

**SALTCREEK TOWNSHIP
HOLMES COUNTY, OHIO
ANNUAL FINANCIAL REPORT**

**FOR THE YEARS ENDED
DECEMBER 31, 1999 AND 1998**

Rea & Associates, Inc.

CERTIFIED PUBLIC ACCOUNTANTS

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HOLMES COUNTY, OHIO
ANNUAL FINANCIAL REPORT**

**FOR THE YEARS ENDED
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STATE OF OHIO
OFFICE OF THE AUDITOR

JIM PETRO, AUDITOR OF STATE

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Board of Trustees
Saltcreek Township
Holmes County, Ohio

We have reviewed the independent auditor's report of Saltcreek Township, Holmes County, prepared by Rea & Associates, Inc., for the audit period January 1, 1998 through December 31, 1999. Based upon this review, we have accepted these reports in lieu of the audit required by Section 117.11, Revised Code. The Auditor of State did not audit the accompanying financial statements and, accordingly, we are unable to express, and do not express an opinion on them.

Our review was made in reference to the applicable sections of legislative criteria, as reflected by the Ohio Constitution, and the Revised Code, policies, procedures and guidelines of the Auditor of State, regulations and grant requirements. Saltcreek Township is responsible for compliance with these laws and regulations.

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

JIM PETRO
Auditor of State

June 26, 2000

June 9, 2000

Board of Trustees
Saltcreek Township
Holmes County, Ohio

INDEPENDENT AUDITOR'S REPORT

We have audited the accompanying financial statements of Saltcreek Township, Holmes County, as of and for the years ended December 31, 1999 and 1998, as listed in the table of contents. These financial statements are the responsibility of the Saltcreek 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 the significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

As described 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 Saltcreek Township, Holmes County, 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 a report dated June 9, 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 officials authorized to receive this report under Section 117.26, Ohio Revised Code. However, this report is a public record, and is available upon specific request.

Rea & Associates, Inc.

Columbus
New Philadelphia
Millersburg
Coshocton
Cambridge
Marietta
Medina
Lima

SALTCREEK TOWNSHIP
HOLMES COUNTY, OHIO

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

	<u>GENERAL</u>	<u>SPECIAL REVENUE</u>	(Memorandum Only) <u>TOTAL</u>
CASH RECEIPTS:			
Local taxes	\$ 95,048	\$ 148,600	\$ 243,648
Intergovernmental	40,210	78,845	119,055
Interest	3,441	175	3,616
Miscellaneous	<u>7,896</u>	<u>28,284</u>	<u>36,180</u>
Total cash receipts	146,595	255,904	402,499
CASH DISBURSEMENTS:			
Current:			
General government	81,872	0	81,872
Public safety services	0	71,865	71,865
Public work activities	4,349	228,384	232,733
Public health services	<u>21,162</u>	<u>0</u>	<u>21,162</u>
Total cash disbursements	<u>107,383</u>	<u>300,249</u>	<u>407,632</u>
Total receipts over (under) cash disbursements	39,212	(44,345)	(5,133)
OTHER FINANCING SOURCES (USES):			
Operating transfers - In	0	42,481	42,481
Operating transfers - Out	<u>(40,042)</u>	<u>(2,439)</u>	<u>(42,481)</u>
	(40,042)	40,042	0
Total receipts and other sources over (under) disbursements	(830)	(4,303)	(5,133)
Fund cash balances, January 1, 1999	<u>59,823</u>	<u>63,506</u>	<u>123,329</u>
Fund cash balances, December 31, 1999	<u>\$ 58,993</u>	<u>\$ 59,203</u>	<u>\$ 118,196</u>

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

SALTCREEK TOWNSHIP
HOLMES COUNTY, OHIO

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

	<u>GENERAL</u>	<u>SPECIAL REVENUE</u>	<u>(Memorandum Only) TOTAL</u>
CASH RECEIPTS:			
Local taxes	\$ 87,537	\$ 131,837	\$ 219,374
Intergovernmental	28,803	75,426	104,229
Interest	4,831	194	5,025
Miscellaneous	<u>26,517</u>	<u>49,581</u>	<u>76,098</u>
Total cash receipts	147,688	257,038	404,726
CASH DISBURSEMENTS:			
Current:			
General government	70,310	0	70,310
Public work activities	4,700	314,191	318,891
Public health services	<u>19,227</u>	<u>0</u>	<u>19,227</u>
Total cash disbursements	<u>94,237</u>	<u>314,191</u>	<u>408,428</u>
Total receipts over (under) cash disbursements	53,451	(57,153)	(3,702)
OTHER FINANCING SOURCES (USES):			
Operating transfers - In	0	34,896	34,896
Operating transfers - Out	<u>(30,000)</u>	<u>(4,896)</u>	<u>(34,896)</u>
	(30,000)	30,000	0
Total receipts and other sources over (under) disbursements	23,451	(27,153)	(3,702)
Fund cash balances, January 1, 1998	<u>36,372</u>	<u>90,659</u>	<u>127,031</u>
Fund cash balances, December 31, 1998	<u>\$ 59,823</u>	<u>\$ 63,506</u>	<u>\$ 123,329</u>

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

SALTCREEK TOWNSHIP
HOLMES COUNTY, OHIO

NOTES TO THE FINANCIAL STATEMENT
FOR THE YEARS ENDED
December 31, 1999 and 1998

NOTE 1: Summary of Significant Accounting Policies

A. Description of the Entity

The Township of Saltcreek, Holmes County, is a body politic and corporate 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 four member Board. The Township provides general governmental services, including road, bridge and cemetery maintenance.

The Township's management believes the financial statement presents 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 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 that is restricted as to use. The Township classifies its funds into the following types:

General Fund

The General Fund is the general operating fund. It is used to account for all financial resources except those required by law or contract to be restricted.

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.

Motor Vehicle License Tax Fund - This fund receives state motor vehicle license tax money for the construction, repair, and maintenance of township roads and bridges.

Gasoline Tax Fund - This fund receives gasoline tax money for the construction, repair and maintenance of township roads and bridges.

Road and Bridge Fund - This fund receives real estate taxes, personal property taxes, and rollback and homestead tax monies for the construction, repair, and maintenance of township roads and bridges.

Road Levy Fund - This fund receives real estate taxes, personal property taxes, rollback and homestead taxes, and money from other sources for the construction, repair, and maintenance of township roads and bridges.

SALTCREEK TOWNSHIP
HOLMES COUNTY, OHIO

NOTES TO THE FINANCIAL STATEMENT
FOR THE YEARS ENDED
December 31, 1999 and 1998

NOTE 1: Summary of Significant Accounting Policies

Fire Levy Fund - This fund receives real estate and personal property taxes for the cost associated with fire protection.

D. Budgetary Process

The Ohio Revised Code requires that each fund (except certain agency funds) be budgeted annually.

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 Township 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.

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.

Encumbrances

The Ohio Revised Code requires the Township to reserve (encumber) appropriations when commitments are made. Encumbrances outstanding at year end are canceled, and reappropriated in the subsequent year.

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 (capital outlays) when paid. These items are not reflected as assets in the accompanying financial statement.

NOTE 2: Equity in Pooled Cash

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

	<u>1999</u>	<u>1998</u>
Demand deposits	\$ 118,196	\$ 71,500
Certificate of Deposit	<u>0</u>	<u>51,829</u>
Total deposits	<u>\$ 118,196</u>	<u>\$ 123,329</u>

Deposits

Deposits in excess of \$100,000 are collateralized by securities specifically pledged by the financial institution to the Township. Deposits in financial institutions up to \$100,000 are covered by the *Federal Depository Insurance Corporation (FDIC)*.

SALTCREEK TOWNSHIP
HOLMES COUNTY, OHIO

NOTES TO THE FINANCIAL STATEMENT
FOR THE YEARS ENDED
December 31, 1999 and 1998

NOTE 3: Budgetary Activity

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

1999 Budgeted vs. Actual Receipts

<u>Fund Type</u>	<u>Budgeted Receipts</u>	<u>Actual Receipts</u>	<u>Variance</u>
General	\$ 137,920	\$ 146,595	\$ 8,675
Special Revenue	<u>253,382</u>	<u>298,385</u>	<u>45,003</u>
Total	<u>\$ 391,302</u>	<u>\$ 444,980</u>	<u>\$ 53,678</u>

1999 Budgeted vs. Actual Budgetary Expenditures

<u>Fund Type</u>	<u>Appropriation Authority</u>	<u>Actual Expenditures</u>	<u>Variance</u>
General	\$ 192,717	\$ 147,425	\$ 45,292
Special Revenue	<u>349,997</u>	<u>302,688</u>	<u>47,309</u>
Total	<u>\$ 542,714</u>	<u>\$ 450,113</u>	<u>\$ 92,601</u>

1998 Budgeted vs. Actual Receipts

<u>Fund Type</u>	<u>Budgeted Receipts</u>	<u>Actual Receipts</u>	<u>Variance</u>
General	\$ 113,420	\$ 147,688	\$ 34,268
Special Revenue	<u>276,572</u>	<u>291,934</u>	<u>15,362</u>
Total	<u>\$ 389,992</u>	<u>\$ 439,622</u>	<u>\$ 49,630</u>

1998 Budgeted vs. Actual Budgetary Expenditures

<u>Fund Type</u>	<u>Appropriation Authority</u>	<u>Actual Expenditures</u>	<u>Variance</u>
General	\$ 145,349	\$ 124,237	\$ 21,112
Special Revenue	<u>352,422</u>	<u>319,087</u>	<u>33,335</u>
Total	<u>\$ 497,771</u>	<u>\$ 443,324</u>	<u>\$ 54,447</u>

SALTCREEK TOWNSHIP
HOLMES COUNTY, OHIO

NOTES TO THE FINANCIAL STATEMENT
FOR THE YEARS ENDED
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NOTE 4: Property Tax

Real property taxes become a lien on January 1 preceding the October 1 date for which rates are adopted by Saltcreek Township. 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 payments, 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 taxes 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.

NOTE 5: Retirement Systems

The Board of Trustees, Township Clerk and other employees of the Township 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 health care, and survivor and disability benefits to participants as prescribed by the Ohio Revised Code. The Public Employee Retirement System issues a stand-alone financial report. Interested parties may obtain a copy by making a written request to 277 East Town Street, Columbus, Ohio 43215-4642 or by calling (614) 466-2085 or 1-800-222-PERS (7377).

Contribution rates are also prescribed by the Ohio Revised Code. For 1999, PERS members 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. The required contributions were \$3,875, \$3,821 and \$3,625 for 1999, 1998 and 1997, respectively.

NOTE 6: Risk Management

The Township has obtained commercial insurance for the following risks:

- Comprehensive property and general liability
- Vehicles
- Errors and omissions

The Township also provides health, life, and disability insurance coverage to Township Trustees and Township Clerk, through a private carrier.

June 9, 2000

The Board of Trustees
Saltcreek Township
Holmes County, Ohio

**REPORT ON COMPLIANCE AND ON INTERNAL CONTROL OVER FINANCIAL REPORTING
BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH
GOVERNMENT AUDITING STANDARDS**

We have audited the financial statements of Saltcreek Township, Holmes County, as of and for the years ended December 31, 1999 and 1998, and have issued our report thereon dated June 9, 2000. We have conducted our audit in accordance with generally accepted auditing standards and 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 Saltcreek 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 the 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 no instances of noncompliance that are required to be reported under *Government Auditing Standards*. However, we noted certain immaterial instances of noncompliance that we have reported to management of Saltcreek Township in a separate letter dated June 9, 2000.

Internal Control Over Financial Reporting

In planning and performing our audit, we considered Saltcreek 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 weakness. However, we noted other matters involving the internal control over financial reporting that we have reported to management of Saltcreek Township in a separate letter dated June 9, 2000.

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

Rea & Associates, Inc.

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SALTCREEK TOWNSHIP

HOLMES 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.

By: Susan Babbitt

Date: JULY 13, 2000