

JACKSON TOWNSHIP

HARDIN COUNTY

AUDITED FINANCIAL STATEMENTS

JANUARY 1, 2002 – DECEMBER 31, 2003



**Auditor of State
Betty Montgomery**

Board of Trustees
Jackson Township
301 West Hueston Street
Forest, Ohio 45843-1335

We have reviewed the Independent Auditor's Report of Jackson Township, Hardin County, prepared by Vanessa L. Blevins, CPA, for the audit period January 1, 2002 through December 31, 2003. 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. Jackson Township is responsible for compliance with these laws and regulations.

Betty Montgomery

BETTY MONTGOMERY
Auditor of State

July 20, 2004

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**JACKSON TOWNSHIP
HARDIN, OHIO**

JANUARY 1, 2002 TO DECEMBER 31, 2003

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REPORT OF INDEPENDENT ACCOUNTANTS

Jackson Township
301 West Hueston Street
Forest, Ohio 45843-1335

To the Board of Township Trustees:

We have audited the accompanying financial statements of Jackson Township, Hardin County, Ohio (the Township), as of and for the years ended December 31, 2003 and 2002. 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 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 audit provides a reasonable basis for our opinion.

As described 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 of Jackson Township, Hardin County, Ohio, as of December 31, 2003 and 2002, 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 10, 2004, 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 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.

Vanessa L. Blevins, CPA

June 10, 2004

**JACKSON TOWNSHIP
HARDIN COUNTY, OHIO**

COMBINED STATEMENT OF CASH RECEIPTS, CASH DISBURSEMENTS, AND
CHANGES IN FUND CASH BALANCES- ALL GOVERNMENTAL FUND TYPES
FOR THE YEAR ENDED DECEMBER 31, 2003

	General	Special Revenue	Debt Service	Total (Memorandum Only)
Cash receipts:				
Taxes	\$ 23,611	\$ 22,507	\$ -	\$ 46,118
Charges for services	20,213	-	-	20,213
Intergovernmental	31,832	61,327	-	93,160
Fines, licenses, and permits	-	12,225	-	12,225
Interest Revenue	2,169	145	-	2,314
Miscellaneous	1,503	2,700	-	4,203
	<hr/>			
Total cash receipts	79,329	98,904	-	178,233
	<hr/>			
Cash disbursements:				
Current:				
Public safety	12,223	-	-	12,223
Public health services	-	29,232	-	29,232
Public works	-	32,943	-	32,943
Conservation- Recreation	-	-	-	-
General government	39,981	-	-	39,981
Capital outlay	-	1,209	-	1,209
	<hr/>			
Total cash disbursements	52,205	63,384	-	115,589
	<hr/>			
Total receipts over/(under) disbursements	27,124	35,520	-	62,644
	<hr/>			
Other financing sources (uses)				
Operating transfers out	-	-	-	-
Other financing uses	(11,998)	-	-	(11,998)
Contingencies	-	-	-	-
	<hr/>			
Total other financing sources (uses)	(11,998)	-	-	(11,998)
	<hr/>			
Total of Receipts and Other Sources Over (Under) Disbursements and Other Uses	15,126	35,520	-	50,646
	<hr/>			
Fund cash balances, January 1, 2003	400,180	97,665	118	497,963
	<hr/>			
Fund cash balances, December 31, 2003	\$ 415,306	\$ 133,185	\$ 118	\$ 548,609
Reserve For Encumbrances, December 31, 2003				

The financial statements are an integral part of this statement.

**JACKSON TOWNSHIP
HARDIN COUNTY, OHIO**

COMBINED STATEMENT OF CASH RECEIPTS, CASH DISBURSEMENTS, AND
CHANGES IN FUND CASH BALANCES- ALL FIDUCIARY FUND TYPES
FOR THE YEAR ENDED DECEMBER 31, 2003

	Nonexpendable Trust
Operating Cash receipts:	
Interest	\$ 182
Total operating cash receipts	<u>182</u>
Cash disbursements:	
Supplies and Materials	690
Total operating cash disbursements	<u>690</u>
Operating income/(loss)	(508)
Fund cash balances, January 1, 2003	<u>4,716</u>
Fund cash balances, December 31, 2003	<u><u>\$ 4,208</u></u>

The financial statements are an integral part of this statement.

**JACKSON TOWNSHIP
HARDIN COUNTY, OHIO**

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

	General	Special Revenue	Debt Service	Total (Memorandum Only)
Cash receipts:				
Taxes	\$ 21,874	\$ 21,874	\$ -	\$ 43,748
Charges for services	20,213	-	-	20,213
Intergovernmental	106,341	58,585	-	164,926
Fines, licenses, and permits	-	5,850	-	5,850
Interest Revenue	2,716	382	-	3,097
Miscellaneous	2,390	2,120	-	4,510
Total cash receipts	<u>153,533</u>	<u>88,811</u>	<u>-</u>	<u>242,343</u>
Cash disbursements:				
Current:				
Public safety	23,759	-	-	23,759
Public health services	-	30,558	-	30,558
Public Works	-	34,144	-	34,144
Conservation- Recreation	-	-	-	-
General government	40,205	-	-	40,205
Capital outlay	-	3,837	-	3,837
Total cash disbursements	<u>63,964</u>	<u>68,540</u>	<u>-</u>	<u>132,503</u>
Total receipts over disbursements	89,569	20,271	-	109,840
Other financing sources (uses)				
Operating transfers out	-	-	-	-
Other financing uses	(3,105)	-	-	(3,105)
Contingencies	-	-	-	-
Total other financing sources (uses)	<u>(3,105)</u>	<u>-</u>	<u>-</u>	<u>(3,105)</u>
Total of Receipts and Other Sources Over (Under) Disbursements and Other Uses	86,464	20,271	-	106,735
Fund cash balances, January 1, 2002	<u>313,716</u>	<u>77,394</u>	<u>118</u>	<u>391,228</u>
Fund cash balances, December 31, 2002	<u>\$ 400,180</u>	<u>\$ 97,665</u>	<u>\$ 118</u>	<u>\$ 497,963</u>
Reserve For Encumbrances, Dec.31, 2002	<u>\$ 50</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 50</u>

The financial statements are an integral part of this statement.

**JACKSON TOWNSHIP
HARDIN COUNTY, OHIO**

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

	Nonexpendable Trust
Operating Cash receipts:	
Interest	\$ 230
Total operating cash receipts	<hr/> 230
Cash disbursements:	
Personal services	-
Total operating cash disbursements	<hr/> -
Operating income/(loss)	230
Fund cash balances, January 1, 2002	<hr/> 4,486
Fund cash balances, December 31, 2002	<hr/> <hr/> \$ 4,716

The financial statements are an integral part of this statement.

**JACKSON TOWNSHIP
HARDIN COUNTY, OHIO**

NOTES TO FINANCIAL STATEMENTS

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

A. Description of the Entity

Jackson Township, Hardin 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. The Township provides general governmental 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

Certificates of deposit are valued at cost.

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:

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:

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

Motor Vehicle License Tax - This fund receives tax money for maintaining and repairing Township roads.

**JACKSON TOWNSHIP
HARDIN COUNTY, OHIO**

NOTES TO FINANCIAL STATEMENTS
(Continued)

Cemetery Fund - this fund receives money from sale of lots and burials which is used for the upkeep of the cemetery.

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

General Note Retirement - Receives tax money for the payment of fire truck debt.

Fiduciary Funds (Trust and Agency Funds) - Trust funds are used to account for resources restricted by legally binding trust agreements. If the agreement requires the Township to maintain the corpus of the trust, the fund is classified as a nonexpendable trust fund. Other trust funds are classified as expendable. Funds for which the Township is acting in an agency capacity are classified as agency funds. The Township had the following significant fiduciary funds:

Cemetery Bequest Funds - these funds account for resources restricted by legally binding agreements.

E. 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 must annually approve appropriation measures and subsequent amendments. The 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 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 2003 and 2002 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.

**JACKSON TOWNSHIP
HARDIN COUNTY, OHIO**

NOTES TO FINANCIAL STATEMENTS
(Continued)

2. BUDGETARY ACTIVITY

Budgetary activity for the years ending December 31, 2003 and 2002 was as follows:

2003 Budgeted vs. Actual Receipts

<u>Fund Type</u>	<u>Budgeted Receipts</u>	<u>Actual Receipts</u>	<u>Variance</u>
General	\$ 66,085	\$ 79,329	\$ 13,244
Special Revenue	88,970	98,904	9,934
Debt Service	10	-	(10)
Fiduciary	200	182	(18)
Total	<u>\$ 155,265</u>	<u>\$ 178,415</u>	<u>\$ 23,150</u>

2003 Budgeted vs. Actual Budgetary Basis Expenditures

<u>Fund Type</u>	<u>Appropriation Authority</u>	<u>Budgetary Expenditures</u>	<u>Variance</u>
General	\$ 253,350	\$ 64,203	\$ 189,147
Special Revenue	154,805	63,384	91,421
Fiduciary	875	690	185
Total	<u>\$ 409,030</u>	<u>\$ 128,277</u>	<u>\$ 280,753</u>

2002 Budgeted vs. Actual Receipts

<u>Fund Type</u>	<u>Budgeted Receipts</u>	<u>Actual Receipts</u>	<u>Variance</u>
General	\$ 64,808	\$ 153,533	\$ 88,725
Special Revenue	92,586	88,811	(3,775)
Debt Service	10	-	(10)
Fiduciary	200	230	30
Total	<u>\$ 157,603</u>	<u>\$ 242,574</u>	<u>\$ 84,971</u>

2002 Budgeted vs. Actual Budgetary Basis Expenditures

<u>Fund Type</u>	<u>Appropriation Authority</u>	<u>Budgetary Expenditures</u>	<u>Variance</u>
General	\$ 213,800	\$ 67,119	\$ 146,681
Special Revenue	182,146	68,540	113,606
Total	<u>\$ 395,946</u>	<u>\$ 135,658</u>	<u>\$ 260,288</u>

**JACKSON TOWNSHIP
HARDIN COUNTY, OHIO**

NOTES TO FINANCIAL STATEMENTS
(Continued)

3. 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>2003</u>	<u>2002</u>
Demand deposits	\$ 548,979	\$ 498,841
Certificates of deposit	3,838	3,838
Total deposits	<u>\$ 552,817</u>	<u>\$ 502,679</u>

Deposits

Deposits are either insured by the Federal Depository Insurance Corporation, or collateralized by the financial institution's public entity deposit pool.

4. PROPERTY TAXES

Real property taxes become a lien on January 1 preceding the October 1 date for which rates are adopted by the Board. 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 payments, 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. RETIREMENT SYSTEMS

The Township's full-time 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 post-retirement healthcare, and survivor and disability benefits to participants as prescribed by the Ohio Revised Code.

The Township provides health coverages for an official through a private carrier.

**JACKSON TOWNSHIP
HARDIN COUNTY, OHIO**

**NOTES TO FINANCIAL STATEMENTS
(Continued)**

Contribution rates are also prescribed by the Ohio Revised Code. For 2003 and 2002, PERS members contributed 8.5 percent of their gross salaries. The Township contributed an amount equal to 13.55 percent of participants' gross salaries. The Township has paid all contributions required through December 31, 2003.

6. RISK MANAGEMENT

The Township has obtained commercial insurance for the following risks:

- General liability
- Public Officials Liability
- Automobile Liability, Comprehensive and Collision
- Property Coverage

Vanessa L Blevins, CPA

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

Jackson Township
301 West Hueston Street
Forest, Ohio 45843-1335

To the Board of Township Trustees:

We have audited the financial statements of Jackson Township, Hardin County, (the Township) as of and for the years ended December 31, 2003 and 2002, and have issued our report thereon dated June 10, 2004. 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 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 certain immaterial instances of noncompliance that we have reported to management of the Township in a separate letter dated June 10, 2004.

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. However, we noted other matters involving the internal control over financial reporting that do not require inclusion in this report, that we have reported to management of the Township in a separate letter dated June 10, 2004.

This report is intended for the information of the board of trustees and management and is not intended to be and should not be used by anyone other than these specified parties. However, this report is a matter of public record and its distribution is not limited.

Sincerely,

Vanessa L. Blevins, CPA



**Auditor of State
Betty Montgomery**

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JACKSON TOWNSHIP

HARDIN 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 5, 2004**