



**MORGAN TOWNSHIP
BUTLER COUNTY**

REGULAR AUDIT

FOR THE YEARS ENDED DECEMBER 31, 2000-1999



JIM PETRO
AUDITOR OF STATE

STATE OF OHIO

**MORGAN TOWNSHIP
BUTLER COUNTY**

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INDEPENDENT ACCOUNTANTS' REPORT

Morgan Township
Butler County
P. O. Box 189
Okeana, Ohio 45053

To the Board of Trustees:

We have audited the accompanying financial statements of Morgan Township, Butler County, Ohio, (the Township) as of and for the years ended December 31, 2000 and 1999. 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 audit provides 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, 2000 and 1999, 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 February 13, 2001, 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. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* and should be read in conjunction with this report in considering the results of our audit.

Morgan Township
Butler County
Independent Accountants' Report
Page 2

This report is intended solely for the information and use of 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.

Jim Petro
Auditor of State

February 13, 2001

**MORGAN TOWNSHIP
BUTLER COUNTY**

**COMBINED STATEMENT OF CASH RECEIPTS, CASH DISBURSEMENTS, AND
CHANGES IN FUND CASH BALANCES - ALL GOVERNMENTAL FUND TYPES -
FOR THE YEAR ENDED DECEMBER 31, 2000**

| | Governmental Fund Types | | | | Totals (Memorandum Only) |
|---|-------------------------|--------------------|-----------------|---------------------|--------------------------------|
| | General | Special Revenue | Debt Service | Capital Projects | |
| Cash Receipts: | | | | | |
| Local Taxes | \$68,926 | \$292,499 | \$65,376 | | \$426,801 |
| Intergovernmental | 245,610 | 122,981 | | | 368,591 |
| Licenses, Permits, and Fees | 10,718 | | | | 10,718 |
| Fines, Forfeitures, and Penalties | 170 | | | | 170 |
| Earnings on Investments | 42,082 | 562 | | | 42,644 |
| Other Revenue | 14,701 | | | | 14,701 |
| Total Cash Receipts | 382,207 | 416,042 | 65,376 | 0 | 863,625 |
| Cash Disbursements: | | | | | |
| Current: | | | | | |
| General Government | 158,754 | | | | 158,754 |
| Public Safety | | 129,460 | | | 129,460 |
| Public Works | 24,881 | 128,256 | | | 153,137 |
| Health | 9,631 | | | | 9,631 |
| Debt Service: | | | | | |
| Redemption of Principal | | | 71,400 | | 71,400 |
| Interest and Fiscal Charges | | | 27,000 | | 27,000 |
| Capital Outlay | 456,800 | 5,724 | | | 462,524 |
| Total Cash Disbursements | 650,066 | 263,440 | 98,400 | 0 | 1,011,906 |
| Total Receipts Over/(Under) Disbursements | (267,859) | 152,602 | (33,024) | 0 | (148,281) |
| Other Financing Receipts/(Disbursements): | | | | | |
| Sale of Fixed Assets | 10,028 | | | | 10,028 |
| Transfers-In | | | 33,024 | | 33,024 |
| Transfers-Out | (33,024) | | | | (33,024) |
| Total Other Financing Receipts/(Disbursements) | (22,996) | 0 | 33,024 | 0 | 10,028 |
| Excess of Cash Receipts and Other Financing Receipts Over/(Under) Cash Disbursements and Other Financing Disbursements | (290,855) | 152,602 | 0 | 0 | (138,253) |
| Fund Cash Balances, January 1 | 660,826 | 254,883 | 0 | 1,912 | 917,621 |
| Fund Balance Adjustments | 89 | | | | 89 |
| Fund Balance After Adjustments | 660,915 | 254,883 | 0 | 1,912 | 917,710 |
| Fund Cash Balances, December 31 | \$370,060 | \$407,485 | \$0 | \$1,912 | \$779,457 |
| Reserve for Encumbrances, December 31 | \$1,818 | \$161,352 | \$0 | \$0 | \$163,170 |

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

**MORGAN TOWNSHIP
BUTLER COUNTY**

**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 | \$116,478 | \$282,272 | | \$398,750 |
| Intergovernmental | 247,694 | 117,864 | | 365,558 |
| Licenses, Permits, and Fees | 10,645 | | | 10,645 |
| Fines, Forfeitures, and Penalties | 105 | | | 105 |
| Earnings on Investments | 37,166 | 873 | | 38,039 |
| Other Revenue | 12,476 | 719 | | 13,195 |
| Total Cash Receipts | <u>424,564</u> | <u>401,728</u> | <u>0</u> | <u>826,292</u> |
| Cash Disbursements: | | | | |
| Current: | | | | |
| General Government | 136,574 | | | 136,574 |
| Public Safety | | 93,967 | | 93,967 |
| Public Works | 73,279 | 106,275 | | 179,554 |
| Health | 9,526 | | | 9,526 |
| Capital Outlay | 489,016 | 19,966 | | 508,982 |
| Total Cash Disbursements | <u>708,395</u> | <u>220,208</u> | <u>0</u> | <u>928,603</u> |
| Total Receipts Over/(Under) Disbursements | <u>(283,831)</u> | <u>181,520</u> | <u>0</u> | <u>(102,311)</u> |
| Other Financing Receipts/(Disbursements): | | | | |
| Proceeds from Sale of Notes | 600,000 | | | 600,000 |
| Transfers-In | | 400 | | 400 |
| Transfers-Out | | | (400) | (400) |
| Other Sources | 80,987 | | | 80,987 |
| Total Other Financing Receipts/(Disbursements) | <u>680,987</u> | <u>400</u> | <u>(400)</u> | <u>680,987</u> |
| Excess of Cash Receipts and Other Financing Receipts Over/(Under) Cash Disbursements and Other Financing Disbursements | <u>397,156</u> | <u>181,920</u> | <u>(400)</u> | <u>578,676</u> |
| Fund Cash Balances, January 1 | <u>263,670</u> | <u>72,963</u> | <u>2,312</u> | <u>338,945</u> |
| Fund Cash Balances, December 31 | <u>\$660,826</u> | <u>\$254,883</u> | <u>\$1,912</u> | <u>\$917,621</u> |
| Reserve for Encumbrances, December 31 | <u>\$212,944</u> | <u>\$3,000</u> | <u>\$0</u> | <u>\$215,944</u> |

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

**MORGAN TOWNSHIP
BUTLER COUNTY**

**NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2000 AND 1999**

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

A. Description of the Entity

Morgan Township, Butler 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, 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 STAROhio (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.

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

**MORGAN TOWNSHIP
NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2000 AND 1999
(Continued)**

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Fire District Fund - This fund receives property tax money for providing fire protection.

3. Debt Service Funds

The debt service fund is used to accumulate resources for the payment of bonds and note indebtedness. The Township had the following Debt Service Fund:

General Note Retirement Fund - This fund receives tax settlements for the purpose of retiring notes relating to construction of the new Township administration building.

4. Capital Project Fund

These funds are used to account for receipts that are restricted for the acquisition or construction of major capital projects (except those financed through the general fund). The two capital projects funds, Federal Grant AID and State EMS Grant, had no expenditures for the years ended December 31, 2000 and 1999. They contain balances remaining from prior years which will be used in the future.

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 2000 and 1999 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.

**MORGAN TOWNSHIP
NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2000 AND 1999
(Continued)**

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

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

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>2000</u> | <u>1999</u> |
|--------------------------------|-------------------------|-------------------------|
| Demand deposits | \$106,667 | \$74,474 |
| STAROhio | <u>672,790</u> | <u>843,147</u> |
| Total deposits and investments | <u><u>\$779,457</u></u> | <u><u>\$917,621</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.

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

3. BUDGETARY ACTIVITY

Budgetary activity for the years ending December 31, 2000 and 1999 follows:

| 2000 Budgeted vs. Actual Receipts | | | |
|-----------------------------------|-------------------------|-------------------------|------------------------|
| Fund Type | Budgeted Receipts | Actual Receipts | Variance |
| General | \$330,275 | \$392,235 | \$61,960 |
| Special Revenue | 412,600 | 416,042 | 3,442 |
| Debt Service | <u>98,400</u> | <u>98,400</u> | <u>0</u> |
| Total | <u><u>\$841,275</u></u> | <u><u>\$906,677</u></u> | <u><u>\$65,402</u></u> |

| 2000 Budgeted vs. Actual Budgetary Basis Expenditures | | | |
|---|----------------------------|---------------------------|-------------------------|
| Fund Type | Appropriation Authority | Budgetary Expenditures | Variance |
| General | \$991,960 | \$684,908 | \$307,052 |
| Special Revenue | 668,546 | 424,792 | 243,754 |
| Debt Service | <u>98,400</u> | <u>98,400</u> | <u>0</u> |
| Total | <u><u>\$1,758,906</u></u> | <u><u>\$1,208,100</u></u> | <u><u>\$550,806</u></u> |

**MORGAN TOWNSHIP
NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2000 AND 1999
(Continued)**

3. BUDGETARY ACTIVITY(Continued)

| 1999 Budgeted vs. Actual Receipts | | | |
|-----------------------------------|----------------------|--------------------|----------|
| Fund Type | Budgeted Receipts | Actual Receipts | Variance |
| General | \$1,097,557 | \$1,105,551 | \$7,994 |
| Special Revenue | 408,399 | 402,128 | (6,271) |
| Total | \$1,505,956 | \$1,507,679 | \$1,723 |

| 1999 Budgeted vs. Actual Budgetary Basis Expenditures | | | |
|---|----------------------------|---------------------------|-----------|
| Fund Type | Appropriation Authority | Budgetary Expenditures | Variance |
| General | \$1,362,077 | \$921,339 | \$440,738 |
| Special Revenue | 471,485 | 223,208 | 248,277 |
| Capital Projects | 8,337 | 400 | 7,937 |
| Total | \$1,841,899 | \$1,144,947 | \$696,952 |

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. DEBT

Debt outstanding at December 31, 2000 was as follows:

| | Principal | Interest Rate |
|--------------------------|-----------|------------------|
| General Obligation Notes | \$528,600 | 4.50% |

The general obligation notes were issued to finance the construction of a new Township administration building.

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

**MORGAN TOWNSHIP
NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2000 AND 1999
(Continued)**

5. DEBT (Continued)

| Year ending December 31: | General Obligation Notes |
|-----------------------------|--------------------------------|
| 2001 | \$95,187 |
| 2002 | 91,974 |
| 2003 | 88,761 |
| 2004 | 85,548 |
| 2005 | 82,335 |
| Subsequent | 183,831 |
| Total | \$627,636 |

6. RETIREMENT SYSTEMS

The Township's full-time employees belong to the Public Employees Retirement System (PERS) of Ohio. PERS is cost-sharing, multiple-employer plan. This plan provides retirement benefits, including post-retirement 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 2000 and 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, 2000.

7. RISK MANAGEMENT

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

- General liability and casualty
- Vehicles
- Public official's liability
- Property

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

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

Morgan Township
Butler County
P. O. Box 189
Okeana, Ohio 45053

To the Board of Trustees:

We have audited the accompanying financial statements of Morgan Township, Butler County, Ohio (the Township), as of and for the years ended December 31, 2000 and 1999, and have issued our report thereon dated February 13, 2001. 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 no instances of noncompliance that are required to be reported under *Government Auditing Standards*. However, we noted an immaterial instance of noncompliance that we have reported to management of the Township in a separate letter dated February 13, 2001.

Internal Control Over Financial Reporting

In planning and performing our audit, 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 February 13, 2001.

Morgan Township
Butler County
Report on Compliance and on Internal Control Required
by *Government Auditing Standards*
Page 2

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

Jim Petro
Auditor of State

February 13, 2001



STATE OF OHIO
OFFICE OF THE AUDITOR

JIM PETRO, AUDITOR OF STATE

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MORGAN TOWNSHIP

BUTLER 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
MARCH 20, 2001**