Rome Township

Athens County, Ohio

Regular Audit

For the Years Ended December 31, 2004 and 2003

BALESTRA, HARR & SCHERER, CPAs, INC.

528 South West Street, P.O. Box 687 Piketon, Ohio 45661

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Board of Trustees Rome Township 7601 State Route 144 Guysville, Ohio 45735

We have reviewed the *Independent Auditors' Report* of Rome Township, Athens County, prepared by Balestra, Harr & Scherer, CPAs, Inc. 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's Office (AOS). Due to a February 2, 2005 interpretation from the American Institute of Certified Public Accountants (AICPA), modifications were required to the *Independent Auditors' Report* on your financial statements. While the AOS 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 Auditors' Report* also includes an opinion on the financial statements using the regulatory format the AOS 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. Rome Township is responsible for compliance with these laws and regulations.

BETTY MONTGOMERY Auditor of State

Betty Montgomeny

February 27, 2006



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Member American Institute of Certified Public Accountants

Ohio Society of Certified Public Accountants

Independent Auditors' Report

Board of Trustees Rome Township Athens County, Ohio 7601 State Route 144 Guysville, Ohio 45735

We have audited the accompanying financial statements of Rome Township, Athens County, (the Township) as of and for the years ended December 31, 2004 and 2003. These financial statements are the responsibility of the Government'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 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 that our audit provides a reasonable basis for our opinion.

As described more fully in Note 1, the government 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. Although we cannot reasonably determine the effects on the financial statements of the variances between these regulatory accounting practices and accounting principles generally accepted in the United States of America, we presume they are material.

Revisions to GAAP require the Township to reformat its financial statement presentation and make other changes effective for the year ended December 31, 2004. Instead of the funds accompanying financial statements presented 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 Township does not follow GAAP, generally accepted auditing standards require 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 are materially misstated under 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 paragraph, the financial statements referred to above do not present fairly, in conformity with accounting principles generally accepted in the United States of America, the financial position of the Township's combined funds 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 of Rome Township, Athens County, as of December 31, 2004 and 2003, and its combined cash receipts and disbursements for the years then ended on the basis of accounting described in Note 1.

Rome Township Independent Auditors' Report Page 2

The aforementioned revision to generally accepted accounting principles also requires the Township to include Management's Discussion & Analysis for the year ended December 31, 2004. The Township has not presented Management's Discussion & 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 27, 2005, 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. That report describes the scope of our testing of internal control over financial reporting and compliance and the results of that testing. It does not opine on the internal control over financial reporting or on compliance. 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.

Balestra, Harr & Scherer, CPAs, Inc.

Balistra, Harr & Scherur

June 27, 2005

Rome Township Athens County, Ohio

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 | Debt Service | Fiduciary Funds | Totals (Memorandum Only) |
| Cash Receipts: | | | | | |
| Local Taxes | \$22,409 | \$86,632 | \$0 | \$0 | \$109,041 |
| Intergovernmental | 22,665 | 210,267 | 10,287 | 0 | 243,219 |
| Earnings on Investments | 189 | 322 | 0 | 7 | 518 |
| Other Revenue | 634 | 2,312 | 0 | 0 | 2,946 |
| Total Cash Receipts | 45,897 | 299,533 | 10,287 | 7 | 355,724 |
| Cash Disbursements: | | | | | |
| Current: | | | | | |
| General Government | 41,903 | 0 | 0 | 0 | 41,903 |
| Public Safety | 0 | 31,650 | 0 | 0 | 31,650 |
| Public Works | 0 | 193,308 | 0 | 0 | 193,308 |
| Health | 0 | 17,482 | 0 | 0 | 17,482 |
| Capital Outlay | 25,025 | 21,453 | 0 | 0 | 46,478 |
| Debt Service: | | | | | |
| Principal | 0 | 0 | 10,083 | 0 | 10,083 |
| Interest | 0 | 0 | 429 | 0 | 429 |
| Total Cash Disbursements | 66,928 | 263,893 | 10,512 | 0 | 341,333 |
| Total Receipts Over/(Under) Disbursements | (21,031) | 35,640 | (225) | 7 | 14,391 |
| Other Financing Receipts/(Disbursements): | | | | | |
| Proceeds of Notes | 22,875 | 0 | 0 | 0 | 22,875 |
| Other Financing Uses | (1,265) | 0 | 0 | 0 | (1,265) |
| Excess of Cash Receipts and Other Financing | | | | | |
| Receipts Over/(Under) Cash Disbursements | 579 | 35,640 | (225) | 7 | 36,001 |
| Receipts Over/(Onder) Cash Disbutsements | 313 | <i>55</i> ,040 | | / | 30,001 |
| Fund Cash Balances, January 1 | 11,651 | 62,530 | 225 | 777 | 75,183 |
| Fund Cash Balances, December 31 | \$12,230 | \$98,170 | \$0 | \$784 | \$111,184 |

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

Rome Township Athens County, Ohio

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, 2003

Governmental Fund Types Totals Debt Fiduciary (Memorandum Special General Revenue Service Funds Only) Cash Receipts: Local Taxes \$22,302 \$82,671 \$0 \$0 \$104,973 Intergovernmental 10,000 20,564 147,382 0 177,946 Earnings on Investments 149 297 0 21 467 Other Revenue 258 11,675 0 0 11,933 **Total Cash Receipts** 43,273 242,025 10,000 21 295,319 Cash Disbursements: Current: 37,971 0 General Government 0 0 37,971 0 373 0 Public Safety 0 373 0 0 Public Works 0 143,141 143,141 Health 1,416 13,043 0 0 14,459 Capital Outlay 1,220 76,725 0 0 77,945 Debt Service: 0 0 9,677 0 9,677 Principal 0 Interest 0 0 755 755 40,607 Total Cash Disbursements 233,282 10,432 0 284,321 Total Receipts Over/(Under) Disbursements 2,666 8,743 (432)21 10,998 Fund Cash Balances, January 1 8,985 53,787 657 756 64,185 Fund Cash Balances, December 31 \$11,651 \$62,530 \$225 \$777 \$75,183

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

Notes to the Financial Statements December 31, 2004 and 2003

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

A. Description of the Entity

Rome Township, Athens 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 provides general governmental services, including road and bridge maintenance, cemetery maintenance, and fire protection and emergency medical 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

Investments are included in fund cash balances. Accordingly, purchases of investments are not recorded as disbursements, and sales of investments are not recorded as receipts. Gains or losses at the time of sale are recorded as receipts or disbursements, respectively.

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:

- 1. General Fund The General Fund is the general operating fund. It is used to account for all financial resources except those required to be accounted for in another fund.
- 2. Special Revenue Funds These funds are used to account for proceeds from specific sources (other than from trusts or for capital projects) that are restricted to expenditure for specific purposes. The Township had the following significant Special Revenue Funds:

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.

Fire District Fund – This fund receives property tax and intergovernmental money for the equipping, maintaining, and general operations of the Township fire department.

Notes to the Financial Statements December 31, 2004 and 2003 (Continued)

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

D. Fund Accounting (Continued)

3. Debt Service Funds – 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 Funds:

General Note Retirement – This fund receives real estate tax money to pay the principal and interest on a note for the purchase of a dump truck.

4. 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 Trust Fund – This fund receives interest money for the maintenance of the cemetery.

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.

2. Estimated Resources

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

3. Encumbrances

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

A summary of 2004 and 2003 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.

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.

Notes to the Financial Statements December 31, 2004 and 2003 (Continued)

2. EQUITY IN POOLED CASH AND INVESTMENTS

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:

| | 2004 | 2003 |
|--------------------------------|-----------|----------|
| Demand deposits | \$110,584 | \$74,583 |
| Certificates of deposits | 600 | 600 |
| Total deposits and investments | \$111,184 | \$75,183 |

Deposits: Deposits are either (1) insured by the Federal Depository Insurance Corporation or (2) collateralized by securities specifically pledged by the financial institution for its public deposits.

3. BUDGETARY ACTIVITY

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

| | 2004 Budgeted vs. Actual Receipts | | | |
|-----------------|-----------------------------------|-----------|----------|--|
| | Budgeted | Actual | | |
| Fund Type | Receipts | Receipts | Variance | |
| General | \$38,005 | \$45,897 | \$7,892 | |
| Special Revenue | 264,993 | 299,533 | 34,540 | |
| Debt Service | 10,207 | 10,287 | 80 | |
| Fiduciary | 21 | 7 | (14) | |
| Total | \$313,226 | \$355,724 | \$42,498 | |

| 2004 Bu | idgeted vs. Actual Bud | getary Basis Expenditu | <u>res</u> |
|-----------------|------------------------|------------------------|------------|
| | Appropriation | Budgetary | |
| Fund Type | Authority | Expenditures | Variance |
| General | \$38,005 | \$66.029 | \$(28,022) |
| General | \$38,003 | \$66,928 | \$(28,923) |
| Special Revenue | 264,993 | 263,893 | 1,100 |
| Debt Service | 10,207 | 10,512 | (305) |
| Fiduciary | 21 | 0 | 21 |
| Total | \$313,226 | \$341,333 | (\$28,107) |

| | 2003 Budgeted vs. A Budgeted | Actual | |
|-----------------|---------------------------------|-----------|-------------|
| Fund Type | Receipts | Receipts | Variance |
| General | \$43,263 | \$43,273 | \$10 |
| Special Revenue | 355,275 | 242,025 | (113,250) |
| Debt Service | 10,000 | 10,000 | 0 |
| Fiduciary | 21 | 21 | 0 |
| Total | \$408,559 | \$295,319 | (\$113.240) |

| <u>2003 Bu</u> | idgeted vs. Actual Budg | getary Basis Expenditu | <u>ires</u> |
|-----------------|-------------------------|------------------------|-------------|
| | Appropriation | Budgetary | |
| Fund Type | Authority | Expenditures | Variance |
| General | \$34,102 | \$40,607 | (\$6,505) |
| Special Revenue | 206,642 | 233,282 | (26,640) |
| Debt Service | 10,500 | 10,432 | 68 |
| Fiduciary | 34 | 0 | 34 |
| Total | \$251,278 | \$284,321 | (\$33,043) |

Notes to the Financial Statements December 31, 2004 and 2003 (Continued)

3. BUDGETARY ACTIVITY (Continued)

Ohio Revised Code 5705.41(B) stated in part that no subdivision is to expend money unless it has been appropriated. The General Fund, Gas Tax Fund, and Road and Bridge Fund had disbursements in excess of appropriations in 2003 and 2004. The Debt Service Fund had disbursements that were in excess of appropriations in 2004.

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 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.

Tangible personal property tax is assessed by the property owners, who must file a list of such property to the County by each April 30.

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

5. DEBT

Debt outstanding at December 31, 2004 was as follows:

| | Principal | Interest Rate |
|------------------|-----------|---------------|
| Promissory Notes | \$22,875 | 1.70% |

The promissory note was issued to finance the construction of a new township building.

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

| | Promissory Note |
|--------------------------|-----------------|
| Year ending December 31: | |
| 2005 | \$4,811 |
| 2006 | 4,811 |
| 2007 | 4,811 |
| 2008 | 4,811 |
| 2009 | 4,811 |
| Total | \$24,055 |

6. RETIREMENT SYSTEMS

The Township's 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.

Contribution rates are also prescribed by the Ohio Revised Code. For 2004 and 2003, PERS members contributed 8.5% of their gross salaries. The Township contributed an amount equal to 13.55% of participants' gross salaries. The Township has paid all contributions required through December 31, 2004.

Notes to the Financial Statements December 31, 2004 and 2003 (Continued)

7. RISK MANAGEMENT

Commercial Insurance

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

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.

Casualty Coverage

OTARMA retains casualty risks up to \$250,000 per occurrence. 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 which the General Reinsurance Corporation will reinsure.

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 Travelers Indemnity Company also provides aggregate excess coverage for property including automobile physical damage subject to an annual stop loss. When the stop loss is reached in any year, The Travelers Indemnity Company provides coverage in excess of \$10,000.

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.

Risk Pool Membership

OTARMA's financial statements (audited by other accountants) conform with generally accepted accounting principles, and report the following assets, liabilities, and retained earnings at December 31, 2003 and 2002 (the latest information available):

| Casualty Coverage | <u>2003</u> | <u>2002</u> |
|-------------------|--------------|--------------|
| Assets | \$27,792,223 | \$23,757,036 |
| Liabilities | (11,791,300) | (9,197,512) |
| Retained earnings | \$16,000,923 | \$14,559,524 |
| Property Coverage | | |
| Assets | \$6,791,060 | \$6,596,996 |
| Liabilities | (750,956) | (1,204,326) |
| Retained earnings | \$6,040,104 | \$5,392,670 |
| | | |

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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*

Board of Trustees Rome Township Athens County, Ohio 7601 State Route 144 Guysville, OH 45735

We have audited the accompanying financial statements of Rome Township, Athens County, Ohio (the Township), as of and for the years ended December 31, 2004 and 2003, and have issued our report thereon dated June 27, 2005, wherein we noted the Township followed accounting practices the Auditor of State prescribes rather then accounting principles generally accepted in the United Sates of America. 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.

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 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 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 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 audits and, accordingly, we do not express such an opinion. The results of our tests disclosed an instance of noncompliance that is required to be reported under *Government Auditing Standards* and which is disclosed in the accompanying schedule of findings as item 2004-01.

We also noted certain matters that we reported to Management in a separate letter dated June 27, 2005.

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.

Balestra, Harr & Scherer, CPAs, Inc.

June 27, 2005

ROME TOWNSHIP ATHENS COUNTY

SCHEDULE OF FINDINGS DECEMBER 31, 2004 AND 2003

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

FINDING NUMBER 2004-001

Noncompliance Citation

Ohio Revised Code 5705.41(B) states in part that no subdivision is to expend money unless it has been appropriated.

We noted that the following amounts where actual disbursement exceeded appropriations:

| <u>FY03:</u> | | <u>FY04:</u> | |
|----------------------|----------|----------------------|----------|
| General Fund | \$ 6,505 | General Fund | \$28,923 |
| Gas Tax Fund | 76,250 | Gas Tax Fund | 53,875 |
| Road and Bridge Fund | 5,545 | Road and Bridge Fund | 6,023 |
| _ | | Debt Service Fund | 305 |



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ROME TOWNSHIP

ATHENS 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 MARCH 9, 2006