



**Auditor of State  
Betty Montgomery**



**OXFORD TOWNSHIP  
ERIE COUNTY**

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**Auditor of State  
Betty Montgomery**

**INDEPENDENT ACCOUNTANTS' REPORT**

Oxford Township  
Erie County  
5617 Taylor Rd.  
Sandusky, OH 44870-9729

To the Board of Trustees:

We have audited the accompanying financial statements of Oxford Township, Erie County (the Township) as of and for the years ended December 31, 2002 and 2001. 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 auditing standards generally accepted in the United States of America 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, 2002 and 2001, 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 March 12, 2003 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 audits.

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 that reads "Betty Montgomery". The signature is written in a cursive, flowing style.

**Betty Montgomery**  
Auditor of State

March 12, 2003

**OXFORD TOWNSHIP  
ERIE COUNTY**

**COMBINED STATEMENT OF CASH RECEIPTS, CASH DISBURSEMENTS, AND  
CHANGES IN FUND CASH BALANCES  
ALL GOVERNMENTAL FUND TYPES  
FOR THE YEAR ENDED DECEMBER 31, 2002**

	<u>Governmental Fund Types</u>		<u>Totals (Memorandum Only)</u>
	<u>General</u>	<u>Special Revenue</u>	
<b>Cash Receipts:</b>			
Local Taxes	\$65,819	\$30,653	\$96,472
Intergovernmental	57,670	64,304	121,974
Licenses, Permits, and Fees	4,075		4,075
Earnings on Investments	1,252	481	1,733
Other Revenue	3,014	54	3,068
	<u>131,830</u>	<u>95,492</u>	<u>227,322</u>
<b>Total Cash Receipts</b>			
	<u>131,830</u>	<u>95,492</u>	<u>227,322</u>
<b>Cash Disbursements:</b>			
Current:			
General Government	100,996		100,996
Public Safety	8,382		8,382
Public Works	322	81,359	81,681
Health	600		600
Conservation - Recreation	3,149		3,149
Miscellaneous		18,727	18,727
Capital Outlay	3,356		3,356
	<u>116,805</u>	<u>100,086</u>	<u>216,891</u>
<b>Total Cash Disbursements</b>			
	<u>116,805</u>	<u>100,086</u>	<u>216,891</u>
<b>Total Receipts Over/(Under) Disbursements</b>	<u>15,025</u>	<u>(4,594)</u>	<u>10,431</u>
<b>Other Financing Receipts:</b>			
Other Sources	750		750
	<u>750</u>		<u>750</u>
<b>Total Other Financing Receipts</b>			
	<u>750</u>		<u>750</u>
<b>Excess of Cash Receipts and Other Financing Receipts Over/(Under) Cash Disbursements</b>	<u>15,775</u>	<u>(4,594)</u>	<u>11,181</u>
<b>Fund Cash Balances, January 1</b>	<u>26,906</u>	<u>55,625</u>	<u>82,531</u>
<b>Fund Cash Balances, December 31</b>	<u><b>\$42,681</b></u>	<u><b>\$51,031</b></u>	<u><b>\$93,712</b></u>
<b>Reserve for Encumbrances, December 31</b>	<u><b>\$544</b></u>	<u><b>\$376</b></u>	<u><b>\$920</b></u>

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

**OXFORD TOWNSHIP  
ERIE COUNTY**

**COMBINED STATEMENT OF CASH RECEIPTS, CASH DISBURSEMENTS, AND  
CHANGES IN FUND CASH BALANCES  
ALL GOVERNMENTAL FUND TYPES  
FOR THE YEAR ENDED DECEMBER 31, 2001**

	<u>Governmental Fund Types</u>			<b>Totals (Memorandum Only)</b>
	<u>General</u>	<u>Special Revenue</u>	<u>Capital Projects</u>	
<b>Cash Receipts:</b>				
Local Taxes	\$63,155	\$29,310		\$92,465
Intergovernmental	55,365	61,096	\$106,750	223,211
Licenses, Permits, and Fees	4,174			4,174
Earnings on Investments	2,237	828		3,065
Other Revenue	3,080	1,062		4,142
	<u>128,011</u>	<u>92,296</u>	<u>106,750</u>	<u>327,057</u>
<b>Total Cash Receipts</b>				
<b>Cash Disbursements:</b>				
Current:				
General Government	108,528			108,528
Public Safety	13,274			13,274
Public Works	323	74,882		75,205
Health	693			693
Conservation - Recreation	1,182			1,182
Capital Outlay	2,554	20,131	121,477	144,162
	<u>126,554</u>	<u>95,013</u>	<u>121,477</u>	<u>343,044</u>
<b>Total Cash Disbursements</b>				
Total Receipts Over/(Under) Disbursements	<u>1,457</u>	<u>(2,717)</u>	<u>(14,727)</u>	<u>(15,987)</u>
<b>Other Financing Receipts:</b>				
Proceeds from Sale of Public Debt:				
Sale of Notes			14,727	14,727
Sale of Fixed Assets		4,000		4,000
Other Sources	1,459			1,459
	<u>1,459</u>	<u>4,000</u>	<u>14,727</u>	<u>20,186</u>
<b>Total Other Financing Receipts</b>				
Excess of Cash Receipts and Other Financing Receipts Over/(Under) Cash Disbursements	2,916	1,283		4,199
Fund Cash Balances, January 1	<u>23,990</u>	<u>54,342</u>		<u>78,332</u>
<b>Fund Cash Balances, December 31</b>	<b><u>\$26,906</u></b>	<b><u>\$55,625</u></b>		<b><u>\$82,531</u></b>
Reserve for Encumbrances, December 31	<u>\$15</u>	<u>\$250</u>		<u>\$265</u>

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



**OXFORD TOWNSHIP  
ERIE COUNTY**

**NOTES TO THE FINANCIAL STATEMENTS  
DECEMBER 31, 2002 AND 2001**

**1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

**A. Description of the Entity**

Oxford Township, Erie 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 road and bridge maintenance and cemetery maintenance. The Township contracts with Groton Township, Perkins Township, and Milan Townships to provide fire protection and ambulance service.

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**

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.

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:

**OXFORD TOWNSHIP  
ERIE COUNTY**

**NOTES TO THE FINANCIAL STATEMENTS  
DECEMBER 31, 2002 AND 2001  
(Continued)**

*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.

**3. Capital Project Fund**

These funds are used to account for receipts that are restricted for the acquisition or construction of major capital projects. The Township had the following significant capital project fund:

*Issue II Fund* - The Township received a grant from the State of Ohio to replace a culvert on Peru Center Road.

**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 2002 and 2001 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.

**OXFORD TOWNSHIP  
ERIE COUNTY**

**NOTES TO THE FINANCIAL STATEMENTS  
DECEMBER 31, 2002 AND 2001  
(Continued)**

**G. Accumulated Leave**

In certain circumstances, such as upon leaving employment, employees are entitled to cash payments for unused leave. Unpaid leave is not reflected as a liability under the Township's basis of accounting.

**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:

	2002	2001
Demand deposits	\$24,417	\$9,632
STAR Ohio	69,295	72,899
Total deposits and investments	\$93,712	\$82,531

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

**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, 2002 and 2001 follows:

2002 Budgeted vs. Actual Receipts			
Fund Type	Budgeted Receipts	Actual Receipts	Variance
General	\$125,683	\$132,580	\$6,897
Special Revenue	95,559	95,492	(67)
Total	\$221,242	\$228,072	\$6,830

2002 Budgeted vs. Actual Budgetary Basis Expenditures			
Fund Type	Appropriation Authority	Budgetary Expenditures	Variance
General	\$152,577	\$117,349	\$35,228
Special Revenue	150,933	100,462	50,471
Total	\$303,510	\$217,811	\$85,699

**OXFORD TOWNSHIP  
ERIE COUNTY**

**NOTES TO THE FINANCIAL STATEMENTS  
DECEMBER 31, 2002 AND 2001  
(Continued)**

2001 Budgeted vs. Actual Receipts

Fund Type	Budgeted Receipts	Actual Receipts	Variance
General	\$125,431	\$129,470	\$4,039
Special Revenue	92,780	96,296	3,516
Capital Projects	144,957	121,477	(23,480)
Total	<u>\$363,168</u>	<u>\$347,243</u>	<u>(\$15,925)</u>

2001 Budgeted vs. Actual Budgetary Basis Expenditures

Fund Type	Appropriation Authority	Budgetary Expenditures	Variance
General	\$149,421	\$126,569	\$22,852
Special Revenue	147,122	95,263	51,859
Capital Projects	144,957	121,477	23,480
Total	<u>\$441,500</u>	<u>\$343,309</u>	<u>\$98,191</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.

**5. DEBT**

Debt outstanding at December 31, 2002 was as follows:

	<u>Principal</u>	<u>Interest Rate</u>
Ohio Public Commision Loan - Huber Road Hill Improvement	\$14,366	0%
Ohio Public Commision Loan - Peru Center Culvert Replacement	13,254	0%
Total	<u>\$27,620</u>	

**OXFORD TOWNSHIP  
ERIE COUNTY**

**NOTES TO THE FINANCIAL STATEMENTS  
DECEMBER 31, 2002 AND 2001  
(Continued)**

The Ohio Public Works Commission (OPWC) loans relate to Issue II projects within the Township. The Huber Road Hill Improvement loan will be repaid in semiannual installments of \$798, over 15 years. The Peru Center Culvert loan will be repaid in semiannual installments of \$491, over 15 years. The loans are interest free.

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

Year ending December 31:	OPWC Loan Huber Road Hill Improvement	OPWC Loan Peru Center Culvert Replacement
2003	\$1,596	\$982
2004	1,596	982
2005	1,596	982
2006	1,596	982
2007	1,596	982
Subsequent	6,386	8,344
Total	<u>\$14,366</u>	<u>\$13,254</u>

**6. RETIREMENT SYSTEMS**

The Township's employees belong to the Ohio Public Employees Retirement System (OPERS). OPERS 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 2002 and 2001, OPERS 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, 2002.

**7. RISK MANAGEMENT**

**Commercial Insurance**

The Township provides health insurance to full-time employees through a private carrier.

**Risk Pool Membership**

The Township belongs to the Ohio Government Risk Management Plan (the Plan), an unincorporated non-profit association with over 600 governmental entity members providing a formalized, jointly administered self-insurance risk management program and other administrative services.

**OXFORD TOWNSHIP  
ERIE COUNTY**

**NOTES TO THE FINANCIAL STATEMENTS  
DECEMBER 31, 2002 AND 2001  
(Continued)**

Pursuant to § 2744.081 of the Ohio Revised Code, the Plan is deemed a separate legal entity. The Plan provides property, liability, errors and omissions, law enforcement, automobile, excess liability, crime, surety and bond, inland marine and other coverages, modified for each member's needs. The Plan pays judgments, settlements and other expenses resulting from covered claims that exceed the member's deductible.

The Plan uses conventional insurance coverages and reinsures these coverages 100%, rather than using a risk pool of member funds to pay individual and collective losses. Therefore, the individual members are only responsible for their self-retention (deductible) amounts which vary from member to member.



**Auditor of State  
Betty Montgomery**

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

Oxford Township  
Erie County  
5617 Taylor Rd.  
Sandusky, OH 44870-9729

To the Board of Trustees:

We have audited the accompanying financial statements of Oxford Township, Erie County (the Township) as of and for the years ended December 31, 2002 and 2001, and have issued our report thereon dated March 12, 2003. We conducted our audits in accordance with auditing standards generally accepted in the United States of America 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 the 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 solely 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 that reads "Betty Montgomery". The signature is written in a cursive, flowing style.

**Betty Montgomery**  
Auditor of State

March 12, 2003





**Auditor of State  
Betty Montgomery**

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Columbus, Ohio 43216-1140

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**OXFORD TOWNSHIP**

**ERIE 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  
APRIL 10, 2003**