

**SYCAMORE TOWNSHIP**  
**COLUMBUS REGION, WYANDOT COUNTY**  
**REPORT ON FINANCIAL STATEMENTS**  
**DECEMBER 31, 2002 AND 2001**





**Auditor of State  
Betty Montgomery**

Board of Trustees  
Sycamore Township  
207 State Highway Box 70  
Sycamore, OH 44882-0070

We have reviewed the Independent Auditor's Report of Sycamore Township, Wyandot County, prepared by Holbrook & Manter, for the audit period January 1, 2001 through December 31, 2002. Based upon this review, we have accepted these reports in lieu of the audit required by Section 117.11, Revised Code. The Auditor of State did not audit the accompanying financial statements and, accordingly, we are unable to express, and do not express an opinion on them.

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

A handwritten signature in cursive script that reads "Betty Montgomery".

BETTY MONTGOMERY  
Auditor of State

July 24, 2003

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## INDEPENDENT AUDITORS' REPORT

Board of Trustees  
Sycamore Township  
Wyandot County  
PO Box 70  
Sycamore, OH 44882

We have audited the accompanying financial statements of Sycamore Township, Wyandot County, Ohio, (the Township) as of and for the years ended 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 accounting principles generally accepted in the United States of America.

In our opinion, the financial statements referred to above present fairly, in all material respects, the combined fund cash balances of Sycamore Township, Wyandot County, as of December 31, 2002 and December 31, 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 June 19, 2003 on our consideration of the Government'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 Governmental 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 management and other officials authorized to receive this report under Section 117.26, Ohio Revised Code, and is not intended to be and should not be used by anyone other than these specified parties.

*Holbrook & Manter*

Certified Public Accountants

June 19, 2003  
Marion, Ohio

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MEMBERS  
AMERICAN INSTITUTE OF  
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OHIO SOCIETY OF  
CERTIFIED PUBLIC ACCOUNTANTS

**SYCAMORE TOWNSHIP**  
**WYANDOT COUNTY**  
**COMBINED STATEMENT OF CASH RECEIPTS, CASH DISBURSEMENT, AND CHANGES IN FUND**  
**CASH BALANCES – ALL GOVERNMENTAL FUND TYPES AND NONEXPENDABLE TRUST FUND–**  
**FOR THE YEAR ENDED DECEMBER 31, 2002**

	<b>General</b>	<b>Special Revenue</b>	<b>Non-Expendable Trust</b>	<b>(Memorandum Only) Total</b>
<b>Cash receipts:</b>				
Local taxes	\$ 9,043	\$ 10,557	\$ 0	\$ 19,600
Intergovernmental	59,471	58,613	0	118,084
Interest	755	1,101	0	1,856
Miscellaneous	187	6,225	0	6,412
<b>Total cash receipts</b>	<b>69,456</b>	<b>76,496</b>	<b>0</b>	<b>145,952</b>
<b>Cash disbursements:</b>				
Current:				
Public health services	3,731	0	0	3,731
Public works	0	54,722	0	54,722
General government	31,795	8,671	0	40,466
Capital outlay	35,334	315	0	35,649
<b>Total cash disbursements</b>	<b>70,860</b>	<b>63,708</b>	<b>0</b>	<b>134,568</b>
<b>Excess of cash receipts over/(under) cash disbursements</b>	<b>( 1,404)</b>	<b>12,788</b>	<b>0</b>	<b>11,384</b>
<b>Fund cash balances January 1, 2002</b>	<b>47,352</b>	<b>73,563</b>	<b>0</b>	<b>120,915</b>
<b>Fund cash balances, December 31, 2002</b>	<b>\$ 45,948</b>	<b>\$ 86,351</b>	<b>\$ 0</b>	<b>\$ 132,299</b>

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



**SYCAMORE TOWNSHIP**  
**WYANDOT COUNTY**  
**COMBINED STATEMENT OF CASH RECEIPTS, CASH DISBURSEMENT, AND CHANGES IN FUND**  
**CASH BALANCES – ALL GOVERNMENTAL FUND TYPES AND NONEXPENDABLE TRUST FUND–**  
**FOR THE YEAR ENDED DECEMBER 31, 2001**

	<u>General</u>	<u>Special Revenue</u>	<u>Non-Expendable Trust</u>	<u>(Memorandum Only) Total</u>
<b>Cash receipts:</b>				
Local taxes	\$ 8,267	\$ 10,360	\$ 0	\$ 18,627
Intergovernmental	26,426	57,043	0	83,469
Interest	1,304	2,026	0	3,330
Miscellaneous	1,834	0	0	1,834
<b>Total cash receipts</b>	<u>37,831</u>	<u>69,429</u>	<u>0</u>	<u>107,260</u>
<b>Cash disbursements:</b>				
Current:				
Public health services	3,796	0	0	3,796
Public works	0	87,586	0	87,586
General government	27,260	8,029	0	35,289
Capital outlay	13,566	0	0	13,566
<b>Total cash disbursements</b>	<u>44,622</u>	<u>95,615</u>	<u>0</u>	<u>140,237</u>
<b>Excess of cash receipts over/(under) cash disbursements</b>	<u>( 6,791)</u>	<u>( 26,186)</u>	<u>0</u>	<u>( 32,977)</u>
<b>Fund cash balances January 1, 2001</b>	<u>54,143</u>	<u>99,749</u>	<u>0</u>	<u>153,892</u>
<b>Fund cash balances, December 31, 2001</b>	<u>\$ 47,352</u>	<u>\$ 73,563</u>	<u>\$ 0</u>	<u>\$ 120,915</u>

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

**SYCAMORE TOWNSHIP**  
**WYANDOT COUNTY**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**DECEMBER 31, 2002 AND 2001**

**NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES:-**

**Description of the Entity** - Sycamore Township, Wyandot 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 three publicly elected Trustees. The Township provides general governmental services.

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

**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.

**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:

**General Fund**

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

**Special Revenue Funds**

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

**Motor Vehicle License Tax Fund**

This fund receives motor vehicle tax money for constructing, maintaining and repairing township roads.

**Gasoline Tax Fund**

This fund receives gasoline tax money for constructing, maintaining and repairing township roads.

**Road and Bridge Fund**

This fund receives personal property tax money for constructing, maintaining and repairing township roads.

**SYCAMORE TOWNSHIP**  
**WYANDOT COUNTY**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**DECEMBER 31, 2002 AND 2001**

**NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES** :- (continued)

**Budgetary Process** - The Ohio Revised Code requires that each fund be budgeted annually.

**Appropriations**

Budgetary expenditures (that is, disbursements and encumbrances) may not exceed appropriations at the fund, function or object level of control, and appropriations may not exceed estimated resources. The Board of Trustees must annually approve appropriation measures and subsequent amendments. The Wyandot County Budget Commission must also approve the annual appropriation measure. Appropriations lapse at year-end.

**Estimated Resources**

Estimated resources include estimates of cash to be received (budgeted receipts) plus cash as of January 1. The Wyandot County Budget Commission must also approve estimated resources.

**Encumbrances**

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

A summary of 2002 and 2001 budgetary activity appears in Note 3.

**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

**NOTE 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>2002</u>	<u>2001</u>
Deposits	\$ 43,828	\$ 33,812
Money Market Investment	<u>88,471</u>	<u>87,103</u>
Total Deposits	<u>\$ 132,299</u>	<u>\$ 120,915</u>

**Deposits** - The Townships deposits are insured by the Federal Depository Insurance Corporation, up to \$100,000. As of December 31, 2002 and 2001, all deposits over \$100,000 were adequately collateralized by the financial institution's public entity deposit pool.

**SYCAMORE TOWNSHIP**  
**WYANDOT COUNTY**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**DECEMBER 31, 2002 AND 2001**

**NOTE 3 – BUDGETARY ACTIVITY:-**

Budgetary activity for the years ending December 31, 2002 and 2001 was as follows:

**2002 Budgeted VS. Actual Receipts**

<u>Fund Type</u>	<u>Budgeted Receipts</u>	<u>Actual Receipts</u>	<u>Variance</u>
General	\$ 33,748	\$ 69,456	\$ 35,708
Special Revenue	<u>67,438</u>	<u>76,496</u>	<u>9,058</u>
Total	<u>\$ 101,186</u>	<u>\$ 145,952</u>	<u>\$ 44,766</u>

**2002 Budgeted VS. Actual Budgetary Basis Expenditures**

<u>Fund Type</u>	<u>Appropriation Authority</u>	<u>Budgetary Expenditures</u>	<u>Variance</u>
General	\$ 118,919	\$ 70,860	\$ 48,059
Special Revenue	<u>141,000</u>	<u>63,708</u>	<u>77,292</u>
Total	<u>\$ 259,919</u>	<u>\$ 134,568</u>	<u>\$ 125,351</u>

**SYCAMORE TOWNSHIP**  
**WYANDOT COUNTY**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**DECEMBER 31, 2002 and 2001**

**NOTE 3 – BUDGETARY ACTIVITY:-** (continued)

**2001 Budgeted VS. Actual Receipts**

<u>Fund Type</u>	<u>Budgeted Receipts</u>	<u>Actual Receipts</u>	<u>Variance</u>
General	\$ 32,767	\$ 37,831	\$ 5,064
Special Revenue	<u>65,471</u>	<u>69,429</u>	<u>3,958</u>
Total	<u>\$ 98,238</u>	<u>\$ 107,260</u>	<u>\$ 9,022</u>

**2001 Budgeted VS. Actual Budgetary Basis Expenditures**

<u>Fund Type</u>	<u>Appropriation Authority</u>	<u>Budgetary Expenditures</u>	<u>Variance</u>
General	\$ 82,910	\$ 44,622	\$ 38,288
Special Revenue	<u>165,219</u>	<u>95,615</u>	<u>69,604</u>
Total	<u>\$ 248,129</u>	<u>\$ 140,237</u>	<u>\$ 107,892</u>

**NOTE 4 – PROPERTY TAX:-**

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

**SYCAMORE TOWNSHIP**  
**WYANDOT COUNTY**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**DECEMBER 31, 2002 and 2001**

**NOTE 5 - RETIREMENT SYSTEMS:-**

The Township's employees belong to the Public Employees Retirement System (PERS) of Ohio. PERS is a cost – sharing, multiple-employee 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 2002 and 2001, PERS members contributed 8.5% of their gross salaries. The Township contributed an amount equal to 13.55% of participants' gross salaries for the same period. The Township has paid all contributions required through December 31, 2002.

**NOTE 6 – OPERATING LEASE:-**

Sycamore Township entered into a lease agreement with JR Equipment, for the lease of a township tractor. The lease ran from April 1, 2001 through March 31, 2002. An annual payment of \$3,308 was made at the beginning of the lease period. The lease was terminated at the end of the lease term and not renewed.

**NOTE 7 – RISK MANAGEMENT:-**

The Township has obtained commercial insurance for the following risks from the Ohio Township Association Risk Management Authority:

- Comprehensive property and general liability
- Vehicles
- Public official's liability



**Report on Compliance and on Internal Control Required by Government Auditing Standards**

Board of Trustees  
Sycamore Township  
Wyandot County  
PO Box 70  
Sycamore, OH 44882

We have audited the accompanying financial statements of Sycamore Township, Wyandot County, Ohio (the Township), as of and for the years ended December 31, 2002 and December 31, 2001, and have issued our report thereon dated June 19, 2003. We conducted our audits 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 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 that are required to be reported under *Government Auditing Standards*.

**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 matter 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 of 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.

We noted other matters involving compliance and internal control over financial reporting that we have reported to the Management of the Township in a separate letter dated June 19, 2003.

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

*Holbrook & Manter*

Certified Public Accountants

June 19, 2003  
Marion, Ohio

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MEMBERS  
AMERICAN INSTITUTE OF  
CERTIFIED PUBLIC ACCOUNTANTS  
OHIO SOCIETY OF  
CERTIFIED PUBLIC ACCOUNTANTS







**Auditor of State  
Betty Montgomery**

88 East Broad Street  
P.O. Box 1140  
Columbus, Ohio 43216-1140

Telephone 614-466-4514  
800-282-0370

Facsimile 614-466-4490

**SYCAMORE TOWNSHIP**

**WYANDOT 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  
AUGUST 19, 2003**