



**OXFORD TOWNSHIP
DELAWARE COUNTY**

REGULAR AUDIT

FOR THE YEARS ENDED DECEMBER 31, 2000 - 1999



JIM PETRO
AUDITOR OF STATE

STATE OF OHIO

**OXFORD TOWNSHIP
DELAWARE COUNTY**

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REPORT OF INDEPENDENT ACCOUNTANTS

Oxford Township
Delaware County
5676 Steamtown Road
Ashley, Ohio 43003

To the Board of Trustees:

We have audited the accompanying financial statements of Oxford Township, Delaware County, Ohio, (the Township) as of and for the years ended December 31, 2000 and December 31, 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 December 31, 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 January 30, 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 that audit.

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

JIM PETRO
Auditor of State

January 30, 2001

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**OXFORD TOWNSHIP
DELAWARE COUNTY**

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

	<u>Governmental Fund Types</u>			Totals (Memorandum Only)
	<u>General</u>	<u>Special Revenue</u>	<u>Capital Projects</u>	
Cash Receipts:				
Local Taxes	\$42,833	\$26,614	\$0	\$69,447
Intergovernmental	47,683	60,377	0	108,060
Licenses, Permits, and Fees	200	0	0	200
Earnings on Investments	8,450	5,891	0	14,341
Other Revenue	299	1,260	0	1,559
	<u>99,465</u>	<u>94,142</u>	<u>0</u>	<u>193,607</u>
Total Cash Receipts				
Cash Disbursements:				
Current:				
General Government	23,910	0	0	23,910
Public Safety	14,571	11,782	859	27,212
Public Works	16,203	77,721	0	93,924
Health	8,704	71	0	8,775
Conservation - Recreation	1,600	0	0	1,600
Capital Outlay	36,272	5,072	0	41,344
	<u>101,260</u>	<u>94,646</u>	<u>859</u>	<u>196,765</u>
Total Cash Disbursements				
Total Receipts Over/(Under) Disbursements	(1,795)	(504)	(859)	(3,158)
Fund Cash Balances, January 1	<u>148,327</u>	<u>105,577</u>	<u>859</u>	<u>254,763</u>
Fund Cash Balances, December 31	<u>\$146,532</u>	<u>\$105,073</u>	<u>\$0</u>	<u>\$251,605</u>
Reserve for Encumbrances, December 31	<u>\$8,812</u>	<u>\$671</u>	<u>\$0</u>	<u>\$9,483</u>

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

**OXFORD TOWNSHIP
DELAWARE COUNTY**

**STATEMENT OF CASH RECEIPTS, CASH DISBURSEMENTS, AND
CHANGES IN FUND CASH BALANCE
NON-EXPENDABLE TRUST FUND
FOR THE YEAR ENDED DECEMBER 31, 2000**

	<u>Non-Expendable Trust</u>
Operating cash receipts:	
Interest	<u>\$142</u>
Total operating receipts	<u>142</u>
Operating cash disbursements:	
Total operating cash disbursements	<u>0</u>
Operating Receipts over (under) Operating Disbursements	142
Fund cash balances, January 1, 2000	<u>2,765</u>
Fund cash balances, December 31, 2000	<u><u>\$2,907</u></u>

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

**OXFORD TOWNSHIP
DELAWARE 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	\$36,599	\$15,762	\$9,367	\$61,728
Intergovernmental	58,291	59,555	1,069	118,915
Licenses, Permits, and Fees	400	0	0	400
Earnings on Investments	6,322	4,524	73	10,919
Other Revenue	0	104	0	104
	<u>101,612</u>	<u>79,945</u>	<u>10,509</u>	<u>192,066</u>
Total Cash Receipts				
Cash Disbursements:				
Current:				
General Government	19,633	197	146	19,976
Public Safety	20,934	0	0	20,934
Public Works	16,034	75,628	0	91,662
Health	7,936	0	0	7,936
Capital Outlay	201	0	2,500	2,701
	<u>64,738</u>	<u>75,825</u>	<u>2,646</u>	<u>143,209</u>
Total Cash Disbursements				
Total Receipts Over/(Under) Disbursements	<u>36,874</u>	<u>4,120</u>	<u>7,863</u>	<u>48,857</u>
Other Financing Receipts/(Disbursements):				
Advances-In	7,089	0	0	7,089
Advances-Out	0	0	(7,089)	(7,089)
	<u>7,089</u>	<u>0</u>	<u>(7,089)</u>	<u>0</u>
Total Other Financing Receipts/(Disbursements)				
Excess of Cash Receipts and Other Financing Receipts Over/(Under) Cash Disbursements and Other Financing Disbursements	43,963	4,120	774	48,857
Fund Cash Balances, January 1	<u>104,364</u>	<u>101,457</u>	<u>85</u>	<u>205,906</u>
Fund Cash Balances, December 31	<u>\$148,327</u>	<u>\$105,577</u>	<u>\$859</u>	<u>\$254,763</u>
Reserve for Encumbrances, December 31	<u>\$37,450</u>	<u>\$0</u>	<u>\$0</u>	<u>\$37,450</u>

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

**OXFORD TOWNSHIP
DELAWARE COUNTY**

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

	<u>Non-Expendable Trust</u>
Operating cash receipts:	
Interest	<u>\$131</u>
Total operating receipts	<u>131</u>
Operating cash disbursements:	
Total operating cash disbursements	<u>0</u>
Operating Receipts over (under) Operating Disbursements	<u>131</u>
Fund cash balances, January 1, 1999	<u>2,634</u>
Fund cash balances, December 31, 1999	<u><u>\$2,765</u></u>

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

**OXFORD TOWNSHIP
DELAWARE COUNTY**

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

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

A. Description of the Entity

Oxford Township, Delaware County, Ohio, (the Township) is a body corporate and politic established to exercise the rights and privileges conveyed to it by the constitution and laws of the State of Ohio. The Township is directed by a publicly-elected three-member Board of Trustees. The Township provides general governmental services, including road and bridge maintenance. The Township contracts with the Ashley Volunteer Fire Department to provide fire and ambulance services.

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

See Note 7 for a description of the Township's component unit, Ashley Union Cemetery.

B. Basis of Accounting

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

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

C. Cash and Investments

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

Investments are reported as assets. Accordingly, purchases of investments are not recorded as disbursements, and sales of investments are not recorded as receipts. Gains or losses at the time of sale are recorded as receipts or disbursements, respectively.

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.

**OXFORD TOWNSHIP
DELAWARE COUNTY**

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

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

D. Fund Accounting (Continued)

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.

3. Capital Project Funds

These funds are used to account for receipts that are restricted for the acquisition or construction of major capital projects (except those financed through enterprise or trust funds). The Township had the following significant capital project funds.

Capital Equipment Fund - The Township received money from a tax levy to purchase equipment for the Ashley Volunteer Fire Department.

4. Fiduciary Funds (Trust and Agency Funds)

These funds are used to account for resources restricted by legally binding trust agreements and funds for which the Township is acting in an agency capacity. The Township had the following significant fiduciary funds:

Cemetery Bequest Fund - This fund is to account for bequests of funds made for upkeep of cemetery plots.

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.

**OXFORD TOWNSHIP
DELAWARE COUNTY**

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

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

E. Budgetary Process (Continued)

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.

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	\$23,999	\$30,602
Certificates of deposit	1,500	1,500
Total deposits	25,499	32,102
STAR Ohio	229,013	225,426
Total investments	229,013	225,426
Total deposits and investments	\$254,512	\$257,528

Deposits: Deposits are insured by the Federal Depository Insurance Corporation.

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

3. BUDGETARY ACTIVITY

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

2000 Budgeted vs. Actual Receipts			
Fund Type	Budgeted Receipts	Actual Receipts	Variance
General	\$98,643	\$99,465	\$822
Special Revenue	90,292	94,142	3,850
Capital Projects	0	0	0
Total	\$188,935	\$193,607	\$4,672

**OXFORD TOWNSHIP
DELAWARE COUNTY**

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

3. BUDGETARY ACTIVITY (Continued)

2000 Budgeted vs. Actual Budgetary Basis Expenditures

Fund Type	Appropriation Authority	Budgetary Expenditures	Variance
General	\$209,050	\$110,072	\$98,978
Special Revenue	154,157	95,317	58,840
Capital Projects	859	859	0
Total	<u>\$364,066</u>	<u>\$206,248</u>	<u>\$157,818</u>

1999 Budgeted vs. Actual Receipts

Fund Type	Budgeted Receipts	Actual Receipts	Variance
General	\$102,660	\$101,612	(\$1,048)
Special Revenue	76,499	79,945	3,446
Capital Projects	10,419	10,509	90
Total	<u>\$189,578</u>	<u>\$192,066</u>	<u>\$2,488</u>

1999 Budgeted vs. Actual Budgetary Basis Expenditures

Fund Type	Appropriation Authority	Budgetary Expenditures	Variance
General	\$183,000	\$102,188	\$80,812
Special Revenue	175,200	75,825	99,375
Capital Projects	3,500	2,646	854
Total	<u>\$361,700</u>	<u>\$180,659</u>	<u>\$181,041</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.

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.

**OXFORD TOWNSHIP
DELAWARE COUNTY**

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

5. RETIREMENT SYSTEMS

The Township's employees belong to the Public Employees Retirement System (PERS) of Ohio. PERS is a cost-sharing, multiple-employer plan. This plan 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 2000 and 1999, members of 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.

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 insurance and dental coverage to Township Trustees and Clerk and dental coverage to the Road Superintendent.

7. COMPONENT UNIT

The Ashley Union Cemetery is considered a blended component unit of the Township. The Cemetery is considered a blended component unit because the Township appoints a majority of the Cemetery Board and provides one-half of the Cemetery's financial support. The financial statements of the Cemetery can be obtained by writing Mary Ogg, Clerk, at 8191 Ashley Road, Ashley, Ohio 43003.

8. SUBSEQUENT EVENTS

As of January 1, 2001 the Ashley Volunteer Fire Department became the Elm Valley Joint Fire District. The Trustees of the Township will serve on the governing Board of the Fire District, along with the Trustees from the Village of Ashley, Peru Township, and Westfield Township. The Fire District will be funded by a 2.4 mill levy that will be assessed on all participating entities' residents. Beginning January 1, 2001, the Fire District will be considered a jointly governed organization of the Township. The Elm Valley Joint Fire District will serve in the same capacity as the Ashley Volunteer Fire Department to provide fire and ambulance services to the Township.

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

Oxford Township
Delaware County
5676 Steamtown Road
Ashley, OH 43003

To the Board of Trustees:

We have audited the accompanying financial statements of Oxford Township, Delaware County, Ohio (the Township), as of and for the years ended December 31, 2000 and December 31, 1999, and have issued our report thereon dated January 30, 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 a certain immaterial instance of noncompliance that we have reported to the management of the Township in a separate letter dated January 30, 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 January 30, 2001.

Oxford Township
Delaware 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 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

January 30, 2001



STATE OF OHIO
OFFICE OF THE AUDITOR

JIM PETRO, AUDITOR OF STATE

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OXFORD TOWNSHIP

DELAWARE 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**