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

### FINANCIAL STATEMENT EXAMINATION REPORT

OF

CITY OF GREENFIELD

HANCOCK COUNTY, INDIANA

January 1, 2011 to December 31, 2011





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### OFFICIALS

Office	<u>Official</u>	<u>Term</u>
Clerk-Treasurer	Larry Breese	01-01-08 to 12-31-15
Mayor	Bradford DeReamer Richard Pasco	01-01-08 to 12-31-11 01-01-12 to 12-31-15
Chairman of the Board of Public Works	Joseph Duffy Mayor Richard Pasco	01-01-11 to 12-31-11 01-01-12 to 12-31-12
President of the Common Council	Kelly McClarnon Mitch Pendlum	01-01-11 to 12-31-11 01-01-12 to 12-31-12



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

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### INDEPENDENT ACCOUNTANT'S REPORT

TO: THE OFFICIALS OF THE CITY OF GREENFIELD, HANCOCK COUNTY, INDIANA

We have examined the financial statement of the City of Greenfield (City), for the period of January 1, 2011 to December 31, 2011. The City's management is responsible for the financial statement. 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 statement 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, the City prepares its financial statement on the prescribed basis of accounting that demonstrates compliance with the reporting requirements established by the 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.

In our opinion, the financial statement referred to above presents fairly, in all material respects, the financial position and results of operations of the City for the year ended December 31, 2011, on the basis of accounting described in Note 1.

The Combining Schedule 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 statement. They have not been subjected to the examination procedures applied to the financial statement and, accordingly, we express no opinion on them.

This report is intended solely for the information and use of the City's management, Board of Public Works, Common Council, and others within the entity and is not intended to be and should not be used by anyone other than these specified parties. In accordance with Indiana Code 5-11-5-1, this report is a part of the public records of the State Board of Accounts and of the office examined.

STATE BOARD OF ACCOUNTS

July 12, 2012

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FINANCIAL STATEMENT	
The financial statement and accompanying notes were approved by management of the City. The financial statement and notes are presented as intended by the City.	те

### CITY OF GREENFIELD STATEMENT OF RECEIPTS, DISBURSEMENTS, AND CASH AND INVESTMENT BALANCES REGULATORY BASIS For The Year Ended December 31, 2011

Fund	Inve	ash and estments 1-01-11	Receipts	Dis	sbursements	Cash and nvestments 12-31-11
			 •			
GENERAL FUND	\$	865,128	\$ 6,349,775	\$	7,090,754	\$ 124,149
MVH STREET		378,768	970,583		1,132,739	216,612
LOCAL ROAD AND STREET		73,533	213,586		253,032	34,087
PARKING METER		17,200	7,455		7,999	16,656
PARK NONREVERTING		61,472	193,942		195,903	59,511
POLICE CONTINUING EDUCATION		97,774	34,800		41,908	90,666
PARK AND RECREATION		75,486	699,081		762,241	12,326
RAINY DAY		1,545,019	-		453,438	1,091,581
CEDIT - ECONOMIC DEV DISTR		180,651	-		39,116	141,535
FIRE TERRITORY		127,100	4,014,220		3,883,714	257,606
CUMULATIVE CAPITAL IMPROVEMENT		42,211	62,321		18,166	86,366
POLICE VEHICLE		62,916	-		62,916	-
TIF		2,218,581	1,724,507		1,831,611	2,111,477
FIRE EQUIPMENT		264,204	105,819		218,647	151,376
PARK IMPACT FEES		14,716	112,877		27	127,566
INFORMATION TECH		231,093	405,803		495,576	141,320
POLICE PENSION		136,850	249,489		260,139	126,200
FIRE PENSION		86,253	88,491		66,740	108,004
RIVERBOAT REVENUE		130,347	329,964		-	460,311
LOIT		-	625,806		248,271	377,535
CEMETERY		62,065	-		62,065	-
OPERATION PULLOVER		382	3,985		3,804	563
PLAZA BANNER		3,673	-		98	3,575
DRUG AWARENESS D.A.R.E.		2,442	1,000		786	2,656
POLICE STOP GRANT		2,743	-		-	2,743
MCCLARNON DR FUNDING		8,164	-		8,164	-
OJP BALLISTIC VEST/FED		5,175	-		5,175	-
DUI TASK FORCE		-	5,066		4,799	267
NONREVERTING LAW ENFORCEMENT		15,157	51,884		11,258	55,783
INDIANA HUMANITIES COUNCIL		810	-		810	-
PARK BOND		9,839	119,806		129,645	-
HEALTH INS REIMB		246,759	247,164		106,725	387,198
POLICE DONATIONS		9,830	5,308		8,436	6,702
PARK DONATION		50,543	143,593		74,387	119,749
FIRE DONATION		12,280	3,476		4,325	11,431
ANIMAL CONTROL ENRICHMENT		26,756	52,531		28,121	51,166
SHOP WITH A COP		8,756	9,941		553	18,144
CEMETERY ENDOWMENT		80,406	305		1,535	79,176
PAYROLL POLICE PENSION W/H		-	98,637		98,637	-
PAYROLL FIRE PENSION W/H		-	111,099		111,099	-
PAYROLL PUBL EMPL RETIREMENT		-	136,643		136,643	-
PAYROLL NET		-	6,626,233		6,626,233	-
PAYROLL FEDERAL W/H		-	1,112,355		1,112,355	-
PAYROLL FICA W/H		-	755,338		755,338	-
PAYROLL MEDICARE W/H		-	261,661		261,661	-
PAYROLL STATE TAX W/H		-	322,023		322,023	-
PAYROLL COUNTY TAX WITHHOLDING		-	140,485		140,485	-
PAYROLL EMPLOYEE MEDICAL INS		134,181	104,740		34,675	204,246
PAYROLL EMPLOYEE DENTAL INS		7,240	90,427		89,367	8,300

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

Fund	Cash and Investments 01-01-11	Receipts	Disbursements	Cash and Investments 12-31-11
PAYROLL EMPLOYEE VISION PLAN	1,396	16,863	16,629	1,630
PAYROLL BOSTON MUTUAL LIFE	-	9,089	9,089	-
PAYROLL GRANGE LIFE INS	-	16,412	16,412	-
PAYROLL AFLAC	-	6,019	6,019	-
PAYROLL PRETAX AFLAC	-	48,590	48,590	-
PAYROLL AUL 457 PLAN	-	95,733	95,733	-
PAYROLL AUL LOAN REPAYMENT	-	22,646	22,646	-
PAYROLL EMPLOYEE CHILD SUPPORT	-	91,192	91,192	-
PAYROLL UNITED WAY CONTRIBUTION	-	660	660	-
PAYROLL FIRE VOL UNION 4747	-	20,737	20,737	-
PAYROLL MISC EMPLOYEE REIMB	-	860	860	-
PAYROLL GARNISH 30C01-0711CC-1021	-	2,596	2,596	-
PAYROLL GARNISH 08-06478-JKC13	-	1,200	1,200	-
PAYROLL GARNISH M.B 09-15667	-	8,605	8,605	-
PAYROLL GARNISH 30D021007SC00836	-	459	459	-
PAYROLL GARNISH 30D011011CC01271	-	5,678	5,678	-
PAYROLL GARNISH 30D021004SC338	-	1,755	1,755	-
PAYROLL GARNISH 73D021010SC1474	-	1,378	1,378	-
LIGHT OPERATING	6,979,365	27,139,483	26,396,777	7,722,071
LIGHT DEPRECIATION	48,937	360,000	330,617	78,320
LIGHT METER DEPOSIT	545,732	104,460	145,806	504,386
LIGHT CASH RESERVE	47,813	-	-	47,813
LIGHT AVAILIBILITY	11,398	28,900	26,387	13,911
STORM WATER	1,204,679	901,235	679,882	1,426,032
WWTPC OPERATING	1,533,327	3,220,450	3,153,576	1,600,201
WWTPC SINKING BOND & INTEREST	136,463	648,000	641,766	142,697
WWTPC DEPRECIATION	161,142	500,000	226,326	434,816
WWTPC AVAILIBILITY	28,738	54,921	-	83,659
WWTPC CONNECTION	561,665	160,872	1,200	721,337
WWTPC DEBT SERVICE RESERVE	680,000	<del>-</del>		680,000
WATER OPERATING	4,012,433	3,181,209	2,896,776	4,296,866
WATER BOND SINKING	404,856	860,000	822,025	442,831
WATER DEPRECIATION	288,846	300,000	190,000	398,846
WATER METER DEPOSIT	159,186	16,600	39,653	136,133
WATER AVAILIBILITY	133,897	37,767	-	171,664
WATER DEBT RESERVE	888,250			888,250
UTILITY BILLING	321,046	998,072	979,284	339,834
Totals	\$ 25,445,672	\$ 65,454,660	\$ 64,082,452	\$ 26,817,880

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

### CITY OF GREENFIELD NOTES TO FINANCIAL STATEMENT

### Note 1. Summary of Significant Accounting Policies

### A. Reporting Entity

The City was established under the laws of the State of Indiana. The City operates under a Council-Mayor 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 City.

### B. Basis of Accounting

The financial statement is reported on a regulatory basis of accounting prescribed by the 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. Receipts are recorded when received and disbursements are recorded when paid.

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 taxes, certified shares (local option tax), property tax replacement credit (local option tax), county option income tax, wheel tax, innkeepers 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 City.

Licenses and permits which include 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: peddler licenses, dog tax licenses, auctioneer license, building and planning permits, demolition permits, electrical permits, sign permits, and gun permits.

Intergovernmental receipts which include receipts from other governments in the form of operating grants, entitlements, or payments in lieu of taxes. Examples of this type of receipts include, but are not limited to: federal grants, state grants, cigarette tax distributions received from the state, motor vehicle highway distribution received from the state,

local road and street distribution 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 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.

Fines and forfeits which include receipts derived from fines and penalties imposed for the commission of statutory offenses, violation of lawful administrative rules and regulations (fines), and for the neglect of official duty and monies derived from confiscating deposits held as performance guarantees (forfeitures).

Utility fees which are comprised mostly of charges for current services and penalties for late payments.

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

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

Capital outlay which include all outflows for land, infrastructure, buildings, improvements, and machinery and equipment having an appreciable and calculable period of usefulness.

Utility operating expenses which include all outflows for operating the utilities.

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 City 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.

### G. Fund Accounting

Separate funds are established, maintained, and reported by the City. 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 City. 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 City 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 City 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 City 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 City to invest in securities including, but not limited to, 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 City 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 City 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. These risks may also be mitigated by the City by recording as a disbursement any replacement items purchased.

### Note 6. Pension Plans

A. Public Employees' Retirement Fund

Plan Description

The Indiana Public Employees' Retirement Fund (PERF) is a defined benefit pension plan. PERF is an agent 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 Indiana Public Retirement System (INPRS) Board, most requirements of the system, and give the City 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 1 North Capital Street, 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.

### B. 1925 Police Officers' Pension Plan

### Plan Description

The 1925 Police Officers' Pension Plan is a single-employer defined benefit pension plan. The plan is administered by the local pension board as authorized by state statute (IC 36-8-6). The plan provides retirement, disability, and death benefits to plan members and beneficiaries. The plan was established by the plan administrator, as provided by state statute. The plan administrator does not issue a publicly available financial report that includes financial statements and required supplementary information of the plan.

### **Funding Policy**

The contribution requirements of plan members for the 1925 Police Officers' Pension Plan are established by state statute.

### On Behalf Payments

The 1925 Police Officers' Pension Plan is funded by the State of Indiana through the Indiana Public Retirement System as provided under Indiana Code 5-10.3-11.

### C. 1937 Firefighters' Pension Plan

### Plan Description

The 1937 Firefighters' Pension Plan is a single-employer defined benefit pension plan. The plan is administered by the local pension board as authorized by state statute (IC 36-8-7). The plan provides retirement, disability, and death benefits to plan members and beneficiaries. The plan was established by the plan administrator, as provided by state statute. The plan administrator does not issue a publicly available financial report that includes financial statements and required supplementary information of the plan.

### **Funding Policy**

The contribution requirements of plan members for the 1937 Firefighters' Pension Plan are established by state statute.

### On Behalf Payments

The 1937 Firefighters' Pension Plan is funded by the State of Indiana through the Indiana Public Retirement System as provided under Indiana Code 5-10.3-11.

### D. 1977 Police Officers' and Firefighters' Pension and Disability Fund

### Plan Description

The 1977 Police Officers' and Firefighters' Pension and Disability Fund is a cost-sharing multiple-employer defined benefit pension plan administered by the Indiana Public Retirement System (INPRS) for all police officers and firefighters hired after April 30, 1977.

State statute (IC 36-8-8) regulates the operations of the system, including benefits, vesting, and requirements for contributions by employers and by employees. Covered employees may retire at age 52 with 20 years of service. An employee with 20 years of service may leave service, but will not receive benefits until reaching age 52. The plan also provides for death and disability benefits.

INPRS 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 1 North Capital Street, Suite 001 Indianapolis, IN 46204 Ph. (888) 526-1687

### **Funding Policy**

The contribution requirements of plan members and the City are established by the Board of Trustees of INPRS.

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### SUPPLEMENTARY INFORMATION – UNAUDITED

For additional financial information, the City's 2011 Annual Report information can be found on the Gateway website: <a href="https://gateway.ifionline.org/">https://gateway.ifionline.org/</a>.

Differences may be noted between the financial information presented in the financial statement contained in this report and the financial information presented in the Annual Report of the City which is 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 supplementary information presented was approved by management of the City. It is presented as intended by the City.

	GENERAL FUND	MVH STREET	LOCAL ROAD AND STREET	PARKING METER	PARK NONREVERTING	POLICE CONTINUING EDUCATION	PARK AND RECREATION
Cash and investments - beginning	\$ 865,128	\$ 378,768	\$ 73,533	\$ 17,200	\$ 61,472	\$ 97,774	\$ 75,486
Receipts:							
Taxes	3,760,625	126,691	-	-	-	-	554,891
Licenses and permits	84,336	1,060	-	-	-	8,920	-
Intergovernmental	1,846,501	837,853	205,422	-	-	-	45,327
Charges for services	411,128	-	-	7,455	193,942	6,217	93,406
Fines and forfeits	825	-	-	-	-	18,821	-
Utility fees	-	-	-	-	-	-	-
Other receipts	246,360	4,979	8,164			842	5,457
Total receipts	6,349,775	970,583	213,586	7,455	193,942	34,800	699,081
Disbursements:							
Personal services	4,778,304	513,524	-	_	150,000	-	432,549
Supplies	253,989	182,316	-	-	39,651	-	61,498
Other services and charges	1,745,361	98,695	-	7,994	-	41,908	155,400
Debt service - principal and interest	-	-	-	-	-	-	-
Capital outlay	174,798	314,160	201,152	-	-	-	106,835
Utility operating expenses	-	-	-	-	-	-	-
Other disbursements	138,302	24,044	51,880	5	6,252		5,959
Total disbursements	7,090,754	1,132,739	253,032	7,999	195,903	41,908	762,241
Excess (deficiency) of receipts over disbursements	(740,979)	(162,156)	(39,446)	(544)	(1,961)	(7,108)	(63,160)
Cash and investments - ending	\$ 124,149	\$ 216,612	\$ 34,087	\$ 16,656	\$ 59,511	\$ 90,666	\$ 12,326

		RAINY DAY	E	CEDIT - CONOMIC EV DISTR		FIRE TERRITORY	UMULATIVE CAPITAL PROVEMENT	_	POLICE VEHICLE	_	TIF	EC	FIRE QUIPMENT
Cash and investments - beginning	\$	1,545,019	\$	180,651	\$	127,100	\$ 42,211	\$	62,916	\$	2,218,581	\$	264,204
Receipts:													
Taxes		-		-		2,295,336	-		-		1,709,681		98,259
Licenses and permits		-		-		-	-		-		-		-
Intergovernmental		-		-		1,066,593	62,321		-		-		7,560
Charges for services		-		-		629,606	-		-		-		-
Fines and forfeits		-		-		-	-		-		-		-
Utility fees Other receipts		-		-		22,685	-		-		14,826		-
Other receipts	_	<u>-</u>		<u>-</u>		22,000	 <del></del>	_	<u>-</u>		14,020		<u>-</u>
Total receipts		<u>-</u>	_	<u>-</u>		4,014,220	 62,321	_	<u>-</u>		1,724,507		105,819
Disbursements:													
Personal services		-		-		3,357,427	-		-		-		-
Supplies		-		-		117,276	-		-		-		-
Other services and charges		-		-		342,186	-		-		-		-
Debt service - principal and interest		-		-		-	-		-		-		128,445
Capital outlay		450,000		-		25,760	18,166		62,916		1,331,611		90,202
Utility operating expenses		-		-		-	-		-		-		-
Other disbursements		3,438		39,116	_	41,065	 	_		_	500,000		
Total disbursements		453,438		39,116	_	3,883,714	 18,166	_	62,916		1,831,611		218,647
Excess (deficiency) of receipts over disbursements		(453,438)		(39,116)	_	130,506	 44,155	_	(62,916)		(107,104)		(112,828)
Cash and investments - ending	\$	1,091,581	\$	141,535	\$	257,606	\$ 86,366	\$		\$	2,111,477	\$	151,376

	PARK IMPACT FEES	INFORMATION TECH	POLICE PENSION	FIRE PENSION	RIVERBOAT REVENUE	LOIT	CEMETERY
Cash and investments - beginning	\$ 14,716	\$ 231,093	\$ 136,850	\$ 86,253	\$ 130,347	\$ -	\$ 62,065
Receipts:							
Taxes	-	-	-	-	-	-	-
Licenses and permits	-	-	-	-	-	-	-
Intergovernmental		-	249,489	88,491	91,368	625,806	-
Charges for services	112,443	180,641	-	-	-	-	-
Fines and forfeits	-	-	-	-	-	-	-
Utility fees	-	- 005 400	-	-	- 000 500	-	-
Other receipts	434	225,162			238,596		
Total receipts	112,877	405,803	249,489	88,491	329,964	625,806	
Disbursements:							
Personal services	_	214,704	248,139	66,740	_	_	-
Supplies	_	2,862	· -	, -	-	-	_
Other services and charges	-	134,401	-	-	-	-	-
Debt service - principal and interest	-	-	-	-	-	238,596	-
Capital outlay	-	143,609	-	-	-	-	-
Utility operating expenses	-	-	-	-	-	-	-
Other disbursements	27		12,000			9,675	62,065
Total disbursements	27	495,576	260,139	66,740		248,271	62,065
Excess (deficiency) of receipts over disbursements	112,850	(89,773	(10,650)	21,751	329,964	377,535	(62,065)
Cash and investments - ending	\$ 127,566	\$ 141,320	\$ 126,200	\$ 108,004	\$ 460,311	\$ 377,535	\$ -

	OPERATION PULLOVER	PLAZA BANNER	DRUG AWARENESS D.A.R.E.	POLICE STOP GRANT	MCCLARNON DR FUNDING	OJP BALLISTIC VEST/FED
Cash and investments - beginning	\$ 382	\$ 3,673	\$ 2,442	\$ 2,743	\$ 8,164	\$ 5,175
Receipts:						
Taxes	-	-	-	-	-	-
Licenses and permits	-	-	-	-	-	-
Intergovernmental	3,979	-	-	-	-	-
Charges for services	-	-	-	-	-	-
Fines and forfeits	-	-	-	-	-	-
Utility fees	-	-	<del>-</del>	-	-	-
Other receipts	6		1,000			
Total receipts	3,985	=	1,000			
Disbursements:						
Personal services	3,804	_	_	-	-	_
Supplies	-	_	-	-	-	-
Other services and charges	-	-	-	-	-	-
Debt service - principal and interest	-	-	-	-	-	-
Capital outlay	-	-	-	-	-	-
Utility operating expenses	-	-	-	-	-	-
Other disbursements		98	786		8,164	5,175
Total disbursements	3,804	98	786		8,164	5,175
Excess (deficiency) of receipts over disbursements	181	(98)	214		(8,164)	(5,175)
Cash and investments - ending	\$ 563	\$ 3,575	\$ 2,656	\$ 2,743	\$ -	\$ -

	DUI TASK FORCE	NONREVERTING LAW ENFORCEMENT	INDIANA HUMANITIES COUNCIL	PARK BOND	HEALTH INS REIMB	POLICE DONATIONS
Cash and investments - beginning	<u>\$ -</u>	\$ 15,157	\$ 810	\$ 9,839	\$ 246,759	\$ 9,830
Receipts:						
Taxes	-	-	-	107,581	-	-
Licenses and permits	-	-	-	-	-	-
Intergovernmental	-	-	-	8,788	-	-
Charges for services	-	-	-	-	-	-
Fines and forfeits	-	-	-	-	-	-
Utility fees	-	-	-	-	-	-
Other receipts	5,066	51,884		3,437	247,164	5,308
Total receipts	5,066	51,884		119,806	247,164	5,308
Disbursements:						
Personal services	-	-	-	-	106,725	-
Supplies	-	-	-	-	-	-
Other services and charges	-	-	-	-	-	-
Debt service - principal and interest	-	-	-	129,645	-	-
Capital outlay	-	-	-	-	-	-
Utility operating expenses	-	-	-	-	-	-
Other disbursements	4,799	11,258	810			8,436
Total disbursements	4,799	11,258	810	129,645	106,725	8,436
Excess (deficiency) of receipts over disbursements	267	40,626	(810)	(9,839)	140,439	(3,128)
Cash and investments - ending	\$ 267	\$ 55,783	\$ -	\$ -	\$ 387,198	\$ 6,702

	PARK DONATION	FIRE DONATION	ANIMAL CONTROL ENRICHMENT	SHOP WITH A COP	CEMETERY ENDOWMENT	PAYROLL POLICE PENSION WH
Cash and investments - beginning	\$ 50,543	\$ 12,280	\$ 26,756	\$ 8,756	\$ 80,406	\$ -
Receipts:						
Taxes	-	-	-	-	-	-
Licenses and permits	-	-	-	-	-	-
Intergovernmental	103,950	-	-	-	-	-
Charges for services	-	-	-	-	-	-
Fines and forfeits	-	-	-	-	-	-
Utility fees	- 20.042	- 0.470	- 50 504	- 0.044	-	- 00.007
Other receipts	39,643	3,476	52,531	9,941	305	98,637
Total receipts	143,593	3,476	52,531	9,941	305	98,637
Disbursements:						
Personal services	-	-	-	-	-	-
Supplies	-	-	-	-	-	-
Other services and charges	-	-	-	-	-	-
Debt service - principal and interest	-	-	-	-	-	-
Capital outlay	-	-	-	-	-	-
Utility operating expenses	-	-	-	-	-	-
Other disbursements	74,387	4,325	28,121	553	1,535	98,637
Total disbursements	74,387	4,325	28,121	553	1,535	98,637
Excess (deficiency) of receipts over disbursements	69,206	(849)	24,410	9,388	(1,230)	
Cash and investments - ending	\$ 119,749	\$ 11,431	\$ 51,166	\$ 18,144	\$ 79,176	\$ -

	PAYROLL FIRE PENSION WH	PAYROLL PUBL EMPL RETIREMENT	PAYROLL NET	PAYROLL FEDERAL W/H	PAYROLL FICA W/H	PAYROLL MEDICARE W/H
Cash and investments - beginning	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Receipts:						
Taxes	-	-	-	-	-	-
Licenses and permits	-	-	-	-	-	-
Intergovernmental	-	-	-	-	-	-
Charges for services	-	-	-	-	-	-
Fines and forfeits	-	-	-	-	-	-
Utility fees	-	-	-	-	-	-
Other receipts	111,099	136,643	6,626,233	1,112,355	755,338	261,661
Total receipts	111,099	136,643	6,626,233	1,112,355	755,338	261,661
Disbursements:						
Personal services	-	-	-	-	-	-
Supplies	-	-	-	-	-	-
Other services and charges	-	-	-	-	-	-
Debt service - principal and interest	-	-	-	-	-	-
Capital outlay	-	-	-	-	-	-
Utility operating expenses	-	-	-	-	-	-
Other disbursements	111,099	136,643	6,626,233	1,112,355	755,338	261,661
Total disbursements	111,099	136,643	6,626,233	1,112,355	755,338	261,661
Excess (deficiency) of receipts over disbursements						
Cash and investments - ending	\$ -	\$ -	<u>\$</u>	<u>\$</u>	\$ -	\$ -

	PAYROLL STATE TAX W/H	PAYROLL COUNTY TAX W/H	PAYROLL EMPLOYEE MEDICAL INS	PAYROLL EMPLOYEE DENTAL INS	PAYROLL EMPLOYEE VISION PLAN	PAYROLL BOSTON MUTUAL LIFE
Cash and investments - beginning	<u>\$ -</u>	\$ -	\$ 134,181	\$ 7,240	\$ 1,396	\$ -
Receipts:						
Taxes	-	-	-	-	-	-
Licenses and permits	-	-	-	-	-	-
Intergovernmental	-	-	-	-	-	-
Charges for services	-	-	-	-	-	-
Fines and forfeits	-	-	-	-	-	-
Utility fees	-	-	-	-	-	-
Other receipts	322,023	140,485	104,740	90,427	16,863	9,089
Total receipts	322,023	140,485	104,740	90,427	16,863	9,089
Disbursements:						
Personal services	-	-	-	-	-	-
Supplies	-	-	-	-	-	-
Other services and charges	-	-	-	-	-	-
Debt service - principal and interest	-	-	-	-	-	-
Capital outlay	-	-	-	-	-	-
Utility operating expenses	-	-	-	-	-	-
Other disbursements	322,023	140,485	34,675	89,367	16,629	9,089
Total disbursements	322,023	140,485	34,675	89,367	16,629	9,089
Excess (deficiency) of receipts over disbursements			70,065	1,060	234	
Cash and investments - ending	\$ -	\$ -	\$ 204,246	\$ 8,300	\$ 1,630	\$ -

	PAYROLL GRANGE LIFE INS	PAYROLL AFLAC	PAYROLL PRETAX AFLAC	PAYROLL AUL 457 PLAN	PAYROLL AUL LOAN REPAYMENT	PAYROLL EMPLOYEE CHILD SUPPORT
Cash and investments - beginning	<u>\$</u> -	\$ -	<u>\$</u>	\$ -	\$ -	<u>\$</u>
Receipts:						
Taxes	-	-	-	-	-	-
Licenses and permits	-	-	-	-	-	-
Intergovernmental	-	-	-	-	-	-
Charges for services	-	-	-	-	-	-
Fines and forfeits	-	-	-	-	-	-
Utility fees	-	-	-	-	-	-
Other receipts	16,412	6,019	48,590	95,733	22,646	91,192
Total receipts	16,412	6,019	48,590	95,733	22,646	91,192
Disbursements:						
Personal services	-	-	_	_	-	_
Supplies	-	-	-	-	-	_
Other services and charges	-	-	-	-	-	-
Debt service - principal and interest	-	-	-	-	-	-
Capital outlay	-	-	-	-	-	-
Utility operating expenses	-	-	-	-	-	-
Other disbursements	16,412	6,019	48,590	95,733	22,646	91,192
Total disbursements	16,412	6,019	48,590	95,733	22,646	91,192
Excess (deficiency) of receipts over disbursements						
Cash and investments - ending	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

	PAYROLL UNITED WAY CONTRIBUTION	PAYROLL FIRE VOL UNION 4747	PAYROLL MISC EMPLOYEE REIMB	PAYROLL GARNISH 30C01-0711CC-1021	PAYROLL GARNISH 08-06478-JKC13	PAYROLL GARNISH M.B. 09-15667
Cash and investments - beginning	<u>\$</u>	<u>\$</u>	\$ -	\$	\$ -	\$ -
Receipts:						
Taxes	-	-	-	-	-	-
Licenses and permits	-	-	-	-	-	-
Intergovernmental	-	-	-	-	-	-
Charges for services	-	-	-	-	-	-
Fines and forfeits	-	-	-	-	-	-
Utility fees	-	-	-	-	-	-
Other receipts	660	20,737	860	2,596	1,200	8,605
Total receipts	660	20,737	860	2,596	1,200	8,605
Disbursements:						
Personal services	-	-	-	-	-	-
Supplies	-	-	-	-	-	-
Other services and charges	-	-	-	-	-	-
Debt service - principal and interest	-	-	-	-	-	-
Capital outlay	-	-	-	-	-	-
Utility operating expenses	-	-	-	-	-	-
Other disbursements	660	20,737	860	2,596	1,200	8,605
Total disbursements	660	20,737	860	2,596	1,200	8,605
				<u> </u>		
Excess (deficiency) of receipts over disbursements						
Cash and investments - ending	\$ -	\$ -	\$ -	<u> -</u>	\$ -	\$ -

	PAYROLL GARNISH 30D021007SC00836	PAYROLL GARNISH 30D011011CC01271	PAYROLL GARNISH 30D021004SC338	PAYROLL GARNISH 73D021010SC1474	LIGHT OPERATING	LIGHT DEPRECIATION
Cash and investments - beginning	\$ -	\$ -	\$ -	\$ -	\$ 6,979,365	\$ 48,937
Receipts:						
Taxes	-	-	-	-	-	-
Licenses and permits	-	-	-	-	-	-
Intergovernmental	-	-	-	-	-	-
Charges for services	-	-	-	-	-	-
Fines and forfeits	-	-	-	-	-	-
Utility fees	-	-	=	=	26,898,565	-
Other receipts	459	5,678	1,755	1,378	240,918	360,000
Total receipts	459	5,678	1,755	1,378	27,139,483	360,000
Disbursements:						
Personal services	-	-	-	-	-	_
Supplies	-	-	-	-	_	-
Other services and charges	-	-	-	-	-	-
Debt service - principal and interest	-	-	-	-	-	_
Capital outlay	-	-	-	-	985,045	-
Utility operating expenses	-	-	-	-	23,846,401	-
Other disbursements	459	5,678	1,755	1,378	1,565,331	330,617
Total disbursements	459	5,678	1,755	1,378	26,396,777	330,617
Excess (deficiency) of receipts over disbursements					742,706	29,383
Cash and investments - ending	\$ -	\$	\$ -	\$ -	\$ 7,722,071	\$ 78,320

	LIGHT METER DEPOSIT	LIGHT CASH RESERVE	LIGHT AVAILIBILITY	STORM WATER	WWTPC OPERATING	WWTPC SINKING BOND & INTEREST
Cash and investments - beginning	\$ 545,732	\$ 47,813	\$ 11,398	\$ 1,204,679	\$ 1,533,327	\$ 136,463
Receipts:						
Taxes	-	-	-	-	-	-
Licenses and permits	-	-	-	-	-	-
Intergovernmental	-	-	-	-	-	-
Charges for services	-	-	-	-	-	-
Fines and forfeits	-	-	-	-	-	-
Utility fees	-	-	-	888,477	3,189,962	-
Other receipts	104,460		28,900	12,758	30,488	648,000
Total receipts	104,460		28,900	901,235	3,220,450	648,000
Disbursements:						
Personal services	_	_	_	_	_	_
Supplies	-	_	-	-	_	_
Other services and charges	_	-	-	-	-	_
Debt service - principal and interest	-	-	-	-	-	641,466
Capital outlay	-	-	-	404,900	43,803	, <u>-</u>
Utility operating expenses	145,806	-	-	149,304	1,630,592	300
Other disbursements			26,387	125,678	1,479,181	
Total disbursements	145,806		26,387	679,882	3,153,576	641,766
Excess (deficiency) of receipts over disbursements	(41,346)		2,513	221,353	66,874	6,234
Cash and investments - ending	\$ 504,386	\$ 47,813	\$ 13,911	\$ 1,426,032	\$ 1,600,201	\$ 142,697

WWTPC DEBT WWTPC WWTPC WWTPC SERVICE WATER WATER BOND SINKING DEPRECIATION AVAILIBILITY CONNECTION RESERVE OPERATING Cash and investments - beginning 161,142 \$ 28,738 561,665 \$ 680,000 4,012,433 Receipts: Taxes Licenses and permits Intergovernmental Charges for services Fines and forfeits Utility fees 160,872 2,979,507 Other receipts 500,000 54,921 201,702 860,000 Total receipts 500,000 54,921 160,872 3,181,209 860,000 Disbursements: Personal services Supplies Other services and charges Debt service - principal and interest 821,625 Capital outlay 216,691 Utility operating expenses 1,686,353 400 Other disbursements 226,326 1,200 993,732 Total disbursements 1,200 226,326 2,896,776 822,025 Excess (deficiency) of receipts over disbursements 273,674 54,921 159,672 284,433 37,975 442,831 Cash and investments - ending 434,816 83,659 721,337 680,000 4,296,866

	WATER DEPRECIATION	WATER METER DEPOSIT	WATER AVAILIBILITY	WATER DEBT RESERVE	UTILITY BILLING	Totals
Cash and investments - beginning	\$ 288,846	\$ 159,186	\$ 133,897	\$ 888,250	\$ 321,046	\$ 25,445,672
Receipts:						
Taxes	-	-	-	-	-	8,653,064
Licenses and permits	-	-	-	-	-	94,316
Intergovernmental	-	-	-	-	-	5,243,448
Charges for services	-	-	-	-	-	1,634,838
Fines and forfeits	-	-	-	-	-	19,646
Utility fees	-	-	-	-	-	34,117,383
Other receipts	300,000	16,600	37,767		998,072	15,691,965
Total receipts	300,000	16,600	37,767		998,072	65,454,660
Disbursements:						
Personal services	-	-	-	-	-	9,871,916
Supplies	-	-	-	-	-	657,592
Other services and charges	-	-	-	-	-	2,525,945
Debt service - principal and interest	-	-	-	-	-	1,959,777
Capital outlay	-	-	-	-	5,000	4,574,648
Utility operating expenses	-	-	-	-	-	27,459,156
Other disbursements	190,000	39,653			974,284	17,033,418
Total disbursements	190,000	39,653			979,284	64,082,452
Excess (deficiency) of receipts over disbursements	110,000	(23,053)	37,767	-	18,788	1,372,208
Cash and investments - ending	\$ 398,846			\$ 888.250	\$ 339.834	\$ 26,817,880

### CITY OF GREENFIELD SCHEDULE OF PAYABLES AND RECEIVABLES December 31, 2011

Government or Enterprise	_	Accounts Payable	Accounts Receivable
Governmental activities Electric Storm Water Wastewater Water Utility Billing	\$	140,165 1,888,683 120,884 60,147 34,205 12,467	\$ 777,941 1,992,413 55,716 252,830 222,305
Totals	\$	2,256,551	\$ 3,301,205

### CITY OF GREENFIELD SCHEDULE OF LEASES AND DEBT December 31, 2011

Desc	cription of Debt	Principal and Ending Interest Due Principal Within One	
Туре	Purpose	Balance Year	
Governmental activities: General obligation bonds Notes and loans payable  Total governmental activities	2001 Park - Elmore Center Building 2011 Pierce Fire Truck	\$ 530,000 \$ 134,62 450,000 150,00 980,000 1,264,62	<u>00</u>
Total governmental activities		900,000 1,204,02	<u>23</u>
Wastewater: Revenue bonds	2003 Plant Improvement	4,035,000 646,3	<u>10</u>
Water: Revenue bonds	2004 Plant Improvement	8,365,000 826,67	<u>75</u>
Totals		\$ 13,380,000 \$ 1,757,60	08

### CITY OF GREENFIELD SCHEDULE OF CAPITAL ASSETS December 31, 2011

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.

	Ending Balance
Governmental activities:	
Land	\$ 5,554,980
Infrastructure	29,466,062
Buildings	6,268,825
Improvements other than buildings	203,022
Machinery, equipment and vehicles	7,681,427
Construction in progress	706,566
Total governmental activities	49,880,882
Electric:	
Land	196,605
Buildings	1,770,915
Improvements other than buildings	15,119,232
Machinery, equipment and vehicles	7,517,346
Total Electric	24,604,098
Storm Water:	
Land	49,559
Infrastructure	5,894,357
Improvements other than buildings	1,717
Machinery, equipment and vehicles	72,944
Total Storm Water	6,018,577
Wastewater:	
Land	89,220
Infrastructure	22,060,705
Buildings	3,766,896
Improvements other than buildings	8,776,317
Machinery, equipment and vehicles	5,572,402
Total Wastewater	40,265,540
Water:	
Land	221,152
Infrastructure	22,861,484
Buildings	7,617,445
Improvements other than buildings	325,014
Machinery, equipment and vehicles	6,008,565
Total Water	37,033,660
Total capital assets	\$ 157,802,757

### CITY OF GREENFIELD EXAMINATION RESULTS AND COMMENTS

### CUSTOMER DEPOSIT REGISTER

The detailed customer deposit registers for the Water and Electric utilities do not reconcile with the customer deposit amounts recorded on the general ledger. In both cases, the cash exceeded the total of customer deposits on record. The excess amounts for 2011 were \$306,636 in the Electric Meter Deposit Fund and \$93,343 in the Water Meter Deposit Fund. A similar examination result and comment was reported in the prior report B39031.

At all times, the manual and computerized records, subsidiary ledgers, control ledger, and reconciled bank balance should agree. If the reconciled bank balance is less than the subsidiary or control ledgers, then the responsible official or employee may be held personally responsible for the amount needed to balance the fund. (Accounting and Uniform Compliance Guidelines Manual for Cities and Towns, Chapter 7)

### **DELINQUENT WASTEWATER ACCOUNTS**

Delinquent wastewater fees and penalties had not been recorded with the County Recorder nor were they certified to the County Auditor which would result in a lien against the property. A similar comment appeared in prior reports, most recently Report B39031.

Indiana Code 36-9-23-33 states in part:

- "(b) Except as provided in subsection (I), the officer charged with the collection of fees and penalties assessed under this chapter shall enforce their payment. As often as the officer determines is necessary in a calendar year, the officer shall prepare either of the following:
  - (1) a list of the delinquent fees and penalties that are enforceable under this section, which must include the following:
    - (A) the name or names of the owner or owners of each lot or parcel of real property on which fees are delinquent;
    - (B) a description of the premises, as shown by the records of the county auditor; and
    - (C) the amount of the delinquent fees, together with the penalty;

or

- (2) an individual instrument for each lot or parcel of real property on which the fees are delinquent.
- (c) The officer shall record a copy of each list or each individual instrument with the county recorder . . .
- (e) Using the lists and instruments prepared under subsection (b) and recorded under subsection (c), the officer shall, not later than ten (10) days after the list or each individual instrument is recorded under subsection (c), certify to the county auditor a list of the liens that remain unpaid for collection in the next May. . . ."

CITY OF GREENFIELD EXIT CONFERENCE
The contents of this report were discussed on July 12, 2012, with Larry Breese, Clerk-Treasurer, and Mitch Pendlum, President of the Common Council. The officials concurred with our findings.