

**ADAMS TOWNSHIP,  
GUERNSEY COUNTY**

**Audited Financial Statements  
For the years ended December 31, 2004 and 2003**





**Auditor of State  
Betty Montgomery**

Board of Trustees  
Adams Township, Guernsey County  
4821 Glenn Highway Road  
Cambridge, Ohio 43725

We have reviewed the *Independent Auditor's Report* of Adams Township, Guernsey County, prepared by Tucker & Tucker, CPAs, for the audit period January 1, 2003 through December 31, 2004. 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.

The financial statements in the attached report are presented in accordance with a regulatory basis of accounting prescribed or permitted by the Auditor of State. Due to a February 2, 2005 interpretation from the American Institute of Certified Public Accountants (AICPA), modifications were required to the *Independent Auditor's Report* on your financial statements. While the Auditor of State does not legally require your government to prepare financial statements pursuant to Generally Accepted Accounting Principles (GAAP), the AICPA interpretation requires auditors to formally acknowledge that you did not prepare your financial statements in accordance with GAAP. The attached report includes an opinion relating to GAAP presentation and measurement requirements, but does not imply the statements are misstated under the non-GAAP regulatory basis. The *Independent Auditor's Report* also includes an opinion on the financial statements using the regulatory format the Auditor of State permits.

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. Adams Township, Guernsey County is responsible for compliance with these laws and regulations.

A handwritten signature in black ink that reads "Betty Montgomery".

BETTY MONTGOMERY  
Auditor of State

March 6, 2006

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**ADAMS TOWNSHIP  
GUERNSEY COUNTY**

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## **Independent Accountants' Report**

Adams Township  
Guernsey County, Ohio  
4821 Glenn Highway Road  
Cambridge, Ohio 43725

To the Board of Trustees:

We have audited the accompanying financial statements of Adams Township, Guernsey County, Ohio (the Township), as of and for the years ended December 31, 2004 and 2003. 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 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. These practices differ from accounting principles generally accepted in the United States of America (GAAP). Although we cannot reasonable determine the effects on the financial statements of the variances between these regulatory accounting practices and GAAP, we presume they are material.

Revisions to GAAP would require the Government to reformat its financial statement presentation and make other changes effective for the year ended December 31, 2004. Instead of the combined funds the accompanying financial statements present for 2004 and 2003, the revisions require presenting entity wide statements and also to present its larger ( i. e. major)

funds separately for 2004. While the Government does not follow GAAP, generally accepted auditing standards requires us to included the following paragraph if the statements do not substantially conform to the new GAAP presentation requirements. The Auditor of State permits, but does not require governments to reformat their statements. The Government has elected not to reformat its statements. Since this Government does not use GAAP to measure financial statement amounts, the following paragraph does not imply the amounts reported are materially misstated under the accounting basis the Auditor of State permits. Our opinion on the fair presentation of the amounts reported pursuant to its non-GAAP basis is in the second following paragraph.

In our opinion, because of the effects of the matter discussed in the preceding two paragraphs, the financial statements referred to above for the year ended December 31, 2004 do not present fairly, in conformity with accounting principles generally accepted in the United States of America, the financial position of Adams Township, Guernsey County, Ohio as of December 31, 2004, or their changes in financial position for the year then ended.

Also, 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 Adams Township, Guernsey County, Ohio as of December 31, 2004 and 2003, and its combined cash receipts and disbursements for the years then ended on the accounting basis Note 1 describes.

The aforementioned revision to generally accepted accounting principles also requires the Government to include Management's Discussion and Analysis for the year ended December 31, 2004. The Government has not presented Management's Discussion and Analysis, which accounting principles generally accepted in the United States of America has determined is necessary to supplement, although not required to be part of, the financial statements.

In accordance with *Government Auditing Standards*, we have also issued our report dated January 6, 2006, 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 grant agreements and other matters. While we did not opine on the internal control over financial reporting or on compliance, that report describes the scope of our testing of internal control over financial reporting and compliance, and the results of that testing. That report is an integral part of an audit performed in accordance with *Government Auditing Standards*. You should read it in conjunction with this report in assessing the results of our audit.

Tucker & Tucker

Cambridge, Ohio  
January 6, 2006

**ADAMS TOWNSHIP, GUERNSEY COUNTY**  
**Combined Statement of Cash Receipts, Cash Disbursements, and Changes in Fund Cash Balances**  
**All Governmental Fund Types**  
**For the Year Ended December 31, 2004**

	<u>Governmental Fund Types</u>				<b>Totals (Memorandum Only)</b>
	<u>General</u>	<u>Special Revenue</u>	<u>Debt Service</u>	<u>Capital Projects</u>	
<b>Cash Receipts:</b>					
Local Taxes	\$ 31,175	\$ 71,194	\$ 5,230	\$ 0	\$ 107,599
Intergovernmental	18,822	116,465	5,229	16,987	157,503
Earnings on Investments	6,445	556	0	0	7,001
Other Revenue	381	4,792	0	0	5,173
Total Cash Receipts	<u>\$ 56,823</u>	<u>\$ 193,007</u>	<u>\$ 10,459</u>	<u>\$ 16,987</u>	<u>\$ 277,276</u>
<b>Cash Disbursements:</b>					
Current:					
General Government	\$ 36,892	\$ 28,878	\$ 0	\$ 0	\$ 65,770
Public Safety	0	25,693	0	0	25,693
Public Works	0	119,998	0	0	119,998
Health	2,685	0	0	0	2,685
Debt Service:					
Redemption of Principal	0	0	8,722	0	8,722
Interest and Fiscal Charges	0	0	1,955	0	1,955
Capital Outlay	0	0	0	26,295	26,295
Total Cash Disbursements	<u>\$ 39,577</u>	<u>\$ 174,569</u>	<u>\$ 10,677</u>	<u>\$ 26,295</u>	<u>\$ 251,118</u>
Total Cash Receipts Over/(Under) Cash Disbursements	<u>\$ 17,246</u>	<u>\$ 18,438</u>	<u>\$ (218)</u>	<u>\$ (9,308)</u>	<u>\$ 26,158</u>
<b>Other Financing Receipts/(Disbursements):</b>					
Transfers - In	\$ 502	\$ 12,545	\$ 0	\$ 0	\$ 13,047
Transfers - Out	0	(13,047)	0	0	(13,047)
Other Financing Sources	0	3,399	0	0	3,399
Total Other Financing Receipts/(Disbursements)	<u>\$ 502</u>	<u>\$ 2,897</u>	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 3,399</u>
Excess of Cash Receipts and Other Financing Receipts Over/(Under) Cash Disbursements and Other Financial Disbursements	<u>\$ 17,748</u>	<u>\$ 21,335</u>	<u>\$ (218)</u>	<u>\$ (9,308)</u>	<u>\$ 29,557</u>
<b>Fund Cash Balances, January 1, 2004</b>	<u>162,457</u>	<u>41,245</u>	<u>218</u>	<u>9,308</u>	<u>213,228</u>
<b>Fund Cash Balances, December 31, 2004</b>	<u>\$ 180,205</u>	<u>\$ 62,580</u>	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 242,785</u>

The Notes to the Financial Statements are an integral part of this statement.



**ADAMS TOWNSHIP, GUERNSEY COUNTY**  
**Combined Statement of Cash Receipts, Cash Disbursements, and Changes in Fund Cash Balances**  
**All Proprietary and Similar Fiduciary Fund Types**  
**For the Year Ended December 31, 2004**

	<u>Proprietary Fund Type</u>	<u>Fiduciary Fund Types</u>		<u>Totals (Memorandum Only)</u>
	<u>Enterprise</u>	<u>Non- Expendable Trust</u>	<u>Agency</u>	
<b>Operating Cash Receipts:</b>				
Charges for Services	\$ 4,023	\$0	\$0	\$ 4,023
Earnings on Investments	0	135	0	135
Total Operating Cash Receipts	<u>\$ 4,023</u>	<u>\$ 135</u>	<u>\$0</u>	<u>\$ 4,158</u>
<b>Operating Cash Disbursements:</b>				
Purchased Services	\$ 4,036	\$ 131	\$0	\$ 4,167
Total Operating Cash Disbursements	<u>\$ 4,036</u>	<u>\$ 131</u>	<u>\$0</u>	<u>\$ 4,167</u>
Operating Income/(Loss)	<u>\$ (13)</u>	<u>\$ 4</u>	<u>\$0</u>	<u>\$ (9)</u>
<b>Non-Operating Cash Receipts:</b>				
Other Financing Sources	<u>\$0</u>	<u>\$0</u>	<u>\$ 3,050</u>	<u>\$ 3,050</u>
Total Non-Operating Cash Receipts	<u>\$0</u>	<u>\$0</u>	<u>\$ 3,050</u>	<u>\$ 3,050</u>
Net Receipts Over/(Under) Disbursements	\$ (13)	\$ 4	\$ 3,050	\$ 3,041
<b>Fund Cash Balances, January 1, 2004</b>	<u>183</u>	<u>5,033</u>	<u>1</u>	<u>5,217</u>
<b>Fund Cash Balances, December 31, 2004</b>	<u><u>\$ 170</u></u>	<u><u>\$ 5,037</u></u>	<u><u>\$ 3,051</u></u>	<u><u>\$ 8,258</u></u>

The Notes to the Financial Statements are an integral part of this statement.

**ADAMS TOWNSHIP, GUERNSEY COUNTY**  
**Combined Statement of Cash Receipts, Cash Disbursements, and Changes in Fund Cash Balances**  
**All Governmental Fund Types**  
**For the Year Ended December 31, 2003**

	<u>Governmental Fund Types</u>				<b>Totals (Memorandum Only)</b>
	<u>General</u>	<u>Special Revenue</u>	<u>Debt Service</u>	<u>Capital Projects</u>	
<b>Cash Receipts:</b>					
Local Taxes	\$ 27,927	\$ 65,345	\$ 6,000	\$0	\$ 99,272
Intergovernmental	160,958	77,186	6,000	15,829	259,973
Earnings on Investments	4,747	366	0	0	5,113
Other Revenue	921	428	0	0	1,349
Total Cash Receipts	<u>\$ 194,553</u>	<u>\$ 143,325</u>	<u>\$ 12,000</u>	<u>\$ 15,829</u>	<u>\$ 365,707</u>
<b>Cash Disbursements:</b>					
Current:					
General Government	\$ 39,515	\$ 27,133	\$0	\$0	\$ 66,648
Public Safety	0	40,692	0	0	40,692
Public Works	0	81,644	0	0	81,644
Health	5,464	0	0	0	5,464
Debt Service:					
Redemption of Principal	0	0	8,722	0	8,722
Interest and Fiscal Charges	50	0	3,060	0	3,110
Capital Outlay	100	0	0	6,575	6,675
Total Cash Disbursements	<u>\$ 45,129</u>	<u>\$ 149,469</u>	<u>\$ 11,782</u>	<u>\$ 6,575</u>	<u>\$ 212,955</u>
Total Cash Receipts Over/(Under) Cash Disbursements	<u>\$ 149,424</u>	<u>\$ (6,144)</u>	<u>\$ 218</u>	<u>\$ 9,254</u>	<u>\$ 152,752</u>
<b>Other Financing Receipts/(Disbursements):</b>					
Transfers - In	\$ 63	\$ 1,574	\$0	\$0	\$ 1,637
Transfers - Out	0	(1,637)	0	0	(1,637)
Other Financing Sources	0	3,399	0	0	3,399
Total Other Financing Receipts/(Disbursements)	<u>\$ 63</u>	<u>\$ 3,336</u>	<u>\$0</u>	<u>\$0</u>	<u>\$ 3,399</u>
Excess of Cash Receipts and Other Financing Receipts Over/(Under) Cash Disbursements and Other Financing Disbursements	\$ 149,487	\$ (2,808)	\$ 218	\$ 9,254	\$ 156,151
<b>Fund Cash Balances, January 1, 2003</b>	<u>12,970</u>	<u>44,053</u>	<u>0</u>	<u>54</u>	<u>57,077</u>
<b>Fund Cash Balances, December 31, 2003</b>	<u>\$ 162,457</u>	<u>\$ 41,245</u>	<u>\$ 218</u>	<u>\$ 9,308</u>	<u>\$ 213,228</u>

The Notes to the Financial Statements are an integral part of this statement.

**ADAMS TOWNSHIP, GUERNSEY COUNTY**  
**Combined Statement of Cash Receipts, Cash Disbursements, and Changes in Fund Cash Balances**  
**All Proprietary and Similar Fiduciary Fund Types**  
**For the Year Ended December 31, 2003**

	<u>Proprietary Fund Type</u>	<u>Fiduciary Fund Types</u>		<u>Totals (Memorandum Only)</u>
	<u>Enterprise</u>	<u>Non- Expendable Trust</u>	<u>Agency</u>	
<b>Operating Cash Receipts:</b>				
Charges for Services	\$ 2,692	\$0	\$0	\$ 2,692
Earnings on Investments	0	125	0	125
Total Operating Cash Receipts	<u>\$ 2,692</u>	<u>\$ 125</u>	<u>\$0</u>	<u>\$ 2,817</u>
<b>Operating Cash Disbursements:</b>				
Purchased Services	\$ 2,536	\$ 125	\$0	\$ 2,661
Other	0	0	1,999	1,999
Total Operating Cash Disbursements	<u>\$ 2,536</u>	<u>\$ 125</u>	<u>\$ 1,999</u>	<u>\$ 4,660</u>
Operating Income/(Loss)	\$ 156	\$0	\$ (1,999)	\$ (1,843)
<b>Fund Cash Balances, January 1, 2003</b>	<u>27</u>	<u>5,033</u>	<u>2,000</u>	<u>7,060</u>
<b>Fund Cash Balances, December 31, 2003</b>	<u><u>\$ 183</u></u>	<u><u>\$ 5,033</u></u>	<u><u>\$ 1</u></u>	<u><u>\$ 5,217</u></u>

The Notes to the Financial Statements are an integral part of this statement.

**ADAMS TOWNSHIP, GUERNSEY COUNTY**  
**Notes to the Financial Statements**  
**December 31, 2004 and 2003**

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

**Description of the Entity**

Adams Township, Guernsey 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 also has an elected Township Clerk. The Township provides general government services, road and bridge maintenance, cemetery maintenance, fire protection and emergency medical services. The Township contracts with the Village of New Concord and the Cassell Station Volunteer Fire Department to provide fire and ambulance services.

The Township participates in the Ohio Township Association Risk Management Authority public entity risk pool for coverage of property and casualty insurance. Note 7 to the financial statements provides additional information for this entity.

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.

**Cash**

Certificates of deposit are valued at cost.

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - continued

**Fund Accounting**

The Township uses fund accounting to maintain its financial records. A fund is defined as a fiscal and accounting entity with a self-balancing set of accounts. Funds are used to segregate resources that are restricted as to use, to aid financial management, and to demonstrate legal compliance. 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 to be accounted for in another fund. The General Fund balance is available to the Township for any purpose provided it is expended or transferred according to the general laws of the State of Ohio.

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 Funds* – This fund receives property tax money for constructing, maintaining and repairing Township roads and bridges.

*Fire District Fund* – This fund receives property tax money to provide fire protection for the Township.

*FEMA Funds* – This fund receives Federal Emergency Management Agency funds through the State of Ohio to pay for construction, maintaining and repairing Township roads.

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 Fund* – This fund was established to service the debt incurred from the purchase of a road grader.

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - continued

Capital Projects 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 Projects Fund:

*Public Works Commission Fund* – This fund receives money from Guernsey County to be used for road repairs.

Enterprise Fund

Enterprise Funds account for operations that are similar to private business enterprises where management intends that the significant costs of providing certain goods or services will be recovered through user charges. The Township had the following significant Enterprise Fund:

*Garbage Fund* – This fund receives charges for services from residents to cover the cost of providing garbage pick up.

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 receives interest earnings for the maintenance and upkeep of the Township cemetery.

*Road Bond Fund* – This fund receives money through road bonds from contractors to pay for repairs to roads that may get damaged.

## NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - continued

### **Budgetary Process**

The Ohio Revised Code requires that each fund be budgeted and appropriated 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 County Budget Commission must also approve the annual appropriation measure. Unencumbered appropriations lapse at year end.

#### 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. The certificate of estimated resources may be amended during the year if projected increases or decreases in receipts are identified by the Township Clerk.

#### 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 2004 and 2003 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.

### **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.

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - continued

**Inventory and Prepaid Items**

The Township reports disbursements for inventories and prepaid items when paid. These items are not reflected as assets in the accompanying financial statements.

**Interfund Receivables/Payables**

The Township reports advances-in and advances-out for Interfund loans. These items are not reflected as assets or liabilities in the accompanying financial statements.

**Employer Contributions to Cost-Sharing Pension Plans**

The Township recognized the disbursement for employer contributions to cost-sharing pension plans when they are paid. As described in Notes 8 and 9, the employer contributions include portions for pension benefits and for postretirement health care benefits.

**Long-Term Obligations**

The Township's financial statements do not report liabilities for bonds or other long-term obligations. Proceeds of debt are reported when the cash is received and principal and interest payments are reported when paid.

**Estimates**

The regulatory basis of accounting used by the Township requires management to make estimates and assumptions that affect certain reported amounts and disclosures and accordingly, actual results could differ from those estimates.



NOTE 2 – EQUITY IN POOLED CASH

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>2004</u>	<u>2003</u>
Demand deposits	\$ 246,043	\$ 213,445
Certificates of deposit	<u>5,000</u>	<u>5,000</u>
Total	<u><u>\$ 251,043</u></u>	<u><u>\$ 218,445</u></u>

**Deposits:** Deposits are either (1) insured by the Federal Deposit Insurance Corporation, (2) collateralized by securities specifically pledged by the financial institution to the Township, or (3) collateralized by the financial institution's public entity deposit pool. Interest earnings are allocated to Township funds according to State statutes, grant requirements, or debt related restrictions.

NOTE 3 - BUDGETARY ACTIVITY

Budgetary activity for the years ending December 31, 2004 and 2003 follow:

2004 Budgeted vs. Actual Receipts

Fund Type	Budgeted Receipts	Actual Receipts	Variance
General	\$ 52,249	\$ 57,325	\$ 5,076
Special Revenue	196,590	208,951	12,361
Debt Service	10,459	10,459	0
Capital Projects	16,987	16,987	0
Enterprise	4,148	4,023	(125)
Nonexpendable Trust	125	135	10
Agency	0	3,050	3,050
Total	\$ 280,558	\$ 300,930	\$ 20,372

2004 Budgeted vs. Actual Budgetary Basis Expenditures

Fund Type	Appropriation Authority	Budgetary Expenditures	Variance
General	\$ 214,709	\$ 39,577	\$ (175,132)
Special Revenue	229,862	187,616	(42,246)
Debt Service	10,677	10,677	0
Capital Projects	26,295	26,295	0
Enterprise	4,601	4,036	(565)
Nonexpendable Trust	157	131	(26)
Agency	1	0	(1)
Total	\$ 486,302	\$ 268,332	\$ (217,970)

NOTE 3 - BUDGETARY ACTIVITY - continued

2003 Budgeted vs. Actual Receipts

Fund Type	Budgeted Receipts	Actual Receipts	Variance
General	\$ 175,988	\$ 194,616	\$ 18,628
Special Revenue	138,792	148,298	9,506
Debt Service	12,000	12,000	0
Capital Projects	15,829	15,829	0
Enterprise	2,544	2,692	148
Nonexpendable Trust	230	125	(105)
Agency	0	0	0
Total	\$ 345,383	\$ 373,560	\$ 28,177

2003 Budgeted vs. Actual Budgetary Basis Expenditures

Fund Type	Appropriation Authority	Budgetary Expenditures	Variance
General	\$ 63,179	\$ 45,129	\$ (18,050)
Special Revenue	182,844	151,106	(31,738)
Debt Service	12,000	11,782	(218)
Capital Projects	15,883	6,575	(9,308)
Enterprise	2,570	2,536	(34)
Nonexpendable Trust	262	125	(137)
Agency	2,000	1,999	(1)
Total	\$ 278,738	\$ 219,252	\$ (59,486)

Contrary to Ohio law, appropriations exceeded the amount of estimated receipts in the Enterprise Fund in 2004. Actual receipts were less than estimated receipts during 2003 and 2004 in the Enterprise Fund and during 2004 in the Permissive Motor Vehicle License Tax Fund.

NOTE 4 – PROPERTY TAX

Property taxes include amounts levied against all real property, public utility property, and tangible personal property located in the Township. Real property tax receipts received in a year represent the collection of the prior year's taxes. Real property taxes received in 2004 were levied after October 1, 2003, on the assessed values as of January 1, 2003, the lien date. Assessed values for real property taxes are established by State statute at 35% of appraised market value. Real property taxes are payable annually or semiannually. If paid annually, payment is due December 31; if paid semiannually, the first payment is due December 31, with the remainder payable by June 20. Under certain circumstances, State statutes permits alternate payment dates to be established.

Public utility property tax receipts received in a year represent the collection of the prior year's taxes. Public utility real and tangible personal property taxes received in 2003 became a lien on December 31, 2002, were levied after October 1, 2003, and are collected with real property taxes. Public utility real property is assessed at 35% of true value; public utility tangible personal property is currently assessed at varying percentages of true value.

Tangible personal property tax receipts received in a year (other than public utility property) represent the collection of that year's taxes. Tangible personal property taxes received in 2004 were levied after October 1, 2003, on the true value as of December 31, 2003. Tangible personal property is currently assessed at 25% of true value for capital assets and 23% for inventory. Amounts paid by multi-county taxpayers are due September 20. Single county taxpayers may pay annually or semiannually. If paid annually, the first payment is due April 30; if paid semiannually, the first payment is April 30, with the remainder payable by September 20.

The County is responsible for assessing property, and for billing, collecting, and distributing all property taxes on behalf of the Township.

NOTE 5 – DEBT

Debt outstanding at December 31, 2004, was as follows:

	<u>Principal</u>	<u>Interest Rate</u>
General Obligation Notes	\$ 34,889	4.48%

The general obligation notes were issued to finance the purchase of a road grader to be used for Township road maintenance. The notes are collateralized solely by the Township's taxing authority.

NOTE 5 – DEBT - continued

Amortization of the above debt is scheduled as follows:

	<u>General Obligation Notes</u>
Year ending December 31:	
2005	\$ 8,722
2006	8,722
2007	8,722
2008	<u>8,723</u>
Total	<u><u>\$ 34,889</u></u>

NOTE 6 – FUND TRANSFERS

During 2004, the following transfers were made:

Transfers from the Miscellaneous Special-State FEMA Fund to:

General Fund	\$ 502
Gasoline Tax Fund	<u>12,545</u>
Total	<u><u>\$ 13,047</u></u>

During 2003, the following transfers were made:

Transfers from the Miscellaneous Special-State FEMA Fund to:

General Fund	\$ 63
Gasoline Tax Fund	<u>1,574</u>
Total	<u><u>\$ 1,637</u></u>

Transfers represent the allocation of receipts collected to finance various programs accounted for in the other funds in accordance with budgetary authorizations.

## NOTE 7 - RISK MANAGEMENT

### **Risk Pool Membership**

The Township belongs to the Ohio Township Association Risk Management Authority (OTARMA), a risk sharing pool available to Ohio Townships. OTARMA provides property and casualty insurance for its members. OTARMA is a member of the American Public Entity Excess Pool (APEEP). Member governments pay annual contributions to fund OTARMA. OTARMA pays judgments, settlements and other expenses resulting from covered claims that exceed the members' deductibles. There were no significant reductions in coverage from prior years and claims have not exceeded insurance coverage in any of the past three years.

### Casualty Insurance

OTARMA retains casualty risks up to \$250,000 per claim. Claims exceeding \$250,000 are reinsured with APEEP up to \$1,750,000 per claim and \$5,000,000 in the aggregate per year. Governments can elect additional coverage, from \$2,000,000 to \$10,000,000 from the General Reinsurance Corporation.

If losses exhaust OTARMA's retained earnings, APEEP covers OTARMA losses up to \$5,000,000 per year, subject to a per-claim limit of \$2,000,000.

### Property Coverage

OTARMA retains property risks including automobile physical damage up to \$100,000 on any specific loss. The Travelers Indemnity Company reinsures specific losses exceeding \$100,000.

The aforementioned casualty and property reinsurance agreements do not discharge OTARMA's primary liability for claims payments on covered losses. Claims exceeding coverage limits are the obligation of the respective government.

NOTE 7 - RISK MANAGEMENT - continued

Financial Position

OTARMA'S financial statements (audited by other accountants) conform with generally accepted accounting principles, and reported the following assets, liabilities and retained earnings at December 31:

<u>Casualty Coverage</u>	<u>2004</u>	<u>2003</u>
Assets	\$ 30,687,203	\$ 27,792,223
Liabilities	<u>(13,640,962)</u>	<u>(11,791,300)</u>
Retained Earnings	<u>\$ 17,046,241</u>	<u>\$ 16,000,923</u>

Property Coverage

Assets	\$ 7,799,073	\$ 6,791,060
Liabilities	<u>(753,906)</u>	<u>(750,956)</u>
Retained Earnings	<u>\$ 7,045,167</u>	<u>\$ 6,040,104</u>

NOTE 8 - RETIREMENT SYSTEM

The Township's elected officials and employees belong to the 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. OPERS members contributed 8.5% of their gross salaries. The Township contributed an amount equal to 13.55% of participants' gross salaries. Of this total 9.55% is for pension benefits and 4.00% is for healthcare benefits.

## NOTE 8 - RETIREMENT SYSTEM - continued

OPERS provides retirement, disability, survivor and death benefits and annual cost of living adjustments to members of the traditional and combined plans. Members of the member directed plan do not qualify for ancillary benefits. Authority to establish and amend benefits is provided by Chapter 145 of the Ohio Revised Code. OPERS issues a stand-alone financial report that may be obtained by writing to OPERS, 277 East Town Street, Columbus, OH 43215-4642 or by calling (614) 222-6705 or (800) 222-7377.

The Township's share of the required contributions for pension obligations to OPERS for the years ended December 31, 2004, 2003, and 2002 were \$9,652, \$9,433, and \$8,474 respectively. The full amount has been contributed for 2004, 2003, and 2002.

## NOTE 9 – POSTEMPLOYMENT BENEFITS

The Ohio Public Employees Retirement Systems (OPERS) provides postretirement health care coverage to age and service retirees with ten or more years of qualifying Ohio service credit with either the traditional or combined plans. Health care coverage for disability recipients and primary survivor recipients is available. The health care coverage provided by the retirement system is considered an Other Postemployment Benefit as described in *GASB Statement No. 12*. A portion of each employer's contribution of the plan is set aside for the funding of postretirement health care based on authority granted by State statute. The 2004 local government employer contribution rate was 13.55% of covered payroll; 4.00% of covered payroll was the portion that was used to fund health care.

Benefits are advance-funded using the entry age normal actuarial cost method. Significant actuarial assumptions, based on OPERS' latest actuarial review performed as of December 31, 2003, include a rate of return on investments of 8%, an annual increase in active employee total payroll of 4% compounded annually (assuming no change in the number of active employees) and an additional increase in total payroll of between .50% and 6.3% based on additional annual pay increases. Health care premiums were assumed to increase between 1% and 6% annually for the next eight years and 4% annually after eight years.

All investments are carried at market. For actuarial valuation purposes, a smoothed market approach is used. Assets are adjusted to reflect 25% of unrealized market appreciation or depreciation on investment assets annually.

The number of active contributing participants in the traditional and combined plans was 369,885. The actual contribution and the actuarially required contribution amounts are the same. OPERS' net assets available for payment of benefits at December 31, 2004, (the latest information available) were \$10.5 billion. The actuarially accrued liability and the unfunded actuarial accrued liability were \$26.9 billion and \$16.4 billion, respectively.

On September 9, 2004, the OPERS Retirement Board adopted a Health Care Preservation Plan (HCPP) with an effective date of January 1, 2005. The HCPP restructures OPERS' health care coverage to improve the financial solvency of the fund in response to increasing health care costs.



**Report on Internal Control over Financial Reporting and on  
Compliance and Other Matters Based on an Audit of  
Financial Statements Performed in Accordance with  
*Government Auditing Standards***

Adams Township  
Guernsey County, Ohio  
4821 Glenn Highway Road  
Cambridge, Ohio 43725

To the Board of Trustees:

We have audited the accompanying financial statements of Adams Township, Guernsey County, Ohio (the Township), as of and for the years ended December 31, 2004 and 2003, and have issued our report thereon dated January 6, 2006. In our report on the financial statements, we expressed a dual adverse/unqualified opinion on the financial statements. The adverse opinion resulted from financial statements not being prepared in accordance with accounting principles generally accepted in the United States of America. An unqualified opinion was expressed on the financial statements as prepared based on accounting practices the Auditor of State prescribes or permits. 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.

**Internal Control Over Financial Reporting**

In planning and performing our audit, 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 an opinion 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 weaknesses is a reportable 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 caused by error or fraud 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.

### **Compliance and Other Matters**

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 grant agreements, 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 audit, and accordingly, we do not express such an opinion. The results of our tests disclosed instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*, which are described in the accompanying schedule of findings as items 2004-01 and 2004-02.

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.

Tucker & Tucker

Cambridge, Ohio  
January 6, 2006

**ADAMS TOWNSHIP, GUERNSEY COUNTY**  
**Schedule of Findings**  
**December 31, 2004 and 2003**

**Finding Number 2004-01 – Appropriations in Excess of Available Funds**

Statement of Condition: Ohio Revised Code Section 5705.36 (A) (5) provides that total appropriations and disbursements shall not exceed the amount of estimated revenue including the carryover cash balance at the beginning of the year.

During 2004, the appropriations in the Enterprise Fund exceed estimated revenue plus carryover by \$270.

Recommendation: We recommend that the Township modify amounts available for appropriations before they are exceeded.

Response: We agree with the Auditor's recommendation. We will closely monitor estimated revenue and appropriation amounts and will amend estimated revenue amounts as necessary.

**Finding Number 2004-02 – Estimated Receipts**

Statement of Condition: Ohio Revised Code Section 5705.36 (A) (2) allows all subdivisions to request increased amended certificates of estimated resources and reduced amended certificates upon the determination by the fiscal officer that revenue to be collected will be greater or less than the amount in the official certificate of estimated resources. Ohio Revised Code Section 5705.36 (A) (3) provides that an increased amended certificate must be obtained from the budget commission if the legislative authority intends to appropriate and expend the excess revenue. Ohio Revised Code Section 5705.36 (A) (4) provides that a reduced amended certificate must be obtained if the amount of the deficiency will reduce available resources below the current level of appropriation.

During 2003 the Enterprise Fund and during 2004 the Enterprise Fund and the Permissive Motor Vehicle License Fund had actual receipts below estimated receipts and a reduced amended certificate was not obtained. Additionally, appropriations were set at the level of estimated receipts plus carryover. The Township should have obtained a reduced amended certificate and made the corresponding reduction in appropriations.

Recommendation: We recommend that the Township review its actual receipts and appropriations on a regular basis and amend amounts as necessary.

Response: We agree with the Auditor's recommendation and will monitor actual receipts and appropriations on a regular basis.

**ADAMS TOWNSHIP, GUERNSEY COUNTY**  
**Schedule of Prior Audit Findings**  
**December 31, 2004 and 2003**

There were no findings in the prior audit.



**Auditor of State  
Betty Montgomery**

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**ADAMS TOWNSHIP**

**GUERNSEY 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 21, 2006**