

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

FINANCIAL STATEMENTS REVIEW REPORT

OF

TOWN OF VERA CRUZ

WELLS COUNTY, INDIANA

January 1, 2016 to December 31, 2018



FILED

04/27/2020

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SCHEDULE OF OFFICIALS

<u>Office</u>	<u>Official</u>	<u>Term</u>
Clerk-Treasurer	Nola M. Masterson Jacqueline A. Alford	01-01-16 to 09-30-16 10-01-16 to 12-31-22
President of the Town Council	Sheila R. Flotow	01-01-16 to 12-31-20



INDEPENDENT ACCOUNTANT'S REVIEW REPORT

TO: THE OFFICIALS OF THE TOWN OF VERA CRUZ, WELLS COUNTY, INDIANA

We have reviewed the accompanying financial statements of the Town of Vera Cruz (Town), for the period of January 1, 2016 to December 31, 2018. A review includes primarily applying analytical procedures to management's financial data and making inquiries of the Town's management. A review is substantially less in scope than an audit, the objective of which is the expression of an opinion regarding the financial statements as a whole. Accordingly, we do not express such an opinion.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with a regulatory 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. This includes determining that the basis of accounting the Town uses is an acceptable basis for the preparation of the financial statements in the circumstances. Management is also responsible for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of the financial statements that are free from material misstatements whether due to fraud or error.

Accountant's Responsibility

Our responsibility is to conduct the review engagement in accordance with *Statements on Standards for Accounting and Review Services* promulgated by the Accounting and Review Services Committee of the AICPA. Those standards require us to perform procedures to obtain limited assurance as a basis for reporting whether we are aware of any material modifications that should be made to the financial statements for them to be in accordance with the prescribed basis of accounting described in Note 1. We believe that the results of our procedures provide a reasonable basis for our conclusion.

INDEPENDENT ACCOUNTANT'S REVIEW REPORT
(Continued)

Accountant's Conclusion

Based on our review, we are not aware of any material modifications that should be made to the accompanying financial statements in order for them to be in accordance with the prescribed basis of accounting described in Note 1.

Basis of Accounting

We draw attention to Note 1 of the financial statements, which describes the basis of accounting. The financial statements are prepared in accordance with 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. Our conclusion is not modified with respect to this matter.


Paul D. Joyce, CPA
State Examiner

April 15, 2020

FINANCIAL STATEMENTS AND ACCOMPANYING NOTES

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

TOWN OF VERA CRUZ
STATEMENT OF RECEIPTS, DISBURSEMENTS,
AND CASH AND INVESTMENT BALANCES -
REGULATORY BASIS
For the Years Ended December 31, 2016 and 2017

Fund	Cash and Investments 01-01-16	Receipts	Disbursements	Cash and Investments 12-31-16	Receipts	Disbursements	Cash and Investments 12-31-17
General	\$ 5,449	\$ 11,252	\$ 13,901	\$ 2,800	\$ 18,331	\$ 11,127	\$ 10,004
Motor Vehicle Highway	25,005	11,410	16,347	20,068	3,970	380	23,658
Local Road and Street	9,317	655	1,316	8,656	3,030	5,325	6,361
Wastewater Utility Replacement	82,044	-	-	82,044	-	-	82,044
Wastewater Utility Operating	146,766	35,835	10,015	172,586	17,668	53,714	136,540
Wastewater Utility QSP	313	-	-	313	-	-	313
Wastewater Utility BLP	207	-	-	207	-	-	207
C.C.D.F	6,143	-	-	6,143	-	-	6,143
Riverboat	5,008	474	1,422	4,060	-	4,060	-
Wastewater Utility Taps	442	-	-	442	-	-	442
Rainy Day	1,872	-	-	1,872	-	-	1,872
CEDIT	7,515	1,308	-	8,823	-	-	8,823
LOIT 2016 per section 67	-	1,800	-	1,800	-	-	1,800
Levy Excess	50	-	-	50	-	50	-
C of C	2,767	-	-	2,767	-	2,767	-
Operating V.C. 25%	23,869	-	-	23,869	-	-	23,869
C.C.I.F	3,890	204	-	4,094	195	472	3,817
Wells County Foundation	129	-	-	129	-	-	129
V.C. Community Development	18,537	4,002	9,030	13,509	38,714	32,665	19,558
LOIT Public Safety	583	246	690	139	261	-	400
V.C. 75% Operating 75%	503	-	86	417	-	-	417
Totals	<u>\$ 340,409</u>	<u>\$ 67,186</u>	<u>\$ 52,807</u>	<u>\$ 354,788</u>	<u>\$ 82,169</u>	<u>\$ 110,560</u>	<u>\$ 326,397</u>

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

TOWN OF VERA CRUZ
STATEMENT OF RECEIPTS, DISBURSEMENTS,
AND CASH AND INVESTMENT BALANCES -
REGULATORY BASIS
For the Year Ended December 31, 2018

Fund	Cash and Investments 01-01-18	Receipts	Disbursements	Cash and Investments 12-31-18
General	\$ 10,004	\$ 9,063	\$ 13,599	\$ 5,468
Motor Vehicle Highway	23,658	4,598	4,450	23,806
Local Road and Street	6,361	1,917	3,619	4,659
Wastewater Utility Replacement	82,044	-	-	82,044
Wastewater Utility Operating	136,540	17,503	43,642	110,401
Wastewater Utility QSP	313	-	-	313
Wastewater Utility BLP	207	-	-	207
C.C.D.F	6,143	-	-	6,143
Wastewater Utility Taps	442	-	-	442
Rainy Day	1,872	-	-	1,872
CEDIT	8,823	-	-	8,823
LOIT 2016 per section 67	1,800	-	-	1,800
Operating V.C. 25%	23,869	-	-	23,869
C.C.I.F	3,817	187	-	4,004
Wells County Foundation	129	10,000	53	10,076
V.C. Community Development	19,558	34,370	43,527	10,401
LOIT Public Safety	400	232	-	632
V.C. 75% Operating 75%	417	-	-	417
Totals	<u>\$ 326,397</u>	<u>\$ 77,870</u>	<u>\$ 108,890</u>	<u>\$ 295,377</u>

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

TOWN OF VERA CRUZ
NOTES TO FINANCIAL STATEMENTS

Note 1. Summary of Significant Accounting Policies

A. Reporting Entity

The Town was established under the laws of the State of Indiana. The Town operates under a Town Council form of government and provides some or all of the following services: public safety (police and fire), highways and streets, health and social services, culture and recreation, public improvements, planning and zoning, general administrative services, water, wastewater, electric, gas, storm water, trash, aviation, and urban redevelopment and housing.

The accompanying financial statement presents the financial information for the Town.

B. Basis of Accounting

The financial statement is 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 statement. 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 Town.

Licenses and permits. Amounts received from businesses, occupations, or nonbusinesses that must be licensed before doing business within the government's jurisdiction, or permits levied according to the benefits presumably conferred by the permit. Examples of licenses and permits include the following: peddler licenses, animal licenses, auctioneer licenses, building and planning permits, demolition permits, electrical permits, sign permits, and gun permits.

TOWN OF VERA CRUZ
NOTES TO FINANCIAL STATEMENTS
(Continued)

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.

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 statement. 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.

TOWN OF VERA CRUZ
NOTES TO FINANCIAL STATEMENTS
(Continued)

F. Interfund Transfers

The Town 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 Town. 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 Town. 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 Town 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 Town 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 Town 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 Town 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.

TOWN OF VERA CRUZ
NOTES TO FINANCIAL STATEMENTS
(Continued)

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 Town 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 Town 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 Town to set aside money for claim settlements. The self-insurance fund would be included in the financial statement. The purpose of participation in a risk pool is to provide a medium for the funding and administration of the risks.

TOWN OF VERA CRUZ
REVIEW RESULTS AND COMMENTS

ANNUAL FINANCIAL REPORT FILED AFTER DUE DATE

A similar comment also appeared in prior Report B46530.

Condition and Context

The Annual Financial Report filed with the Indiana State Board of Accounts through the Indiana Gateway for Government Units financial reporting system for 2016, 2017, and 2018, was not filed until October 11, 2017, April 20, 2018, and May 6, 2019, respectively, which was 224 days, 50 days, and 66 days past the respective due dates.

Criteria

Indiana Code 5-11-1-4(a) states:

"The state examiner shall require from every municipality and every state or local governmental unit, entity, or instrumentality financial reports covering the full period of each fiscal year. These reports shall be prepared, verified, and filed with the state examiner not later than sixty (60) days after the close of each fiscal year. The reports must be in the form and content prescribed by the state examiner and filed electronically in the manner prescribed under [IC 5-14-3.8-7](#)."

ANNUAL FINANCIAL REPORT

A similar comment also appeared in prior compliance Report B46530.

Condition and Context

The Annual Financial Report (Financial Statements) filed for 2016, 2017, and 2018 did not match the Town's records as follows:

1. For the year ended December 31, 2016:
 - a. The Cash and Investments beginning balance was understated by a total of \$215,365.
 - b. The Receipts were understated by a total of \$18,885.
 - c. The Disbursements were understated by a total of \$10,933.
 - d. The Cash and Investments ending balance was understated by \$223,317.
2. For the year ended December 31, 2017:
 - a. The Receipts were overstated by a total of \$33,325.
 - b. The Disbursements were understated by a total of \$5,000.
 - c. The Cash and Investments ending balance was understated by \$184,992.

TOWN OF VERA CRUZ
REVIEW RESULTS AND COMMENTS
(Continued)

3. For the year ended December 31, 2018:
 - a. The Receipts were overstated by a total of \$28,158.
 - b. The Disbursements were understated by a total of \$3,777.
 - c. The Cash and Investments ending balance was understated by \$153,057.

Audit adjustments were proposed, accepted by the Town, and made to the Financial Statements presented in this report.

Criteria

Indiana Code 5-11-1-4(a) states:

"The state examiner shall require from every municipality and every state or local governmental unit, entity, or instrumentality financial reports covering the full period of each fiscal year. These reports shall be prepared, verified, and filed with the state examiner not later than sixty (60) days after the close of each fiscal year. The reports must be in the form and content prescribed by the state examiner and filed electronically in the manner prescribed under [IC 5-14-3.8-7](#)."

BANK ACCOUNT RECONCILIATIONS

A similar comment also appeared in prior compliance Report B46530.

Condition and Context

Depository reconciliations of the fund balances to the bank account balances were prepared, but investments of \$211,000, \$172,675, and \$140,675, respectively, were not included in the reconciliations during any month of 2016, 2017, or 2018.

Criteria

Indiana Code 5-13-6-1(e) states: "All local investment officers shall reconcile at least monthly the balance of public funds, as disclosed by the records of the local officers, with the balance statements provided by the respective depositories."

CONTRACTING POLICY

A similar comment also appeared in prior compliance Report B46530.

Condition and Context

The Town entered into various contracts with vendors during the review period without a Contracting Policy. A Contracting Policy that establishes minimum requirements regarding contracting with the Town is required to be approved and adopted by the Town Council.

Criteria

Indiana Code 36-1-21-4(a) states in part: "This chapter establishes minimum requirements regarding contracting with a unit. The legislative body of the unit shall adopt a policy that includes, at a minimum, the requirements set forth in this chapter. . . ."

TOWN OF VERA CRUZ
REVIEW RESULTS AND COMMENTS
(Continued)

ADOPTION OF INTERNAL CONTROL STANDARDS

Condition and Context

The Town had not adopted the acceptable minimum level of internal control standards as defined by the Indiana State Board of Accounts.

Criteria

Indiana Code 5-11-1-27(g) states in part:

"After June 30, 2016, the legislative body of a political subdivision shall ensure that:

- (1) the internal control standards and procedures developed under subsection (e) are adopted by the political subdivision . . ."

CERTIFICATION ON INTERNAL CONTROL STANDARDS

Condition and Context

The Town certified, in the Indiana Gateway for Government Units financial reporting system, that they had adopted the acceptable minimum level of internal control standards. Documentation was not provided to verify that the Town had adopted the internal control standards as required.

Criteria

Indiana Code 5-11-1-4(a) states:

"The state examiner shall require from every municipality and every state or local governmental unit, entity, or instrumentality financial reports covering the full period of each fiscal year. These reports shall be prepared, verified, and filed with the state examiner not later than sixty (60) days after the close of each fiscal year. The reports must be in the form and content prescribed by the state examiner and filed electronically in the manner prescribed under [IC 5-14-3.8-7](#)."

TOWN OF VERA CRUZ
EXIT CONFERENCE

The contents of this report were discussed on April 15, 2020, with Jacqueline A. Alford, Clerk-Treasurer.