Blanchard Township Hardin County, Ohio Financial Statements December 31, 2005 and 2004



## Mary Taylor, CPA Auditor of State

Board of Trustees Blanchard Township 2682 County Road 159 Dunkirk, Ohio 45836

We have reviewed the *Independent Auditors' Report* of Blanchard Township, Hardin County, prepared by Taylor, Applegate, Hughes & Associates, Ltd., for the audit period January 1, 2004 to 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 Auditors' 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 Auditors' 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. Blanchard Township is responsible for compliance with these laws and regulations.

Mary Taylor, CPA Auditor of State

Mary Saylor

March 30, 2007



### Blanchard Township Hardin County, Ohio

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CERTIFIED PUBLIC
ACCOUNTANTS +
BUSINESS ADVISORS

INDEPENDENT AUDITORS' REPORT

Keith O. Applegate, CPA

Kathleen M. Hughes, CPA

Richard R. Taylor, CPA (1931-1998)

Julie L. Griffin, CPA

Kristi L. Leeth, CPA

Valerie Friley Walker, CPA

Sara M. Bratka, CPA

Blanchard Township 2682 CR 159 Dunkirk, OH 45836

To the Board of Trustees:

We have audited the accompanying financial statements of Blanchard Township, Hardin 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 that 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.

Revision 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 its larger (i.e. major) funds separately for 2005 and 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

Blanchard Township Hardin County Independent Auditors' Report Page 2

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 effect 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 its changes in financial position for the years 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 Blanchard Township, Hardin 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 year ended December 31, 2005 and 2004. The Township 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 a report dated December 26, 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. 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 than audit performed in accordance with *Government Auditing Standards*. You should read it in conjunction with this report in assessing the results of our audit.

Taylor, Applegate, Hughes and Associates, Ltd. January 15, 2007

### BLANCHARD TOWNSHIP

#### **HARDIN COUNTY**

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

	<b>Governmental Fund Types</b>					<u>Total</u>			
	(	Seneral		Special Revenue	Capital Projects	Pe	ermanent	(M	lemorandum Only)
Cash Receipts:									
Property and tther local taxes	\$	50,014	\$	34,491		\$	-	\$	84,505
Licenses, permits and fees		655		7,997					8,652
Intergovernmental		26,635		90,016	25,001				141,652
Earnings on investments		900		870			52		1,822
Miscellaneous		22,527		1,800	 				24,327
Total Cash Receipts		100,731		135,174	25,001		52		260,958
Cash Disbursements:									
Current:									
General government		77,058							77,058
Public safety		5,000							5,000
Public works				86,621					86,621
Health				35,973					35,973
Capital Outlay:					 25,001				25,001
Total Cash Disbursements		82,058		122,594	 25,001				229,653
Total receipts over/(under) disbursements		18,674		12,580			52		31,305
Other financing receipts/(disbursements):									
Transfers-in				2,120					2,120
Transfers-out		(2,120)			 				(2,120)
Total other financing receipts/(disbursements)		(2,120)		2,120	 				
Excess of cash receipts and other financing receipts over/(under) cash disbursements and									
other financing disbursements		16,554		14,700	 		52		31,305
Fund cash balances January 1, 2005	\$	82,173	\$	117,781	\$ -	\$	3,720	\$	203,674
Fund cash balances, December 31, 2005	\$	98,727	\$	132,481	\$ 	\$	3,772	\$	234,979
Reserve for encumbrance, December 31, 2005	\$		\$	_	\$ 31,039	\$		\$	31,039

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

### BLANCHARD TOWNSHIP

#### HARDIN COUNTY

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

	<b>Governmental Fund Types</b>			Fiduciary Funds	<u>Total</u>	
	G	eneral	Special Revenue	Capital Project	Nonexpendable Trust	(Memorandum Only)
Cash Receipts:						
Property and Other Local Taxes	\$	48,673		\$ -		\$ 82,238
Licenses, Permits, and Fees		700	6,418			7,118
Intergovernmental		50,108	75,583			125,691
Earnings on Investments		695	824		51	1,570
Miscellaneous		605	6,460	 -		7,065
Total Cash Receipts		100,781	122,850	-	51	223,682
Cash Disbursements:						
Current:						
General government		50,345	-			50,345
Public Safety		4,500				4,500
Public Works			67,545			67,545
Health			39,665	 	· <del></del>	39,665
Total Cash Disbursements		54,845	107,210	 		162,055
Total receipts over/(under) disbursements		45,936	15,640	 -	51	61,627
Other financing receipts/(disbursements):						
Transfers-in						_
Transfers-out			-	-		
Total other financing receipts/(disbursements)				-		
Excess of cash receipts and other financing receipts over/(under) cash disbursements and						
other financing disbursements		45,936	15,640	 	51	61,627
Fund cash balances, January 1, 2004	\$	36,237	\$ 102,142	\$ -	\$ 3,669	\$ 142,048
Fund cash balances, December 31, 2004	\$	82,173	\$ 117,782	\$ 	\$ 3,720	\$ 203,674
Reserve for encumbrance, December 31, 2004	\$		\$	\$ -	\$ -	\$ -

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

#### 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

#### A. Description of the Entity

The constitution and laws of the State of Ohio establish the rights and privileges of Blanchard Township, Hardin County, (the Township), as a body corporate and politic. A publicly-elected three-member Board of Trustees directs the Township.

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 the Auditor of State prescribes or permits. This basis is similar to the cash receipts and disbursements accounting basis. The Township recognizes receipts when received in cash rather than when earned, and recognizes disbursements 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 the Auditor of State prescribes or permits.

#### C. Cash and Investments

Demand deposits, savings accounts, and 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 used for reporting all financial resources except those required to be accounted for in another fund.

#### 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES, Continued

#### D. Fund Accounting, Continued

#### 2. Special Revenue Funds, Continued

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 expenditure for specific purposes. The Township had the following significant Special Revenue Funds:

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

<u>Motor Vehicle License Tax Fund</u> - This fund is used to receive tax money for maintaining and repairing township roads.

<u>Cemetery Fund</u> - This fund is used to receive money and fees from the sale of lots, grave openings and grave closings for the purpose of maintaining and operating the Township cemeteries.

#### 3. Fiduciary Funds (Trust and Agency Funds)

Trust funds are used to account for resources restricted by legally binding trust agreements. If the agreement requires the Township to maintain the corpus of the trust, the fund is classified as a nonexpendable trust fund. Other trust funds are classified as expendable. Funds for which the Township is acting in an agency capacity are classified as agency funds.

#### 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 or object level of control, and appropriations may not exceed estimated resources. The Board must annually approve appropriation measures and subsequent amendments. The County Budget Commission must also approve the annual appropriation measure. Appropriations lapse at year end.

#### 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES, Continued

#### E. Budgetary Process, Continued

#### 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 commitments are made.

A summary of 2005 and 2004 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.

#### 2. EQUITY IN POOLED CASH AND INVESTMENTS

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

	<u>2005</u>	<u>2004</u>
Demand Deposits	\$232,270	\$200,966
Certificates of deposit	<u>2,708</u>	<u>2,708</u>
Total	<u>\$234,978</u>	<u>\$203,674</u>

#### **Deposits**

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

### 3. BUDGETARY ACTIVITY

	2005 Budgeted vs. Actual Receipts		
	Budgeted	Actual	
Fund Type	<u>Receipts</u>	Receipts	Variance
General	\$71,618	\$100,731	\$29,113
Special Revenue	119,903	135,175	15,272
Capital Projects	<u>56,040</u>	<u>25,001</u>	(31,039)
Total	<u>\$247,561</u>	<u>\$260,907</u>	<u>\$13,346</u>
	2005 Budgeted vs. Actual Budgetary Basis Exp	oenditures	
	Appropriation	Budgetary	
Fund Type	Authority	Expenditures	Variance
General	\$128,080	\$84,178	\$43,902
Special Revenue	236,450	122,594	113,856
Capital Projects	<u>56,040</u>	<u>25,001</u>	31,039
Total	<u>\$420,570</u>	<u>\$231,773</u>	<u>\$188,797</u>
	2004 Budgeted vs. Actual Receipts		
	Budgeted	Actual	
Fund Type	<u>Receipts</u>	Receipts	Variance
General	\$70,758	\$100,781	\$30,023
Special Revenue	<u>117,250</u>	122,849	<u>5,599</u>
Total	<u>\$188,008</u>	<u>\$223,630</u>	<u>\$35,622</u>
	2004 Budgeted vs. Actual Budgetary Basis Exp	<u>penditures</u>	
	Appropriation	Budgetary	
Fund Type	<u>Authority</u>	<b>Expenditures</b>	<b>Variance</b>
General	\$104,100	\$54,845	\$49,255
Special Revenue	<u>312,600</u>	<u>162,055</u>	<u>150,545</u>
Total	<u>\$416,700</u>	<u>\$216,900</u>	<u>\$199,800</u>

#### 4. PROPERTY TAXES

Real property taxes become a lien on January 1 proceeding the October 1 date for which rates are adopted by the Board. The State Board of Tax Equalization adjusts these rates for inflation. Property taxes are also reduced for applicable homestead and rollback deductions. Homestead and rollback amounts are then paid by the State, and are reflected in the accompanying financial statements as intergovernmental receipts. Payments are due to the County by December 31. If the property owner elects to make semiannual payments, the first half is due February 10. The second half payment is due the following July 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. RETIREMENT SYSTEMS

The Township's full-time and part time employees belong to the Ohio Public Employees Retirement System (OPERS). OPERS is a cost-sharing, multiple-employer plan. The Ohio Revised Code prescribes this plan's benefits, which include postretirement healthcare and survivor and disability benefits.

The Ohio Revised Code also prescribes contribution rates. OPERS members contributed 8.5 percent of their gross salaries. The Township contributed an amount equaling 13.55 percent of participants' gross salaries. The Township has paid all contributions required through December 31, 2005.

#### 6. RISK MANAGEMENT

The Township is exposed to various risks of property and casualty losses, and injuries to employees.

The Township insures against injuries to employees through the Ohio Bureau of Worker's Compensation.

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 townships pay annual contributions to fund OTARMA. OTARMA pays judgments, settlements and other expenses resulting form covered claims that exceed the members' deductibles.

#### 7. RISK MANAGEMENT, Continued

#### Casualty Coverage

OTARMA retains casualty risks up to \$250,000, up to \$1.75 million per claim and \$10 million in the aggregate per year. Townships can elect additional coverage, from \$2 million to \$12 million with the General Reinsurance Corporation, through contacts with OTARMA.

If losses exhaust OTARMA's retained earnings, APEEP provides *excess of funds* available coverage up to \$56 million per year, subject to a per-claim limit of \$2 million.

#### Property Coverage

Through 2004, OTARMA retained property risks, including automobile physical damage, up to \$100,000 up to \$500 million per occurrence. APEEP's Guarantee Fund was responsible for losses and loss adjustment expenses exceeding operating contributions.

Beginning in 2005, Travelers reinsures specific losses exceeding \$250,000 up to \$600 million per occurrence. APEEP reinsures members for specific losses exceeding \$100,000 up to \$250,000 per occurrence, subject to an annual aggregate loss payment. Travelers provides aggregate stop loss coverage based upon the combined members' total insurable value. If the stop loss is reached by payment of losses between \$100,000 and \$250,000, Travelers will reinsure specific losses exceeding \$100,000 up to their \$600 million per occurrence limit. The aggregate stop-loss limit for 2005 was \$1,682,589.

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

Property and casualty settlements did not exceed insurance coverage for the past three fiscal years.

Members may withdraw on each anniversary of the date they joined OTARMA. They must provided written notice to OTARMA 60 days in advance of the anniversary date. Upon withdrawal, members are eligible for a full or partial refund of their capital contribution, minus the subsequent year's premium. Also upon withdrawal, payments for all property and casualty claimed and claim expenses become the sole responsibility of the withdrawing member, regardless of whether a claim was incurred or reported prior to the withdrawal.

#### 7. RISK MANAGEMENT, Continued

#### **Financial Position**

OTARMA's financial statements (audited by other accountants) are in conformity with generally accepted accounting principals, and reported the following assets, liabilities and retained earnings at December 31, 2005 and 2004.

Casualty Coverage	2005	2004
Assets	\$ 30,485,638	\$ 28,132,620
Liabilities	(12,344,576)	(11,086,379)
Retained Earnings	\$ 18,141,062	17,046,241
Property Coverage	2005	2004
Assets	\$ 9,177,796	\$ 7,588,343
Liabilities	(1,406,031)	(543,176)
Retained Earnings	\$ 7,771,765	7,045,167

The Casualty Coverage assets and retained earnings above include approximately \$11.6 million and \$10.3 million of unpaid claims to be billed to approximately 950 member townships in the future, as of December 31, 2005 and 2004, respectively. OTARMA will collect these amounts in future annual premium billings when OTARMA's related liabilities are due for payment. The Township's share of these unpaid claims is approximately less than \$10,000.



CERTIFIED PUBLIC ACCOUNTANTS + BUSINESS ADVISORS Keith O. Applegate, CPA

Kathleen M. Hughes, CPA

Richard R. Taylor, CPA

(1931-1998)

Julie L. Griffin, CPA

Kristi L. Leeth. CPA

## Independent Auditors' Report on Internal Control over Financial Reporting and On Compliance and Other Matters Required By Government Auditing Standards

Valerie Friley Walker, CPA

Sara M. Bratka, CPA

Blanchard Township 2682 CR 159 Dunkirk, OH 45836

#### To the Board of Trustees:

We have audited the financial statements of Blanchard Township, Hardin County, (the Township) as of and for the years ended December 31, 2005, and December 31, 2004, and have issued our report thereon dated January 15, 2007, 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 in order to determine our auditing procedures for the purpose of expressing 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 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 material weaknesses. However, we noted other matters involving the internal control over financial reporting that do not require inclusion in this report, that we have reported to management of the Township in a separate letter dated January 15, 2007.

Blanchard Township
Hardin County
Independent Auditors' Report on Internal Control over
Financial Reporting and On Compliance and Other Matters
Required by *Governmental Auditing Standards*Page 2

#### Compliance

As part of reasonably assuring whether the Township's financial statements are free of material misstatements, we tested its compliance with certain provisions of laws, regulations, contracts and grants, noncompliance with which could directly and materially effect 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 no instances of noncompliance that are required to be reported under *Government Auditing Standards*. We noted certain immaterial instances of noncompliance that we have reported to the management of the Township in a separate letter dated January 15, 2007.

We intend this report solely for the information and use of management, the audit committee and the Board of Trustees. It is not intended for anyone other than these specified parties.

Taylor, Applegate, Hughes and Associates, Ltd. January 15, 2007



# Mary Taylor, CPA Auditor of State

### BLANCHARD TOWNSHIP HARDIN COUNTY

#### **CLERK'S CERTIFICATION**

This is a true and correct copy of the report which is required to be filed in the Office of the Auditor of State pursuant to Section 117.26, Revised Code, and which is filed in Columbus, Ohio.

**CLERK OF THE BUREAU** 

Susan Babbitt

CERTIFIED APRIL 12, 2007