LIBERTY TOWNSHIP WASHINGTON COUNTY Regular Audit December 31, 2005 and 2004



Board of Trustees Liberty Township 3330 Dalzell Road Whipple, OH 45788

We have reviewed the *Independent Accountants' Report* of Liberty Township, Washington County, prepared by Perry and Associates, Certified Public Accountants, A.C., for the audit period January 1, 2004 through December 31, 2005. 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 Accountants' 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 Accountants' 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. Liberty Township is responsible for compliance with these laws and regulations.

BETTY MONTGOMERY Auditor of State

Butty Montgomeny

July 26, 2006



TABLE OF CONTENTS

TITLE	PAGE
Independent Accountants' Report	1-2
Combined Statement of Cash Receipts, Cash Disbursements, and Changes in Fund Cash Balances - All Governmental Fund Types - For the Year Ended December 31, 2005	
Combined Statement of Cash Receipts, Cash Disbursements, and Changes in Fund Cash Balances - All Governmental Fund Types - For the Year Ended December 31, 2004	
Notes to the Financial Statements	5-11
Independent Accountants' Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Required by <i>Government Auditing Standards</i>	12-13
Schedule of Findings	14
Schedule of Prior Audit Findings	15

Perry & Associates

Certified Public Accountants, A.C.

PARKERSBURG 1035 Murdoch Avenue Parkersburg, WV 26101 (304) 422-2203 MARIETTA 428 Second Street Marietta, OH 45750 (740) 373-0056

INDEPENDENT ACCOUNTANTS' REPORT

June 21, 2006

Liberty Township Washington County 3330 Dalzell Road Whipple, OH 45788

To the Board of Trustees:

We have audited the accompanying financial statements of Liberty Township, Washington County, Ohio, (the Township) as of and for the years ended December 31, 2005 and 2004. 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 the Comptroller General of the United States' *Government Auditing Standards*. Those standards require that we plan and perform the audit to reasonably assure 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 our audit provides a reasonable basis for our opinion.

As described more fully in Note 1, the Township has prepared these financial statements using accounting practices the Auditor of State prescribes or permits. These practices differ from accounting principles generally accepted in the United States of America (GAAP). Although we cannot reasonably 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 Township to reformat its financial statement presentation and make other changes effective for the years ended December 31, 2005 and 2004. Instead of the combined funds the accompanying financial statements present for 2005 and 2004, the revisions require presenting entity wide statements and also to present it's larger (i.e. major) funds separately beginning in 2004. While the Township does not follow GAAP, generally accepted auditing standards requires us to include 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 Township has elected not to reformat its statements. Since the Township 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.

Liberty Township Washington County Independent Accountants' Report Page 2

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 years ended December 31, 2005 and 2004 do not present fairly, in conformity with accounting principles generally accepted in the United States of America, the financial position of the Township as of December 31, 2005 and 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 of Liberty Township, Washington County, as of December 31, 2005 and 2004, 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 Township to include Management's Discussion and Analysis for the years ended December 31, 2005 and 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 June 21, 2006, 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 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.

Respectfully Submitted,

Perry and Associates

Certified Public Accountants, A.C.

COMBINED STATEMENT OF CASH RECEIPTS, CASH DISBURSEMENTS, AND CHANGES IN FUND CASH BALANCES ALL GOVERNMENTAL AND FIDUCIARY FUND TYPES FOR THE YEAR ENDED DECEMBER 31, 2005

	Governmental Fund Types		<u>-</u>	
	General	Special Revenue	Totals (Memorandum Only)	
Cash Receipts:				
Local Taxes	\$9,528	\$7,714	\$17,242	
Intergovernmental	39,649	166,183	205,832	
Licenses, Permits, and Fees	50		50	
Earnings on Investments	205	129	334	
Other Revenue	217	0	217	
Total Cash Receipts	49,649	174,026	223,675	
Cash Disbursements:				
Current:	44.4.5		44.4.5	
General Government	41,167		41,167	
Public Safety	4,650	166 693	4,650	
Public Works	1,000	166,682	167,682	
Debt Service:		51 710	51 710	
Capital Outlay		51,719	51,719	
Total Cash Disbursements	46,817	218,401	265,218	
Total Cash Receipts Over/(Under) Disbursements	2,832	(44,375)	(41,543)	
Other Financing Receipts and (Disbursements):				
Note Proceeds		40,000	40,000	
Sale of Fixed Assets	975	4,826	5,801	
Other Financing Sources	0	389	389	
Total Other Financing Receipts/(Disbursements)	975	45,215	46,190	
Excess of Cash Receipts and Other Financing Receipts Over/(Under) Cash Disbursements	2 907	0.40	4 647	
and Other Financing Disbursements	3,807	840	4,647	
Fund Cash Balances, January 1	4,249	49,024	53,273	
Fund Cash Balances, December 31	\$8,056	\$49,864	\$57,920	

COMBINED STATEMENT OF CASH RECEIPTS, CASH DISBURSEMENTS, AND CHANGES IN FUND CASH BALANCES ALL GOVERNMENTAL AND FIDUCIARY FUND TYPES FOR THE YEAR ENDED DECEMBER 31, 2004

	Governmental Fund Types		_	
	General	Special Revenue	Totals (Memorandum Only)	
Cash Receipts:				
Local Taxes	\$8,493	\$6,813	\$15,306	
Intergovernmental	37,058	189,013	226,071	
Earnings on Investments	122	58	180	
Other Revenue	111		111	
Total Cash Receipts	45,784	195,884	241,668	
Cash Disbursements:				
Current:				
General Government	36,858		36,858	
Public Safety	4,650		4,650	
Public Works	2,743	165,332	168,075	
Total Cash Disbursements	44,251	165,332	209,583	
Total Cash Receipts Over/(Under) Disbursements	1,533	30,552	32,085	
Other Financing Receipts and (Disbursements):				
Other Financing Sources	1,597	82	1,679	
Total Other Financing Receipts/(Disbursements)	1,597	82	1,679	
Excess of Cash Receipts and Other Financing				
Receipts Over/(Under) Cash Disbursements and Other Financing Disbursements	3,130	30,634	33,764	
.,	,	,	,	
Fund Cash Balances, January 1	1,119	18,390	19,509	
Fund Cash Balances, December 31	\$4.249	\$49.024	\$53.273	

TOWNSHIP WASHINGTON COUNTY

NOTES TO THE FINANCIAL STATEMENTS DECEMBER 31, 2005 AND 2004

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

A. Description of the Entity

Liberty Township, Washington 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 and a publicly elected Clerk. The Township provides general governmental services, including road and bridge maintenance, cemetery maintenance, and fire protection services. The Township contracts with the Salem Township and Little Muskingum Volunteer Fire Department to provide fire and emergency services.

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

B. Basis of Accounting

These financial statements follow the basis of accounting prescribed or permitted by the Auditor of State, which is similar to the cash receipts and disbursements basis of accounting. Receipts are recognized when received in cash rather than when earned, and disbursements are recognized when paid rather than when a liability is incurred. Budgetary presentations report budgetary expenditures when a commitment is made (i.e., when an encumbrance is approved).

These statements include adequate disclosure of material matters, as prescribed or permitted by the Auditor of State.

C. Cash and Investments

The Township Clerk invests all available funds of the Township in an interest-bearing checking account.

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 has the following significant Special Revenue Funds:

NOTES TO THE FINANCIAL STATEMENTS DECEMBER 31, 2005 AND 2004 (Continued)

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

D. Fund Accounting (Continued)

2. Special Revenue Funds (Continued)

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

<u>Permissive Sales Tax Fund</u> – This fund receives funds from Washington County through the one-half percent county sales tax to construct, repair, and maintain Township roads and bridges.

<u>Miscellaneous Special Revenue Fund</u> – This fund receives Federal Emergency Management Agency (FEMA) grant monies to pay for disaster assistance.

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, and 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. Appropriations lapse at year-end. The Township budgets appropriation amounts for advances.

2. 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.

3. Encumbrances

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

A summary of 2005 and 2004 budgetary activity appears in Note 3.

NOTES TO THE FINANCIAL STATEMENTS DECEMBER 31, 2005 AND 2004 (Continued)

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

F. Property, Plant and Equipment

Acquisitions of property, plant and equipment are recorded as disbursements when paid. These items are not reflected as assets on the accompanying financial statements.

G. 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. The township had no employees during this audit period eligible for leave.

2. EQUITY IN POOLED CASH

The Township maintains a cash pool used by all funds. The Ohio Revised Code prescribes allowable deposits. The carrying amount of cash at December 31 was as follows:

	2005	2004
Demand deposits	\$57,920	\$53,273

Deposits are insured by the Federal Deposit Insurance Corporation.

3. BUDGETARY ACTIVITY

Budgetary activity for the years ended December 31, 2005 and 2004 follows:

2005 Budgeted vs. Actual Receipts

	Budgeted	Actual	
Fund Type	Receipts	Receipts	Variance
General	\$49,601	\$51,624	\$2,023
Special Revenue	232,582	219,241	(\$13,341)
Total	\$282,183	\$270,865	(\$11,318)

NOTES TO THE FINANCIAL STATEMENTS DECEMBER 31, 2005 AND 2004 (Continued)

3. **BUDGETARY ACTIVITY (Continued)**

2005 Budgeted vs. Actual Budgetary Basis Expenditures

	Appropriation	Budgetary	
Fund Type	Authority	Expenditures	Variance
General	\$47,930	\$46,817	\$1,113
Special Revenue	221,935	218,401	3,534
Total	\$269,865	\$265,218	\$4,647

2004 Budgeted vs. Actual Receipts

	Budgeted	Actual	
Fund Type	Receipts	Receipts	Variance
General	\$46,481	\$47,317	\$836
Special Revenue	208,960	195,966	(12,994)
Total	\$255,441	\$243,283	(\$12,158)

2004 Budgeted vs. Actual Budgetary Basis Expenditures

-	Appropriation	Budgetary	
Fund Type	Authority	Expenditures	Variance
General	\$47,381	\$44,251	\$3,130
Special Revenue	195,966	165,332	30,634
Total	\$243,347	\$209,583	\$33,764

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.

NOTES TO THE FINANCIAL STATEMENTS DECEMBER 31, 2005 AND 2004 (Continued)

5. DEBT

Debt outstanding at December 31, 2005 was as follows:

	<u>Principal</u>	Interest Rate
Lease-Purchase Agreement	\$ 40,000	4.510 %

The lease rental was for the purpose of the Township purchasing a tractor.

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

	Lease-Purchase Agreement	
Year ending December 31:		
2006	\$ 9,283	
2007	9,283	
2008	9,283	
2009	9,283	
2010	9,283	
Total	\$ 46,415	

This lease is backed by the full faith and credit of the Township.

6. RETIREMENT SYSTEMS

The Township's elected officials and employees belong to the Ohio Public Employees Retirement System (OPERS) of Ohio. OPERS is a cost-sharing, multi-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.

Contribution rates are also prescribed by the Ohio Revised Code. For 2005 and 2004, members of OPERS 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, 2005.

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 coverage 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.

NOTES TO THE FINANCIAL STATEMENTS DECEMBER 31, 2005 AND 2004 (Continued)

7. RISK MANAGEMENT (Continued)

Risk Pool Membership (Continued)

Casualty Coverage

OTARMA retains casualty risks up to \$250,000 per claim, including loss adjustment expenses. OTARMA pays a percentage of its contributions to APEEP. APEEP reinsures 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 in any one occurrence. The Travelers Indemnity Company reinsures losses exceeding \$100,000 up to \$500,000,000 per occurrence. APEEP's Guarantee Fund pays losses and loss adjustment expenses exceeding operating contributions.

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 township.

NOTES TO THE FINANCIAL STATEMENTS DECEMBER 31, 2005 AND 2004 (Continued)

7. RISK MANAGEMENT (Continued)

Risk Pool Membership (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, 2004 and 2003 (the latest information available):

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

Property Coverage	<u>2004</u>	<u>2003</u>
Assets	\$7,799,073	\$6,791,060
Liabilities	(753,906)	<u>(750,956)</u>
Retained earnings	<u>\$7,045,167</u>	<u>\$6,040,104</u>

The Township also provides health, dental, and vision insurance coverage to full-time employees through a private carrier.

Perry & Associates

Certified Public Accountants, A.C.

PARKERSBURG 1035 Murdoch Avenue Parkersburg, WV 26101 (304) 422-2203 MARIETTA 428 Second Street Marietta, OH 45750 (740) 373-0056

INDEPENDENT ACCOUNTANTS' REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS REQUIRED BY GOVERNMENT AUDITING STANDARDS

June 21, 2006

Liberty Township Washington County 3330 Dalzell Road Whipple, OH 45788

To the Board of Trustees:

We have audited the financial statements of Liberty Township, Washington County, (the Township) as of and for the years ended December 31, 2005 and 2004, and have issued our report thereon dated June 21, 2006, wherein we noted the Township followed accounting practices the Auditor of State prescribes rather than accounting principles generally accepted in the United States of America. 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 the Comptroller General of the United States' *Government Auditing Standards*.

Internal Control Over Financial Reporting

In planning and performing our audit, we considered the Township's internal control over financial reporting to determine our auditing procedures to express our opinion on the financial statements and not to opine on the internal control over financial reporting. Our consideration of the internal control would not necessarily disclose all matters in the internal control over financial reporting that might be material weaknesses. A material weakness 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 material to the financial statements we audited may occur and not be timely detected by employees when performing their assigned functions. We noted no matters involving the internal control over financial reporting and its operation that we consider material weaknesses. In a separate letter to the Township's management dated June 21, 2006, we reported one matter involving internal control over financial reporting we did not deem a reportable condition.

Liberty Township
Washington County
Independent Accountants' Report on Internal Control Over
Financial Reporting and on Compliance and Other Matters
Required by *Government Auditing Standards*Page 2

Compliance and Other Matters

As part of reasonably assuring whether the Township's financial statements are free of material misstatement, we tested its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could directly and materially affect 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 an opinion. The results of our tests disclosed no instances of noncompliance that is required to be reported under *Government Auditing Standard*, which is described in the accompanying schedule of findings as item 2005-001. In a separate letter to the Township's management dated June 21, 2006, we reported one matter related to noncompliance we deemed immaterial.

This report is intended solely for the information and use of management, Township Trustees, 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.

Respectfully Submitted,

Perry and Associates

Certified Public Accountants, A.C.

SCHEDULE OF FINDINGS DECEMBER 31, 2005 AND 2004

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

FINDING NUMBER 2005-001

Noncompliance Citation

Ohio Rev. Code Section 5705.10 states that all revenue derived from a special revenue levy is to be credited to a special fund for the purpose, which the levy was made. In addition, all revenue derived from a source other than the general property tax and which the law prescribes shall be used for a particular purpose is to be paid into a special fund for such purpose.

In 2005, the Clerk recorded revenue from a gasoline excise tax into the General Fund, which should have been receipted into the Gas Tax Fund, Special Revenue Fund Type, in the amount of \$2,694.00

Management's Response: As of the date of this report, Township management was in agreement with the aforementioned adjustment and the adjustment has been posted to the Township's records and is reflected in the accompanying financial statements.

SCHEDULE OF PRIOR AUDIT FINDINGS DECEMBER 31, 2003 AND 2002

Finding Number	Finding Summary	Fully Corrected?	Not Corrected, Partially Corrected; Significantly Different Corrective Action Taken; or Finding No Longer Valid; <i>Explain</i>
2003-001	Finding For Recovery Ohio Constitution, Article XV, Section 4. No person shall be elected or appointed to any office in this state unless possessed of the qualifications of an elector. "Dale Lauer"	No	Not Corrected No Repayment Made
2003-002	Finding For Recovery Ohio Constitution, Article XV, Section 4. No person shall be elected or appointed to any office in this state unless possessed of the qualifications of an elector. "Rodney Wells"	No	Partially Corrected Partial Repayment Made
2003-003	Ohio Rev. Code Section 505.24, Township Trustees shall be paid from the General Fund or from such other Township funds in such proportions as the Board may specify by Resolution.	Yes	N/A



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

Telephone 614-466-4514

800-282-0370

Facsimile 614-466-4490

LIBERTY TOWNSHIP

WASHINGTON 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.

CLERK OF THE BUREAU

Susan Babbitt

CERTIFIED AUGUST 8, 2006