



**BERLIN TOWNSHIP
KNOX COUNTY**

REGULAR AUDIT

FOR THE YEARS ENDED DECEMBER 31, 1999 - 1998



JIM PETRO
AUDITOR OF STATE

STATE OF OHIO

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REPORT OF INDEPENDENT ACCOUNTANTS

Berlin Township
Knox County
18405 Roberts Road
Fredericktown, Ohio 43019

To the Board of Trustees:

We have audited the accompanying financial statements of Berlin Township, Knox County, Ohio, (the Township) as of and for the years ended December 31, 1999 and December 31, 1998. These financial statements are the responsibility of the Township's management. Our responsibility is to express an opinion on these financial statements based on our audits.

We conducted our audits in accordance with generally accepted auditing standards and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audits to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audits provide a reasonable basis for our opinion.

As discussed in Note 1, the Township prepares its financial statements on the basis of accounting prescribed or permitted by the Auditor of State, which is a comprehensive basis of accounting other than generally accepted accounting principles.

In our opinion, the financial statements referred to above present fairly, in all material respects, the combined fund cash balances of the Township as of December 31, 1999 and December 31, 1998, and its combined cash receipts and disbursements for the years then ended on the basis of accounting described in Note 1.

In accordance with *Government Auditing Standards*, we have also issued our report dated May 1, 2000 on our consideration of the Township's internal control over financial reporting and our tests of its compliance with certain provisions of laws, regulations, contracts and grants.

This report is intended solely for the information and use of management, the Board of Trustees, and other officials authorized to receive this report under § 117.26, Ohio Revised Code, and is not intended to be and should not be used by anyone other than these specified parties.

A handwritten signature in black ink, appearing to read "Jim Petro".

JIM PETRO
Auditor of State

May 1, 2000

Berlin Township

**COMBINED STATEMENT OF CASH RECEIPTS, CASH DISBURSEMENTS, AND
CHANGES IN FUND CASH BALANCES
ALL GOVERNMENTAL FUND TYPES
FOR THE YEAR ENDED DECEMBER 31, 1999**

| | <u>Governmental Fund Types</u> | | | Totals (Memorandum Only) |
|--|--------------------------------|----------------------------|-----------------------------|---|
| | <u>General</u> | <u>Special Revenue</u> | <u>Capital Projects</u> | |
| Cash Receipts: | | | | |
| Local Taxes | \$9,292 | \$29,399 | \$0 | \$38,691 |
| Intergovernmental | 76,304 | 76,628 | 67,309 | 220,241 |
| Licenses, Permits, and Fees | 2,393 | 0 | 0 | 2,393 |
| Earnings on Investments | 665 | 105 | 0 | 770 |
| Other Revenue | 1,675 | 1,746 | 0 | 3,421 |
| Total Cash Receipts | 90,329 | 107,878 | 67,309 | 265,516 |
| Cash Disbursements: | | | | |
| Current: | | | | |
| General Government | 43,882 | 0 | 0 | 43,882 |
| Public Safety | 95 | 0 | 0 | 95 |
| Public Works | 0 | 79,898 | 0 | 79,898 |
| Health | 6,373 | 0 | 0 | 6,373 |
| Capital Outlay | 1,468 | 13,211 | 67,309 | 81,988 |
| Total Cash Disbursements | 51,818 | 93,109 | 67,309 | 212,236 |
| Total Cash Receipts Over/(Under) Cash Disbursements | 38,511 | 14,769 | 0 | 53,280 |
| Fund Cash Balances, January 1, 1999 | 47,586 | 33,404 | 0 | 80,990 |
| Fund Cash Balances, December 31, 1999 | <u>\$86,097</u> | <u>\$48,173</u> | <u>\$0</u> | <u>\$134,270</u> |

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

**COMBINED STATEMENT OF CASH RECEIPTS, CASH DISBURSEMENTS, AND
CHANGES IN FUND CASH BALANCES
ALL GOVERNMENTAL FUND TYPES
FOR THE YEAR ENDED DECEMBER 31, 1998**

| | <u>Governmental Fund Types</u> | | Totals (Memorandum Only) |
|---|--------------------------------|----------------------------|---|
| | <u>General</u> | <u>Special Revenue</u> | |
| Cash Receipts: | | | |
| Local Taxes | \$9,215 | \$29,137 | \$38,352 |
| Intergovernmental | 58,169 | 74,236 | 132,405 |
| Licenses, Permits, and Fees | 2,156 | 0 | 2,156 |
| Earnings on Investments | 454 | 448 | 902 |
| Other Revenue | 1,667 | 0 | 1,667 |
| | <hr/> | <hr/> | <hr/> |
| Total Cash Receipts | 71,661 | 103,821 | 175,482 |
| Cash Disbursements: | | | |
| Current: | | | |
| General Government | 39,366 | 0 | 39,366 |
| Public Safety | 90 | 0 | 90 |
| Public Works | 0 | 90,432 | 90,432 |
| Health | 4,619 | 0 | 4,619 |
| Miscellaneous | 0 | 5,463 | 5,463 |
| Capital Outlay | 0 | 9,225 | 9,225 |
| | <hr/> | <hr/> | <hr/> |
| Total Cash Disbursements | 44,075 | 105,120 | 149,195 |
| Total Cash Receipts Over/(Under) Cash Disbursements | 27,586 | (1,299) | 26,287 |
| Fund Cash Balances, January 1, 1998 | 20,000 | 34,703 | 54,703 |
| | <hr/> | <hr/> | <hr/> |
| Fund Cash Balances, December 31, 1998 | <u>\$47,586</u> | <u>\$33,404</u> | <u>\$80,990</u> |

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

**NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 1999 AND 1998**

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

A. Description of the Entity

Berlin Township, Knox County, Ohio, (the Township) is a body corporate and politic established to exercise the rights and privileges conveyed to it by the constitution and laws of the State of Ohio. The Township is directed by a publicly-elected three-member Board of Trustees. The Township provides general governmental services, including road and bridge maintenance.

The Township's management believes these financial statements present all activities for which the Township is financially accountable.

B. Basis of Accounting

These financial statements follow the basis of accounting prescribed or permitted by the Auditor of State, which is similar to the cash receipts and disbursements basis of accounting. Receipts are recognized when received in cash rather than when earned, and disbursements are recognized when paid rather than when a liability is incurred. Budgetary presentations report budgetary expenditures when a commitment is made (i.e., when an encumbrance is approved).

These statements include adequate disclosure of material matters, as prescribed or permitted by the Auditor of State.

C. Cash and Investments

Certificates of deposit are valued at cost.

D. Fund Accounting

The Township uses fund accounting to segregate cash and investments that are restricted as to use. The Township classifies its funds into the following types:

1. General Fund

The General Fund is the general operating fund. It is used to account for all financial resources except those required to be accounted for in another fund.

2. Special Revenue Funds

These funds are used to account for proceeds from specific sources (other than from trusts or for capital projects) that are restricted to expenditure for specific purposes. The Township had the following significant Special Revenue Funds:

Road and Bridge Fund - This fund receives property tax money for constructing, maintaining and repairing Township roads and bridges.

Gasoline Tax Fund - This fund receives gasoline tax money to pay for constructing, maintaining and repairing Township roads.

**NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 1999 AND 1998
(Continued)**

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

D. Fund Accounting (Continued)

3. Capital Projects Fund

This fund is used to account for receipts that are restricted for the acquisition or construction of major capital projects (except those financed through enterprise or trust funds). The Township had the following significant Capital Projects Fund:

Issue II Fund - The Township received a grant from the State of Ohio to repair Roberts Road.

E. Budgetary Process

The Ohio Revised Code requires that each fund be budgeted annually.

1. Appropriations

Budgetary expenditures (that is, disbursements and encumbrances) may not exceed appropriations at the fund, function or object level of control, and appropriations may not exceed estimated resources. The Board of Trustees must annually approve appropriation measures and subsequent amendments. The County Budget Commission must also approve the annual appropriation measure. Appropriations lapse at year end.

2. Estimated Resources

Estimated resources include estimates of cash to be received (budgeted receipts) plus cash as of January 1. The County Budget Commission must also approve estimated resources.

3. Encumbrances

The Ohio Revised Code requires the Township to reserve (encumber) appropriations when individual commitments are made. The Township did not certify funds as available and timely encumber them as required.

A summary of 1999 and 1998 budgetary activity appears in Note 3.

F. Property, Plant and Equipment

Acquisitions of property, plant and equipment are recorded as disbursements when paid. These items are not reflected as assets on the accompanying financial statements.

G. Unpaid Vacation Leave

Employees are entitled to cash payments for unused vacation leave in certain circumstances, such as upon leaving employment. Unpaid vacation leave is not reflected as liabilities under the basis of accounting used by the Township.

**NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 1999 AND 1998
(Continued)**

2. EQUITY IN POOLED CASH AND INVESTMENTS

The Township maintains a cash and investment pool used by all funds. The Ohio Revised Code prescribes allowable deposits and investments. The carrying amount of cash and investments at December 31 was as follows:

| | <u>1999</u> | <u>1998</u> |
|-------------------------|-------------------------|------------------------|
| Demand deposits | \$114,270 | \$60,990 |
| Certificates of deposit | <u>20,000</u> | <u>20,000</u> |
| Total deposits | <u><u>\$134,270</u></u> | <u><u>\$80,990</u></u> |

Deposits: Deposits are either (1) insured by the Federal Depository Insurance Corporation, or (2) collateralized by the financial institution's public entity deposit pool.

3. BUDGETARY ACTIVITY

Budgetary activity for the years ended December 31, 1999 and December 31, 1998 was as follows:

| 1999 Budgeted vs. Actual Receipts | | | |
|--|-------------------------|-------------------------|-------------------------|
| Fund Type | Budgeted Receipts | Actual Receipts | Variance |
| General | \$50,141 | \$90,329 | \$40,188 |
| Special Revenue | 101,002 | 107,878 | 6,876 |
| Capital Projects | <u>0</u> | <u>67,309</u> | <u>67,309</u> |
| Total | <u><u>\$151,143</u></u> | <u><u>\$265,516</u></u> | <u><u>\$114,373</u></u> |

| 1999 Budgeted vs. Actual Budgetary Basis Expenditures | | | |
|--|----------------------------|---------------------------|------------------------|
| Fund Type | Appropriation Authority | Budgetary Expenditures | Variance |
| General | \$96,067 | \$51,818 | \$44,249 |
| Special Revenue | 132,660 | 93,109 | 39,551 |
| Capital Projects | <u>0</u> | <u>67,309</u> | <u>(67,309)</u> |
| Total | <u><u>\$228,727</u></u> | <u><u>\$212,236</u></u> | <u><u>\$16,491</u></u> |

| 1998 Budgeted vs. Actual Receipts | | | |
|--|-------------------------|-------------------------|------------------------|
| Fund Type | Budgeted Receipts | Actual Receipts | Variance |
| General | \$41,382 | \$71,661 | \$30,279 |
| Special Revenue | <u>107,504</u> | <u>103,821</u> | <u>(3,683)</u> |
| Total | <u><u>\$148,886</u></u> | <u><u>\$175,482</u></u> | <u><u>\$26,596</u></u> |

**NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 1999 AND 1998
(Continued)**

3. BUDGETARY ACTIVITY (Continued)

| 1998 Budgeted vs. Actual Budgetary Basis Expenditures | | | |
|--|----------------------------|---------------------------|----------|
| Fund Type | Appropriation Authority | Budgetary Expenditures | Variance |
| General | \$61,383 | \$44,075 | \$17,308 |
| Special Revenue | 132,983 | 105,120 | 27,863 |
| Total | \$194,366 | \$149,195 | \$45,171 |

4. PROPERTY TAX

Real property taxes become a lien on January 1 preceding the October 1 date for which rates are adopted by Board of Trustees. The State Board of Tax Equalization adjusts these rates for inflation. Property taxes are also reduced for applicable homestead and rollback deductions. Homestead and rollback amounts are then paid by the State, and are reflected in the accompanying financial statements as Intergovernmental Receipts. Payments are due to the County by December 31. If the property owner elects to make semiannual payment, the first half is due December 31. The second half payment is due the following June 20.

Tangible personal property tax is assessed by the property owners, who must file a list of such property to the County by each April 30.

The County is responsible for assessing property, and for billing, collecting, and distributing all property taxes on behalf of the Township.

5. RETIREMENT SYSTEMS

The Township's employees belong to the Public Employees Retirement System (PERS) of Ohio. PERS is a cost-sharing, multiple-employer plan. This plan provide retirement benefits, including postretirement healthcare, and survivor and disability benefits to participants as prescribed by the Ohio Revised Code.

Contribution rates are also prescribed by the Ohio Revised Code. For 1999 and 1998, employees contributed 8.5% of their gross salaries. The Township contributed an amount equal to 13.55% of participants' gross salaries. The Township has paid all contributions required through December 31, 1999.

6. RISK MANAGEMENT

The Township has obtained commercial insurance from the Ohio Township Association Risk Management Authority for the following risks:

- General liability
- Official's liability
- Automobile
- Property



**STATE OF OHIO
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**REPORT OF INDEPENDENT ACCOUNTANTS ON COMPLIANCE AND ON INTERNAL CONTROL
REQUIRED BY GOVERNMENT AUDITING STANDARDS**

Berlin Township
Knox County
18405 Roberts Road
Fredericktown, Ohio 43019

To the Board of Trustees:

We have audited the accompanying financial statements of Berlin Township, Knox County, Ohio (the Township), as of and for the years ended December 31, 1999 and December 31, 1998, and have issued our report thereon dated May 1, 2000. We conducted our audits in accordance with generally accepted auditing standards and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States.

Compliance

As part of obtaining reasonable assurance about whether the Township's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts and grants, noncompliance with which could have a direct and material effect on determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audits and, accordingly, we do not express such an opinion. The results of our tests disclosed an instance of noncompliance that is required to be reported under *Government Auditing Standards* which is described in the accompanying schedule of finding as item 1999-40642-001. We also noted a certain immaterial instance of noncompliance that we have reported to management of the Township in a separate letter dated May 1, 2000.

Internal Control Over Financial Reporting

In planning and performing our audits, we considered Township's internal control over financial reporting in order to determine our auditing procedures for the purpose of expressing our opinion on the financial statements and not to provide assurance on the internal control over financial reporting. Our consideration of the internal control over financial reporting would not necessarily disclose all matters in the internal control over financial reporting that might be material weaknesses. A material weakness is a condition in which the design or operation of one or more of the internal control components does not reduce to a relatively low level the risk that misstatements in amounts that would be material in relation to the financial statements being audited may occur and not be detected within a timely period by employees in the normal course of performing their assigned functions. We noted no matters involving the internal control over financial reporting and its operation that we consider to be material weaknesses. However, we noted a matter involving the internal control over financial reporting that does not require inclusion in this report, that we have reported to management of the Township in a separate letter dated May 1, 2000.

This report is intended for the information and use of the management and the Board of Trustees, and is not intended to be and should not be used by anyone other than these specified parties.

A handwritten signature in black ink, appearing to read "Jim Petro". The signature is fluid and cursive, with a large loop at the end.

JIM PETRO
Auditor of State

May 1, 2000

**SCHEDULE OF FINDING
DECEMBER 31, 1999 AND 1998**

| |
|---|
| FINDING RELATED TO THE FINANCIAL STATEMENTS REQUIRED TO BE REPORTED IN ACCORDANCE WITH GAGAS |
|---|

FINDING NUMBER 1999-40642-001

Ohio Rev. Code Section 5705.41(D) states that no subdivision shall make any contract or give any order involving the expenditure of money unless there is attached thereto a certificate of fiscal officer of the subdivision. The fiscal officer must certify that the amount required to meet such a commitment has been lawfully appropriated and is in the treasury or in the process of collection to the credit of an appropriate fund free from any previous encumbrance.

Prior certification of funds by the Clerk was not obtained for expenditures in 1998 and 1999.

The Clerk should certify funds before each payment is made through the issuance of a regular, blanket or super blanket purchase order. For blanket certificates, one blanket certificate may be issued for each line item appropriation and must not exceed \$5,000. For super blanket certificates, more than one certificate can be outstanding per line item appropriation and the certificate must exceed \$5,000. These blanket certificates should be canceled at the end of each fiscal year.

Also, as an alternative, the Clerk can issue then and now certificates for expenses up to \$1,000. Then and now certificates allow the Clerk to certify that both at the time the expenditure was made and at the time that the certification is completed, sufficient funds are available. These certificates can be certified by the Clerk without subsequent authorization from the Board of Trustees. However, then and now certificates issued by the Clerk over \$1,000 must be authorized by the Board of Trustees within thirty days after payment.



STATE OF OHIO
OFFICE OF THE AUDITOR

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BERLIN TOWNSHIP

KNOX COUNTY

CLERK'S CERTIFICATION

This is a true and correct copy of the report which is required to be filed in the Office of the Auditor of State pursuant to Section 117.26, Revised Code, and which is filed in Columbus, Ohio.

Susan Babbitt

CLERK OF THE BUREAU

**CERTIFIED
MAY 18, 2000**