

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

FINANCIAL STATEMENTS AUDIT REPORT
OF
CHARLESTOWN FIRE PROTECTION DISTRICT
CLARK COUNTY, INDIANA
January 1, 2015 to December 31, 2018



FILED
10/24/2019

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SCHEDULE OF OFFICIALS

<u>Office</u>	<u>Official</u>	<u>Term</u>
Fiscal Officer	Mitchell C. Newland	01-01-15 to 12-31-19
Chairman of the Board	William Resch	01-01-15 to 12-31-19



STATE OF INDIANA
AN EQUAL OPPORTUNITY EMPLOYER

STATE BOARD OF ACCOUNTS
302 WEST WASHINGTON STREET
ROOM E418
INDIANAPOLIS, INDIANA 46204-2769

Telephone: (317) 232-2513
Fax: (317) 232-4711
Web Site: www.in.gov/sboa

INDEPENDENT AUDITOR'S REPORT

TO: THE OFFICIALS OF THE CHARLESTOWN FIRE PROTECTION
DISTRICT, CLARK COUNTY, INDIANA

Report on the Financial Statements

We have audited the accompanying financial statements of the Charlestown Fire Protection District (District), which comprise the financial position and results of operations for the period of January 1, 2015 to December 31, 2018, and the related notes to the financial statements as listed in the Table of Contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with the financial reporting provisions of the Indiana State Board of Accounts as allowed by state statute (IC 5-11-1-6). Management is responsible for and has determined that the regulatory basis of accounting, as established by the Indiana State Board of Accounts, is an acceptable basis of presentation. Management is also responsible for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the District's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

INDEPENDENT AUDITOR'S REPORT
(Continued)

Basis for Adverse Opinion on U.S. Generally Accepted Accounting Principles

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 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 the regulatory basis of accounting described in Note 1 and accounting principles generally accepted in the United States of America, although not reasonably determinable, are presumed to be material.

Adverse Opinion on U.S. Generally Accepted Accounting Principles

In our opinion, because of the significance of the matter discussed in the *Basis for Adverse Opinion on U.S. Generally Accepted Accounting Principles* paragraph, the financial statements referred to above do not present fairly, in accordance with accounting principles generally accepted in the United States of America, the financial position and results of operations of the District for the period of January 1, 2015 to December 31, 2018.

Opinion on Regulatory Basis of Accounting

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position and results of operations of the District for the period of January 1, 2015 to December 31, 2018, in accordance with the financial reporting provisions of the Indiana State Board of Accounts described in Note 1.

Other Matters

Other Information

Our audit 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 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 auditing procedures applied by us in the audit of the financial statements and, accordingly, we express no opinion on them.


Paul D. Joyce, CPA
State Examiner

September 9, 2019

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.

CHARLESTOWN FIRE PROTECTION DISTRICT
 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
General Operating	\$ 26,113	\$ 518,190	\$ 506,364	\$ 37,939	\$ 495,723	\$ 446,136	\$ 87,526
Rainy Day Fund	31,790	20,050	25,000	26,840	60,863	-	87,703
Excess Levy	-	205	-	205	-	-	205
Cum Fund	38,775	128,543	166,720	598	71,639	9,614	62,623
Totals	\$ 96,678	\$ 666,988	\$ 698,084	\$ 65,582	\$ 628,225	\$ 455,750	\$ 238,057

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

CHARLESTOWN FIRE PROTECTION DISTRICT
STATEMENT OF RECEIPTS, DISBURSEMENTS, AND
CASH AND INVESTMENT BALANCES - REGULATORY BASIS
For the Years Ended December 31, 2017 and 2018

Fund	Cash and Investments 01-01-17	Receipts	Disbursements	Cash and Investments 12-31-17	Receipts	Disbursements	Cash and Investments 12-31-18
General Operating	\$ 87,526	\$ 541,903	\$ 542,272	\$ 87,157	\$ 556,640	\$ 612,612	\$ 31,185
Rainy Day Fund	87,703	176	-	87,879	204	-	88,083
Excess Levy	205	-	-	205	-	-	205
Bond Debt	-	2,300,207	47,634	2,252,573	194,820	2,347,703	99,690
Cum Fund	62,623	78,357	53,738	87,242	75,531	56,238	106,535
Totals	\$ 238,057	\$ 2,920,643	\$ 643,644	\$ 2,515,056	\$ 827,195	\$ 3,016,553	\$ 325,698

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

CHARLESTOWN FIRE PROTECTION DISTRICT
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 a 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:

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 District.

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.

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.

CHARLESTOWN FIRE PROTECTION DISTRICT
NOTES TO FINANCIAL STATEMENTS
(Continued)

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.

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

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.

CHARLESTOWN FIRE PROTECTION DISTRICT
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 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.

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 December 31 of the year preceding the budget year or January 15 of the budget year if the District is issuing debt after December 1 or intends on filing a shortfall appeal. These rates were based upon the assessed valuations adjusted for various tax credits from the preceding year's lien date of January 1. 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.

OTHER INFORMATION - UNAUDITED

The District's Annual Financial Reports information can be found on the Indiana Gateway for Government Units 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 audit. This is a common occurrence in any financial statement audit. The financial information presented in this report is audited information, and the accuracy of such information can be determined by reading the opinion given in the Independent Auditor's Report.

The other information presented was approved by management of the District. It is presented as intended by the District.

CHARLESTOWN FIRE PROTECTION DISTRICT
 COMBINING SCHEDULE OF RECEIPTS, DISBURSEMENTS, AND
 CASH AND INVESTMENT BALANCES - REGULATORY BASIS
 For the Year Ended December 31, 2015

	General Operating	Rainy Day Fund	Excess Levy	Cum Fund	Totals
Cash and investments - beginning	\$ 26,113	\$ 31,790	\$ -	\$ 38,775	\$ 96,678
Receipts:					
Taxes	302,330	-	205	61,860	364,395
Intergovernmental receipts	165,810	-	-	6,653	172,463
Other receipts	<u>50,050</u>	<u>20,050</u>	<u>-</u>	<u>60,030</u>	<u>130,130</u>
Total receipts	<u>518,190</u>	<u>20,050</u>	<u>205</u>	<u>128,543</u>	<u>666,988</u>
Disbursements:					
Personal services	1,140	-	-	-	1,140
Supplies	303	-	-	-	303
Other services and charges	419,394	-	-	-	419,394
Debt service - principal and interest	-	-	-	96,701	96,701
Capital outlay	50,078	-	-	-	50,078
Other disbursements	<u>35,449</u>	<u>25,000</u>	<u>-</u>	<u>70,019</u>	<u>130,468</u>
Total disbursements	<u>506,364</u>	<u>25,000</u>	<u>-</u>	<u>166,720</u>	<u>698,084</u>
Excess (deficiency) of receipts over disbursements	<u>11,826</u>	<u>(4,950)</u>	<u>205</u>	<u>(38,177)</u>	<u>(31,096)</u>
Cash and investments - ending	<u>\$ 37,939</u>	<u>\$ 26,840</u>	<u>\$ 205</u>	<u>\$ 598</u>	<u>\$ 65,582</u>

CHARLESTOWN FIRE PROTECTION DISTRICT
 COMBINING SCHEDULE OF RECEIPTS, DISBURSEMENTS, AND
 CASH AND INVESTMENT BALANCES - REGULATORY BASIS
 For the Year Ended December 31, 2016

	General Operating	Rainy Day Fund	Excess Levy	Cum Fund	Totals
Cash and investments - beginning	\$ 37,939	\$ 26,840	\$ 205	\$ 598	\$ 65,582
Receipts:					
Taxes	320,298	-	-	65,631	385,929
Intergovernmental receipts	170,755	55,743	-	5,970	232,468
Other receipts	4,670	5,120	-	38	9,828
Total receipts	<u>495,723</u>	<u>60,863</u>	<u>-</u>	<u>71,639</u>	<u>628,225</u>
Disbursements:					
Personal services	1,160	-	-	-	1,160
Supplies	202	-	-	-	202
Other services and charges	441,986	-	-	-	441,986
Capital outlay	2,788	-	-	-	2,788
Other disbursements	-	-	-	9,614	9,614
Total disbursements	<u>446,136</u>	<u>-</u>	<u>-</u>	<u>9,614</u>	<u>455,750</u>
Excess of receipts over disbursements	<u>49,587</u>	<u>60,863</u>	<u>-</u>	<u>62,025</u>	<u>172,475</u>
Cash and investments - ending	<u>\$ 87,526</u>	<u>\$ 87,703</u>	<u>\$ 205</u>	<u>\$ 62,623</u>	<u>\$ 238,057</u>

CHARLESTOWN FIRE PROTECTION DISTRICT
 COMBINING SCHEDULE OF RECEIPTS, DISBURSEMENTS, AND
 CASH AND INVESTMENT BALANCES - REGULATORY BASIS
 For the Year Ended December 31, 2017

	General Operating	Rainy Day Fund	Excess Levy	Bond Debt	Cum Fund	Totals
Cash and investments - beginning	\$ 87,526	\$ 87,703	\$ 205	\$ -	\$ 62,623	\$ 238,057
Receipts:						
Taxes	503,902	-	-	-	71,265	575,167
Intergovernmental receipts	37,936	-	-	-	6,925	44,861
Other receipts	65	176	-	2,300,207	167	2,300,615
Total receipts	541,903	176	-	2,300,207	78,357	2,920,643
Disbursements:						
Personal services	1,500	-	-	-	-	1,500
Supplies	217	-	-	-	-	217
Other services and charges	456,795	-	-	47,634	-	504,429
Capital outlay	83,760	-	-	-	53,738	137,498
Total disbursements	542,272	-	-	47,634	53,738	643,644
Excess (deficiency) of receipts over disbursements	(369)	176	-	2,252,573	24,619	2,276,999
Cash and investments - ending	\$ 87,157	\$ 87,879	\$ 205	\$ 2,252,573	\$ 87,242	\$ 2,515,056

CHARLESTOWN FIRE PROTECTION DISTRICT
 COMBINING SCHEDULE OF RECEIPTS, DISBURSEMENTS, AND
 CASH AND INVESTMENT BALANCES - REGULATORY BASIS
 For the Year Ended December 31, 2018

	General Operating	Rainy Day Fund	Excess Levy	Bond Debt	Cum Fund	Totals
Cash and investments - beginning	\$ 87,157	\$ 87,879	\$ 205	\$ 2,252,573	\$ 87,242	\$ 2,515,056
Receipts:						
Taxes	516,382	-	-	176,977	68,015	761,374
Intergovernmental receipts	40,189	-	-	17,250	7,263	64,702
Other receipts	69	204	-	593	253	1,119
Total receipts	556,640	204	-	194,820	75,531	827,195
Disbursements:						
Personal services	1,240	-	-	-	-	1,240
Other services and charges	503,459	-	-	-	2,500	505,959
Debt service - principal and interest	-	-	-	201,176	-	201,176
Capital outlay	107,913	-	-	2,146,527	53,738	2,308,178
Total disbursements	612,612	-	-	2,347,703	56,238	3,016,553
Excess (deficiency) of receipts over disbursements	(55,972)	204	-	(2,152,883)	19,293	(2,189,358)
Cash and investments - ending	\$ 31,185	\$ 88,083	\$ 205	\$ 99,690	\$ 106,535	\$ 325,698

CHARLESTOWN FIRE PROTECTION DISTRICT
 SCHEDULE OF LEASES AND DEBT
 December 31, 2018

Description of Debt		Ending Principal Balance	Principal and Interest Due Within One Year
Type	Purpose		
Governmental activities:			
General obligation bonds	Fire Apparatus	\$ 2,300,000	\$ 201,176
Totals		<u>\$ 2,300,000</u>	<u>\$ 201,176</u>

CHARLESTOWN FIRE PROTECTION DISTRICT
SCHEDULE OF CAPITAL ASSETS
December 31, 2018

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>3,865,540</u>
Total capital assets	\$ <u><u>3,865,540</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/>.