



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

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**STATE OF OHIO**



WARREN TOWNSHIP  
TRUMBULL COUNTY

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## REPORT OF INDEPENDENT ACCOUNTANTS

Warren Township  
Trumbull County  
3765 West Market Street, P.O. Box 307  
Leavittsburg, Ohio 44430

To the Board of Trustees:

We have audited the accompanying financial statements of Warren Township, Trumbull 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 June 25, 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.

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

June 25, 2001

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**WARREN TOWNSHIP  
TRUMBULL COUNTY**

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

	<u>Governmental Fund Types</u>			<u>Fiduciary Fund Type</u>	<b>Totals (Memorandum Only)</b>
	<u>General</u>	<u>Special Revenue</u>	<u>Debt Service</u>	<u>Expendable Trust</u>	
<b>Cash Receipts:</b>					
Local Taxes	\$92,334	\$1,206,744			\$1,299,078
Intergovernmental	212,923	125,076			337,999
Special Assessments		36,707			36,707
Charges for Services		88,781			88,781
Licenses, Permits, and Fees	5,134	17,119			22,253
Fines, Forfeitures, and Penalties	23,126				23,126
Earnings on Investments	54,220			941	55,161
Other Revenue	33,365	30,108			63,473
<b>Total Cash Receipts</b>	<u>421,102</u>	<u>1,504,535</u>		<u>941</u>	<u>1,926,578</u>
<b>Cash Disbursements:</b>					
Current:					
General Government	151,049	2,000			153,049
Public Safety	21,508	824,658			846,166
Public Works	0	321,916			321,916
Health	18,400	12,256			30,656
Human Services	26,561				26,561
Conservation - Recreation				4,447	4,447
Debt Service:					
Capital Outlay	25,094	217,497			242,591
<b>Total Cash Disbursements</b>	<u>242,612</u>	<u>1,378,327</u>		<u>4,447</u>	<u>1,625,386</u>
<b>Total Receipts Over/(Under) Disbursements</b>	<u>178,490</u>	<u>126,208</u>		<u>(3,506)</u>	<u>301,192</u>
<b>Other Financing Receipts/(Disbursements):</b>					
Other Sources	2,342				2,342
<b>Total Other Financing Receipts/(Disbursements)</b>	<u>2,342</u>				<u>2,342</u>
<b>Excess of Cash Receipts and Other Financing Receipts Over/(Under) Cash Disbursements and Other Financing Disbursements</b>	<u>180,832</u>	<u>126,208</u>		<u>(3,506)</u>	<u>303,534</u>
<b>Fund Cash Balances, January 1, 2000</b>	<u>271,788</u>	<u>884,614</u>	<u>52,211</u>	<u>21,725</u>	<u>1,230,338</u>
<b>Fund Cash Balances, December 31, 2000</b>	<u>\$452,620</u>	<u>\$1,010,822</u>	<u>\$52,211</u>	<u>\$18,219</u>	<u>\$1,533,872</u>
<b>Reserve for Encumbrances, December 31</b>	<u>\$3,803</u>	<u>\$18,213</u>			<u>\$22,016</u>

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

WARREN TOWNSHIP  
TRUMBULL COUNTY

COMBINED STATEMENT OF CASH RECEIPTS, CASH DISBURSMENTS AND CHANGES IN  
FUND CASH BALANCES - NON-EXPENDABLE TRUST FUNDS  
FOR THE YEAR ENDED DECEMBER 31, 2000

	<u>Non-Expendable Trusts</u>
Operating cash receipts:	
Interest	\$189
Total operating cash receipts	189
Net receipts over disbursements	189
Fund cash balances, January 1, 2000	<u>3,073</u>
Fund cash balances, December 31, 2000	<u><u>\$3,262</u></u>

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



**WARREN TOWNSHIP  
TRUMBULL COUNTY**

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

	<u>Governmental Fund Types</u>			<u>Fiduciary Fund Type</u>	<b>Totals (Memorandum Only)</b>
	<u>General</u>	<u>Special Revenue</u>	<u>Debt Service</u>	<u>Expendable Trust</u>	
<b>Cash Receipts:</b>					
Local Taxes	\$87,110	\$1,160,125	\$45,336		\$1,292,571
Intergovernmental	182,515	122,337			304,852
Special Assessments		35,351			35,351
Charges for Services		99,548			99,548
Licenses, Permits, and Fees	7,063	17,667			24,730
Fines, Forfeitures, and Penalties	23,323				23,323
Earnings on Investments	14,997			645	15,642
Other Revenue	63,876	37,672			101,548
	<u>378,884</u>	<u>1,472,700</u>	<u>45,336</u>	<u>645</u>	<u>1,897,565</u>
<b>Total Cash Receipts</b>					
<b>Cash Disbursements:</b>					
Current:					
General Government	169,509	3,000			172,509
Public Safety	60,711	814,730		112	875,553
Public Works	0	331,350			331,350
Health	17,213	13,445			30,658
Human Services	24,947				24,947
Conservation - Recreation				4,402	4,402
Debt Service:					
Capital Outlay	30,058	178,417			208,475
	<u>302,438</u>	<u>1,340,942</u>		<u>4,514</u>	<u>1,647,894</u>
<b>Total Cash Disbursements</b>					
<b>Total Receipts Over/(Under) Disbursements</b>	<u>76,446</u>	<u>131,758</u>	<u>45,336</u>	<u>(3,869)</u>	<u>249,671</u>
<b>Other Financing Receipts/(Disbursements):</b>					
Other Sources	360				360
<b>Total Other Financing Receipts/(Disbursements)</b>	<u>360</u>				<u>360</u>
<b>Excess of Cash Receipts and Other Financing Receipts Over/(Under) Cash Disbursements and Other Financing Disbursements</b>	<u>76,806</u>	<u>131,758</u>	<u>45,336</u>	<u>(3,869)</u>	<u>250,031</u>
<b>Fund Cash Balances, January 1, 1999</b>	<u>194,982</u>	<u>752,856</u>	<u>6,875</u>	<u>25,594</u>	<u>980,307</u>
<b>Fund Cash Balances, December 31, 1999</b>	<u><u>\$271,788</u></u>	<u><u>\$884,614</u></u>	<u><u>\$52,211</u></u>	<u><u>\$21,725</u></u>	<u><u>\$1,230,338</u></u>
<b>Reserve for Encumbrances, December 31</b>	<u><u>\$2,808</u></u>	<u><u>\$43,787</u></u>			<u><u>\$46,595</u></u>

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

WARREN TOWNSHIP  
TRUMBULL COUNTY

COMBINED STATEMENT OF CASH RECEIPTS, CASH DISBURSMENTS AND CHANGES IN  
FUND CASH BALANCES - NON-EXPENDABLE TRUST FUNDS  
FOR THE YEAR ENDED DECEMBER 31, 1999

	<u>Non-Expendable Trusts</u>
Operating cash receipts:	
Interest	<u>\$121</u>
Total operating cash receipts	121
Net receipts over disbursements	121
Fund cash balances, January 1, 1999	<u>2,952</u>
Fund cash balances, December 31, 1999	<u><u>\$3,073</u></u>

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

**WARREN TOWNSHIP  
TRUMBULL COUNTY**

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

**1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

**A. Description of the Entity**

Warren Township, Trumbull 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 paramedic 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 Township has a NOW account with Second National Bank.

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**

*General Fund*- This fund is the general operating fund. It is used to account for all financial resources except those required to be accounted for in another fund.

**2. Special Revenue Funds**

These funds are used to account for proceeds from specific sources (other than from trusts or for capital projects) that are restricted to expenditure for specific purposes. The Township had the following significant Special Revenue Funds:

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

*Road and Bridge Fund* - This fund receives property tax money for constructing, maintaining and repairing township roads and bridges.

WARREN TOWNSHIP  
TRUMBULL COUNTY

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

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

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

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

3. **Debt Service Fund**

The Debt Service Fund is used to accumulate resources for the payment of bond and note indebtedness.

4 **Fiduciary Funds (Trust Funds)**

These funds are used to account for assets held by the Township in a trustee capacity or as an agent for individuals, private organizations, other governmental units, and/or other funds where the principal must be kept intact, but the interest or income may be expended.

**Expendable Trust Funds:**

*Johnson Community Center Trust Fund*- This fund receives donations and interest to be used for the operations of the Community Center.

**Non-Expendable Trust Funds:**

*Cemetery Bequest Fund* -This fund receives revenues which are used for the care and maintenance 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.

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.

**WARREN TOWNSHIP  
TRUMBULL COUNTY**

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

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

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.

**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	\$1,511,592	\$1,208,821
Money Market Account	22,619	21,845
Total deposits	1,534,211	1,230,666
Star Ohio	2,923	2,745
Total deposits and investments	\$1,537,134	\$1,233,411

**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 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, 2000 and December 31, 1999 follows:

2000 Budgeted vs. Actual Receipts			
Fund Type	Budgeted Receipts	Actual Receipts	Variance
General	\$0	\$423,444	\$423,444
Special Revenue	0	1,504,535	1,504,535
Debt Service	0	0	0
Expendable Trust	0	941	941
Non-Expendable Trust	0	189	189
Total	\$0	\$1,929,109	\$1,929,109

**WARREN TOWNSHIP  
TRUMBULL 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	\$360,808	\$246,415	\$114,393
Special Revenue	1,615,288	1,396,541	218,747
Debt Service	0	0	0
Expendable Trust	5,000	4,448	552
Non-Expendable Trust	0	0	0
Total	\$1,981,096	\$1,647,404	\$333,692

1999 Budgeted vs. Actual Receipts			
Fund Type	Budgeted Receipts	Actual Receipts	Variance
General	\$386,584	\$379,244	(\$7,340)
Special Revenue	1,459,084	1,472,700	13,616
Debt Service	0	45,336	45,336
Expendable Trust	1,000	645	(355)
Non-Expendable Trust	150	121	(29)
Total	\$1,846,818	\$1,898,046	\$51,228

1999 Budgeted vs. Actual Budgetary Basis Expenditures			
Fund Type	Appropriation Authority	Budgetary Expenditures	Variance
General	\$387,650	\$305,246	\$82,404
Special Revenue	1,574,950	1,384,729	190,221
Debt Service	0	0	0
Expendable Trust	5,500	4,514	986
None-Expendable Trust	0	0	0
Total	\$1,968,100	\$1,694,489	\$273,611

**Section 5705.36, Revised Code**, requires that on or about the first day of each fiscal year, the fiscal officers of subdivisions and other taxing units are to certify to the county auditor the total amount from all sources which are available for expenditures from each fund in the tax budget along with any balances that existed at the end of the preceding year.

The Township's fiscal officer provided a letter during the audit dated January 28, 2000 with the balances beginning January 1, 2000, which was not on file with the County Auditor. This resulted in the County Auditor not certifying available revenue for FY 2000.

**Furthermore, Ohio Revised Code Section 5705.39**, requires the total appropriations from each fund should not exceed the total estimated revenue. No appropriation measure is to become effective until the county auditor files a certificate that the total appropriations from each fund do not exceed the total official estimate or amended official estimate or resources.

**WARREN TOWNSHIP  
TRUMBULL COUNTY**

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

**3. BUDGETARY ACTIVITY (Continued)**

Although the Township Board of Trustees passed an appropriation resolution it is not to be effective until the county auditor issues a certificate and received by the Township that the total appropriations from each fund do not exceed the total official estimate or amended official estimate of resources.

**Section 5705.41 (D), Revised Code**, provides that no subdivision or taxing unit shall make any contract or order any expenditure of money unless there is attached thereto a certificate of the fiscal officer of the subdivision that the amount required to meet the same has been lawfully appropriated for such purpose and is in the treasury or in the process of collection to the credit of an appropriate fund free from any previous encumbrances.

This section also provides two "exceptions" to the above requirements:

- a. Then and Now Certificate - If no certificate is furnished as required, upon receipt of the fiscal officer's certificate that a sufficient sum was appropriated and free of any previous encumbrances, the Township Trustees may authorize the issuance of a warrant in payment of the amount due upon such contract or order by resolution within 30 days from the receipt of such certificate, if such expenditure is otherwise valid.
- b. If the amount involved is less than one thousand dollars, the fiscal officer may authorize it to be paid without the affirmation of the Township Trustees.

Certification of funds by the Township Clerk was not obtained for 14 out of the 50 expenditures tested in 1999 and 2000. Additionally, as noted in finding 2000-41178-001, the appropriation measure upon which certifications were based was not in compliance with Ohio Rev. Code 5705.39.

**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.

**WARREN TOWNSHIP  
TRUMBULL COUNTY**

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

**5. RETIREMENT SYSTEMS**

The Township's certified Fire Department employees belong to the Police & Firemen's Disability & Pension Funds (PFDPF). Other employees belong to the Public Employees Retirement System (PERS) of Ohio. PERS is a cost-sharing, multiple-employer plans. These plans provide 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, members of PFDPF contributed 10% of their wages to the PFDPF. The Township contributed an amount equal to 19.5% of their wages. PERS members contributed 8.5% of their gross salaries. The Township contributed an amount equal to 13.55% of participants' gross salaries for 1999 and 10.84% for 2000. 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 and vision coverage to full-time employees through a private carrier.





STATE OF OHIO  
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JIM PETRO, AUDITOR OF STATE

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

Warren Township  
Trumbull County  
3765 West Market Street, P.O. Box 307  
Leavittsburg, Ohio 44430

To the Board of Trustees:

We have audited the accompanying financial statements of Warren Township, Trumbull 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 June 25, 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 instances of noncompliance that are required to be reported under *Government Auditing Standards* which are described in the accompanying schedule of findings as items 2000-41178-001 and 2000-41178-002.

**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 June 25, 2001.

Warren Township  
Trumbull 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

June 25, 2001

WARREN TOWNSHIP  
TRUMBULL COUNTY

SCHEDULE OF FINDINGS  
DECEMBER 31, 2000 AND 1999

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

**Finding Number 2000-41178-001**

Section 5705.36, Revised Code, requires that on or about the first day of each fiscal year, the fiscal officers of subdivisions and other taxing units are to certify to the county auditor the total amount from all sources which are available for expenditures from each fund in the tax budget along with any balances that existed at the end of the preceding year.

The Township's fiscal officer provided a letter during the audit dated January 28, 2000 with the balances beginning January 1, 2000, which was not on file with the County Auditor. This resulted in the County Auditor not certifying available revenue for FY 2000.

Furthermore, Ohio Revised Code Section 5705.39, requires the total appropriations from each fund should not exceed the total estimated revenue. No appropriation measure is to become effective until the county auditor files a certificate that the total appropriations from each fund do not exceed the total official estimate or amended official estimate or resources.

Although the Township Board of Trustees passed an appropriation resolution it is not to be effective until the county auditor issues a certificate and received by the Township that the total appropriations from each fund do not exceed the total official estimate or amended official estimate of resources.

We recommend the Township implement policies and procedures to provide assurance that available revenues are properly certified by the County Auditor prior to passing an appropriations.

**Finding Number 2000-41178-002**

Section 5705.41 (D), Revised Code, provides that no subdivision or taxing unit shall make any contract or order any expenditure of money unless there is attached thereto a certificate of the fiscal officer of the subdivision that the amount required to meet the same has been lawfully appropriated for such purpose and is in the treasury or in the process of collection to the credit of an appropriate fund free from any previous encumbrances.

This section also provides two "exceptions" to the above requirements:

- a. Then and Now Certificate - If no certificate is furnished as required, upon receipt of the fiscal officer's certificate that a sufficient sum was appropriated and free of any previous encumbrances, the Township Trustees may authorize the issuance of a warrant in payment of the amount due upon such contract or order by resolution within 30 days from the receipt of such certificate, if such expenditure is otherwise valid.
- b. If the amount involved is less than one thousand dollars, the fiscal officer may authorize it to be paid without the affirmation of the Township Trustees.

Certification of funds by the Township Clerk was not obtained for 14 out of the 50 expenditures tested in 1999 and 2000. Additionally, as noted in finding 2000-41178-001, the appropriation measure upon which certifications were based was not in compliance with Ohio Rev. Code 5709.39.

Unless the certification meets one of the two exceptions, the Clerk should certify funds before the Township monies are obligated using a regular, blanket or super blanket certificate ( as further permitted by ORC 5705.41 (D). This certificate should be signed by the Township Clerk.





STATE OF OHIO  
OFFICE OF THE AUDITOR  

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JIM PETRO, AUDITOR OF STATE

88 East Broad Street  
P.O. Box 1140  
Columbus, Ohio 43216-1140  
Telephone 614-466-4514  
800-282-0370  
Facsimile 614-466-4490

**WARREN TOWNSHIP**

**TRUMBULL COUNTY**

**CLERK'S CERTIFICATION**

**This is a true and correct copy of the report which is required to be filed in the Office of the Auditor of State pursuant to Section 117.26, Revised Code, and which is filed in Columbus, Ohio.**

*Susan Babbitt*

**CLERK OF THE BUREAU**

**CERTIFIED  
JULY 24, 2001**