



**JIM PETRO**  
**AUDITOR OF STATE**  

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**STATE OF OHIO**



**MONROE TOWNSHIP  
ALLEN COUNTY**

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## REPORT OF INDEPENDENT ACCOUNTANTS

Monroe Township  
Allen County  
4585 E. Hook Waltz Road  
Columbus Grove, Ohio 45830-9421

To the Board of Trustees:

We have audited the accompanying financial statements of Monroe Township, Allen County, Ohio, (the Township) as of and for the years ended December 31, 1999 and 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 audit.

We conducted our audit 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 audit 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 and reserves for encumbrances of the Township as of December 31, 1999 and 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 11, 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 the audit committee, management, the Board 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 11, 2000

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**MONROE TOWNSHIP  
ALLEN COUNTY**

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

	<u>Governmental Fund Types</u>			<b>Totals (Memorandum Only)</b>
	<u>General</u>	<u>Special Revenue</u>	<u>Debt Service</u>	
<b>Cash Receipts:</b>				
Local Taxes	\$14,612	\$56,953	\$0	\$71,565
Intergovernmental	79,478	76,907		156,385
Charges for Services		10,100		10,100
Licenses, Permits, and Fees		8,509		8,509
Fines, Forfeitures, and Penalties		234		234
Earnings on Investments	2,407	666		3,073
Other Revenue	125	3,710		3,835
	<u>96,622</u>	<u>157,079</u>	<u>0</u>	<u>253,701</u>
<b>Total Cash Receipts</b>				
<b>Cash Disbursements:</b>				
Current:				
General Government	62,369			62,369
Public Safety		30,394		30,394
Public Works	657	74,771		75,428
Health	8,023	6,200		14,223
Debt Service:				
Loan Principal			19,921	19,921
Interest and Fiscal Charges			3,347	3,347
Capital Outlay	4,995	50,208		55,203
	<u>76,044</u>	<u>161,573</u>	<u>23,268</u>	<u>260,885</u>
<b>Total Cash Disbursements</b>				
Total Receipts Over/(Under) Disbursements	<u>20,578</u>	<u>(4,494)</u>	<u>(23,268)</u>	<u>(7,184)</u>
<b>Other Financing Receipts/(Disbursements):</b>				
Proceeds from Loan:		20,000		20,000
Sale of Fixed Assets		9,300		9,300
Transfers-In			22,317	22,317
Transfers-Out	(22,317)			(22,317)
	<u>(22,317)</u>	<u>29,300</u>	<u>22,317</u>	<u>29,300</u>
<b>Total Other Financing Receipts/(Disbursements)</b>				
Excess of Cash Receipts and Other Financing Receipts Over/(Under) Cash Disbursements and Other Financing Disbursements	(1,739)	24,806	(951)	22,116
Fund Cash Balances, January 1	48,407	118,785	951	168,143
<b>Fund Cash Balances, December 31</b>	<u><b>\$46,668</b></u>	<u><b>\$143,591</b></u>	<u><b>\$0</b></u>	<u><b>\$190,259</b></u>
Reserve for Encumbrances, December 31	<u>\$73</u>	<u>\$13,359</u>	<u>\$0</u>	<u>\$13,432</u>

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

**MONROE TOWNSHIP  
ALLEN COUNTY**

**STATEMENT OF CASH RECEIPTS, CASH DISBURSEMENTS, AND  
CHANGES IN FUND CASH BALANCE  
NONEXPENDABLE TRUST FUND  
FOR THE YEAR ENDED DECEMBER 31, 1999**

	<b>Fiduciary Fund Types</b>
	<b>Nonexpendable Trust</b>
<b>Operating Cash Receipts:</b>	
Total Operating Cash Receipts	\$0
<b>Operating Cash Disbursements:</b>	
Total Operating Cash Disbursements	0
Operating Income/(Loss)	0
<b>Non-Operating Cash Receipts:</b>	
Other Non-Operating Receipts	14
Total Non-Operating Cash Receipts	14
Net Receipts Over/(Under) Disbursements	14
Fund Cash Balances, January 1	950
<b>Fund Cash Balances, December 31</b>	<b>\$964</b>
Reserve for Encumbrances, December 31	\$0

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



**MONROE TOWNSHIP  
ALLEN COUNTY**

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

	<u>Governmental Fund Types</u>			<b>Totals (Memorandum Only)</b>
	<u>General</u>	<u>Special Revenue</u>	<u>Debt Service</u>	
<b>Cash Receipts:</b>				
Local Taxes	\$16,170	\$63,807	\$0	\$79,977
Intergovernmental	83,866	74,565		158,431
Charges for Services		9,080		9,080
Licenses, Permits, and Fees		7,967		7,967
Fines, Forfeitures, and Penalties		663		663
Earnings on Investments	2,201	497		2,698
Other Revenue	2,230	19,475		21,705
	<u>104,467</u>	<u>176,054</u>	<u>0</u>	<u>280,521</u>
<b>Cash Disbursements:</b>				
Current:				
General Government	63,277			63,277
Public Safety		22,984		22,984
Public Works	270	73,240		73,510
Health	11,765	5,093		16,858
Debt Service:				
Loan Principal			17,382	17,382
Interest and Fiscal Charges			2,563	2,563
Capital Outlay	2,513	146,237		148,750
	<u>77,825</u>	<u>247,554</u>	<u>19,945</u>	<u>345,324</u>
Total Cash Disbursements	<u>77,825</u>	<u>247,554</u>	<u>19,945</u>	<u>345,324</u>
Total Receipts Over/(Under) Disbursements	<u>26,642</u>	<u>(71,500)</u>	<u>(19,945)</u>	<u>(64,803)</u>
<b>Other Financing Receipts/(Disbursements):</b>				
Proceeds from Loan:		97,062		97,062
Transfers-In			20,896	20,896
Transfers-Out	(11,330)	(9,566)		(20,896)
	<u>(11,330)</u>	<u>87,496</u>	<u>20,896</u>	<u>97,062</u>
Total Other Financing Receipts/(Disbursements)	<u>(11,330)</u>	<u>87,496</u>	<u>20,896</u>	<u>97,062</u>
Excess of Cash Receipts and Other Financing Receipts Over/(Under) Cash Disbursements and Other Financing Disbursements	15,312	15,996	951	32,259
Fund Cash Balances, January 1	<u>33,095</u>	<u>102,789</u>	<u>0</u>	<u>135,884</u>
<b>Fund Cash Balances, December 31</b>	<b><u>\$48,407</u></b>	<b><u>\$118,785</u></b>	<b><u>\$951</u></b>	<b><u>\$168,143</u></b>
Reserve for Encumbrances, December 31	<u>\$0</u>	<u>\$1,928</u>	<u>\$0</u>	<u>\$1,928</u>

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

**MONROE TOWNSHIP  
ALLEN COUNTY**

**STATEMENT OF CASH RECEIPTS, CASH DISBURSEMENTS, AND  
CHANGES IN FUND CASH BALANCE  
NONEXPENDABLE TRUST FUND  
FOR THE YEAR ENDED DECEMBER 31, 1998**

	<b>Fiduciary Fund Types</b>
	<b>Nonexpendable Trust</b>
<b>Operating Cash Receipts:</b>	
Total Operating Cash Receipts	\$0
<b>Operating Cash Disbursements:</b>	
Supplies and Materials	42
Total Operating Cash Disbursements	42
Operating Income/(Loss)	(42)
<b>Non-Operating Cash Receipts:</b>	
Other Non-Operating Receipts	20
Total Non-Operating Cash Receipts	20
Net Receipts Over/(Under) Disbursements	(22)
Fund Cash Balances, January 1	972
<b>Fund Cash Balances, December 31</b>	<b>\$950</b>
Reserve for Encumbrances, December 31	\$0

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

**MONROE TOWNSHIP  
ALLEN COUNTY**

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

**1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

**A. Description of the Entity**

Monroe Township, Allen 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 street maintenance and cemetery management. The Township also provide for emergency medical services and fire protection.

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. 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:

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

Fire Special Levy Fund - This fund receives tax money for fire protection.

Equipment Special Levy Fund - This fund receives tax money for fire and emergency medical services equipment expenses.

**MONROE TOWNSHIP  
ALLEN COUNTY**

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

**1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**

**C. Fund Accounting (Continued)**

**3. Debt Service Funds**

The debt service fund is used to accumulate resources for the payment of bonds and note indebtedness. This fund is used to make payment on the Township's loans for two trucks and a fire truck.

**4. Fiduciary Funds (Trust and Agency Funds)**

These funds are used to account for resources restricted by legally binding trust agreements. If the agreement requires the Township to maintain the corpus of the trust, the fund is classified as a non-expendable trust fund. The Township has one non-expendable trust fund.

**D. 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. Unencumbered appropriations lapse at year end.

**2. Estimated Resources**

Estimated resources include estimates of cash to be received (budgeted receipts) plus unencumbered 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. Encumbrances outstanding at year end are carried over, and need not be reappropriated.

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

**E. 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.

**MONROE TOWNSHIP  
ALLEN COUNTY**

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

**1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**

**F. Unpaid Vacation and Sick Leave**

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

**2. EQUITY IN POOLED CASH AND INVESTMENTS**

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

	<u>1999</u>	<u>1998</u>
Demand deposits	<u>\$191,223</u>	<u>\$169,093</u>

**Deposits:** Deposits are either insured by the Federal Depository Insurance Corporation, or collateralized by securities specifically pledged by the financial institution to the Township.

The Township's funds were under collateralized thirteen of the twenty four months of 1998 and 1999. The amount of deposits that were not insured or collateralized, contrary to Ohio Revised Code Section 135.18(A), ranged from \$ 1,841 to \$41,839.

**3. BUDGETARY ACTIVITY**

Budgetary activity for the years ending December 31, 1999 and December 31, 1998 follow:

1999 Budgeted vs. Actual Receipts			
Fund Type	Budgeted Receipts	Actual Receipts	Variance
General	\$95,792	\$96,622	\$830
Special Revenue	182,700	186,379	3,679
Debt Service	22,317	22,317	0
Fiduciary	20	14	(6)
Total	\$300,829	\$305,332	\$4,503

1999 Budgeted vs. Actual Budgetary Basis Expenditures			
Fund Type	Appropriation Authority	Budgetary Expenditures	Variance
General	\$144,199	\$98,434	\$45,765
Special Revenue	299,556	174,932	124,624
Debt Service	23,268	23,268	0
Fiduciary	970	0	970
Total	\$467,993	\$296,634	\$171,359

**MONROE TOWNSHIP  
ALLEN COUNTY**

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

**3. BUDGETARY ACTIVITY (Continued)**

1998 Budgeted vs. Actual Receipts			
Fund Type	Budgeted Receipts	Actual Receipts	Variance
General	\$82,634	\$104,467	\$21,833
Special Revenue	271,312	273,116	1,804
Debt Service	20,896	20,896	0
Fiduciary	20	20	0
Total	\$374,862	\$398,499	\$23,637

1998 Budgeted vs. Actual Budgetary Basis Expenditures			
Fund Type	Appropriation Authority	Budgetary Expenditures	Variance
General	\$114,503	\$89,155	\$25,348
Special Revenue	370,330	259,048	111,282
Debt Service	20,896	19,945	951
Fiduciary	992	42	950
Total	\$506,721	\$368,190	\$138,531

**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.

Public utilities are also taxed on personal and real property located within the Township.

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. DEBT**

Debt outstanding at December 31, 1999 was as follows:

	Principal	Interest Rate
Bank Loan - Ford Truck	\$10,000	4.15%
Bank Loan - Dodge Truck	20,000	4.75%
Bank Loan - Fire Truck	75,309	4.30%
Total	\$105,309	

**MONROE TOWNSHIP  
ALLEN COUNTY**

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

**5. DEBT (Continued)**

The loans were obtained to finance the purchase of a new fire truck and two maintenance trucks to be used for Township road maintenance. The three loans are individually secured by the equipment purchased.

Amortization of the above debt, including interest, is scheduled as follows:

Year ending December 31:	Ford Truck Loan	Dodge Truck Loan	Fire Truck Loan
2000	\$5,415	\$5,955	\$18,589
2001	5,208	5,713	18,589
2002	0	5,475	18,589
2003	0	5,237	18,589
2004	0	0	9,280
Total	<u>\$10,623</u>	<u>\$22,380</u>	<u>\$83,636</u>

**6. 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 provides 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, members of PERS 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.

**7. RISK MANAGEMENT**

The Township is a member of the Ohio Township Association Risk Management Authority (OTARMA). OTARMA assumes the risk of loss up to the limits of the Township's policy. The OTARMA may assess supplemental premiums. The following risks are covered by the Pool:

- Comprehensive property and general liability
- Public official's liability
- Vehicle

The Township also provides health insurance to full-time employees through a private carrier.

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STATE OF OHIO  
OFFICE OF THE AUDITOR

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

Monroe Township  
Allen County  
4585 E. Hook Waltz Road  
Columbus Grove, Ohio 45830-9421

To the Board of Trustees:

We have audited the accompanying financial statements of Monroe Township, Allen County, Ohio (the Township), as of and for the years ended December 31, 1999 and 1998, and have issued our report thereon dated May 11, 2000. We conducted our audit 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 audit 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 findings as item 1999-40202-001. We also noted an immaterial instance of noncompliance that we have reported to management of the Township in a separate letter dated May 11, 2000.

**Internal Control Over Financial Reporting**

In planning and performing our audit, we considered the 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 11, 2000.

Monroe Township  
Allen County  
Report of Independent Accountants on Compliance and on  
Internal Control Required by *Government Auditing Standards*  
Page 2

This report is intended for the information and use of the audit committee, 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 11, 2000

**MONROE TOWNSHIP  
ALLEN COUNTY**

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

**FINDINGS RELATED TO THE FINANCIAL STATEMENTS  
REQUIRED TO BE REPORTED IN ACCORDANCE WITH GAGAS**

**FINDING NUMBER 1999-40202-001**

Ohio Rev. Code Section 135.18(A) states a clerk shall require the institution designated as a public depository to pledge and deposit eligible securities of aggregate market value equal to the excess of the amount of public monies to be at the time so deposited, over and above such portion or amount of such monies as is at such time insured by the federal deposit insurance corporation.

The Township's funds deposited with The Union Bank Company were under collateralized, per the month end reconciliation, thirteen of the twenty four months during 1998 and 1999. The non-collateralized amounts range from \$ 1,841 to \$41,839 or 1.01% to 29.5% of total deposits.

This may result in the loss of township deposits in the event of a financial crisis for the depository.

**MONROE TOWNSHIP  
ALLEN COUNTY**

**SCHEDULE OF PRIOR AUDIT FINDINGS  
DECEMBER 31, 1999 AND 1998**

Finding Number	Finding Summary	Fully Corrected?	Not Corrected, Partially Corrected; Significantly Different Corrective Action Taken; or Finding No Longer Valid; <b>Explain:</b>
1997-40202-001	Deposited funds were under collateralized for a significant portion of the audit period.	No	The Township took steps in an attempt to comply, but failed to adequately monitor depository balances against collateral.



STATE OF OHIO  
OFFICE OF THE AUDITOR  

---

JIM PETRO, AUDITOR OF STATE

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**MONROE TOWNSHIP**

**ALLEN 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  
JULY 18, 2000**