TO FINANCIAL STATEMENTS
(Continued)

Note 3. Property Taxes

Property taxes levied are collected by the County Treasurer and are scheduled to be distributed to the District 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 lien date (March 1 in a year ending before January 1, 2016 and January 1 in a year beginning after December 31, 2015) 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 District 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 District 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 District 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. Pension Plan

Public Employees' Retirement Fund

Plan Description

The Indiana Public Employees' Retirement Fund (PERF) is a defined benefit pension plan. PERF is a cost-sharing multiple-employer public employee retirement system, which provides retirement benefits to plan members and beneficiaries. All full-time employees are eligible to participate in this defined benefit plan. State statutes (IC 5-10.2 and 5-10.3) govern, through the

RECYCLING AND WASTE REDUCTION DISTRICT OF PORTER COUNTY
NOTES TO FINANCIAL STATEMENTS
(Continued)

Indiana Public Retirement System (INPRS) Board, most requirements of the system, and give the District authority to contribute to the plan. The PERF retirement benefit consists of the pension provided by employer contributions plus an annuity provided by the member's annuity savings account. The annuity savings account consists of members' contributions, set by state statute at 3 percent of compensation, plus the interest credited to the member's account. The employer may elect to make the contributions on behalf of the member.

INPRS administers the plan and issues a publicly available financial report that includes financial statements and required supplementary information for the plan as a whole and for its participants. That report may be obtained by contacting:

Indiana Public Retirement System
One North Capitol, Suite 001
Indianapolis, IN 46204
Ph. (888) 526-1687

Funding Policy and Annual Pension Cost

The contribution requirements of the plan members for PERF are established by the Board of Trustees of INPRS.

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OTHER INFORMATION - UNEXAMINED

The District's Annual Financial Reports 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 District'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 District. It is presented as intended by the District.

RECYCLING AND WASTE REDUCTION DISTRICT OF PORTER COUNTY
 COMBINING SCHEDULE OF RECEIPTS, DISBURSEMENTS, AND
 CASH AND INVESTMENT BALANCES - REGULATORY BASIS
 For the Year Ended December 31, 2013

	Solid Waste Management Fund	Rainy Day Fund	Donation Fund	Nonreverting Capital Fund	Payroll Fund	Totals
Cash and investments - beginning	\$ 511,006	\$ 9,865	\$ 102	\$ 47,383	\$ 894	\$ 569,250
Receipts:						
Charges for services	1,207,526	-	-	-	-	1,207,526
Other receipts	4,577	-	27,025	40,009	288,980	360,591
Total receipts	1,212,103	-	27,025	40,009	288,980	1,568,117
Disbursements:						
Personal services	411,418	-	-	-	-	411,418
Supplies	25,906	-	13,054	78	-	39,038
Other services and charges	462,904	-	13,157	-	-	476,061
Capital outlay	14,442	-	-	49,236	-	63,678
Other disbursements	40,000	-	-	-	288,533	328,533
Total disbursements	954,670	-	26,211	49,314	288,533	1,318,728
Excess (deficiency) of receipts over disbursements	257,433	-	814	(9,305)	447	249,389
Cash and investments - ending	\$ 768,439	\$ 9,865	\$ 916	\$ 38,078	\$ 1,341	\$ 818,639

RECYCLING AND WASTE REDUCTION DISTRICT OF PORTER COUNTY
 COMBINING SCHEDULE OF RECEIPTS, DISBURSEMENTS, AND
 CASH AND INVESTMENT BALANCES - REGULATORY BASIS
 For the Year Ended December 31, 2014

	Solid Waste Management Fund	Rainy Day Fund	Donation Fund	Nonreverting Capital Fund	Payroll Fund	Totals
Cash and investments - beginning	\$ 768,439	\$ 9,865	\$ 916	\$ 38,078	\$ 1,341	\$ 818,639
Receipts:						
Charges for services	1,009,769	-	-	-	-	1,009,769
Other receipts	3,488	-	19,038	43,771	300,215	366,512
Total receipts	1,013,257	-	19,038	43,771	300,215	1,376,281
Disbursements:						
Personal services	445,235	-	-	-	-	445,235
Supplies	29,399	-	88	97	-	29,584
Other services and charges	453,690	-	18,867	2,700	-	475,257
Capital outlay	15,352	-	-	38,426	-	53,778
Other disbursements	40,000	-	-	-	301,556	341,556
Total disbursements	983,676	-	18,955	41,223	301,556	1,345,410
Excess (deficiency) of receipts over disbursements	29,581	-	83	2,548	(1,341)	30,871
Cash and investments - ending	\$ 798,020	\$ 9,865	\$ 999	\$ 40,626	\$ -	\$ 849,510

RECYCLING AND WASTE REDUCTION DISTRICT OF PORTER COUNTY
 COMBINING SCHEDULE OF RECEIPTS, DISBURSEMENTS, AND
 CASH AND INVESTMENT BALANCES - REGULATORY BASIS
 For the Year Ended December 31, 2015

	Solid Waste Management Fund	Rainy Day Fund	Donation Fund	Nonreverting Capital Fund	Payroll Fund	Totals
Cash and investments - beginning	\$ 798,020	\$ 9,865	\$ 999	\$ 40,626	\$ -	\$ 849,510
Receipts:						
Charges for services	1,373,064	-	-	-	-	1,373,064
Other receipts	18,812	-	17,293	58,095	316,706	410,906
Total receipts	<u>1,391,876</u>	<u>-</u>	<u>17,293</u>	<u>58,095</u>	<u>316,706</u>	<u>1,783,970</u>
Disbursements:						
Personal services	425,053	-	-	-	-	425,053
Supplies	28,742	-	-	-	-	28,742
Other services and charges	686,730	-	17,131	5,530	-	709,391
Capital outlay	24,372	-	-	28,601	-	52,973
Other disbursements	80,117	-	-	-	316,706	396,823
Total disbursements	<u>1,245,014</u>	<u>-</u>	<u>17,131</u>	<u>34,131</u>	<u>316,706</u>	<u>1,612,982</u>
Excess (deficiency) of receipts over disbursements	<u>146,862</u>	<u>-</u>	<u>162</u>	<u>23,964</u>	<u>-</u>	<u>170,988</u>
Cash and investments - ending	<u>\$ 944,882</u>	<u>\$ 9,865</u>	<u>\$ 1,161</u>	<u>\$ 64,590</u>	<u>\$ -</u>	<u>\$ 1,020,498</u>

RECYCLING AND WASTE REDUCTION DISTRICT OF PORTER COUNTY
 COMBINING SCHEDULE OF RECEIPTS, DISBURSEMENTS, AND
 CASH AND INVESTMENT BALANCES - REGULATORY BASIS
 For the Year Ended December 31, 2016

	Solid Waste Management Fund	Rainy Day Fund	Donation Fund	Nonreverting Capital Fund	Payroll Fund	Totals
Cash and investments - beginning	\$ 944,882	\$ 9,865	\$ 1,161	\$ 64,590	\$ -	\$ 1,020,498
Receipts:						
Charges for services	1,400,874	-	-	-	-	1,400,874
Other receipts	18,811	-	17,121	58,176	317,132	411,240
Total receipts	<u>1,419,685</u>	<u>-</u>	<u>17,121</u>	<u>58,176</u>	<u>317,132</u>	<u>1,812,114</u>
Disbursements:						
Personal services	419,732	-	-	-	-	419,732
Supplies	23,504	-	142	-	-	23,646
Other services and charges	727,933	-	16,201	-	-	744,134
Capital outlay	2,727	-	-	29,324	-	32,051
Other disbursements	80,115	-	-	-	317,132	397,247
Total disbursements	<u>1,254,011</u>	<u>-</u>	<u>16,343</u>	<u>29,324</u>	<u>317,132</u>	<u>1,616,810</u>
Excess (deficiency) of receipts over disbursements	<u>165,674</u>	<u>-</u>	<u>778</u>	<u>28,852</u>	<u>-</u>	<u>195,304</u>
Cash and investments - ending	<u>\$ 1,110,556</u>	<u>\$ 9,865</u>	<u>\$ 1,939</u>	<u>\$ 93,442</u>	<u>\$ -</u>	<u>\$ 1,215,802</u>

RECYCLING AND WASTE REDUCTION DISTRICT OF PORTER COUNTY
SCHEDULE OF PAYABLES AND RECEIVABLES
December 31, 2016

<u>Government or Enterprise</u>	<u>Accounts Payable</u>	<u>Accounts Receivable</u>
Governmental activities	<u>\$ 32,660</u>	<u>\$ 6,761</u>

RECYCLING AND WASTE REDUCTION DISTRICT OF PORTER COUNTY
 SCHEDULE OF LEASES AND DEBT
 December 31, 2016

Lessor	Purpose	Annual Lease Payment	Lease Beginning Date	Lease Ending Date
Governmental activities: 149 warehousing & storage	building lease for equipment storage	<u>\$ 18,000</u>	05/01/2016	04/30/2017

Type	Description of Debt	Purpose	Ending Principal Balance	Principal and Interest Due Within One Year
Governmental activities: Notes and loans payable		dump truck & trailer	<u>\$ 37,608</u>	<u>\$ 23,068</u>

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RECYCLING AND WASTE REDUCTION DISTRICT OF PORTER 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:	
Land	\$ 30,000
Infrastructure	50,148
Buildings	59,691
Improvements other than buildings	31,680
Machinery, equipment, and vehicles	651,328
Books and other	<u>51,831</u>
 Total capital assets	 <u><u>\$ 874,678</u></u>

OTHER REPORTS

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