



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

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**STATE OF OHIO**



**RUSSELL TOWNSHIP  
DECEMBER 31, 1999 and 1998  
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STATE OF OHIO  
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JIM PETRO, AUDITOR OF STATE

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## REPORT OF INDEPENDENT ACCOUNTANTS

Russell Township  
Geauga County  
8501 Kinsman Road  
P.O. Box 522  
Novelty, Ohio 44072

To the Board of Trustees:

We have audited the accompanying financial statements of Russell Township, Geauga 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 and reserves for encumbrances 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 January 28, 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 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

January 28, 2000

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

|                                                                                                                              | <u>Governmental Fund Types</u> |                            |                         | <b>Totals<br/>(Memorandum<br/>Only)</b> |
|------------------------------------------------------------------------------------------------------------------------------|--------------------------------|----------------------------|-------------------------|-----------------------------------------|
|                                                                                                                              | <u>General</u>                 | <u>Special<br/>Revenue</u> | <u>Debt<br/>Service</u> |                                         |
| <b>Cash Receipts:</b>                                                                                                        |                                |                            |                         |                                         |
| Local Taxes                                                                                                                  | \$124,597                      | \$1,741,120                | \$52,300                | \$1,918,017                             |
| Intergovernmental                                                                                                            | 689,349                        | 308,451                    | 0                       | 997,800                                 |
| Licenses, Permits, and Fees                                                                                                  | 21,632                         | 11,675                     | 0                       | 33,307                                  |
| Fines, Forfeitures, and Penalties                                                                                            | 14,777                         | 0                          | 0                       | 14,777                                  |
| Earnings on Investments                                                                                                      | 154,561                        | 4,542                      | 0                       | 159,103                                 |
| Other Revenue                                                                                                                | 25,660                         | 59,795                     | 0                       | 85,455                                  |
|                                                                                                                              | <u>1,030,576</u>               | <u>2,125,583</u>           | <u>52,300</u>           | <u>3,208,459</u>                        |
| <b>Total Cash Receipts</b>                                                                                                   |                                |                            |                         |                                         |
| <b>Cash Disbursements:</b>                                                                                                   |                                |                            |                         |                                         |
| Current:                                                                                                                     |                                |                            |                         |                                         |
| General Government                                                                                                           | 395,756                        | 5,308                      | 0                       | 401,064                                 |
| Public Safety                                                                                                                | 1,166                          | 1,110,222                  | 0                       | 1,111,388                               |
| Public Works                                                                                                                 | 5,245                          | 746,041                    | 0                       | 751,286                                 |
| Health                                                                                                                       | 46,469                         | 10,310                     | 0                       | 56,779                                  |
| Debt Service:                                                                                                                |                                |                            |                         |                                         |
| Redemption of Principal                                                                                                      | 0                              | 0                          | 59,406                  | 59,406                                  |
| Interest and Fiscal Charges                                                                                                  | 0                              | 0                          | 3,894                   | 3,894                                   |
| Capital Outlay                                                                                                               | 32,366                         | 222,978                    | 0                       | 255,344                                 |
|                                                                                                                              | <u>481,002</u>                 | <u>2,094,859</u>           | <u>63,300</u>           | <u>2,639,161</u>                        |
| <b>Total Cash Disbursements</b>                                                                                              |                                |                            |                         |                                         |
| <b>Total Receipts Over/(Under) Disbursements</b>                                                                             | <u>549,574</u>                 | <u>30,724</u>              | <u>(11,000)</u>         | <u>569,298</u>                          |
| <b>Other Financing Receipts/(Disbursements):</b>                                                                             |                                |                            |                         |                                         |
| Transfers-In                                                                                                                 | 0                              | 0                          | 615,000                 | 615,000                                 |
| Transfers-Out                                                                                                                | (615,000)                      | 0                          | 0                       | (615,000)                               |
| Other Sources                                                                                                                | 11,850                         | 0                          | 0                       | 11,850                                  |
|                                                                                                                              | <u>(603,150)</u>               | <u>0</u>                   | <u>615,000</u>          | <u>11,850</u>                           |
| <b>Total Other Financing Receipts/(Disbursements)</b>                                                                        |                                |                            |                         |                                         |
| Excess of Cash Receipts and Other Financing<br>Receipts Over/(Under) Cash Disbursements<br>and Other Financing Disbursements | (53,576)                       | 30,724                     | 604,000                 | 581,148                                 |
| Fund Cash Balances, January 1, 1999                                                                                          | <u>1,120,150</u>               | <u>1,575,001</u>           | <u>0</u>                | <u>2,695,151</u>                        |
| <b>Fund Cash Balances, December 31, 1999</b>                                                                                 | <u><b>\$1,066,574</b></u>      | <u><b>\$1,605,725</b></u>  | <u><b>\$604,000</b></u> | <u><b>\$3,276,299</b></u>               |
| Reserve for Encumbrances, December 31, 1999                                                                                  | <u>\$15,851</u>                | <u>\$55,383</u>            | <u>\$0</u>              | <u>\$71,234</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  
GOVERNMENTAL FUND TYPES  
FOR THE YEAR ENDED DECEMBER 31, 1998**

|                                                                                                                                       | <u>Governmental Fund Types</u> |                            |                         | <b>Totals<br/>(Memorandum<br/>Only)</b> |
|---------------------------------------------------------------------------------------------------------------------------------------|--------------------------------|----------------------------|-------------------------|-----------------------------------------|
|                                                                                                                                       | <u>General</u>                 | <u>Special<br/>Revenue</u> | <u>Debt<br/>Service</u> |                                         |
| <b>Cash Receipts:</b>                                                                                                                 |                                |                            |                         |                                         |
| Local Taxes                                                                                                                           | \$124,399                      | \$1,738,167                | \$53,301                | \$1,915,867                             |
| Intergovernmental                                                                                                                     | 250,350                        | 319,108                    | 0                       | 569,458                                 |
| Licenses, Permits, and Fees                                                                                                           | 15,811                         | 17,095                     | 0                       | 32,906                                  |
| Fines, Forfeitures, and Penalties                                                                                                     | 18,767                         | 0                          | 0                       | 18,767                                  |
| Earnings on Investments                                                                                                               | 145,645                        | 2,818                      | 0                       | 148,463                                 |
| Other Revenue                                                                                                                         | 37,871                         | 90,750                     | 0                       | 128,621                                 |
|                                                                                                                                       | <u>592,843</u>                 | <u>2,167,938</u>           | <u>53,301</u>           | <u>2,814,082</u>                        |
| <b>Total Cash Receipts</b>                                                                                                            |                                |                            |                         |                                         |
|                                                                                                                                       | 592,843                        | 2,167,938                  | 53,301                  | 2,814,082                               |
| <b>Cash Disbursements:</b>                                                                                                            |                                |                            |                         |                                         |
| Current:                                                                                                                              |                                |                            |                         |                                         |
| General Government                                                                                                                    | 339,413                        | 4,594                      | 0                       | 344,007                                 |
| Public Safety                                                                                                                         | 1,536                          | 1,042,794                  | 0                       | 1,044,330                               |
| Public Works                                                                                                                          | 5,104                          | 679,953                    | 0                       | 685,057                                 |
| Health                                                                                                                                | 47,956                         | 5,987                      | 0                       | 53,943                                  |
| Debt Service:                                                                                                                         |                                |                            |                         |                                         |
| Redemption of Principal                                                                                                               | 0                              | 0                          | 50,000                  | 50,000                                  |
| Interest and Fiscal Charges                                                                                                           | 0                              | 0                          | 4,600                   | 4,600                                   |
| Capital Outlay                                                                                                                        | 75,930                         | 169,383                    | 0                       | 245,313                                 |
|                                                                                                                                       | <u>469,939</u>                 | <u>1,902,711</u>           | <u>54,600</u>           | <u>2,427,250</u>                        |
| <b>Total Cash Disbursements</b>                                                                                                       |                                |                            |                         |                                         |
|                                                                                                                                       | 469,939                        | 1,902,711                  | 54,600                  | 2,427,250                               |
| <b>Total Receipts Over/(Under) Disbursements</b>                                                                                      | <u>122,904</u>                 | <u>265,227</u>             | <u>(1,299)</u>          | <u>386,832</u>                          |
| <b>Other Financing Receipts/(Disbursements):</b>                                                                                      |                                |                            |                         |                                         |
| Other Sources                                                                                                                         | 36,697                         | 0                          | 0                       | 36,697                                  |
|                                                                                                                                       | <u>36,697</u>                  | <u>0</u>                   | <u>0</u>                | <u>36,697</u>                           |
| <b>Total Other Financing Receipts/(Disbursements)</b>                                                                                 |                                |                            |                         |                                         |
|                                                                                                                                       | 36,697                         | 0                          | 0                       | 36,697                                  |
| <b>Excess of Cash Receipts and Other Financing<br/>Receipts Over/(Under) Cash Disbursements<br/>and Other Financing Disbursements</b> | <u>159,601</u>                 | <u>265,227</u>             | <u>(1,299)</u>          | <u>423,529</u>                          |
| <b>Fund Cash Balances, January 1, 1998</b>                                                                                            | <u>960,549</u>                 | <u>1,309,774</u>           | <u>1,299</u>            | <u>2,271,622</u>                        |
| <b>Fund Cash Balances, December 31, 1998</b>                                                                                          | <u><b>\$1,120,150</b></u>      | <u><b>\$1,575,001</b></u>  | <u><b>\$0</b></u>       | <u><b>\$2,695,151</b></u>               |
| <b>Reserve for Encumbrances, December 31, 1998</b>                                                                                    | <u><u>\$19,369</u></u>         | <u><u>\$73,910</u></u>     | <u><u>\$0</u></u>       | <u><u>\$93,279</u></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**

Russell Township, Geauga County, (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, cemetery maintenance, police and fire protection and emergency medical services.

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**

The investment in STAR Ohio (the State Treasurer's investment pool) is valued at amounts reported by the State Treasurer.

**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.

Police District Fund - This fund receives property tax money to provide police protection to the Township residents.

Fire District Fund - This fund receives property tax money to provide fire protection to the Township residents.

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

**3. Debt Service Funds**

The Debt Service Fund is used to accumulate resources for the payment of bonds and note indebtedness. This fund receives transfers and property tax money for the retirement of note debt.

**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. 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.

**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 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**

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

The Township maintains a cash and investments 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                | <u>\$742,958</u>          | <u>\$94,929</u>           |
| Total deposits                 | <u>742,958</u>            | <u>94,929</u>             |
| STAR Ohio                      | <u>2,533,341</u>          | <u>2,600,222</u>          |
| Total investments              | <u>2,533,341</u>          | <u>2,600,222</u>          |
| Total deposits and investments | <u><u>\$3,276,299</u></u> | <u><u>\$2,695,151</u></u> |

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

**Investments:** Investments in STAR Ohio are not evidenced by securities that exist in physical or book-entry form.

**3. BUDGETARY ACTIVITY**

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

1999 Budgeted vs. Actual Receipts

| Fund Type       | Budgeted<br>Receipts      | Actual<br>Receipts        | Variance                  |
|-----------------|---------------------------|---------------------------|---------------------------|
| General         | \$375,335                 | \$1,042,426               | \$667,091                 |
| Special Revenue | 2,039,192                 | 2,125,583                 | 86,391                    |
| Debt Service    | <u>52,300</u>             | <u>667,300</u>            | <u>615,000</u>            |
| Total           | <u><u>\$2,466,827</u></u> | <u><u>\$3,835,309</u></u> | <u><u>\$1,368,482</u></u> |

1999 Budgeted vs. Actual Budgetary Basis Expenditures

| Fund Type       | Appropriation<br>Authority | Budgetary<br>Expenditures | Variance                  |
|-----------------|----------------------------|---------------------------|---------------------------|
| General         | \$1,495,484                | \$1,111,853               | \$383,631                 |
| Special Revenue | 3,639,255                  | 2,150,242                 | 1,489,013                 |
| Debt Service    | <u>617,300</u>             | <u>63,300</u>             | <u>554,000</u>            |
| Total           | <u><u>\$5,752,039</u></u>  | <u><u>\$3,325,395</u></u> | <u><u>\$2,426,644</u></u> |

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

1998 Budgeted vs. Actual Receipts

| Fund Type       | Budgeted<br>Receipts | Actual<br>Receipts | Variance         |
|-----------------|----------------------|--------------------|------------------|
| General         | \$388,402            | \$629,540          | \$241,138        |
| Special Revenue | 2,051,364            | 2,167,938          | 116,574          |
| Debt Service    | 53,301               | 53,301             | 0                |
| Total           | <u>\$2,493,067</u>   | <u>\$2,850,779</u> | <u>\$357,712</u> |

1998 Budgeted vs. Actual Budgetary Basis Expenditures

| Fund Type       | Appropriation<br>Authority | Budgetary<br>Expenditures | Variance           |
|-----------------|----------------------------|---------------------------|--------------------|
| General         | \$1,354,352                | \$489,308                 | \$865,044          |
| Special Revenue | 3,332,336                  | 1,976,621                 | 1,355,715          |
| Debt Service    | 54,600                     | 54,600                    | 0                  |
| Total           | <u>\$4,741,288</u>         | <u>\$2,520,529</u>        | <u>\$2,220,759</u> |

**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.

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

**5. DEBT**

During 1999, the Township purchased three parcels of land through private sales.

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

| Year ending<br>December 31: | Arslanian Land<br>Purchase | Hester Land<br>Purchase | Russell School<br>Land Purchase |
|-----------------------------|----------------------------|-------------------------|---------------------------------|
| 2000                        | \$11,000                   | \$26,666                | \$96,000                        |
| 2001                        | 11,000                     | 26,667                  | 96,000                          |
| 2002                        | 11,000                     | 26,667                  | 96,000                          |
| 2003                        | 11,000                     | 0                       | 96,000                          |
| 2004                        | <u>0</u>                   | <u>0</u>                | <u>96,000</u>                   |
| Total                       | <u>\$44,000</u>            | <u>\$80,000</u>         | <u>\$480,000</u>                |

**6. RETIREMENT SYSTEMS**

**A. PERS**

Public Employees Retirement System (PERS) of Ohio 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 1998 and 1999, members of PERS contributed 8.5% of their gross salaries and law enforcement employees contributed 9%. The Township contributed an amount equal to 13.55% of regular participants' gross salaries and 16.70% of the law enforcement participants' gross salaries. The Township has paid all contributions required through December 31, 1999.

**B. Social Security System**

Effective August 3, 1992, any new part-time Township Firefighters are no longer covered by Public Employees Retirement System and must contribute to social security. As of December 31, 1999, five employees contribute to social security. The Township's liability is 6.2 percent of wages paid.

**7. RISK MANAGEMENT**

The Township has obtained commercial insurance for the following risks:

- Comprehensive property and general liability
- Commercial automobile insurance
- Public officials liability
- Law Enforcement liability

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

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

**8. YEAR 2000 ISSUE**

The year 2000 issue is the result of shortcomings in many electronic data processing systems and other electronic equipment that may adversely affect the government's operations.

As of December 31, 1999 and December 31, 1998, Russell Township identified the following mission-critical electronic systems and equipment:

- ! The Township leases the Auditor of State's Uniform Accounting Network (UAN) system for its financial operations. The Auditor of State is responsible for remediating these systems and is solely responsible for any costs associated with this project. In December, 1999, the Township installed and tested a version the Auditor of State asserts to be year 2000 compliant.
- ! Tax collection for the Township is handled by Geauga County. The County is responsible for remediating this system, and is solely responsible for any costs associated with this project.

To the best of management's knowledge and belief, as of January 28, 2000, the Township experienced no significant interruption of mission-critical operations or services related to the Year 2000 issue. However, because of the unprecedented nature of the Year 2000 issue, matters may yet arise, and parties with whom the Township does business may also experience Year 2000 readiness issues that are as yet, unknown.



STATE OF OHIO  
OFFICE OF THE AUDITOR  
JIM PETRO, AUDITOR OF STATE

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## REPORT ON COMPLIANCE AND ON INTERNAL CONTROL REQUIRED BY GOVERNMENT AUDITING STANDARDS

Russell Township  
Geauga County  
8501 Kinsman Road  
P.O. Box 522  
Novelty, Ohio 44072

To the Board of Trustees:

We have audited the financial statements of Russell Township, Geauga 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 January 28, 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 no instances of noncompliance that are required to be reported under *Government Auditing Standards*.

### Internal Control Over Financial Reporting

In planning and performing our audits, 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.

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", with a large, stylized flourish at the end.

**Jim Petro**  
Auditor of State

January 28, 2000





STATE OF OHIO  
OFFICE OF THE AUDITOR

JIM PETRO, AUDITOR OF STATE

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Facsimile 614-466-4490

**RUSSELL TOWNSHIP**

**GEAUGA 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  
FEBRUARY 22, 2000**